

INS DETENTION STANDARD

SPECIAL MANAGEMENT UNIT (Administrative Segregation)

I. POLICY

Each facility will establish a Special Management Unit that will isolate certain detainees from the general population. The Special Management Unit will have two sections, one for detainees in Administrative Segregation; the other for detainees being segregated for disciplinary reasons (see the “Special Management Unit [Disciplinary Segregation]” Standard).

II. APPLICABILITY

The standards provided in this Detention Standard shall apply to the following facilities housing INS detainees:

1. Service Processing Centers (SPCs);
2. Contract Detention Facilities (CDFs); and
3. State or local government facilities used by INS through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours; referred to as "IGSA facilities."

Within the document additional implementing procedures are identified for SPCs and CDFs. Those procedures appear in italics. IGSA facilities may find such procedures useful as guidelines. IGSAs may adopt, adapt or establish alternatives to, the procedures specified for SPCs/CDFs, provided they meet or exceed the objective represented by each standard

See the separate “Definitions” Standard for the meaning of certain terms used in this document

III. STANDARDS AND PROCEDURES

A. Placement in Administrative Segregation

Administrative segregation is a non-punitive form of separation from the general population used when the continued presence of the detainee in the general population would pose a threat to self, staff, other detainees, property, or the security or orderly operation of the facility. Others in this housing status includes detainees who require protective custody, those who cannot be placed in the local population because they are en route to another facility (holdovers), those who are awaiting a hearing before a disciplinary panel, and those requiring separation for medical reasons.

Administrative segregation status is a non-punitive status in which restricted conditions of confinement are required only to ensure the safety of detainees or others, the protection of property, or the security or orderly running of the facility.

The facility shall develop and follow written procedures consistent with this standard.

In SPCs/CDFs:

1. *Prior to the detainee's placement in administrative segregation, the Officer in Charge (OIC) and Supervisory Detention Enforcement Officers (SDEO) or CDF equivalent will review the case to determine whether administrative segregation is warranted.*
2. *The OIC may delegate authority to place a detainee in administrative segregation to the SDEO.*
3. *A detainee may be placed in administrative segregation when the detainee's continued presence in the general population poses a threat to life, property, self, staff, or other detainees; for the secure or orderly operation of the facility; for medical reasons, etc. Examples include, but are not limited to the following:*
 - a. *A detainee is awaiting an investigation or a hearing for a violation of facility rules. Pre-disciplinary hearing detention should be ordered only as necessary to prevent further rules violation(s) or to protect the security and orderly operation of the facility. It is not to be used as a punitive measure. Time served in pre-hearing detention may be deducted from any time ordered by the Institutional Disciplinary Panel (IDP).*
 - b. *A detainee is a threat to the security of the facility. The OIC may determine that a detainee's criminal record, past behavior at other institutions, behavior while in INS detention, or other evidence is sufficient to warrant placing the detainee in administrative segregation. Copies of records supporting this action will be attached to the Administrative Segregation Order.*
 - c. *A detainee requires protection. Protective custody (PC) may be initiated at the detainee's request or ordered to protect the detainee from harm. Examples include:*
 1. *Victims of detainee assaults;*
 2. *Detainee informants/witnesses - detainees who provide information to the institution staff or any law enforcement agency concerning improper activities by others;*
 3. *Sexual predators;*

4. *Detainees who have been pressured by other detainees to participate in sexual activity;*
 5. *Detainees who request PC;*
 6. *Detainees who refuse to enter the general population because of alleged intimidation from other detainees;*
 7. *Detainees who refuse to return to the general population, but who will not provide the reason for refusal;*
 8. *Detainees who appear to be in danger of bodily harm; or*
 9. *Detainees who seek protection, claiming to be former law enforcement officers or to have held a sensitive law enforcement position, whether or not there is official information to verify the claim.*
- d. *The IDP may order a detainee into administrative segregation following disciplinary segregation after determining that releasing the detainee into the general population would pose a threat to the security and orderly operation of the facility. A detainee transferred from disciplinary segregation to administrative segregation shall enjoy the same privileges as all others in administrative segregation.*
- e. *A medical professional ordering a detainee removed from the general population shall complete and sign the Administrative Segregation Order, unless the detainee will stay in the medical department's isolation/segregation ward.*
- f. *A detainee is scheduled for release, removal, or transfer within 24 hours. Such segregation may be ordered for security reasons or for the orderly operation of the facility.*

B. Administrative Segregation Order

A written order shall be completed and approved by a supervisory officer before a detainee is placed in administrative segregation, except when exigent circumstances make this impracticable. In such cases, an order shall be prepared as soon as possible. A copy of the order shall be given to the detainee within 24 hours, unless delivery would jeopardize the safety, security, or orderly operation of the facility.

In SPCs/CDFs:

1. *The OIC shall complete the Administrative Segregation Order (I-885 attached), detailing the reasons for placing a detainee in administrative segregation, before actual placement.*
2. *In an emergency, the detainee's placement in administrative segregation may precede the paperwork, which the OIC will prepare as soon as possible.*
3. *All memoranda, medical reports, and other relevant documents shall be attached to the segregation order.*
4. *A copy of the completed Administrative Segregation Order will be given to the detainee within 24 hours of placement in administrative segregation, unless delivery would jeopardize the safe, secure, or orderly operation of the facility.*
5. *The order will remain on file with the Special Management Unit (SMU) until the detainee is returned to the general population.*
6. *When the detainee is released from the SMU, the releasing officer will indicate date and time of release on the Administrative Segregation Order, then forward the completed order to the Chief Detention Enforcement Officer for insertion into the detainee's detention file.*
7. *If the segregation is ordered for PC purposes, the order shall state whether the detainee requested the segregation; also, whether the detainee requests a hearing concerning the segregation.*
8. *No Administrative Segregation Order is required for a detainee awaiting removal, release, or transfer within 24 hours.*

C. Review of Detainee Status in Administrative Segregation

All facilities shall implement written procedures for the regular review of all administrative-detention cases, consistent with the procedures specified below.

In SPCs/CDFs, a supervisory officer shall conduct a review within 72 hours of the detainee's placement in administrative segregation to determine whether segregation is still warranted. The review shall include an interview with the detainee. A written record shall be made of the decision and the justification. The Administrative Segregation Review Form (I-885) will be used for the review. If the detainee has been segregated for the detainee's protection, but not at the detainee's request, the signature of the OIC or Assistant OIC is required on the I-885 to authorize continued detention.

A supervisory officer shall conduct the same type of review after the detainee has spent seven days in administrative segregation, and every week thereafter for the first month and at least every 30 days thereafter. The review shall include an interview with the detainee. A written record shall be made of the decision and the justification.

A copy of the decision and justification for each review shall be given to the detainee, unless, in exceptional circumstances, this provision would jeopardize security. The detainee shall be given an opportunity to appeal a review decision to a higher authority within the facility.

The Assistant District Director, Detention and Removal shall be notified when any INS detainee has been in administrative detention for more than 30 days. This notification shall be made through the on-site INS OIC, if one is posted at the facility. When a detainee is held in administrative segregation for more than 60 days, the Office of the Assistant Regional Director for Detention and Removal shall be notified by the Assistant District Director, Detention and Removal, in writing of the reasons. The Region shall then consider whether transfer of the detainee to a facility where he/she may be placed in the general population would be appropriate.

If an INS detainee has been in administrative segregation for more than 30 days and objects to this status, the OIC shall review the case to determine whether that status should continue. This review shall take into account the views of the detainee. A written record shall be made of the decision and the justification. A similar review shall take place every 30 days.

After seven consecutive days in administrative segregation, the detainee may exercise the right to appeal to the OIC the conclusions and recommendations of any review conducted. The detainee may use any standard form of written communication, e.g., detainee request, to file the appeal.

D. Conditions of Administrative Segregation (Basic Living Standards)

1. Detainees in administrative segregation shall receive the same general privileges as detainees in the general population, consistent with available resources and security considerations.
2. The quarters used for segregation shall be well ventilated, adequately lit, appropriately heated and maintained in a sanitary condition at all times. All cells must be equipped with beds. The beds shall be securely fastened to the cell floor or wall.
3. The number of detainees confined to each cell or room in administrative segregation should not exceed the capacity for which it was designed. The OIC may approve excess occupancy, on a temporary basis, if the OIC finds that the other basic living standards can still be maintained.

The American Correctional Association Standards for Adult Local Detention Facilities, 3-ALDF-2C-01, 3rd Edition, requires 35 square feet of unencumbered space for a single cell occupant; if confinement exceeds 10 hours per day, the required space doubles to at least 70 square feet.

4. Clothing and bedding shall be issued to detainees in administrative segregation in accordance with the "Issuance and Exchange of Clothing, Bedding, Linen and Towels" standard. Detainees in administrative segregation will be provided the same opportunity for the exchange of clothing, bedding, and linen, and for laundry as detainees in the general population.

In SPCs/CDFs, a detainee in administrative segregation may wear normal institutional clothing and shall be furnished a mattress and bedding. A detainee may not be segregated without clothing, mattress, blankets and pillow, except:

- a. *When prescribed by a medical professional for medical or psychiatric reasons. If a detainee is so seriously disturbed that he/she is likely to destroy clothing or bedding, or to create a disturbance putting self or others at risk, the medical department shall be consulted immediately to determine whether a regimen of treatment and control may be instituted.*
- b. *When the shift supervisor determines the detainee poses a threat to self or property.*

Exceptions shall occur only when necessary for security purposes, as determined by the OIC. Any exception, and the reasons, shall be recorded in the housing unit log.

5. Detainees in administrative segregation shall receive three nutritionally adequate meals per day, from the menu served to the general population. For security purposes, detainees in the SMU shall use disposable utensils only. Under no circumstances shall food be used as punishment.
6. Segregated detainees shall have the opportunity to maintain a normal level of personal hygiene. Staff shall provide toilet tissue, a wash basin, tooth brush, shaving utensils, etc., as needed, and may issue retrievable kits of toilet articles.

Each segregated detainee shall have the opportunity to shower and shave at least three times a week, unless these procedures would present an undue security hazard. This security hazard will be documented and signed by the OIC, indicating his/her review and approval. Denial of showers will be temporary and situational, and will continue only as long as justified by the security threat.

7. Detainees in administrative segregation will be provided, where practicable, barbering services. Exceptions to this procedure may be permitted only when found necessary by the OIC.
8. Recreation shall be provided to detainees in administrative segregation in accordance with the "Recreation" standard.

These provisions shall be carried out, absent compelling security or safety reasons documented by the OIC. A detainee's recreation privileges may be withheld temporarily after a severely disruptive incident. Staff shall document by memorandum and logbook(s) notation every instance when a detainee is denied recreation. The memorandum shall be placed in the detainee's detention file.

When space and resources are available, detainees in administrative segregation will be able to participate in TV viewing, board games, socializing and work details (e.g., an orderly in the SMU); and provided opportunities to spend time outside their cells, over and above recreation periods.

9. The OIC will issue guidelines concerning the property that detainees may retain in administrative segregation.
10. A reasonable amount of non-legal reading material will be available to detainees in administrative segregation. The detainee will also be permitted religious material, unless the religious item would pose a threat to security

In SPCs/CDFs, the Recreation Specialist (RS) shall provide a reasonable amount of softbound, non-legal reading material, not to exceed two books per detainee at any one time, on a circulating basis.

11. Detainees in administrative segregation will be permitted to retain a reasonable amount of personal legal material, unless this would create a security threat. If personal legal material is placed in storage, the detainee shall be able to access the material promptly, upon request.

In SPCs/CDFs, detainees will be permitted to retain all personal legal material upon admittance to segregation, provided such material does not create a safety, security and/or sanitation hazard. Detainees with a large amount of personal legal material may be required to place a portion of the material in their personal property, with access permitted during designated hours. Requests to access such legal material should be met as soon as possible, but in no case longer than twenty-four (24) hours after receipt of the initial detainee request to retrieve documents, unless documented security concerns preclude action within this time-frame.

12. A medical professional shall visit every detainee in administrative segregation at least three times a week. In addition to the direct supervision afforded by the unit officer, the shift supervisor shall see each segregated detainee daily, including weekends and holidays.

In SPCs/CDFs, the OIC may designate other staff officers to visit each detainee daily. A nurse, doctor or other appropriate health care professional shall visit every detainee placed in administrative segregation at least once every workday. The medical visit shall be notated on the SMU Housing Record (Form I-888). The medical professional will question each detainee to identify medical problems or requests. Any action taken will be documented in a separate logbook.

13. The facility shall follow the "Visitation" standard in setting visitation rules for detainees in administrative segregation. Ordinarily, a detainee retains visitation privileges while in administrative segregation.
14. In facilities that permit contact visits, all efforts should be made to allow the detainee to utilize the visiting room during normal visiting hours. The determining factor is the reason the detainee is in segregation. Detainees in PC will not use the visitation room during normal visitation hours. In addition, violent and disruptive detainees may be limited to non-contact visitation. In extreme cases, even non-contact general visitation may be disallowed for a particular detainee where the visit would present an unreasonable security risk.

Under no circumstances are detainees to participate in general visitation while in restraints. If the detainee's behavior warrants restraints, the visit will not be granted.

General visitation may be restricted or disallowed when a detainee, while in an administrative segregation status, is charged with, or has been found to have committed, a prohibited act having to do with visiting guidelines or has otherwise acted in a way that would reasonably indicate that he or she would be a threat to the orderliness or security of the visiting room.

Detainees in administrative segregation may not be denied legal visitation, but reasonable security precautions will be taken where necessary. Legal service providers and assistants will be notified of any security concerns prior to the meeting.

15. Detainees in administrative segregation shall have the same correspondence privileges as detainees in the general population.
16. The facility shall follow the "Telephone Access" standard that provides guidelines for detainees in administrative segregation. Detainees in administrative segregation will be permitted telephone access similar to that provided to detainees in the general population, but in a manner consistent with the special security and safety requirements of detainees in these units.

17. Members of the clergy may visit detainees in administrative segregation, unless the shift supervisor determines the visit presents a security risk or will interfere with the orderly operating of the facility.

Violent and uncooperative detainees may be temporarily denied access to religious services until such time as their behavior and attitude warrants.

18. Detainees housed in administrative segregation shall have the same law library access as the general population, consistent with security, although the facility may establish a policy of upon-request-only access. The level of supervision will depend on the individual's behavior and attitude.
19. Detainees in the SMU for protective custody will be required to use the law library separately or will have requested legal material delivered to them.
20. Detainees in administrative segregation shall have the same correspondence privileges as detainees in the general population (see the "Correspondence and Other Mail" standard).

E. Forms and Reviews

1. A permanent log will be maintained in the SMU. The log will record all activities concerning the SMU detainees, e.g., meals served, recreation, visitors, etc.

In SPCs/CDFs, the SMU log will record the detainee's name, A-number, housing location, date admitted, reasons for admission, tentative release date (for detainees in disciplinary segregation), and the authorizing official. All releases from the unit will be similarly recorded. All persons visiting the unit will sign a separate log, giving time and date of visit. Unusual activity or behavior of individual detainees will be recorded in the log, with a follow-up memorandum sent through the OIC to the detainee's file.

2. *The attached Special Management Housing Unit Record (Form I-888) shall be prepared immediately upon the detainee's placement in the SMU. The form will be filled out at the end of each shift. CDFs and IGSA facilities shall use the I-888 or a comparable form for the same purpose.*

The special housing officer for each shift will record whether the detainee ate, showered, exercised and took any medication. The record will also be used to notate additional information, e.g., if the detainee has a medical condition, has exhibited suicidal/assaultive behavior, etc.

The facility medical officer will be required to sign each individual record when he/she visits the detainee in administrative segregation. The housing officer will initial the record either after the medical visits are completed or at the end of the shift.

A new record must be created for each week the detainee is in administrative segregation. The completed weekly Special Housing Unit Records will be retained at the SMU until the detainee is released from SMU.

Upon release from the SMU, the releasing officer will ensure that the entire housing unit record relating to the detainee is attached to the Administrative Segregation Order and forwarded to the CDEO for inclusion in the detainee's detention file.

3. *The attached I-885 shall be used for formal status reviews (see section III.C., above).*

IV. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS REFERENCED
American Correctional Association 3rd Edition Standards for Adult Local Detention
Facilities: 3-ALDF-3D-01, 3D-02, 3D-03, 3D-05, 3D-06, 3D-09, 3D-11, 3D-12, 3D-13, 3D-
14, 3D-15, 3D-16, 3D-17, 3D-18, 3D-19, 3D-20, 3D-21, 3D-22, 3D-24.

Approval of Standard



Michael D. Cronin
Acting Executive Associate Commissioner
Office of Programs

SEP 20 2000

Date



Michael A. Pearson
Executive Associate Commissioner
Office of Field Operations

SEP 20 2000

Date

To: _____

From: _____ Title: _____

Detainee: _____ A#: _____

The Above Named Detainee Is to Be Admitted to Administrative Segregation For The Following Reason(s):

- _____ (A) Is pending an investigation/hearing for the commission of a prohibited act or rule violation and requires pre-hearing detention.
- _____ (B) Is under medical observation (medical staff must comment and sign this Order).
- _____ (C) Is pending a transfer or release within 24 hours.
- _____ (D) Is terminating confinement in Disciplinary Segregation and has been ordered in Administrative Segregation by the Disciplinary Panel.
- _____ (E) Is a security risk to him/herself or the security of the facility.
- _____ (F) Detainee has requested admission for Protective Custody.

I hereby request placement in the Administrative Segregation unit for my own protection. **I do** [] **do not** [] request a hearing concerning my segregation.

Detainee: _____ A-number: _____ Date: _____

Record below, a brief outline of the circumstances and the names of any witnesses to events leading to placement in Administrative Segregation.

Medical Officer: _____

Admitted by: _____
Admitted: (Date): _____

Title: _____
Time: _____

Released by: _____
Released: (Date) _____

Title: _____
Time: _____

On _____ Supervisory Detention Enforcement Officer (SDEO) or contract equivalent _____
Date _____ (Officer)
conducted a formal review of the Special housing status of _____ A# _____ who is presently in:
(detainee)

Protective Custody Status Other Administrative Segregation _____
Medical Segregation

Authorizing Supervisor: _____

Authorizing USPHS Officer (if segregation is for medical reasons): _____

Detainee has been in Administrative Segregation for _____ days.

The following factors were reviewed with the results as indicated:

	YES	NO
1. Does the reason for initial placement remain valid?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the detainee pose a threat to himself?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the detainee pose a threat to others?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the detainee pose a threat to property?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the detainee pose a threat to security?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the detainee defiant towards authority?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the detainee unwilling or unable to live in the general population?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the detainee's habitual conduct, language, or behavior of a type which may provoke or instigate stressful/violent situations amongst the general population?	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above factors are marked "YES", the detainee must continue his/her existing status, unless the OIC determines otherwise. If all factors are marked "NO," the detainee may be released.

DOCUMENT REVIEW

1. Is the detainee being offered three showers/week and taken showers?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the detainee exercising at least one hour daily, 5 days a week?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the detainee being offered three meals daily and consuming at least one meal daily?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the detainee receiving daily visits from medical staff?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the special housing officers signing and properly filling out the special housing unit record?	<input type="checkbox"/>	<input type="checkbox"/>

A "NO" answer to any of the above questions will require notification of the Detention Operations Supervisor or officer of equal or greater rank.

I state that the initial reason for my placement in Protective Custody (PC) no longer remains valid. I am requesting removal from PC status. Translation into the Spanish or other language provided by _____.

Detainee Signature: _____ Date/Time: _____

For the reasons above, I recommend do not recommend removal from PC status.

SDEO signature: _____ Date/Time: _____

- Concur with Recommendation
- Release
- Continue Status

Officer in Charge / Date

Name of Detainee: _____ A#: _____ Room#: _____

Violation or Reason: _____ Received Date: _____ Time: _____

Admittance Authorized by: _____ Release Date: _____ Time: _____

Pertinent Information: _____

Date	Shift	B	L	D	Sh	Rec	Medical *	Housing Officer	Comments
	1st								
	2nd								
	3rd								
	1st								
	2nd								
	3rd								
	1st								
	2nd								
	3rd								
	1st								
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	1st								
	2nd								
	3rd								

Pertinent Information - Epileptic, Diabetic, Suicidal, Assaultive, etc.

B (Breakfast) **L** (Lunch) **(D)** Dinner **(Sh)** Showers -- **Indicate Yes or No**
Rec (Recreation) -- log in actual time, i.e., 0900/1000

* Medical representative will initial in the medical block on the special housing unit record daily.

**U.S. Immigration and Naturalization Service
NATIONAL DETENTION STANDARDS
MONITORING INSTRUMENT**

Policy: The Special Management Unit required in every facility isolates certain detainees from the general population. The Special Management Unit will consist of two sections. One, Administrative Segregation, houses detainees isolated for their own protection; the other for detainees being disciplined for wrongdoing (see the “Special Management Unit [Disciplinary Segregation]” standard).

SPECIAL MANAGEMENT UNIT (SMU) Administrative Segregation			
Components	Yes	No	Remarks
1. Does the Administrative Segregation unit provide non-punitive protection from the general population and individuals undergoing disciplinary segregation? a. Is a detainee placed in the SMU (administrative) in accordance with written criteria?			
2. Can staff place a detainee in the SMU (administrative) before a written order has been approved? a. Is a copy of the order given to the detainee within 24 hours? b. If not, why?			
3. Does the OIC regularly review the status of detainees in administrative detention? a. Does a supervisory officer conduct a review within 72 hours of the detainee’s placement in the SMU (administrative)?			
4. Does a supervisory officer conduct another review after the detainee has spent seven days in administrative segregation? a. Every week thereafter for the first month? b. Every 30 days after the first month? c. Does each review include an interview with the detainee? d. Is a written record made of the decision and the justification?			

**SPECIAL MANAGEMENT UNIT (SMU)
Administrative Segregation**

Components	Yes	No	Remarks
<p>5. Is the detainee given a copy of the decision and justification for each review?</p> <p>a. If not, why not?</p> <p>b. Is the detainee given an opportunity to appeal the reviewer's decision to someone else in the facility?</p>			
<p>6. Does the OIC routinely notify the Assistant District Director, Detention and Removal (ADD/DRO), any time a detainee's stay in administrative detention exceeds 30 days?</p> <p>a. Upon notification that the detainee's administrative segregation has exceeded 60 days, does the ADD/DRO forward written notice to the Assistant Regional Director?</p> <p>b. How often does INS transfer detainees still in the SMU after 60 days to a facility they will not require administrative segregation?</p>			
<p>7. Does the OIC review the case of every detainee who objects to administrative segregation after 30 days in the SMU?</p> <p>a. Is a written record made of the decision and the justification?</p> <p>b. Does the detainee receive a copy of this record?</p>			
<p>8. Is the detainee given the right to appeal to the OIC the conclusions and recommendations of any review conducted after the detainee has remained in administrative segregation for seven consecutive days?</p> <p>a. Does the detainee use any acceptable forms of written communication to file the appeal, e.g., detainee request?</p>			
<p>9. Do administratively segregated detainees enjoy the same general privileges as detainees in the general population?</p> <p>a. If not, explain.</p>			

**SPECIAL MANAGEMENT UNIT (SMU)
Administrative Segregation**

Components	Yes	No	Remarks
10. Is the SMU well ventilated? a. Adequately lighted? b. Appropriately heated? c. Maintained in a sanitary condition?			
11. Are all cells equipped with beds? a. If yes, is every bed securely fastened to the floor or wall?			
12. Does the number of detainees in any cell exceed the occupancy limit? a. Does the OIC approve excess occupancy on a case-by-case basis? b. When occupancy exceeds recommended capacity, do basic living standards decline? c. Do criteria for objectively assessing living standards exist? d. If yes, are the criteria included in the written procedures?			
13. Do the segregated detainees have fewer opportunities to exchange/laundry clothing, bedding, and linen than detainees in the general population?			
14. Do detainees receive three nutritious meals per day? a. From the general population's menu of the day? b. Do detainees eat only with disposable utensils? c. Is food ever used as punishment?			
15. Can each detainee maintain a normal level of personal hygiene in the SMU? a. Do the detainee have the opportunity to shower and shave at least three times a week? b. If not, explain.			

**SPECIAL MANAGEMENT UNIT (SMU)
Administrative Segregation**

Components	Yes	No	Remarks
16. Are the detainees provided: a. Barbering services? b. Recreation privileges in accordance with the "Detainee Recreation" standard? c. Non-legal reading material? d. Religious material? e. The same correspondence privileges as detainees in the general population? f. Telephone access similar to that of the general population? g. Personal legal material?			
17. Does a health care professional visit every detainee at least three times a week? a. Does the shift supervisor visit each detainee daily? b. Weekends and holidays?			
18. Do procedures comply with the "Visitation" standard? a. Does the detainee retain visiting privileges? b. Is the visiting room available during normal visiting hours?			
19. Are visits from clergy allowed?			
20. Do the detainees have less law-library access than the general population? a. Are they required to use the law library separately, as a group? b. Are legal materials brought to them?			
21. Does the SMU maintain a permanent log? a. If yes, does it register every detainee-related activity, e.g., meals served, recreation, visitors etc.?			
22. Do SPC procedures include completing the SMU Housing Record (I-888) immediately upon a detainee's placement in the SMU? a. Does staff complete the form at the end of each shift? b. Do CDFs and IGSA facilities use Form I-888 (or local equivalent)?			

**SPECIAL MANAGEMENT UNIT (SMU)
Administrative Segregation**

Components	Yes	No	Remarks
23. Does staff record whether the detainee ate, showered, exercised and took any medication during every shift? a. Does the log record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.? b. Does the medical officer/health care professional sign each individual's record during each visit? c. Does the housing officer initial the record when all detainee services are completed or at the end of the shift?			
24. Is a new record created for each week the detainee is in Administrative Segregation? a. Are these weekly records retained in the SMU until the detainee's return to the general population?			

**U.S. Immigration and Naturalization Service
NATIONAL DETENTION STANDARDS
MONITORING INSTRUMENT**

**SPECIAL MANAGEMENT UNIT (SMU)
Administrative Segregation**

Verification Sources:

The following may serve as sources of information for auditors verifying the facility's compliance with this detention standard:

SOURCE	TIME	DATE	LOCATION
A. SMU Observation			
B. SMU logs			
C. Review of the facility's Administrative Segregation policy and procedures			
D. Detainee and staff interviews			
E. *Other			

Facilities must complete the attached Plan of Action for bringing operations into compliance. For each element found out of compliance, the plan of action will specify remedial action and the estimated timetable for compliance.

***Remarks:** *(Record significant facts, observations, other sources used, etc.)*

Auditor's Signature

Date