

cies detainees should be permitted to receive visitors outside of the regular visiting hours.

14. Information. Inquiries from relatives, friends, counsel, or other persons with a proper reason, concerning the whereabouts and health of detainees should be answered. Publicity should be avoided and under no circumstances must names or other information as to individual detainees be given to the press.

Inquiries as to the nature of the charges, the extent of the evidence, or the disposition of the case as to any individual must not be answered. All such inquiries should be referred to the Alien Enemy Control Unit, Department of Justice, Washington, D. C.

Inquiries and requests for information from representatives of Protecting Powers while on an inspection visit must be freely and fully answered.

15. Internal Relations. (See Articles 42 and 43 - Geneva Convention) To the fullest extent possible at detention stations, and as the general rule in camps, detainees, so long as they are cooperative, shall have their own camp organization and may be permitted to manage the internal affairs of the camp relating to work, recreation, education, and general welfare, including the operation of canteens and the administering of welfare funds. These matters should be administered by elected representatives of the detainees and committees composed thereof, properly supervised by an officer of this Service.

Detainees shall have the right to appoint from among their number an agent or spokesman to represent them in dealing with the officers of this Service and with the Protecting Powers. Any complaints from such representative shall receive the immediate attention of the Officer-in-Charge, and where of a serious nature shall be reported to the Central Office with a statement as to the action taken, if any. In any case where a detainee desires to write to the Central Office to register a complaint or for any other purpose, he shall be allowed to do so.

Contacts between detainees' representatives and District Directors, as well as Officers-in-Charge of detention facilities, must be facilitated, and the Officer-in-Charge of a facility must make himself available to the detainee representative not less often than once each day.

16. Censorship. (See Articles 36, 37, 38 and 40 - Geneva Convention) Subject to censorship, detainees must be allowed to send letters, postal cards and telegrams. They must be allowed to do so in their native language. Subject also to censorship, they must be permitted to receive letters, postal cards, and telegrams. Subject

to examination, they must also be permitted to receive parcels containing food and clothing.

The Geneva Convention contemplates that mail and parcels of prisoners of war shall be exempt from postal duties and it is expected that this will be extended to civilian detainees in the near future, in which event the Service will be duly advised.

The censorship of correspondence and the examination of parcels will be conducted in accordance with instructions heretofore issued and particularly in compliance with Central Office confidential letter to all district directors of April 15, 1942, file 56125/27, captioned "Examination of the postal, telegraphic, and cabled communications of detained alien enemies."

17. Money and other Valuable Possessions. (See Articles 6 and 24 - Geneva Convention) Within reasonable limits, all effects and objects of personal use shall remain in the possession of the detainees, except such articles as are deemed to be dangerous and except money. A receipt shall be given for all property taken from the detainees.

Upon being received in a detention station or detention camp of this Service, all money in the detainee's possession over the amount of ten dollars shall be taken from him and placed in an account established in his name. The detainee shall be given a receipt for the money taken from him. Each detainee may be allowed to make withdrawals so long as the total amount of money in his possession does not exceed ten dollars. However, detainees' funds will be handled in accordance with Central Office letter to all district directors of February 14, 1942, file 56125/39, which provides in part that a detainee may withdraw from any of his funds being held by this Service amounts of money actually needed by dependents, or for bona fide obligations incurred outside of the detention station or detention camp, but not to exceed five hundred dollars in any one month.

18. Discipline. (See Articles 45 to 59, inclusive, Geneva Convention) Detainees may be disciplined by Officers-in-Charge of camps or stations only by closer confinement and apart from other detainees, and only for the following offenses:

- (a) Insubordination towards detention station or camp authorities, or duly elected camp leaders of their own nationality.
- (b) Refusal to perform work which they may be legally required to do under the Geneva Convention.
- (c) Escapes, or attempted escapes.

- (d) Offenses against fellow detainees or conduct tending to disrupt the harmony at the camp or other facility.
- (e) Malicious destruction of property and kindred offenses.
- (f) Serious infractions of the rules of conduct established for the facility.

All regulations, orders, and notices to govern the conduct of detainees must be communicated to them in a language which they understand.

Detainees may not be confined for more than thirty days for any single offense, and they may not be punished more than once because of the same act. Quarters where detainees are confined for disciplinary reasons must be light, dry, warm, and well ventilated. They must conform to sanitary requirements, and the detainees shall be enabled to keep themselves in a state of cleanliness. Detainees being subjected to confinement as a disciplinary measure must be allowed two hours daily in the open air. They shall be allowed to read and write, and may send letters in accordance with the instructions governing the censorship of mail. They shall be given adequate medical attention and care, and on their request shall be visited daily by the Medical Officer.

The Officer-in-Charge of the detention station or camp shall determine the extent of the punishment to be imposed, within the limitations prescribed in the foregoing, and may impose such punishments without securing specific authority in advance from the Central Office. However, in each case he shall immediately submit a report to the Central Office describing the offense, showing how guilt was determined, and advising of the penalty imposed.

In no case shall a detainee be transferred to a jail or other penal or correctional institution as a disciplinary measure.

In no case shall an officer of this Service initiate a criminal prosecution against an alien enemy detainee, or surrender such detainee to other authorities without the prior approval of the Central Office.

19. Medical Care. (See Articles 14 and 15 - Geneva Convention)
At stations and camps where Medical Officers are regularly stationed there shall be a daily medical inspection, and necessary medical attention, medicine, and care shall be given detainees requiring it without cost to them. Detainees who are ill must be transferred promptly to the infirmary or to a hospital as the proper treatment of

the illness seems to require, in the opinion of the Medical Officer.

At stations where the number of detainees is insufficient to warrant the full time services of a Medical Officer of the U.S. Public Health Service, arrangements will be made for competent civilian physicians to visit the station at least once daily, and as often as the proper treatment of individual cases may require. In such cases also medical attention, medicines, and care shall be given detainees without cost to them.

The Medical Officer shall make reports and recommendations as often as he deems necessary, and not less often than once a month, he shall submit in writing to the Officer-in-Charge of the station or camp a report concerning sanitation and the general health of the detainees.

Ordinary dental treatment and care shall be accorded detainees as required, without cost to them.

Whenever requested, the detainee shall be given a written statement by the Officer-in-Charge showing the nature and duration of any illness for which treatment was received and the attention accorded.

20. Civil Process. (See Articles 20, 54, 56, 57, 58, and 59 - Geneva Convention) No civil process shall be permitted to be served on an alien enemy detainee without the prior approval of the Central Office.

21. Death and Burial. (See Article 76 - Geneva Convention) In the event of a detainee's death a report of the circumstances shall be promptly furnished the Central Office together with a detailed medical report by the Medical Officer and a copy of the death certificate.

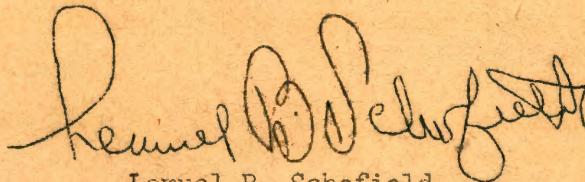
If the deceased had relatives in this country, the nearest such relative should be immediately contacted and his or her desires concerning burial ascertained. Where desired, the body shall be returned to the former residence of the deceased in this country and, if necessary, at the expense of this Service.

If the deceased did not have relatives in this country, or the return of the body to place of former residence is not desired, he must be given honorable burial at the expense of this Service, and the grave must bear all due information, be respected, and properly maintained.

22. Geneva Convention to be Posted. (See Article 84 - Geneva Convention) The text of the Geneva Convention shall be posted in

every detention facility where it may be consulted by all detainees. The text of the Convention shall be communicated to detainees who find it impossible to get the information from the posted text, upon their request.

23. General. The spirit of the Geneva Convention, as well as the letter of these instructions, must be carefully followed at all times. The first duty of this Service in connection with the detention of enemy aliens entrusted to its custody is their safekeeping. Next, but fully as important, is the obligation to treat them fairly and humanely in accordance with the principles of treatment to which the United States Government is committed.



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