



PRISONER OPERATIONS

9.1 Prisoner Custody

CELLBLOCK OPERATIONS

- A. Purpose:** This directive establishes the policy and procedures to be followed by districts operating USMS cellblocks. The policies and procedures contained in this directive are minimum requirements and standards to operate and manage district cellblocks.
- B. Authority:** The Director's authority to supervise the USMS and issue written directives is set forth in 28 CFR 0.111 and 28 USC 561(g).
- C. Policy/Procedures**

1. **Cellblock Operations:** All district personnel will be provided a copy of the cellblock policy directive. Periodic reviews and orientations will be conducted to ensure awareness of the policies and procedures contained in this directive. District directives will be developed to cover the unique aspects of each district's operations to ensure that all aspects of this directive are implemented.

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a. A minimum [REDACTED] cellblock personnel will be present when cells are unlocked or entered, when prisoners are moved into or out of the cellblock or holding cell areas, when prisoners of the opposite sex are being handled, or when meals are being served. [REDACTED]. A form USM-210, Field Report will be made of any problems that occur when a prisoner of the opposite sex is handled.

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b. USMS personnel will not possess or carry firearms and ammunition when directly handling unsecured prisoners. Firearms and ammunition will be stored in a secure location such as lockers outside the cellblock area. Prisoners will be secured prior to permitting armed personnel, firearms, or ammunition into the cellblock or holding cell areas. Exceptions to the prohibition of weapons in the cellblock (not to include holding cells) that are based upon facility design should be requested by the USM. Requests for exceptions to this item will be submitted to the Prisoner Operations Division (POD) for review and approval. A district directive will regulate the possession of non-lethal devices in the cellblock.

c. Female and juvenile prisoners will be separated by sight and sound (normal to loud conversation) from adult male prisoners within the cellblock. In cases where sight and sound separation is not possible, female and juvenile prisoners may be placed in other monitored and secure areas, such as interview rooms or courtroom holding cells.

d. Access to cellblocks will be limited to authorized personnel. District directives will identify those personnel that are authorized for unescorted access to cellblocks and holding cell areas. For access by escort, a procedure may be established which shall include the level and type of escort.

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e. All prisoners in the cellblock will be observed [REDACTED] and counted at least once every eight hours, if present in the cellblock for that duration. Observations may be made physically or by CCTV. When CCTV surveillance is used, the equipment will be controlled and installed in a manner to reduce the possibility of unnecessarily invading the personal privacy of the prisoner. Privacy screens will satisfy this requirement.

f. Sick/Impaired Arrestees

(1) Ill or injured arrestees will not be accepted by the USMS from the arresting agent unless the arresting agent has provided documentation that the prisoner has been examined and cleared by a healthcare professional.

- (2) The USM will observe all arrestees who appear to be ill or injured or exhibiting symptoms of Tuberculosis (TB) or other airborne pathogens, see USMS directive, *Prisoner Airborne Pathogen Control*.
- (3) Deputies will not diagnose ailments, however, the SDUSM will be informed when a deputy suspects a prisoner is exhibiting symptoms of TB or other airborne pathogens, illness, or injury.
- (4) Arrestees who exhibit violent behavior or signs of possible drug overdose, severe mental disorder, or suicidal tendencies will be immediately segregated and closely observed. A determination of whether the need to remain in the cell block or transferred to any appropriate facility will be made. They should be housed in a facility equipped to manage their condition or housed in a manner that protects the facility staff and the prisoner.
- (5) While segregated they must be closely observed for any potential of injury to themselves and others must be minimized (i.e., use of restraints).
- (6) The USMS will complete a USMS-130 and a USM-210. The USMS will also ensure the completed USM-130 accompanies the prisoner to the facility where the prisoner is to be transferred or housed.
- (7) Each deputy will ensure that any prisoner with a medical emergency will be provided immediate medical assistance. If necessary the local EMS will be promptly contacted.
- (8) Prescribed medications, except for nitroglycerin and inhalers, found in the possession of a prisoner will be taken away while the prisoner is in the cellblock. If a medical professional confirms the prisoner requires medication while being housed at the cellblock, the prescribed medication will be issued by and taken in the presence of a deputy. Any remaining medication will be returned to the detention facility where the prisoner is housed in accordance with the facility's policy and procedures. Over-the-counter medications will not be provided to prisoners while housed in the cell block.
- (9) If a prisoner refused transportation and/or medical assistance after complaining of illness or injury, the prisoner will be required to sign a USM-210 acknowledging a desire not to receive medical assistance. The USM-210 will be witnessed (and dated) by two other deputies and a copy placed in the prisoner file. If the prisoner refuses to sign the USM-210, the refusal will be noted on that form and witnessed by two other deputies.

g. Use of FORM USM-130 *Prisoner Custody Alert Notice*: Form USM-130 has been designed to ensure that written notification is provided to all facilities (either federal or local) that house USMS prisoners, and to the USMS personnel and contract transporting these prisoners, of any known special circumstances regarding a particular prisoner. Examples of special circumstances requiring a Form USM-130 include, but are not limited to: juvenile, medical, mental, suicidal (specifically whether actively suicidal or history of), separation, extremely violent, or extreme escape risk prisoners. A Form USM-130 will be prepared for each special circumstance prisoner committed to USMS custody (either for transport to USMS holding cell or for overnight detention). It is the responsibility of the USM who submits the USM-106 to ensure that the information contained on the USM-130 and USM-553 *Medical Summary and Federal Prisoner/Alien in Transport* will be included in the remarks section of the USM-106 *Request for Transportation*.

h. Suicide Prevention Screening and Response Procedures: establish guidelines and responsibilities concerning suicide prevention screening and response procedures when USMS employees accept new prisoners from other law enforcement agencies. The USMS is committed to maintaining the health and safety of prisoners in its custody and has developed suicide prevention screening and response procedures to help identify prisoners at risk of attempting suicide.

- (1) The USM or designee will ensure that appropriate precautions are in place to deter or limit the attempted suicide of any prisoner in the direct custody of the USMS.
- (2) USMS cellblock staff members processing newly arrested prisoner(s) will verbally inquire of the arresting/transporting official if:

- (a) The prisoner(s) displayed any suicidal tendencies while in their immediate custody
 - (b) The official has any independent knowledge that the prisoner has a history of suicide attempts
- (3) Staff members assuming custody of a prisoner whose bond or release status has been revoked by the court will note the prisoner's demeanor and determine if there are any exhibited signs of suicidal tendencies. Information will be recorded as described below.
- (4) Information gathered from the arresting agent and screening process will be documented on the USM-312 and USM-129. The district may also use a locally developed form to collect the information. Any information obtained that the prisoner may be suicidal (specifically whether actively suicidal or a history of) shall be documented on a USM-130, *Prisoner Custody Alert Notice*.
- (5) Each USM-106 submission will include a notation as to whether the prisoner has exhibited any suicidal tendencies or has a known history of suicidal episodes.
- (6) The video "720 Deadly Seconds" is to be used as part of each district's suicide prevention and response training. All district operational personnel will see the video and understand their responsibilities, particularly all guards and Detention Enforcement Officers.
- i. **Visitation:** Prisoners are not allowed visitors, with the exception of attorneys, court personnel, or those persons as directed by the court. Contact visits are prohibited. A USM-192 will be maintained, and all visitors are required to provide the following information: visitor's name, agency, company, relationship to the prisoner, prisoner visited, time in and time out, and purpose of the visit. Attorneys will be permitted confidential conversation with their clients during scheduled visitations.
- j. **Meals:** If a prisoner is required to be held in the cellblock during normal lunch or dinner hours, a meal will be provided. Hot liquids, culinary equipment (knives, forks, spoons), metal or glass containers, or drinking straws will not be provided to prisoners.
- k. **Searches:** All prisoners will receive the appropriate level of search prior to transportation or entrance into the cellblock. All new arrestees will be searched when the USMS assumes custody of the arrestee from another authority. Special caution should be taken when prisoners return from authorized visits, court, or interviews. Articles and clothing will be inspected prior to being given to prisoners. Belts will be removed from all prisoners. (See *Body Searches*)
- (1) The district will establish procedures to ensure all prisoners and their property are free of contraband before assuming custody. Articles which are hazardous or usable in an escape attempt will be confiscated and documented on a USM-210. Federal detainees found to possess contraband (in violation of federal statute) may be referred to the U.S. Attorney for prosecution.
 - (2) Prisoner searches will be performed in a professional, systematic, methodical, and consistent manner. Reasonable force may be used if a prisoner fails to comply with instructions or resists. All searches associated with cellblock operations will be conducted by two deputies in the manner described in this directive or district protocol.
- l. **Security:** Cellblock personnel will perform a security sweep of all cellblock areas, interview rooms, and holding cells in a systematic manner twice a day. Security sweeps shall be performed each morning before prisoners arrive and evenings after prisoners depart. The time of the security sweeps will be entered in the cellblock activity log.
- (1) Upon completion of the morning search, each cell will be locked, indicating that the holding cell was searched and is secure. In the evening after all prisoners have departed, the cells will be left open to permit the cleaning staff access. Storage rooms and doors leading to the cellblock will be kept locked at all times when not in use.
 - (2) A security check of each cell will be conducted by the deputies assigned to the cellblock between the time a cell is emptied and re-occupied during the day.
 - (3) Any item found that is not a permanent fixture will be removed. Contraband, weapons, or

items that could be used in an escape attempt or assault will be turned over to the Supervisory Deputy U.S. Marshal (SDUSM) of cellblock operations.

- (4) The SDUSM is responsible for ensuring that at least one security inspection and one sanitation inspection are documented in the cellblock activity log once a week.
 - (a) The security inspection will include locks, cell doors, screened areas, bars, privacy screens, toilet facilities, drain openings, chairs or benches, lighting facilities, ceilings, cameras and monitors, and air circulation.
 - (b) The sanitation inspection will include both ensuring the proper function of all sinks, fountains, and toilets; and looking for evidence of any pests or insects. Each district will handle pest control services as needed by contacting the building management or contacting the Central Courthouse Management Group (CCMG), Judicial Security Division, which will arrange for services through the GSA building manager.
- (5) Required repairs or maintenance will be reported immediately in writing to the building manager and to the CCMG, Judicial Security Division. All repairs will be accomplished without delay. Repair personnel and tools or similar items brought into the cellblock will be supervised and accounted for at all times.

m. **Cellblock Activity Log:** will be part of PTS found at menu item Cellblock/Off Log. Mandatory activities such as Cellblock Security Sweeps; Sanitation and weekly SDUSM equipment checks will be noted in the log. Any other activities that occur within the cellblock will be recorded as well. At a minimum the date, time, activity, and name of the individual performing or involved with the activity will be listed on the log.

n. Prisoners will be processed within the cellblock or designated booking areas. If movement of prisoners through a work area cannot be avoided, the time spent in this area will be held to a minimum. Prisoners should be placed in cells as soon as practical, and restraining devices should be removed just prior to placing a prisoner in a cell. When cells are equipped with cuff slots, handcuffs should be removed from outside the cell after the prisoner is placed back in the cell. Prisoners should not be allowed to spend any unnecessary time outside the cellblock area.

o. Prisoners will be brought before the court at the first available opportunity to make their initial appearance and to have a detention hearing (bail hearing) set.

p. The USM/DUSM will ensure all arrestees are provided an opportunity, at the local contract detention facility or BOP facility, to utilize a telephone in order to contact an attorney. The arrestee will be afforded this opportunity following the booking process or within a reasonable time after appearing before the U.S. Magistrate. Districts may establish procedures allowing prisoners to make telephone calls from the cellblock. The procedure shall ensure the prisoner is making an authorized call, confirming the individual called is an attorney. The call must be logged in the cellblock activity log.

q. The SDUSM will ensure all separation orders are adhered to within cellblocks, and contract detention facilities are duly notified of the orders. If the detention facilities cannot accommodate the separation order, the prisoners shall be housed in different facilities.

r. The Prisoner/Cellblock Schedule in the PTS will be used to record daily prisoner productions, transfers, medical appointments, or any other activities reason from producing prisoners.

s. In the event of a mass arrest that results in a shortage of detention space, or an emergency situation requiring the removal of prisoners, the prisoners will be transported to a local contract detention facility that will accept USMS prisoners.

2. **Prisoner Processing:** The following is the minimum that is required for all new federal arrestees and/or prisoners upon initial receiving and screening:

- a. An interview will be conducted to gather all personal, arrest, and prosecution information. Any health-related issues or medications taken (including consciousness and mental state, body deformities, bruises, lesions, and ease of movement) will be recorded and entered into PTS within one working day.

b. **Prisoner Medical Records Release:** All USMS prisoners will complete the USM-552, Prisoner Medical Records Release Form, to authorize release of medical records upon initial intake or at the time of voluntary surrender processing and to provide information on medical insurance (if any).

- (1) The USMS intake officer may read the questions and content of the form to prisoners who cannot read. This form is also available in Spanish. (USM-552A).
- (2) If the prisoner refuses to complete the form, the USMS intake officer will note the refusal on the form.
- (3) The original USM-552 will be maintained in the prisoner file in the district, a copy is put in the district file, and a copy is provided upon transfer.

c. A unique USMS prisoner number (a.k.a. PTS number) will be assigned to new arrestees and entered into PTS within one business day. JDIS may be checked to ensure that a USMS number is not currently assigned to the arrestee/prisoner.

d. **Fingerprinting:** All federal arrestees will be fingerprinted.

- (1) **Felonies:** Prisoners will be fingerprinted and photographed using the Justice Automated Booking Station (JABS). If JABS is not available, a minimum of two fingerprint cards will be properly filled out, and fingerprints will be imprinted for each prisoner. When the USMS is the arresting agency and JABS is not available, one card will be mailed to the FBI's Criminal Justice Information Service Division to create a criminal record or identification, or to update an existing criminal record. One copy will be filed in the prisoners file.
- (2) **Non-serious Cases:** The NCIC will not include prints for non-serious crimes. A single set of prints will be taken on all non-serious and misdemeanor cases and placed in the prisoner file. According to 28 CFR 20.32(b), non-serious crimes and misdemeanors are defined as drunkenness, vagrancy, disturbing the peace, curfew violation, loitering, false fire alarm, nonspecific charges of suspicion or investigation, traffic violations, etc. If there is any doubt as to whether a case is non-serious, the FBI will be contacted to determine whether the case is a serious crime.
- (3) All fingerprints of USMS prisoners will be captured either by JABS or on a FD-249 Fingerprint Card and filled out as completely as possible. All fingerprint impressions must be legible, fully rolled, and classifiable including fingerprints taken on the JABS machine. Fingerprints must be validated prior to submission of prints via the JABS machine.
 - (a) As a safety precaution when fingerprinting, deputies will remove all personal equipment that could be used in an escape attempt or cause personal injury.
 - (b) Districts may establish a procedure or policy regarding furnishing other federal investigative agencies with a set of fingerprints. A duplicate set of fingerprints may be taken or printed from the JABS machine and furnished to any state division for criminal identification upon request.
 - (c) When a district fingerprints a subject arrested by another agency, the FD-249 will be completed in a manner that will ensure that the arresting agency receives a copy of the criminal history and the arresting agency receives credit for the arrest. The Inter-Agency Booking Module has been included in the JABS machine that allows the district to submit prints for the arresting agency. It is recommended that districts use the Inter-Agency Booking Module. The procedures for completing an Inter-Agency Booking can be found in USMS JABS Manual V4.
 - (d) **NOTE:** It is the arresting agency's responsibility to take fingerprints and to submit an FD-249 to the FBI's Criminal Justice Information Service Division. The USMS may do this for an arresting agency as noted above, however if the arresting agency does not provide the necessary ORI codes then the arresting agency must submit their own FD-249 to the FBI.
 - (e) If a prisoner/arrestee refuses to having fingerprints taken, the deputy may use necessary and reasonable force to obtain the fingerprints. If the prisoner has not

been taken before the U.S. Magistrate prior to refusing to be fingerprinted, the U.S. Magistrate should be informed.

When necessary force is used to obtain fingerprints, a USM-210 will be completed and submitted to the SDUSM. A copy of the USM-210 will be placed in the prisoner's file. A copy will also be forwarded to the assigned Assistant U.S. Attorney.

- (f) In incidents where the defendant appears for initial hearing or arraignment, either voluntarily or pursuant to a summons, the SDUSM will notify the Assistant U.S. Attorney or the U.S. Magistrate that the defendant has not been previously processed and request that the court order the defendant to appear in the USMS office for processing.
 - (g) Federal prisoners may be fingerprinted while being held in local detention facilities if the local procedure requires fingerprinting of all prisoners.
 - (h) Fingerprint cards will not be returned to arrestees/prisoners. Original fingerprint cards submitted in connection with federal arrests become part of official government records and will not be returned or destroyed except when ordered by a federal court.
 - (i) If the fingerprints are returned as unclassifiable, the following steps will be taken:
 - The originating district will determine if a classifiable set of fingerprints is available, and if available, they will be forwarded to the FBI.
 - If the district does not have a classifiable set of fingerprints, new fingerprints will be taken. If the defendant is free on bond and will not voluntarily return for fingerprinting, arrangements will be made to obtain a new set of fingerprints by court order or at the time the defendant has a court appearance.
- Processing Juveniles: See below *Processing Juveniles*.

3. Prisoner Records: Prisoner records will be maintained in PTS and updated continuously by the Criminal Clerk. Records not contained in PTS will be maintained in the prisoner file. A prisoner file will be made for every prisoner, in custody or bonded. At a minimum, the label on the prisoner file will list the prisoner's name, (last name, first name, middle name) and the USMS number. Prisoner files will be uniform throughout the district.

a. Records not contained in PTS will be maintained in the prisoner file:

- (1) Two photographs: On the reverse side of the photograph, the prisoner's name, date of birth, sex, USMS prisoner number, and the date of the photo will be recorded. A stamp or preprinted label may be used.
- (2) FD-249, *FBI Fingerprint Card(s)*
- (3) USM-129, *Prisoner Custody, Detention, and Disposition Record*
- (4) USM-312, *Personal History of Defendant*
- (5) USM-40/41, *Prisoner Remand or Order to Deliver & Receipt for U.S. Prisoners*
- (6) USM-18, *Federal Prisoner's Property Receipt*
- (7) Criminal History
- (8) Warrant Information Network (WIN) entry printout
- (9) USM-237, *Record of Prisoner Medical/Hospital Expenses*
- (10) USM-552/553, *Prisoner Medical Records Release Form/Medical Summary of Federal Prisoner/Alien in Transit*
- (11) Any medical billing or records

- (12) USM-130, Prisoner Custody Alert Notice
- (13) Detainer(s)
- (14) Writs of Habeas Corpus and U.S. Attorney Special Requests
- (15) Judgment and Commitment orders
- (16) Booking sheets
- (17) USM-11, Report of Investigation
- (18) USM-210, Field Report
- (19) Any movement manifests
- (20) Any other relevant court documents or letters

4. Prisoner Property: All property in the possession of a prisoner, when remanded to USMS custody, will be inventoried on a USM-18, *Federal Prisoner's Property Receipt*. If no property is taken, a USM-18 should be completed to state so. As soon as the property of a prisoner is inventoried and annotated on a USM-18, it must immediately be put into a secure container (cabinet, locker, room, vault) that has limited access. The property will be secured until it is given to the prisoner's attorney, family member, or other representative, or mailed out later that day or in the near future. Prisoner property will not be commingled with USMS property, supplies, or evidence. In the unusual case where prisoner property is not immediately turned over to another person or mailed out, but retained by the district, it should be turned over to the district's in-custody property custodian for control and storage. Upon the release of a prisoner, the property returned to the prisoner will be compared to the previously completed USM-18. The prisoner will acknowledge receipt of the property by signing the USM-18.

5. Processing Juveniles: Juveniles who are not included in paragraphs a-c below will not be fingerprinted:

- a. The juvenile is prosecuted as an adult;
- b. The juvenile is found guilty of an act of delinquency by committing an act which if committed by an adult would be a federal felony crime of violence or drug offense under 21 USC 841, 952(a), 955, or 959; or
- c. The juvenile has been found guilty of an act of delinquency by committing an act after his or her 13th birthday which if committed by an adult would be a federal felony crime of violence under 18 USC 113 (assault), 1111 Murder, 1113 Attempted murder, 2111 Robbery, 2113 Bank Robbery, 2241 (a) Aggravated Sexual Abuse, or 2241 (c) Sexual Abuse of a Person under 12 years old, or by possessing a firearm during the aforementioned offenses.
- d. Juveniles who are not included in paragraphs a-c above will not be fingerprinted or photographed at the time of processing without a court order. A district that processes a large number of juvenile delinquency cases may seek standing court orders that permit fingerprints and photographs of juveniles to be part of the booking process.
- e. Generally, during the course of any juvenile delinquency proceeding, all information and records (name, picture, etc.) relating to the proceeding or court case shall not be disclosed directly or indirectly to anyone. Information may be released as prescribed in the 18 USC 5038 or, if uncertain, check with the prosecuting Assistant U. S. Attorney.
- f. Juvenile records will be stored separately from adult records and safeguarded from disclosure to unauthorized persons, as required by 18 USC 5038(a). Each juvenile criminal record file (hard copy or electronic, other than PTS) will be specially marked and/or color-coded so that it is clearly identified as a juvenile record.

6. Prisoner Tracking and Processing: The following procedures are to be followed regarding the receipt, processing, and tracking of prisoners in operational custody of the USMS. These procedures will be followed to ensure consistent, accurate, and up-to-date prisoner statistics are maintained and that prisoner data is uniform and districts may track prisoner activity continuously.

It is generally the responsibility of the operational personnel of a district to process a prisoner and enter the initial data into PTS. It is generally the responsibility of the administrative personnel of the district to update the prisoner's records. Therefore operational personnel will use the All Intakes menu in PTS and administrative personnel will use the USM-129 Update/Release menu in PTS. It is possible that due to staffing needs an operational person will do an update in the PTS system. It is recommended that limits are placed on personnel access to the system via the Security Menu.

All individuals coming under operational custody of a USMS district will be entered into PTS.

a. Commitment of Federal Prisoner

USMS Custody: It is a requirement that all prisoners in USMS custody possess a commitment document or warrant issued by a U.S. Magistrate, U.S. District Court Judge, or other authorized officer of the U.S. Courts. (See 18 USC 3041).

U.S. Marshals may take a prisoner, arrested by other federal law enforcement agents, into custody only when a proper commitment document or warrant is presented at the time of transfer.

When the warrant has been issued in another district and is not in the hands of the arresting officer, it is the responsibility of the U.S. Marshal (USM) in the district where the defendant is apprehended to ensure the warrant is obtained (forwarded) from the issuing district. The warrant must then be properly executed by the arresting officer.

If the prisoner is already in the custody of the USM, the warrant must be executed on behalf of the arresting officer by the USMS.

Example:
Special Agent John Jones, FBI
By, Jack Brown, DUSM

- (1) USMS personnel will use Form USM-40/41 (Prisoner Remand/Order to Deliver) when committing or requesting the release of a prisoner in USMS custody to a federal or contract detention facility.
- (2) All USMS contract facilities will be instructed not to accept custody of prisoners from a Federal agency other than the USMS or the Bureau of Prisons (BOP) unless the committing agency completes a Form USM-40/41. All such completed forms are to be sent immediately to the local USM so that the prisoner custody status can be entered into the Prisoner Tracking System (PTS).
- (3) When it is necessary to house a prisoner in a contract detention facility during a Prisoner Coordination (PC) trip, the deputy-in-charge of the trip will immediately submit a copy of Form USM-40/41 to the local USM allowing the USM to update prisoner records in PTS and verify detention facility bills.
- (4) When out-of-district USMS personnel commit a prisoner to a contract detention facility with the intent to change custody (i.e., transporting deputies commit a prisoner to a contract detention facility for further removal through the Justice Prisoner and Alien Transportation System (JPATS), the prisoner becomes the operational responsibility of the local USM. The transporting deputy-in-charge must contact and inform the receiving USM of the location of the prisoner.

A complete set of USMS prisoner records must be provided (forwarded/faxed) to the receiving U.S. Marshal. If the change of custody occurs after regular office hours, the transporting deputies may leave the prisoner's records with the local jail for pickup by the local USM. When this occurs, the transporting deputy in charge will notify the local USM the following morning.

Operational custody is the physical receipt of a prisoner by a district followed by processing and retention of the prisoner. A prisoner is in a district's operational custody until the prisoner is released, has completed the judicial process, and (in the case of sentenced prisoners) is released to BOP and their record is closed out. All prisoner activity will be recorded in PTS. In the case of extensive prisoner movements due to the writ

process or any other proceeding, correct procedures must be followed every time a prisoner is taken into operational custody. For specific instructions for entering information into PTS, refer to USMS Publication Number 52, *Prisoner Tracking System User's Manual*.

a. Reporting: Each USM is responsible for ensuring that prisoner information is entered into PTS correctly and in a timely manner. The USM will also ensure that his/her district submits a USM-268, *USMS District Prisoner Data Report*, and a USM-268A, *Prisoner Detention Report/Jail Utilization Record*, no later than five business days after the end of the month.

b. General PTS Data Entry and Processing Guidelines: The following guidance is to be applied by all PTS users when entering data into the PTS system:

- (1) Operational Custody: All individuals in operational custody are considered active prisoners and must be entered in PTS.
- (2) Provisional Warrants: Prisoners arrested on provisional warrants are to be entered into PTS. For security and safety reasons, all charges against the prisoner will be entered into PTS and not, for example, the charge of "fugitive."
- (3) In-transit Prisoners: Districts that house prisoners for other districts or JPATS will enter prisoners in the PTS system using the TRANSIT status code in order to track detention facility days for payment of detention facility bills. It is mandatory that the host district follow this procedure in order to ensure fiscal and custodial accountability. The originating district will maintain the full prisoner record in their PTS system. The originating district must provide written notification to the host district, stating that in-transit prisoners will be housed in their district. This policy applies to those prisoners in pretrial, awaiting sentencing, and awaiting designation status.
- (4) Name Search: A name search is a mandatory function in PTS. Name searches are required in PTS and the Justice Detainee Information System (JDIS) on all intakes to ensure that prisoners are not assigned a second USMS prisoner number. A name search may be made for informational purposes only or as a part of the USM-I29 intake.
- (5) Prisoner Numbers: The USMS prisoner number is a unique identifier similar to a social security number. Only one number will be assigned to a prisoner through the PTS system regardless of location or number of times arrested. For example, if a district assigns a prisoner a number and later discovers that the prisoner was previously assigned a number from another district, the district will change the number to the previously assigned number. Prisoner numbers, once they are assigned to a prisoner, do not change throughout the prisoner's custody history (including multiple and subsequent arrests).
- (6) Arrest Screen: The arrest date is the date on which the arresting agency apprehended the prisoner/detainee.
- (7) Court Case Screen: Federal court cities are those cities designated as such by the United States Congress. The list of federal court cities contained in PTS will be updated in the system as changes occur. In PTS the federal court city having jurisdiction where the prisoner is arrested will automatically be shown as the prisoner's federal court city. If the prisoner is prosecuted in a different jurisdiction, the alternate federal court city must be updated in the prisoner's PTS record manually. Accurate information on federal court cities is essential since it is used to assess detention needs.
- (8) Status Screen
 - (a) Location and Status Codes: These codes will be changed in PTS each time a prisoner is moved or has a change in status. Delays in the changing of status or location codes could result in the loss of information regarding the prisoner's custody history and inaccurate location history.
 - (b) State Prisoners in USMS Custody on Writ Ad Testificandum: If the sentence of a state prisoner expires while in USMS custody, the district should coordinate with the state concerning disposition of the prisoner and use the RL-WHCAT status code to release the prisoner. If federal charges are pending on the prisoner, the prisoner

would then be readmitted on the federal charges.

- (c) State Prisoners Arrested on a Writ Ad Prosequendum: A prisoner arrested on a Writ Ad Prosequendum from a state facility who will continue to be housed in the state facility will be released using the RL-WHCAP code each time the prisoner is returned to the state facility. Each time the prisoner is subsequently returned to the district's operational custody on the same Writ Ad Prosequendum, the status code for the prisoner will be updated to WHCAP. A waiver to defendant's rights under the Interstate Detainer Act must be issued by the courts so a prisoner may be released back to the state pending federal charges.
- (d) Prisoners Released on Medical Study and Observation: Prisoners who are released to the BOP for any type of health care (i.e., mental health or medical treatment) will be assigned the status code of RL-MED until the prisoner is returned to the operational custody of the district. The status code of RL-MED also applies to non-sentenced prisoners housed in the BOP. (For example, a prisoner housed in the Metropolitan Correctional Center is transferred to the Federal Medical Center Rochester for a study and observation will be assigned RL-MED code.) Once the prisoner is returned to the operational custody of the district, the prisoner will be assigned his or her previous status code such as WT-Trial. Prisoners who are released to any local hospital or state health care facility will be assigned the facility code of LOC. Once the prisoner is returned to the detention facility, the previous detention facility code will be used.
- (e) USMS Custody Date: The custody date is the actual date that the USMS assumes operational custody of a prisoner/detainee.
- (f) Custody Release Date: The custody release date is the date the district releases operational custody of a prisoner.

(9) Facility History Screen

- (a) Facility Codes: Correct use of facility codes is essential and mandatory in PTS. Generic detention facility or location codes, for example "BOP" or "FCI," will not be used to designate the location of prisoners. Contact POD (Contract Specialist) for any new detention facility unit codes that are required, or for any questions regarding existing detention facility codes. Only IGA codes or federal facility codes assigned by Headquarters will be entered in PTS. Entering detention facility or location codes will be performed by the POD.
- (b) Facility Admit Date: The facility admit date is the date that a prisoner is admitted to a facility.
- (c) Facility Release Date: The facility release date is the date the USMS releases a prisoner from a facility.

(10) Special Handling Screen: Although the Special Handling Remarks field is optional in PTS, it is critical that the field be completed. Information relating to the prisoner could have an impact on safety and security of personnel coming into contact with the prisoner.

(11) TB Clearance Screen

- (a) (1) This screen allows districts to document prisoners TB testing and clearance status and appears during the USMS-129 processing. The TB information will be received from the jail once cleared.

In the 'Clearance' field enter:

'Y' to indicate subject has been tested and is cleared and acceptable for transport, or

'N' to indicate subject has **not** been tested and/or is **not** cleared for transport

If 'Y' the 'Assessment Date' field must be filled in with the date the test was conducted. The 'Expiration Date' field will automatically reflect how long the clearance is good;

334 days after the assessment date.

If 'N' the 'Assessment Date' field must be filled in; no expiration date will be indicated.

Once all TB data is appropriately updated, select F to SAVE the record, the screen will return to the USM-129 Update/Release Menu.

(b) A TB report must be run and reviewed by the district management at least once a month for districts to monitor prisoners not cleared or whose clearance has expired.

(12) USM-129, Update/Release

(a) Special Assessment Fees: Do not include special assessment fees in the disposition field on the USM-129. Special assessment fees are tracked by the court and are not a factor affecting prisoner tracking or processing.

(a) Readmit: A prisoner is readmitted to custody when he or she is brought back into custody on the same charge or court case after being released (i.e., on bond). The readmit status code should always be used prior to the entry of the actual status code; i.e., READMIT/WT-SENT would be used if a prisoner was out on bond and remanded at change of plea.

(a) Sentence Screen: Fine or restitution remarks will be reflected in the fine/restitution field in PTS because they are a part of a judgment.

(a) Detainer Received Screen: The detainer received screen is used when the district needs to add/update the information about prisoners who the district has in their custody and are wanted by another federal or state agency.

(13) USM-312, Update Menu: The USM-312 form will be filled out as completely as possible. Important information such as aliases not captured could result in a prisoner not being accurately identified. In the case that a prisoner "alias" is discovered to be the true name of a prisoner, the arresting name must be used until a court order is received to change the name.

(14) Prisoner Schedule Screen: Each time a prisoner is produced for a court appearance, or for any other reason, all required information must be completed in the prisoner/cellblock schedule. All prisoners who are on bond and are appearing in court should be on the prisoner/cellblock court schedule. If the prisoner is subsequently remanded, the schedule type should be changed from "bond" to "court." One prisoner production is defined as one trip from the detention facility to various destinations and back, as a one-way transfer between facilities for prisoner management purposes, or as a result of a new arrest (including remands and bonds). The following types of prisoner productions will not be counted:

(a) Prisoners who are removed from a detention facility to be transported by district personnel to their designated facility within the district for service of sentence;

(a) Prisoners moved on a PC trip. Prisoner movements scheduled by Prisoner Coordination/JPATS are not included in prisoner productions.

(15) Subsequent Arrest Screen: A subsequent arrest occurs when a prisoner is arrested on charges other than those for which he or she was originally arrested. The prisoner can be subsequently charged with additional offenses even if he or she is currently in custody or on bond.

(16) Detainer Lodged Screen: When the user has a detainer to lodge they will enter the information on the detainer lodged screen. When the district finds it necessary to update detainer lodged information this should be done on this same screen. User will not use the location code of "DET" to track detainer.

(17) FBI Disposition Report: The FBI Disposition Report is automatically generated by PTS and must be forwarded to the FBI at the conclusion of the case for USMS arrests only.

(18) Monthly submission of USM-268 and USM-268a Reports: The USM-268 and USM-268A

Reports are due to POD no later than five business days after the end of the month. For example, the May data are due to POD by the fifth business day of June. These reports should be run from each district's PTS system and will be automatically generated from data that have been entered into the system. Incorrect PTS data-entry procedures will have a negative impact on the accuracy of the statistics generated. The reports should be run for the complete month. Running the report before the end of the month could result in a failure to capture all of the data, causing the report to understate the workload of the district. Each report should be submitted both electronically through PTS and in hard copy (via fax or mail) to POD. The data collected from individual district reports are consolidated monthly by POD into national-level data that are provided to the Department of Justice to support USMS budget requests, prisoner population projections, and detention needs; therefore, it is important that districts keep their PTS records up-to-date and submit their monthly PTS reports in a timely manner. POD mails quarterly reports to the districts for their review. These reports display the district's population and detention information received by POD during the current fiscal year.

(19) USM-268 Report Description: The USM-268 report is a monthly statistical report submitted to POD which captures the district level prisoner activity for the month, including prisoners received and produced, average daily prisoner population (at the suboffice level), and criminal offense information. The USM-268 report is divided into four major sections. Individual sections regarding policy and the type of information contained in each section are discussed on the following pages. The description of each section of the USM-268 report will assist the user in understanding why the use of correct codes is critical to ensure that prisoner activity is accurately portrayed in the USM-268 report.

Section 1: Prisoners Received for the Month: Information contained in Section I of the USM-268 report is originally entered when a prisoner is brought in on an initial intake or when readmitted to custody as a result of a subsequent arrest. All individuals received by the district will be entered into PTS. Misdemeanants who appear in court voluntarily as a result of a summons and are not produced or in-processed by the district will not be entered in PTS. Once a prisoner is "received" in the district, the concept of "assumption of operational custody" by the district applies. An individual is considered a prisoner of the receiving district until the prisoner's record is closed in PTS. Prisoners who will be counted as received include:

- (a) **New Intake Prisoners:** New intake prisoners are those prisoners received by the district as a result of an arrest (either USMS or other agencies such as the FBI or DEA). Only those prisoners USMS arrests. Arrests associated with provisional warrants are considered USMS arrests as well as new intake prisoners. New intake prisoners are those for which a new USM-129 is initiated/activated and photographs taken. Prisoners initially received by a district on a Writ Ad Prosequendum are counted as USMS arrests. Recaptured escapees will be considered USMS arrests and new intake prisoners. Prisoners who are readmitted from bond, medical study, or who voluntarily surrender are not to be counted as new intakes because they are readmitted by changing their status code to WT-TRIAL.
- (b) **Received on Writ:** Prisoners received in the district as a result of a writ (such as Ad Testificandum or an Attorney's Special Request) are included in the "Received on Writs" column in Section I. In the case of a Writ Ad Testificandum, a new writ is required each time the prisoner is brought in for testimony. The prisoner will also be released with the RL-WHCAT code each time the writ is satisfied.
- (c) **CTC Failures/Probation/Parole Violators:** Prisoners who are taken into USMS custody after being reported by the BOP as program failures from a Community Treatment Center or as probation/parole violators are counted in this column.
- (d) **Material Witnesses:** Prisoners who are placed in USMS custody to be held as material witnesses and are provided housing and support in contract detention facilities, private facilities, or federal institutions are counted in this column of Section I.
- (e) **Self-surrenders/Medical Studies:** The "Self-surrenders/Medical Studies" column includes self-surrenders and study and observation cases.

- (f) In-transits Processed for Month: Prisoners traveling through or housed in a district in a detention facility while a JPATS scheduled trip are reflected in this column and are given the status code of TRANSIT. This column is used to track the number of in-transit prisoners processed by each district. The number is not included in the total prisoners received count.

Section II (Prisoner Productions for the Month): Section II of the USM-268 report captures information concerning the general types of prisoner productions accomplished by the district for the month. In order for a prisoner production to be counted in Section II, the prisoner must be entered on the Schedule/Cellblock Update Screen. If the Schedule/Cellblock Update Screen is not completed, the district's production count will not accurately reflect district workload. The following definition of a "prisoner production" will always apply when entering prisoner production data in PTS: **Prisoner Production:** The number of times prisoners are produced for judicial proceedings, meetings with attorneys, transported for medical care, transferred between sub-offices, and transferred between detention facilities. One prisoner production is defined as one trip from the detention facility to various destinations and back, as a one-way transfer between facilities for prisoner management purposes, or as a result of a new arrest (including remands and bonds). There are four categories of productions that are shown on the USM-268 report:

- (a) Initial Appearances/Detention Hearings: This category includes the number of prisoners produced by USMS personnel for initial appearances and detention hearings (including bond hearings) during the reporting month.
- (b) For Trial: This category includes the number of prisoners produced each day for a trial by USMS personnel. A prisoner returned for sentencing would be included in this category.
- (c) For Other Judicial Proceedings: This category includes prisoners produced for motions, appeals, and any other similar judicial proceeding.
- (d) Other: This category includes prisoners produced for medical care (either in- or out-patient care), meetings with attorneys, and prisoner transfers between suboffices or detention facilities.

Section III (Detention Statistics for Month by Federal Court City): Section III includes all prisoners for whom the district retains operational custody and are committed to detention facilities (contract, private, or federal). The following categories are shown in Section III broken out by male, female and juvenile:

- (a) Court City: The "Court City" column shows all prisoners having judicial proceedings in each federal court city in the district. It is very important that the correct federal court city be designated in PTS for all prisoners when judicial control of a prisoner changes. When judicial control changes, the new federal court city must be updated in PTS.
- (b) Average Population for Period: Based on the prisoner data contained in PTS, the average daily population for each federal court city will be calculated for the reporting month.
- (c) Released During Month: The number of prisoners released from detention facilities in each federal court city will be shown in this column based on the information on release dates contained in PTS. All information discussed above will be subtotaled for each federal court city and then totaled by category to capture district-level totals.

Section IV (Criminal Cases by Offense): Section IV of the USM-268 report captures offense data based on the National Crime Information Center (NCIC) Uniform Offense Codes entered in each prisoner's criminal case in his/her primary charge. The NCIC codes have been grouped together to form 15 general offense categories for reporting purposes. The following offense categories appear on the USM-268 report:

- (a) Immigration Homicide

- (b) Kidnapping Sexual Assault
- (c) Robbery Assault
- (d) Threats Arson
- (e) Drugs Sex Offenses
- (f) Weapons Offenses Parole/Probation Violations
- (g) Civil Rights White-collar Crime
- (h) All Other

(20) USM-268A Report Description: The USM-268A report displays the number of detention facility days used at federal and contract facilities and calculates the housing cost for each contract detention facility as well as a total housing cost for the month. The report is automatically generated from the data entered in each prisoner's PTS record. Descriptions of the types of data reported on the USM-268A are as follows:

- (a) Federal Facilities: The USM-268A lists the name and unique location code (three alpha characters) of each federal facility and the number of days used during a specified time period. Federal institutions are usually BOP facilities such as an MCC, PCI, FDC, etc. The USMS does not pay to house its prisoners in federal institutions; however, the federal data are included in USMS prisoner custody counts.
- (b) Contract Facilities: The USM-268A also lists the name, unique location code (three alpha/numeric characters) of each contract facility, and the number of days each was used during the month. Contract facilities include both IGA and private facilities. Local detention facilities have an IGA or Limited Use Agreement (LUA) with the USMS to house federal prisoners for a fixed per diem rate. Detention beds in private facilities are procured under a FAR contract. The USM-268A also displays the current per diem rate for each facility, calculates the cost for each facility by multiplying the rate by the number of days used, and adds the individual facility costs together for a total housing cost.

7. **Courtesy Holds:** The district may temporarily hold an arrestee received by non-USMS personnel in the cellblock until the arresting agent(s) make arrangements for the prisoner's initial appearance before a U.S. magistrate. A prisoner remains the responsibility of the arresting agency until remanded to the custody of the USMS by the courts. [REDACTED] from the arresting agency must stay with the prisoner or the prisoner will not be allowed in the USMS cellblock. Official credentials must be presented by the person(s) producing the prisoner.

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The districts are strictly prohibited from formulation hold harmless agreements between USMS and any law enforcement agencies.

a. **Dissemination of Criminal Information:** Prisoner information is considered Law Enforcement Sensitive and should not be disseminated outside of law enforcement agencies. The USM-129 may be given to the facility housing the prisoner. If information is given to law enforcement agencies outside the Department of Justice this must be recorded on the USM-83, *Privacy Act Disclosure Recording (Accounting) Log*.

8. Health and Safety

a. At least one sign will be posted in each cellblock advising prisoners how to request emergency medical assistance. The signs will be written in English and any other language prevalent in the geographic area. The signs should be posted in an area that the prisoners occupy or pass through, e.g., a corridor or cellblock area. Districts may have these signs fabricated locally or may request assistance from POD. **Example:** "If emergency medical service is needed, immediately notify the security staff."

b. A first aid kit will be available in each cellblock and replenished as necessary. The SDUSM will inspect the first aid kit weekly to ensure it is adequately supplied and note the inspection in the

cellblock activity log.

9 Key Control: Cellblock keys will not be left unsecured or unattended in the cellblock, hanging in locks, laying on desks, or in drawers. Keys utilized for entry into office space or emergency exits will not be allowed in the cellblock.

a. Deputies assigned to the cellblock will be held accountable for key control at all times. Each deputy is responsible for returning keys to the designated security areas after use. The SDUSM is responsible for accounting for all keys at the end of each workday.

b. Duplicate sets of keys for the cellblock will be maintained by the SDUSM. One set will be placed in an easily accessible but secure area to be used in emergency situations. One set will be kept by the deputies responsible for working in the cellblock area. Other duplicate sets of keys will be secured at all times.

c. Cellblock keys will be rotated annually with the emergency keys to ensure that all keys are worn at the same rate. This will avoid a situation where a brand new key will no longer open a worn lock.

10. Temporary Release to Others

a. A district is authorized to relinquish temporary custody of a prisoner to an officer of the court or a law enforcement officer based on the following authorities:

- (1) Written order of the federal court of commitment;
- (2) Written authorization from the U.S. Attorney's Office which has been approved by at least a supervisory AUSA; or a
- (3) State writ of habeas corpus or other court order, with the approval of the case AUSA and federal court of commitment.

b. A deputy responsible for the release of a prisoner will make a positive identification of the prisoner prior to release.

c. Districts shall develop procedures for the release of prisoners to the temporary custody of law enforcement officers. These procedures may include information regarding the place that custody will be transferred, the duration of temporary custody, and any security measures to be utilized. If necessary, districts may seek standing court orders adopting these procedures. A USM-41 will be executed to reflect the transfer of custody.

d. A deputy is not authorized to relinquish temporary custody of a prisoner for the purpose of aiding an ongoing investigation without prior approval obtained from the Office of Enforcement Operations (OEO), DOJ. OEO approval is not necessary when the prisoner is removed from a detention facility for a routine interview. A routine interview is one that elicits background or fact information but does not involve a prisoner becoming active in an investigation. It is the U.S. Attorney's and investigating agency's responsibility to obtain OEO approval for use of prisoners in non-USMS investigations. When the district management is approached with a request to produce a prisoner to assist an investigation, district management shall require that a memorandum, signed by the U.S. Attorney or a supervisory AUSA contain the following information:

- (1) Identification of the prisoner
 - (2) Length of time the prisoner will be out of the custodial facility
 - (3) Whether the prisoner will be taken out of the district
 - (4) What measures will be taken to insure the prisoner will not abscond
 - (5) Whether OEO approval has been sought and/or granted
 - (6) The Witness Security Program manager will direct all USMS activities involving a protected prisoner witness

11. Emergency Procedures

a. The following emergency equipment and procedures are required for each cellblock:

- (1) A smoke detection device(s) and fire suppression equipment approved by General Services Administration (GSA). The location of the equipment will also be approved by GSA.
- (2) District management will ensure that all deputies assigned to a cellblock know how to operate available fire suppression equipment.
- (3) Emergency equipment and devices shall be tested at least semiannually and visually inspected weekly. The GSA building manager should be contacted to assist with testing and inspections of all emergency equipment. If GSA does not test fire suppression equipment, the district will contract with a commercial firm to provide the required testing and documentation. JSD Central Courthouse Group (CCMG) will be contacted prior to contacting a commercial firm to provide suppression equipment testing. The semiannual test of equipment and weekly visual inspections will be documented by the SDUSM in the cellblock activity log.
- (4) Automatic fire detection devices and alarm systems will be visually inspected daily and tested each month. The monthly test will be documented.

Summary of Testing, Inspection and Documentation Requirements

Type of Equipment/Device	Testing	Visual Inspection	Documentation Required
Emergency Equipment & Devices	Semiannually	Weekly	Semiannual Test Weekly Inspection
Automatic Fire Detection Devices	Monthly	Daily	Only Monthly Test
Alarm Systems	Monthly	Daily	Only Monthly Test

b. Districts will develop district directives which implement an emergency evacuation plan, designating at least one emergency exit to be used during an evacuation. A sign showing the emergency evacuation route will be posted. All exits will be identified by a sign.

c. Districts will include in their district directives on cellblock operations an action plan in the event of a fire or bomb threat. Prisoners will not be removed from the cellblock unless an imminent threat exists. An apparent emergency may be a hoax designed to offer an opportunity for escape. If removal is necessary, prisoners will be restrained in a manner that affords evacuation, but maintains security. An adequate number of deputies will be assigned to ensure safe removal of prisoners. Prisoners should be returned to the cellblock as soon as the area has been properly searched and rendered safe.

d. Cellblock Disturbances: Districts will develop district directives which implement an action plan in the event of a cellblock disturbance. Prisoners not participating in the disturbance will be removed or separated from the area. If necessary, force or chemical weapons may be used in accordance with USMS policy to gain control of the situation. A cellblock disturbance shall be reported to the POD as soon as practical. POD will notify the Deputy Director. The district will investigate the incident to establish the cause of the disturbance so it may be prevented in the future.

e. A warning system will be in place to make the control room/SDUSM aware of an emergency in the cellblock. This may be accomplished by use of a constantly monitored CCTV system, cellblock duress alarm system, audio monitoring system, two-way communication, or a personal panic alarm. There will be an adequate number of warning systems to cover all areas of the cellblock. (The CCMG must be contacted prior to any modification of electronic security systems.)

f. Escapes: Prisoner escapes/attempted escapes will be reported immediately to the USM, CDUSM, and the USMS Communications Center. The Communications Center will notify the Investigative Operations Division (IOD) duty officer and WSD. Any escape is considered a major case investigation and will be coordinated with and reported through ISD. In addition, the following procedures will be followed:

Cellblock Operations

- (1) Provide descriptions, identities, and pending charges or known offenses of escapees to all on-duty personnel and adjoining jurisdictions as quickly as possible;
- (2) Secure the cellblock, account for all prisoners, and inspect to ensure proper functioning of the cellblock security doors and devices; and
- (3) Designate a supervisor to coordinate information-gathering and search efforts among USMS personnel and other law enforcement authorities.

g. Hostages: Districts will develop a district plan to address hostage situations in the cellblock area. The Special Operations Group may assist in developing an action plan. A hostage situation shall be reported to the USMS Communications Center as soon as practical. The Communication Center will in turn notify the Deputy Director and POD. The district will investigate the incident to establish the cause and to prevent recurrence. At a minimum the following will be included:

- (1) Inform all personnel that orders given by any hostage are not valid and will not be obeyed.
- (2) No weapons will be introduced into the hostage situation.

12. Responsibilities

a. U.S. Marshals/Chief Deputy U. S. Marshals:

- (1) Develop and implement district directives for the unique operation of the district's cellblock that were not covered in this policy directive. A district directive will not supercede or alter this policy directive.
- (2) Appoint an SDUSM (or deputy for districts without an SDUSM) as responsible for the supervision and administration of the cellblock and operations.
- (3) Ensure that a copy of this policy directive is available in each cellblock.

b. Prisoner Operations Division:

- (1) Assist districts with all aspects of cellblock operations and policy directive development.
- (2) Provide oversight for prisoner-related policies and procedures.
- (3) Receive and process cellblock and prisoner incident reports.

c. Investigative Operations Division:

- (1) Assist districts in all aspects of investigating prisoner escapes.
- (2) Process and review escape investigations.

d. Judicial Security Division (CCMG): Assist districts with all aspects of the cellblock physical facility.

13. Definitions

a. Deputy (U. S. Marshals): includes all operational employees assigned to the 1811 job series, 0082 series, Detention Enforcement Officers, contract guards, and USMs.

b. Cellblock: A secure area in the USMS office intended to house prisoners waiting for their court proceedings. The cellblock is a federal detention facility. (See 18 USC 1791 (d) (4)).

c. Holding Cell Area: A secure cell/area not located in the USMS office space. Holding cells are generally adjacent to courtrooms or interview areas.