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USACF-E Standing Operating Procedure Annex C (Disorder) to Chapter 7 (Emergency Plans)

1. PURPOSE: To establish policy and procedures for the execution of the Disorder Emergency Plan.

2. RESPONSIBILITY:

a. All personnel have the responsibility of safeguarding the contents of this SOP. The information contained herein is For Official Use Only and is for USACF-E cadre only. Under no circumstances should it be made available to any inmate or detainee.

b. All personnel assigned or attached to the 9th Military Police Detachment will be familiar with the Disorder Emergency Plan.

c. The Correctional Supervision Branch (CSB) will ensure that the Disorder Emergency Plan is tested twice annually, at a minimum. This plan will be reviewed and updated annually. All specialized equipment will be inspected and serviced quarterly.

d. This plan will be posted in the Main Office and the Central Control Point (CCP).

3. GENERAL:

a. In the event of any type of disorder, immediately lock down the facility. No one will exit the facility until the situation is resolved, or unless order to do so by the senior cadre member present.

b. The uniform for response personnel will be BDU; riot helmet with face shield; protective mask; kevlar vest, elbow, knee and shin pads; riot baton; and a radio. In extreme situations, selected marksmen will be armed with M-16 or M-4 rifles and M-12 shotguns (by order of the Commander only). Weapons will not enter the facility exterior fence line under any circumstances.

c. The primary staging area for response personnel is the visitation room. Should the disturbance be occurring in administration building, the alternate staging area is by the clearing barrel outside the main gate.

d. During tests of the Disorder Emergency Plan, all procedures herein will be followed, except for the use of inmates or the actual notification of outside agencies (unless previously coordinated by the commander or his representative).

4. MINOR DISTURBANCES:

a. Upon detection or notification of a disturbance, the senior guard present will take the following actions using all available correctional personnel in the area of the disturbance:

(1) Initiate an immediate facility lockdown.

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(2) Notify the front office and request assistance.

(3) Segregate the non-participants from the participants.

(4) Identify and segregate the leaders and principle participants.

(5) Use only the force necessary and practical under the circumstances to disburse the participants. Guards should not enter a situation that they do not have the force available to resolve. When in doubt, wait for backup.

b. Guard personnel in other areas will secure their area, notify the guard commander, and remain at their posts unless otherwise directed by the guard commander.

c. The Guard Commander will take the following immediate actions:

(1) Notify all correctional personnel (Guards will not leave their assigned posts upon receiving the alert unless specifically ordered to do so).

(2) Proceed directly to the area of the disturbance, estimate the situation, and take appropriate measures to end the disturbance and restore order.

(3) Take roll call as soon as the situation permits.

(4) As soon as possible, notify the CSB, the FDO, and the Facility Commander.

d. In the event that a single inmate becomes unruly or fails to comply with orders, the guard commander will take the following action:

(1) Isolate the inmate and clear all other inmates from the area.

(2) Attempt to counsel and reason with the inmate.

(3) If this fails, inform the inmate that necessary force will be used to control him/her. Procedures for using the Forced Cell Move Team can be found in [Chapter 4, Annex N \(FCMT\)](#) of this SOP. This must be authorized by the Facility Commander.

(4) Guards will use the minimum amount of force necessary to subdue the inmate.

(5) Once the inmate has been subdued, he/she will be placed in an individual cell. All items that might be used by the inmate to cause damage to property, themselves or others will be removed.

5. MAJOR DISTURBANCES:

a. In the event of an attempted group or mass break out, riot, or other general disorder, the guard discovering or receiving notification of the incident will immediately notify all other

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members of the guard force.

b. The Desk Sergeant will immediately notify the chain of command and, on order, initiate a recall of all guard personnel.

c. Guards will move all nonparticipating inmates to their cells or away from the scene of the disturbance, segregating the rioters from the other inmates.

d. Guards will immediately secure all gates and ensure inmates under their supervision are secure and cannot join the area of the disturbance.

e. The Guard Commander will immediately:

(1) Ensure that all doors, gates, exits, and inmates are secured.

(2) Proceed to the area of the disorder and evaluate the situation. Attempt to determine the number of inmates involved; number and type of any weapons involved; names of staff personnel held by inmates; and general temperament of the inmates.

(3) Remove inmates not involved in the disturbance to a secure location.

(4) Attempt to isolate or remove ringleaders. If this cannot be accomplished, the Guard Commander will attempt to reason with the inmates involved and inform them that order will be restored using force if necessary.

(5) Assemble arriving guards in the visitation room. Post guards in all towers, detail an additional guard to the control room, and detail one guard to the arms room to assist in issuing emergency equipment.

f. Front Gate will:

(1) Stop all inbound vehicle and personnel.

(2) Issue one (1) M590 Shotguns verifying that the two soldiers are on the qualification roster, direct one to post on the outer perimeter between towers 3 and 4, and if available a second should post between 1 and 2 tower.

(3) Account for all visitors and contractors from the AE Form 190-13 and report those numbers to the Guard Commander.

(4) Upon visual sight of the Emergency vehicles open both the inner and outer sally port gates. **DO NOT DETAIN EMERGENCY PERSONNEL**. Secure the gates after the vehicles have cleared the inner gate.

g. Upon arrival, the Commander will:

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- (1) Proceed to the area of the disturbance and estimate the situation.
- (2) Assemble key personnel, brief them on the situation and plan to restore order.
- (3) If deemed necessary, order the issue of weapons.
- (4) Request additional support from the Mannheim Military Police.

(5) Inform the participating inmates that authority will prevail; that order will be restored and that means are available to restore order by sufficient application of force. Inform the inmates that they can avoid the consequences of forceful measures if they promptly desist from further resistance and surrender or disperse. If reasoning has failed, a final direct order will be given to the inmates to terminate the disturbance. This order will not be given until it can be backed up by sufficient application of force. If the inmates refuse to obey this order, the Commander will immediately order the use of force to restore order. The degree of force applied will be limited to that force which is deemed reasonable and necessary under the circumstances. Authorized force will be used in accordance with the [Chapter 3, Annex N \(Use of Force\)](#) of this SOP and the Delegation of Authority Policy Letter approved by the Commanding General, 21st Theater Support Command.

- h. Commander, USACF-E may authorize show of force and the use of the FCMT.
- i. Commander, 95th MP Battalion may authorize use of high-pressure water and physical force, other than weapons fire.
- j. Commander, 37th TRANSCOM may authorize presentation of deadly force.
- k. Commander, 21st TSC may authorize use of deadly force. All firing will be aimed to disable, rather than to kill.
- l. Guards will not touch a prisoner except in self-defense, to prevent an escape, to prevent injury to persons or property, or to quell a disturbance.
- m. Once order has been restored and the count has been cleared, an investigation will be conducted. A full report of the incident will include, at a minimum, the following:
 - (1) The reason for the incident and names of the leaders
 - (2) Injuries
 - (3) Size of the force used to restore order, the amount of force used, and how the force was applied.
 - (4) Estimated damages
 - (5) Chronology of events

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(5) Recommendations to preclude reoccurrence of similar events

n. Following any disturbance, the Guard Commander will prepare and submit a Serious Incident Report (SIR).

6. DISTURBANCES OUTSIDE THE FACILITY

a. If a disturbance occurs outside the facility, while inmates are under guard, the guards will make verbal efforts including persuasion, warnings, and direct orders.

b. The guard will immediately contact the facility for assistance.

c. The front desk will call the Mannheim MP Station and request the assistance of the Coleman MP Patrol.

d. If an inmate attempts to escape, the guard will not leave other inmates unsecured in order to pursue the fleeing inmate. He/she will note the direction of travel and notify the facility.

e. Once order is restored, all inmates will be immediately returned to the facility.

7. ADDITIONAL PROCEDURES FOR HOSTAGE SITUATION:

a. In the event that a hostage or hostages are taken, the same procedures as outlined above will be followed. Additionally, the following will occur.

b. The Front Office will notify the Mannheim Military Police Station that the situation involves one or more hostages.

c. Using the Polizei Liaison at the MP Station, the MP Desk will arrange for a hostage negotiator to proceed to the facility.

d. The Facility Commander, Mannheim Provost Marshal, and the senior Polizei Officer present will coordinate the use of the negotiator as well as any physical action that will be used to resolve the situation.

8. POST-DISTURBANCE PROCEDURES:

a. The Guard Commander will initiate a special count and conduct shakedowns in all affected areas to ensure all contraband/weapons have been removed.

b. The Guard Commander will conduct a shakedown, inspection and accountability of all equipment in all affected areas.

c. The Guard Commander will remove or repair all damaged furnishings.

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d. The Guard Commander will ensure that all reports are written, collected and processed through appropriate sections.

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Appendix 1 (Disturbance Check List)

Location: _____ Date: _____ Person reporting incident: _____

Inmates involved: _____

TASKS

**Start/Person
Time/Notified**

**Finish/Person
Time/Notified**

- Front office notified _____/_____
- Other inmates in the area secured _____/_____

Guard Commander:

- Initiate Facility lock down _____/_____
- Headcount/Roll Call conducted _____/_____
- Facility Commander notified
(Confirm Unit Recall) _____/_____
- Confinement Officer notified _____/_____
- Senior Corrections NCO notified _____/_____
- Chief, CSB notified _____/_____
- 1SG notified _____/_____

PSB and Guard Commander gather at Visitation Room (EOC)

- Correctional Treatment File-PSB
(Immediate) _____/_____
- Inmate's property from the cell block
(Immediate) Investigate for Evidence _____/_____
- Visitation/Social Work Records-CTB
(Immediate) Gather addresses and phone numbers _____/_____
- Photo and Information card of missing inmate _____/_____

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<u>Desk SGT, upon Commander's approval:</u>	Start/Person Time/Notified	Finish/Person Time/Notified
1. Provost Marshal, MP station 114, 385-3359 / 2678, Fax 2567	____/_____	____/_____
2. CID, Mannheim MP Station	____/_____	____/_____
3. German Polizei Dial Emergency Number: 110	____/_____	____/_____
4. Staff Judge Advocate, Taylor 381-7584, Fax 8272	____/_____	____/_____
5. 28 th Trans BN Staff Duty 382-5700 / 5722, Fax 5733	____/_____	____/_____
6. Public Affairs Office, Mannheim 385-3369, Fax 2726	____/_____	____/_____
7. Notify Unit of Inmate (From File PSB)	____/_____	____/_____
<u>CSB or Guard Commander</u>		
• Set up Emergency Operation Center	____/_____	____/_____
• Maps of Facility	____/_____	____/_____
• Telephone Directory-Ready room	____/_____	____/_____
• Radios/Batteries/chargers-CSB	____/_____	____/_____
<u>Platoon SGT:</u>		
• Ensure responding search Forces secure weapons at front gate	____/_____	____/_____
• Assemble forces in visitation room	____/_____	____/_____
• Organize Teams	____/_____	____/_____
• Brief teams on situation, ROE, Media	____/_____	____/_____