

Muster

Date: Week of December 3, 2007

Topic: Use of Attended Area for Short Term Detention and Suicide Watch Procedures

Reference: CBP Directive No 3340-03A, Chapter 17.8 Inspectors Field Manual

Headquarters POC: (b) (6), (b) (7)(C) [REDACTED]
Admissibility and Passenger Programs
Office of Field Operations

This muster is a reminder to all CBP Officers regarding the use of attended areas for short term detention at a port of entry.

- The use of Attended Area for Short Term Detention
 - When it is necessary to detain an individual in a work area, caution must be exercised to ensure the safety of the person and CBP employees.
 - (b) (7)(E) [REDACTED]
 - The person must be monitored at all times by at least one officer. The area within the person's direct reach must be cleared of all items that could be used as a weapon or to facilitate an escape.
 - Under no circumstances will evidence or other items that can be destroyed or pose a threat to any person be kept where they are accessible to a detained individual.
 - When possible, two CBP employees should be assigned to process and monitor persons detained at a CBP facility.
- Suicide Watch Procedures
 - Officers will closely monitor and if possible segregate any detainee exhibiting signs of hostility, depression, or other symptomatic behavior (i.e. threats of suicide).
 - Officers will notify the shift supervisor and execute an Individual Caution Sheet. The Individual Caution Sheet must accompany the subject when transferred to another facility.
 - An Individual Caution Sheet will be posted near the entrance to the detention cell or in the secure area for those detainees who are determined to be a possible suicide risk.
 - A Sit Room Report must be generated if an attempted suicide occurs while an individual is in CBP custody.