

Muster

Date: Week of December 3, 2007

Topic: Escort Procedures

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

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

This muster is a reminder to all CBP Officers regarding proper escort procedures to be utilized at ports of entry.

- All detainees in CBP custody shall be escorted in a manner that is safe, secure, humane, and professional.
- Escorting officers are responsible for determining the need and level of restraints used at any time while escorting a detainee.
- Whenever operationally feasible the escorting of person will be conducted by (b) (7)(E)
- When escorting detainees in CBP vehicles, especially unaccompanied detainees of the opposite sex or minors, all officers shall maintain regular radio or telephonic communication with other CBP personnel, insofar as technologically possible and resources allow.
- Families, unaccompanied females, and unaccompanied minors shall be separated from unrelated adult males by separate passenger compartments or an empty row of seats. If possible, these detainees shall be transported separately from other detainees.
- When transported in a CBP vehicle, detainees shall be placed in seatbelts (when practicable).
- The passenger section of all empty CBP vehicles shall be searched prior to, as well as following, each escort to ensure that no weapons or contraband have been hidden or left behind.
- When escorting a detainee in view of the general public (i.e., airport terminal) for removal from the United States, officers shall use care and discretion when handling and removing restraints from detainees to avoid undue concern by the traveling public and airline personnel.