



UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004

CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1640.6D

BRIG

**30 JUL 1998**

BASE ORDER 1640.6D

From: Commanding General  
To: Distribution List

Subj: PRISONER ESCORTS

Ref: (a) SECNAVINST 1640.9B  
(b) BO 1640.2E

Encl: (1) Special Instructions for Prisoner Escorts

1. Purpose. To publish the policy, procedures, and instructions for the assignment, performance, and conduct of personnel selected to serve as prisoner escorts throughout Marine Corps Base (MCB) Camp Lejeune, Marine Corps Air Station (MCAS), New River, and Marine Corps Air Station (MCAS), Cherry Point.

2. Cancellation. BO 1640.6C.

3. Definition. Prisoner escorts include all personnel in grades E-1 through E-9 into whose custody a prisoner has been delivered for safekeeping and/or movement from one point to another. This includes prisoner escorts of the Base Brig and Provost Marshal's Office (PMO), as well as personnel of Camp Lejeune; MCAS New River; and MCAS Cherry Point. For the purpose of this Order, and unless specifically noted otherwise, the term "prisoner" is used to describe both pre-trial detainees and court-martialed personnel.

4. Action. It is recommended that organizations using prisoner escorts provide written special instructions for those escorts under their control. The Commanding Officer (CO), Base Brig will issue special written orders to those escorts in charge of prisoners confined in the Base Brig.

a. Commanding officers of units and organizations at Camp Lejeune, MCAS New River, and MCAS Cherry Point will:

(1) Ensure that all personnel assigned as prisoner escorts meet the criteria as set forth in the enclosure.

(2) Ensure that prisoner escorts are properly trained and certified as qualified by the Brig Training Supervisor prior to assumption of duties.

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(3) Ensure that prisoner escorts are issued special instructions, consistent with the enclosure, for the proper handling and safeguarding of prisoners who may require special attention. This will include, but not be limited to, prisoners who may be considered escape risks, suicide risks, or potentially dangerous or violent individuals.

(4) Immediately report prisoner escapes from custody to the PMO and the CO, Base Brig.

b. CO, Base Brig will:

(1) Ensure that personnel assigned to the Base Brig who are utilized as prisoner escorts meet the criteria as set forth in reference (a).

(2) Conduct prisoner escort training for members of tenant commands utilizing the criteria set forth in reference (a).

c. Base PMO will:

(1) Activate the Prisoner Escape Plan, per reference (b), upon notification of an escape from confinement or prisoner escort custody.

(2) Provide support for transport of maximum custody prisoners when requested by the CO, Base Brig or organizational commanders, and when consistent with other PMO commitments.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserves.

6. Concurrence. This Order has been coordinated with and concurred with by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; 2d Marine Aircraft Wing, Cherry Point; Marine Corps Air Station, Cherry Point; and the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital, and Naval Dental Center, Marine Corps Base, Camp Lejeune.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A, A-1 Cat II, III, IV  
MCASCP (25)

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## SPECIAL INSTRUCTIONS FOR PRISONER ESCORTS

1. Under normal conditions, it is improper for an officer of any grade to escort a prisoner. However, in the case of officer prisoners, or in other cases where commanders believe use of an officer escort is warranted, the Commanding Officer (CO) of the Base Brig will provide a briefing for the officer escort. No prisoner confined in the Brig will be escorted by an officer without the approval of the Brig CO. When transporting an officer prisoner, at least one escort will be an officer of equal or higher rank than the officer prisoner. In all cases at least one escort will be the same gender as the prisoner.

2. All Marines assigned prisoner escort duty will be trained and certified by the CO, Base Brig, as specified in reference (a), and will be recertified annually.

a. Personnel assigned as prisoner escorts will be trained and certified as qualified by the Brig Training Supervisor prior to assumption of duties. A specialized training course consisting of not less than one or more than two days, which includes a proficiency test, will be successfully completed prior to certification as a qualified escort. All personnel assigned to escort duties will be thoroughly trained in the safety and proper use of restraining devices in the performance of escort duties. A Prisoner Escort Identification Card (NAVPERS 1640/18) will be issued upon completion of training. Annual recertification is required, and certification may be revoked at the Brig Officer's discretion. Personnel assigned as prisoner escorts will be selected by unit commanders utilizing the following criteria:

(1) Personnel will be at least 19 years of age, mature and emotionally stable. Members who have a history of neuropsychiatric disorder or excessive use or dependence upon alcohol will not be assigned as an escort. There must be no documented in-service drug use.

(2) Personnel will have no record of a civil court conviction, except for misdemeanor traffic violations, since joining the military.

(3) Personnel will have no record of conviction by courts-martial, or nonjudicial punishment involving drugs or moral turpitude during current enlistment.

(4) Personnel should not be assigned as an escort who have an obvious disfigurement or other physical or speech

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impediment which might lead to contempt or ridicule by prisoners or undermine control of prisoners. Personnel will have a GT score of 100 or above.

(5) Other services personnel will meet the criteria as set forth by their local regulations, as well as any applicable inter-service agreements currently in effect.

(6) It is recommended that personnel with less than 12 months until their Expiration of Active Service (EAS) not be initially assigned as a prisoner escort.

b. The following additional criteria apply specifically to Navy personnel:

(1) Will have completed at least 24 months active duty following completion of recruit training.

(2) Will be in pay grade E-4 or above.

(3) Will have no record of conviction by courts-martial or nonjudicial punishment during the past 36 months, and will maintain a clear record during assignment as escort. Persons known to be under investigation or are being considered for administrative separation will not be assigned as an escort.

(4) Will have a Navy General Classification Test (GCT) score of at least 45, or Word Knowledge (WK) score of at least 45.

(5) Body fat must be within standards set by OPNAVINST 6110.1D.

c. Commanders are authorized to use female Marines to escort prisoners (with the exception of working parties) to and from the Base Brig, only if a male Marine is assigned to the same prisoner(s).

d. The number of escorts required for an individual prisoner is based on his custody classification. The driver will not be counted as an escort.

3. Escort Responsibilities. The primary duty of a prisoner escort is to provide continual custody and control of assigned prisoners until relieved by competent authority. The escort will:

a. Take custody of all prisoners receipted for and ensure all required precautions are taken to prevent escapes.

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b. Not relinquish control of his detail for any reason without proper authorization from competent authority. Escorts will contact the Duty Brig Supervisor or higher authority at the Brig if there is any question as to the authority of another person to assume control of a prisoner(s).

c. Require prisoners to conduct themselves in a manner consistent with good order and discipline.

d. Require prisoners to move from place to place in an orderly military formation.

e. Prohibit any contact or conversation between prisoners and nonprisoners, except in an legal or official capacity, i.e., Request Mast, Article 32 or 39a Hearings, or courts-martial. Escorts should be especially alert to prisoners and nonprisoners exchanging articles.

f. Report all violations of conduct by prisoners to competent authority, remembering that prisoners are subject to the Uniform Code of Military Justice. Any conduct which is disruptive to orderly procedure is a breach of discipline and security and will be reported as such.

g. Permit prisoners to smoke during meal periods and work breaks only in designated smoking areas that are out of sight of the general public.

h. Prisoners are not to receive or mail any letters, as all prisoner mail must go through Brig Postal.

i. Prisoners will normally eat their meals in the Brig Messhall. Should a situation arise which makes it impractical to return the prisoner to the Brig at scheduled meal times, escorts will contact the Receiving and Release noncommissioned officer (NCO) to explain the situation. If unable to return to the Brig for meals, escorts may provide the prisoner a meal at a unit dining facility. Maximum custody prisoners must be returned to the Brig for meals, unless prior approval has been given by the Brig Commanding Officer. A prisoner receiving meals from other than a unit dining facility is strictly prohibited.

j. Prisoners will not be placed in any position of authority.

k. Inside buildings, the escort will position himself so as to maintain a clear, unobstructed view of all prisoners and available exits in the area.

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l. If one or more prisoners request a head call, all prisoners will be marched to the nearest facility available and closely supervised at all times.

m. When transporting prisoners, escorts will ensure they are seated at all times when the vehicle is in motion. Escorts will not allow prisoners to stand, ride, or sit/lean on the side or the tailgate of any vehicle. Prisoners will wear seat belts whenever seat belts are present.

n. When on a working party, prisoners will not be employed in any area or assignment that would require the handling of or provide access to drugs, narcotics, intoxicants, explosives or incinerating devices, firearms, money, classified material or personnel records, or would otherwise endanger them. No prisoner will be allowed to operate equipment requiring special training.

4. Standards of Conduct for Prisoner Escorts. The escort will present a neat, clean appearance at all times when escorting prisoners. The prisoner escort is both a direct reflection of the command and a role model for the prisoner. As such, his personal conduct and appearance should be above reproach. Prisoner escorts will:

a. Not abuse, strike, threaten, harass or maltreat any prisoner in any way.

b. Not use profane, indecent, obscene or insulting language or gestures towards, or in the presence of, any prisoner.

c. Not converse with prisoners in any manner except in the line of duty. Prisoners are to receive verbal orders and instructions in a firm, fair, and impersonal manner. Escorts should be alert for attempts on the part of prisoners to become familiar with an escort's background, personal situations, etc. Historically, this type of familiarization has led to compromising situations and should be strictly avoided.

d. Not consume/use any alcohol, drugs, candy, chewing gum or tobacco, to include chewing tobacco, while escorting prisoners.

e. Smoke only when the prisoners are allowed to.

f. Not eat or drink except during meals or on authorized breaks when the prisoners are allowed to.

g. Accept no favors or services, including cigarettes, from prisoners.

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h. At all times, practice leadership by example and exercise sound judgment in the management of prisoners.

5. Equipment. Prisoner escorts will be required to have in their possession their Escort Certification Card, Armed Forces Identification Card, and a duty/cartridge belt prior to receipting for a prisoner. Escorts should normally also possess a notebook and pencil or pen, and a first aid kit attached to their duty/cartridge belt.

6. Arming of Escorts and Use of Restraining Devices

a. Prisoner escorts will not be armed. In unique circumstances, the arming of escorts will be authorized only by the Brig CO.

b. Handcuffs, restraining belts, and/or leg irons will be used according to the assigned custody classification. Instruments of restraint will be issued and applied by Receiving and Release personnel prior to departure from the Brig. In a situation where removal of restraints is requested, escorts will contact the Brig and obtain permission from the Duty Brig Supervisor or higher authority prior to removal of any portion of the restraints.

c. Matters relating to the escort of maximum custody prisoners will be referred to the Brig Officer.

7. Attempted Escape

a. Attempted Escape from an Unarmed Escort

(1) If a prisoner attempts to escape an unarmed escort, the escort will attempt to restrain him with any effective means at hand. The amount of force used will be the minimum amount necessary to bring the situation under control. In attempting to restrain the individual, the escort will not jeopardize his control over the remaining prisoners. If more than one escort is present with a group of prisoners, the senior escort will designate one or more escorts to pursue the escapee, as well as direct any other nearby personnel to assist in the prisoner's capture.

(2) If a prisoner escapes, the escort will march the remaining prisoners to the nearest means of communication, report the incident to PMO and the Base Brig to request instructions.

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b. Attempted Escape from Armed Escort

(1) When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner, an order to halt will be given and shots will not be fired unless it is reasonably apparent that the order is being disregarded. A warning shot will not be fired. Shots also will not be fired if they are likely to endanger the safety of innocent bystanders. Shots fired will be aimed to disable; however, if circumstances render it difficult to direct fire with sufficient precision to assure the prisoner will be disabled rather than killed, such circumstances will not preclude the use of a firearm, provided it can be done so with sufficient safety.

(2) If a prisoner is injured, the escort will immediately request medical assistance.

c. In all instances of escape or attempted escape, immediate reporting of the incident is required to PMO, Base Brig, and parent unit.

d. Upon notification of a prisoner's escape from the Brig or while in custody of a prisoner escort, the PMO Duty Officer will make direct liaison with the Brig Officer to coordinate actions to return the prisoner to military control. This action will be initiated to complete prisoner identification and to implement measures as may be deemed necessary by the Brig Officer or Commanding Officer to effect recovery of the escapee, i.e., Brig personnel augmenting Military Police in verifying identification of personnel exiting the Base.

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