

## Chapter 5

### Correctional Staff Duties and Responsibilities

The correctional staffs of ACS facilities are composed of dedicated professionals who serve as positive role models for prisoners. The staffs consist of a mix of corrections NCOs and support personnel. The corrections NCOs are military police personnel who have entered the corrections NCO career program and received resident training in military occupational specialty 95C at the US Army Military Police School. Corrections NCOs are carefully selected and well trained because of their close contact with prisoners. They must be firm, fair, and decisive: their behaviors and attitudes form an integral part of the correctional treatment process. The support personnel are experts in areas other than corrections, but their expertise plays an important role in the proper functioning of the correctional process.

Corrections NCOs interact with prisoners as part of the correctional treatment process. They enforce the rules and regulations that are needed to maintain custody and control and to permit the correctional treatment of the prisoners. They treat all prisoners in an even-handed manner, being equally fair to all. They refrain from being too familiar or too belligerent with prisoners, and they avoid becoming either emotionally or personally involved with prisoners. By treating all prisoners in a fair, objective manner, corrections NCOs can gain the

prisoners' respect and, thus, help maintain control.

Regardless of their duty position within a facility, every corrections NCO shares the same mission: custody and control, and correctional treatment of prisoners. Thus their duty positions have a number of jobs and tasks in common. All facility personnel must be familiar with and able to perform these common correctional tasks just as all facility personnel must be alert and pay special attention to detail while on duty.

### CORRECTIONAL DUTIES

Corrections NCOs may be assigned to a variety of duty positions within a facility. The most experienced corrections NCOs serve as the facility's senior NCO, the chief correctional supervisor, and as shift correctional supervisors.

The senior corrections NCO assists in the administration and operation of the facility. He assists in the general supervision of the staff and the enforcement of rules and regulations. He supervises prisoner employment assignments. He informs the

facility commander of incidents that affect the custody or morale of prisoners. And he ensures control measures are enforced throughout the facility and in the hospitalized-prisoner ward.

The chief correctional supervisor has direct supervision over all correctional and custodial personnel within the facility. He monitors all aspects of custody, control, and correctional treatment within the facility and ensures that rules and regulations are followed and enforced.



The shift correctional supervisor directly supervises custodial personnel for a given period of the duty day. He usually supervises a guard shift and is responsible for prisoner activities occurring during his shift's tour of duty. He ensures that the guards correctly perform their assigned duties.

### **COMPOUND AND CELLBLOCK GUARDS**

Compound and cellblock guards are responsible for the control and discipline of the prisoners under their supervision in the confinement facility. These corrections NCOs come into direct contact with prisoners daily; they must be experienced, mature individuals. They perform their duties in areas where prisoners are quartered and in the mess hall during meal hours. They also help supervise and control the prisoners in the drill and recreation areas. The compound and cellblock guards wake prisoners and ensure that prisoners are properly dressed and assembled for roll call, work call, and training. They see that prisoners' living areas are policed and prepared for inspection. They supervise the work of prisoners who are detailed to employment projects within the facility. They conduct periodic searches and inspections and are alert to note evidence of unauthorized articles and improper conduct. They report breaches of discipline. They make and record prescribed inspections of prisoners, observe prisoners' general health, and dispense noninjection medications. They supervise the exercise of prisoners. And they assist in head counts, roll calls, and bed checks.

### **CLOSE CONFINEMENT GUARDS**

Close confinement guards are corrections NCOs who have been carefully selected for their maturity and experience. During their daily tours of duty they come into direct contact with prisoners who have been placed in close confinement. Close confinement guards maintain custody and control of prisoners. They make and record prescribed inspections of prisoners and observe each prisoner's general health. They wake

prisoners at the proper time. They supervise the exercise, bathing, and shaving of prisoners. They assist in head counts, roll calls, and bed checks. They detect unauthorized articles and improper conduct and report breaches of discipline.

### **DINING FACILITY GUARDS**

Dining facility guards are corrections NCOs or military police (MOS 95B) who are responsible for the custody and control of prisoners during mealtimes. They make sure prisoners are in proper uniform, correcting minor uniform violations. They ensure prisoners follow the dining facility traffic plan. They prevent prisoners from clustering in groups or creating congestion in the dining facility. They ensure no food is taken out of the dining facility. And they are very careful to account for silverware before and after each meal and to search prisoners as they leave the dining facility.

### **VISITORS' ROOM GUARDS**

Visitors' room guards (MOS 95C or 95B) must be very alert and observant. A main function of their duty is to detect any violations of rules and regulations, particularly improper behavior or the passing of unauthorized articles in the visitors' room. They report all infractions of rules and, if necessary, terminate the visit. They require visitors to identify themselves and sign the visitors' register. They ensure that the rules and regulations governing visits are read and explained to visitors. They require visitors to deposit handbags, packages, and baggage for safekeeping with a designated person or in a secure locker-type storage area. They ensure that all gifts intended for prisoners are approved by the facility commander or his representative. They escort visitors to the visitors' room and station themselves in an inconspicuous place where they can observe the prisoners and the visitors at all times. The guards provide security and control by observing conversations rather than by listening to them. Visitors' room guards assist in searching prisoners before and after each

visit, but they do not search prisoners in the presence of visitors. They also assist in searching the visitors' room before and after each visit.

### **EMPLOYMENT DETAIL GUARDS**

Employment detail guards (MOS 95C or 95B) supervise prisoner work details inside and outside the confinement facility. They maintain custody and control of work details and move work details to and from employment areas.

### **MAIN GATE AND SALLY PORT GUARDS**

Main gate and sally port guards (MOS 95B) are responsible for the custody and control of prisoners entering and leaving the facility. They keep the gate keys in their possession at all times while on post. They ensure that only authorized persons enter the facility. They identify people who want to enter or leave by the gate before allowing them to pass. They inspect vehicles entering and leaving the facility and check packages and receptacles. The guards keep a record of people and vehicles that enter and leave by the gate. They check civilian workers in and out through the gate, exercising caution. The guards inventory and make a record of the worker's tools when they enter, and they inventory the tools again when the workers leave. They search prisoners when they enter and leave the facility. And they prevent loitering near the entrance at any time.

### **ESCORT GUARDS**

Prisoner escort guards (MOS 95C or 95B) escort prisoners, inside or outside the facility, to appointments, interviews, medical facilities, other confinement facilities, and other similar activities. Their duties consist of maintaining custody and control and moving prisoners in their charge to and from designated places. They may be armed or unarmed, depending on the custody grades and the custodial requirements of the prisoners in their charge. If armed, they usually are armed with a pistol.

### **HOSPITAL WARD GUARDS**

Prisoner hospital ward guards (MOS 95C or 95B) are alert at all times for potential and actual breaches in security. The guards provide security, and the medical staff provides for the prisoner's care and treatment. But the hospital staff also must be alert, remembering that, although hospitalized, the patient is still a prisoner. Maintaining proper security requires a cooperative effort by the guards and the hospital staff. To that end, hospital ward guards maintain a good working relationship with the hospital staff. Hospital ward guards escort prisoners to and from medical appointments and guard prisoners during the appointments. They search prisoners' rooms for contraband and unauthorized articles. They ensure that prisoners only have contact with authorized personnel. They prevent unauthorized phone calls, communications, and visits. They count eating utensils before and after meals. And they ensure prisoners smoke only in designated areas. For detailed duty requirements in prisoner hospital wards, *see AR 190-47*.

### **TOWER GUARDS**

Tower guards (MOS 95B) observe specific sectors of the perimeter and the areas inside and outside the facility. They also observe other areas within their range of vision even though the areas may be in another guard's sector. They remain alert for unusual activities and report all violations of rules and regulations. Tower guards are armed with 12-gauge shotguns. They must thoroughly understand the policy on the use of force. And they must be especially familiar with the rules governing the use of firearms. They keep prisoners away from the perimeter fence and prevent anyone from communicating with prisoners near the perimeter fence. And they make sure articles are not handed or thrown to prisoners. Tower guards also provide protection for the compound guards, who are in constant contact with the prisoners.

## SUPPORT PERSONNEL

Support personnel aid in the correctional process in numerous areas. The chaplain promotes the spiritual and moral welfare of prisoners through worship services, special religious activities, counseling, and emphasis on moral, ethical, spiritual, and social values.

The commander of the local medical activity provides medical services for the prisoners. The medical services include the services of psychiatrists, psychologists, and social workers. They provide professional evaluations of prisoners and aid in developing correctional treatment programs. The medical activity commander also coordinates with the PM and the facility commander to ensure that custody and control measures conform to medical requirements.

The inspector general may assist the facility commander by investigating complaints, allegations, and charges. Such actions frequently provide a basis for corrective action, as well as serving to discourage unfounded allegations by prisoners. Both the PM and the facility commander should establish and maintain close liaison with the inspector general. The staff judge advocate serves as the legal advisor to the commander and to the

facility's administrative staff. The SJA plays a major role in the correctional treatment of prisoners and in the administrative activities of confinement facilities. The SJA provides prisoners with legal services that include advice on military justice, legal assistance, status of cases, and status of sentences. The adjutant general is responsible for processing recommendations for the administrative elimination of prisoners from the service. He also advises the facility commander and the prisoners' unit commanders on procedures for processing.

Technical service representatives aid in the training and employment programs of a correctional facility. Constructive work programs are beneficial to the prisoners' mental and physical well-being. Such programs may include skilled tasks required in the maintenance and operation of the installation. Work programs permit on-the-job and MOS training of prisoners in their own and other military specialties. Carpenters, mechanics, painters, masons, and the like may be detailed for duty at the facility. Usually they are detailed for a minimum of one month and are trained in the duties and functions of their jobs, prisoner behavior, and disciplinary authority and procedures.