



**DEPARTMENT OF THE NAVY**  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-6000

NTCGLAKESINST 1640.8B  
N35  
18 NOV 99

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1640.8B

From: Commander, Naval Training Center, Great Lakes

Subj: PHYSICAL RESTRAINT AND CONFINEE ESCORTS

Ref: (a) SECNAVINST 1640.9A

1. Purpose

a. To specify restraint types and limits of use for pretrial detainees and adjudged prisoners when escorted outside of the Pretrial Confinement Facility (PCF) Great Lakes or when transporting those persons ordered into confinement prior to acceptance at PCF Great Lakes.

b. Specify PCF Escort Qualification Requirements.

c. Specify minimum escort requirements per confinee custody classification.

d. Establish working relationship between PCF Staff and command provided escorts.

2. Cancellation. NTCGLAKESINST 1640.8A.

3. Background. Reference (a) provides basic information and guidelines regarding the use of confinee escorts and use of instruments of physical restraint. This instruction supplements reference (a) to ensure public safety and prevent escape.

4. Policy

a. Command provided escorts are responsible to the PCF Chief Petty Officer in Charge (CPOIC) for the performance of their escort duties. PCF Standard Operating Procedures for confinee escort procedures apply to all command provided escorts.

b. No confinee escort will decrease the restraints required for transportation and/or escort without the PCF CPOIC's express permission.

c. Any escort who, without proper authority, releases any confinee committed to their charge or who, through neglect or design, allows a confinee to escape, will be subject to disciplinary action under the Uniform Code of Military Justice.

d. No escort will take restrained persons inside the Navy Exchange or Commissary during business hours without the Commander, Naval Training Center's authorization.

e. Restraint instruments shall not be used as or for punishment.

f. A restrained confinee may not be handcuffed to other confinees during transportation.

g. No confinee will be handcuffed to the inside or outside of any moving vehicle or other object capable of harming the confinee or preventing the confinee from participating in emergency evacuation procedures. This includes, but is not limited to: trains, snowmobiles, motorcycles, bicycles, etc.

h. At least one escort will be female if a female confinee is being escorted.

## 5. Definitions

a. **Confinee Escorts.** Escorts from confining commands are required to meet the same standards as stipulated for permanently assigned PCF personnel. They are:

(1) One year or more on active duty.

(2) No less than 19 years of age at time of training.

(3) E-4 or above (except those personnel already assigned either a 9545 (Law Enforcement) or 9575 (Corrections Specialist) Navy Enlisted Classification (NEC) Code, or rated Master-at-Arms (MA)).

(4) No courts-martial convictions on current enlistment.

(5) Not under any investigation by any authority, military or civilian or on legal status (legal hold, restriction, etc.).

(6) Successful completion of PCF's Confiner Escort Class, or, Requalification Course. For initial or requalification class quotas contact the Training Petty Officer at 688-5482/2157.

b. **Pretrial Detainee/Adjudged Prisoner.** Referred to as "confiner" throughout.

c. **Restraints.** Devices which limit or restrict an individual's movement. Restraints are used to control an individual being moved between the PCF and outside appointments or to control behavior within the PCF. Such items are used as precautions against escape or self injury. Handcuffs, waist, and leg restraints can be authorized by the PCF CPOIC for confinees, and by Commanding Officers for personnel subject to them by the

Uniform Code of Military Justice (UCMJ). Straight jackets can only be authorized by a Medical Officer.

(1) Handcuffs: All confinees, or as provided in paragraph 6, will be handcuffed with their arms in front of the body (safety).

(2) Waist Restraint/Transportation Belt: A leather belt with handcuffs.

(3) Leg Restraints: A restraining device similar to handcuffs to be used on the legs at the ankle. When used, confinee escorts will maintain physical control of the confinees to prevent individual injury.

(4) Straight Jackets must be placed on the individual by medical personnel. PCF Staff may assist, if requested.

#### 6. Escort and Custody Classification Requirements.

a. **Maximum Custody Confinees - Three** escorts required. The vehicle driver may count as one escort. If the confinee is violent or an escape risk, the driver will not count toward the escort requirement. The PCF will supply one escort for violent/escape risk category confinees.

b. **Medium Custody Confinees - Two** escorts required (see requirements below for group dispatch) - may include the vehicle driver.

(1) Will be transported in handcuffs.

(2) Group Dispatch: One escort per confinee and one Escort in Charge for the group.

(3) When the escorts have a 9545 or 9575 NEC or are rated MAs, the requirements are an Escort in Charge and at least one escort for any group up to ten confinees, two escorts for up to twenty confinees, etc. (add one escort for every ten confinees or partial 10 count, e.g., 12 confinees require an Escort in Charge and two other escorts).

c. **Minimum Custody Confinees - Two** escorts required - may include the vehicle driver. Group dispatch is the same as for medium custody confinees.

#### d. **Special Considerations/Requirements:**

(1) **Female Confinees.** If female confinees are escorted, at least one escort will be female.

(2) **Vehicle Requirements.** Prior to escorting a confinee in a vehicle, the Escort in Charge is responsible for ensuring the vehicle has been properly searched for contraband or any item

which could be used as a weapon against the escorts or against the confinee themselves.

(3) **Transport Requirements.** At least one escort will sit between the confinee and the vehicle door to preclude the confinee attempting escape from a moving vehicle or while the vehicle is stopped for traffic signals/signs. This includes riding in the back of "paddy wagons" to prevent a confinee from hurting themselves while handcuffed or otherwise restrained.

(4) **Office Visits.** If in an office environment, one escort should remain within line of sight, but at the closest exit to the confinee. If at a medical/dental facility or defense legal conference, both escorts should stay within the immediate area, but outside of the exam room, guarding potential routes of escape.

(5) **Control/Custody.** At no time will a confinee be allowed to go anywhere without at least one escort in attendance. No one is allowed/permitted to relieve an escort of their watch responsibilities.

(6) **Personal Hygiene.** If an escort needs a "head" break, he/she will tell the other escort(s) before departing his/her post; under no circumstances will a confinee and escort use the "head" at the same time.

(7) **PCF Return.** When returning to the PCF from dispatch, the escorts are responsible for the confinee until PCF Staff have signed the Receipt for Prisoner or Detained Person (DD 629). Restraints may be removed once inside the PCF Inner Yard and the gates are secured.

(8) **Confinee Property/Papers:** DO NOT allow confinees to carry anything given to them. Verify who gave the confinee the items and for what reason. Escorts will give these items to the SL upon return to the PCF.

7. Restraint Use. The following governs the use of restraints for confinees or pre-confined individuals being escorted to the PCF.

a. **Accused not confined.** Except under urgent/special circumstances, as authorized by the accused's Commanding Officer, restraining devices shall not be used for the transfer or transportation of an accused who is not in a pretrial confinement status. This does not include those individuals restrained for transport by the Great Lakes Police Department.

b. **Accused under pretrial confinement orders being transferred to trial.** Handcuffs or a transportation belt shall be used when transferring a confinee (regardless of custody classification) from PCF Great Lakes to a courts-martial

proceeding. (This special treatment is a precautionary step taken in recognition of the incentive to escape which is heightened by the immediacy of trial.)

c. **Maximum Custody Confinee.** Confinees placed in a maximum custody classification shall be restrained by handcuffs and transportation belt and leg restraints at all times while outside the PCF.

d. **Accused considered violent.** In the case of a violent confinee, the use of handcuffs, transportation belt, and leg restraints are authorized as deemed necessary by the Chief of Staff for Operations. If a straight jacket is required, it must be authorized by a Medical Officer and medical personnel will put the straight jacket on the individual.

e. **Accused in court.** The Military Judge has the authority to order all restraints removed from an accused during trial. During recesses, the escort shall not allow the confinee out of their sight or control, except when the accused/confinee is in conference with their defense counsel. A maximum custody classification confinee shall be placed in leg restraints at all times when the court is in recess.

f. **Accused sentenced at Courts-Martial.** As a precaution against escape, all sentenced prisoners transferred from the courtroom to PCF Great Lakes, including those persons not previously confined, shall be immediately restrained after the trial by handcuffs and transportation belt. Pending post-trial conferences with defense counsel, or to accommodate the prisoner's "head call", escorts may free the prisoner from handcuffs and transportation belt. Use of leg restraints on other than maximum custody prisoners will only be authorized on the Chief of Staff for Operation's direct order.

g. **Accused released at Courts-Martial.** Under no circumstances will an escort handcuff or otherwise restrain an individual who has been ordered released or sentence served as a result of Courts-Martial.

h. **Minimum and Medium Custody Confinee being transported for reasons other than trial.** Normally, only handcuffs are required, however, the PCF CPOIC may order the member restrained by a transportation belt.

i. **Confinees at PCF Great Lakes** will not normally be handcuffed to be moved from one area to another area within the PCF unless their behavior/actions require extraordinary means to control the individual. In all cases requiring restraints within the PCF, the ACOS for Base Operations (N3) will be notified of the circumstances.

**NOTE:** While outside the PCF Compound, restraints are to remain on the confinee until told to remove them by medical, dental, or person in charge of the area (legal personnel only).

8. Leave

a. **Pretrial Detainees.** Emergency leave authorization is granted by the parent command. In the event an escort is required due to the seriousness of the offense or the probability that the individual will not return, the confining command will provide the escort. The detainee will be released on a "Receipt of Prisoner or Detained Persons" Form (DD 629). The escort will receive additional guidance concerning restraint, movement, and security concerns from PCF Great Lakes staff prior to departure. Escort travel is funded by the confining command. Detainee travel is funded as dictated by the confining command's emergency leave policies. If leave is granted without an escort being required, a letter of instruction for the confinee on forbidden actions and expected report back date will be issued.

b. **Adjudged Prisoners.** Emergency leave authorization is granted by the Chief of Staff for Operations. Funding for prisoner and escort travel is as provided above. If leave is granted without an escort being required, a letter of instruction for the confinee on forbidden actions and expected report back date will be issued.

9. Action

a. **PCF Great Lakes will:**

(1) Provide training to ensure the maximum number of serviced commands' personnel receive training prior to being assigned as escorts.

(2) Verify all escort qualifications quarterly and notify commands of personnel whose escort qualifications will expire in the next quarter.

(3) Conduct training meeting Navy Personnel Command (PERS 84) standards, to include instruction on escort responsibilities and procedures, escort behavior and regulations, restraint and instruments thereof, search procedures, contraband control, and emergency procedures.

(4) Issue escort qualification cards to those personnel successfully completing initial and annual training.

(5) Revoke escort qualifications in the event established procedures are not followed and ensure a complete investigation into the facts and circumstances is accomplished and documented.

b. **Confining Commands will:**

- (1) Ensure sufficient personnel are qualified and available as escorts.
- (2) Schedule requalification training as needed for designated escorts.
- (3) Maintain custody of an individual until the pretrial detainee/prisoner is physically incarcerated in PCF Great Lakes or custody has been accepted, in writing, by PCF staff.
- (4) Ensure only trained/qualified escorts perform escort services.
- (5) Ensure escorts do not perform other duties in conjunction with escort duties; e.g., perform mail run, delivery duties, etc.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
Lists I, II (Case A), III-A, C, IV, V, VI, VIII