



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
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MCIPAC-MCBBO 1640.8C  
3PMO  
30 Oct 2024

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 1640.8C

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER CONFINEMENT,  
RELEASE AND ESCORT PROCEDURES

Ref: (a) SECNAVINST 1640.9D  
(b) SECNAV M-1640.1  
(c) DODD 1325.04E, "Administration of Military Correctional Programs and Facilities,"  
May 11, 2022  
(d) DODI 1325.07, "Administration of Military Correctional Facilities and Clemency and Parole  
Authority," Incorporating Change 4, August 10, 2020  
(e) SECNAV M-5815.1  
(f) III MEF/MCIPAC-MCBBO 1640.1A  
(g) SECNAVINST 5800.11B  
(h) BUMEDINST 6520.3  
(i) SECNAVINST 5800.14A  
(j) Manual for Courts-Martial United States (2024 Edition)  
(k) DODM 1325.08, "DoD Sentence Computation Manual," July 12, 2024  
(l) MCO 1640.3F  
(m) SECNAVINST 1000.10B  
(n) MCO 5000.12F W/CH 1  
(o) MCO 5800.16 W/CH 1-7

Encl: (1) MCIPAC-MCBB Confinement, Release and Escort Procedures  
(2) MCIPAC-MCBB Brig Confinement Requirements

1. Situation. The Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) Brig is designated as a Department of Defense (DoD) Level I Military Correctional Facility (MCF) to provide unlimited pre-trial confinement capability and up to a one-year post-trial confinement capability after sentence computation.

2. Cancellation. MCIPAC-MCBBO 1640.8B.

3. Mission. To provide a safe and secure environment for the incarceration of military offenders; preparing those without punitive discharges for reintegration into the military service and those with punitive discharges for becoming productive citizens.

4. Execution

a. Commander's Intent. To publish policy and procedures for confinement, release, and escorting of pretrial and post-trial prisoners.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

OCT 30 2024

b. Tasks. The Commanding Officer (CO), MCIPAC-MCBB Brig will ensure compliance with the regulations and procedures contained in this Order and provisions of references (a) through (o), and is responsible for the operation of the MCIPAC-MCBB Brig.

5. Administration and Logistics

a. All officers, noncommissioned officers, and petty officers authorized to order confinement of military personnel will be familiar with this Order and ensure strict compliance.

b. For purposes of this Order, and unless specifically mentioned otherwise, the term "prisoner" refers to both pretrial and post-trial prisoners.

6. Command and Signal

a. Command. This Order is applicable to all entities desiring the use of the MCIPAC-MCBB Brig for confinement purposes.

b. Signal. This Order is effective the date signed.



B. N. WOLFORD

DISTRIBUTION: List A

Copy to: CMDR, 18th Wing, Kadena Air Base  
CFAO/NAF Kadena  
CMDR, White Beach Port Services/Naval Port Facility  
CMDR, NMCB, Camp Shields Headquarters, USAGO  
CO, MCAS, Iwakuni  
CMDR, 10th ASG, Torii Station Brig

**MCIPAC-MCBB CONFINEMENT, RELEASE, AND ESCORT PROCEDURES**

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## Chapter 1

### Confinement Regulations

#### 1. Authority

a. The Commandant of the Marine Corps (CMC) is designated by the Secretary of the Navy to administer confinement facilities per reference (a), Navy Regulations, DoD Directives and Instructions, and Title 10 of the United States Code.

b. CMC has designated the MCIPAC-MCBB Brig, as a DoD Level I MCF to provide unlimited pre-trial confinement capability and up to a one-year post-trial confinement capability after sentence computation.

c. The CO MCIPAC-MCBB Brig, is appointed by and is responsible to the Commanding General (CG), MCIPAC-MCBB, for the operation of the MCIPAC-MCBB Brig per references (a) through (o).

2. Policy. It is the policy of the CG MCIPAC-MCBB that the treatment of personnel in confinement is uniform and in accordance with reference (b), and that the procedures for confinement and release of prisoners are in accordance with references (b) through (e).

3. Applicability. The regulations and procedures set forth in this Order govern the confinement, administration, escorting and release of prisoners in the MCIPAC-MCBB Brig. This Order is applicable to the CO MCIPAC-MCBB Brig, and all officers, noncommissioned officers, and petty officers authorized to order confinement of military personnel.

#### 4. Purpose of Confinement

a. An individual is sentenced to confinement as punishment, for rehabilitation, and as a deterrent to other individuals. Sentences to confinement express retribution demanded by society that the individual offended and removes offenders from society for a specified period. The confinement period must be oriented towards the rehabilitation of the prisoner.

b. Confinement is physical restraint imposed by order of competent authority, depriving a person of freedom pending disposition of offenses.

c. A person will not be placed in confinement based solely on impending discharge proceedings. A pretrial prisoner will be released immediately upon notification that appropriate authority has approved the pretrial prisoner's administrative discharge. Release of adjudged or sentenced post-trial prisoners will be upon remission, suspension, deferment (prior to convening authority's (CA's) action), or completion of sentence.

#### 5. Categories of Prisoners

a. Pretrial Prisoners. A pretrial prisoner is a person subject to the Uniform Code of Military Justice (UCMJ), legally ordered into confinement, accused of violating the UCMJ, and awaiting trial or rehearing. Pretrial prisoners also include service members who are pending the vacation of a suspended sentence that includes confinement.

b. Post-trial Prisoners. A post-trial prisoner is a person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority, whether or not the sentence has been approved by the CA.

(1) Adjudged Prisoner. Persons sentenced to confinement by a court-martial, neither deferred nor suspended, awaiting action by the CA.

(2) Sentenced Prisoner. A prisoner in confinement after the CA acts approving the prisoner's sentence.

c. Officer Prisoners. Officer prisoners include warrant officers, commissioned officers, cadets, midshipmen, and officer candidates.

d. Civilian Prisoners. Civilians subject to the UCMJ will not normally be confined at MCIPAC-MCBB Brig, except as outlined per the provisions in chapter 7 of reference (b).

e. Status-of-Forces Agreement (SOFA). Service members may be held in MCIPAC-MCBB Brig pending action by Japanese courts. The DD 2707 must show in the remarks section: "Confined to ensure presence at the court per the SOFA between the United States and Japan."

f. Foreign Military Personnel. Confinement of foreign military personnel in the MCIPAC-MCBB Brig will not normally be authorized. Such confinement must be coordinated through the International Law Division, Office of the Judge Advocate General, (DSN 227-9161), and approved by the CG MCIPAC-MCBB.

g. Pregnant Prisoners. The care and management of pregnant prisoners is governed by references (b), (f) and (g). Pregnancy does not preclude confinement in the Brig if appropriate prenatal care can be provided and when the United States Naval Hospital, Okinawa can provide for labor, delivery, and management of obstetric emergencies.

h. Probationers may be confined prior to vacation of a suspended sentence that includes confinement when there is probable cause or reasonable grounds to believe that the service member has committed acts in violation of the conditions of the suspension.

6. Authority to Confine. Each officer empowered to confine will adhere to the confinement procedures set forth herein.

a. Any commissioned officer can sign a Confinement Order placing an enlisted person in pretrial confinement; or if confinement is awarded by a court-martial, post-trial confinement.

b. A CO may delegate to a warrant, petty, or noncommissioned officer of his command the authority to sign a Confinement Order placing enlisted members of his command, or subject to his authority, into pretrial confinement, or if confinement is awarded by a court-martial, post-trial confinement. Such delegation will be in writing and a signed copy of the delegation will be provided to the CO MCIPAC-MCBB Brig. "Commanding Officer," refers only to an officer authorized to convene a summary court-martial.

- c. CGs and COs may further limit the authority of officers and warrant, noncommissioned, and petty officers of their command to order pretrial confinement.
- d. Only a CO in the chain of command of an officer may order that officer into pretrial confinement. The authority to order a commissioned or warrant officer into pretrial confinement may not be delegated.
- e. Pretrial confinement of an officer must be ordered in writing. Officers ordered into pretrial confinement must be escorted to the MCIPAC-MCBB Brig by another officer of equal or higher grade.
- f. Individuals returned to their command by cross-country chaser escorts or returning themselves to their command after a period of unauthorized absence or other violation of the UCMJ will be confined at the discretion of their commanding officer.

#### 7. Pretrial Confinement

- a. Pretrial confinement may be imposed before trial when deemed necessary to ensure the presence of the accused for trial, or upon a showing that there exists a danger which, unless pretrial confinement is imposed, the accused is likely to engage in serious misconduct. Serious misconduct includes intimidation of witnesses or other obstructions of justice; seriously injuring others; other offenses which pose a serious threat to the safety of the community or to the effectiveness, morale, discipline, readiness, or safety of the command; or threatening to national security.
- b. Pretrial confinement should not be ordered as a matter of convenience nor expedience. Commanding officers must weigh the individual merits of each case.
- c. An individual who is to be tried by a summary court-martial shall not ordinarily be placed in pretrial confinement without specific approval of the officer exercising general court-martial jurisdiction over the individual. If approval is granted, the Brig CO will be made aware of the extraordinary circumstances warranting pretrial confinement.

#### 8. Initial Review Officer (IRO)

- a. Initial reviews will normally be conducted at the MCIPAC-MCBB Brig. The MCIPAC-MCBB Brig will provide timely notification to the Senior Trial Counsel (STC) within 24 hours of initial confinement or the following business day to facilitate IRO hearings. After the STC has coordinated with the duty IRO and the defense, the MCIPAC-MCBB Brig will be informed of the date and time that the IRO is scheduled to occur. The MCIPAC-MCBB Brig library will be utilized for holding such reviews. If telephonic hearings must take place, this hearing will occur in the Programs Section.
- b. The CO or officer-in-charge (OIC) of an individual ordered into pretrial confinement will provide the IRO, via the MCIPAC-MCBB Brig CO, with a "Letter Report to IRO" containing sufficient information to permit a review of the factual basis of the confinement. This letter must be submitted within 72 hours of confinement and will contain the required information indicated in references (f) and (i).
- c. In the absence of clear evidence establishing a need for pretrial confinement, the accused will be immediately released from confinement by direction of the IRO. Once released by the IRO, the accused

may be re-confined only upon discovery of new evidence or for further misconduct which, either alone or in conjunction with all other available evidence, justifies confinement.

d. The decision of the IRO is reviewable by a military judge, who may review the confinement of a prisoner before referral, as well as upon motion for appropriate relief made by the accused after referral of charge(s) to courts-martial. Although appointed by the CG, the IRO derives authority directly from the Secretary of the Navy. In the exercise of neutral and detached judgment required by his/her office, IROs are not subject to the direction or control of the appointing CG.

#### 9. Security

a. The MCIPAC-MCBB Brig, including the immediate proximity and surrounding areas, is restricted. All personnel regardless of grade, military or civilian, entering the MCIPAC-MCBB Brig area, are subject to search as a prerequisite for entry and exit from this area.

b. Photographs or video of the MCIPAC-MCBB Brig area, its facilities or prisoners is prohibited except when authorized by the MCIPAC-MCBB Brig CO. Photographs or video for publication shall not show a prisoner's face or otherwise identify the prisoner.

c. Information relative to the affairs of the MCIPAC-MCBB Brig and individual prisoners shall be disseminated in accordance with the Privacy Act of 1974.

d. Any incident which may result in adverse publicity or serious incidents will be reported to the MCIPAC-MCBB Communication Strategy Officer via the Provost Marshal, MCIPAC-MCBB, immediately.

## Chapter 2

### Confinement Procedures

1. Confinement. An individual will not be accepted for confinement upon verbal request or order except in emergency cases. The MCIPAC-MCBB Brig CO is the proper authority to determine the nature of the situation. A properly executed Confinement Order (DD Form 2707 dated November 2022) must accompany prospective prisoners.

#### 2. Confinement Order

a. The original or certified true copy of the Confinement Order is required to confine an individual. The original will be retained by the MCIPAC-MCBB Brig, and a copy will be returned to the unit as an endorsement of receipt for the prisoner(s).

b. It is essential to the MCIPAC-MCBB Brig that the legal status of each prisoner be known and clearly identified. Terms and definitions regarding prisoner status are covered in Chapter 1 of this Order. The legal status will be post-trial prisoner, pretrial prisoner, or pretrial prisoner awaiting Japanese authority.

(1) Box 4 of the Confinement Order must show the offense(s) of which accused or convicted, such as:

Article 86: Absent from appointed place of duty, Mess Hall #444, at: 0515, 1 March 12, 1330; Until he surrendered on 2 March 12; and Company formation 0700, 2 July 12.

Article 86: UA from 0730, 1 March 12 until apprehended 2000, 20 March 14 by military authorities.

Article 89: Disrespectful toward a 2ndLt by saying to Him, "I do not respect you or your rank so go honk a horn."

Article 90: Did strike the Company Commander with his fist during office hours.

Article 92: Violated a lawful order issued by a GySgt to clean his rifle by 1300.

Article 108: Damaged a military computer by throwing it through a window to the pavement below.

Article 128: Did assault a SSgt by hitting him in the head with a piece of steel pipe.

(2) For Article 86 offenses, the Confinement Order will indicate whether the individual "surrendered" or "was apprehended," and by what authority, i.e., Federal Bureau of Investigation, county, city or military. This information is required for both detained and convicted prisoners.

(3) Administrative legal status may be continued on the back of the Confinement Order if necessary.



c. The officer directing confinement (the officer who signs the Confinement Order) will ensure that an individual to be confined in a pretrial status has been informed of the alleged offense(s) and the proper dates, times, and names are placed on the Confinement Order.

d. Confinement Orders for post-trial prisoners following trial will indicate the type of court-martial, the complete sentence adjudged, and the date of the court-martial. For General and Special Courts-Martial, a Results of Court-Martial Trial Report (certified by the Trial Counsel) will accompany the Confinement Order. For a Summary Court-Martial, Record of Trial by Summary Court-Martial (DD Form 2329) must be provided and signed by the Summary Court-Martial Officer. In either case a completed Victim/Witness Certification (DD Form 2704) must also accompany the Confinement Order, in accordance with references (a), (b), and (g), regardless of if there were/were not victims and/or witnesses.

e. In the event a pretrial agreement is applicable, the trial report will indicate the terms and limitations and a copy of parts 1 and 2 of the pretrial agreement must accompany the Confinement Order.

f. If the sentence was deferred, the date deferred and the date the deferment was terminated must be indicated on the Confinement Order. In addition, a copy of the prisoner's request for deferment and the CA's approval of the request must accompany the Confinement Order at the time of confinement.

g. When an individual is confined in a pretrial status, the pretrial confinement block shall be properly annotated to indicate the necessity for confinement.

h. When an individual is confined as a result of vacated proceedings of a previously suspended sentence, the Confinement Order must list a chronological sequence of events. The following should be indicated on the Confinement Order:

(1) Mark "Vacated Suspension" and the type of court-martial for which convicted.

(2) List in Section 4 or on reverse of the Confinement Order the Article(s) for which originally convicted.

(3) The entire original sentence awarded by the court-martial, and the date the sentence was adjudged.

(4) If the sentence was deferred, the date the sentence was deferred and the date the deferment was terminated.

(5) The appropriate date the sentence was approved by the CA, if applicable.

(6) In Section 4 or on the reverse side, indicate any period of confinement that was served prior to deferment or prior to suspension of the sentence.

(7) A copy of the vacated proceedings must accompany the Confinement Order at the time of confinement, or immediately following the vacation hearing (completed DD Form 455 will suffice).

i. Medical Certification of Fitness. Section 9 and 10 of the Confinement Order will be completed by competent medical personnel and will annotate whether the individual is fit for confinement.

(1) Before acceptance of persons for confinement, a pre-confinement physical must be conducted within 24 hours prior to acceptance to confinement by a credentialed and privileged medical officer, nurse practitioner, or physician assistant to determine fitness for confinement, to identify any medical problems, and to provide recommendations to the MCF regarding appropriate medical care. All will be conducted prior to confinement to protect the prisoner and staff population. This examination includes, at a minimum, a recommendation for quarters assignment based on medical condition disposition and referral to an appropriate health care provider as needed, and an inquiry into or observation of the following:

(a) Inquiry Into:

1. Any history of serious infectious or communicable illness, and any treatment or symptoms (e.g. a chronic cough, hemoptysis, lethargy, weakness, weight loss, loss of appetite, fever, night sweats that are suggestive of such illness), and medications,
2. Current illness and health problems, including communicable diseases,
3. Dental problems,
4. Use of alcohol and other drugs, including type(s) of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of any problems that may have occurred after ceasing use (for example, convulsions),
5. The possibility of pregnancy and history of problems (female only) and other health problems designated by the responsible physician; and
6. Suicidal risk assessment, including suicidal ideation or history of suicidal behavior.

(b) Observation of:

1. Behavior, including state of consciousness, mental status, appearance, conduct, tremor, and sweating,
2. Body deformities, ease of movement, and so forth; and
3. Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes and infestations, recent tattoos and needle marks, or other indications of drug abuse.

(c) Physical limitations to full duty performance must be specified in writing by the examiner. Examining officials must note on the original Confinement Order the presence of cuts, bruises, unusual marks, and the administration of a pregnancy test (where applicable). Persons ordered into confinement displaying irrational or inappropriate behavior, which is symptomatic of a mental health disorder or effects of hallucinatory substances or alcohol will be referred to a physician who will determine the requirement for hospitalization, prior to confinement. The provisions of reference (h) will be followed when dealing with prisoners with suspected suicidal ideations or behavior.

(d) The health and dental records of each prisoner must accompany the individual to the MCIPAC-MCBBB Brig at the time of confinement. Units unable to locate health and/or dental records will prepare temporary records. MCIPAC-MCBBB Brig medical personnel will prepare a Request for

Medical/Dental Records or Information (DD Form 877) to obtain permanent records for the prisoners confined with temporary records.

(e) As part of the confinement physical, every prisoner will have a health record review for a valid (less than 12 months old) human immunodeficiency virus (HIV) blood test. If one is not recorded, then an HIV blood test must be performed.

(f) If a service member refuses to allow authorized medical personnel to perform a physical examination, the individual shall be ordered to undergo the examination. If the order is refused, it is acceptable for medical personnel to determine fitness for confinement from medical records, audible information, and what they are able to observe. The individual's refusal and the determination of fitness via observation and records shall be noted on the Confinement Order. If medical personnel cannot make the determination of fitness, the individual will be accepted into confinement and rescheduled for the physical exam when the medical officer deems appropriate and annotate on the Confinement Order, like paragraph (c) above, the reason why a determination could not be made.

(2) Commands are responsible for coordinating confinement physicals internally. To minimize confinement delays, a command should notify their medical staff when the command convenes courts-martial or considers pretrial confinement. If a command's organic medical staff is unavailable, the command should schedule confinement physicals with their Immediate Superior In Command's (ISIC's) medical staff or the service member's Marine Centered Medical Home (MCMH).

(3) The Hospital's Emergency Department should not conduct confinement physicals unless all medical staff of the ISIC and the service member's MCMH are unavailable, or a service member requires immediate pre-trial confinement. In these cases, the service member will be triaged and prioritized according to the Emergency Severity Index classification system and care rendered accordingly.

j. Once all the information has been reviewed and the prisoner has been accepted into confinement, the Duty Brig Supervisor (DBS) will complete the bottom portion of the Confinement Order. The signature on the return copy of the Confinement Order is a receipt to the unit for the prisoner.

k. Re-certification of fitness for confinement is not required except for cause. Any break in confinement or supervision of the prisoner will necessitate a new physical examination. Any prisoner returning from emergency leave regardless of length of leave will have a re-certification of fitness for confinement at the time of confinement.

### 3. Required Gear/Logistical Support

a. The prisoner's CO is responsible for ensuring that personnel being confined have all required items for confinement.

b. The prisoner's command will be responsible for a clean, pressed uniform for appearance at a court-martial or hearings in the Japanese community. Service uniforms may be stored at the MCIPAC-MCBB Brig for pretrial prisoners.

c. Health and comfort supplies sufficient to last for the period of confinement or up to one month, whichever is shorter, shall accompany the prisoner to the MCIPAC-MCBB Brig and shall be provided by the command ordering confinement.

- d. A complete list of gear requirements is included in enclosure (2).
- e. Any lotions, tonics, pastes, creams etc. must be new, not in glass containers and alcohol free. Gels are not allowed.

#### 4. Reports

a. Commanding officers of prisoners will keep the MCIPAC-MCBB Brig CO informed of the status of each confined member of their command. Change of status reports will be in writing. Change of status reports will be required as follows:

(1) Immediately Following Trial of a Prisoner. If confinement results from a sentence adjudged by a summary court-martial, the confinement order must be accompanied by DD 2329 Record of Trial by Summary Court-Martial, signed by the summary court-martial officer. If confinement is a result of a sentence adjudged by a special or general court-martial, the confinement order must be accompanied by DD 2707-1 DoD Report of Result of Trial. The report will include only those offenses for which the prisoner was convicted and sentenced. The report must indicate whether or not the collection of Deoxyribonucleic Acid (DNA) is required and must also indicate whether or not Sex Offender Registration is required in accordance with reference (i). This report is normally prepared by the Trial Counsel (TC). The unit escort returning the prisoner to the MCIPAC-MCBB Brig will deliver the report. If a pre-trial prisoner attends their court martial and is adjudged, the Report of Result of Trial or the Record of Trial must accompany the prisoner upon returning to the MCIPAC-MCBB Brig.

b. Court-martial orders promulgated at the convening and supervisory authority levels must be reported to the MCIPAC-MCBB Brig administrative office. These actions may reduce, suspend, or remit confinement, and may reduce in severity, suspend, or remit punitive discharges.

(1) A suspension of confinement that is not immediately reported causes a prisoner to remain in confinement beyond the required date of release. This constitutes illegal confinement and will be reported as such to the CG MCIPAC-MCBB.

(2) Pretrial agreements that suspend or remit confinement and/or punitive discharges shall be reported to the MCIPAC-MCBB Brig staff when approved by the CA or immediately following trial.

(3) Court-martial orders and pretrial.

(4) Results of Trial.

5. Daily Prisoner Status Report. At a minimum the MCIPAC-MCBB Brig CO shall publish a daily Prisoner Status Report. This report will indicate prisoner status as of 0800 on the reported date. Grouping of names shall be in terms of the confinement status (pretrial or post-trial). The primary purpose of this report is to aid in monitoring and reducing delays in the disciplinary process. Copies of this report shall be provided to the CO of the prisoner's parent command, the legal office, and all officers having interest in, or responsibility for, the processing of courts-martial.

6. Victim/Witness Reporting. In accordance with references (a), (d), and (g), close coordination must be maintained between Victim Witness Assistance Program representatives from Naval Criminal

Investigative Services (NCIS), Legal Services and Support Section (LSSS) or law center, military police, commanding officers, medical facilities, Family Service Centers, correctional facilities, and chaplains.

a. Trial Counsel (TC). Upon order to confinement of an offender identified by those under the Victim Witness Assistance Program, the Trial Counsel will ensure that a DD Form 2704 is completed and accompanies the Report of Results of Trial to the MCIPAC-MCBB Brig. The offender/prisoner will not be allowed access to this form at any time.

b. MCIPAC-MCBB Brig Victim Witness Assistance Coordinator (VWAC). Upon entry of an offender into post-trial confinement, the MCIPAC-MCBB Brig VWAC will obtain the DD Form 2704 to determine victim or witness notification requirements. The VWAC will continue to monitor the program and adhere to the requirements of references (b), (c), (g).

## 7. Visitation

### a. Security Procedures

(1) Individuals requesting access to the MCIPAC-MCBB Brig must have a valid reason, such as command, legal, or family visitation, and must be positively identified by picture identification (ID), i.e., driver license, Active Duty ID, dependent ID, or school ID. Those under the age of ten (10) do not require picture ID, but will be accompanied by an adult with valid identification.

(2) All visitors, military and civilian, are required to pass through the walk-through metal detector and/or submit to a body scan with a hand-held metal detector. If the metal detector indicates metal is present, the visitor shall be asked for permission to determine the nature of the detected item. If the visitor refuses to comply, they shall not be allowed to visit. All unauthorized items may be stowed in a visitor locker or their vehicle.

### b. Visiting Regulations

(1) Command Visits. Prisoners who will return to their command continue to be the responsibility of that command. Command visits are designed to retain identity with the parent command and to reinforce to prisoners that this remains their primary chain of command. An officer or staff noncommissioned officer (SNCO) from the parent command who is representing the prisoner's commanding officer will visit each prisoner once every 2 weeks (bi-weekly). Chaplains shall not serve as the CO's representative to visit prisoners. Command visits are permitted Monday through Friday between 0800 and 1630; however, the burden is on the visiting official to make liaison with the MCIPAC-MCBB Brig to ensure the prisoner's availability. When the prisoner's command is on extended deployment, it is the responsibility of the immediate superior in command to continue to provide for command visits. It is improper to delegate command visits unless the confining command is at sea or is remotely situated. For remotely situated commands (i.e., over a 50-mile radius), echelon 2 commanders shall designate command visit intervals, but shall ensure at least bi-weekly telephone interviews with prisoners, their correctional counselors, or Service Liaison are conducted. Persons conducting command visits will be in the uniform of the day. Documentation of each command visit shall be accomplished using the MCIPAC-MCBB Brig's Command Visitation Form and shall become a part of the prisoner's file.

(2) Legal Visits. Personnel from the prisoner's unit or organization, the Staff Judge Advocate's Office, Legal Service and Support Section, or civilian legal counsel may interview prisoners. Legal visits

may be conducted any day of the week between the hours of 0700 and 2000. Legal visits will normally occur at the MCIPAC-MCBB Brig in the designated legal visitation booths. Any legal visit outside of the MCIPAC-MCBB Brig is not normal and will require prior coordination with the prisoner's unit to ensure they can support such a request(s) and notification to the MCIPAC-MCBB Brig's Program Section at 623-4585/4545/4601/4940 at least 24 hours in advance. Military personnel conducting legal visits will be in the uniform of the day. Civilian attorneys or civilian investigative agencies must be approved through the MCIPAC-MCBB Staff Judge Advocate's Office and properly vetted for base access by the MCIPAC-MCBB Provost Marshal's Office with an escort (SOFA member with base access and escort privileges).

(3) Family and Friends. Visitation hours are on Saturdays, Sundays, and holidays, from 1300-1500. Up to three (3) visitors at a time are allowed per prisoner. More may be authorized if space is available. No command or legal visitation will be conducted during these times.

(a) Visits by persons under the age of 18 shall not be permitted unless they are accompanied by their parent(s) or legal guardian.

(b) Active duty service members will not be authorized to visit prisoners in a personal capacity without a letter of authorization from their company level commander or higher and approval by the brig officer or designee.

(c) All attire must be in good taste and meet the standards set forth in current Base Regulations.

## Chapter 3

### Release Procedures

#### 1. Release from Confinement

a. Authority. Any commander of a prisoner, an officer appointed under regulations of the Secretary concerned to conduct the review under reference (j) once charges have been referred, a military judge detailed to the court-martial to which charges against the accused have been referred, may direct release from pretrial confinement. For purposes of the subsection, “any commander” includes the immediate or higher commander of the prisoner and the CG MCIPAC-MCBB. In addition, the MCIPAC-MCBB Brig CO or his/her designee (written) shall authorize final release of the prisoner under the following conditions:

(1) Upon expiration of the term of confinement, adjusted to reflect clemency or other action, and further reduced by good conduct time, earned time, or special acts abatement awarded.

(2) Upon direction of proper appellate authority.

(3) Upon receipt of one of the following legal documents from the convening or reviewing authority directing:

(a) Disapproval of sentence to confinement.

(b) Suspension or remission of remaining confinement.

(c) Deferment of confinement (only prior to CA’s action).

(d) Rehearing on findings or sentence.

(4) Upon receipt of a valid “Request for Release” in the case of a pretrial prisoner either from the IRO, the pretrial prisoner’s commanding officer, or once charges have been referred, a military judge detailed to the court-martial to which the charges against the pretrial prisoner have been referred, may direct release from pretrial confinement.

(5) Upon notification that a pretrial prisoner is to be tried by a Summary Court-Martial unless the officer exercising General Court-Martial jurisdiction specifically approved confinement.

(6) Upon notification that a pretrial prisoner’s request for an administrative discharge has been approved and he or she is no longer pending a court-martial.

b. Release Order. A Prisoner Release Order (DD Form 2718 dated November 2022) shall be prepared by the MCIPAC-MCBB Brig to affect every final release from confinement. The MCIPAC-MCBB Brig CO or his/her designee (written) shall sign such orders.

c. Release Dates

(1) The release date is the date confinement is completed and is determined by reducing the full term of all sentences to confinement by proper credits and adjustments as described in reference (k). Prisoners shall be released during normal working hours.

(2) To facilitate administration, a prisoner whose release date falls on a Saturday, Sunday, or a national holiday shall have all necessary administrative procedures completed the last working day immediately preceding such days. However, the release will be effected on the actual date of completion of confinement. When a prisoner is to be released on a weekend or a holiday, the prisoner's command will be notified during the week prior to the prisoner's scheduled release date.

(3) No person shall be held in confinement beyond the normal release date as defined above to complete administrative disciplinary punishments, to await transportation, to complete forfeiture of pay, or because of indebtedness to the government. Conditions placed in pretrial agreements must be addressed prior to the release date.

2. Clemency

a. Clemency is a general term for the Naval Clemency and Parole Board's (NC&PB) administrative review or action, other than the correction of legal error. Clemency can result in mitigation, remission, or suspension of the whole, or any part of the unexecuted portion of a court-martial sentence, restoration to duty, the voluntary retention on active duty beyond the obligated term of enlistment, or reenlistment. Clemency also includes substitution for good cause of an administrative discharge for an executed punitive discharge or dismissal in select cases. The naval clemency system is independent of any clemency review conducted by the court-martial CA, the officer exercising general court-martial jurisdiction over the offender, or higher officials acting pursuant to their authority under Article 74(a), UCMJ.

b. It is the policy of the Secretary of the Navy to extend to persons convicted by court-martial whatever clemency is in the best interest of the Marine Corps and the individual. MCIPAC-MCBB Brig procedures will be implemented to ensure a timely review of the status of each person in confinement, considering each for such clemency as is appropriate, including release from confinement.

c. Per reference (e), the MCIPAC-MCBB Brig will take required action to conduct clemency hearings and make recommendations to the appropriate service clemency and parole board for all eligible prisoners.

3. Temporary Release (TR)

a. TR of prisoners from the MCIPAC-MCBB Brig is authorized under custodial procedures when approved by the MCIPAC-MCBB Brig CO. Valid reasons for TR include:

(1) Appearance at court-martial, Article 32 UCMJ hearing, Article 72 UCMJ hearing and office hours.

(2) Request Mast.



- (3) Consult with legal counsel.
- (4) Investigations.
- (5) Procurement of Uniform of the Day for trial.
- (6) Medical or dental appointments.
- (7) Banking.

(8) Other circumstances deemed appropriate by the prisoner's CO and approved by the MCIPAC-MCBB Brig CO.

b. Request for TR should be arranged at least 24 hours prior to the scheduled TR by a telephone call to the MCIPAC-MCBB Brig Programs Section at 623-4601/4585/4545. When picking up the prisoner for a TR, the Receipt for an Inmate or Detained Person dated November 2022 (DD Form 2708 dtd Nov 2022) will be completed and issued by the Receiving and Release Supervisor. The remarks section will indicate the complete reason for the TR to include the destination. Any deviation from the permitted destination must have approval from the DBS.

c. To ease administrative procedures, TR's will be limited to normal working hours. The time of return of the prisoner to the MCIPAC-MCBB Brig should not extend past 1530. If it is necessary to keep the prisoner outside the MCIPAC-MCBB Brig past that time, the prisoner's escort shall call the MCIPAC-MCBB Brig control center (623-4940) no later than 1515 and request an extension, citing the reason(s) for delay. Overnight Temporary Releases are sometimes necessary; however, prior coordination and approval by the MCIPAC-MCBB Brig CO is required.

#### 4. Emergency Leave

a. Convening Authorities may grant emergency leave to prisoners per reference (b). Per reference (l), Convening Authorities will coordinate all leave procedures, and as soon as possible, provide by naval message, the details to Deputy Commandant of the Marine Corps, Plans, Policies and Operations (DC, PP&O).

(1) In the case of personnel confined in pretrial status, emergency leave will be approved or disapproved by the service member's parent command.

(2) In the case of personnel confined in post-trial status, emergency leave must be approved or disapproved by the CA.

b. Convening Authorities should request a recommendation from the MCIPAC-MCBB Brig CO. This recommendation will take into consideration the prisoner's confining offense(s), length of sentence, release date, past offenses, pending civil charges, conduct and performance during confinement, and any other factors deemed appropriate.

c. Travel and incidental costs of prisoner's travel shall be at no expense to the government. Prisoners on emergency leave may be authorized to travel without escort; however, if required, the escort's travel expenses and other necessary incidentals must be borne by the government, subject to the availability of

funds. DC, PP&O will provide escorts for Marine Corps prisoners going on emergency leave. Request for escorts should be made to DC, PP&O, per reference (l).

d. Periods of emergency leave shall be considered as time served in confinement, unless deferred, and leave will be charged against the prisoner's leave balance, if any, for the period of absence.

e. The visit shall be short in duration, ordinarily 24 hours plus necessary travel time. This period may be lengthened at the discretion of the approving authority.

f. When a prisoner returns from emergency leave, the medical certification portion of the Confinement Order shall be prepared and presented at the time of re-confinement.

g. The MCIPAC-MCBB Brig CO will ensure the prisoner is carefully briefed on the conduct expected while on emergency leave.

h. Unescorted prisoners on emergency leave will wear the appropriate service uniform. Prisoners escorted by chasers will wear a transport uniform provided by DC, PP&O.

## 5. Hospitalization

a. Procedures. In those cases involving emergencies, specialized treatment or evaluation, or psychiatric treatment which cannot be deferred and requires hospitalization, the following procedures shall apply:

(1) A DD Form 2708 dtd Nov 2022 shall be used and indicate the prisoner's custody grade, offense, expected normal release date, and whether the prisoner is considered a threat to themselves or to others. The MCIPAC-MCBB Brig shall provide any additional information that will assist the hospital in the treatment and supervision of the prisoner. A copy of DD Form 2708 dtd Nov 2022 shall be provided to the hospital. In case of emergencies, a MCIPAC-MCBB Brig staff member shall remain with the prisoner until the DD Form 2708 dtd Nov 2022 is prepared.

(2) Prisoners undergoing psychiatric treatment who are subsequently admitted at Inpatient Mental Health (IMH) shall remain in the hospital until well enough to return to the Brig environment. The MCIPAC-MCBB Brig Medical Officer will be consulted and a medical care plan established prior to the prisoner's return. Per reference (b) prisoners at IMH do not require a Brig staff member to be present for the duration of their stay and upon completion of the DD Form 2708 dtd Nov 2022.

(3) Medium-out (MDO), Minimum (MIN), or Installation Custody (IC) prisoners in need of hospitalization shall be supervised on a 24-hour basis by a minimum of one certified prisoner escort from the prisoner's parent command.

(4) Medium-in (MDI) custody prisoners in need of hospitalization shall be supervised on a 24-hour basis by a minimum of two certified prisoner escorts from the prisoner's parent command.

(5) Maximum (MAX) custody prisoners will be supervised on a 24-hour basis by a minimum of two MCIPAC-MCBB Brig staff members.

(6) The prisoner's health and comfort items may accompany the prisoner to the hospital. If a prolonged stay is necessary, the prisoner's personal effects and valuables will be inventoried per current directives and placed in the MCIPAC-MCBB Brig personal effects locker.

(7) As soon as a prisoner no longer requires hospitalization, they shall be returned to the MCIPAC-MCBB Brig for completion of confinement or continued pretrial confinement. Prisoners shall not be placed in medical holding companies or on convalescent leave. Prisoners who remain hospitalized upon completion of confinement shall become the responsibility of the parent command.

b. Status. Hospitalization counts day-for-day as time in confinement.

## 6. Transfer Regulations

### a. Authorization

(1) Transfer of pretrial prisoners between confinement facilities is not authorized except when transient individuals are being held for further transfer back to or near their parent command. Exceptions to this rule are if an individual's life or safety is seriously threatened or if the court-martial is to be held in a different location from where the pretrial prisoner is presently confined and there is a confinement facility closer to this locale. Request for transfer to accommodate a court-martial must originate with the parent command of the pretrial prisoner and the parent command must bear the cost of all expenses, including escort expenses, involved in effecting the transfer.

(2) Transfers will not ordinarily be made when legal or administrative action is pending against a prisoner.

(3) Prisoners serving a sentence are normally returned to their parent command; however, prisoners who have been adjudged a punitive discharge and have at least 90 days remaining on their sentence to confinement may be transferred by service record to a general court-martial CA responsible for operation of a Level II confinement facility.

b. Procedures. Upon CA action, commands having prisoners that meet the requirements above will submit a request for prisoner transfer to DC, PP&O. Refer to reference (1) for detailed instructions.

## Chapter 4

### Prisoner Escort Procedures

#### 1. Requirements

a. New Confinements. Although not required, it is recommended that those personnel being transported for initial confinement be escorted by trained and certified prisoner escorts.

b. Permanent Release. Certified prisoner escorts are not required for prisoners being permanently released from the MCIPAC-MCBB Brig; however, it is highly recommended that a SNCO or officer be present for release. Prisoners who are released from confinement will be picked up by a designated representative (in the uniform of the day) of their respective parent organization during normal working hours (0730-1630) on the day of release.

c. Temporary Release (TR). Prisoners released on a TR are required to be escorted by personnel who have received specialized escort training conducted by MCIPAC-MCBB Brig personnel and certified to escort prisoners. The driver of a vehicle will not serve as an escort. The ratio of escorts to prisoners is as follows:

(1) MAX, or MDI custody prisoners, will require two certified escorts per prisoner.

(2) MDO, MIN, and Installation Custody (IC), will require one certified escort per prisoner.

d. Work Programs. Units desiring prisoner working parties will submit a request to the Brig Supervisor. The requesting unit is responsible for providing certified Brig chasers to escort working parties. Prisoner work projects must be worthwhile and constructive. Suitable work for prisoners includes maintenance and repair of the facility, salvage, conservation of government property, services provided for nearby government organizations, and manufacturing of articles for government use. MAX and MDI custody prisoners will not be assigned to outside work details. When a prisoner is returned to the MCIPAC-MCBB Brig, the escort will be prepared to complete an Inmate Work and Training Evaluation (DD Form 2712 dated November 2022) and/or an Inmate Observation Report dated November 2022 (DD Form 2713 dtd Nov 2022). Escort to prisoner ratios for each prisoner work detail will be as follows:

(1) MDO custody prisoners will require one escort for one to five prisoners and two escorts for six to ten prisoners.

(2) MIN and IC prisoners will require one escort for one to ten prisoners.

(3) If the working party contains a mixture of various custody prisoners, the MDO escort to prisoner ratio will apply.

(4) At no time will a work detail exceed ten prisoners without assignment of a MCIPAC-MCBB Brig staff member to the escort detail.

2. Escort Qualifications. Escorts have specific responsibilities for the secure custody and safe delivery of prisoners. Escorts shall be carefully selected for maturity and ability to handle emergencies. All

personnel assigned to escort duties shall be thoroughly trained in the safety and proper use of restraining devices in the performance of escort functions. Per reference (b), personnel who serve in a law enforcement rating or military occupational specialty (Master-at-arms, security police, military police, sworn law enforcement officers of the investigative services) are considered adequately trained and are not required to attend the basic escort training course after demonstrating proficiency in proper use of correctional restraining devices.

a. For information concerning the scheduling of escort training contact the MCIPAC-MCBB Brig Training Chief at 623-4545/1618/1619 Upon completion of training, a Prisoner Escort Identification Card (NAVPERS 1640/18) shall be issued certifying personnel as prisoner escorts.

b. Because of the varying local requirements of prisoner escort duties, only those personnel trained and certified by the MCIPAC-MCBB Brig will be allowed to escort prisoners.

c. Escorts must meet the following criteria before being considered for escort training:

(1) Be mature and emotionally stable. Personnel with a history of drug or alcohol abuse, or a neuropsychiatric disorder, will not be assigned this duty.

(2) Have received no prior courts-martial, or non-judicial punishments (NJPs) during current enlistment.

(3) Not pending legal action.

(4) Be of good standing with the unit assigned.

(5) Not be a prior prisoner at any MCF.

(6) Escorts must be of the same sex as the prisoner; however, if two escorts are required, only one escort need be of the same sex.

(7) Must be a minimum of 19 years of age.

(8) Must be more than six months from recruit training completion date.

(9) GT Score must be 100 or higher.

(10) Must not have a speech or physical impediment.

(11) Pretrial officer prisoners must be escorted by at least one officer of equal or higher grade. Post-trial officer prisoners may be escorted by qualified enlisted or officer escorts of any grade.

### 3. Escort Responsibilities

a. The primary duty of a prisoner escort is to provide continual custody and control of assigned prisoners. The escort will:

(1) Take custody of all prisoners received and ensure all required precautions are taken to prevent escapes.

(2) Not relinquish control of their detail to another person for any reason without proper authorization from the DBS.

(3) Ensure that prisoners in their charge conduct themselves in a manner consistent with the standards of conduct for prisoners.

(4) Comply with all orders and instructions issued during escort training and upon receipt of custody for the prisoner.

(5) Contact the DBS at 623-4940 DSN, or (090-969-4940) Cell for guidance in all situations not previously covered.

b. Prisoner escorts will have in their possession:

(1) Duty belt.

(2) Notebook and pencil or pen.

(3) Escort "Certification Card" and Armed Forces Identification Card.

(4) Contact telephone numbers for the MCIPAC-MCBB Brig (623-4940) and PMO/Security Police Headquarters Desk Sergeant (645-7441) of camps and stations that prisoners will be escorted aboard.

#### 4. Escort Instructions

##### a. Pickup and Transportation of Prisoners

(1) Escorts arriving at the MCIPAC-MCBB Brig to receive prisoners for a TR must have the items listed in paragraph 3.b.

(2) No prisoner may be transported in a privately owned vehicle. All transportation of prisoners on TR or working parties must be in a government vehicle only. There are no exceptions.

(3) The driver of the vehicle cannot serve as a prisoner escort.

(4) The prisoner should always be seated in the vehicle in such a manner as to ensure proper safety, security, and constant observation by the escort. Seat belts will be used if available and at least one escort will position themselves between the prisoner and the point of exit for the vehicle. The prisoner will not be seated directly behind the driver.

(5) Escorts are required to wear the appropriate uniform.

##### b. Use of Restraining Devices

(1) According to prisoner custody, use of restraining devices will apply as follows:

- (a) MAX Custody prisoners will be restrained with handcuffs, restraining belt, and leg irons.
- (b) MDI Custody prisoners will be restrained with handcuffs and restraining belt. Leg irons will be carried by prisoner escort for possible use if warranted.
- (c) MDO, MIN, and IC prisoners will not normally require restraints unless directed by the MCIPAC-MCBB Brig CO.

(2) In the event an extreme situation arises after the prisoner leaves the Brig, and restraining devices are deemed necessary, restraints may be applied followed by an immediate notification to the MCIPAC-MCBB Brig DBS for further guidance and instructions.

(3) When restraining devices are utilized, the following guidelines will be observed:

(a) Leg irons or handcuffs will not be removed without approval from the DBS by calling 623-4693/4940. Consideration for approval will be given on a case-by-case basis.

(b) Restraints will be removed prior to entering the courtroom and reapplied immediately following exit. Escorts will call the DBS prior to removing the restraints and once restraints have been reapplied.

(4) Restraints will not be used to secure a prisoner to a fixed object, such as a door, fence, or vehicle component.

(5) Armed escorts are not authorized unless expressly approved by the MCIPAC-MCBB Brig CO for extreme situations. When armed escorts are authorized, restraints will always be used.

c. Return of Prisoners to the MCIPAC-MCBB Brig

(1) If a prisoner is to be kept on TR beyond 1030, it is the responsibility of the escort to ensure that the prisoner is provided a noon meal or box lunch prepared by a military dining facility.

(2) Prisoners should be physically present at the MCIPAC-MCBB Brig NO LATER THAN 1530. In the event circumstances require a prisoner to be kept outside the Brig beyond 1530, the prisoner escort will notify the Duty Brig Supervisor of the reason and anticipated time of return. When this occurs, it is the escort's responsibility to ensure that the prisoner is provided an evening meal prepared by a military dining facility.

(3) When a prisoner is returned to the MCIPAC-MCBB Brig, the escort will be prepared to complete an DD Form 2713 dtd Nov 2022.

d. Supervision of Prisoners. The senior escort is responsible for the prisoner at all times outside the MCIPAC-MCBB Brig. No one will assume authority of the prisoner while in custody of the escort. The prisoner will not be out of the escort's physical custody for any reason other than legal visits to consult with the prisoner's lawyer.

(1) Legal Visits. The preferred location for legal visits is at MCIPAC-MCBB Brig. If the legal visit takes place at another location, the escort must inform the lawyer of the prisoner's status and custody

classification prior to allowing the prisoner to enter the office or space. The escort must observe the space and note exits. If the space presents a high probability of escape, an alternate location should be found. The escort will then post themselves at the exit or exits if multiple exist.

(a) The lawyer shall keep the escort informed as to who is entering and exiting the office, and no one will be allowed into the lawyer's office unless directly connected to the prisoner's case. Visitors entering the office (spouse, boyfriend/girlfriend, fiancée, etc.) will not have anything in their possession that does not pertain to the case while inside of the office when the prisoner is present.

(b) The lawyer will not leave the prisoner in the office unattended. If the lawyer must leave his office, the door will be kept open so that the escort can observe the prisoner.

(2) When prisoners are moved from one area to another, regardless of the number, they will be moved in a military manner. The escorts will be positioned so that prisoners in formation are constantly observed.

(3) When prisoners are engaged in a work detail, or not in formation, the escort must always keep them in front and in their field of vision. The escort must always remain sufficiently close to the prisoners to permit immediate and effective control of the prisoner.

(4) The escort will never under any circumstances use abusive, profane, assaulting, or indecent language toward a prisoner, either directly or indirectly.

(5) Escorts will not use any form of tobacco product while escorting a prisoner.

(6) It is the escort's responsibility to ensure that the prisoner does not violate the prisoner rules and regulations or UCMJ. Escorts shall strictly enforce the rules listed below.

(a) DO NOT ALLOW prisoners to enter an exchange, snack bar, or a special services activity (unless it is the assigned location of the work detail).

(b) DO NOT ALLOW prisoners to eat or drink items obtained from a snack bar, vending machine, vending truck, or other consumable items obtained outside of military dining facilities.

(c) DO NOT ALLOW prisoners to receive/place phone calls or have any access to unmonitored electronic communication devices, access the internet or social media unless authorized by the Brig Supervisor.

(d) DO NOT ALLOW prisoners to mail any letters or packages.

(e) DO NOT ALLOW prisoners to receive or dispose of any substance that could possibly contain drugs, alcohol, or items directly related to their use.

(f) DO NOT ALLOW prisoners to receive any items considered contraband or which might prove hazardous to others.

(g) DO NOT ALLOW prisoners to use any form of tobacco products including electronic cigarettes.



(h) DO NOT ALLOW prisoners to interact socially outside the Brig.

(7) Items a prisoner may have in their possession are:

- (a) Papers and records pertaining to the reason for a TR.
- (b) Pocket Comb.
- (c) Religious medal (one) on a chain around the neck and kept inside the undershirt.
- (d) Wedding band, if married.
- (e) Handkerchief.

e. Use of Force

(1) Escorts use of force is limited to the following cases:

- (a) In defense of themselves.
- (b) To prevent escapes.
- (c) To prevent serious injury to persons or damage to property.
- (d) To quell a disturbance.

(2) Only the amount of force necessary to bring the situation under control will be exercised.

(3) The use of force will be the last resort.

(4) Escorts will telephone the DBS at 623-4940 when practical and report the use of force situation.

f. Escapes and attempted Escapes from Escorts

(1) Procedures When Escorting Only One Prisoner

(a) Make every effort to prevent the prisoner from escaping by being alert and following established procedures.

(b) If the prisoner attempts to escape or escapes by fleeing, make every effort to overtake and restrain the prisoner. Report the attempt to MCIPAC-MCBB Brig Master Control at 623-4940/4693, who will contact the Provost Marshal's Office. The following information must be provided:

- 1. Prisoner's name.
- 2. Location of escape.
- 3. Direction prisoner was fleeing.

4. Other pertinent information (armed; injured; have an accomplice; fleeing on foot or in a vehicle; etc.).

(2) Procedures When Escorting More than One Prisoner. Escorts are responsible for all prisoners in their care. DO NOT leave several prisoners unescorted while chasing an escapee. Move the remaining prisoners to the nearest location where there is a phone and report the escape to the MCIPAC-MCBB Brig Master Control at 623-4940.

(3) Escorts should attempt to enlist the aid of nearby personnel by identifying themselves and the situation.

**Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) Brig  
Confinement Requirements**

Below is the required documentation and gear for confinement at the MCIPAC-MCBB Brig. Please use appropriate service equivalents. Any questions about this information should be forwarded to the DBS at DSN: 623-4940.

**Pretrial Confinement:**

- DD Form 2707 (Confinement Order dated November 2022)
- Attached gear requirements

**Post-Trial Confinement:**

- DD Form 2707 (Confinement Order dated November 2022)
- DD Form 2704 (Victim Witness Certification)
- Results of Trial
- Charge Sheet
- Pretrial Agreements Parts 1 and 2 (if applicable)
- Attached gear requirements

Notes:

DD Form 2707, Confinement Order, must be original and the most recent edition. Obsolete or outdated Confinement Orders will not be accepted. This includes the confining officer's signature as well as medical officer's signature. Digital signature via common access card is authorized. To confine enlisted personnel, any commissioned officer (CWO2 or higher) may sign the Confining Officer's block. To confine an officer into pretrial confinement, the battalion commander or higher must sign the DD Form 2707. The medical block can only be signed off by a medical officer, nurse practitioner, or physician's assistant.

If missing ANY of these requirements, notify the DBS at 623-4940 so they may assist you.

| <b>CONFINEMENT REQUIREMENTS</b>   |   |       |
|---|---|-------|
| THE PRISONER'S COMMAND IS REQUIRED TO SUPPLY ANY SHORTAGES WITHIN 72 HOURS OF INITIAL CONFINEMENT. THE UNIT MUST PROVIDE A POC NAME AND PHONE NUMBER. |   |       |
| QTY   | ITEM  | REC'D |
| <b>CLOTHING AND UNIFORMS</b>  |   |       |
| 1   | Sea Bag (name printed on sea bag with black sharpie)                    |       |
| 1   | Service Uniform for Court-Martial (Pretrial only, season appropriate)   |       |
| 1   | Belt (no rigger/rappel type)  |       |
| 2 pr  | Boots w/laces   |       |
| 2 pr  | Boots Bands (non-metal)   |       |
| 5   | Brassieres/Sport Bras (females only) (white or beige, no wire)          |       |
| 1   | Cap, Combat Utility Garrison (woodland, Pretrial USMC Only)             |       |
| 1   | Combat Utility Coats (woodland) (w/ rank insignia, Pretrial USMC Only)  |       |
| 1 pr  | Combat Utility Trousers (woodland, Pretrial USMC Only)                  |       |
| 1 pr  | Gym Shoes   |       |
| 8 pr  | Boot Socks (service authorized, no logos or ankle socks)                |       |
| 8 pr  | White Socks (no logos or ankle socks)                                   |       |
| 6   | Undershirts (service authorized, no logos or unit design)               |       |
| 6   | Underwear (white only)  |       |
| 4 pr  | PT Shorts (service authorized)  |       |
| 4   | PT Shirts (service authorized, if different than undershirt)            |       |
| 1   | Running/Sweat Suit (service authorized)                                 |       |
| 1 pr  | Shower Shoes (black only/no logos)                                      |       |
| <b>HEALTH AND COMFORT REQUIREMENTS</b>  |   |       |
| All hygiene items must be new, not in glass containers and alcohol free   |   |       |
| 4   | Bars of Soap  |       |
| 2   | Deodorant Sticks (no aerosol cans; plastic containers only)             |       |
| (-)   | Feminine Hygiene Products (females only; 1 box of 20 max)               |       |
| (10)  | Disposable Razors   |       |
| 1   | Shampoo/Conditioner   |       |
| 1   | Shaving Cream (no gels)   |       |
| 1   | Soap Dish   |       |
| 1   | Toothbrush  |       |
| 1   | Toothbrush Holder   |       |
| 1   | Tube Toothpaste   |       |
| 4   | Towels (Solid white, green, or brown)                                   |       |
| 4   | Washcloths (Solid white, green, or brown)                               |       |
| 1   | Laundry Bag (white mesh only)   |       |
| 1   | Hair band/tie (females only; if needed to keep hair within regulations) |       |
| 1   | Nail Clipper (without file)   |       |
| <b>MISCELLANEOUS ITEMS</b>  |   |       |
| \$100   | Cash, Money Order, Government Check                                     |       |
| 1   | Military ID   |       |
| 1   | ATM/Debit Card  |       |
| 1/1   | Medical Record/Dental Record  |       |
| All unauthorized items will be turned back over to the escort team.   |   |       |