



Standard Operating Procedure

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Table of Contents

Section A: Roll Call

1. Captains Duties and Responsibilities
2. Guards Duties and Responsibilities

Section B: Main Entry Gate

1. Duties and Responsibilities
2. Emergency Procedures

Section C: Tower Operations

1. Duties and Responsibilities
2. Emergency Procedures

Section D: Control Room

1. Duties and Responsibilities
2. Key Control
3. Communications
4. Emergency Procedures

Section E: Tool Room

1. Duties and Responsibilities
2. Emergency Procedures

Section F: Cell Blocks

1. Duties and Responsibilities
2. Emergency Procedures

Section G: Main Cell Entry Gate

1. Duties and Responsibilities
2. Emergency Procedures

Section H: Escort Personnel

1. Duties and Responsibilities
2. Emergency Procedures

Section I: Captains

1. Duties and Responsibilities
2. Emergency Procedures

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section J: Assistant Captains

1. Duties and Responsibilities
2. Emergency Procedures

Section K: In-Processing Team

1. Duties and Responsibilities
2. Out-Processing and Transfers
3. Emergency Procedures

Section L: Quick Response Force

1. Primary Duties and Responsibilities
2. Shield Men
3. Riot Baton Men
4. Handcuff Men
5. Security Men
6. Secondary Duties and Responsibilities
7. Finalizing Disturbances in Cell Areas

Section M: Medical Team

1. Duties and Responsibilities
2. Emergency Procedures

Appendix A: Facility Fire Plan

Appendix B: Major Disturbances and Mass Disorder

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section A:

Change of shift and roll call

1. Captains Duties and Responsibilities

- A. Captains from the on coming and off going shifts will exchange briefings prior to roll call meeting.
- B. The Captain from the off going shift will remain at the roll call until shift change is complete.
- C. Captains for the on coming shift will give special instructions from the Warden, significant events, and any other information required to have the shift run smoothly.
- D. Captains will answer any questions the guards have concerning the information that has been given, and will be responsible for the guards understanding the instructions given.
- E. Captains will be responsible for all accountability of weapons, ammunition, and equipment given to the guards at the shift change
- F. Captains will be responsible to account for all personnel that are to report for duty. Captains will address any medical issues with the guards and will ensure the guards report to their assigned posts.
- G. Captains will ensure the guards reporting for duty meet all cleanliness and appearance standards.

2. Guard Duties and Responsibilities

- A. All Guards will report at the appropriate time for roll call. Reporting times will be set by the Warden and the Captains. Failure to do so may result in disciplinary action.
- B. All Guards will be expected to meet the cleanliness and appearance standards.
- C. All Guards will listen and fully understand the special instructions and significant events given to them by the Captains.
- D. All Guards will be held accountable for equipment, ammunition, weapons needed for their posts.
- E. Guards with medical concerns will report the situation to the Captains prior to roll call.
- F. All Guards will report to their posts immediately following roll call.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section B:

Main Entry Gate

1. Duties and Responsibilities

- A. The Guard at this post will be responsible for reading and understanding all orders and instructions given to him at the beginning of the shift.
- B. The Guard will be responsible for access control through the main gate of the prison. This will be done by access control roster, special instructions of the Warden, or special orders given at the beginning of the shift.
- C. The guard will report, by radio or runner, all personnel entering or leaving the prison to the shift supervisor and/or Captain.
- D. The Guard will maintain a log book of every person entering the facility. This is to include name, reason entering the prison, date, time in, time out, and signature.
- E. All personnel before entering the gate will be searched.
- F. Any Military or Iraqi Police will be required to clear all weapons before entering through the main gate.
- G. The Guard will inform any Iraqi Police Officers they may be asked to relinquish their weapons while in the prison.
- H. Coalition Forces will not be authorized to take any weapons beyond the areas that are marked with restricted signs. Coalition Forces will be responsible for their own weapons guards.
- I. The Guard will be responsible for all equipment assigned to that post.
- J. The main gate will remain closed when not in use.
- K. The Guard will notify the shift supervisor and /or Captain of any suspicious activity with in the area around the main gate.
- L. The Guard will be responsible to keep non-essential personnel from loitering at the main gate. To include civilian personnel, off duty guards, and any vendors not doing business with the prison facility.
- M. The Guard will not leave his post until properly relieved by the shift supervisor and/or the Captain, or the on coming shift.
- N. The guard will be responsible for keeping the area clean.

2. Emergency Procedures

- A. In case of an emergency, that threatens the security of the prison, the Guard will follow the following procedures to ensure the safety of the prison and the personnel inside.
- B. The Guard will notify and alert all personnel by radio.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- C. The Guard will enter the prison and secure the gate. The guard is to ensure that all prison personnel that may be outside the gate are inside the prison.
- D. The Guard will sound the alarm for the main gate, if the situation allows.
- E. The Guard will not allow anyone to enter or exit the main gate unless ordered by the shift supervisor and/or Captain, or the Warden.
- F. The Guard is not to leave his post until directed by the shift supervisor and/or Captain.
- G. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section C:

Tower Operations

1. Guard Duties and Responsibility

- A. Guards will report to their posts on time.
- B. Guards will not leave their posts until properly relieved by the shift supervisor and/or Captains.
- C. Guards will inspect their post for proper equipment and cleanliness, and will report any discrepancies to the shift supervisor and/or Captains.
- D. Guards will conduct a radio check once they have assumed their post.
- E. Guards will log activities at their post, to include coming on shift, leaving shift, any special instructions given during the shift, any discrepancies found at the beginning and end of shifts, and any suspicious activity around their post.
- F. Guards will conduct periodic radio checks. Captains and assistant Captains will determine the interval used for the radio checks.
- G. Guards will watch the assigned areas inside and outside of the prison, and secondary areas within their range of vision.
- H. Guards will report any suspicious activities by radio immediately to the shift supervisor and/or Captain.
- I. Guards will be familiarized with the weapons assigned to their post, and will understand the policies on the use of force.
- J. In case of attempted escape the towers will notify, by radio, the shift supervisor and /or Captain, and will follow the policies governing the prevention of escape as set by the Warden.

2. Emergency Procedures

- A. In case of emergency the Guard will be responsible for the safety of the prison personnel and the prison facility.
- B. The Guard will notify, by radio, the shift supervisor and/or Captain immediately upon having an emergency situation.
- C. The Guard will remain at his post and periodically update the shift supervisor and/or Captain to the changes in the situation.
- D. The Guard will not allow any personnel to enter the towers unless directed by the Warden, shift supervisor and /or Captain.
- E. In Case of major disturbances or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section D:

Control Room

1. Arms Room Duties and Responsibilities

- A. Guard will maintain the physical security of the arms room.
- B. Control room will remain closed and locked, except when in use by assigned personnel.
- C. Guard will be responsible for all equipment placed in the arms room, to include the number of rounds in arms room, number of weapons, and full count of all sensitive items not mentioned here. Inventory of the arms room is to be done prior to the change of shift.
- D. Guard will log all equipment in and out of the arms room regardless of use, to include name of personnel receiving equipment, weapon serial number, number of rounds issued, time, date, and location equipment is being used.
- E. Guard will be responsible to report any maintenance deficiencies found on weapons or equipment immediately to the shift supervisor and/or Captains.
- F. Guard is to remain at his post unless directed otherwise by the Warden.
- G. Guard is **not** to allow any non authorized personnel into the arms room, unless directed by the Warden. An access roster should be posted at the Control Room. Roster should include Warden, Assistant Warden, Senior Captain and/or Shift Captain, Armor, and the Assistant Armor assigned to the Control Room.
- H. Guard will be responsible for the cleanliness and neat appearance of the arms room.
- I. At **NO** time will the arms room keys be allowed to enter the prisoner holding areas, or leave the prison facility.
- J. Control Room Guard will take the weapon from arriving Iraqi Police Officers tag the weapons and give a corresponding tag to the Officer for pick up upon leaving the prison.

2. Key Control

- A. Guard will be responsible for the inventory of all facility keys.
- B. Guard will inventory all keys prior to the change of shift. The results of the inventory will be place in a log book. EXAMPLE: date, time, and person who is on duty. Inventory of all keys have been completed. With 2 vehicle keys, 3 padlock keys, and 1 door key present at this time.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- C. When the Guard issues the keys. The control room Guard will log date, time and who the key is issued to, why the key is needed, and the time the key is returned. See attachment 1A for example.
- D. Broken keys will be returned to the Control Room Guard. All broken keys will be logged in the key log book and reported immediately to the Facility supervisor and/or the Warden.

3. Communications

- A. Control Room Guard will inventory all radio equipment prior to the change of shift.
- B. Control Room Guard is responsible for the accountability of all radio equipment assigned to the prison facility.
- C. The Guard will log all maintenance discrepancies and radio counts in a log book kept in the control room. The Guard will also notify the facility supervisor and/or Warden immediately of any discrepancies.
- D. The Control Room Guard will ensure all radios turned in are placed in the charger rack. This is to ensure the radios are charged for the on coming shift.
- E. When radios and radio equipment is issued, the guard will issue equipment in the same manner as the key control procedures.

4. Emergency Procedures

- A. Guard will remain at his post until properly relieved by the facility supervisor and/or the Warden.
- B. Guard will stay to issue needed weapons or other equipment directed by the Warden.
- C. If instructed to leave the post. The Guard will ensure the control room is completely secure, and report to the location directed by the facility supervisor and/or the Warden.
- D. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section E:

Tool Room

1. Duties and Responsibilities

- A. Guards will remain at their posts until properly relieved by the Shift supervisor and /or Captains, or the on coming shift.
- B. Guards will be accountable for all tools located in the tool room. Guard will inventory all tools at the beginning and at the end of each shift to ensure all tools are accounted for.
- C. All tools will be signed out in a log book. The log will have the tool, quantity, reason for the use of the tool, and the person who is using the tool.
- D. The Guards will search the prisoners as they enter the work area and as they leave the work area. This will be done by both hand searches and by using the electronic devices.
- E. Prisoners in the work areas will not be allowed to leave the work area until all tools are accounted for.²
- F. If any tools are missing the prisoners in the work area will be strip searched, and the shift supervisor and/or Captain will be notified immediately.
- G. Guards will maintain a full count of prisoners entering and exiting the work area.
- H. NO tools will leave the work area unless directed by the facility supervisor and/or the Warden.

2. Emergency Procedures

- A. In case of emergency the primary responsibility of the guard is the safety of the prison personnel and the prisoners.
- B. The Guard will remain calm and direct the prisoners to return the tools to the tool room. An initial inventory will be done and the prisoners will begin the search process.
- C. When searches are complete the prisoners will be taken by the Guards to the designated safe area. If prisoners are not in any immediate danger the prisoners will be returned to the cells and full accountability of the prisoners, tools and equipment will be done.
- D. Guards will then report the tool room status to the facility supervisor and/or Captain following the end of any emergency.
- E. In case of fire in the work area. the facility supervisor will be notified immediately by radio, the Guards will instruct the prisoners to leave all tools where they are. The Guards will then release the prisoners into the custody of the security team. The tool room guards will aid in the fire fighting procedures. The security team will escort the prisoners to the safe area and conduct searches there
- F. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section F:

Cell Blocks

1. Duties and Responsibilities

- A. Guards in the cell block areas will not leave their posts until properly relieved by the shift supervisor and/or Captains.
- B. Guards will be responsible for the care and control of the prisoners assigned to the cell block. Example if a prisoner is ill he will report it to the shift supervisor for medical care.
- C. Guards will not have conversations with the prisoners concerning their legal case or anything not having to do with the care of the prisoner.
- D. When recreation is authorized only one cell at a time will be allowed to have recreation time. The guard is responsible to maintain a prisoner count and ensure the safety of the prisoners in the recreation area.
- E. Guards will conduct rounds of the cells on a regular basis. Guards will also conduct prisoner counts and pick up any unauthorized items found during the rounds. The Guard will report any discrepancies to the shift supervisor and/or Captain. This count is in addition to the main prisoner count done by the Captains.
- F. Guards will assist in the main prisoner count at the beginning of each shift, or as directed by the shift supervisor and/or Captains.
- G. During meal times the prisoners will remain in their cells and trustees will be escorted by the guards and will distribute the meals to each cell.
- H. All cells and secondary cell block gates will remain locked at all times, except when in use.
- I. Guards will not allow prisoners from other cell blocks to mix unless directed by the shift supervisor and/or Captain, or the Warden.
- J. During visitors days two cell block Guards will provide security on the main visitor gate.
- K. Guards will perform a physical pat down search on any prisoner exiting or entering a cell block.
- L. Guards will ensure the prisoners are in full uniform when the prisoners are removed from their cells or cell blocks.
- M. Guards will supervise the prisoners during the cleaning of the cell block areas. Guards will be responsible for the accountability of all cleaning equipment and supplies used during the cleaning process.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

2. Emergency Procedures

- A. In case of emergencies the Guards will report the incident immediately to the shift supervisor and/or Captains. The Guards will remain calm and remain at their post until directed by shift supervisors and/or the Captains.
- B. Guards are responsible for the safety of prison personnel and prisoners.
- C. In case of attack or attempted escape Guards will lock all prisoners in cells and ensure all gates are secured. Guards will report their status to the shift supervisor as soon as possible.
- D. In case of fire, Guards will remain calm and maintain order in the cell blocks. The cell blocks will be evacuated in an orderly fashion, and the prisoners will be taken to a safe area, as designated by the fire safety plan, by additional guards, escort guards, and security personnel. Prisoners will be searched in a designated portion of the safe area, and a prisoner count will be conducted to account for all prisoners and prison personnel. Cell block Guards will remain and help with fire fighting if the fire is in the cell block areas.
- E. All prisoners will be searched and returned to their cells if possible following the emergency. Positive control of all prisoners must be maintained at all times.
- F. In case of illness or death of an inmate, the Guard should notify the shift supervisor and/or Captains immediately. For illness, the Guard will request an escort for the sick prisoner to the infirmary. In the case of a death, the Guard will remove the other prisoners in an orderly fashion. All prisoners will have a complete search done upon being removed from the cell. The guards will follow the direction of the Captain for the removal of the deceased prisoner. The guard will give a complete report of the circumstances of how the body was found.
- G. In the case of minor disturbance, the Guard will immediately secure all inmates in the cell block and maintain order over those prisoners. This is a measure to keep other prisoners from joining into a disturbance. The Guards will remain at their posts with prisoners secured until directed by the shift supervisor and/or Captains.
- H. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section G:

Main Cell Access Gate

1. Duties and Responsibilities

- A. The Guard is to remain at his post at all times, or until relieved by the shift supervisor, Captain, or the on coming shift.
- B. The guard is responsible for the access to the kitchen facility, and the four other gates that access the cell block areas, visitation areas, and other facility services.
- C. These gates are to remain closed and latched/locked at all times.
- D. Guards will ensure that no weapons are allowed through the gate other than those used by the Quick Response Force. These weapons will only be authorized in times of crisis.
- E. The Guard is to open the needed gates for the Quick Response Force during disturbances in the prison facility.
- F. The Guard will open the kitchen area gates, inspect the kitchen area and allow the food service personnel access as needed.
- G. The inspection of the kitchen area will include verifying all knives, equipment, and food supplies are accounted for and not tampered with.
- H. During meals the Guard will control access to the cell block area. No unnecessary personnel will be allowed into the cell block area and no trustee will be allowed to exit this gate. The gates will remain closed as much as possible during this period.
- I. The guard will search all food service workers before allowing the food service workers to change shifts, and verify all equipment is present.
- J. While in the area of the main access gate the Guard will assist other guards as needed.
- K. Any disturbances noticed will be reported to the shift supervisor and/or Captain immediately.
- L. The guard will have and be fully accountable for the keys used for these gates; keys will not be passed to any other personnel without turning in and reissued from key control.

2. Emergency Procedures

- A. In cases of emergency the Guard will remain at his post until properly relieved by the shift supervisor, Captain, or the Warden.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- B. In case of minor disturbances or attempted escape the Guard will secure all gates and allow no access until directed by the Warden and/or Captains. The guard will assist the Captains, as needed, in directing the Quick Response Force and other additional Guards as called for by the Warden or the Captains.
- C. In case of major disturbance or riot refer to Appendix B.
- D. In case of fire the Guard will assist in the orderly evacuation of prisoners, and kitchen personnel, as they enter or exit through the main access area. The security of the gates will still be maintained to the highest level possible. The guard will then move to the safe area, when directed by the Captain or the Warden, as shown in the fire safety plan.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section H:

Escort Personnel

1. Duties and Responsibilities

- A. Guards may be designated as escort personnel in addition to their other duties.
- B. Guards will be responsible for being at their proper posts in case they are needed for an escort detail.
- C. If called for a detail the guard will remain as an escort until directed by the shift supervisor, Captain, or the Warden to change and/or end the detail.
- D. The Guards will have the responsibility of escorting visitors, prisoners, or any other personnel that escorts is necessary for, as per the instructions of the Captains, or the Warden.
- E. Guards escorting visitors will remain with those visitors until they depart the prison facility. Guards will prevent the visitors from entering any non authorized areas of the facility. Guards will also have the responsibility of protecting the visitors from harm while in the prison facility.
- F. On visiting days, the Escort Guards will escort the visitors to the search station. Escort Guards will work in pairs for this detail. After the searches are complete, one Guard will travel to the designated cell block the visitor is there to see. The Escort Guard will have a set of handcuffs and will search and cuff the prisoner. The Escort will inform the Cell Block Guard, main cell entry guard, and a Captain as to the destination of the prisoner. The Escort will then take the prisoner to the visitor. At the end of the visit the prisoner will be handcuffed and returned to the cell block where a thorough search will be conducted. The Escort will return to the visiting area and escort the visitor back to the search station and then escorted back out the gate. The guards will pick up a new visitor and/or visitors and repeat the process described above.
- G. In the case of a prisoner escort, outside the facility, to the hospital, other prison facilities, or other appointments. The escort guards will also work in pairs for this detail. The guards will fully understand the destination of the prisoner. The escorts will be aware of which assigned driver will be taking them to the destination. The Escort personnel will make sure they have all necessary documentation the prisoner will need at the location the prisoner is traveling to. For hospitalization the two escorts will remain with the prisoner at the hospital. The driver and one escort will return to the prison facility, give

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

a full report of the situation involving the prisoner and await further instructions.

- H. Escort personnel left at the hospital will remain at that post until properly relieved by the Captain, Warden, or relief sent by the prison facility.

2. Emergency Procedures

- A. The safety of the personnel being escorted, whether it be a prisoner or not, is the primary safety concern of the Escort Guard.
- B. In case of fire, the Escort Guard will take any visiting personnel to a safe area designated by the Warden and/or Captains. Visiting personnel will still not have any contact with the prison population, or be placed in a safe area accessible by prisoners. Visitors in the prison facility there to see a prisoner will remain in the visitor's area; however not in the same area the prisoners may be held. Any Escort Guards not assigned on a detail will help Cell Block Guards. The Escort Guards and security personnel will escort prisoners to the safe area, and escort them back following the conclusion of the disturbance.
- C. In case of minor disturbances or attempted escape visiting personnel will again be taken to a safe area not accessible by prisoners. The safety of the visiting personnel is paramount in these situations. Visitors there to see prisoners will be placed in a safe area in the visitor's area away from any prisoner contact, until the situation is concluded or the visitors can be searched and removed from the prison safely and without compromising the prison security. Escort Guards will assist in controlling any prisoners as needed by the Quick Response Force and/or Captains.
- D. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section I:

Captains

1. Duties and Responsibilities

- A. Captains of the off going shift will ensure all equipment (ammunition, radios, weapons, and/or keys) is accounted for, radios are turned into the Control Room for charging, any keys used during the shift are accounted for and turned in or will be reassigned to the on coming shift by Key Control.
- B. Captain of the off going shift will brief the on coming Captain of any events that have occurred during the shift, any equipment concerns, and any other pass on information that is required by the on coming Captain and his shift. This briefing will be conducted prior to the roll call.
- C. Captain of the on coming shift should address any medical issues prior to roll call, ensure all personnel are at roll call on time, and explain that being late for roll call can have disciplinary consequences.
- D. Captain of the on coming shift will make sure he fully understands the information given to him at the Captains briefing, and will pass on all the needed information to the Guards at the roll call. The Captain will also make sure the Guards fully understand the information given to them.
- E. The Captain of the on coming shift will be responsible to ensure all equipment is issued to the guards before heading to their posts.
- F. Captains will be responsible for maintaining a prisoner count throughout their shift.
- G. Captains will report to the Warden that all prisoners, weapons, radios, keys and ammo are accounted for. Captains will periodically report all information to the Warden throughout their shift.
- H. Captains will do a communications check at the beginning and during the shift.
- I. Captain and/or Assistant Captains will do spot checks on the posts to ensure policies of the prison facility are being followed.
- J. During the in processing of new prisoners, Captains will ensure the Warden reviews the paperwork and that the in processing procedures work smoothly and efficiently.
- K. Captains will file reports for any disturbances or injuries to prisoners, Guards, or any other personnel inside the prison facility when the incident occurred.
- L. Captains will ensure that all paperwork and/or reports are done correctly and completely before turning in for review by the Warden.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- M. Captains will be in complete control of the Quick Response Force in the times of crisis.
- N. In cases of prisoner hospitalizations, the Captains will assign guards to the hospital in an isolated ward to watch and protect the prisoner.
- O. For non prisoner visitations, the Captains may delegate the Assistant Captains to assign escorts for any visitors arriving at the prison facility.
- P. When told of incoming prisoners, the Captains will notify the In Processing Team as to the date and relative time of the arrival. This is to allow the In Processing Team the ability to properly prepare and gather the necessary materials needed to make a smooth running operation.
- Q. Captains and/or assistant Captains will be responsible for a training program in the prison. Captains and/or assistance Captains will ensure that the training is conducted in accordance's to the standards and conditions that were established by Coalition forces.

2. Emergency Responsibilities

- A. Captains will have to responsibility to know where all his personnel are during an emergency
- B. Captains will be responsible for the safety of all personnel to include visitor, Guards, and prisoners.
- C. During a fire the Captain will ensure that all visitors are escorted to a safe area away from contact of any prisoners, direct guards to escort and control prisoners in any danger to a safe area where they will be searched and isolated until the crisis is over, and will direct other guards by using the Assistant Captains to perform damage control and fire fighting measures.
- D. During a minor disturbance or attempted escape, Captains will direct the Quick Response Force to the area where force is needed. Captains will keep in constant contact with the Assistant Captains in case more security personnel are needed to put down any disturbances.
- E. The process of putting down a disturbance will be as follows.
- F. The Captain will take the QRF to the area of the disturbance. The Captain will exhaust all Inter Personnel Communication Skills to end the disturbance.
 - a. If this fails and all measures are exhausted, the QRF will be sent into the cell area and will put down the disturbance in accordance with the prison policies and guidelines.
- G. Once the Captain releases the QRF teams into the cell area. The QRF leader will take control of both Alpha and Bravo Teams. The Captain will assume a monitoring role and observe the teams to ensure policies are being followed.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- H. As the prisoners are removed from the cells; the prisoners will be given to the guards outside the cells. The Guards will escort the prisoners to safe location. The Guards will then conduct thorough searches and/or strip searches.
- I. Control of the prisoners and the QRF team will be returned to the Captain upon leaving the cell area.
- J. After the QRF Teams have exited the cell areas; the Captain has taken full control of the prisoners, Guards, and the QRF teams. The QRF team will remain as a security team for searches of the prisoners, and the cell area checks and searches.
- K. The QRF Team Leader will begin to compile information for the reports to be given to the Captain. The report will consist of information dealing with the circumstances that occurred in the cell during the disturbance and how it was put down. The report will also consist of any injuries sustained by QRF Team members and any other pertinent information needed by the Captain.
- L. While QRF Teams provide security the Captain, and five additional personnel needed by the Captain will conduct prisoner and cell searches on remaining prisoners left inside the cell area the disturbance originated from.
 - a. Outside the cell there will be 2 guards.
 - i. One Guard will provide security on prisoners brought out of the cell.
 - ii. The second Guard will take the prisoner from the search Guard and position the prisoner in the designated holding area. The Guard will place the prisoner in the kneeling or sitting position.
 - b. There will be one Guard positioned on the cell gate to control access in and out of the cell.
 - c. One guard will be assigned to strip search the remaining prisoners in the cell the disturbance originated from.
 - d. The last guard will provide overall security and hand the search Guard the prisoners for searching.
- M. Once all prisoners have been strip searched and placed in the holding area. Cell searches will be conducted.
 - a. The two Guards outside will now provide the security on the prisoners in the holding area.
 - b. The Guard assigned to the Access control of the cell will now assist in the documentation of the thorough search of the cell the disturbance originated from.
 - c. The Two Guards assigned inside the cell will conduct the thorough search of the cell the disturbance originated in.
 - i. Searches will cover all areas inside the cell to include the following
 - ii. Any window ledges and framing.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- iii. All mattresses and linens will be searched.
 - iv. All bed frames will be searched for tampering or destruction that may result in the production of a weapon.
 - v. Any electrical outlets will be checked for tampering to include the ceiling fans and lights.
 - vi. The General condition of the walls will also be checked for destruction or tampering which may result in attempted escapes.
- N. Once the general searches are complete the Guards will escort one prisoner at a time in and out of the cell to have the foot locker assigned to that prisoner searched.
- a. One of the Guards from outside will escort the prisoner to the cell gate.
 - b. The Gate Guard inside will take the prisoner into the cell and hand him over to the Guard assigned to security inside the cell.
 - c. The Guard who was originally assigned to do the searches of the prisoner will search the foot locker with the prisoner present. Once the search of the prisoner's personal affects is completed the prisoner will be escorted back to the gate and handed back to the Guard outside.
 - d. The Guard outside will escort the prisoner back to the holding area and the next prisoner will be taken to the gate.
 - e. This process will be repeated until all the prisoner's personal affects are searched.
- O. Once all the searches of the prisoners and the cells the disturbance originated from is complete. The prisoners will be returned to their cell one at a time until all the prisoners are returned into the cell.
- P. The Captain at that time will compile all the information of the disturbance from the QRF leader and the search team, as well as, the statements taken from the prisoners to be put in a report that will be filed and reviewed by the Warden.
- Q. Once all the duties are completed the Captain will release the additional personnel, and the QRF Team to return to the regular duties assigned to them.
- R. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Section J:

Assistant Captains

1. Duties and Responsibilities

- A. The primary duty of the Assistant Captain is to carry out the orders of the Captain and the Warden, and to ensure the policies of the prison facility are being followed by the guards and other prison personnel.
- B. Assistant Captains will fully understand the briefings done at roll call and help answer any questions that arise.
- C. Assistant Captains will help ensure all equipment being assigned for the shift is in working order, and will ensure equipment is passed to the proper personnel prior to the guards assuming their posts.
- D. Assistant Captains will ensure all personnel is at their posts at assigned times and will report to the Captain anyone not completing their responsibilities as a guard.
- E. Assistant Captains will make random checks on different posts to ensure prison facility policies and the general orders are being followed.
- F. Assistant Captains will help complete prisoner counts through out the shift, and help compile any reports needed by the Captains and/or Warden.
- G. During in processing the Assistant Captain will follow the direction of the Captain. If necessary the Assistant Captain will control the amount of prisoners, by using Guards assigned to the detail, allowed into the in processing area in cases of high volume arrivals.

2. Emergency Responsibilities

- A. The Assistant Captain will help in any way possible to protect and maintain the safety of visitors, prison personnel, and prisoners.
- B. In cases of fire, the Assistant Captain will call for a radio check for accountability of all personnel not in the immediate area of the fire. The Assistant Captain will help set Guards to direct prisoners in danger to a safe area where they can be secured, they will instruct escort guards as to where they are to take visitors, and then will coordinate with the Captain to begin fire fighting and damage control procedures.
- C. In cases of minor disturbances or attempted escape, the Assistant Captain will post himself at the Main Cell Entry Gate after assembling the secondary Quick Response Force. The Assistant Captain is to direct the secondary team to the location of the primary team if needed, as well as, any other additional security personnel needed.
- D. In case of major disturbance or riot refer to Appendix B.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- E. Following a crisis or disturbance the Assistant Captain will then help compile any needed reports for the Captain and the Warden to review.

Section K:

In- Processing Team

1. Duties and Responsibilities

- A. The In- Processing Team will receive the prisoners from the Iraqi Police, Prison transfer Escorts, or Coalition Forces.
- B. The Assistant Captain will take the prisoner portfolios to the Warden for review and then give to the In-Processing Team.
- C. Escort Guards, made up of a six man detail from the general guard force will bring prisoners from the prisoner receiving area (in the visitor's area) into a holding cell in the in processing area.
- D. As prisoners are brought in, name and information of each prisoner will be verified.
- E. Guards assigned to the in processing area by the Captain (made up of a five man team) will take the prisoner from the holding cell to a search cell.
 - a. The Team assigned will not come from the QRF Teams.
 - b. One guard will control access into the holding cell.
 - c. One Guard will escort prisoners from the holding cell into the search area (cell) and escort the prisoner through the in processing stations.
 - d. One guard will control access to the search cell.
 - e. One Guard will be assigned to control access into the In-Processing Area.
 - f. The Last Guard will escort the prisoner into the assigned segregation cell.
- F. The prisoner will be strip searched and the prisoner's property will be turned over to the property recorder.
- G. The Property Recorder will inventory all the prisoners' belongings he entered the prison with and will take and number the property according to the policies set by the Warden. To include an inventory sheet of the property being stored the prisoner's number and signature of the prisoner and the property recorder.
- H. Any contraband will be impounded and any items authorized for the prisoner to keep, I.E. shoes some religious items etc., will be returned to the prisoner.
- I. After the prisoner has had the property recorded, the prisoner will proceed to the Medical examiner.
- J. The Medical Examiner will conduct a preliminary physical. He will also record any distinguishing marks and record any medical needs or

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

concerns found in the examination. Information recorded will include name, date of birth, age, and a small listing of medical history.

- K. As the prisoners are being processed by the Social Worker the Assistant Captain will add the prisoners to the total prison count. This ensures new prisoners are accounted for immediately upon being processed.
- L. The Captains primary job is to monitor the process to ensure a smooth transition.
- M. Prisoner will receive his cell property to include mattress, plate, cup, jumpsuit, footlocker, and a listing of the rules of the prison.
- N. Prisoner will then be assigned a cell block, a specific cell number and a bed number. Then the prisoner will be escorted to the segregation cell.
- O. Two Copies of a data card should be made. The cards should have name, reason for arrest, term of sentence, age, DOB, next of kin, home address, cell block, cell number, and bed number. If possible a picture of the prisoner should be affixed to each data card.
- P. One card will be used during random cell searches, verifying any prisoner count discrepancies, or as easy identification of a prisoner needed from a cell.
- Q. The second card should be stored in the Captains files.
- R. The main portfolio will be maintained by the Warden or the Social Worker.

2. Out Processing and Transfers

- A. The processing team will be notified of all out processing and transfers from the prison. This is to allow the team to gather necessary paperwork and property of the prisoners being released or transferred.
- B. The day of out processing and/or transfer the paperwork will be turned over to the Warden for signature and property returned to the prisoner. Property will be secured by the Guard not the prisoner for transfers to other facilities.
- C. Escort Guards will receive transfer paperwork from the Warden or Captain. Prisoners being released will receive their property and sign for their release form then be escorted out of the prison facility. The Warden will process the paperwork according to the regulations of the Ministry of Justice.

3. Emergency Procedures

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- A. In case of emergency the Captain is responsible for the safety of the In-Processing Team.
- B. In cases of minor disturbances or attempted escape, or any other disturbances the Guards assigned to the in Processing area will secure all prisoners in the holding cell. Make a full accountability of all prisoners brought in for in processing.
- C. In case of major disturbance or riot refer to Appendix B.
- D. The Captain will direct the evacuation of the In -Processing Team and any other personnel not needed for security to a safe location. Then will resume the in processing activities once the disturbance is put down.
- E. In case of fire, The Captain will conduct the evacuation and safety precautions as outlined in the fire safety guideline.

Section L:

Quick Response Force

1. Duties and Responsibilities

- A. The Quick Response Force will be divided into 2 teams, Alpha and a Bravo team. There will be 5 personnel per team.
 - a. The first team or Alpha team will be in a down position, located in a designated area, waiting to be called for a disturbance. This team will be the primary team to enter a disturbance area. This team will have the riot batons and shield.
 - b. The second team or Bravo Team will be divided into two groups. The first group will be a 3 man detail with AK-47 inside the Main Gate. The second group will be 2 men roving the inside of the interior security wall. These men will have riot batons.
 - c. Bravo team will turn in the AK-47's and receive riot batons and a shield from the arms room in the event of a disturbance.
- B. The 2 teams will be rotated from the down team to roving and vice versa in regular intervals or shifts.
- C. The Guard assigned as the QRF leader (number 5 man) will be designated by the Captains and/or Warden.
 - a. QRF leader will designate the Shield Men for both Alpha and Bravo teams.
 - b. Shield Men will have a short baton. All other members of the QRF team will carry handcuffs and the full length riot baton.
 - c. The QRF leader will designate specific members of Alpha and Bravo teams as Cuff Men, and Security Men.
 - d. The order the team will line up for Alpha team will be as follows.
 - i. Number 1 man is the Shield Man

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- ii. Number 2 man is a Riot baton man that will support and protect the number 1 man.
- iii. Number 3 man is a handcuff man with a riot baton.
- iv. Number 4 man is security for the number 1, number 2, number 3, and number 5 man. He is the primary security man for the Alpha team.
- v. Number 5 man is the QRF leader.
- vi. Number 4 and 5 man will carry riot batons
- e. Once the primary targets are subdued; the number 1 man will become security for the team to allow the number 2 and number 3 men the ability to complete their job.

- f. The order the team will line up for Bravo team will be as follows.
 - vii. Number 6 man is the Shield Man
 - viii. Number 7 man is a Riot baton man that will support and protect the number 6 man.
 - ix. Number 8 man is a handcuff man with a riot baton.
 - x. Number 9 man is security for the number 6, number 7, and number 8 man.
 - xi. Number 10 man is security for the number 6, number 7, number 8, and number 9 men.
 - xii. Number 9 and 10 men will carry the riot batons.
- g. Once the primary targets are subdued the number 6 man will become a security man and allow the number 7 and number 8 men the ability to complete their jobs.
- h. Upon the QRF team leaving the cell, number 1 and number 6 will be the last to back out of the cell.
- D. The QRF leader (number 5 man) will be responsible for the accountability of all members of the QRF Team. The QRF leader will be the liaison between the Captain and the rest of the team during times of disturbance.
 - a. While the Captain and the QRF leader are communicating, Alpha and Bravo teams will stand in silence and await instruction.
- E. Upon hearing the alarm alerting the QRF the Alpha team will respond immediately to the rally point designated for the QRF. Bravo team will immediately exchange their equipment and report to the rally point.
- F. The Captain will take the QRF to the area of the disturbance. The Captain will exhaust all Inter Personnel Communication Skills to end the disturbance.
 - a. If this fails and all measures are exhausted, the QRF will be sent into the cell area and will put down the disturbance in accordance with the prison policies and guidelines.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- G. Once the Captain releases the QRF teams into the cell area. The QRF leader will take control of both Alpha and Bravo Teams. The Captain will assume a monitoring role and observe the teams to ensure policies are being followed.
- H. Once the disturbance is put down. The QRF will exit the Cells in a specific pattern. The exit pattern will be as follows.
 - a. The Handcuff and Riot Baton men (number 2&7 and number 3&8) will be the first to exit the cell with the prisoners.
 - b. Once all the subdued prisoners are removed from the cells. The Security Men (number 4 and number 9 men) will exit the cells.
 - c. Next, will be the rest of the Security Men and the QRF leader (number 5 and number 10).
 - d. Last will be the Shield Men (number 1 and number 6).
- I. As the prisoners are removed from the cells; the prisoners will be given to the guards outside the cells. The Guards will escort the prisoners to safe location. The Guards will then conduct thorough searches and/or strip searches.

- J. Control of the prisoners and the QRF team will be returned to the Captain upon leaving the cell area.

2. Shield Men

- A. The Primary responsibility of the Shield Men is to clear the entrance into the cell area. This is to ensure the rest of the QRF teams can enter into the cell area free from obstruction.
- B. The Shield Men will be the number 1 and number 6 men in the line up of the QRF team.
- C. The Shield men will then target the point of greatest disturbance and clear or subdue the primary person or persons causing the disturbance.
- D. Shield men should take in account the priority of people to subdue.
 - a. The highest priority prisoner to subdue is anyone causing bodily harm to another prisoner, guard, or any other personnel in threat of bodily harm.
 - b. The next level of priority is anyone doing bodily harm to them selves.
 - c. The final level of priority is anyone verbally inciting the other prisoners into a riot or other type of disturbances.

3. Riot Baton Men

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- A. The primary job for the Riot Baton Men is to protect the Shield Men (number 1 and number 6 man).
- B. Once the primary target is subdued, the Riot Baton man will help the Handcuff man (number 3 and number 8 men) cuff and escort the prisoner or prisoners out of the cell area to be searched.
- C. The Riot Baton man will be the number 2 and number 7 men in the line up of the QRF team.

4. Handcuff Men

- A. These members of the QRF teams will be assigned prior to entering the cell areas
- B. All members of the QRF teams will carry handcuffs. However, the members assigned as the handcuff team will use the cuffs from other members in the teams to subdue all prisoners in the cells involved in the disturbances.
 - a. The QRF team leader will have additional sets of cuffs if needed. This is to ensure there are enough cuffs on hand to properly subdue any number of prisoners that may be involved.
- C. The Handcuff Men will escort the subdued prisoner or prisoners out of the cell with the help of the Riot Baton Men (number 2 and number 7 men).
- D. The handcuff man will be the number 3 and number 8 men in the line up of the QRF team.

5. Security Men

- A. The primary job of this member of the QRF teams is to protect all the other members of the QRF teams.
- B. The Security Men will form a half circle in front of the QRF team once they have entered the cell. This is to allow the Handcuff Men, The Riot Baton Men, and The Shield Men time to complete their jobs.
- C. The Shield men will become Security Men after the primary prisoners are subdued.
- D. Security Men will be the number 4, number 9, and number 10 men in the QRF team line up.

6. Secondary Duties and Responsibilities

- A. After the QRF Teams have exited the cell areas; the Captain has taken full control of the prisoners, Guards, And the QRF teams. The QRF team will remain as a security team for searches of the prisoners, and the cell area checks and searches.
- B. The QRF Team Leader will begin to compile information for the reports to be given to the Captain. The report will consist of information dealing with the circumstances that occurred in the cell during the disturbance

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

and how it was put down. The report will also consist of any injuries sustained by QRF Team members and any other pertinent information needed by the Captain.

7. Finalizing Disturbances in Cell Areas

- A. While QRF Teams provide security the Captain, and five additional personnel needed by the Captain will conduct prisoner and cell searches on remaining prisoners left inside the cell area the disturbance originated from.
 - a. Outside the cell there will be 2 guards.
 - i. One Guard will provide security on prisoners brought out of the cell.
 - ii. The second Guard will take the prisoner from the search Guard and position the prisoner in the designated holding area. The Guard will place the prisoner in the kneeling or sitting position.
 - b. There will be one Guard position on the cell gate to control access in and out of the cell.
 - c. One guard will be assigned to strip search the remaining prisoners in the cell the disturbance originated from.
 - d. The last guard will provide overall security and hand the search Guard the prisoners for searching.
- B. Once all prisoners have been strip searched and placed in the holding area. Cell searches will be conducted.
 - a. The two Guards outside will now provide the security on the prisoners in the holding area.
 - b. The Guard assigned to the Access control of the cell will now assist in the documentation of the thorough search of the cell the disturbance originated from.
 - c. The Two Guards assigned inside the cell will conduct the thorough search of the cell the disturbance originated in.
 - i. Searches will cover all areas inside the cell to include the following
 - ii. Any window ledges and framing.
 - iii. All mattresses and linens will be searched.
 - iv. All bed frames will be searched for tampering or destruction that may result in the production of a weapon.
 - v. Any electrical outlets will be checked for tampering to include the ceiling fans and lights.
 - vi. The General condition of the walls will also be checked for destruction or tampering which may result in attempted escapes.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- C. Once the general searches are complete the Guards will escort one prisoner at a time in and out of the cell to have the foot locker assigned to that prisoner searched.
 - a. One of the Guards from outside will escort the prisoner to the cell gate.
 - b. The Gate Guard inside will take the prisoner into the cell and hand him over to the Guard assigned to security inside the cell.
 - c. The Guard who was originally assigned to do the searches of the prisoner will search the foot locker with the prisoner present. Once the search of the prisoner's personal affects is completed the prisoner will be escorted back to the gate and handed back to the Guard outside.
 - d. The Guard outside will escort the prisoner back to the holding area and the next prisoner will be taken to the gate.
 - e. This process will be repeated until all the prisoner's personal affects are searched.
- D. Once all the searches of the prisoners and the cells the disturbance originated from is complete. The prisoners will be returned to their cell one at a time until all the prisoners are returned into the cell.
- E. The Captain at that time will compile all the information of the disturbance from the QRF leader and the search team, as well as, the statements taken from the prisoners to be put in a report that will be filed and reviewed by the Warden.
- F. In case of major disturbance or riot refer to Appendix B.

Section M:

Medical Team

1. Duties and Responsibilities

- A. The Doctor or another qualified member of the medical team will be available at the prison at all times.
- B. The Doctor will be responsible for the medical treatment of all prisoners and the Prison Facility Personnel.
 - a. The Doctor will screen Guards when any medical situation, illness or injury, may occur before sending a guard or any other personnel leave their post and go to the hospital.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- b. The Doctor will also screen all prisoners, illness or injury, before allowing the prisoner to go to the hospital.
- C. The Doctor will perform a medical exam on all prisoners as they are in-processed into the prison facility.
 - a. The Doctor will record any known medical issues.
 - b. The Doctor will also record any distinguishing marks, such as scars, tattoos, birthmarks, etc.
 - c. The Doctor will record any conditions or concern during the preliminary physical done during in-processing.
- D. The Doctor will address any medical conditions through specialists that are present at the prison facility or at the hospital. This will be determined by the critical nature of the condition.
- E. The Doctor will ensure that a specialist is present daily. The specialists may be a Psychologist, Dentist, or any other medical specialty that may be required by the prison.
- F. If a specialist is not present, the Doctor will draft a memorandum or report for the Warden and the Supervisor of the specialists. This report is to make aware the lack of support for the prison personnel, prisoners, and the Doctor. The Supervisor should be given the courtesy to correct the situation.
- G. The Doctor will be responsible for inspecting the prison facility.
 - a. The Doctor will inspect the prisoner cells and in-processing areas for cleanliness. This is to ensure the prison is as sanitary as possible to avoid any disease or infestation.
 - b. The Doctor will inspect the grounds of the prison to protect against standing water, sanitation or sewer leaks, or any other health related problems that occur with the facility.
 - i. The standing water and sewage may breed insects that can carry disease, and/or other contagious parasites.
 - c. The Doctor will inspect the kitchen area.
 - i. The kitchen area must remain as clean as possible to avoid dysentery problems.
 - ii. The doctor must also inspect to ensure the food is not expired or spoiled.
- H. The Doctor will keep a log of all medical supplies on hand.
- I. The doctor will also, Keep track of who the medications or medical supplies were used on and the reasons for the use.
- J. The Doctor or a member of his qualified staff and/or assistant must make a report or memorandum for supplies to ensure the proper supplies are kept on hand. The lack of medical supplies for a given situation will be the fault of the Doctor and may result in disciplinary action by the Warden.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- K. The Doctor will also make a report of any injuries incurred by Guards or prisoners during a disturbance. This report will be given to the Captain on duty.
- L. All Medical Supplies will remain secured by lock and key until needed for a given situation.
- M. The Doctor will also ensure all medical supplies are stored properly and will inspect the supplies for expiration dates.

2. Emergency Procedures

- A. In case of medical emergency the Doctor will have the sole responsibility for the medical care of all personnel involved, prisoner and Guard alike.
- B. In case of fire, the Doctor will remain at his post until instructed by the Captain and/or Warden to go to the safe area. The Doctor will take an aid bag of first aid supplies with him/her to the safe area in case medical attention is needed there.
- C. The Doctor will attend to the injuries of most severely injured first regardless if it is a prisoner or Guard. The Doctor will be responsible for accessing and prioritizing casualties in the event of fire, minor disturbance, riot, attack, or attempted escape.
- D. The Doctor will be responsible for updating the Warden and Captains as to the situation of the injured.
- E. The Doctor will coordinate to have the necessary transportation of the injured needing hospitalization, or immediate care not available at the prison.

Appendix A:

Facility Fire Plan

1. Purpose

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- A. A Fire Prevention Program for the facility administrative/ guards and prisoners alike.
- B. A Fire Evacuation and Immediate Action Plan based upon the facts that: 1. the saving of life through immediate evacuation of the building is of primary importance. 2. Custody of prisoners and the saving of facility property are of secondary importance.

2. Responsibilities

- A. It is the responsibility of all facility administrative/ guards and all prisoners to be aware of fire hazards, prevent fire, and to immediately report fires and assist, if feasible, in fighting fires until the arrival of fire fighting personnel.
- B. The Warden should appoint a Fire Prevention Officer, Captain and/or Assistant Captain, to ensure the compliance with the fire safety directive. 2. Conduct serviceability inspections of all facility fire prevention and fire fighting equipment at least once a month. 3. Conduct periodic fire drills to ensure the plan is fully understood.

3. Fire Prevention Program

- A. Will be actively observed and conducted by all facility personnel and prisoners alike.
- B. Fire Routes will be free of any obstructions at all times. 2. Tampering with electrical circuits by unauthorized personnel is prohibited. With the exception of replacing fuses, light bulbs. All electrical deficiencies will be reported to the Captain and/or Warden. 3. Rubbish and trash will not be allowed to accumulate in any part of the facility. 4. Paint thinners, solvents, diesel, or gasoline or any other flammable combustible materials will not be stored in the main facility building.
- C. Combustible materials will be stored in designated areas away from main facility buildings.
- D. Cooking equipment will be free of obstructions, well ventilated and if feasible be disconnected when not in use.
- E. Ammunition and explosives will not be stored in the main prison facility building. It will only be stored in the facility arms room.
- F. Smoking will not be permitted around or in the arms room for any reason.

- G. Smoking should be prohibited in the following areas. 1. The main supply area, arms room, main kitchen and food storage area, or within 30 meters of any flammable material storage area.
- H. Guards will not be permitted to smoke in bed; signs to enforce this policy should be posted around facility.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- I. Smoking should be prohibited where ash trays or noncombustible containers are not available, and posts signs designating all no smoking area.
- J. Ash trays will not be emptied into waste containers or receptacles containing flammable materials.
- K. Captains and/or Assistant Captains will inspect perspective area prior to the end of shifts.
- L. In addition to the plan above the following should be observed.
- M. A suitable amount of ash trays should be provided throughout the facility in smoking areas, and out side non smoking areas.
- N. If Prisoners are authorized to smoke, they should be allowed to smoke in a designated area during the times of recreation or detail as authorized by the Captain of the shift.
- O. All facility personnel and prisoners should be familiar with the location and utilization of fire prevention equipment, fire alarms and fire fighting apparatus.
- P. Trustees may be assigned to help fight fires in the cell block areas. This is based on the policies set forth by the Warden.
- Q. Emergency fire routes will be posted throughout the facility and prisoner bulletin boards.

4. Fire Evacuation and Immediate Action Plan

- A. In The event of a fire the following priorities of action are established.
 - a. Saving human life through the immediate evacuation of all personnel.
 - b. The custody of prisoners
 - c. Saving facility property and confinement records, if feasible.
 - d. Extinguishing or controlling the fire, if feasible, until the arrival of fire fighting personnel.
- B. The following actions in the sequence listed will immediately be taken upon the discovery of a fire.
 - a. Sound the fire alarm and notify all posts by radio.
 - b. Guards should assume their positions for directing personnel through the cell gates and visitor area gates.
 - c. Guards should post themselves along the emergency fire escape route.
 - d. Guards will help maintain a calm and orderly evacuation.
- C. The primary facility prisoner safe area will be in designated portion of the visitor's area. As a possible secondary area the vehicle storage area may be utilized.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- D. All available guards will conduct a quick follow up check to ensure all prisoners and personnel are out of the danger area and in the safe areas. They will then report the findings to the Assistant Captain and /or Captains.
- E. When all personnel are accounted for the Captain will divide the prisoners by their cell blocks and immediately conduct a head count, and preliminary search. The results will be reported to the Warden.
- F. As soon as possible after all prisoners are accounted for the Captain will notify or appoint a Guard to notify the following personnel. The personnel will be the Iraqi Police, and Fire Department, or any medical facilities that may be needed.
- G. When the fire is extinguished and prisoners are secured back in the cells. The Captain , Assistant Captain will complete all the proper reports and submit them to the Warden for review and placed in a packet that may be required for an investigation.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

Appendix B:

Major Disturbances and Mass Disorders

1. In the event of an attempted group or mass breakout, a riot or other general serious disorder. The Guard discovering or receiving notification of such an incident or the Captain will immediately implement the following actions.
 - A. The riot alarm will be immediately activated.
 - B. Upon Hearing the riot alarm. All Guards will immediately close and secure all gates in order to secure prisoners in cell blocks and isolate the area of the disorder.
2. upon hearing the riot alarm or receiving other notification of the disorder. The Captain will immediately:
 - A. Activate the riot alarm; if the alarm has not already been sounded.
 - B. Ensure that all doors, gates, and exit gates are secure.
 - C. The Captain will also ensure the prisoners are secure in the area of the disturbance.
 - D. Proceed to the area of the disorder and ensure that, if possible, the affected area has been isolated.
 - E. Assume command and supervision of subduing/controlling (using the QRF) the disorder and all prisoners until the arrival of the Warden, and any other personnel contacted for the incident.
 - F. Remove all involved prisoners from the affected area.
 - G. Attempt to identify, isolate, and remove the ring leaders of the disturbance. If this can not be accomplished the Captain will attempt to reason with the prisoners involved, and inform them that the authorities will ensure that order will be restored.
 - H. The Captain will also inform the prisoners that the means to forcefully restore order are available, and will be used if necessary.
 - I. **NO ONE** will bargain with or make concessions to prisoners in a state of revolt or riot.
 - J. Captain will ensure that additional personnel will be disbursed to affected area to strengthen the perimeter security.
3. Upon the arrival of the Warden the following measures will be taken:
 - A. The Warden will assume command of the situation and direct all control measures.
 - B. Make an estimate of the situation and make sure the Captain has implemented the actions and procedures proscribed above.
 - C. If not already accomplished by the Captain attempt to:
 - a. Remove all uninvolved prisoners from the affected area of the building.
 - b. Isolate and identify the ring leaders.

310th Military Police BN
AL-Hillah Prison Standard Operating Procedures

- c. Reason it the prisoners involved.
- D. The Warden will inform the prisoners that the authorities will prevail, but the possibility still exists for a peaceful resolution and avoid any forceful measures. If the prisoners promptly agree and readily desist and surrender forceful measures will be avoided.
- E. The Warden will not bargain or make concessions with the prisoners in the state of revolt and/or riot.
- F. The Warden Will brief and post additional security and corrections Guards who arrive at the prison to provide support.
- G. If reasoning and warnings have failed to subdue or quell the disorder the Warden will issue a direct order to the prisoners. The order will consist of the demand to the end of the disturbance. This order will not be given until it can be enforced by application of such measures of force as the situation might require.
- H. If the direct order does not attain the restoration of order and the use of force becomes necessary, the degree of force to be applied will in accordance with the list of priorities found below and is strictly limited to that force that is deemed reasonable and necessary, under all intended circumstances.
 - a. The show of force will be the first step.
 - b. Use of physical force other than with weapons or firing into the crowd.
 - c. Use of disabling fire. This fire is to be used on selected targets, by selected marksman.
 - d. Use of full firepower. NOTE: when the use of full firepower the weapons will be used to disable rather than to kill.
- I. The incident that involves the taking of a hostage and/or hostages, or the demand for concessions does not preclude the application of force.
- J. Such incidences will immediately be reported to the Captain and /or Warden. If the situation permits prior to the application of force.
- K. The investigation to determine the cause and/or causes of the disorder. The identity of the ring leader and the recommendations to prevent the recurrence will be conduct/ completed as the Warden might direct.