

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1640.19  
Pers-84  
05 FEB 1993

BUPERS INSTRUCTION 1640.19

From: Chief of Naval Personnel

Subj: ADMINISTRATION OF NAVAL CONSOLIDATED BRIGS

Ref: (a) SECNAVINST 1640.9A  
(b) U.S. Navy Regulations  
(c) BUPERSINST 5450.46  
(d) BUPERSINST 5450.47  
(e) Uniform Code of Military Justice (UCMJ)  
(f) SECNAVINST 5815.3G

Encl: (1) Manual for the Administration of Naval Consolidated  
Brigs

1. Purpose. To issue standard policies and procedures for the administration of Naval Consolidated Brigs (NAVCONBRIG's).

2. Background. Article 1201.4a of reference (a) requires the Chief of Naval Personnel (CHNAVPERS) to exercise primary and final responsibility for developing and issuing correctional confinement policy and procedures within the naval service in all matters which are not endemic to the U. S. Marine Corps. The CHNAVPERS intends that, insofar as possible, prisoners are to be treated the same in all Navy brigs.

3. Scope.

a. This instruction incorporates guidance contained in references (a) through (f) and establishes policy and procedures applicable to NAVCONBRIG's which are not provided in references (a) through (f).

b. Nothing in this instruction shall be construed as contravening or superseding U. S. Navy Regulations or other directives.

4. Responsibility.

a. Commanding Officers, NAVCONBRIG's report to the Assistant Chief of Naval Personnel for Military Personnel Performance and Security (Pers-8).

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b. Director, Corrections and Programs Division (Pers-84) is designated as program manager, responsible for implementing the Navy Disciplinary System including the brig program.

5. Action. NAVCONBRIG's shall be administered as specified by enclosure (1).

6. Changes and Additions. The Program Manager (Pers-84) will issue changes and additions to this instruction as necessary and will provide written guidance for the preparation of operational procedures to implement this instruction.

Rear Admiral, U.S. Navy  
Chief of Naval Personnel  
Acting

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CHAPTER 1

AUTHORITY

100. Policy. NAVCONBRIG's shall be operated as specified by references (a), (b), (c) and (d). The correctional philosophy will be that each prisoner is capable of, and responsible for, acting in conformity with the regulations of the Department of the Navy (DON) and the laws of civilian society; and that the Brig staffs' leadership by example is a major resource for each prisoner to learn and exercise responsibility and leadership.

101. Mission. The mission of a NAVCONBRIG is to ensure the security, good order, discipline, and safety of prisoners and detained personnel; to retrain and restore the maximum number of personnel to honorable service; to prepare the remaining prisoners for return to civilian life as productive citizens or transfer to the Federal Bureau of Prisons.

102. Organization. A NAVCONBRIG shall follow the organizational structure provided by CHNAVPERS which places personnel in related units in order to promote efficiency in performing functions which are similar, and to provide a clear chain of command.

a. Unit management and direct supervision of prisoners/detainees shall be observed.

b. A manual of Standard Operating Procedures (SOP's), as required by Article 8305 of reference (a), shall be available to all personnel in which detailed guidance and direction is provided on how their duties are to be performed.

CHAPTER 2

PHYSICAL PLANT

200. Building Designation. A NAVCONBRIG shall be designated by the Secretary of the Navy (SECNAV) as a naval shore place of confinement as required by Article 2201 of reference (a).

201. Maintenance. The building, equipment, and grounds are to be maintained in good working order through preventive and corrective maintenance programs.

202. Inspections. The buildings, equipment, and grounds shall be inspected regularly to identify deterioration or malfunctions. Inspections, their results, and follow-up corrective actions shall be documented.

203. Sanitation. The facility shall be kept clean, neat, orderly and in conformance with pertinent health standards. Prisoners/detainees shall maintain their living spaces and, where security permits, other areas.

204. Safety. All personnel (staff, prisoners, detainees, visitors) shall be provided with a safe environment and are expected to follow all pertinent fire and life safety regulations.



CHAPTER 3

STAFF

300. Policy. Personnel shall be selected and assigned for the control, management, and correction of prisoners and detainees in a NAVCONBRIG as specified by Articles 3102 and 3103 of reference (a) or Federal Civilian Personnel criteria.

301. Training. All staff, including contractors and volunteers, will be trained as specified by Chapter 3, Section 5 of reference (a). Enlisted personnel shall be corrections trained and possess the Navy Enlisted Classification Code (NEC): 9575. Training shall be documented.

302. Manpower. Manpower requests and related activities shall be processed as specified by Article 3301 of reference (a), OPNAVINST 1000.16G, Manual of Navy Total Force Manpower, and local civilian personnel instructions.

303. Affirmative Action and Equal Employment Opportunity. All personnel will be selected and treated in a fair and consistent manner as specified by Article 1164 of reference (b). Race, color, religion, sex, and national origin will not be considered nor have any impact upon, selection, assignment, or treatment, except for the use of bona fide occupational qualification procedures in opposite sex assignments.

304. Assignment and Performance Evaluation

a. Personnel under the command of the commanding officer of the Brig shall be assigned as specified by Articles 3103-3106 of reference (a). The following assignment criteria will be observed:

(1) Staff possess the required NEC 9575.

(2) Staff are not assigned to watch bills (except at the Brig) or to collateral assignments that involve law enforcement functions.

(3) Temporary Additional Duty (TEMADD) shall not be assigned in the Brig.

(4) Staff, military and civilian, will be assigned to posts consistent with their qualifications, training, and rank. In every case staff shall be provided with clear, concise, and current written orders for operating each Brig post.

(5) Line personnel (i.e., quarters supervisors, counselors, etc.) will be assigned to posts and watches on an equitable basis. Every effort should be made to ensure that all staff have reasonable time to spend with families, attend college courses, etc. As different watches have different staffing requirements, it is understood that not all line personnel will be able to work the watch most agreeable to them.

(6) Rotation among posts should be practiced consistent with the needs of the Brig in order to give all security line personnel as much exposure to a variety of training opportunities as possible.

(7) Watch Bills. The security and good order of the Brig and the safety of staff and prisoners are the first priorities of the Brig administration. Watches will be structured with this in mind at all times.

a. Given the stress inherent in Brig work, no staff member will work longer than 12 hours in one continuous period. It is highly advisable that 10 hours be the maximum in most circumstances. Due to the differing levels of activity at the Brig over a 24-hour period, watch bills cannot all consist of the same number of staff.

b. Performance evaluation of military personnel will be as specified by NAVMILPERSCOMINST 1611.1A, Navy Officer Fitness Manual and BUPERSINST 1616.9A, Navy Enlisted Performance Evaluation Manual. Performance evaluation of civilian staff will be according to civilian personnel instructions.

c. Unsuitability for Brig duty will be processed as specified by Article 3106 of reference (a) for military personnel and by civilian personnel instructions for civilian personnel.

305. Other Service's Members. Members of military services other than the Navy may be used instead of or in addition to Navy personnel working in the Brig providing there are sufficient prisoners/detainees as defined by the Inter-Service Support Agreement (ISSA) of those services. Training requirements for other service staff will conform to Article 3504 of reference (a).

306. Rules of Conduct. Staff conduct shall support good order and discipline. Prisoners/detainees are to be treated in a fair, impartial, but firm manner. Staff will refrain from sarcasm, ridicule, degradation, humiliation, and other abusive practices; and will take positive action whenever conduct contrary to these standards comes to their attention. The specific rules of conduct imposed by Article 3402 of reference (a) will be followed.

307. Fraternization.

a. Relationships between staff and prisoners/detainees shall be according to good order and discipline. Normal contact between staff and prisoners such as simple conversation is not prohibited as long as it is on a professional level. Staff are not to grant special privileges to prisoners, to receive personal favors from prisoners, to establish any sort of relationship that could jeopardize or undermine the staff member's authority.

b. Fraternalization between military members is governed by section 1165 of Navy Regulations.

308. Harassment/Sexual Harassment.

a. The personal dignity of all individuals shall be observed and any act or word which demeans, degrades, humiliates, or serves only to embarrass an individual is prohibited. Actions which are not specifically authorized by official Brig policy and which would likely have the effect of humiliating or embarrassing prisoners/detainees or otherwise demeaning them shall not be done.

b. Sexual harassment is prohibited. This behavior interferes with an individuals' performance and creates an intimidating, hostile and offensive environment. Whether the individual is a prisoner, detainee, or staff member, sexual harassment denies the individual respect and dignity and is contrary to the mission of the brig. NAVCONBRIG's will strictly follow and enforce Navy policy in both letter and spirit.

309. Consultants, Contractors, Volunteers. All persons consulting for, contracting with, or providing volunteer services to the Brig or any person therein shall conform to Brig rules and regulations (especially security). Such personnel shall carry required Brig identification when inside the security perimeter.

CHAPTER 4

SECURITY

400. Policy. All staff, military and civilian, are responsible for maintaining a high degree of control, custody, and security of prisoners/detainees and for the execution of emergency procedures. Work and constructive correctional programs will be used to enhance security.

401. Custody Classification. Brig staff shall identify the degree of supervision and control needed for individual prisoners and detainees. Every effort is to be made to avoid over classifying prisoners. An objective classification procedure as set forth by the CHNAVPERS (Pers-84) shall be followed. This procedure is on CORMIS (Custody Classification Module) and shall be used.

402. Counts. Prisoners and detainees shall be accounted for at all times. Formal and informal counts will be as specified by Article 4103 of reference (a).

403. Movements. Prisoner movements and passes shall be controlled and supervised according to the custody classification and the requirements of Article 4104 of reference (a). Military formations and procedures will be utilized for all group movements, except when emergency conditions do not allow.

404. Contraband. Illegal items or items which threaten the security and safety of the Brig shall be strictly controlled as specified by Article 4302 of reference (a). A Prisoner Handbook shall identify any article not authorized to be in the possession of prisoners/detainees and such articles will be considered contraband. An item prohibited by reference (e) is considered a Controlled Dangerous Substance (CDS) and is prohibited in the Brig. Procedures will be developed and security equipment provided in order to prevent the introduction of contraband and/or CDS into the Brig.

405. Searches. Searches shall be conducted as specified by Article 4302 of reference (a) in order to ensure security, good order, and discipline, and to prevent the introduction of contraband within the Brig.

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406. Key Control. All keys shall be secured from prisoner or detainee access. No Grand Master keys will be issued except in emergencies. An operational key board sufficient to accommodate all keys and key rings routinely used, shall be provided in the Control Center and the issuance of keys strictly controlled as specified by Article 4303 of reference (a). Duplicate emergency keys shall be maintained in a secured area, outside the security perimeter of the Brig, which will be accessible in an emergency.

407. Tool Control. Tools shall be secured and issued only by Brig staff who will supervise their use by prisoners or detainees. Restricted (Class "R") tools, those most likely to be used by prisoners/detainees either to effect an escape or to cause death or serious injury, will be under constant supervision. Less hazardous (Class "L") tools, those considered less hazardous in that they are less likely to be used in an escape attempt or an assault, will be under intermittent supervision. All tools will be accounted for at the end of each work period.

408. Vehicle Security. Vehicles entering, leaving, or parked outside the Brig shall be inspected, controlled, accounted for, and locked when unattended as specified in Article 4305 of reference (a).

409. Weapons. Weapons shall not be taken inside the inner perimeter of the Brig, except in the most extreme life threatening cases, and then only when authorized directly by the commanding officer. The commanding officer may authorize weapons for perimeter patrol and escort as deemed necessary. Use of weapons shall be as specified by Article 4307 of reference (a) and OPNAVINST 5530.14B, Department of the Navy Physical Security and Loss Prevention.

410. Tear Gas/Chemical Agents. Use of chemical agents shall be strictly limited to authorized control of disturbances as specified by Article 4308 of reference (a). Only CS (Ortho-Chlorobenzylidene Malonitrile) gas is authorized for use within the Brig. Staff will be trained in the proper usage of chemical agents, in precautionary measures before handling CS or any other riot control agent, and in aftercare procedures when chemical agents have been used.

411. Prevention of Disturbances. Staff shall be aware of the causes of disturbances and shall take steps to detect and eliminate them before they lead to a disturbance.

412. Use of Force. If force becomes necessary it will be exercised according to priorities of force as specified by Articles 4402 and 4403 of reference (a) and SECNAVINST 5500.29A, Use of Force by Personnel Engaged in Law Enforcement and Security Duties. Force will be limited to the minimum degree necessary to protect staff, prisoners, detainees, or other persons. The level of force normally available to a staff member when verbal orders are not sufficient is the use of his or her hands. Physical handling is justified to subdue unruly prisoners/detainees, to separate participants in a fight, in self defense, and in defending staff, prisoners, detainees, or other persons. It may also be employed to move prisoners and detainees who fail to comply with lawful orders.

413. Instruments of Restraint. Instruments of restraint such as handcuffs, leg irons, transport belts, and strait jackets that physically curtail the freedom of movement shall never be used as punishment. They may be used as specified by Article 4309 of reference (a).

414. Outside Work Details. Prisoner outside working parties shall be escorted and supervised in a secure manner as specified by Article 6309 of reference (a). The project supervisor is responsible for prisoner security at all times from initial assignment to return to the Brig.

415. Communications Security. Security communications shall be brief, to the point, and shall use the "Plain Language" and specific codes required by Article 1302 of OPNAVINST 5580.1, Navy Law Enforcement Manual.

416. Emergency Bills. Plans and trained staff shall be prepared to control emergency situations such as fire, riots, escapes, hostage incidents, bomb threats, and natural disasters as required by Articles 4405 through 4409 of reference (a).

CHAPTER 5

DISCIPLINE

500. Policy. Discipline in the Brig shall be exercised in a consistent, fair and impartial manner.

a. Rules for prisoners/detainees shall reflect the policies of the Department of the Navy and will address the essential elements of the consolidated brig correctional program and daily routine.

b. Rule violations will not be ignored or condoned and minor violations should be dealt with on the spot. If a violation results in a disciplinary report, it will be processed in a timely manner ensuring due process.

c. The commanding officer is empowered to award certain administrative punishments, as specified by Article 5103 of reference (a), for infraction of Brig regulations.

d. All prisoners and detainees are required to maintain military standards of appearance and personal hygiene. This applies even if a prisoner has received a discharge for disciplinary reasons.

e. As set forth in Article 1201 of reference (a), it is the Secretary of the Navy's policy that confined naval personnel retain all the rights and responsibilities of other service personnel who are in a duty status except those which are expressly, or by implication, taken away under the provisions of reference (e) and such regulations as may be promulgated by competent authority.

501. Rules and Regulations. Prisoners and detainees shall act as specified by reference (b), other regulations, and such Brig rules and regulations that are issued in order to ensure good order and discipline.

a. The commanding officer of a NAVCONBRIG will ensure that a Prisoner/Detainee Rule Book is provided each prisoner and detainee. This rule book will identify prisoner or detainee conduct which is prohibited, and set forth the limits of punishment which may be imposed for violations as specified by Article 5103 of reference (a).

b. All staff, prisoners, and detainees are expected to know and understand the Brig rules that govern prisoner and detainee conduct.

c. The Prisoner/Detainee Rule Book will be provided during orientation at which time the Brig rules and regulations will be explained. This rule book will remain with the prisoner or detainee during confinement and be returned upon release.

502. Rule Violation. Rule violations will never be ignored or condoned and enforcement will be conducted in a just and impartial manner.

a. Verbal Warning. Normally calling the individual aside and explaining why his or her behavior is unacceptable will suffice. For minor offenses, on a single occasion, a local privilege (e.g., T.V., recreation privilege, etc.) may be withheld from an individual prisoner/detainee by the quarters supervisor.

b. Spot Evaluation Reports. Spot evaluations will be given to prisoners/detainees for minor offenses that do not warrant a more severe action at that time. They may also be positive in nature. The majority of actions in this category will be handled by the department's Discipline and Adjustment Board. The case manager shall become involved in this process to the fullest extent possible to convey the fact to prisoners/detainees that any violations of the rules and regulations, as well as positive actions warranting positive recognition, are taken seriously.

c. Disciplinary Report (DR). A DR will be given for more serious violations or repeated disregard for Brig rules and regulations. All DR's will be referred to a department Discipline and Adjustment Board.

d. Discipline and Adjustment Board (D&A). A D&A Board will be appointed by the commanding officer for each department that houses prisoners/detainees. Each of these local D&A Boards will hear minor infraction cases only on prisoners/detainees from that unit. More serious DR's will be referred to the command D&A Board for investigating and processing.

(1) The department as well as the command D&A Board will be composed of at least three members without personal interest in a given incident. These Boards will be chaired by an officer or senior civilian, GS-11 or above, appointed in writing by the commanding officer. A rotation will be established for both Boards which will



allow department/division heads to serve as members. Enlisted personnel may serve as members of the Board when designated by the commanding officer.

(2) Due process as specified by Article 5102 of reference (a) shall be followed.

e. Brig operating procedures shall list the sanctions/punishments and the maximum length of time they can be imposed by department D&A Boards.

503. Disciplinary Measures. Only the disciplinary measures authorized by Article 5103 of reference (a) shall be used to discipline prisoners or detainees for rule infractions.

504. Disciplinary Segregation. Prisoners/detainees may be segregated from the general population for serious rule infractions. Such disciplinary segregation shall be as specified by Article 5103 of reference (a). The commanding officer or executive officer will remove a prisoner/detainee from segregation when the member's actions are such that segregation has served its purpose.

505. Appearance. All prisoners/detainees shall be clean, neat, and well-groomed.

a. Uniforms. Except for a NAVPERS 1640/16, Prisoner Identification Badge to differentiate between custody classification and legal status, prisoners/detainees shall wear their service uniforms in the manner prescribed.

b. Haircuts. Prisoners/detainees will wear their hair according to current grooming regulations of their service. Haircuts and shaves will not be administered for the purpose of harassment or humiliation, but only to ensure a uniform, military appearance.

c. Prisoners/detainees will be inspected daily by housing unit staff.

506. Bedding, Linens, Protective Clothing. Prisoners and detainees will be provided clean bedding and linens, and a locker for storage of personal clothing. Cleaning and disinfecting of the area will be done on a regular basis and linen exchanged once a week. If the items are not in the member's seabag, protective clothing will be issued, if required by a special work detail, from what is stored at the facility or from the job site.

507. Opposite Sex. All prisoners/detainees shall have equal program opportunities, except Brig programs that are provided to meet the unique requirements of the male or female gender. Housing units will provide separate housing, and visual and acoustical privacy from the opposite sex. Only staff members of the same sex as prisoners/detainees will be assigned to areas where nudity is routinely expected.

508. Hygiene. All prisoners/detainees will be provided with adequate shower, laundry, and hair care facilities and prisoners/detainees will be expected to maintain acceptable standards of personal hygiene.

509. Special Quarters. Special Quarters shall be used for prisoners/detainees who require additional supervision and attention due to personality disorders, behavior abnormalities, self protection requirements, or other special problems. Special quarters is not punitive in nature; prisoners/detainees so housed shall be provided equal living conditions and all privileges of the general population except where there is an overriding security concern to restrict certain privileges. Articles 2102.4 and 4205 of reference (a) shall be followed.

CHAPTER 6

CORRECTIONAL PROGRAMS

600. Policy, Mission, Process

a. Policy. Confinement is a punishment for specific violations of reference (e) with an emphasis on redirecting and motivating an offender. Correctional programs at NAVCONBRIG's shall include hard labor as well as a demanding training schedule coupled with discipline, counseling, and guidance. The goal is to provide positive motivation to the individual to recognize and accept the concepts of accountability and responsibility to the Navy and to develop a high sense of duty, purpose, and self esteem.

b. Mission. A Program Service Division is established to provide resources by which prisoners/detainees can evaluate their strengths and weaknesses, and develop and carry out a plan of action that prepares them to act responsibly in the future.

c. Process. The Brig program shall include the following elements.

(1) Prisoners/detainees shall work and obey the Brig rules.

(2) Prisoners/detainees shall be assigned to a Leading Petty Officer (LPO) or to a work center supervisor who will supervise their assigned prisoners/detainees during the work day and provide normal guidance through word and example.

(3) Specialized programs and/or training will be provided after work hours by staff with the required qualifications.

(4) Prisoners will be expected to complete their sentence to hard labor. Prisoners/detainees will be expected to begin the resolution of their personal problems by using the available resources.

601. Leading Petty Officers (LPO's). The Brig shall emulate, to the maximum extent possible, a well run shipboard environment with staff fulfilling leadership roles and acting as positive influences on prisoners/detainees as they would in shipboard assignments and duties. The following elements apply to the selection, training, and responsibilities of LPO's in NAVCONBRIG's.

a. Selection Criteria. LPO's should possess the following criteria: leadership, military bearing, career oriented, a desire to motivate prisoners/detainees, an excellent foundation in security practices, and be a responsible person with a realistic approach to life.

b. Training. LPO's will be trained in reality guidance techniques, assisted in unit meetings which provide observations from other unit members, and other courses as required by CHNAVPERS (Pers-84).

c. Responsibilities:

- (1) Know your people.
- (2) Ensure security is maintained at all times.
- (3) Lead and teach by example.
- (4) Act as the first line of guidance. In day to day operations the majority of prisoner/detainee questions or problems are within the ability of a good LPO to provide guidance for the prisoner/detainee to carry out.
- (5) Ensure prisoners/detainees carry out their program.
- (6) Have direct input to prisoner/detainee evaluation when your members are being processed at required boards.

d. Evaluation of Prisoner/Detainee Progress. LPO's will evaluate their assigned prisoners/detainees once a week with the Responsible Sailor Scale. LPO's will not be required to prepare any other reports, unless a Disciplinary Report is required, but will spend their time supervising prisoners or detainees at work.

602. Required Programs. NAVCONBRIG's will provide those programs that can meet the common basic needs of prisoners and detainees.

a. Program Areas. Prisoners/detainees are required to work, participate in physical training, and attend counseling (individual, group, substance abuse, etc.). Other programs may be required depending upon the needs of the prisoner/detainee (e.g., basic education, rate and vocational training, life skills, General Military Training (GMT), motivational training, military drill and restoration and pre-release programs).

b. Schedule. The NAVCONBRIG will maintain a written plan for full-time work and/or program assignments for all prisoners/detainees. All able-bodied prisoners/detainees shall participate in work assignments, basic education programs, and programs identified in their program plans. Failure to participate in work or programs may result in administrative action. Most specialized programs will occur during non-working hours.

603. Orientation. Prisoners/detainees shall be provided a carefully structured orientation program to assist in the transition to the Brig and to understand the rules and regulations by which they will be governed. Initial testing, evaluation, and programming assignment will also take place during this period.

604. Program Plan. A case management approach to prisoner programming shall be used. This approach shall ensure that all prisoners and detainees are comprehensively assessed to determine their risks and needs, and that all prisoners and detainees have an individualized written program plan that addresses their needs and the Navy's needs. These program plans will be carefully monitored to ensure that they are successfully carried out.

a. Program plans will be initiated by the prisoner or detainee and shall be accepted only when staff are convinced the goals of the plan accurately address the prisoner/detainee's problems. Prisoners/detainees wishing to earn incentives will do so through their program plan. A standardized format provided by CHNAVPERs (Pers-84) shall be used.

b. Requests for Restoration to Duty or Clemency and Parole shall be forwarded to a Consolidated Brig Review Board. The Review Board is established by the commanding officer as a command board and functions in an advisory capacity to the commanding officer. All voting members of the Board shall be designated in writing by the commanding officer. This Board shall ensure that a proposed program plan meets the prisoner's needs as well as the overall goals of Navy Corrections, and that requests/applications for Restoration to Duty or Clemency and Parole are processed in a timely and accurate manner as specified by reference (f) and Articles 6303/4 of reference (a). The Review Board shall further review all cases of prisoners scheduled for transfer to the Federal Bureau of Prisons to ensure compliance with reference (f) and Article 7407 of reference (a).

605. Program Classification. All prisoners/detainees will be classified through the Adult Internal Management System (AIMS) as specified by CHNAVPERS (Pers-84). This system is designed to separate prisoners/detainees into homogeneous groups that allow proper assignments to housing, work, and program participation. To all extent possible, prisoners/detainees will be assigned to the proper groups indicated for berthing, working party assignment, and program placement. Other tests, as designated by CHNAVPERS (Pers-84), will be administered to identify personality, educational, and vocational needs and substance abuse problems. Test results will be used to advise prisoners/detainees as they develop their personal program plans.

a. A Unit Classification and Assignment Board (C & A) Board will meet at least weekly to evaluate prisoners/detainees in the areas of initial program classification, reclassification (custody & programs), and transfer to a different housing unit. Article 4204 of reference (a) will be followed.

b. The Unit C & A Board reviews and approves or rejects all prisoner/detainee program plans. A prisoner who wishes to obtain the extra incentives that come with a program plan approved by the Review Board must first have the plan recommended by the Unit C & A Board.

606. Special Needs Prisoners/Detainees. Resources shall be provided insofar as possible for special needs prisoners or detainees, e.g., drug addicts, alcoholics, sex offenders, emotionally disturbed, mentally ill, or physically handicapped. The initial classification hearing for newly received prisoners/detainees shall identify those with special needs. Special programs shall be provided for their appropriate management and effective handling.

607. Pre-Sentence/Pre-Release Information. Efforts shall be made to obtain background assessment information from prisoners/detainees regarding the person's family, social history, criminal record, and community adjustment.

a. For detainees, this information should assist an Independent Reviewing Officer (IRO) to determine the requirement for continued pretrial confinement as well as a court in the determination of an appropriate sentence if the detainee has been found guilty.

b. For prisoners, this information should be available to the Review Board for clemency/parole consideration.

608. Counseling. All prisoners/detainees will be afforded trained counseling services to include individual and group counseling, crisis intervention, substance abuse (drug and alcohol), psychological evaluations, pre-release, religious, academic/vocational, and family. Records will be kept of counselling subject matter and progress made.

609. Work. All able-bodied prisoners/detainees will perform a full day's work. Programs mandated by Pers-84 may be counted as work. Prisoners work Monday through Friday and 1/2 day Saturday. Detainees work Monday through Friday. Detainees will be permitted visitation on Saturday. Detainees not having visitors on Saturday shall be permitted personal time.

a. LPO's/Work Center Supervisors, in conjunction with the first lieutenant will ensure that suitable work for prisoners/detainees is available, worthwhile, and constructive.

b. Discretion will be exercised in assigning prisoners and detainees to various types of jobs as specified by Article 6309 of reference (a). Supervision will be provided by the prisoner's/detainee's LPO, work center supervisor, or a certified escort from an outside command. Suitable work for prisoners/detainees includes maintenance and repair of the facility, salvage, conservation of government property, services provided for nearby government organizations, and manufacture of articles for government use.

610. Work Centers. The Brig work program shall be divided into divisional work centers with designated staff supervision.

a. The work centers shall remain intact during all work hour evolutions; however, they may be combined when an evolution is such that most or all prisoners/detainees are participating (e.g., mess).

b. Work center supervisors may be selected from military or civilian staff. The following criteria are pertinent for selection of work center supervisors:

- (1) A proven leader.
- (2) Outstanding military bearing and appearance.
- (3) Enthusiasm for Navy life.
- (4) Skilled in any special requirements of the work center.

(5) Conviction that prisoners/detainees can make positive changes in their lives and desire to be a facilitator of this change.

(6) Trained in security practices and demonstrated ability to enforce security.

(7) Sincere concern for prisoners/detainees and a desire to work with them.

(8) A responsible person with a realistic approach to life.

c. Work center supervisors will be trained in reality guidance techniques by the counselor. Verification of this training is maintained by the staff training supervisor.

d. Work center supervisors will be assigned a specific number of prisoners/detainees. The number will not exceed 15 and these will be the same members each day to the extent possible. This will allow the work center supervisors to ensure security and still train their people in specialized work functions, ensure they carry out their assignments, and be able to evaluate their progress. It will also give the prisoner or detainee the opportunity to observe the work center supervisor as a role model.

e. Work center supervisors will evaluate their members' progress weekly using the Responsible Sailor Scale. No other paper reports on prisoners/detainees will be required, except when a DR needs to be written.

611. Education Program. An Academic and Vocational Education Program shall be provided to meet prisoners/detainees needs.

a. Remedial education will be required of all prisoners or detainees who score below 10th grade 5th month (10.5) level in mathematics, English, or reading, regardless of whether they have graduated from high school or obtained their GED.

b. Vocational education courses shall be provided as resources are available. Formal vocational courses and on-the-job training (OJT) work programs shall be designed to provide marketable skill training.

c. A record of prisoner/detainee test scores and work accomplishments shall be maintained in the Brig records and master files.



612. Physical Fitness. Prisoners/detainees will be given the opportunity to keep physically fit and are required to participate in physical training unless medically disqualified. Physical fitness training will be as specified by OPNAVINST 6110.1D, Physical Readiness Program.

613. Recreation. Prisoners/detainees, based upon their actions and command resources, will have the opportunity for recreation as specified by Article 6314 of reference (a).

614. Religious Program. Prisoners/detainees shall have the opportunity to practice their religious beliefs within the parameters of good order and discipline as specified by Article 6316 of reference (a).

615. Restoration. The Restoration Program will assist prisoners to develop the motivation and skills required for a successful reintegration to Navy life and duties. The program has the mission to restore the maximum number of offenders to honorable service as possible. Article 6311 of reference (a) will be followed.

616. Discharge. The Discharge Program shall prepare prisoners, with unsuspended punitive discharges, for reintegration into civilian life as productive citizens as specified by references (a) and 10 USC 951.

617. Pre-Release. During the latter phase of their period of confinement, prisoners shall be afforded intensive assistance in preparation for release as specified by Chapter 6, Section 4 of reference (a). The Restoration Department will provide pre-release programming for return to duty personnel, and the Discharge Department will provide pre-release programming for return to civilian life.

618. Incentives. An Incentives Program will be used to reward positive behavior of prisoners/detainees. All incentives shall be earned, strictly awarded, and lost by failure to comply with rules. Once lost, they must be re-earned. Incentives shall not be awarded because of a custody classification upgrade. The level of effort required to earn incentives shall be in proportion to the value of the incentive to the prisoners and detainees.

619. Alcohol/Drug Abuse. An Alcohol/Drug Program will provide prisoners/detainees an opportunity to overcome substance abuse

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problems and return to duty or society without a dependence on alcohol or drugs. Those identified as having substance abuse related problems will be screened and recommended for an intervention/rehabilitation program as specified by SECNAVINST 5300.28B, Military Alcohol, Drug Abuse Prevention and Control, and OPNAVINST 5350.4B, Alcohol and Drug Abuse and Control.

620. Military Courtesy. All military staff and prisoners will be required to follow Department of the Navy policies on Naval Custom and Courtesy as specified by the Blue Jackets' Manual. Personnel in confinement shall observe military courtesies per custom, traditions, and usage of the Navy or Marine Corps, as appropriate. They shall not be required to observe or practice other requirements which are unorthodox or not standard military practices.

621. Drill. Detainees and prisoners in the Restoration Department will practice military drill as specified in Chapter 9 of NAVEDTRA 10054F. Prisoners in the Discharge Department will not be required to practice military drills; however, all group movements of prisoners and detainees will be in military formation.

622. Life Skills. A self improvement program which includes developing interpersonal relations, problem solving and employment seeking skills will be provided to all prisoners and detainees as an integral part of the educational and vocational training process as specified by Article 6313 of reference (a).

CHAPTER 7

CONFINEMENT/RELEASE/TRANSFER

700. Policy/Reception. Prisoners/detainees shall be provided a carefully structured reception program to assist in the transition to a NAVCONBRIG and to understand the rules and regulations by which they will be governed. Initial testing, evaluation, and program assignment will take place during this period.

a. Prisoner/detainee intake will be performed in a standardized procedure which will apply for all prisoners and detainees and will be followed to the fullest extent possible.

b. Prisoners/detainees will be assigned their initial housing unit according to their initial custody classification as specified by CHNAVPERS (Pers-84). This classification should be the least restrictive, maintaining appropriate security, and should separate unsophisticated prisoners and detainees from more criminally oriented individuals.

701. Release and Post Release. All prisoners/detainees who have completed a sentence or whose sentence/detainment has been legally modified shall be ensured timely release. Prisoners returning to duty must be made available for orders at least 3 weeks before release per NAVPERS 15909D, Enlisted Transfer Manual, chapter 20.

702. Release Process. Prisoner release processing will be performed expeditiously and according to established guidelines in order to ensure all legal and personal matters are addressed.

703. Temporary Absence. Prisoners/detainees may be absent from the Brig when legally justifying circumstances are present, the commanding officer approves, and procedures provide for the required security and expeditious return of the member. Article 7303 of reference (a) will be followed.

704. Transfers. Transportation of prisoners/detainees between naval brigs will be closely coordinated to effect a safe and orderly transfer. Transfer of prisoners/detainees must be accomplished in the most inconspicuous manner possible and as specified by Articles 7401 through 7403 of reference (a).

(1) Intra claimancy transfers will be coordinated through the corrections office of the major claimant. Inter-claimancy transfers will be coordinated through CHNAVPERS (Pers-84).

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(2) Accounting data for permanent change of station orders for travel of adjudged or sentenced prisoners will be as specified by BUPERSINST 7040.7, Financial Management Guide for Permanent Change of Station Travel.

705. Transportation and Escorts. Transportation of prisoners will be as specified by Articles 7404 through 7406 of reference (a). Transportation shall be performed only by personnel who have had specialized training and experience in this type duty. These escorts have special responsibilities for the secure custody and safe delivery of prisoners. Clear and detailed written instructions should be provided escorts to ensure proper delivery. Escorts shall be carefully selected and trained as specified by Articles 7405 and 7406 of reference (a).

706. Transfer to Federal Bureau of Prisons. See Article 7407 of reference (a).

707. Transportation Plan. All prisoners/detainees, regardless of custody classification, are to be considered escape risks. However, they will, on occasion, be transported to working parties, appointments, etc. Prisoners will be transported in a safe and secure fashion according to their custody classification under the supervision of qualified escorts. Under no circumstances shall a prisoner/detainee be restrained by being secured to any portion of the vehicle being used to transport.

CHAPTER 8

ADMINISTRATION

800. Policy. All administrative functions are to be performed accurately, timely, and in a courteous manner as specified by Chapter 8 of reference (a).

801. Files. Records of prisoner/detainee information shall be accurate, current, secured, and released only to authorized personnel.

802. Logs. All log entries must be accurate and concise. There will be logs for medical, visitors, privileged correspondence, disciplinary actions and for pass down of information between watches.

803. Correspondence. Prisoners/detainees shall be allowed and encouraged to correspond with their family and friends to the maximum extent that good order and security allow. All such correspondence shall be as specified by Article 8301 of reference (a).

a. Prisoners/detainees, regardless of their custody or disciplinary status, shall be permitted to write personal letters without numerical limit and to receive all incoming mail, unless this privilege has been restricted by disciplinary action due to mail code violations or unless the volume of mail interferes with good order and security. All prisoner/detainee mail shall be subject to inspection as specified by Article 8301 of reference (a).

b. Each prisoner/detainee shall be permitted at least one telephone call per week (except prisoners/detainees in disciplinary segregation). All telephone calls, except those with privileged correspondents, are subject to monitoring.

c. Telegrams sent to prisoners/detainees will be processed as regular mail. Telegrams to be sent by a prisoner or detainee will be considered on a case-by-case basis by the commanding officer.

804. Visits. Prisoners/detainees shall be allowed visits with their family and friends to the greatest extent possible, insofar as good order and security will allow.

a. Denying personal visits for arbitrary reasons is not allowed. Personal visitors will stow purses, packages, or other belongings in a visitor locker and will be given the key to be retained until the visit is complete.

b. Under no circumstances will any prisoner/detainee be prevented from consulting with counsel or the authorized representative of counsel. Visits outside of regular duty hours must be approved in advance by the commanding officer or his or her designee.

c. Visiting regulations will be posted where visitors can read them.

805. Public Information. All media inquiries shall be referred to an officer designated as the NAVCONBRIG Public Affairs officer. Release of information will be as specified by SECNAVINST 5720.44A, DON Public Affairs Policy and Regulations.

806. Records/Reports. Prisoner/detainee records and reports shall be maintained in a current and accurate manner as specified by Articles 7204, 8112, 8114, and 8116 of reference (a).

807. CORMIS. The Navy's Correctional Management Information System (CORMIS) shall be used to increase security capabilities and to support operational and administrative functions while reducing staff paper work.

808. Fingerprints. Applicable prisoner information shall be submitted to the Federal Bureau of Investigation (FBI) for inclusion in the computerized Criminal History file of the National Crime Information Center (NCIC). This shall be according to Department of Defense Directive 1325.4 of 18 May 1988, Confinement of Military Prisoners, Section 4 and Administration of Military Correctional Programs and Facilities and pertinent FBI procedures. The process specified in Appendix A shall be followed.

809. Evaluation. Data will be gathered and submitted as specified in Appendix B.

810. Resolution of Problems. Prisoners/detainees shall be allowed to communicate with higher authority.

a. Prisoners/detainees should communicate with their LPO or work center supervisor who, in turn, is authorized and expected to assist

them in resolving their problems. If this staff member is not able to assist, DD 510, Requests for Interview, (commonly referred to as "Request Chits") will be submitted via the chain of command.

b. All request chits should be resolved at the lowest possible level and a response provided to the prisoner or detainee at the earliest practical opportunity, normally no more than 24 hours.

c. Chits requesting Commanding Officer's Mast shall be placed in the commanding officer's mail box located in the Day Room area.

811. Disposition of Confinement Records, Logs, and Reports.

1. Confinement records and reports of prisoners released from confinement will be disposed of as specified by SECNAVINST 5212.5C (Navy and Marine Corps Records and Disposition Manual), SSIC 1640. NAVCONBRIG's will maintain prisoner files for two years after release and then retire them to the appropriate Federal Record Center (FRC). NAVCONBRIG Miramar will send its records to the FRC, Los Angeles, CA. NAVCONBRIG Charleston will send its records to the FRC, Atlanta, GA.

2. Logs. The brig logs will be maintained for two years and then retired to the appropriate FRC as cited above. All other logs shall be retained for two years from the date of the last entry and then destroyed.

CHAPTER 9

FISCAL

900. Responsibility. The administrative officer has the responsibility for management and control over all fiscal related matters for the facility as specified by NAVCOMPT Manual, Volumes I-VII and NAVSO P-3006, Financial Management of Resources, Operations and Maintenance (shore activities). Areas covered under fiscal responsibility will include, but not be limited to, budget planning and execution, audit/command evaluation/management controls, funds and valuables, and personal property. Inventory of health and comfort items and uniforms are the responsibility of the supply officer. The administrative officer shall use available expertise within the facility to develop procedures necessary to accomplish fiscal functions.

901. Budget. The administrative officer shall preside over the formulation and execution of the Brig budget and shall submit all budget requests as required by the major claimant. This responsibility may be delegated to the budget supervisor. The budget supervisor shall keep the administrative officer informed on all fiscal matters. Final authority for the allocation of resources resides with the commanding officer. Each department head shall participate in the budget process to the extent necessary to accomplish Brig financial goals. This process will include planning for the utilization of available resources and identification of future needs.

902. Inventory. An accountability of all Brig property, using accurate property records and regular inventory, shall be maintained as specified by Volume III, Chapter 6 of NAVCOMPT Manual.

903. Audits. Auditing systems shall safeguard Brig funds and property, check the reliability of accounting data, and encourage adherence to prescribed policies and procedures. Auditing will be performed by auditors internal and external to the Brig. Each department within the Brig shall be responsible for keeping accurate and current records of accounting and fiscal procedures.

904. Funds and Valuables. A funds and valuables account shall be established for the safekeeping of prisoner/detainee funds and valuables as specified by Articles 3201 and 8203 of reference (a), and Volume IV, Chapter 2, Part G of NAVCOMPT Manual.



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905. Personal Property. Personal property/funds and valuables accepted for safekeeping from prisoners/detainees shall be inventoried, receipted for, and maintained in a secure and safe manner that ensures accountability as specified by Articles 8201 and 8204 of reference (a).

906. Health and Comfort. All prisoners/detainees shall receive adequate necessities for personal health and well being as specified by Article 8211 of reference (a) and Tables 7-1-1 and 8-1-1 of U. S. Navy Uniform Regulations. Items that compromise security shall not be permitted. Procedures for processing health and comfort items will be as specified by Articles 8207 through 8210 of reference (a); and Part 4, Chapter 3, Section B, Articles 40321 through 40326 of PAYPERSMAN NAVSO-P-3050.

907. Accounting. Accounting systems shall be structured to meet the accounting requirements of NAVCOMPT. Operation of this function requires continuous interaction with the Brig and the Financial Information Processing Center (FIPC) designated as the Authorized Accounting Activity (AAA).

908. Warehouse. A staff member shall be responsible for the material receipt, material expenditure, inventory control, physical security, and cleanliness of the warehouse.

CHAPTER 10

SUPPORT SERVICES

1000. Medical. A NAVCONBRIG's Medical Division will provide prisoners/detainees with initial medical and health screening, daily sick call, general medical treatment, emergency treatment/stabilization, and other medical responsibilities as specified by Article 10101 of reference (a). Special and acute care shall be provided by a branch medical clinic or naval hospital.

a. Drugs, controlled substances, and other medical supplies shall be strictly maintained and administered by medical staff according to the procedures of the Bureau of Medicine and Surgery.

b. Any prisoner/detainee requiring hospitalization in excess of 24 hours will be transferred to a naval hospital in a TEMADD status as specified by NAVMEDCOMINST 6320.11, Procedures for Administering and Treating Prisoners and Awardees and Chapter XIX of BUPERSINST 7040.6, Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy).

c. Accurate records shall be maintained of all medical treatment as specified by Article 8105 of reference (a).

d. Prisoners/detainees shall not be used as subjects for any type of medical experimentation.

e. Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) is a medical issue with security ramifications. Staff should not make moral judgments regarding HIV positive individuals. Correctional management of the HIV problem will be a three level effort: information and training, screening, and management of actual or suspected cases. SECNAVINST 5300.30C, Management of HIV-1 Infection in the Navy and Marine Corps will be followed.

1001. Dental. Dental services will be provided to prisoners and detainees to the fullest extent possible. At a minimum, routine dental treatment will be provided and release dental examinations will be conducted. Required dental treatment that cannot be accomplished in the Brig will be provided at the nearest naval dental clinic. For security reasons these appointments must be held to an absolute minimum. Dental records will be maintained in the Medical Division of the Brig. All required entries will be made by dental services staff.

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1002. Psychological. Brig staff will be provided with professional assistance and advice in dealing with prisoners and detainees with possible mental health problems and/or special needs as specified by reference (f) and Article 10101 of reference (a).

1003. Galley. All prisoners/detainees will be provided with a nutritionally adequate diet as specified by Articles 5103 and 10102 of reference (a). Food service and sanitation standards will conform to NAVMED P-5010, Manual of Naval Preventive Medicine, Chapter 1, Food Service Sanitation. Prisoners or detainees in segregation status will be fed in their cells, using reusable thermo compartmented and covered food trays and bowls and disposable cups and utensils. Proper security precautions will be observed at all times. This is especially important in the areas of kitchen tool control and prisoner silverware count.

1004. Laundry. Brig laundry labor shall be performed by prisoners. The facility will ensure adequate means of laundering prisoner/detainee clothing and linen is provided as specified by Article 10103 of reference (a).

1005. Barber. Prisoner/detainee grooming shall conform to the regulations of their specific services. Barber services will be provided as specified by Article 10104 of reference (a) and sanitation will conform to NAVMED P-5010, Chapter 2, Sanitation of Living Spaces and Related Service Facilities.

a. Barber operations shall not be performed on the mess deck, galley, or in the housing unit.

b. Inventory of all barber equipment shall be performed daily. If a discrepancy is found, the barber will notify the Brig Duty Officer and complete a missing tool report.

c. Shop rules for prisoners will be posted where they can be read.

1006. Library. The NAVCONBRIG shall provide access to comprehensive library services as specified by current Navy instructions and Article 10105 of reference (a). Materials authorized for the Base Library shall be allowed in the Brig library except materials that threaten the good order, security, and discipline of the brig.

a. Prisoners and detainees shall use the library at different times.

b. A maximum limit should be set on the number of books that may be withdrawn. Books withdrawn from the library shall be stored in the prisoner/detainee's locker when not in use.

c. Segregated prisoners/detainees shall be provided library services.

d. The Base law library will be utilized as services and staff escorts are available.

1007. Legal. All prisoners/detainees shall have access to legal resources as required by the U. S. Constitution, Articles 5103 and 8301 of reference (a) and reference (b).

a. Lawyer visitation shall be unrestricted during normal working hours. Any prohibitions shall be required only in rare cases and only after a complete factual examination clearly indicates that such a visit presents a threat to the security of the Brig.

b. No reprisal or penalty shall be imposed on any prisoner/detainee who seeks judicial relief.

1008. Community Agencies. Community resources may be used to augment Brig programs in the area of their competency and as specified by Articles 6302.2, 6316, and 6320 of reference (a). Selected volunteers may be used to enhance and expand the services and programs offered to the prisoners/detainees. Volunteers may supplement, but shall never supplant, activities and functions of the Brig staff.

a. Outside participants shall receive orientation and training in Brig rules and regulations and shall be required to follow them.

b. Volunteers must be persons of good character, at least 18 years of age and sufficiently mature to handle the responsibility involved in becoming a volunteer. Relatives of prisoners/detainees will not be allowed to participate in the Brig where the prisoner/detainee relative is confined. A process for screening and training volunteers shall be established.

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c. Volunteers will be asked to leave the volunteer program for breach of confidentiality or facility rules, physical or emotional illness, inability to cooperate with the staff, erratic and unreliable attendance, and any other activity which threatens the good order or security of the Brig or the safety of the volunteer.

d. Volunteers should receive recognition for their contributions and achievements.

CHAPTER 11

INDUSTRIES

1100. Policy. NAVCONBRIG's shall operate industrial shops which support the needs of local Navy commands or other governmental agencies.

1101. Compensation. Brig industries will be compensated for their work. Such compensation will be used for maintenance of the Brig and replacement of equipment.

1102. Industries Manual. An Industries Manual will be provided which establishes standard operating procedures for the specific industrial shops employed at the Brig.

SUBMISSION OF FINGERPRINT CARDS

1. Purpose. To provide guidance for the submission of prisoner fingerprints as required by reference (a), Article 8304. Pages A-5 through A-7 of this instruction provide samples of forms to be used.

2. Definitions. As used in this document, the following definitions apply:

a. FD-249, Fingerprint Card, FBI form for fingerprint specimens. (See page A-5.)

b. FD-1-178, Requisition for Ordering Identification Supplies, FBI order form for identification supplies. (See page A-7.)

3. Policy. Applicable prisoner fingerprint and criminal history information shall be submitted to the Federal Bureau of Investigation (FBI) for inclusion in the computerized Criminal History file of the National Crime Information Center (NCIC).

4. Procedures

a. Applicability. NAVCONBRIG's will submit fingerprints and criminal charges on all prisoners meeting the criteria in paragraph 4b of this instruction. If the prisoner is being transferred to a NAVCONBRIG from a waterfront brig or correctional custody unit (CCU), the NAVCONBRIG will submit the fingerprint cards.

b. Criteria. Fingerprint cards and criminal charges will be submitted on prisoners who meet the following criteria established by DOD Directive 1325.4 of 19 May 1988 (NOTAL):

(1) Sentenced to dismissal or punitive discharge;

(2) Convicted of an offense that is not "military unique" (e.g., unauthorized absence, disobedience, or disrespect). See page A-4 for a listing of reportable offenses.

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(3) Convicted of an offense that carries a possible, repeat possible, sentence to confinement of 1 year or more.

c. Forms. The following forms will be used and are ordered from the FBI:

(1) FD-249, Fingerprint Card, with red ink: To be completed, with criminal charges, only after the prisoner has been adjudged; FD-258, which states APPLICANT in upper left corner and has blue ink, is not to be used.

(2) FD-1-178, Requisition for Ordering Identification Supplies: Used to order supplies from the FBI Identification Division.

d. Disposition of Forms

(1) FD-249 is to be mailed by the Brig directly to:

Federal Bureau of Investigation  
Identification Division  
10th and Pennsylvania Ave., N. W.  
Washington, D. C. 20537-9700

(2) Do not mail this form to CHNAVPERs (Pers-84).

(3) FD-249 will be forwarded only after a sentence is adjudged.

(4) The Brig will place its name in the block "State Usage" on FD-249.

(5) The Brig will retain a copy of each form.

e. Training. Staff shall be trained in fingerprinting before being assigned to the function. Training may be obtained from the station security or local law enforcement offices.

f. Form Completion Instructions

(1) Instructions on how to complete each form are found printed on the forms supplied by the FBI. Ensure information on charges is included.



(2) Brig Identification. The Navy's Organization Requisition Identification (ORI) number is USNDC0100 and must be included on FD-1-178 to ensure preprinting on each batch of cards ordered from the FBI.

(3) Only certain UCMJ charges are reportable offenses and they shall be reported in the charge block of FD-249 as indicated on page D-4. If the offense does not appear, do not report the charge to the FBI.

g. Inkless Fingerprints. If inkless fingerprinting is to be done, use cards from IDENTIFICATOR DIGIT 10 or DACTEK. Have the company preprint the cards, or use labels, or type individually.

FBI REPORTABLE OFFENSES

Only certain UCMJ charges are reportable offenses and they shall be reported in the charge block of FD-249 as indicated under the columns "ENTER AS" and "BRIEF DESCRIPTION". If the offense does not appear on this list, do not report the charge to the FBI. Example: Service member guilty of UCMJ Article 124 - maiming, the FD-249 charge block should read "10 USC 924 - maiming".

<u>UCMJ ARTICLE</u>	<u>ENTER AS</u>	<u>BRIEF DESCRIPTION</u>
090	10 USC 890	ASSAULT
095A	10 USC 895A	ESCAPE
103A	10 USC 903A	LOOTING/PILLAGING
104	10 USC 904	AID ENEMY
106, 106A	10 USC 906	SPYING; ESPIONAGE
108B	10 USC 908B	SELL FIREARMS/ EXPLOSIVES/INCENDIARY
110	10 USC 910	HAZARD VESSEL
111	10 USC 911	DRUNK DRIVING, PERSONAL INJURY
112	10 USC 912	USE, POSSESS, DISTRIBUTE DRUGS
116	10 USC 916	CAUSE/PARTICIPATE RIOT
118	10 USC 918	MURDER
119	10 USC 919	VOLUNTARY MANSLAUGHTER INVOLUNTARY MANSLAUGHTER
120	10 USC 920	RAPE; CARNAL KNOWLEDGE
121	10 USC 921	LARCENY, WRONGFUL APPROPRIATE OVER \$100
122	10 USC 922	ROBBERY WITH FIREARM
123	10 USC 923	FORGERY
124	10 USC 924	MAIMING
125	10 USC 925	SODOMY BY FORCE WITHOUT CONSENT WITH CHILD UNDER 16; OTHER
126	10 USC 926	ARSON
127	10 USC 927	EXTORTION
128	10 USC 928	ASSAULT AND BATTERY
129	10 USC 929	BURGLARY
130	10 USC 930	HOUSEBREAKING
131	10 USC 931	PERJURY
134	10 USC 934	ENTER DESCRIPTION IF MAXIMUM PUNISHMENT POSSIBLE IS MORE THAN 1 YEAR, E.G., ASSAULT WITH INTENT

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LEAVE BLANK FOR FBI USE		TYPE OR PRINT ALL INFORMATION IN BLOCK						FOR FBI USE	
STATE USAGE FOR STATE BUREAU USE		LAST NAME <u>JAM</u> <u>DOE</u>		FIRST NAME <u>JOHN</u>		M <u>JOSEPH</u>		NAME OBTAINED FROM SUBJECT	
NATURE OF PERSON FINGERPRINTED MAY PROVE TO BE VALUABLE EVIDENCE		ALIASES <u>ROBERT SMITH</u>		CONTRIBUTOR O R I YOUR AGENCY & ORI WILL BE PREPRINTED BY THE FBI		DATE OF BIRTH <u>DOB</u> Month Day <u>7-18-49</u>		PLACE OF BIRTH <u>POB</u> CITY & STATE	
THIS DATA MAY BE COMPUTERIZED IN LOCAL STATE AND NATIONAL FILES		DATE ARRESTED OR RECEIVED <u>DOA</u> MONTH-DAY-YEAR		SEX M	RACE W	HGT. 78"	WGT. 178	EYES BRO	HAIR BLK
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS YOUR SIGNATURE	YOUR NO. <u>OCA</u> NUMBER TO BE QUOTED IN FBI REPLY		FBI NO. <u>FBI</u> INSERT FBI NO. IN THIS SPACE, IF KNOWN		LEAVE BLANK			
CHARGE	E.G. 1. ROBBERY-BUSINESS-GUN NCIC CODE: 1201 2. AGGRAV ASSLT-POL OFF-GUN NCIC CODE: 1310 3. POSSESS STOLEN PROP NCIC CODE: 2804	FBI NO. <u>SID</u> STATE IDENT BUREAU NO. INSERT IF APPLICABLE		CLASS		FOR FBI USE			
FINAL DISPOSITION	1. IF FINAL DISPOSITION NOT NOW AVAILABLE, SUBMIT LATER ON FORM R-84. 2. SHOW INTERIM OR ARRESTING AGENCY DISPOSITION ON REVERSE SIDE OF THIS CARD.	SOCIAL SECURITY NO. <u>SOC</u> INSERT IF KNOWN		REF.		NCIC CLASS - FPC			
A. INCLUDE N.C.I.C. UNIFORM OFFENSE CODE WITH CHARGE WHENEVER POSSIBLE. B. PLACE STATE PENAL CODE NUMBERS OR LOCAL CITATION NUMBERS ON REVERSE SIDE IN STATUTE CITATION BLOCK		CAUTION <input checked="" type="checkbox"/>		IF SPECIAL CAUTION SHOULD BE USED WHEN DEALING WITH SUBJECT, CHECK (✓) CAUTION BLOCK AND EXPLAIN BASIS FOR CAUTION ON REVERSE SIDE IN APPROPRIATE BLOCK.					
1 R THUMB C. HOSPITALS NEED ORC	2 R INDEX USE WORD "PATIENT"	3 R MIDDLE	4 R RING	5 R LITTLE	A. MUST BE IN CORRECT ORDER. B. IF DATE OF BIRTH UNKNOWN, LIST APPROXIMATE AGE.				

# SPECIMEN FINGERPRINT CARD

MAKE CERTAIN ALL IMPRESSIONS ARE LEGIBLE, FULLY ROLLED AND CLASSIFIABLE.

ALL INFORMATION REQUESTED IS ESSENTIAL.

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

1 THUMB

2 THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

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FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C. 20537

PALM PRINTS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO  PHOTO AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF ARREST FINGERPRINTS SENT FBI PREVIOUSLY AND FBI NO. UNKNOWN, FURNISH ARREST NO. _____ DATE _____ <small>DATA ON PRIOR ARREST ONLY</small>	
STATUTE CITATION (SEE INSTRUCTIONS NO. 9) <u>CIT</u> 1. SHOW SEPARATE CITATION OR PENAL CODE NUMBER FOR EACH CHARGE PLACED ON FRONT SIDE. 2. _____ 3. _____	
ARREST DISPOSITION (SEE INSTRUCTION NO. 5) <u>ADN</u> <small>E.G. HELD FOR GRAND JURY</small> IF DISPOSITION IS FINAL, ENTER ON FACE OF CARD. ENTER PENDING OR TEMPORARY DISPOSITION HERE.	
EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. _____ USEFUL FOR FOLLOWUP INVESTIGATION	
OCCUPATION _____ A GOOD INVESTIGATIVE LEAD	
RESIDENCE OF PERSON FINGERPRINTED _____ MAY BE VALUABLE IN SUBSEQUENT FUGITIVE INVESTIGATION.	
SCARS, MARKS, TATTOOS, AND AMPUTATIONS <u>SMT</u> FINGER, HAND, AND ARM AMPUTATIONS SHOULD ALSO BE NOTED IN APPROPRIATE FINGER BLOCKS ON FRONT SIDE.	
FOR CAUTION <u>ICO</u> <small>E.G. ARMED AND DANGEROUS - SUICIDAL TENDENCIES</small>	
DATE OF OFFENSE <u>DOO</u> SKIN TONE <u>SKN</u> <small>IF KNOWN    E.G. LIGHT</small>	
MISC. NO. <u>ANU</u> 35-99-40-300    SELECTIVE SERVICE IDENTIFY TYPE OF NUMBER    NO	
ADDITIONAL INFORMATION	

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. UNLESS OTHERWISE PROVIDED BY REGULATION IN YOUR STATE, FINGERPRINTS ARE TO BE SUBMITTED DIRECTLY TO FBI IDENTIFICATION DIVISION. FORWARD IMMEDIATELY FOR MOST EFFECTIVE SERVICE.</li> <li>2. FINGERPRINTS SHOULD BE SUBMITTED BY <u>ARRESTING AGENCY ONLY</u> (MULTIPLE PRINTS ON SAME CHARGE SHOULD NOT BE SUBMITTED BY OTHER AGENCIES SUCH AS JAILS, RECEIVING AGENCIES ETC.) REQUESTS COPIES OF FBI IDENTIFICATION RECORD FOR ALL OTHER INTERESTED AGENCIES IN BLOCK BELOW. GIVE COMPLETE MAILING ADDRESS INCLUDING ZIP CODE.</li> <li>3. TYPE OR PRINT ALL INFORMATION.</li> <li>4. NOTE AMPUTATIONS IN PROPER FINGER BLOCKS.</li> <li>5. LIST FINAL DISPOSITION IN BLOCK ON FRONT SIDE. IF NOT NOW AVAILABLE, SUBMIT LATER ON FBI FORM 8-84 FOR COMPLETION OF RECORD. IF FINAL DISPOSITION NOT AVAILABLE SHOW PRE-TRIAL OR ARRESTING AGENCY DISPOSITION e.g., RELEASED, NO FORMAL CHARGE, BAIL, TURNED OVER TO, IN THE ARREST DISPOSITION BLOCK PROVIDED ON THIS SIDE.</li> <li>6. MAKE CERTAIN ALL IMPRESSIONS ARE LEGIBLE, FULLY ROLLED AND CLASSIFIABLE.</li> <li>7. CAUTION - CHECK BOX ON FRONT IF CAUTION STATEMENT INDICATED. BASIS FOR CAUTION (ICO) MUST GIVE REASON FOR CAUTION, e.g., ARMED AND DANGEROUS, SUICIDAL, ETC.</li> <li>8. MISCELLANEOUS NUMBER (ANU) - SHOULD INCLUDE SUCH NUMBERS AS MILITARY SERVICE, PASSPORT AND/OR VETERANS ADMINISTRATION (IDENTIFY TYPE OF NUMBER.)</li> <li>9. PROVIDE STATUTE CITATION, IDENTIFYING SPECIFIC STATUTE (example - FL for PENAL LAW) AND CRIMINAL CODE CITATION INCLUDING ANY SUB-SECTIONS.</li> <li>10. ALL INFORMATION REQUESTED IS ESSENTIAL.</li> <li>11. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY. BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.</li> </ol>	
REPLY DESIRED?    YES    NO    IF NOT CHECKED, RESPONSE WILL BE SENT. <input type="checkbox"/> <input type="checkbox"/>	
(REPLY WILL BE SENT IN ALL CASES IF SUBJECT FOUND TO BE WANTED)	
IF COLLECT WIRE OR COLLECT TELEPHONE REPLY DESIRED, DO NOT CHECK UNLESS WILLING TO INDICATE HERE: (WIRE SENT ON ALL UNKNOWN DECEASED)    ACCEPT COLLECT CHARGES.	
WIRE REPLY    TELEPHONE REPLY    TELEPHONE NO. AND AREA CODE <input type="checkbox"/> <input type="checkbox"/> _____	
SEND COPY TO NAME OR NUMBER AND ADDRESS	
INDICATE ANY ADDITIONAL COPIES TO OTHER AGENCIES IN THIS SPACE. GIVE THEIR COMPLETE MAILING ADDRESS, ZIP CODE & OR NUMBER	
LEAVE BLANK	

FOR FBI USE

5 FEB 1993

To: Federal Bureau of Investigation  
 Identification Division  
 Washington D. C. 20537-9700

Date

Please furnish the following:

Form Number	Description	Quantity
FD-249	Arrest and Institution Fingerprint Cards	
FD-258	Applicant Fingerprint Cards	
FD-353	Personal Identification Fingerprint Cards	
	Envelopes 8 3/4 x 8 3/4" Self-addressed to FBI Ident. Div.	
R-84	Final Disposition Report Forms	
I-12	Wanted Notice Forms	

NOTE: Please check your stock of all supplies and  
 order minimum of six months' requirements.

Allow sufficient time for shipment  
 ORI number must be furnished.

ORI Number

Agency

Street or P.O. No.

City & State

Zip Code Number

FBI/DOJ

BUPERSINST 1640.19  
05 FEB 1993

CONSOLIDATED BRIG/CCU EVALUATION

The following evaluation procedure will be implemented in all NAVCONBRIG's.

1. Forms 809 (F1 through F4 and F6) will be used for data gathering. Processing and evaluation of data will be performed by the Navy Personnel Research and Development Center (NAVPERSRANDCEN), San Diego, CA. Point of contact for obtaining forms, questions, and training is Dr. Elyse Kerce, DSN 553-7606, commercial (619) 553-7606. Completed forms will be forwarded to:

Navy Personnel Research and Development Center  
San Diego, CA 92152-6800  
ATTN: Dr. Elyse W. Kerce, Code: 161

2. The following procedures will be followed for each form:

a. Form 809-F1 (Responsible Sailor Scale)

(1) Purpose: Allows staff members most familiar with a prisoner/detainee to rate him or her on desirable traits and behaviors, providing information for both classification and evaluation.

(2) Completed by: Two different staff members (e.g., quarters supervisor, work center supervisor, LPO, case manager, counselor, etc.) most familiar with a prisoner/detainee at each of three points in time.

(3) Completed when:

(a) During the orientation/program development period. Staff members must be those who have observed the prisoner/detainee regularly and who are familiar with his or her behavior. NAVCONBRIG staff will complete the form even if it was completed previously by waterfront brig staff.

(b) 10 days after prisoner/detainee leaves orientation and enters his or her assigned housing unit.

(c) During final 5 days of prisoner's/detainee's sentence.

(d) At other times if desired.

(4) How to complete: This is currently a paper and pencil instrument which will be converted to a computerized version in the near future. The two raters of a prisoner/detainee must complete the form independently. The rater will enter the member's social security number where indicated at the top of the form, and the rater's identification number at the bottom.

(5) Disposition: The staff person completing Form 809-F1 will enter the information into CORMIS. If the form is not on CORMIS, the staff person completing the Form 809-F1 will place the completed paper form in the program evaluation specialist's box.

(6) Interpretation: Staff and classification boards will use their subjective, prudent interpretation of the entries on the form to determine the prisoner's/detainee's level of responsibility. Future analysis of this data will provide a more objective interpretation of the scores.

b. Form 809-F2, PINES (Personality Inventory and Evaluation Survey) Questionnaire

(1) Purpose: This questionnaire measures the prisoner/detainee on certain personality traits of interest (e.g., self-esteem or external locus of control) before and after programs and retraining.

(2) Completed by: All prisoners/detainees.

(3) Completed when: During the initial orientation period and again in the final 5 days before being released from the NAVCONBRIG. When a prisoner/detainee is transferred from one Brig to another, the PINES will be administered at checkout from the first Brig and in orientation at the new Brig facility.

(4) Disposition: The PINES questionnaire will be administered by the program evaluator or a qualified designee, who will then enter the data into CORMIS.

(5) Interpretation: Data will be analyzed by NAVPERSRANDCEN, San Diego, CA Program Evaluator. Feedback will be provided to the Brig on a regular basis.

c. Form 809-F3 (Pre-Release Questionnaire)

(1) Purpose: To assess the prisoner's/detainee's perception of his or her confinement in the NAVCONBRIG; which programs were perceived to be beneficial; which staff members were most helpful; and perceived changes in attitudes and behaviors.

(2) Completed by: All prisoners/detainees.

(3) Completed when: This questionnaire will be administered by the program evaluator or a qualified designee on the prisoner's/detainee's last day at the NAVCONBRIG as part of the check out procedure.

(4) Disposition: Completed pre-release questionnaires will be processed by the program evaluator or designee.

(5) Interpretation: Analysis of pre-release data will be performed by NAVPERSRANDCEN and feedback will be provided to the NAVCONBRIG on a regular basis.

d. Form 809-F4 (Command Follow-up Questionnaire - Brig)

(1) Purpose: To assess performance and recidivism of prisoners being released to active duty.

(2) Completed by: Commanding officer, or designee, of commands to which prisoners have been returned.

(3) Completed when: 3 months, 6 months, and 1 year after prisoner's release from the Brig.

(4) Disposition: NAVPERSRANDCEN program evaluator will send out and receive follow-up questionnaires.

(5) Interpretation: Analysis of follow-up data will be performed by NAVPERSRANDCEN program evaluator with regular feedback to the Brig.



e. Form 809-F6 (Corrections Staff Questionnaire)

(1) Purpose: To assess staff members' attitudes toward prisoners and about the role of corrections; to assess staff members' perceptions of their jobs, including job satisfaction.

(2) Completed by: All military and civilian staff.

(3) Completed when: All staff members will complete the questionnaire (Form 809-F6A) at the Corrections Training Academy upon arrival for initial training, and then Form 809-F6B on the final day of initial training. The questionnaire (Form 809-F6C) will be administered to military staff when they are rotated from corrections duty, and to civilian staff during their final week of assignment or employment at the NAVCONBRIG or after 3 years, whichever comes first.

(4) Disposition: Questionnaire responses from the first two administrations will be entered into CORMIS at the training academy. Questionnaire responses from the third administration will be entered into CORMIS by the program evaluator or designee. Where CORMIS program is not available the paper copies will be sent to NAVPERSRANDCEN.

(5) Interpretation: Analysis of staff data will be performed by the NAVPERSRANDCEN evaluation staff.

Forms 809-F1 - Responsible Sailor Scale  
809-F2 - PINES  
809-F3 - Prisoner Pre-Release Questionnaire  
809-F4 - Follow-up Brig  
809-F6 - Staff Questionnaire (A, B, C,)