**Inspectors General Checklist**

**DETENTION FACILITIES 1630**

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| --- | --- | --- | --- | --- | --- |
| This checklist applies to all levels of PMO/MCPD at Bases/Installations/Commands that operate a Detention Facility (Holding Cells or Detention Spaces). | | | | | |
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| **Functional Area Sponsor:**  Deputy Commandant Installations and Logistics (DC I&L) (LF) | | | **Name of Command** | |
| Subject Matter Expert: CWO3 Christopher Nichols | | | **Date** | |
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| **Revised:** 07 November 2022 | | | **Final Assessment**  **Discrepancies: Findings:** | |
| **Overall Comments:** Place Here | | | | | |
| Subsection 1 - ADMINISTRATION (applies to holding cells and detention spaces unless  otherwise indicated) | | | | | |
| 0101 | | Has Assistant DC I&L officially designated the establishment of the detention facility as a holding cell or detention space?  Reference: SECNAV M-1640.1, Ch 2, art 2101, par 2 | | | |
| Result | | Comments | | | |
| 0102 | Is the detention capability located outside of the military confinement facility?  Reference: Reference: SECNAV M-1640.1, Ch 2, sect 1, par 2101.1.a. | | |
| Result | Comments | | |
| 0103 | Is same gender supervision requirements enforced?  Reference: Reference: SECNAV M-1640.1, Ch 4, sect 1, par 4207, and  Ch 12, sect 1, par 12201.2. | | |
| Result | Comments | | |
| 0104 | | Is a NAVMC 11130 Statement of Force/Use of Detention Space or DD 2707 Confinement Order where required used for persons held in a detention facility?  Reference: SECNAV M-1640.1, Ch 12, art 12101.5 | | | |
| Result | | Comments | | | |
| 0105 | | Are detention spaces secure enclosures that support short-term detention?  Reference: SECNAV M-1640.1, art 12101.6 b | | | |
| Result | | Comments | | | |
| 0106 | | Are persons restricted from being placed in detention for protective  custody and/or safekeeping?  Reference: SECNAV M-1640.1, Ch 12, art 12101, par 4 | | | |
| Result | | Comments | | | |
| 0107 | | Do holding cells meet construction requirements?  Reference: SECNAV M-1640.1, art 12201, par 4 | | | |
| Result | | Comments | | | |
| 0108 | | Do holding cells meet habitability requirements?  Reference: SECNAV M-1640.1, art 12201, par 6 | | | |
| Result | | Comments | | | |
| 0109 | | Are lighting and ventilation surveys for holding cells conducted at least  triennially with results maintained for three years?  Reference: SECNAV M-1640.1, art 12201, par 6 | | | |
| Result | | Comments | | | |
| 0110 | | Is use of force to place persons in a detention facility limited to the minimum amount of force required?  Reference: SECNAV M 1640.1 art 12301.3b. | | | |
| Result | | Comments | | | |
| 0111 | | Are persons confined in a holding cell for longer than 24 hours  provided a shower and 1 hour of physical exercise?  Reference: SECNAV M-1640.1, art 12401 | | | |
| Result | | Comments | | | |
| 0112 | | Is the Detention Facility log a secure and verifiable electronic log or  bound ledger with preprinted consecutively numbered pages?  Reference: SECNAV M-1640.1, art 12501, par 1. | | | |
| Result | | Comments | | | |
| 0113 | | Does the Detention Facility log contain the required entries,  e.g., significant events, detention, release, conduct, results  of inspections, work request, fire drills, and lighting and ventilation test?  Reference: SECNAV M-1640.1, art 12501, par 1. | | | |
| Result | | Comments | | | |
| 0114 | | Are detained persons’ files and Detention Facility Log retained for a  period of 2 years from the date of release or the last entry?  Reference: SECNAV M-1640.1, art 12501, par 2. | | | |
| Result | | Comments | | | |
| 0115 | | Are persons thoroughly searched prior to detention?  Reference: SECNAV M-1640.1, art 12502, par 1. | | | |
| Result | | Comments | | | |
| 0116 | | Is personal property taken from detained persons being properly  inventoried on OPNAV 5580/22 or NAVPERS 1640/17?  Reference: SECNAV M-1640.1, art 12502, par 1. | | | |
| Result | | Comments | | | |
| 0117 | | Are individuals who appear ill, request medical attention, indicate  pregnancy, exhibit suicidal ideations, or exhibit an abnormal loss of  control due to use of alcohol or other drugs examined by medical  personnel and certified as being fit for confinement prior to being placed in  a detention facility?  Reference: SECNAV M-1640.1, art 12502, par 2. | | | |
| Result | | Comments | | | |
| 0118 | | Are detained persons properly supervised?  Reference: SECNAV M-1640.1, art 12502, par 3. | | | |
| Result | | Comments | | | |
| 0119 | | Are periodic physical checks of detained persons conducted and  documented at least every 15 minutes?  Reference: SECNAV M-1640.1, art 12502, par 3. | | | |
| Result | | Comments | | | |
| 0120 | | Are detained persons held overnight or in excess of 12 hours provided  required health and comfort items such as bedding, water, and head calls?  Reference: SECNAV M-1640.1, art 12502, par 3.d. | | | |
| Result | | Comments | | | |
| 0121 | | Are required emergency bills prepared?  Reference: SECNAV M-1640.1, art 12502, par 4. | | | |
| Result | | Comments | | | |
| 0122 | | Does the escape bill include at a minimum an emergency recall bill that is tested periodically?  Reference: SECNAV M-1640.1, art 12502, par 4. | | | |
| Result | | Comments | | | |
| 0123 | | Are serious incidents or alleged incidents involving persons being held in a detention facility reported to DC I&L? SECNAV M-1640.1, art  12502, par 5 | | | |
| Result | | Comments | | | |
| 0124 | | Upon release, do detained persons, or persons accepting custody of  detained persons, receipt for personal property and valuables?  Reference: SECNAV M-1640.1, art 12502, par 6. | | | |
| Result | | Comments | | | |
| 0125 | | Are daily security and sanitation inspections conducted by a senior  member of the security staff?  Reference: SECNAV M-1640.1, art 12503, par 2. | | | |
| Result | | Comments | | | |
| 0126 | | Are detention facilities inspected monthly by a member of the medical  department and documented in the Detention Facility log  book?  Reference: SECNAV M-1640.1, art 12503, par 3. | | | |
| Result | | Comments | | | |
| 0127 | | Are detention facility waivers for other than fire, life, and safety issues  submitted via the chain of command, with full justification and  compensatory measures to DC I&L?  Reference: SECNAV M-1640.1, art 12504.2 | | | |
| Result | | Comments | | | |
| 0128 | | Are meals of the same quality and quantity as that served in the base or station dining facility provided at regular meal hours for persons detained beyond 6 hours?  Reference: SECNAV M-1640.1, art 12502, par 3.d | | | |
| Result | | Comments | | | |
| 0129 | | Is required training being conducted and properly documented prior to  personnel being assigned duties to operate a detention facility?  Reference: MCO 1630.3D, pg 5, par 6.f. | | | |
| Result | | Comments | | | |