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HEADQUARTERS

WESTERN DEFENSE COMMAND

Office of the Commanding General

Presidio of San Francisco, California

STANDARD OPERATING PROCEDURE

FOR

MILITARY POLICE

AT

CAMP TULELAKE

1 DECEMBER 1943.

HEADQUARTERS WESTERN DEFENSE COMMAND
Office of the Commanding General
Presidio of San Francisco, California

STANDARD OPERATING PROCEDURE
FOR
MILITARY POLICE AT CAMP TULELAKE

1 December 1943

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I. GLOSSARY

The following terms, as used in this SOP, are here defined:

Commanding General	The Commanding General, Western Defense Command, unless otherwise indicated.
Commanding Officer	The military officer in immediate command of all military personnel at Camp Tulelake, California.
Project Director	The highest civilian War Relocation Authority official regularly assigned to Tulelake WRA Project Area.
Segreguee	A person of Japanese ancestry designated by WRA for residence at Tulelake.
Tulelake War Relocation Project Area (Project Area)	That area in Modoc and Siskiyou Counties, California, described in Civilian Restrictive Order No. 26, Hq. Western Defense Command.
Center A	That portion of the Project Area inclosed by a Perimeter Fence and containing all segreguee living quarters other than Ward 7.
Center B	That portion of the Project Area containing segreguee living quarters Ward 7.
Perimeter Fence	A fence on the perimeter of a Center.
Perimeter Road	A road outside of and paralleling the perimeter of a Center.
Division Road	The road running between Center A and Center B.
Motor Park	That portion of the Project Area set apart for the garaging of WRA motor vehicles.
Tool Shed Area	That sub-area within the Motor Park containing the housing for equipment used by work parties.
Compound Area	That portion of the Project Area containing the WRA Center administration buildings, Caucasian living quarters, and various sub-areas.
Hospital Area	That sub-area within the Compound Area containing the evacuee hospital.
Railhead Area	That sub-area, within the Compound Area, containing the Railhead, and passenger and freight depots serving the Project.

Tracts 1, 2, 3, etc.

Those agricultural areas within the Project Area.

Tract Boundary

The cleared strip, fence and tower system inclosing an Agricultural Tract.

II MISSION AND USE OF TROOPS

1. The Commanding Officer is charged with the responsibility for the external security of the Centers and, while segregees are therein, of the Areas and Tracts.

2. The CO, in discharging his responsibility, may, in his discretion, cause troops of his command to enter the Centers, Areas and Tracts when the Project Director states that he is no longer able to maintain order therein and requests the CO to restore order therein. The CO will not enter or permit members of his command to enter the Centers on any other occasion.

3. The CO, upon such occasions as he causes troops of his command to enter a Center, Tract or Area, will cause them to do so in force, and will assume absolute command thereof.

4. Upon the restoration of order, the CO will withdraw all troops and return command of the Center, Area or Tract to the Project Director.

III. IDENTIFICATION

1. Registration. Every segregee resident of the age of twelve years or more will be registered by the CO.

2. Identification. Every such registrant will be issued an identification badge. Processing (photographing and registration) of incoming segregees designated for residence will be accomplished, so far as feasible, upon their arrival.

IV CONTRABAND

1. Letter 13 September 1942, subject: Parcel Inspection at Certain WRA Projects, from the CG to CG, Communications Zone, is rescinded as to Tulelake War Relocation Project Area only.

2. The possession of contraband within the Project Area is prohibited to persons of Japanese Ancestry.

3. a. The following are contraband:

(1) Those articles, commodities or things; the use, possession or operation of which are prohibited by paragraph 6, Proclamation No. 3, this headquarters, i.e., firearms, weapons and devices ordinarily capable of such use, or implements of war or component parts thereof, ammunition, bombs, explosives or the component parts thereof, shortwave radio receiving sets having a frequency of 1,750 kilocycles or greater or of 540 kilocycles or less, radio transmitting sets, signal devices, codes or ciphers, cameras.

(2) Those articles, commodities or things; the use, possession or operation of which are prohibited by Public Proclamation No. 2525, promulgated by the President of the United States on 7 December 1941, i.e., papers, documents or books in which there may be invisible writings, photographs, sketches, pictures, drawings, maps or graphical representation of any military or naval installations or equipment or of any arms, ammunition, implements of war, device or thing used or intended to be used in the combat equipment of the land or naval forces of the United States or of any military or naval post, camp or station.

(3) Flashlights larger than two cell and all flashlights regardless of size if equipped with colored lens or bulb.

(4) Any article designated in writing by WRA as contraband.

(5) Such other articles as may from time to time be designated by the CG as contraband.

b. The tools and implements of a segregee's trade or profession are not absolute contraband subject to confiscation. These include wood-working tools, agricultural implements, dressmakers or tailors trade tools, and mechanics tools as well. Agricultural tools will be stored in the Tool Shed Area when not in use in the Tracts or in actual use in the Centers. A check-out system will be established by the CO; ordinarily each tool will be returned at the close of each day. Consistent with the maintenance of external security, this activity should be organized so as to reduce to the minimum any interference with operations of the Project Area.

4. Contraband discovered upon inspection or within the Project Area will be confiscated.

5. a. Military Police will inspect for contraband all vehicles entering the Centers and all parcels destined for delivery within the Centers or to a segregate. All parcels, irrespective of the method of delivery, inclusive of parcel post and express, will be inspected prior to delivery to the addressee.

b. The following will be observed in inspecting:

- (1) Inspection will be in the Contraband Building.
- (2) Parcels will be opened in the presence of the addressee.
- (3) Each item of contraband confiscated will be labeled to show the addressee and the sender (if known) and given an identifying serial number.
- (4) A receipt bearing the serial number will be given to the addressee.
- (5) Entry will be made in a contraband register of confiscation.
- (6) First class letter mail will not be inspected; magazines, periodicals, newspapers and books printed in the English language by publishers in the U. S. and transmitted as second class mail by the original publisher will not be seized as contraband. Magazines, periodicals, newspapers and books mailed by a person other than the original publisher, will be searched for contraband; if contraband is found, the same, together with the container thereof, shall be confiscated and disposed of as provided above.

c. Periodically, confiscated contraband will be delivered to a designated storage facility.

d. No confiscated item will be returned to a segregate without express authorization of the CG.

V. ENTRY AND EXIT

The CG is responsible for the external security of the Centers, Tracts and Areas. This includes the right to prohibit the entry and the exit of all persons. The issuance, by or on behalf of the CG, of a permit to enter or to leave is a direction only to the Military Police. WRA is charged with the internal administration and internal security of the Project Area, and may, through the Project Director, refuse to permit the holder of such a permit to enter or to leave; the CO will collaborate with the Project Director to establish such routines and practices as will tend to eliminate the issuance of permits where the Project Director does not concur.

ENTRY

1. The Military Police will not allow any person to enter the Centers, Areas or Tracts except:

a. Those persons who, specifically by name, have received a prior written permit issued by or on behalf of the CG.

b. Those persons of Japanese ancestry:

(1) Who have been designated by WRA for residence therein; or

(2) Who are U.S. soldiers in uniform on authorized leave or furlough while on active duty.

c. Those persons to whom the CO, on behalf of the CG, will issue permits; to wit:

(1) Members of Congress.

(2) Members of the Federal Bureau of Investigation.

(3) Military personnel on official business, other than members of Camp Tulelake garrison.

(4) Representatives of the Protecting Power (Spanish Consul) when accompanied by a member of the U. S. State Department, on official business (except in cases where the CO believes conditions in the Centers are such that the presence of the Protecting Power may endanger the external security).

d. Those persons to whom the CO, in his discretion, may issue permits to enter Centers, Areas and Tracts; to wit:

(1) Employees of WRA.

(2) Persons rendering necessary utility and other services.

e. Those persons to whom the CO may, in his discretion, issue permits to enter Areas and Tracts; to wit: Persons for whom the Project Director requests, by name, entry permits.

2. Place of Entrance. All persons entering a Center shall enter through the Main Gate of the Center, except such members of work parties whose use of secondary gates has been specifically approved by name by the CO.

3. Entrance Procedure.

a. Persons of Japanese Ancestry Resident at Tulelake.

(1) Upon Arrival: Each segregee arriving for residence will be processed at the time of arrival wherever feasible. The CO will make appropriate arrangements for processing each such segregee. The processing shall consist of obtaining the segregee's fingerprints, photograph and certain vital statistics; the segregee will be issued a temporary identification card permitting entry to a Center; approximately one week later the segregee will be issued a laminated identification badge and the temporary identification card will be taken up.

(2) Upon Return from Work Pass: See "Work Passes."

b. Persons of Japanese Ancestry not Resident at Tulelake (Visitors).

(1) U. S. Soldiers: Upon identification and verification that they are in uniform on active duty and on authorized leave or furlough, they will be issued a visitor's badge and, upon signing the visitor's register, be permitted to enter.

(2) Others: When in possession of an effective travel permit issued by authority of the CG, they will be issued a visitor's badge and, upon signing the visitor's register, be permitted to enter.

c. Others.

(1) Employees of WRA will be issued permanent passes with a photograph and description of the authorized bearer.

(2) All those described in and qualified under par. 1. c., supra, will be admitted on presentation of evidence of eligibility. They will be issued a visitor's badge and, upon signing the visitor's register, be permitted to enter.

4. Records: The following records will be kept on a daily basis by the CO:

a. Evacuees inducted.

b. Evacuees departed:

(1) Authorized.

(2) Unauthorized.

- c. Travel permits issued.
- d. Work passes issued.
- e. Visitor's register.

EXIT

5. The Military Police will not allow any person to leave a Center, Tract or Area except:

a. Persons who, specifically by name, have received a prior written permit issued by or on behalf of the CG.

b. Persons other than segregees upon surrender of visitor's badge or display of permit issued to such person.

c. Segregees who qualify as follows:

(1) When an authorized member of a work party; or

(2) When, to the satisfaction of the CO, it appears that there is extreme emergency involving the imminent loss of life or continued health of the resident, and there is insufficient time to communicate with and obtain permit from the CG; in this case an immediate report of such action will be made to the CG.

VI. TRAVEL PERMITS AND WORK PASSES

PRELIMINARY

Tulelake Project Area is within the California portion of Military Area No. 2. No person of Japanese ancestry, except American soldiers in uniform on authorized leave or furlough while on active duty, may enter or travel within the evacuated area of WDC (Military Area No. 1 and the California portion of Military Area No. 2) without written authorization of the CG.

TRAVEL PERMITS

1. Authorization of the CO. The CO is authorized to issue, when requested by the Project Director, permits for travel of segregees from the Project Area to points outside of the evacuated area where the travel is under emergency condition as set out in "Exit."

2. Form of Permit. The CO will be furnished with travel permits in blank, bearing seal, and numbered serially.

3. Issuance of Permit. a. The CO will, in an authorized case, cause to be completed a permit (all blank spaces of the permit being filled and lines drawn to prevent the insertion of an unauthorized name) in original, record (green) copy, and five white copies. The CO is not authorized to make any alteration or changes in the form of travel permit supplied. If the segregee is an alien, the Alien Registration Number will be inserted in appropriate space; if segregee is a citizen of the U. S., the words, "U. S. Citizen," will be inserted in such space. The route within the evacuated area prescribed in the permit will be limited to:

- (1) Center - Klamath Falls Highway to Oregon line;
- (2) Center - Reno Highway to Nevada line;
- (3) The most direct practicable common carrier route to destination; or
- (4) The route specifically prescribed in the authorization from the CG.

b. Upon completion of the permit, the CO will:

- (1) Sign the original and deliver it with one white copy (not signed) and a franked self-addressed envelope to the Project Director;
- (2) Mail the record (green) and three white copies to Director, Civil Affairs Division, Fwd. Ech. HNSC, Presidio of San Francisco, California; and

(3) Retain a white copy in the files of the Bn. Hq.

c. Where a permit covers more names than can be inserted in the space provided on the face of the permit, the additional names will be typed on the reverse side of the permit and appropriate lines drawn to prevent the adding of unauthorized names.

4. Request for travel permit in case of illness, death, or an emergency (except in those emergencies covered in "Exit", infra.) will be made by the segregee concerned through WRA channels to Director, Civil Affairs Division, Fwd. Ech. HNSC, Presidio of San Francisco, California; if the request is approved, the permit will be issued by the Director or, upon specific instruction from this headquarters, by the CO; in the latter case the foregoing procedure will be observed.

5. The escort designated in a travel permit shall be a member of the Military Police garrison or a civilian employee of the Federal Government approved by the CO.

WORK PASSES

6. a. A work pass is an authorization to a segregee to leave a Center as a member of a work party for a period not in excess of the period of time set by the Project Director and in no event longer than twenty-four hours, for the purpose of engaging in work, as distinct from recreation, in a posted Area or Tract.

b. The issuance of a work pass to a segregee will be evidenced by the delivery to the segregee of a work badge; upon delivery of the work badge the segregee's identification badge will be taken up.

c. Each segregee will wear at all times the work badge issued to him.

7. Each work party will, during its entire absence from a Center, except when in the Compound Area or Motor Park, be under Military Police guard of appropriate strength and composition.

8. The CO is, subject to limitations below, authorized to issue, within his discretion, a work pass to any segregee whose name does not appear on a denial list.

9. The authority of the CO to issue work passes for periods covering night hours is limited to:

a. Work of an emergency nature to preserve a material amount of property or maintain public communications;

b. Routine maintenance work or servicing which is required on a twenty-four hour basis;

c. Seasonal agricultural work.

10. The Project Director will keep the CO currently informed of the name and Center number of each segregee approved to engage in authorized work outside of a Center. The names of such segregees will be consolidated by work parties. The Project Director will also supply:

- a. The serial number of each work party;
- b. The type of and the locality where the work is to be performed;
- c. The time the work party will leave from and will return to a Center; and
- d. The number and types of motor transportation WRA will provide.

11. The CO will, in advance of the scheduled departure of a work party, notify the Project Director:

- a. Which of the listed segregees are disapproved for work passes.
- b. Where the CO cannot provide adequate security, that work passes for such work party will not be issued.

12. The CO will cause to be delivered to the Main Gate of the Centers, prior to the scheduled departure of a work party, work badges for each approved member thereof. The badges will be assembled at the particular gate stile through which the work party is assigned to pass; the number of the work party will be posted at such gate stile.

13. Each segregee will, on leaving for and returning from work, file through the gate stile designated for his work party and be identified by the Military Police there on duty; on leaving a Center each segregee will surrender his identification badge and be given in return his work badge; upon returning each segregee will surrender his work badge and be given his identification badge.

14. Segreges will not take into a Center any tools or equipment used in farm operation, auto repair, or other work carried on outside except as expressly authorized by the CO.

REVOCATION OF EARLIER INSTRUCTIONS

15. This Standard Operating Procedure terminates and supersedes any authorization and instructions of the CG pertaining to the issuance of travel permits by any Military Commander or civilian authority at Tulelake War Relocation Project.

VII. TRANSPORTATION

1. a. WRA administrative motor vehicles, except the official vehicle regularly assigned to the Project Director, will be marked with a registration number stenciled on the hood and/or doors of the vehicle in numbers at least four inches high; the number will also be stenciled on the tail gate of trucks. Vehicles so marked will be admitted to all Tracts and Areas when the driver thereof possesses a work pass or permit.

b. Privately owned vehicles operated by persons, other than segregees, resident in the Project Area or frequently entering the Project Area will, upon request of the Project Director and approval of the CO, be issued a pass to enter specific Tracts and Areas; the pass to be in the form of a windshield sticker.

c. No other vehicle will be permitted in any Tracts or Areas except upon the prior written approval of the CO on the specific requesting, in each instance, of the Project Director.

2. WRA administrative motor vehicles will be garaged in the Motor Park Area when not in use.

3. Admission of motor vehicles to a Center will be limited to:

a. WRA administrative vehicles, to include:

(1) Ambulances;

(2) Fire engines;

(3) Interior security patrol vehicles;

(4) Service vehicles performing or maintaining utility services, including garbage disposal.

b. Privately owned and operated service and supply vehicles, when authorized by the Project Director. No such vehicle will remain in a Center longer than necessary to carry out its functions.

CB

HEADQUARTERS
WESTERN DEFENSE COMMAND
Office of the Commanding General
Presidio of San Francisco, California

STANDARD OPERATING PROCEDURE
FOR
MILITARY POLICE
AT
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28 JANUARY 1944

~~EXPIRES 31 DECEMBER 1943~~

HEADQUARTERS WESTERN DEFENSE COMMAND
Office of the Commanding General
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STANDARD OPERATING PROCEDURE
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This manual is issued for the guidance of the
Commanding Officer, Military Police, Camp Tule Lake,
under normal operating conditions.

I. GLOSSARY

The following terms, as used in this SOP, are here defined:

Commanding General	The Commanding General, Western Defense Command, unless otherwise indicated.
Commanding Officer	The military officer in immediate command of all military personnel at Camp Tulelake, California.
Project Director	The highest civilian War Relocation Authority official regularly assigned to Tulelake WRA Project Area.
Segregee	<u>now or hereafter residing in the Tule Lake Center or</u> A person of Japanese ancestry designated by WRA <u>one now</u> for residence at Tulelake <u>or hereafter</u> therein.
Tulelake War Relocation Project Area (Project Area)	That area in Modoc and Siskiyou Counties, California, described in Civilian Restrictive Order No. 26, Hq. Western Defense Command.
Center A	That portion of the Project Area inclosed by a Perimeter Fence and containing all segregee living quarters other than Ward 7.
Center B	That portion of the Project Area containing segregee living quarters Ward 7.
Perimeter Fence	A fence on the perimeter of a Center.
Perimeter Road	A road outside of and paralleling the perimeter of a Center.
Division Road	The road running between Center A and Center B.
Motor Park	That portion of the Project Area set apart for the garaging of WRA motor vehicles.
Tool Shed Area	That sub-area within the Motor Park containing the housing for equipment used by work parties.
Compound Area	That portion of the Project Area containing the WRA Center administration buildings, Caucasian living quarters, and various sub-areas.
Hospital Area	That sub-area within the Compound Area containing the evacuee hospital.
Railhead Area	That sub-area within the Compound Area containing the railhead, and passenger and freight depots serving the Project.

Tracts 1, 2, 3, etc.

Those agricultural areas within the Project Area.

Tract Boundary

The cleared strip, fence and tower system inclosing an agricultural Tract.

II MISSION AND USE OF TROOPS

1. The Commanding Officer is charged with the responsibility for the external security of the Centers and, while segregees are therein, of the Areas and Tracts.

2. The CO, in discharging his responsibility, ^{will} ~~may~~, in his discretion, cause troops of his command to enter the Centers, Areas and Tracts when the Project Director states that he is no longer able to maintain order therein and requests the CO to restore order therein. The CO will not enter or permit members of his command to enter the Centers on any other occasion.

3. The CO, upon such occasions as he causes troops of his command to enter a Center, Tract or Area, will cause them to do so in force, and will assume absolute command thereof.

4. Upon determination by the CO and the Project Director of the restoration of order, the CO will notify the CG, NSC, through Director, Civil Affairs Division, of such fact, and request instructions pertaining to withdrawal of troops and the return of command of the Center, Area or Tract to the Project Director.

III IDENTIFICATION

1. Registration. Every segregee resident of the age of twelve years or more will be registered by the CO. Processing of segregees now resident at the Centers who are designated for continuing residence therein will be accomplished in accordance with arrangements to be established by the CG, NSC.

2. Identification. Every such registrant will be issued an identification badge. Processing (photographing and registration) of incoming segregees designated for residence will be accomplished, so far as feasible, upon their arrival.

IV CONTRABAND

1. Letter 13 September 1942, subject: Parcel Inspection at Certain WRA Projects, from the CG to CG, Communications Zone, is rescinded as to Tululake War Relocation Project Area only.

2. The possession of contraband within the Project Area is prohibited to persons of Japanese ancestry.

3. a. The following are contraband:

(1) Those articles, commodities or things; the use, possession or operation of which are prohibited by paragraph 6, Proclamation No. 3, this headquarters, i.e., firearms, weapons and devices ordinarily capable of such use, or implements of war or component parts thereof, ammunition, bombs, explosives or the component parts thereof, shortwave radio receiving sets having a frequency of 1,750 kilocycles or greater or of 540 kilocycles or less, radio transmitting sets, signal devices, codes or ciphers, cameras.

(2) Those articles, commodities or things; the use, possession or operation of which are prohibited by Public Proclamation No. 2525, promulgated by the President of the United States on 7 December 1941, i.e., papers, documents or books in which there may be invisible writings, photographs, sketches, pictures, drawings, maps or graphical representation of any military or naval installations or equipment or of any arms, ammunition, implements of war, device or thing used or intended to be used in the combat equipment of the land or naval forces of the United States or of any military or naval post, camp or station.

(3) Flashlights larger than two cell and all flashlights regardless of size if equipped with colored lens or bulb.

(4) Any article designated in writing by WRA as contraband.

(5) Such other articles as may from time to time be designated by the CG as contraband.

b. The tools and implements of a segregee's trade or profession are not absolute contraband subject to confiscation. These include wood-working tools, agricultural implements, dressmakers or tailors trade tools, and mechanics tools as well. Agricultural tools will be stored in the Tool Shed Area when not in use in the Tracts or in actual use in the Centers. In collaboration with the Project Director, a check-out system will be established by the CG; ordinarily each tool will be returned at the close of each day. Consistent with the maintenance of external security, this activity should be organized so as to reduce to the minimum any interference with operations of the Project Area.

4. Contraband discovered upon inspection or within the Project Area will be confiscated.

5. a. Military Police will inspect for contraband all vehicles entering the Centers and all parcels destined for delivery within the Centers or to a segregee. All parcels, irrespective of the method of delivery, inclusive of parcel post and express, will be inspected prior to delivery to the addressee.

b. The following will be observed in inspecting:

(1) Inspection will be in the Contraband Building.

(2) Parcels will be opened in the presence of the addressee.

(3) Each item of contraband confiscated will be labeled to show the addressee and the sender (if known) and given an identifying serial number.

(4) A receipt bearing the serial number will be given to the addressee.

(5) Entry will be made in a contraband register of confiscation.

(6) First class letter mail will not be inspected; magazines, periodicals, newspapers and books printed in the English language by publishers in the U. S. and transmitted as second class mail by the original publisher will not be seized as contraband. Magazines, periodicals, newspapers and books mailed by a person other than the original publisher, will be searched for contraband; if contraband is found, the same, together with the container thereof, shall be confiscated and disposed of as provided above.

c. Periodically, confiscated contraband will be delivered to a designated storage facility.

d. No confiscated item will be returned to a segregee without express authorization of the CG.

The C.G. will cause to have issued, upon the request of WRA, permits to enter or leave any Center, Tract or Area, subject to the condition that under extraordinary circumstances, such as invasion of the U.S. by armed forces, civil commotion, riot or local disorders, C.G. may for the time being refuse to issue such permits for any purpose or in any particular case.

V ENTRY AND EXIT

The CG is responsible for the external security of the Centers, Tracts and Areas. This includes the right to prohibit the entry and exit of all persons. The issuance, by or on behalf of the CG, of a permit to enter or to leave is a direction only to the Military Police. WRA is charged with the internal administration and internal security of the Project Area, and will be notified of all persons requesting permits to enter, and may, through the Project Director, refuse to permit the holder of such a permit to enter or to leave; the CO will collaborate with the Project Director to establish such routines and practices as will tend to eliminate the issuance of permits where the Project Director does not concur.

ENTRY

1. The Military Police will not allow any person to enter the Centers, Areas or Tracts except:

a. Those persons who, specifically by name, have received a prior written permit issued by or on behalf of the CG.

b. Those persons of Japanese ancestry:

(1) Who have been designated by WRA for residence therein; or

(2) Who are U. S. soldiers in uniform on authorized leave or furlough while on active duty.

c. Those persons to whom the CO, on behalf of the CG, will issue permits; to wit:

(1) Members of Congress.

(2) Members of the Federal Bureau of Investigation.

(3) Military personnel on official business, other than members of Camp Tulelake garrison.

(4) Representatives of the Protecting Power (Spanish Consul) when accompanied by a member of the U. S. State Department on official business.

d. Those persons to whom the CO, ~~in his discretion, as it affects external security only~~ issues permits to enter Centers, Areas and Tracts; to wit:

(1) Employees of WRA.

(2) Persons rendering necessary utility and other services.

(3) See next page.

e. Those persons to whom the CO, in his discretion, as it affects external security only, issues permits to enter Areas and Tracts; to wit:

(3) Persons for whom the Project Director requests, by name, entry permits.

2. Place of Entrance. All persons entering a Center shall enter through the Main Gate of the Center, except such members of work parties whose use of secondary gates has been specifically approved by name by the CO.

3. Entrance Procedure.

a. Persons of Japanese Ancestry Resident at Tulolake.

(1) Upon Arrival: Each segregee arriving for residence will be processed at the time of arrival wherever feasible. The CO will make appropriate arrangements for processing each such segregee. The processing shall consist of obtaining the segregee's fingerprints, photograph and certain vital statistics; the segregee will be issued a temporary identification card permitting entry to a Center; approximately one week later the segregee will be issued a laminated identification badge and the temporary identification card will be taken up.

(2) Upon Return from Work Pass: See "Work Passes".

b. Persons of Japanese Ancestry not Resident at Tulolake (Visitors).

(1) U. S. Soldiers: Upon identification and verification that they are in uniform on active duty and on authorized leave or furlough, they will be issued a visitor's badge and, upon signing the visitor's register, be permitted to enter.

(2) Others: When in possession of an effective travel permit issued by authority of the CG, they will be issued a visitor's badge and, upon signing the visitor's register, be permitted to enter.

c. Others:

(1) Employees of WRA will be issued permanent passes with a photograph ~~and description~~ of the authorized bearer.

(2) All those described in and qualified under par. 1.c., supra, will be admitted on presentation of evidence of eligibility. They will be issued a visitor's badge and, upon signing the visitor's register, be permitted to enter.

4. Records. The following records will be kept on a daily basis by the CO:

a. Evacuees inducted.

b. Evacuees departed.

(1) Authorized.

(2) Unauthorized.

- c. Travel permits issued.
- d. Work passes issued.
- e. Visitor's register.

EXIT

5. The Military Police will not allow any person to leave a Center, Tract or Area except:

a. Persons other than segregees upon surrender of visitor's badge or display of permit issued to such persons.

b. Persons who, specifically by name, have received a prior written permit issued by or on behalf of the CG.

c. Segregees who qualify as follows:

(1) When an authorized member of a work party; or

~~(2) When, to the satisfaction of the CO, it appears that there is extreme emergency involving the imminent loss of life or continued health of the resident, and there is insufficient time to communicate with and obtain permit from the CG; in which case an immediate report of such action will be made to the CG; or~~

(3) Segregees may be permitted to leave a Center for entry into the Hospital Area and to return therefrom when the Project Director has expressed approval therefor.

Insert:
(2) Segregees to whom the C.O. issues permits to leave Centers, Areas, or Tracts, to-wit: segregees for whom the Project Director requests by name, exit permits; or

VI TRAVEL PERMITS AND WORK PASSES

PRELIMINARY

Tulelake Project Area is within the California portion of Military Area No. 2. No person of Japanese ancestry, except American soldiers in uniform on authorized leave or furlough while on active duty, may enter or travel within the evacuated area of WDC (Military Area No. 1 and the California portion of Military Area No. 2) without written authorization of the CG.

TRAVEL PERMITS

1. Authorization of the CO. The CO is authorized to issue, when requested by the Project Director, permits for travel of segregees from the Project Area to points outside of the evacuated area. ~~where the travel is under emergency condition as set out in "Exit"~~

2. Form of Permit. The CO will be furnished with travel permits in blank, bearing seal, and numbered serially.

3. Issuance of Permit. a. The CO will, in an authorized case, cause to be completed a permit (all blank spaces of the permit being filled and lines drawn to prevent the insertion of an unauthorized name) in original, record (green) copy, and five white copies. The CO is not authorized to make any alteration or changes in the form of travel permit supplied. If the segregee is an alien, the Alien Registration Number will be inserted in appropriate space; if segregee is a citizen of the U. S., the words, "U.S. Citizen", will be inserted in such space. The route within the evacuated area prescribed in the permit will be limited to:

- (1) Center - Klamath Falls Highway to Oregon line;
- (2) Center - Reno Highway to Nevada line;
- (3) The most direct practicable common carrier route to destination; or
- (4) The route specifically prescribed in the authorization from the CG.

b. Upon completion of the permit, the CO will:

- (1) Sign the original and deliver it with one white copy (not signed) and a franked self-addressed envelope to the Project Director;
- (2) Mail the record (green) and three white copies to Director, Civil Affairs Division, Fwd. Ech., HNSC, Presidio of San Francisco, California; and

(3) Retain a white copy in the files of the Bn. Hq.

c. Where a permit covers more names than can be inserted in the space provided on the face of the permit, the additional names will be typed on the reverse side of the permit and appropriate lines drawn to prevent the adding of unauthorized names.

4. Request for travel permit in cases ~~of illness, death, or an emergency (except in those emergencies covered in "Exit", infra)~~ ^{not covered by this S.O.P.} will be made by the segregée concerned through WRA channels to Director, Civil Affairs Division, Fwd. Ech., HNSC, Presidio of San Francisco, California; if the request is approved, the permit will be issued by the Director or, upon specific instruction from this headquarters, by the CO; in the latter case the foregoing procedure will be observed.

5. The escort designated in travel permit shall be a member of the Military Police garrison or a civilian employee of the Federal Government approved by the CG.

WORK PASSES

6. a. A work pass is an authorization to a segregée to leave a Center as a member of a work party for a period not in excess of the period of time set by the Project Director and in no event longer than twenty-four hours, for the purpose of engaging in work, as distinct from recreation, in a posted Area or Tract.

b. The issuance of a work pass to a segregée will be evidenced by the delivery to the segregée of a work badge; upon delivery of the work badge the segregée's identification badge will be taken up.

c. Each segregée will wear at all times the work badge issued to him.

7. Each work party will, during its entire absence from a Center, except when in the Compound Area or Motor Park, be under Military Police guard of appropriate strength and composition.

8. The CO is, subject to limitations below, authorized to issue, within his discretion, a work pass to any segregée whose name does not appear on a denial list.

9. The authority of the CO to issue work passes for periods covering night hours is limited to:

a. Work of an emergency nature to preserve a material amount of property or maintain public communications;

b. Routine maintenance work or servicing which is required on a twenty-four hour basis;

c. Seasonal agricultural work.

10. The Project Director will keep the CO currently informed of the name and Center number of each segregee approved to engage in authorized work outside of a Center. The names of such segregees will be consolidated by work parties. The Project Director will also supply:

- a. The serial number of each work party;
- b. The type of and the locality where the work is to be performed;
- c. The time the work party will leave from and will return to a Center; and
- d. The number and types of motor transportation WRA will provide.

11. The CO will, in advance of the scheduled departure of a work party, notify the Project Director:

- a. Which of the listed segregees are disapproved for work passes.
- b. Where the CO cannot provide adequate security, that work passes for such work party will not be issued.

12. The CO will cause to be delivered to the Main Gate of the Centers, prior to the scheduled departure of a work party, work badges for each approved member thereof. The badges will be assembled at the particular gate stile through which the work party is assigned to pass; the number of the work party will be posted at such gate stile.

13. Each segregee will, on leaving for and returning from work, file through the gate stile designated for his work party and be identified by the Military Police there on duty.

a. Work Party. On leaving a Center each segregee will surrender his identification badge and be given in return his work badge (green). Upon returning each segregee will surrender his work badge (green) and be given his identification badge.

b. Administrative Work Party. On leaving a Center for the first time each day each segregee will surrender his identification badge and be given in return his work badge (~~blue~~ ^{green and white}); on returning to the Center, finally at the end of the day, each segregee will surrender his work badge (~~blue~~ ^{green and white}) and be given his identification badge; between leaving the Center for the first time and finally returning thereto, the segregee, wearing his work badge (~~blue~~ ^{green and white}), will be passed through the gates between Center A and the Compound Area upon display of work badge (~~blue~~ ^{green and white}) without exchange of badges.

14. Segregees will not take into a Center any tools or equipment used in farm operation, auto repair, or other work carried on outside except as expressly agreed upon by the CO and the Project Director.

REVOCATION OF EARLIER INSTRUCTIONS

15. This Standard Operating Procedure terminates and supersedes any authorization and instruction of the CG pertaining to the issuance of travel permits by any Military Commander or civilian authority at Tulelake War Relocation Project.

VII TRANSPORTATION

1. a. WRA administrative motor vehicles, except the official vehicle regularly assigned to the Project Director, will be marked with a registration number stenciled on the hood and/or doors of the vehicle in numbers at least four inches high; the number will also be stenciled on the tail gate of the trucks. Vehicles so marked will be admitted to all Tracts and Areas when the driver thereof possesses a work pass or permit.

b. Privately owned vehicles operated by persons, other than segregoes, resident in the Project Area or frequently entering the Project Area will, upon request of the Project Director and approval of the CO, be issued a pass to enter specific Tracts and Areas; the pass to be in the form of a windshield sticker.

c. No other vehicle will be permitted in any Tracts or Areas except upon the prior written approval of the CO on the specific request, in each instance, of the Project Director.

2. WRA administrative motor vehicles will be garaged in the Motor Park Area when not in use.

3. Admission of motor vehicles to a Center will be limited to:

a. WRA administrative vehicles, to include:

- (1) Ambulances;
- (2) Fire engines;
- (3) Interior security patrol vehicles;
- (4) Service vehicles performing or maintaining utility services, including garbage disposal.

b. Privately owned and operated service and supply vehicles, when authorized by the Project Director. No such vehicle will remain in a Center longer than necessary to carry out its functions.