



1333 New Hampshire Avenue NW

Washington, DC 20036

Contract # HSCECR-09-C-00004

## **ICE Detention Standards Compliance Review**

Facility: **Caldwell County Detention Center**  
Inspection Date: June 1-3, 2010  
Report Date: June 3, 2010

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# MGT

OF AMERICA, INC.

1333 New Hampshire Ave. NW  
Suite 300  
Washington, DC 20036  
202/ 419-3930 (T)  
202/ 419-3931 (F)  
www.MGTofAmerica.com

June 3, 2010

MEMORANDUM FOR: James M. Chaparro  
Director  
Office of Detention and Removal Operations

FROM: (b)(6), (b)(7)c  
Lead Compliance Inspector (b)(6), (b)(7)c

SUBJECT: Caldwell County Detention Center  
Annual Detention Review

MGT of America, Inc. performed an annual inspection for compliance with the Immigration and Customs Enforcement (ICE) 2000 National Detention Standards (NDS) at the Caldwell County Detention Center (CCDC) located in Kingston, Missouri, during the period of June 1-3, 2010. This facility is an IGSA.

The annual inspection was performed under the guidance of (b)(6), (b)(7)c Lead Compliance Inspector (LCI). Team members were:

Subject Matter Field	Team Member
Security	(b)(6), (b)(7)c
Medical Care	
Food Service	
Environmental Health and Safety	

### Type of Review

This review was a scheduled annual inspection, which was performed to determine overall compliance with the ICE NDS for Over 72-hour facilities. The facility received a previous rating of "Acceptable" during the April 2009 inspection.

### Review Summary

The facility is not currently accredited by the American Correctional Association (ACA), National Commission on Correctional Health Care (NCCCHC), nor the Joint Commission on Accreditation of Health Organizations (JCAHO).

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ICE 2012FOIA03030.024500

### Standards Compliance

The following information is a summary of the standards reviewed and overall compliance as a result of the 2009 and 2010 NDS annual inspections.

<b>2009 Inspection</b>	
Compliant	36
Deficient	0
At-Risk	0
Repeat Deficiency	1
Not Applicable	1

<b>2010 Inspection</b>	
Compliant	37
Deficient	0
At-Risk	0
Repeat Deficiency	0
Not Applicable	1

### LCI Issues and Concerns

The 2009 inspection rated the facility as having a "Repeat Deficiency" regarding Access to Medical Care. Since that time, the facility's administration has taken the necessary steps to comply with the requirements of the NDS. As such, an "Acceptable" rating was provided regarding Access to Medical Care for the 2010 inspection.

### Recommended Rating and Justification:

The LCI recommends the facility receive a rating of "Acceptable." At the time of the inspection, the facility was a clean, efficient, and professional operation.

### LCI Assurance Statement

The findings of compliance and non-compliance are accurately and completely recorded on the G-324A Worksheet and are supported by documentation in the inspection file. An out brief was conducted at the facility. In addition to the entire inspection team, ICE Assistant Field Office Director (b)(6), (b)(7)c Jail Administrator (b)(6), (b)(7)c Kitchen Manager (b)(6), (b)(7)c Nurse (b)(6), (b)(7)c Office Administrator (b)(6), (b)(7)c Maintenance Supervisor (b)(6), (b)(7)c and Assistant Administrator (b)(6), (b)(7)c were in attendance.

(b)(6), (b)(7)c LCI, MGT  
 Printed Name/Title

June 3, 2010  
 Date

Signature: \_\_\_\_\_

**A. Type of Facility Reviewed**

- ☐ ICE Service Processing Center  
☐ ICE Contract Detention Facility  
☒ ICE Intergovernmental Service Agreement

**B. Current Inspection**

Type of Inspection  
☐ Field Office ☒ HQ Inspection

Date[s] of Facility Review  
June 1-3, 2010

**C. Previous/Most Recent Facility Review**

Date[s] of Last Facility Review  
July 21-23, 2009

Previous Rating  
☐ Superior ☐ Good ☒ Acceptable ☐ Deficient ☐ At-Risk

**D. Name and Location of Facility**

Name  
Caldwell County Detention Center  
Address (Street and Name)  
280 W. Main  
City, State and Zip Code  
Kingston, MO 64650  
County  
Caldwell  
Name and Title of Chief Executive Officer (Warden/OIC/Supt.)  
(b)(6), (b)(7)c Jail Administrator  
Telephone # (Include Area Code)  
816-586-(b)(7)e  
Field Office / Sub-Office (List Office with oversight responsibilities)  
Chicago/Kansas City  
Distance from Field Office  
500 miles/55 miles

**E. ICE Information**

Name of LCI (Last Name, Title and Duty Station)  
(b)(6), (b)(7)c ECI / MGT of America, Inc.  
Name of Team Member / Title / Duty Location  
(b)(6), (b)(7)c Security CI / MGT of America  
Name of Team Member / Title / Duty Location  
(b)(6), (b)(7)c Food Service and Environmental Health & Safety  
CI / MGT of America  
Name of Team Member / Title / Duty Location  
(b)(6), (b)(7)c / Medical CI / MGT of America  
Name of Team Member / Title / Duty Location  
/ /

**F. CDF/IGSA Information Only**

Contract Number  
ACD-3-H-1002  
Date of Contract or IGSA  
3/19/04  
Basic Rates per Man-Day  
\$5.97  
Other Charges: (If None, Indicate N/A)  
Basic rate includes transportation services for ICE

Estimated Man-days Per Year:  
13,200

**G. Accreditation Certificates**

List all State or National Accreditation[s] received:

☒ Check box if facility has no accreditation[s]

**H. Problems / Complaints (Copies must be attached)**

The Facility is under Court Order or Class Action Finding  
☐ Court Order ☐ Class Action Order  
The Facility has Significant Litigation Pending  
☐ Major Litigation ☐ Life/Safety Issues  
☒ Check if None.

**I. Facility History**

Date Built  
8/23/2004  
Date Last Remodeled or Upgraded  
12/2005  
Date New Construction / Bed space Added  
12/2005  
Future Construction Planned  
☐ Yes ☒ No Date:  
Current Bed space  
128  
Future Bed space (# New Beds only)  
Number: Date:

**J. Total Facility Population**

Total Facility Intake for previous 12 months  
1615  
Total ICE Man-days for Previous 12 months  
13,140

**K. Classification Level (ICE SPCs and CDFs Only)**

	L-1	L-2	L-3
Adult Male			
Adult Female			

**L. Facility Capacity**

	Rated	Operational	Emergency
Adult Male	114	114	144
Adult Female	14	14	0

☐ Facility holds Juveniles Offenders 16 and older as Adults

**M. Average Daily Population**

	ICE	USMS	Other
Adult Male	34	26	23
Adult Female	2	2	3

**N. Facility Staffing Level**

Security: (b)(7)e Support: (b)(7)e

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Form G-324A SIS (Rev. 7/9/07)

ICE 2012FOIA03030.024502

**Significant Incident Summary Worksheet**

For ICE to complete its review of your facility, the following information must be completed prior to the scheduled review dates. The information on this form should contain data for the past twelve months in the boxes provided. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of the ICE and its detained population. This form should be filled out by the facility prior to the start of any inspection. Failure to complete this section will result in a delay in processing this report and the possible reduction or removal of ICE' detainees at your facility.

<i>Incidents</i>	<i>Description</i>	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec
Assault: Offenders on Offenders <sup>1</sup>	Types (Sexual <sup>2</sup> , Physical, etc.)	0	1Physical	4Physical	4Physical
	With Weapon	0	0	0	0
	Without Weapon	0	1P	4P	4P
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	0	0	0	0
	With Weapon	0	0	0	0
	Without Weapon	0	0	0	0
Number of Forced Moves, incl. Forced Cell moves <sup>3</sup>		1	0	0	0
Disturbances <sup>4</sup>		0	0	0	0
Number of Times Chemical Agents Used		1	0	0	0
Number of Times Special Reaction Team Deployed/Used		0	0	0	0
# Times Four/Five Point Restraints applied/used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	0	0	0	0
	Type (C=Chair, B=Bed, BB=Board, O=Other)	0	0	0	0
Offender / Detainee Medical Referrals as a result of injuries sustained.		0	1	1	2
Escapes	Attempted	0	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	14	23	8	22
	# Resolved in favor of Offender/Detainee	7	0	0	0
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	0	1A	0	0
	Number	0	0	0	0
Psychiatric / Medical Referrals	# Medical Cases referred for Outside Care	11	9	8	26
	# Psychiatric Cases referred for Outside Care	0	0	1	0

<sup>1</sup> Any attempted physical contact or physical contact that involves two or more offenders

Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting

Routine transportation of detainees/offenders is not considered "forced"

Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

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# **DHS/ICE Detention Standards Review Summary Report**

1. Acceptable 2. Deficient 3. At Risk 4. Repeat Finding 5. Not Applicable

## **Detainee Services**

	1.	2.	3.	4.	5.
1. Access to Legal Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Admission and Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Classification System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Correspondence and Other Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Detainee Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Funds and Personal Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Detainee Grievance Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Group Presentation On Legal Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Issuance of Clothing, Bedding and Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Marriage Requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Non-Medical Emergency Escorted Trips	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Religious Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Access to Telephones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Visitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Voluntary Work Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## **Health Services**

18. Hunger Strikes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Access to Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Suicide Prevention and Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Terminal Illness, Advanced Directives and Death	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## **Security and Control**

22. Contraband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Detention Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Disciplinary Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Emergency Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Environmental Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Hold Rooms in Detention Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Key and Lock Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Population Counts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Post Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Security Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Special Management Units (Administrative Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Special Management Units (Disciplinary Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Tool Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Transportation (Land Transportation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Use of Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Staff / Detainee Communication (Added August 2003)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Detainee Transfer (Added September 2004)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

findings (Deficient and At-Risk) require written comment describing the finding and what is necessary to meet compliance.

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Form G-324A SIS (Rev. 7/9/07)

ICE 2012FOIA03030.024504

## LCI Review Assurance Statement

By signing below, the Lead Compliance Inspector (LCI) certifies that all findings of noncompliance with policy or inadequate controls contained in the Inspection Report are supported by evidence that is sufficient and reliable. Furthermore, findings of noteworthy accomplishments are supported by sufficient and reliable evidence. Within the scope of the review, the facility is operating in accordance with applicable law and policy, and property and resources are efficiently used and adequately safeguarded, except for the deficiencies noted in the report.

LEAD COMPLIANCE INSPECTOR	
Lead Compliance Inspector: (Print Name)	(b)(6), (b)(7)c
Title & Duty Location	(b)(6), (b)(7)c
LCI/MGT of America, Inc.	June 3, 2010

TEAM MEMBERS	
Print Name, Title, & Duty Location	Print Name, Title, & Duty Location
(b)(6), (b)(7)c / Food Service & Environmental Health and Safety CI/MGT of America, Inc.	(b)(6), (b)(7)c Security CI/MGT of America, Inc.
Print Name, Title, & Duty Location	Print Name, Title, & Duty Location
(b)(6), (b)(7)c Medical CI/MGT of America, Inc.	

**Recommended Rating:**

- ☐ Superior  
☐ Good  
☒ Acceptable  
☐ Deficient  
☐ At-Risk

**Comments:**

(b)(7)e

The facility reported no deaths, escapes, or escape attempts in the past year.

One attempted suicide was reported. On May 3, 2010, a 50 year old, a male non-ICE detainee attempted suicide. He attempted to hang himself with a sheet tied around his neck that was then tied to his bunk. The detainee was housed in the special management unit and was not on suicide watch. The detainee failed to respond to an intercom call and staff found him unresponsive in his cell. He was revived and was transported, by ambulance, to the local hospital. When the detainee was released, the judge remanded him to an in-patient psychiatric facility for at least 96 hours of observation. He was returned to the facility on May 18, 2010. On May 27, 2010, the detainee made a verbal suicide threat and was again ordered to the same in-patient psychiatric facility for at least 96 hours of observation. He was housed at the psychiatric facility throughout the course of this inspection. A review of his initial intake screening form revealed that staff identified him as someone with a history of mental health problems. However, he denied having current suicidal thoughts.

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ICE 2012FOIA03030.024505



U.S. Department of Homeland Security  
500 12<sup>th</sup> Street, SW  
Washington, DC 20536



U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: Richard A. Wong  
Field Office Director  
Chicago Field Office (b)(6), (b)(7)c

FROM: Robert P. Helwig  
Assistant Director for Detention and Removal Management

SUBJECT: Caldwell County Detention Center Annual Review

The annual review of the Caldwell County Detention Center conducted on June 1-3, 2010, in Kingston, Missouri has been received. A final rating of **Acceptable** has been assigned. No further action is required and this review is closed.

The rating was based on the Lead Compliance Inspector (LCI) Summary Memorandum and supporting documentation. The Field Office Director must initiate the following actions in accordance with the Detention Management Control Program (DMCP):

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility **within** five business days of receipt of this memorandum. Notification shall include copies of the Form G-324A Detention Facility Review Form, the G-324A Worksheet, LCI Summary Memorandum, and a copy of this memorandum.
- 2) The next annual review will be scheduled on or before June 1, 2011.

Should you or your staff have any questions regarding this matter, please contact Gary Mead, Deputy Assistant Director, Detention Management Division at (202) 732- (b)(6), (b)(7)c

cc: Official File

ICE (b)(6), (b)(7)c 06/22/2010

(b)(7)e

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ICE 2012FOIA03030.024506



## Condition of Confinement Review Worksheet

(This document must be attached to each G-324A Inspection Form)  
This Form to be used for Inspections of all Facilities Used Over 72 Hours



## ICE Detention Standards Review Worksheet

- ☒ Local Jail – IGSA  
☐ State Facility – IGSA  
☐ ICE Contract Detention Facility

<b>Name</b> Caldwell County Detention Center			
<b>Address (Street and Name)</b> 280 West Main Street			
<b>City, State and Zip Code</b> Kingston, Missouri 64650			
<b>County</b> Caldwell			
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> (b)(6), (b)(7)c Jail Administrator			
<b>Name and Title of Lead Compliance Inspector</b> (b)(6), (b)(7)c			
<b>Date[s] of Review</b> June 1-3, 2010			
<b>Type of Review</b> <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other			

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**NOTE:** FOR EACH STANDARD RATED BELOW ACCEPTABLE, FACILITIES MUST ATTACH A PLAN OF ACTION FOR BRINGING OPERATIONS INTO COMPLIANCE. EACH FACILITY SHOULD EXAMINE THE ENTIRE WORKSHEET TO IDENTIFY AREAS OF IMPROVEMENT, INCLUDING THOSE STANDARDS WHERE AN OVERALL FINDING OF ACCEPTABLE WAS ACHIEVED.

**SECTION I**

**DETAINEE SERVICES STANDARDS**

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# ACCESS TO LEGAL MATERIALS

**POLICY:** FACILITIES HOLDING ICE DETAINEES SHALL PERMIT DETAINEES ACCESS TO A LAW LIBRARY, AND PROVIDE LEGAL MATERIALS, FACILITIES, EQUIPMENT, DOCUMENT COPYING PRIVILEGES, AND THE OPPORTUNITY TO PREPARE LEGAL DOCUMENTS.

COMPONENTS	YES	NO	NA	REMARKS
The facility provides a designated law library for detainee use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The law library contains all materials listed in the "Access to Legal Materials" Standard, Attachment A. The listing of materials is posted in the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The library contains a sufficient number of chairs, is well lit, and is reasonably isolated from noisy areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The law library is spacious, well-lit, and has two tables with seven chairs.
The law library is adequately equipped with typewriters and/or computers, and has sufficient supplies for daily use by the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The law library has two computers.
In addition to the physical law library, detainees have access to the Lexus Nexus electronic law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where provided, the Lexus Nexus library is updated and is current.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The LexisNexis software at the facility is dated September 2009. The LexisNexis software when started provides a message that the software is past due for an update.
Outside persons and organizations are permitted to submit published legal material for inclusion in the legal library. Outside published material is forwarded and reviewed by ICE prior to inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a designated ICE or facility employee who inspects, updates, and maintains/replaces legal materials and equipment on a routine basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are offered a minimum 5 hours per week in the law library. Detainees are not required to forego recreation time in lieu of library usage. Detainees facing a court deadline are given priority use of the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The law library is open to detainees seven days a week.
Detainees may request materials not currently in the law library. Each request is reviewed and, where appropriate, an acquisition request is timely initiated. Requests for copies of court decisions are accommodated within 3 – 5 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are permitted to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents, consistent with security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illiterate or non-English-speaking detainees without legal representation receive access to more than just English-language law books after indicating their need for help.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees may retain a reasonable amount of personal legal material in the general population and in the special management unit. Stored legal materials are accessible within 24 hours of a written request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees housed in Administrative Detention and Disciplinary Segregation units have the same law library access as the general population, barring security concerns. Detainees denied access to legal materials are documented and reviewed routinely for lifting of sanctions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All denials of access to the law library fully documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility staff informs ICE Management when a detainee or group of detainees is denied access to the law library or law materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees who seek judicial relief on any matter are not subjected to reprisals, retaliation, or penalties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

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**REMARKS:**

The LexisNexis legal library was last updated in September 2009. When the currently installed software is booted, a message comes on the screen that indicates the library is past due for replacement. The facility contacted the ICE Field Office in Chicago to see if the most current LexisNexis software was available. The staff was informed that the replacement software would be sent via overnight mail. Access to the law library is regulated by facility policy P1-1.A, Law Libraries and Legal Materials.

(b)(6), (b)(7)c / June 3, 2010

**AUDITOR'S SIGNATURE / DATE**

(b)(6), (b)(7)c

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## ADMISSION AND RELEASE

**POLICY: ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MANNER THAT ENSURES THEIR HEALTH, SAFETY, AND WELFARE. THE ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDICAL SCREENING; A FILE-BASED ASSESSMENT AND CLASSIFICATION PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WHICH WILL BE INVENTORIED, DOCUMENTED, AND SAFEGUARDED AS NECESSARY.**

COMPONENTS	YES	NO	NA	REMARKS
In-processing includes an orientation of the facility. The orientation includes: Unacceptable activities and behavior, and corresponding sanctions; How to contact ICE; The availability of <i>pro bono</i> legal services, and how to pursue such services; schedule of programs, services, daily activities, including visitation, telephone usage, mail service, religious programs, count procedures, access to and use of the law library and the general library; sick-call procedures, and the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The booking officer gives a verbal orientation to all newly arriving detainees. The verbal orientation and the detainee handbook contain all of the elements listed in this component, even though IGSA's are not required to provide detainees with information regarding unacceptable activities and behavior and corresponding sanctions or how to contact ICE. IGSA's are also not required to advise detainees of the availability of pro bono services and how to access these services. Other areas not required for IGSA's include providing a schedule of programs, daily activities, visitation, telephone usage, mail service, religious programs, count procedures, access to and use of the law & general library and sick call procedures.
Medical screenings are performed by medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The booking officers do the initial medical screening. The officers screen each detainee by asking medical/mental health questions from a standardized list. A detainee is scheduled to see medical personnel if any question is answered affirmatively.
Each new arrival is classified according to criminal history and threat levels. Criminal history is provided for each detainee by the ICE field office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE provides the criminal history on each detainee on form I-213. ICE also sends the facility a classification recommendation on an ICE classification form.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The "Contraband" standard governs all personal property searches. IGSA's/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE detainees come to this facility with a property bag that has been inventoried and sealed by ICE officials. The sealed bag is maintained in a secure property room by the facility and is turned over to the transport officers when the detainee transfers to another location.
Staff completes Form I-387 or similar form for CDFs and IGSA's for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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# ADMISSION AND RELEASE

**POLICY:** ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MANNER THAT ENSURES THEIR HEALTH, SAFETY, AND WELFARE. THE ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDICAL SCREENING; A FILE-BASED ASSESSMENT AND CLASSIFICATION PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WHICH WILL BE INVENTORIED, DOCUMENTED, AND SAFEGUARDED AS NECESSARY.

COMPONENTS	YES	NO	NA	REMARKS
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All releases are properly coordinated with ICE using a Form I-203.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Although IGSAs are not required to comply with this component, all releases are coordinated with ICE utilizing a form I-203.
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

## REMARKS:

The admission and release process for ICE detainees is governed by facility policy P1-2.A, Admission and Release. The facility complies with the NDS regarding Admission and Release.

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### CLASSIFICATION SYSTEM

**POLICY:** ALL FACILITIES WILL DEVELOP AND IMPLEMENT A SYSTEM ACCORDING TO WHICH ICE DETAINEES ARE CLASSIFIED. THE CLASSIFICATION SYSTEM WILL ENSURE THAT EACH DETAINEE IS PLACED IN THE APPROPRIATE CATEGORY, PHYSICALLY SEPARATED FROM DETAINEES IN OTHER CATEGORIES

COMPONENTS	YES	NO	NA	REMARKS
The facility has a system for classifying detainees. In CDFs and IGSA's, an Objective Classification System or similar is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility utilizes an objective classification instrument that produces a numerical score for each detainee. The score corresponds to a recommended classification level.
The facility classification system includes: <ul style="list-style-type: none"> <li>Classifying detainees upon arrival;</li> <li>Separating from the general population those individuals who cannot be classified upon arrival; and</li> <li>The first-line supervisor or designated classification specialist reviewing every classification decision.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The intake/processing officer reviews work-folders, A-files, etc., to identify and classify each new arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The booking officer is responsible for completing the initial classification of each new detainee.
Staff uses only information that is factual, and reliable to determine classification assignments. Opinions and unsubstantiated/ unconfirmed reports may be filed but are not used to score detainees classifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The booking officer uses the information contained in form I-213 that accompanies each ICE detainee for initial classification purposes.
Housing assignments are based on classification-level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A detainee's classification-level does not affect his/her recreation opportunities. Detainees recreate with persons of similar classification designations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee work assignments are based upon classification designations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not allowed to work at this facility.
The classification process includes reassessment/reclassification. At IGSA's, detainees may request reassessment 60 days after arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The automated classification system at the facility prints a daily list of detainees who need their 60 day reassessment.
Procedures exist for a detainee to appeal their classification assignment. Only a designated supervisor or classification specialist has the authority to reduce a classification-level on appeal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy P1-3.A, Classification System, outlines the classification appeal process. The policy mandates that only a designated supervisor may reduce a classification level on appeal, even though IGSA's are not required to comply with that element of the component.
Classification appeals are resolved within five business days and detainees are notified of the outcome within 10 business days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Although IGSA's are not required to comply with this component, the facility adheres to the mandates regarding classification appeals.
Classification designations may be appealed to a higher authority, such as the Warden or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Even though IGSA's are not required to comply with this component, the facility allows ICE detainees to appeal classification decisions to the jail administrator.
The Detainee Handbook or equivalent for IGSA's explains the classification levels, with the conditions and restrictions applicable to each.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

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**REMARKS:**

Each ICE detainee arrives at the facility pre-classified by ICE officials. The ICE classification form and supporting documentation is included in each detainee's transfer packet. The booking officer takes the information from the ICE classification form and transfers it to a facility classification form that mirrors the ICE form. Both forms are then placed in the detainee's detention file. The booking officer reviews the information with each ICE detainee including the recommended classification level. Each detainee is required to sign the facility classification form indicating that the information was shared with them. The classification process at the facility is regulated by policy P1-3.A, Classification System

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## CORRESPONDENCE AND OTHER MAIL

**POLICY:** ALL FACILITIES WILL ENSURE THAT DETAINEES SEND AND RECEIVE CORRESPONDENCE IN A TIMELY MANNER, SUBJECT TO LIMITATIONS REQUIRED FOR THE SAFETY, SECURITY, AND ORDERLY OPERATION OF THE FACILITY. OTHER MAIL WILL BE PERMITTED, SUBJECT TO THE SAME LIMITATIONS. EACH FACILITY WILL WIDELY DISTRIBUTE ITS GUIDELINES CONCERNING CORRESPONDENCE AND OTHER MAIL.

COMPONENTS	YES	NO	NA	REMARKS
The rules for correspondence and other mail are posted in each housing or common area, or provided to each detainee via a detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The English and Spanish detainee handbook at the facility outlines the correspondence rules. The facility does post the correspondence rules in each housing area even though IGSA's are not required to do so.
The facility provides key information in languages other than English; In the language(s) spoken by significant numbers of detainees. List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The handbook and all notices posted in the detainee living areas are in English and Spanish.
Incoming mail is distributed to detainees within 24 hours or 1 business day after it is received and inspected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The incoming mail is picked up at the post office at 9:00 AM each business day. It is screened and distributed the same day.
Outgoing mail is delivered to the postal service within one business day of its entering the internal mail system (excluding weekends and holidays).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outgoing mail collected from the previous day is delivered to the post office at 9:00 AM each business day.
Staff does not open and inspect incoming general correspondence and other mail (including packages and publications) without the detainee present unless documented and authorized in writing by the Warden or equivalent for prevailing security reasons.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff routinely opens and inspects incoming general correspondence outside the presence of the detainee.
Staff does not read incoming general correspondence without the Warden's prior written approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility complies with this component, even though IGSA's are not required to do so.
Staff does not inspect incoming special Correspondence for physical contraband or to verify the "special" status of enclosures without the detainee present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is prohibited from reading or copying incoming special correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is only authorized to inspect outgoing correspondence or other mail without the detainee present when there is reason to believe the item might present a threat to the facility's secure or orderly operation, endanger the recipient or the public, or might facilitate criminal activity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff routinely opens and inspects outgoing general correspondence outside the presence of the detainee.
Correspondence to a politician or to the media is processed as special correspondence and is not read or copied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The official authorizing the rejection of incoming mail sends written notice to the sender and the addressee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff sends rejection notices to the sender and the addressee, even though IGSA's are not required to notify the addressee.
The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff maintains a written record of every item removed from detainee mail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden or equivalent monitors staff handling of discovered contraband and its disposition. Records are accurate and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The procedure for safeguarding cash removed from a detainee protects the detainee from loss of funds and theft. The amount of cash credited to detainee accounts is accurate. Discrepancies are documented and investigated. Standard procedure includes issuing a receipt to the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Original identity documents (e.g., passports, birth certificates) are immediately removed and forwarded to ICE staff for placement in A-files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This requirement is included in facility policy P1-4.A, Correspondence and Other Mail.

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Staff provides the detainee a copy of his/her identity document(s) upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This requirement is included in facility policy P1-4.A, Correspondence and Other Mail.
Staff disposes of prohibited items found in detainee mail in accordance with the "Control and Disposition of Contraband" Standard or the similar prevailing policy in IGSAs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every indigent detainee has the opportunity to mail, at government expense, reasonable correspondence about a legal matter, in three one ounce letters per week and packages deemed necessary by ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for detainees to purchase stamps and for mailing all special correspondence and a minimum of 5 pieces of general correspondence per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Staff at the facility routinely open and inspect incoming and outgoing general correspondence for contraband outside the presence of the respective detainee. All correspondence rules and processes are covered in facility policy P1-4.A, Correspondence and Other Mail and in the detainee handbook.

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# **DETAINEE HANDBOOK**

**POLICY: EVERY OIC WILL DEVELOP A SITE-SPECIFIC DETAINEE HANDBOOK TO SERVE AS AN OVERVIEW OF, AND GUIDE TO, THE DETENTION POLICIES, RULES, AND PROCEDURES IN EFFECT AT THE FACILITY. THE HANDBOOK WILL ALSO DESCRIBE THE SERVICES, PROGRAMS, AND OPPORTUNITIES AVAILABLE THROUGH VARIOUS SOURCES, INCLUDING THE FACILITY, ICE, PRIVATE ORGANIZATIONS, ETC. EVERY DETAINEE WILL RECEIVE A COPY OF THIS HANDBOOK UPON ADMISSION TO THE FACILITY.**

COMPONENTS	YES	NO	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee handbook is written in English and translated into Spanish.
The handbook is supplemented by the facility orientation video, where one is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility conducts verbal orientations to supplement the handbook. There is no orientation video.
All staff members receive a handbook and training regarding the handbook contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook is revised as necessary and there are procedures in place for immediately communicating any revisions to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The handbook was printed 3/17/09 and amended on 6/2/09.
There an annual review of the handbook by a designated committee or staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook addresses the following issues: <ul style="list-style-type: none"> <li>Personal Items permitted to be retained by the detainee; and</li> <li>Initial issue of clothes, bedding and personal hygiene items.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook clearly outlines the methods for classification of detainees, explains each level, and explains the classification appeals process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states when a medical examination will be conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility, housing units, dayrooms, in-dorm activities, and special housing units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes official count times and count procedures; meal times and feeding procedures; procedures for medical or religious diets; smoking policy; clothing exchange schedules; and, if authorized, clothes washing and drying procedures, and expected personal hygiene practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describe times and procedures for obtaining disposable razors, and allows that detainees attending court will be afforded the opportunity to shave first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes barber hours and hair cutting restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the telephone policy; debit card procedures; direct and free calls; locations of telephones; policy when telephone demand is high; and policy and procedures for emergency phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook addresses religious programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states times and procedures for commissary or vending machine usage, where available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee voluntary work program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The handbook does not describe the work program. The facility does not permit any detainee to participate in a voluntary work program.
The handbook describes the library location and hours of operation, and law library procedures and schedules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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# **DETAINEE HANDBOOK**

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COMPONENTS	YES	NO	NA	REMARKS
The handbook describes attorney and regular visitation hours, policies, and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility contraband policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility visiting hours and schedule, and visiting rules and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the correspondence policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee disciplinary policy and procedures, including: <ul style="list-style-type: none"> <li>Prohibited acts and severity scale sanctions;</li> <li>Time limits in the Disciplinary Process; and</li> <li>Summary of the Disciplinary Process.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The grievance section of the handbook explains all steps in the grievance process – Including: <ul style="list-style-type: none"> <li>Informal (if used) and formal grievance procedures;</li> <li>The appeals process;</li> <li>In CDF facilities: procedures for filing an appeal of a grievance with ICE.</li> <li>Staff/detainee availability to help during the grievance process.</li> <li>Guarantee against staff retaliation for filing/pursuing a grievance.</li> <li>How to file a complaint about officer misconduct with the Department of Homeland Security.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy P1-8.A, Detainee Grievance Procedures, outlines informal procedures, which staff confirmed are utilized regularly. It is recommended that the information on informally resolving grievances be added to the detainee handbook.
The detainee handbook describes the medical sick call procedures for general population and segregation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility recreation policy including: <ul style="list-style-type: none"> <li>Outdoor recreation hours.</li> <li>Indoor recreation hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoor recreation is offered daily. Outdoor recreation is not offered.
The handbook describes the detainee dress code for daily living; and work assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook specifies the rights and responsibilities of all detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The handbook provides vital orientation information to the detainee population. The handbook does not include the procedures for informally resolving a grievance or information in regard to a voluntary work program. It is recommended that the facility consider adding this information to the detainee handbook.

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## FOOD SERVICE

**POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.**

COMPONENTS	YES	NO	NA	REMARKS
The food service program is under the direct supervision of a <u>professionally trained</u> and certified food service administrator. Responsibilities of cooks and cook foremen are in writing. The Food Service Administrator (FSA) determines the responsibilities of the Food Service Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CBM, a food service corporation based in Sioux Falls, South Dakota, has a contract to provide meals for this facility. Local CBM personnel receive monthly safety training from the regional manager. The on-site food service manager is Serv-Safe certified.
The Cook Supervisor is on duty on days when the FSA is off duty and vice versa.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is specific to SPCs/CDFs. However, the Cook Supervisor is on duty when the Food Service Manager (FSM) is off duty and vice versa.
The FSA provides food service employees with training that specifically addresses detainee-related issues. <ul style="list-style-type: none"> <li>In ICE Facilities this includes a review of the ICE "Food Service" standard</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knife cabinets close with an approved locking device, and the on-duty cook foreman maintains control of the key that locks the device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitors the condition of knives and dining utensils.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff monitoring of the condition of the knives and dining utensils is only required in SPCs/CDFs. This facility monitors and replaces kitchen utensils as required. Knives are not in a secure cutting room or physically secured to a workstation since all food service operations are conducted by contract food service staff.
When necessary, special procedures govern the handling of food items that pose a security threat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating procedures include daily searches (shakedowns) of detainee work areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contract food service staff conducts all food service operations. Detainees do not work in the food service department. Therefore, shakedowns of detainee work areas are not possible.
The FSA monitors staff implementation of the facility's population counts procedures. Staff is trained in count procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food service staff does not conduct counts since detainees do not work in the food service department.
The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the "Food Service" standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to any work detail.
The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Job descriptions are unnecessary since there are no detainee work details.
The Cook Foreman or equivalent instructs newly assigned detainee workers in the rules and procedures of the food service department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees do not participate in the voluntary work program at this facility.
During orientation and training session(s), the CS explains and demonstrates: <ul style="list-style-type: none"> <li>Safe work practices and methods;</li> <li>Safety features of individual products/pieces of equipment; and</li> <li>Training covers the safe handling of hazardous material[s] the detainees are likely to encounter in their work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Training is not required since detainees are not assigned to any work detail.

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# FOOD SERVICE

**POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.**

COMPONENTS	YES	NO	NA	REMARKS
The Cook Supervisor documents all training in individual detainee detention files.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Documentation is not required as detainees do not participate in the voluntary work program.
Detainees at CDFs are paid in accordance with the "Voluntary Work Program" standard. Detainee workers at IGSA's are subject to local and state rules and regulations regarding detainee pay.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees' receiving pay in accordance with the "Voluntary Work Program" is a required component specific to SPCs/CDFs. This facility does not have a voluntary work program.
Detainees are served at least two hot meals every day. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For cafeteria style operations, a transparent "sneeze guard" protects both the serving line and salad bar line.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This facility uses a satellite feeding system in lieu of cafeteria style operations.
The facility has a standard 35-day menu cycle. IGSA's use a 35 day or similar system for rotating meals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to have a 35 day menu cycle. However, CBM maintains a five week (35 day) menu cycle at this facility.
The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles (Provide examples).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Cook Foreman has the authority to change menu items if necessary. <ul style="list-style-type: none"> <li>If yes, documenting each substitution, along with its justification</li> <li>With copy to FSA</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The standard requires that the "Cook Supervisor or equivalent" have this authority. This facility utilizes a Cook Supervisor. Documentation of substitutions with a justification was available for review.
All staff and volunteers know and adhere to written "food preparation" procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Religious menu requests are forwarded to the Jail Administrator for review.
A common-fare menu available to detainees whose dietary requirements cannot be met on the main line. <ul style="list-style-type: none"> <li>Changes to the planned common-fare menu can be made at the facility level;</li> <li>Hot entrees are offered three times a week;</li> <li>The common-fare menus satisfy nutritional recommended daily allowances (RDAs);</li> <li>Staff routinely provide hot water for instant beverages and foods; <ul style="list-style-type: none"> <li>Common-fare meals are served with: <ul style="list-style-type: none"> <li>Disposable plates and utensils.</li> <li>Reusable plates and utensils.</li> </ul> </li> <li>Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A comprehensive common-fare program is in place at this facility. Staff uses separate cutting boards, knives, and utensils to prepare common-fare diet items. Hot water is not provided for instant beverages and foods.
A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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# FOOD SERVICE

**POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.**

COMPONENTS	YES	NO	NA	REMARKS
The Warden, in conjunction with the chaplain and/or local religious leaders, provides the FSA a schedule of the ceremonial meals for the following calendar year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year. <ul style="list-style-type: none"> <li>Muslims fasting during Ramadan receive their meals after sundown.</li> <li>Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for-Passover meals as those who do participate.</li> <li>Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) while being served.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two hot meals are served daily. Food temperatures are taken prior to plating the food and at set intervals during the plating process. Temperatures are documented. The meat entrée and rice temperatures were 175 and 180 degrees respectively. Cold salad temperatures were 35 degrees. All temperatures fell within the prescribed "safe" temperature range.
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The food service staff instructs detainee volunteers on: <ul style="list-style-type: none"> <li>Personal cleanliness and hygiene;</li> <li>Sanitary techniques for preparing, storing, and serving food; and</li> <li>The sanitary operation, care, and maintenance of equipment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainee volunteers do not participate in the work program.
Everyone working in the food service department complies with food safety and sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment. <ul style="list-style-type: none"> <li>Who conducts the inspections?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Food Service Manager (FSM) conducts weekly inspections. Monthly inspections are conducted by the Regional Manager from CBM.
Equipment is inspected for compliance with health and safety codes and regulations. <ul style="list-style-type: none"> <li>When was the most recent inspection?</li> <li>Which agency conducted the inspection?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Me Food and Nutrition Service, Inc. conducted the most recent health and safety inspection in July of 2009. The State of Missouri does not conduct inspections of food service operations.
Reports of discrepancies are forwarded to the Warden or designated department head, and corrective action is scheduled and completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedure includes checking and documenting temperatures of all dishwashing machines after each meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperature logs were current.
Staff documents the results of every refrigerator/freezer temperature check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorded temperatures fell within the optimum range.

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**FOOD SERVICE**

**POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.**

COMPONENTS	YES	NO	NA	REMARKS
The cleaning schedule for each food service area is conspicuously posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Since the last inspection, the facility has entered into a contract with CBM for food service operations. The local CBM Food Service Manager and Regional Manager were available during the inspection to answer questions. Well established food service policies and procedures are in place. During the inspection, the required documentation to back-up the observed practice for a well managed food service operation was available. CBM Corporate Resources ensures ongoing training for all staff. The physical plant was clean and well maintained. Contract food service staff conducts all aspects of the food service operation. The corporate registered dietitian is readily available to approve menu substitutions. The common-fare program is comprehensive and meets all of the standard requirements.

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## FUNDS AND PERSONAL PROPERTY

**POLICY:** ALL FACILITIES WILL IMPLEMENT PROCEDURES TO CONTROL AND SAFEGUARD DETAINEES' PERSONAL PROPERTY. PROCEDURES WILL PROVIDE FOR THE SECURE STORAGE OF FUNDS, VALUABLES, BAGGAGE AND OTHER PERSONAL PROPERTY; THE DOCUMENTATION AND RECEIPTING OF SURRENDERED PROPERTY; AND THE INITIAL AND REGULARLY SCHEDULED INVENTORYING OF ALL FUNDS, VALUABLES, AND OTHER PROPERTY.

☐ **STANDARD NA: (IGSA ONLY) CHECK THIS BOX IF ALL ICE DETAINEE FUNDS, VALUABLES AND PROPERTY ARE HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff itemizes the baggage and personal property of arriving detainees (including funds and valuables). For IGSA's and CDFs, using a personal property inventory form that meets the ICE standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff forwards an arriving detainee's medication to the medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Audits of baggage and non-valuable property occur each quarter and audits are logged and verified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is a specific requirement for SPCs/CDFs. However, monthly audits of the property room are conducted.
(b)(7)e officers are present during the processing of detainee funds and valuables during in-processing to the facility (b)(7)e officers verify funds and valuables.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is required for SPCs/CDFs. However, during the inspection, observed practice and procedures confirmed (b)(7)e officers verify funds and valuables.
Staff searches arriving detainees and their personal property for contraband.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The searching of arriving detainees and their personal property for contraband is only required for SPCs/CDFs. However, the facility complies with this component.
Staff procedures follow written policy for returning forgotten property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, written policies ensure property discrepancies are reported to the appropriate supervisor.
Staff follows written procedures when returning property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility attempts to notify an out-processed detainee that he/she left property in the facility: <ul style="list-style-type: none"> <li>By sending written notice to the detainee's last known address;</li> <li>Via certified mail; and</li> <li>The notice state that the detainee has 30 days in which to claim the property, after which it will be considered abandoned.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. Local policy states that any detainee property left at the facility will be forwarded to ICE.
The facility disposes of abandoned property in accordance with written procedures. <ul style="list-style-type: none"> <li>If a CDF/IGSA facility, written procedure requires the prompt forwarding of abandoned property to ICE.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility's disposal of abandoned property in accordance with written procedures is required of SPCs/CDFs. Local policy requires forwarding abandoned property to ICE.

☒ **ACCEPTABLE**

☐ **DEFICIENT**

☐ **AT-RISK**

☐ **REPEAT FINDING**

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**REMARKS:**

Detainee funds and personal property is managed through the combined efforts of local detention staff and the ICE Sub-Office. Overall, the facility complies with the NDS regarding Funds and Personal Property.

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## DETAINEE GRIEVANCE PROCEDURES

**POLICY:** EVERY FACILITY WILL DEVELOP AND IMPLEMENT STANDARD OPERATING PROCEDURES (SOPs) FOR ADDRESSING DETAINEE GRIEVANCES IN TIMELY FASHION. EACH STEP IN THE PROCESS WILL OCCUR WITHIN THE PRESCRIBED TIME FRAME. AMONG OTHER THINGS, A GRIEVANCE WILL BE PROCESSED, INVESTIGATED, AND DECIDED (SUBJECT TO APPEAL) IN ACCORDANCE WITH THE SOPs; A GRIEVANCE COMMITTEE WILL CONVENE AS PROVIDED IN THE SOPs. STANDARD PROCEDURE WILL INCLUDE PROVIDING THE DETAINEE WITH A WRITTEN RESPONSE TO ANY FORMAL GRIEVANCE, WHICH WILL INCLUDE THE BASIS FOR THE DECISION. THE FACILITY WILL ALSO ESTABLISH STANDARD PROCEDURES FOR HANDLING EMERGENCY GRIEVANCES. ALL GRIEVANCES WILL RECEIVE SUPERVISORY REVIEW. REPRISAL AGAINST THE FILER OF A GRIEVANCE WILL NOT BE TOLERATED.

COMPONENTS	YES	NO	NA	REMARKS
Written procedures provide for the informal resolution of oral grievances (Not mandatory). <ul style="list-style-type: none"> <li>If yes, the detainee has up to five days within which to make his/her concern known to a member of the staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures. <ul style="list-style-type: none"> <li>Detainees may seek help from other detainees or facility staff when preparing a grievance.</li> <li>Illiterate, disabled, or non-English-speaking detainees receive special assistance when necessary.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint: <ul style="list-style-type: none"> <li>If yes, explain.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no documented or substantiated cases of staff harassing, disciplining, or retaliating against a detainee who lodged a complaint.
Procedures include maintaining a Detainee Grievance Log. <ul style="list-style-type: none"> <li>If not, an alternative acceptable record keeping system is maintained.</li> <li>"Nuisance complaints" are identified in the records.</li> <li>For quality control purposes, staff document nuisance complaints received but not filed.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The requirement for nuisance complaints to be identified and recorded is a specific requirement for SPCs/CDFs. The facility maintains a log for all written grievances to include nuisance complaints.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

### REMARKS:

During the inspection, written grievance procedures and observed practice indicated there is an effective system for ensuring detainee complaints are reviewed and resolved in a timely manner.

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## GROUP LEGAL RIGHTS PRESENTATIONS

**POLICY:** FACILITIES HOUSING ICE DETAINEES SHALL PERMIT AUTHORIZE PERSONS TO MAKE PRESENTATIONS TO GROUPS OF DETAINEES FOR THE PURPOSE OF INFORMING THEM OF U.S. IMMIGRATION LAW AND PROCEDURES, CONSISTENT WITH THE SECURITY AND ORDERLY OPERATION OF EACH FACILITY. ICE ENCOURAGES SUCH PRESENTATIONS, WHICH INSTRUCT DETAINEES ABOUT THE IMMIGRATION SYSTEM AND THEIR RIGHTS AND OPTIONS WITHIN IT.

☒ **CHECK HERE IF NO GROUP PRESENTATIONS WERE CONDUCTED WITHIN THE PAST 12 MONTHS. MARK STANDARD AS ACCEPTABLE OVERALL AND CONTINUE ON WITH NEXT PORTION OF WORKSHEET.**

COMPONENTS	YES	NO	NA	REMARKS
The Field Office is responsive to requests by attorneys and accredited representatives for group presentations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon receipt of concurrence by the Field Office Director, the facility or authorized ICE Field Office ensures timely and proper notification to attorneys or accredited representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility follows policy and procedure when rejecting or requesting modifications to objectionable material provided or presented by the attorney or accredited representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posters announcing presentations appear in common areas at least 48 hours in advance and sign-up sheets are available and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation is submitted and maintained when any detainee is denied permission to attend a presentation and the reason(s) for the denial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the number of detainees allowed to attend a presentation is limited, the facility provides a sufficient number of presentations so that all detainees signed up may attend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in segregation, unable to attend for security reasons, may request separate sessions with presenters. Such requests are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpreters are admitted when necessary to assist attorneys and other legal representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presenters are afforded a minimum of one hour to make the presentation and to conduct a question-and-answer session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff permits presenters to distribute ICE-approved materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presenters are permitted to meet with small groups of detainees to discuss their cases after the group presentation. ICE or authorized detention staff is present but do not monitor conversations with legal providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Group presenters who have had their privileges suspended are notified in writing by the Field Office Director or designee; and the reasons for suspension are documented. The Headquarters Office for Detention and Removal, Field Operations and Detention management Division, is notified when a group or individual is suspended from making presentations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility plays ICE-approved videotaped presentations on legal rights at regular opportunities, at the request of outside organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A copy of the Group Legal Rights Presentation policy, including attachments, is available to detainees upon request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ **ACCEPTABLE**
☐ **DEFICIENT**
☐ **AT-RISK**
☐ **REPEAT FINDING**

### REMARKS:

There have been no requests for group legal rights presentations since the last ICE inspection.

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## ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

**POLICY:** ICE REQUIRES THAT ALL FACILITIES HOUSING ICE DETAINEES PROVIDE CLEAN CLOTHING, BEDDING, LINENS AND TOWELS TO EVERY ICE DETAINEE UPON ARRIVAL. FURTHER, FACILITIES SHALL PROVIDE ICE DETAINEES WITH REGULAR EXCHANGES OF CLOTHING, LINENS, AND TOWELS FOR AS LONG AS THEY REMAIN IN DETENTION.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens, and towels. <ul style="list-style-type: none"> <li>The supply of these items exceeds the minimum required for the number of detainees.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy P1-10.A, Personal Hygiene, outlines procedures for the regular issuance and exchange of clothing, bedding, and linens.
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing. Detainees receive: <ul style="list-style-type: none"> <li>One uniform shirt and one pair of uniform pants, or one jumpsuit;</li> <li>One pair of socks;</li> <li>One pair of underwear (Daily change); and</li> <li>One pair of facility-issued footwear.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This component is a specific requirement for SPCs/CDFs. Detainees receive clean temperature-appropriate clothing during admission to the facility. This includes one pair of shoes, two uniforms, and two pair of socks and underwear.
Additional clothing is available for changing weather conditions, or as seasonally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New detainees are issued clean bedding, linens, and towels. They receive at a minimum: <ul style="list-style-type: none"> <li>One mattress;</li> <li>One blanket;</li> <li>Two sheets;</li> <li>One pillowcase;</li> <li>One towel; and</li> <li>Additional blankets are issued based on local weather conditions.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees being issued one mattress, one blanket, two sheets, one pillowcase, one towel and additional blankets based on the weather conditions is only required for SPCs/CDFs. However, the facility complies with this component.
Detainees assigned to special work areas are clothed in accordance with the requirements of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees do not participate in the voluntary work program.
Detainees are provided clean clothing, linen and towels. <ul style="list-style-type: none"> <li>Socks and undergarments - exchanged daily.</li> <li>Outer garments - twice weekly.</li> <li>Sheets - weekly.</li> <li>Towels - weekly.</li> <li>Pillowcases - weekly.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service detainee volunteer workers are permitted to exchange outer garments daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. Detainees are not assigned to work in food service.
Volunteer detainee workers are permitted to exchange outer garments more frequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Volunteer detainee workers being permitted to exchange outer garments more frequently is only required for SPCs/CDFs. Detainee work details are not authorized at this facility.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

### REMARKS:

Detainees receive clean clothing, bedding and linens upon arrival, with an opportunity for exchange.

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## MARRIAGE REQUESTS

**POLICY: ALL DETAINEE MARRIAGE REQUESTS WILL RECEIVE CASE-BY-CASE CONSIDERATION FROM ICE MANAGEMENT.**

COMPONENTS	YES	NO	NA	REMARKS
The Field Office considers detainee marriage requests on a case-by-case basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written procedures for this component are outlined in facility policy P1-11.A, Marriage Requests.
The Field Office Director reviews every marriage request rejected by a Warden/OIC or IGSA. Rejections are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
It is standard practice to require a written request for permission to marry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee handbook explains how to receive a marriage request packet with forms and guidelines.
The written request includes a signed statement or comparable documentation from the intended spouse, confirming marital intent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden/OIC provides a written copy of his/her decision to the detainee and his/her legal representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When permission is denied, the Warden/OIC states the basis for his/her decision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden/OIC provides the detainee with a place and time to make wedding arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Facility policy mirrors ICE requirements for detainee marriage requests and complies with the NDS.

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# **NON-MEDICAL EMERGENCY ESCORTED TRIPS**

**POLICY:** THE IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) MAY PROVIDE DETAINEES WITH STAFF-ESCORTED TRIPS INTO THE COMMUNITY FOR THE PURPOSE OF VISITING CRITICALLY ILL MEMBERS OF THE DETAINEE'S IMMEDIATE FAMILY, OR FOR ATTENDING FUNERALS.

☐ **STANDARD N/A:** CHECK THIS BOX IF ALL ICE NON-MEDICAL EMERGENCY ESCORTED TRIPS ARE HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.

COMPONENTS	YES	NO	NA	REMARKS
The Field Office Director considers and approves, on a case-by-case basis, trips to an immediate family member's: <ul style="list-style-type: none"> <li>Funeral; or</li> <li>Deathbed</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility recognizes mother, father, brother, sister, spouse, child, step-parent, and foster parent as "immediate family".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The IGSA facility notifies ICE of all detainee requests for non-medical escorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the inspection, policy and observation of facility practice indicate ICE is notified by the facility when detainees request a non-medical escorted trip.
The detainee's Deportation Officer reviews the file before forwarding a detainee's request, with recommendation, to the approving official. Each recommendation addresses the individual's suitability for travel; e.g., the kind of supervision required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each escort includes at least (b)(7) officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escorting officers report unexpected situations to the originating facility as a matter of procedure, and the ranking supervisor on duty has the authority to issue instructions for completion of the trip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escorting officers have the discretion to increase or decrease minimum restraints in accordance with written procedures and classification level of the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escort officers are precluded from accepting gifts/gratuities from a detainee, or detainee's relative or friend for any reason.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escort officers ensure that detainees: <ul style="list-style-type: none"> <li>Conduct themselves in a manner that does not bring discredit to the ICE;</li> <li>Do not violate federal, state, or local laws;</li> <li>Do not purchase, possess, use, consume, or administer narcotics, other drugs, or intoxicants;</li> <li>Make no unauthorized phone calls; and</li> <li>Know they are subject to search, urinalysis, breathalyzer, or comparable test upon return.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedure requires the immediate return to the facility of any detainee who violates trip rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

## **REMARKS:**

The facility's policy, procedures, and practice comply with the NDS regarding Non-Medical Emergency Escorted Trips. The facility procedures are comprehensive.

(b)(6), (b)(7)c June 3, 2016  
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## RECREATION

**POLICY:** IT IS ICE POLICY TO PROVIDE ACCESS TO RECREATIONAL PROGRAMS AND ACTIVITIES TO ALL ICE DETAINEES, TO THE EXTENT POSSIBLE, UNDER CONDITIONS OF SECURITY AND SUPERVISION THAT PROTECT THEIR SAFETY AND WELFARE.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a recreation program and facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A recreational specialist (for facilities with more than 350 detainees) tailors the program activities and offerings to the detainee population.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is specific for SPCs/CDFs. The capacity of this facility is 128 which would not require a recreation specialist position. Facility detention officers manage detainee recreational activities.
Regular maintenance keeps recreational facilities and equipment in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist or trained equivalent supervises detainee recreation workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees do not participate in a voluntary work program.
The recreational specialist or trainee equivalent oversees recreation programs for special housing units (SHU) and special-needs detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detention officers oversee recreation activities.
Dayrooms offer sedentary activities, e.g., board games, cards, television.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside activities are restricted to limited-contact sports.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor recreation is not available.
Each detainee has the opportunity to participate in daily recreation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have access to recreation activities outside the housing units for at least one hour daily, 5 days a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff checks all items for damage and condition when equipment is returned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff conducts searches of recreation areas before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All recreation areas under constant staff supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervising staff is equipped with radios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides detainees in the SHU at least one hour of outdoor recreation time daily, five times per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not offer outdoor recreation.
Detainees in disciplinary/administrative segregation receive a written explanation when a panel revokes his/her recreation privileges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special programs or religious activities are available to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers are required to sign a waiver of liability before entering a secure portion of the facility where detainees are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The requirement that volunteers sign a waiver of liability prior to entering the secure facility is only required for SPCs/CDFs; however, it is the practice at this facility.
Visitors, relatives or friends are not allowed to serve as volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is specific to SPCs/CDFs. Written policy outlines screening procedures, but does not include statements regarding known associates.
<input type="checkbox"/> If outdoor recreation is offered, check this box. No further information is required when outdoor recreation is offered.				
If the facility has no outside recreation, are detainees considered for transfer after six months? • If yes, written procedures ensure timely review of all eligible detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The deportation officer assigned to this facility was interviewed in regard to transfers. This facility is close to a major airport and generally houses short stay detainees. Facilities with outdoor recreation are utilized for detainees requiring longer stays.
Case officers make written transfer recommendations about every six-month detainee to the OIC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All transfer requests are forwarded to ICE for review.

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# RECREATION

**POLICY:** IT IS ICE POLICY TO PROVIDE ACCESS TO RECREATIONAL PROGRAMS AND ACTIVITIES TO ALL ICE DETAINEES, TO THE EXTENT POSSIBLE, UNDER CONDITIONS OF SECURITY AND SUPERVISION THAT PROTECT THEIR SAFETY AND WELFARE.

The OIC documents all detainee-transfer decisions, whether yes or no.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's written decision for or against an offered transfer documented in his/her A-file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff notifies the detainee's legal representative of his/her decision to accept/decline a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no recreation is available, the ICE Districts routinely review transfer eligibility for all detainees after 60 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The A-file of every detainee who is held more than 60 days without access to recreation contains either a transfer-waiver signed by the detainee, or the OIC's written determination of the detainee's ineligibility for transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's legal representative is notified of the detainee's/OIC's decision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

## REMARKS:

This facility maintains a large indoor recreation room with access to natural light and fresh air. Detainees in general population and disciplinary and administrative segregation are offered at least one hour of indoor recreation per day, seven days per week. Staff advised that the facility has not received a request for transfer based on the absence of outdoor recreation.

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## RELIGIOUS PRACTICES

**POLICY:** FACILITIES WILL PROVIDE ICE DETAINEES OF ALL FAITHS WITH REASONABLE AND EQUITABLE OPPORTUNITIES TO PARTICIPATE IN THE PRACTICES OF THEIR FAITH, LIMITED ONLY BY THE CONSTRAINTS OF SAFETY, SECURITY, THE ORDERLY OPERATIONS OF THE FACILITY AND BUDGETARY CONSIDERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Space is available for detainees to conduct religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility allows detainees to observe the major "holy days" of their religious faith. • List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility accommodates recognized holy-day observances by: • Providing special meals, consistent with dietary restrictions; • Honoring fasting requirements; • Facilitating religious services; and • Allowing activity restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, the facility accommodates recognized holy-day observances, when requested.
Each detainee is allowed religious items in his/her immediate possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteer's credentials are checked and verified before allowing participation in detainee programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy P1-14-A, Religious Practices, outlines procedures for this component.
Members of faiths not represented by clergy may conduct their own services within security allowances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the Special Management Unit are allowed to participate in religious practices unless otherwise documented for the safety and security of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ ACCEPTABLE     
 ☐ DEFICIENT     
 ☐ AT-RISK     
 ☐ REPEAT FINDING

**REMARKS:**

Non-denominational services are provided weekly by a local volunteer pastor. Monthly Catholic services are conducted. Detainees are allowed to conduct their own services within the living unit.

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# **DETAINEE TELEPHONE ACCESS**

**POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.**

COMPONENTS	YES	NO	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee telephones are never turned off. Detainees may use the telephone any time the dayroom is open.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone access is covered in the initial verbal orientation and in the detainee handbook.
Access rules are posted in housing units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility makes a reasonable effort to provide key information to detainees in languages spoken by any significant portion of the facility's population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee handbook is published in English and Spanish.
Telephones are provided at a minimum ratio of one telephone per 25 detainees in the facility population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has nine phones for a maximum population of 128 detainees. Those numbers produce a ratio of 1:14.
Telephones are inspected regularly by facility staff to ensure that they are in good working order.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The office administrator at the facility routinely inspects the detainee telephones.
The facility administration promptly reports out-of-order telephones to the facility's telephone service provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The office administrator promptly reports any service problems to Encartele, the contracted telephone provider.
The facility administration monitors repair progress and takes appropriate measures to ensure that required repairs are begun and completed timely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encartele provides next day service on any reported service problems. The office administrator oversees the progress of the repairs.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A procedure exists to assist a detainee who is having trouble placing a confidential call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides the detainees with the ability to make non-collect (special access) calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Access calls are at no charge to the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This inspector successfully reached the OIG hotline via a detainee telephone at 10:50 AM on June 1, 2010.
In facilities unable to fully meet this requirement initially because of limitations of its telephone service, ICE makes alternate arrangements to provide required access within 24 hours of a request by a detainee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility meets this requirement.
No restrictions are placed on detainees attempting to contact attorneys and legal service providers who are on the approved "Free Legal Services List".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements are made to allow detainees to speak by telephone with an immediate family member detained in another Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This provision is cited in facility policy P1-15.A, Telephone Access.
Any telephone restrictions are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for taking and delivering emergency detainee telephone messages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency messages are taken by the on-duty supervisor. The detainee is allowed to return the emergency call at no cost after the information has been verified by staff.
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency phone calls may be returned as soon as the information has been verified by staff.

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# **DETAINEE TELEPHONE ACCESS**

**POLICY:** ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.

COMPONENTS	YES	NO	NA	REMARKS
Detainees in disciplinary segregation are allowed phone calls relating to the detainee's immigration case or other legal matters, including consultation calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in administrative detention and protective custody are afforded the same telephone privileges as those in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A monitoring notice is posted by each detainee telephone.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Detainee telephone access is governed by facility policy P1-15.A, Telephone Access. The facility contracts all detainee phone services to Encartele. The contractor provides on-site next day service any time a telephone malfunction is reported.

(b)(6), (b)(7)c June 3, 2010  
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# VISITATION

**POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.**

COMPONENTS	YES	NO	NA	REMARKS
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The visitation hours tailored to the detainee population and the demand for visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Female detainees are allowed visitors on Tuesday, Thursday, Saturday, and Sunday from 7:30 PM to 8:00 PM and additionally on Saturday and Sunday from 1:00 PM to 1:30 PM. Male detainees are allowed visitors on Tuesday, Thursday, Saturday, and Sunday from 8:00 PM to 9:30 PM and additionally on Saturday and Sunday from 1:30 PM to 3:00 PM.
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visitation schedule and rules are posted in the front lobby of the jail.
The hours for all categories of visitation are posted in the visitation waiting area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A written copy of the rules regulating visitation and the hours of visitation is available to visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of the visitation rules and hours are available to visitors upon request.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A written visitation log is maintained at the visitor registration area.
The detainees are permitted to retain personal property items specified in the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A visitor dress code is available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The dress code is posted in the visitor waiting area.
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The requirement on visitation by minors is complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minors are allowed to visit at the facility.
At facilities where there is no provision for visits by minors, ICE arranges for visits by children and stepchildren, on request, within the first 30 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility allows minor visitation.
After that time, on request, ICE considers a transfer, when possible, to a facility that will allow minor visitation. At a minimum, monthly visits are allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility allows minor visitation.
Detainees in special housing are afforded visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal visitation is available seven (7) days a week, including holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On regular business days legal visitation hours are provide for a minimum of eight (8) hours per day, and a minimum of four hours per day on weekends and holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On regular business days, detainees are given the option of continuing a meeting with a legal representative through a scheduled meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon request, a meal is made available to the detainee after completion of the attorney visit.
Private consultation rooms are available for attorney meetings. There is a mechanism for the detainee and his/her representative to exchange documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility interrogation room is utilized for attorney visits that require private consultation.
There are written procedures governing detainee searches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When strip searches are required after every contact visit with a legal representative, the facility provides an option for non-contact visits with legal representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility does not strip search detainees after contact legal visits.

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## VISITATION

**POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.**

Prior to each visit, legal service providers and assistants are identified per the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A photo identification and a bar card is required for each lawyer or legal representative.
The current list of <i>pro bono</i> legal organizations is posted in the detainee housing areas and other appropriate areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The decision to permit or deny a tour is not delegated below the level of Field Office Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions for NGO visitation, as stated in the Detention Standards, are complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Law enforcement officials who request to visit with a detainee are referred to the ICE Field Office for approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC or ICE Field Office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place, consistent with the detention standard, for examinations by independent medical service providers and experts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Examinations by independent medical service providers and experts are governed by facility policy P1-16.A, Visitation.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

### REMARKS:

Visitation is governed by facility policy P1-16.A, Visitation. The facility complies with the NDS regarding Visitation.

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## VOLUNTARY WORK PROGRAM

**POLICY:** IN EVERY FACILITY OFFERING A VOLUNTARY WORK PROGRAM, ICE DETAINEES WILL HAVE THE OPPORTUNITY TO WORK AND EARN MONEY BY PARTICIPATING. WHILE NOT LEGALLY REQUIRED, ICE AFFORDS DETAINEE WORKERS BASIC OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) PROTECTIONS.

☒ **CHECK HERE IF ICE DETAINEES ARE NOT AUTHORIZED TO WORK AT THE IGSA FACILITY. MARK NA ON FORM G-324A, PAGE 3 AND MOVE TO NEXT SECTION.**

COMPONENTS	YES	NO	NA	REMARKS
Does the facility have a voluntary work program? • Do ICE detainees participate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee housekeeping meets neatness and cleanliness standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have the opportunity to participate in special details, however, are never allowed to work outside the secure perimeter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures govern selection of detainees for the Voluntary Work Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where possible, physically and mentally challenged detainees participate in the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility complies with work-hour requirements for detainees, not exceeding: • Eight hours a day and Forty hours a week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee volunteers generally work according to fixed schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a detainee is removed from a work detail, staff places the written justification for the action in the detainee's detention file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff, in accordance with written procedure, ensures that detainee volunteers understand their responsibilities as workers before they join the work program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The voluntary work program meets: • OSHA, NFPA, ACA standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical staff screen and formally certify detainee food service volunteers. • Before the assignment begins; and • As a matter of written procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive safety equipment/ training sufficient for the assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper procedure is followed when an ICE detainee is injured on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility does not permit detainees to participate in a voluntary work program.

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## **SECTION II**

# **HEALTH SERVICES STANDARDS**

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## HUNGER STRIKES

**POLICY: ALL FACILITIES WILL FOLLOW STANDARD GUIDELINES FOR THE MEDICAL AND ADMINISTRATIVE MANAGEMENT OF ICE DETAINEES ENGAGING IN HUNGER STRIKES. BY MONITORING OF THE HEALTH AND WELFARE OF THE INDIVIDUAL DETAINEES, FACILITIES WILL STRIVE TO SUSTAIN THEIR LIVES.**

COMPONENTS	YES	NO	NA	REMARKS
When a detainee has refused food for 72 hours, it is standard practice for staff to refer him/her to the medical department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A, Hunger Strikes, states that "staff will consider any detainee refusing food for two meals to be on a hunger strike, and will refer him/her to the medical department for evaluation and possible treatment".
CDFs and IGSAAs immediately report a hunger strike to the ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-1.A requires reporting hunger striking detainees to ICE.
The facility has established procedures to ensure staff respond immediately to a hunger strike.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-1.A adequately outlines procedures for identifying, referring and managing hunger striking detainees.
Policy and procedure require that staff isolate a hunger-striking detainee from other detainees. <ul style="list-style-type: none"> <li>If yes, in an observation room?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A requires staff to place hunger strikers in a single occupancy observation cell or in the special management area.
Medical personnel are authorized to place a detainee in the Special Management Unit or a locked hospital room.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, medical staff is authorized to place hunger strikers in the special management area.
Medical staff records the weight and vital signs of a hunger-striking detainee at least once every 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, Policy P2-1.A requires medical staff to record the weight and vital signs of a hunger striking detainees every 24 hours.
The OIC of the facility obtains a hunger striker's consent before medical treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees sign a consent form for treatment before treatment or evaluation.
A signed Refusal of Treatment form is required of every detainee who rejects medical evaluation or treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A requires obtaining a signed refusal of treatment form when a detainee refuses evaluation or treatment.
During a hunger strike, staff document and provide the hunger-striking detainee three meals a day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A instructs staff to deliver three meals per day, irrespective of a verbal refusal.
Staff maintains the hunger striker's supply of drinking water/other beverages.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A requires staff to maintain an adequate supply of drinking water and offer other beverages.

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## HUNGER STRIKES

**POLICY:** ALL FACILITIES WILL FOLLOW STANDARD GUIDELINES FOR THE MEDICAL AND ADMINISTRATIVE MANAGEMENT OF ICE DETAINEES ENGAGING IN HUNGER STRIKES. BY MONITORING OF THE HEALTH AND WELFARE OF THE INDIVIDUAL DETAINEES, FACILITIES WILL STRIVE TO SUSTAIN THEIR LIVES.

During a hunger strike, staff removes all food items from the hunger striker's living area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A requires removal of all food except that which is authorized by the medical authority.
Staff is directed to record the hunger striker's fluid intake and food consumption; Does staff always use Hunger Strike Monitoring Form I-839 or similar IGSA form.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, policy P2-1.A, section C, instructs staff to record a hunger striker's food and fluid intake.
The medical staff has written procedures for treating hunger strikers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical staff has written protocols for the management of hunger strikers.
Staff documents all treatment attempts, including attempts to persuade hunger striker of medical risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, staff is instructed to document all treatment attempts.
Staff has received training in identification of hunger strikes. Medical staff receives early training in hunger-strike evaluation and treatment. Staff remains current in evaluation and treatment techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of training logs revealed that hunger strike training was performed in August and September 2009.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

### REMARKS:

Staff at the facility has adequate policy, procedures, and training in the identification, referral, and management of hunger striking detainees. There have been no detainee hunger strikes since the previous inspection.

(b)(6), (b)(7)c June 3, 2010  
AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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## ACCESS TO MEDICAL CARE

**POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.**

COMPONENTS	YES	NO	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility is not accredited by the American Correctional Association or the National Commission on Correctional Health Care. Licenses of the medical staff were reviewed and found to be current and valid.
The facility's in-processing procedures for arriving detainees include medical screening.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility's in-processing procedures include medical intake screening; however, a review of detainee health records did not show evidence of a completed medical screening on seven of ten records reviewed. The intake screening form consists of check off boxes next to a series of medical and mental health questions. The check off boxes did not permit a "No or Not Applicable" answer. If detainees had a totally negative medical and mental health history, all boxes are left unchecked and there is no way to confirm that a complete screening has been performed. The intake screening form was revised to include the missing check boxes prior to the conclusion of the inspection.
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees access health care by filling out a sick call request form. The forms are handed out by the detention officers or the nurse. Urgent care requests are handled immediately and routine requests are collected daily as part of the routine mail.
The facility has access to a PHS/DIHS Managed Health Care Coordinator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility uses the Treatment Authorization Request (TAR) system to access the PHS/DIHS Managed Health Care Coordinator.
The medical staff is large enough to provide, examine, and treat the facility's detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health care staffing consists of (b)(7) full-time Licensed Practical Nurse (LPN) and a part-time contract physician. The physician visits the facility one day per week.
The facility has sufficient space and equipment to afford detainee privacy when receiving health care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health care is provided in a room within the booking area. The space is cramped but adequate.
The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. The health services area is within the secure perimeter of the facility and has restricted access.

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## ACCESS TO MEDICAL CARE

**POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.**

The medical facility entrance includes a holding/waiting room.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. Since the health services unit is adjacent to the booking area, detainees receiving health care are brought to booking to await evaluation or treatment. There is no separate holding area for health services.
The medical facility's holding/waiting room is under the direct supervision of custodial staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. The health services unit is in a room adjacent to the booking area and under the supervision of detention officers.
Detainees in the holding/waiting room have access to a drinking fountain.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. There is no drinking fountain in the health services unit; however, water is provided upon request.
Medical records are kept apart from other files. They are: <ul style="list-style-type: none"> <li>Secured in a locked area within the medical unit;</li> <li>With physical access restricted to authorized medical staff; and</li> <li>Procedurally, no copies made and placed in detainee files.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical records are computerized and are now password protected. Only medical staff has access to medically sensitive information.
Pharmaceuticals are stored in a secure area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, pharmaceuticals are stored in a locked cart or in a storage room. The storage room has solid walls from floor to ceiling and the solid metal door is secured with a high security locking device.
Medical screening includes a Tuberculosis (TB) test. <ul style="list-style-type: none"> <li>Every arriving detainee receives a TB test during the admission process;</li> <li>Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility; and</li> <li>Detainees not screened are housed separate from the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of ten detainee health records revealed that all ten had timely tuberculosis testing within one business day of arrival. All detainees are screened. Symptomatic detainees and detainees with positive skin tests and chest x-rays are housed in one of two negative pressure isolation rooms until cleared by the contract physician.
All detainees receive a mental-health screening upon arrival. It is conducted: <ul style="list-style-type: none"> <li>By a health care provider or specially trained officer; and</li> <li>Before a detainee's assignment to a housing unit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to perform a mental health screening before a detainee's assignment to a housing unit. However, mental health screening is conducted by detention staff during the booking process. A review of training records revealed that staff received training in mental health screening during February, March and April of 2010.

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## ACCESS TO MEDICAL CARE

**POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.**

The facility health care provider promptly reviews all I-794s (or equivalent) to identify detainees needing medical attention.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, the LPN reviews all medical intake screening data if she is on duty when the screening is performed. If she is not on duty at the time of the arrival, it is reviewed on the next business day.
The health care provider physically examines/assesses arriving detainees within 14 days of admission/arrival at the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The health records of ten detainees housed more than 14 days were reviewed. All had timely physical assessments by the contract physician.
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in the segregation unit have the same access to medical care as the general population.
Staff provides detainees with health services (sick call) request slips daily, upon request. <ul style="list-style-type: none"> <li>Request slips are available in languages other than English, including every language spoken by a sizeable number of the facility's detainee population.</li> <li>Service-request slips are delivered in a timely fashion to the health care provider.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to have sick call request slips in languages other than English, including every language spoken by a sizeable number of the facility's detainee population. However, sick call request slips are available in English and Spanish and are delivered to the nurse in a timely manner.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-2.A, Medical Care, provides adequate guidance for obtaining emergency services when the nurse or physician is not on-site.
The plan includes an on-call provider.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, the phone number of the nurse and physician are published in policy.
The plan includes a list of telephone numbers for local ambulance and hospital services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, the phone number for the ambulance and hospital are published in policy.
The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. Policy includes security and safety procedures during emergency and non-emergency transport.
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff is trained in cardiopulmonary resuscitation, first aid, and the use of automatic external defibrillators. There is no place within the facility that cannot be reached in less than one minute.
Where staff is used to distribute medication, a health care provider properly trains these officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, training records of detention staff reflect that health services staff have instructed them in the proper distribution of medications.
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A standard Medical Administration Record (MAR) is used to document when medication is distributed by the LPN or the detention staff.

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## ACCESS TO MEDICAL CARE

**POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.**

The Form I-819 (or IGSA equivalent) is used to notify the Warden/Facility of a detainee that has special medical needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This component is only required for SPCs/CDFs. However, the Division of Immigration Health Services (DIHS) form 819 is used to communicate special medical needs to the administrative staff.
A signed and dated consent form is obtained from a detainee before medical treatment is administered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A signed and dated consent form is obtained during the booking process. An additional consent form is signed prior to evaluation and treatment by the contract physician.
Detainees use the I-813 (or IGSA equivalent) to authorize the release of confidential medical records to outside sources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When a detainee's confidential medical records are released to outside sources, detainees are required to sign an "Authorization for Use and/or Disclosure of Protected Health Information" form.
The facility health care provider is given advance notice prior to the release, transfer, or removal of a detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The nurse is given adequate notice as to when detainees are transferred or released.
Detainee's medical records or a copy thereof, are available and transferred with the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When appropriate, copies of significant medical records are available for transfer with detainees.
Medical records are placed in a sealed envelope or other container labeled with the detainee's name and A-number and marked "MEDICAL CONFIDENTIAL".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When medical records are transferred with detainees, they are placed in a sealed envelope that is stamped "Medical Confidential" and labeled with the detainee's name and A-file number.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

### REMARKS:

Health care at the facility is provided in a clean environment of cramped but adequate size. Staffing is adequate to provide on-site coverage, eight hours per day, five days per week. A contract physician provides on-site services, one day per week. Detainees requiring frequent monitoring for chronic illnesses are identified during the physical assessment process. Access to routine and emergency health care is not inhibited. Persons requiring evaluation or treatment beyond the institution's capabilities are referred to specialists in the local community or transferred to a more appropriate facility.

(b)(6), (b)(7)c / June 3, 2010

AUDITOR'S SIGNATURE / DATE

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## SUICIDE PREVENTION AND INTERVENTION

**POLICY:** ALL DETENTION STAFF WORKING WITH ICE DETAINEES WILL BE TRAINED TO RECOGNIZE SUICIDE-RISK INDICATORS. STAFF WILL HANDLE POTENTIALLY SUICIDAL INDIVIDUALS WITH SENSITIVITY, SUPERVISION, AND REFERRALS. A CLINICALLY SUICIDAL DETAINEE WILL RECEIVE PREVENTIVE SUPERVISION AND TREATMENT.

COMPONENTS	YES	NO	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All new staff receives suicide prevention and intervention training during their orientation. Training logs document the training.
Training prepares staff to: <ul style="list-style-type: none"> <li>Recognize potentially suicidal behavior;</li> <li>Refer potentially suicidal detainees, following facility procedures; and</li> <li>Understand and apply suicide-prevention techniques.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The training plan and policy P2-3.A, Suicide Prevention and Intervention, adequately address the recognition, referral, and management of potentially suicidal detainees.
A health-care provider or specially trained officer screens all detainees for suicide potential as part of the admission process. <ul style="list-style-type: none"> <li>Screening does not occur later than one working day after the detainee's arrival.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trained detention officers screen all detainees for suicide potential during the booking process.
Written procedures cover when and how to refer at-risk detainees to medical staff and procedures are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-3.A provides guidance regarding when and how to refer suicidal detainees to the medical staff. A non-ICE detainee was on suicide watch during the time of the inspection, and appropriate procedures were being followed.
The facility has a designated isolation room for evaluation and treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The designated isolation room is directly adjacent to the control room. The control room officer can view the detainee through a large window. The room is also on a video camera.
The designated isolation room does not contain any structures or smaller items that could be used in a suicide attempt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The room has no small structures or small items that can be used in a suicide attempt. There is only a lower bunk and the detainee is placed in a suicide smock.
Medical staff has approved the room for this purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical staff has approved the room.
Staff observes and documents the status of a suicide-watch detainee at least once every 15 minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A suicide watch form is used to document the status of persons on suicide watch. The control room officer is required to document his checks every 15 minutes. Staff was observed performing this task.

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

### REMARKS:

Staff at the facility has received training in the recognition, referral, and management of suicidal detainees. Suicidal detainees receive preventive supervision and treatment. There have been no suicides or suicide attempts by ICE detainees since the last inspection.

(b)(6), (b)(7)c / June 3, 2010

AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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## TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

**POLICY** ALL FACILITIES HOUSING ICE DETAINEES SHALL HAVE POLICIES AND PROCEDURES ADDRESSING THE ISSUES OF TERMINAL ILLNESS OR INJURY, MEDICAL ADVANCED DIRECTIVES, AND DETAINEE DEATH, TO INCLUDE THE PROCEDURES TO ENSURE PROPER NOTIFICATION IS PROVIDED TO ICE OFFICIALS, FAMILY MEMBERS AND OTHER INTERESTED PARTIES IN THE EVENT OF A DETAINEE BECOMING TERMINALLY ILL OR INJURED OR DEATH OF A DETAINEE OCCURS. IN ADDITION, THE POLICY WILL COVER PROCEDURES TO BE TAKEN IF THE DEATH OF A DETAINEE OCCURS WHILE IN TRANSIT.

☒ **CHECK THIS BOX IF THE FACILITY DOES NOT ACCEPT ICE DETAINEES WHO ARE SEVERELY OR TERMINALLY ILL. INDICATE NA IN THE APPROPRIATE BOX FOR THIS PORTION OF THE WORKSHEET. ALWAYS COMPLETE ALL REFERENCES TO DETAINEE DEATH AND RELATED NOTIFICATIONS.**

COMPONENTS	YES	NO	NA	REMARKS
Detainees who are chronically or terminally ill are transferred to an appropriate offsite medical facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees who are chronically or terminally ill are not housed at this facility. Policy P2-4.A, Terminal Illness, Advanced Directives and Death, require transfer of these detainees to an appropriate facility.
The facility or appropriate ICE office promptly notifies the next of kin of the detainee's medical condition, to include: <ul style="list-style-type: none"> <li>The detainee's location; and</li> <li>The limitations placed on visiting.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A requires ICE to make appropriate notification to the detainee's next of kin regarding their medical status, location, and visiting hours.
There are guidelines addressing the State Advanced Directive Form for Implementing Living Wills and Advanced Directives. <ul style="list-style-type: none"> <li>The guidelines include instructions for detainees who wish to have a living will other than the generic form the DIHS provides or who wishes to appoint another to make advance decisions for him or her.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A regarding advanced directives provides guidance regarding living wills. The Missouri Durable Power of Attorney for Health Care is part of the policy and used when living wills are requested.
The guidelines provide the detainee the opportunity to have a private attorney prepare the documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy permits private attorneys to prepare advanced directives.
There is a policy addressing "Do Not Resuscitate Orders"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A addresses "Do Not Resuscitate Orders".
Detainees with a "Do Not Resuscitate" order in the medical record receive maximal therapeutic efforts short of resuscitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A states that "a detainee with a "Do Not Resuscitate Order" (DNR) may receive all therapeutic efforts short of resuscitation".
The facility notifies the DIHS Medical Director and Headquarters' Legal Counsel of the name and basic circumstances of any detainee with a "Do Not Resuscitate" order in the medical record. In the case of IGSAs, this notification is made through the local ICE representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A requires staff to notify the DIHS medical director, governing body, and the ICE legal counsel of the name and basic circumstances of any detainee for whom a DNR order has been filed in the medical record.
The facility has written procedures to address the issues of organ donation by detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A adequately addresses organ donation.

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# **TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH**

**POLICY** ALL FACILITIES HOUSING ICE DETAINEES SHALL HAVE POLICIES AND PROCEDURES ADDRESSING THE ISSUES OF TERMINAL ILLNESS OR INJURY, MEDICAL ADVANCED DIRECTIVES, AND DETAINEE DEATH, TO INCLUDE THE PROCEDURES TO ENSURE PROPER NOTIFICATION IS PROVIDED TO ICE OFFICIALS, FAMILY MEMBERS AND OTHER INTERESTED PARTIES IN THE EVENT OF A DETAINEE BECOMING TERMINALLY ILL OR INJURED OR DEATH OF A DETAINEE OCCURS. IN ADDITION, THE POLICY WILL COVER PROCEDURES TO BE TAKEN IF THE DEATH OF A DETAINEE OCCURS WHILE IN TRANSIT.

☒ **CHECK THIS BOX IF THE FACILITY DOES NOT ACCEPT ICE DETAINEES WHO ARE SEVERELY OR TERMINALLY ILL. INDICATE NA IN THE APPROPRIATE BOX FOR THIS PORTION OF THE WORKSHEET. ALWAYS COMPLETE ALL REFERENCES TO DETAINEE DEATH AND RELATED NOTIFICATIONS.**

COMPONENTS	YES	NO	NA	REMARKS
The facility has written procedures to notify ICE officials, deceased family members and consulates, when a detainee dies while in Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A requires notification of ICE when a detainee dies. ICE makes the notification to the next of kin and consulates.
The facility has a policy and procedure to address the death of a detainee while in transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy P2-4.A provides adequate guidance when a detainee dies in transport.
At all ICE locations the detainee's remains disposed of in accordance with the provisions detailed in this standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is not an ICE location. There have been no deaths at this facility since the last inspection.
In the event that neither family nor consulate claims the remains, the Field Office schedules an indigent's burial, consistent with local procedures. <ul style="list-style-type: none"> <li>If the detainee's is a U.S. military veteran, is the Department of Veterans Affairs notified?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An interview with the local ICE deportation officer indicated that a detainee would receive an indigent burial. If the detainee was a United States' veteran, the Department of Veterans Affairs would be notified.
An original or certified copy of a detainee's death certificate is placed in the subject's a-file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per an interview with the local ICE deportation officer, a copy of the death certificate would be placed in the A-file. There have been no deaths at this facility since the last inspection.
The facility follows established policy and procedures describing when to contact the local coroner regarding such issues as: <ul style="list-style-type: none"> <li>Performance of an autopsy;</li> <li>Who will perform the autopsy;</li> <li>Obtaining state approved death certificates; and</li> <li>Local transportation of the body.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no policy addressing performance of an autopsy, obtaining state approved death certificates, and local transportation of a detainee's body. This was corrected prior to the departure of the inspection team.
ICE staff follows established procedures to properly close the case of a deceased detainee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There have been no detainee deaths at this facility since the last inspection.

☒ **ACCEPTABLE**
     
 ☐ **DEFICIENT**
     
 ☐ **AT-RISK**
     
 ☐ **REPEAT FINDING**

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**REMARKS:**

The facility does not accept detainees who are seriously or terminally ill. Policies and procedures are in place regarding advance directives and appropriate notification regarding serious detainee illness, injury or death. It is recommended that the facility consider developing additional procedures to address performance of autopsies and obtaining death certificates. This was done prior to the departure of the inspection team. There have been no detainee deaths at this facility since the last inspection.

(b)(6), (b)(7)c / June 3, 2010

AUDITOR'S SIGNATURE / DA

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## **SECTION III**

# **SECURITY AND CONTROL STANDARDS**

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# **CONTRABAND**

**POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.**

COMPONENTS	YES	NO	NA	REMARKS
The facility follows a written procedure for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Though it is not required at an IGSA facility, staff do inventory, hold and report contraband when necessary to the proper authority for action/possible seizure. The facility's procedure for handling illegal contraband is comprehensive.
Contraband that is government property is retained as evidence for potential disciplinary action or criminal prosecution.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSAs are not required to comply with this component. However, contraband identified as government property is retained as evidence for potential disciplinary action or criminal prosecution.
Staff returns property not needed as evidence to the proper authority. Written procedures cover the return of such property.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSAs are not required to comply with this component. However, the facility does require staff to return property not needed as evidence to the proper authority. Facility procedure provides for the return of such property.
Altered property is destroyed following documentation and using established procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSAs are not required to comply with this component. However, facility policy and practice indicate that altered property is destroyed following documentation.
Before confiscating religious items, the OIC or designated investigator contacts a religious authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSAs are not required to comply with this component. However, facility policy requires the Jail Administrator to contact a religious authority before confiscating religious items.
Staff follows written procedures when destroying hard contraband that is illegal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy provides requirements regarding the destruction of hard contraband.
Hard contraband that is illegal (under criminal statutes) may be retained and used for official use, e.g. training purposes.  If yes, under specific circumstances and using specified written procedures. Hard contraband is secured when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures indicate that hard contraband that is illegal may be retained and used for official use and that such contraband is to be secured when not in use.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

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**REMARKS:**

The facility's contraband procedure and observed practice during the inspection complies with the NDS regarding Contraband.

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## DETENTION FILES

**POLICY:** EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	YES	NO	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This provision is mandated in facility policy P3-2.A, Detention Files.
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> <li>Special requests</li> <li>Any G-589s and/or I-77s closed-out during the detainee's stay</li> <li>Disciplinary forms/Segregation forms</li> <li>Grievances, complaints, and the disposition(s) of same</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detention files are maintained in a lockable cabinet directly behind the booking desk. Only staff is authorized access to the area. The detention file cabinet is lockable with only supervisors having access to the keys, even though IGSA's are not required to meet this portion of the component.
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Files ready to be archived are placed in a box labeled "Office-Dead File". These files are picked up daily by the office administrator for placement in the archives.
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

**REMARKS:**

The management of detention files is regulated by facility policy P3-2.A, Detention Files. The files at the facility are secure, neatly maintained, and kept up-to-date by the booking officer.

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## DISCIPLINARY POLICY

**POLICY:** ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> <li>• corporal punishment</li> <li>• deviations from normal food service</li> <li>• clothing deprivation</li> <li>• bedding deprivation</li> <li>• denial of personal hygiene items</li> <li>• loss of correspondence privileges</li> <li>• deprivation of physical exercise</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee handbook defines the rules of conduct, sanctions, and procedures.
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> <li>• Rights and Responsibilities</li> <li>• Prohibited Acts</li> <li>• Disciplinary Severity Scale</li> <li>• Sanctions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Though it is not required at an IGSA facility, detainees are made aware of the prohibited acts, disciplinary severity scale and sanctions, and rights and responsibilities in the detainee handbook. The handbook is in English and Spanish.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures do encourage informal resolutions for minor rule violations/prohibited acts.
Incident reports and Notice of Charges are promptly forwarded to the designated supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Facility procedures indicate that Incident Reports and Notice of Charges are promptly forwarded to the designated supervisor. A review of random detainee files confirmed this occurs.
Incident reports are investigated within 24 hours of the incident. The Unit Disciplinary Committee (UDC) or equivalent does not convene before an investigation ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An intermediate disciplinary process is used to adjudicate minor infractions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## DISCIPLINARY POLICY

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COMPONENTS	YES	NO	NA	REMARKS
A disciplinary panel (or equivalent in IGSA's) adjudicates infractions. The panel: <ul style="list-style-type: none"> <li>Conducts hearings on all charges and allegations referred by the UDC;</li> <li>Considers written reports, statements, physical evidence, and oral testimony;</li> <li>Hears pleadings by detainees and staff representatives;</li> <li>Bases its findings on the preponderance of evidence; and</li> <li>Imposes only authorized sanctions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Although IGSA's are not required to conduct hearings on all charges and allegations referred by the UDC; consider written reports, statements, physical evidence, and oral testimony; hear pleadings by detainees and staff representatives; base its findings on the preponderance of the evidence and impose only authorized sanctions, facility procedure and practice indicate that this is occurring.
A staff representative is available if requested for a detainee facing a disciplinary hearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility's procedures do provide a staff representative for detainees who request one.
The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The duration of punishment set by the OIC, as recommended by the disciplinary panel, does not exceed established sanctions. The maximum time in disciplinary segregation is limited to 60 days for a single offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The maximum amount of time in disciplinary segregation is limited to sixty days.
Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing "substantial evidence"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviews of random detainee files indicate that all relevant forms are completed and distributed as required.
<div style="display: flex; justify-content: space-between; padding: 5px;"> <span><input checked="" type="checkbox"/> ACCEPTABLE</span> <span><input type="checkbox"/> DEFICIENT</span> <span><input type="checkbox"/> AT-RISK</span> <span><input type="checkbox"/> REPEAT FINDING</span> </div>				

**REMARKS:**

Review of facility procedures, personal observation, and a random inspection of detainee files revealed a comprehensive disciplinary policy and practice.

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## EMERGENCY (CONTINGENCY) PLANS

**POLICY ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENCIES WITH A PREDETERMINED STANDARDIZED PLAN TO MINIMIZE THE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECOMMENDED THAT SPCs AND CDFs ENTER INTO AGREEMENT, VIA MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND STATE AGENCIES TO ASSIST IN TIMES OF EMERGENCY.**

COMPONENTS	YES	NO	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current facility policy does not preclude detainees or detainee groups from exercising control or authority over other detainees.
Detainees are protected from: <ul style="list-style-type: none"> <li>• Personal abuse</li> <li>• Corporal punishment</li> <li>• Personal injury</li> <li>• Disease</li> <li>• Property damage</li> <li>• Harassment from other detainees</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee handbook states that detainees are protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment from other detainees.
Staff is trained to identify signs of detainee unrest. <ul style="list-style-type: none"> <li>• What type of training and how often?</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Initial training of staff is provided to identify signs of detainee unrest during Detention Basic Training provided by the Missouri Sheriff's Association Training Academy. There is no evidence or documentation of follow up training on this topic.
Staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a designated person or persons responsible for emergency plans and their implementation. Sufficient time is allotted to the person or group for development and implementation of the plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plans address the following issues: <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Accountability (copies and storage locations)</li> <li>• Annual review procedures and schedule</li> <li>• Revisions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Emergency Manual addresses the need for staff confidentiality, accountability, annual reviews and revisions.
Contingency plans include a comprehensive general section with procedures applicable to most emergency situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has cooperative contingency plans with applicable: <ul style="list-style-type: none"> <li>• Local law enforcement agencies</li> <li>• State agencies</li> <li>• Federal agencies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility does have a cooperative agreement with the local fire department.
All staff receives copies of Hostage Situation Management policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Staff does receive information on the facility's hostage management policy.

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# EMERGENCY (CONTINGENCY) PLANS

**POLICY** ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENCIES WITH A PREDETERMINED STANDARDIZED PLAN TO MINIMIZE THE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECOMMENDED THAT SPCs AND CDFs ENTER INTO AGREEMENT, VIA MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND STATE AGENCIES TO ASSIST IN TIMES OF EMERGENCY.

COMPONENTS	YES	NO	NA	REMARKS
Staff is trained (b)(7)e Within 24 hours after release, hostages are screened for medical and psychological effects.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, staff is trained to (b)(7)e Facility policy does indicate that within twenty-four hours after release hostages are screened for medical and psychological effects.
Emergency plans include emergency medical treatment for staff and detainees during and after an incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Facility policy does address emergency medical treatment for staff and detainees during and after an incident.
Food service maintains at least 3 days' worth of emergency meals for staff and detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Currently, the facility does not require food service to maintain at least three days worth of emergency meals for staff and detainees.
Written plans identify locations of shut-off valves and switches for all utilities (water, gas, electric).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does identify the locations of shut-off valves and switches for all utilities.
Written procedures cover: <ul style="list-style-type: none"> <li>• Work/Food Strike</li> <li>• Disturbances</li> <li>• Escapes</li> <li>• Bomb Threats</li> <li>• Adverse Weather</li> <li>• Internal Searches</li> <li>• Facility Evacuation</li> <li>• Detainee Transportation System Plan</li> <li>• Internal Hostages</li> <li>• Civil Disturbances</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ ACCEPTABLE      ☐ DEFICIENT      ☐ AT-RISK      ☐ REPEAT FINDING

## REMARKS:

The facility has a well written and comprehensive Emergency Plan. All major contingencies are addressed. Currently, local policy does not address the issue of precluding detainees or detainee groups from exercising control or authority over other detainees.

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## ENVIRONMENTAL HEALTH AND SAFETY

**POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND SAFE-HANDLING PROCEDURES**

COMPONENTS	YES	NO	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy P3-5.A, Control and Storage of Toxins, Caustics and Flammables, provides guidance for this component.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used. <ul style="list-style-type: none"> <li>The files list all storage areas, and include a plant diagram and legend.</li> <li>The MSDSs and other information in the files are available to personnel managing the facility's safety program.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master MSDS files are located in the maintenance and medical departments.
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> <li>Wear personal protective equipment; and</li> <li>Report hazards and spills to the designated official.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention personnel receive chemical use and control training.
The MSDSs are readily accessible to staff and detainees in work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> <li>Quantities are limited; and</li> <li>Staff always supervises detainees using these substances.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff issue pre-diluted cleaning chemicals for use in the housing units.
All "flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting fixtures and electrical equipment installed in storage rooms and other hazardous areas meet National Electrical Code requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The professional balancing of the ventilation system ensures adequate air exchanges throughout the facility.
Vents return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Living unit temperatures are manually maintained and set within the industry standards.
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All toxic and caustic materials are stored in their original containers in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excess flammables, combustibles, and toxic liquids are disposed of properly and in accordance with MSDSs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budgetary constraints ensure that only the desired quantities are purchased.
Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Methyl alcohol is not used or stored at this facility.
Every employee and detainee using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## ENVIRONMENTAL HEALTH AND SAFETY

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COMPONENTS	YES	NO	NA	REMARKS
The facility complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and the Occupational Safety and Health Administration (OSHA).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The maintenance supervisor conducting the fire and safety inspections is a volunteer fire fighter. Additionally, he has many years of heating/AC and electrical experience.
The Safety Office (or officer) maintains files of inspection reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The fire plan has been approved by the Kingston, MO Fire Chief.
The plan requires: <ul style="list-style-type: none"> <li>Monthly fire inspections;</li> <li>Fire protection equipment strategically located throughout the facility;</li> <li>Public posting of emergency plans with accessible building/room floor plans;</li> <li>Exit signs and directional arrows; and</li> <li>An area-specific exit diagram conspicuously posted in the diagrammed area.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire drills are conducted and documented monthly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A sanitation program covers barbering operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The barber shop has the facilities and equipment necessary to meet sanitation requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a designated room for barbering operations as required by the component.
The sanitation standards are conspicuously posted in the barbershop.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitation standards were posted in the barbering areas during this inspection.
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard cleaning practices include: <ul style="list-style-type: none"> <li>Using specified equipment; cleansers; disinfectants and detergents.</li> <li>An established schedule of cleaning and follow-up inspections.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility follows standard cleaning procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits are readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A licensed medical waste contractor disposes of infectious/bio-hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steri-Cycle is the licensed medical waste contractor disposing of the bio-hazardous waste on a regular basis.
Staff is trained to prevent contact with blood and other body fluids and written procedures are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## ENVIRONMENTAL HEALTH AND SAFETY

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COMPONENTS	YES	NO	NA	REMARKS
Do the methods for handling/disposing of refuse meet all regulatory requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> <li>At least monthly.</li> <li>The pest-control program includes preventative spraying for indigenous insects.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drinking water and wastewater is routinely tested according to a fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency power generators are tested at least every two weeks. <ul style="list-style-type: none"> <li>Other emergency systems and equipment receive testing at least quarterly.</li> <li>Testing is followed-up with timely corrective actions (repairs and replacements).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency generators are tested weekly. Load bearing tests are conducted at least quarterly.

☒ ACCEPTABLE
 ☐ DEFICIENT
 ☐ AT-RISK
 ☐ REPEAT FINDING

**REMARKS:**

This facility is a well maintained single story structure constructed in 2004. The fire suppression/detection system annunciates in the control center and is tested/inspected as required. Documented monthly fire and safety inspections, fire drills, and appropriate fire safety training augment the level of fire protection for the detainee population. Adequate chemical storage, use and control procedures are in place. The facility does not have a designated room for barbering operations. Barbershop standards were posted during this review to ensure enhancement of the sanitation program

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## HOLD ROOMS IN DETENTION FACILITIES

**POLICY:** HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, all facility hold rooms are within the secure perimeter.
The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. This facility's hold rooms are well ventilated and well illuminated. All activating switches are located outside of the room.
The hold rooms contain sufficient seating for the number of detainees held.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, all of the facility's hold rooms contain sufficient seating for the number of detainees held.
Bunks, cots, beds, or other related make-shift sleeping apparatus are precluded from use inside hold rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. The facility does preclude bunks, cots or other make shift sleeping apparatuses inside the hold rooms. There are permanently attached benches inside the hold rooms should the facility need to use them as a temporary holding cell.
The walls and ceilings of the hold rooms are tamper and escape proof.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the hold rooms at this facility are tamper and escape proof.
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, diapers and wipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility was built in 2004. Staff is within visual and audible range of detainees in the hold rooms.
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.). <ul style="list-style-type: none"> <li>Hold rooms are irregularly monitored every 15 minutes.</li> <li>Unusual behavior or complaints are noted.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The hold rooms are located in the booking area of the facility. Detainees are monitored every 15 minutes and unusual behavior or complaints are noted through a logging system.
When the last detainee has been removed from the hold room, it is given a thorough inspection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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### HOLD ROOMS IN DETENTION FACILITIES

**POLICY:** HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY.

COMPONENTS	YES	NO	NA	REMARKS
There is a written evacuation plan that includes a designated officer to remove detainees from hold rooms in case of fire and/or building evacuation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An appropriate emergency service is called immediately upon a determination that a medical emergency may exist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility's hold rooms are located in a well designed booking area that allows for constant observation of detainees. The hold rooms are secure and meet basic hygiene standards.

(b)(6), (b)(7)c / June 3, 2010  
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**KEY AND LOCK CONTROL  
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

**POLICY** IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
The security officer[s], or equivalent in IGSAs, has attended an approved locksmith training program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation was provided indicating that the maintenance supervisor had attended an approved locksmith training program.
The security officer, or equivalent in IGSAs, has responsibly for all administrative duties and responsibilities relating to keys, locks etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer, or equivalent in IGSAs, provides training to employees in key control.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No documentation could be provided indicating that staff was trained in key and lock control.
The security officer, or equivalent in IGSAs, maintains inventories of all keys, locks and locking devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key inventories were up-to-date and accurate.
The security officer follows a preventive maintenance program and maintains all preventive maintenance documentation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Although facility policy states that a preventive maintenance program is in place and that documentation will be maintained, no documentation currently exists regarding a preventative maintenance program.
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer, or equivalent in IGSAs, develops policy and procedures to ensure safe combinations integrity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only dead bolt or dead lock functions are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only authorized locks (as specified in the Detention Standard) are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grand master keying systems are prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All worn or discarded keys and locks are cut up and properly disposed of.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy addresses this issue. The facility is relatively new and there have been no worn or discarded keys.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: <ul style="list-style-type: none"> <li>Occupational Safety and Environmental Health Manual, Ch. 3;</li> <li>National Fire Protection Association Life Safety Code 101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The operational keyboard is sufficient to accommodate all the facility key rings, including keys in use, and is located in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure that key rings are: <ul style="list-style-type: none"> <li>Identifiable;</li> <li>The numbers of keys are cited; and</li> <li>Keys cannot be removed.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency keys are maintained in the (b)(7)e and a second set of emergency keys are located at the (b)(7)e which is located outside of the secure perimeter.

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**KEY AND LOCK CONTROL  
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

**POLICY** IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	YES	NO	NA	REMARKS
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual gun lockers are provided. <ul style="list-style-type: none"> <li>They are located in an area that permits constant officer observation.</li> <li>In an area that does not allow detainee or public access.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to physically count keys on a daily basis. However, facility policy and practice require that all keys are counted daily.
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> <li>Issued keys are returned immediately in the event an employee inadvertently carries a key ring home.</li> <li>When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified.</li> <li>Detainees are not permitted to handle keys assigned to staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Though it is not required at an IGSA facility, current policy does require that issued keys are returned immediately in the event an employee inadvertently carries a key ring home. Additionally, when a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified, and detainees are not permitted to handle keys assigned to staff.

☒ **ACCEPTABLE**

☐ **DEFICIENT**

☐ **AT-RISK**

☐ **REPEAT FINDING**

**REMARKS:**

The facility policy on key and lock control is well written and comprehensive. At the time of the inspection, the facility could not provide documentation that staff was trained in key and lock control. Neither did it appear during the inspection that preventive maintenance is being done.

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## POPULATION COUNTS

**POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.**

COMPONENTS	YES	NO	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Activities cease or are strictly controlled while a formal count is being conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures and observed practice requires activities to cease while a formal count is being conducted.
Certain operations cease during formal counts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, review of facility procedures and observation of the midday formal count indicate that operations do cease during formal counts.
All movement ceases for the duration of a formal count.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Observation of a facility formal count and review of procedures indicate that all movement does cease during formal counts.
Formal counts in all units take place simultaneously.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility counts are done in all units simultaneously by two assigned staff members.
Detainee participation in counts is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Facility procedures prohibit detainees from participating in counts.
A face-to-photo count follows each unsuccessful recount.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures and staff interviews indicate a face-to-photo count does follow an unsuccessful recount.
Officers positively identify each detainee before counting him/her as present.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures and observation of a formal count indicate that assigned staff does positively identify each detainee before counting him/her as present.
Written procedures cover informal and emergency counts. • They are followed during informal counts and emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility procedures require informal and emergency counts.
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility procedures and observation indicate that control room personnel accurately maintain an out-count record at all times.

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## POPULATION COUNTS

**POLICY:** ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

This training is documented in each officer's training folder.



ACCEPTABLE



DEFICIENT



AT-RISK



REPEAT FINDING

### REMARKS:

Review of facility procedures and observation of a formal count indicate that counts are thorough and performed in a professional manner. Control room personnel were well versed in recording both in and out of facility counts.

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## POST ORDERS

**POLICY: ICE PROVIDES OFFICERS ALL NECESSARY GUIDANCE FOR CARRYING OUT THEIR DUTIES. THIS GUIDANCE INCLUDES THE POST ORDERS ESTABLISHED FOR EVERY POST, WHICH ARE REVIEWED AT LEAST ANNUALLY, AND GIVEN TO EACH OFFICER UPON ASSIGNMENT TO THAT POST.**

COMPONENTS	YES	NO	NA	REMARKS
Every fixed post has a set of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The post orders are well written and comprehensive. Every fixed post had a corresponding post order.
Each set contains the latest inserts (emergency memoranda, etc.) and revisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures and personal observation during the inspection revealed that each set of post orders did contain the latest inserts and revisions.
One individual or department is responsible for keeping all post-orders current with revisions that take place between reviews.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The IGSA maintains a complete set (central file) of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A complete set of post orders is maintained in the Facility Administrator's office.
The central file is accessible to all staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. The facility maintains a complete set of post orders in the Facility Administrator's office, and they are accessible to all staff.
The OIC or Contract / IGSA equivalent initiates/authorizes all post-order changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the Facility Administrator does initiate and authorize all post order changes.
The OIC or Contract / IGSA equivalent has signed and dated the last page of every section.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the inspection determined that the facility administrator has signed and dated each page of every section.
A review/updating/reissuing of post orders occurs regularly and at a minimum, annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures keep post orders and logbooks secure from detainees at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, policy and practice indicate that the post orders and logbooks are maintained in a manner that prevents detainees from gaining access.
Every armed-post officer qualifies with the post weapon(s) before assuming post duty.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Facility policy and practice provide that every armed-post officer qualifies with the post weapon before assuming post duty.
Armed-post post orders provide instructions for escape attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## POST ORDERS

**POLICY:** ICE PROVIDES OFFICERS ALL NECESSARY GUIDANCE FOR CARRYING OUT THEIR DUTIES. THIS GUIDANCE INCLUDES THE POST ORDERS ESTABLISHED FOR EVERY POST, WHICH ARE REVIEWED AT LEAST ANNUALLY, AND GIVEN TO EACH OFFICER UPON ASSIGNMENT TO THAT POST.

COMPONENTS	YES	NO	NA	REMARKS
The post orders for housing units track the event schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility post orders for housing units track the event schedule. The logs are maintained in the facility control room.
Housing-unit post officers record all detainee activity in a log. The post order includes instructions on maintaining the logbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility housing unit post officers maintain an activity log and it does include instructions on completing the logbook. The logbook is kept in the facility control room.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility has a comprehensive and thorough post order system. The post orders are easily accessible to all staff.

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## SECURITY INSPECTIONS

**POLICY:** POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy. The policy specifies: <ul style="list-style-type: none"> <li>• Posts to be inspected;</li> <li>• Required inspection forms;</li> <li>• Frequency of inspections;</li> <li>• Guidelines for checking security features; and</li> <li>• Procedures for reporting weak spots, inconsistencies, and other areas needing improvement</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Although IGSA's are not required to list the posts to be inspected or maintain required inspection forms, facility policy does address these issues.
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does require officers to conduct a security check of his/her assigned area and the results are documented.
Documentation of security inspections is kept on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. The facility does document all security inspections and they are maintained on file in the booking area.
Procedures ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility procedures do ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All visits are officially recorded in a visitor logbook or electronically recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a secure visitor pass system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation was provided indicating that all control center officers have received specialized training.
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are restricted from access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communications are centralized in the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers monitor all vehicular traffic entering and leaving the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility does not admit vehicles into the secure area of the facility.

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## SECURITY INSPECTIONS

**POLICY:** POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility. Each entry contains: <ul style="list-style-type: none"> <li>The driver's name;</li> <li>Company represented;</li> <li>Vehicle contents;</li> <li>Delivery date and time;</li> <li>Date and time out;</li> <li>Vehicle license number; and</li> <li>Name of employee responsible for the vehicle during the visit</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. The facility does not have a vehicle sally port.
Officers thoroughly search each vehicle entering and leaving the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. No vehicles enter or leave the secure perimeter of the facility.
The facility has a written policy and procedures to prevent the introduction of contraband into the facility or any of its components.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools being taken into the secure area of the facility are inventoried before entering and prior to departure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does require that tools being taken into the secure area of the facility be inventoried before entering and prior to departure.
The SMU entrance has a sally port.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Special Management Unit does not have a sally port. The entrance and exit is controlled by the control room officer who has direct observation of the unit. In addition, the door to the Special Management Unit can be manually keyed in an emergency.
Written procedures govern searches of detainee housing units and personal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing area searches occur at irregular times.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does require that housing area searches be conducted at irregular times.
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage and supply rooms, walls, light and plumbing fixtures, accesses, and drains, etc., undergo frequent, irregular searches. These searches are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily procedures include: <ul style="list-style-type: none"> <li>Perimeter alarm system tests;</li> <li>Physical checks of the perimeter fence; and</li> <li>Documenting the results.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(b)(7)e
Visitation areas receive frequent, irregular inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visitation area is in the law library and is included in the security search checklist.

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## SECURITY INSPECTIONS

**POLICY:** POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
<input checked="" type="checkbox"/> ACCEPTABLE	<input type="checkbox"/> DEFICIENT	<input type="checkbox"/> AT-RISK	<input type="checkbox"/> REPEAT FINDING	

### REMARKS:

The facility's security inspection policy is well written and thorough. Documentation of inspections is adequate. The Special Management Unit does not have a sally port. Entrance and egress is accomplished by control room officers who have direct observation of the unit. The Special Management Unit doors can also be keyed open and closed in an emergency situation.

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**SPECIAL MANAGEMENT UNIT (SMU)  
(ADMINISTRATIVE SEGREGATION)**

**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).

COMPONENTS	YES	NO	NA	REMARKS
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> <li>Detainees are placed in the SMU (administrative) in accordance with written criteria.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> <li>A copy of the order given to the detainee within 24 hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC (or equivalent) regularly reviews the status of detainees in administrative detention. <ul style="list-style-type: none"> <li>A supervisory officer conducts a review within 72 hours of the detainee's placement in the SMU (administrative).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. The facility's policy does indicate that the Officer-in-Charge (or equivalent) regularly reviews the status of detainees in administrative detention and that a supervisory officer conducts a review within 72 hours of the detainee's placement in the Special Management Unit. However, there is no documentation that indicates that this is occurring.
A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation, and: <ul style="list-style-type: none"> <li>Every week thereafter for the first month; and</li> <li>Every 30 days after the first month.</li> <li>Does each review include an interview with the detainee?</li> <li>Is a written record made of the decision and the justification?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Facility policy indicates that a supervisory officer conducts another review after the detainee has spent seven days in administrative segregation and every week thereafter for the first month, and then every thirty days after the first month. Local policy also states each review will include an interview with the detainee and that a written record will be maintained of the decision. A review revealed a lack of documentation or forms exist to determine if this is occurring. Staff advised that typically, no detainee would be held in administrative segregation for this period of time.

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**SPECIAL MANAGEMENT UNIT (SMU)  
(ADMINISTRATIVE SEGREGATION)**

**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).

COMPONENTS	YES	NO	NA	REMARKS
The detainee is given a copy of the decision and justification for each review. <ul style="list-style-type: none"> <li>The detainee is given an opportunity to appeal the reviewer's decision to someone else in the facility.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does state that a detainee will be given a copy of the decision and justification for each review. In addition, the detainee is given an opportunity to appeal the reviewer's decision.
The OIC (or equivalent) routinely notifies the Field Office Director (or staff officer in charge of IGSA's) any time a detainee's stay in administrative detention exceeds 30 days. <ul style="list-style-type: none"> <li>Upon notification that the detainee's administrative segregation has exceeded 60 days, the FD forwards written notice to HQ Field Operations Branch Chief for DRO.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Current policy does not indicate that the Field Office Director will be notified in the event that a detainee stays in administrative segregation for more than thirty days.
The OIC or equivalent) reviews the case of every detainee who objects to administrative segregation after 30 days in the SMU. <ul style="list-style-type: none"> <li>A written record is made of the decision and the justification.</li> <li>The detainee receives a copy of this record.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does indicate that the Officer-in-Charge will review the case of every detainee who objects to administrative segregation.
The detainee is given the right to appeal to the OIC (or equivalent) the conclusions and recommendations of any review conducted after the detainee have remained in administrative segregation for seven consecutive days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility policy does state that a detainee is given the right to appeal the conclusions and recommendations of any review conducted after the detainee has remained in administrative segregation for seven consecutive days.
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU is: <ul style="list-style-type: none"> <li>Well ventilated;</li> <li>Adequately lighted;</li> <li>Appropriately heated; and</li> <li>Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> <li>Every bed is securely fastened to the floor or wall.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit. <ul style="list-style-type: none"> <li>When occupancy exceeds recommended capacity, do basic living standards decline?</li> <li>Do criteria for objectively assessing living standards exist?</li> <li>If yes, are the criteria included in the written procedures?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The segregated detainees have the same opportunities to exchange/laundry clothing, bedding, and linen as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**SPECIAL MANAGEMENT UNIT (SMU)  
(ADMINISTRATIVE SEGREGATION)**

**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).

COMPONENTS	YES	NO	NA	REMARKS
Detainees receive three nutritious meals per day, from the general population's menu of the day. <ul style="list-style-type: none"> <li>Do detainees eat only with disposable utensils?</li> <li>Is food ever used as punishment?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU. <ul style="list-style-type: none"> <li>The detainees have the opportunity to shower and shave at least three times a week.</li> <li>If not, explain.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainees are provided: <ul style="list-style-type: none"> <li>Barbering services;</li> <li>Recreation privileges in accordance with the "Detainee Recreation" standard;</li> <li>Non-legal reading material;</li> <li>Religious material;</li> <li>The same correspondence privileges as detainees in the general population;</li> <li>Telephone access similar to that of the general population; and</li> <li>Personal legal material.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor recreation is not provided at this facility.
A health care professional visits every detainee at least three times a week. <ul style="list-style-type: none"> <li>The shift supervisor visits each detainee daily.</li> <li>Weekends and holidays.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures comply with the "Visitation" standard. <ul style="list-style-type: none"> <li>The detainee retains visiting privileges; and</li> <li>The visiting room is available during normal visiting hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have the same law-library access as the general population. <ul style="list-style-type: none"> <li>Are they required to use the law library <input checked="" type="checkbox"/> Separately, or <input type="checkbox"/> As a group?</li> <li>Are legal materials brought to them?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in administrative segregation are separately provided full law-library access.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>SPC procedures</u> include completing the SMU Housing Record (I-888) immediately upon a detainee's placement in the SMU. <ul style="list-style-type: none"> <li>Staff completes the form at the end of each shift.</li> <li><u>CDFs and IGSA</u> facilities use Form I-888 (or local equivalent).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to complete the SMU Housing Record form immediately upon a detainee's placement in the SMU. However, the facility does complete this form immediately upon placement in the SMU.
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift. <ul style="list-style-type: none"> <li>Staff logs record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc;</li> <li>The medical officer/health care professional signs each individual's record during each visit; and</li> <li>The housing officer initials the record when all detainee services are completed or at the end of the shift.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, facility staff does record whether the detainee ate, showered, exercised, or took any medication during each shift.

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**SPECIAL MANAGEMENT UNIT (SMU)  
(ADMINISTRATIVE SEGREGATION)**

**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).

COMPONENTS	YES	NO	NA	REMARKS
A new record is created for each week the detainee is in Administrative Segregation. <ul style="list-style-type: none"> <li>The weekly records are retained in the SMU until the detainee's return to the general population.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility does create a new record each week. The weekly records are retained in the SMU for each seven day period and then they are taken to the administrator's office.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility's policy is comprehensive. It should be noted that, accordingly to staff, rarely does a detainee remain in administrative segregation status for more than a few days.

(b)(6), (b)(7)c June 3, 2010  
AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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**SPECIAL MANAGEMENT UNIT  
(DISCIPLINARY SEGREGATION)**

**POLICY:** EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO 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.

COMPONENTS	YES	NO	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The sanctions for violations committed during one incident are limited to 60 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU. <ul style="list-style-type: none"> <li>The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals. <ul style="list-style-type: none"> <li>After each formal review, the detainee receives a written copy of the decision and supporting reasons.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to provide the detainee a written copy of the decision and the supporting reasons after each formal review. However, the facility does provide the detainee with a copy after each formal review.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation have fewer privileges than those housed in administrative segregation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in disciplinary segregation do not receive commissary, personal phone calls or access to television.
Living conditions in disciplinary SMUs remain the same regardless of behavior. <ul style="list-style-type: none"> <li>If no, does staff prepare written documentation for this action?</li> <li>Does the OIC sign to indicate approval.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The quarters used for segregation are: <ul style="list-style-type: none"> <li>Well-ventilated.</li> <li>Adequately lighted.</li> <li>Appropriately heated.</li> <li>Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees confined to each cell or room is limited to the number for which the space was designate. <ul style="list-style-type: none"> <li>Does the OIC approve excess occupancy on a temporary basis?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normally, detainees are single celled in disciplinary segregation. However, if necessary detainees may be double celled, if space issues arise.
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy prohibits placing a detainee in a dry cell.
Detainees in the SMU have the same opportunities to exchange clothing, bedding, etc., as other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day. <ul style="list-style-type: none"> <li>Food is not used as punishment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**SPECIAL MANAGEMENT UNIT  
(DISCIPLINARY SEGREGATION)**

**POLICY:** EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO 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.

COMPONENTS	YES	NO	NA	REMARKS
Detainees receive, unless documented as a threat to security: <ul style="list-style-type: none"> <li>• Barbering services;</li> <li>• Recreation privileges;</li> <li>• Other-than-legal reading material;</li> <li>• Religious material;</li> <li>• The same correspondence privileges as other detainees; and</li> <li>• Personal legal material.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not provide outdoor recreation.
When phone access is limited by number or type of calls, the following areas are exempt: <ul style="list-style-type: none"> <li>• Calls about the detainee's immigration case or other legal matters;</li> <li>• Calls to consular/embassy officials; and</li> <li>• Calls during family emergencies (as determined by the OIC/Warden).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in disciplinary segregation are not permitted routine phone calls. However, they are permitted calls related to legal matters and calls to their consular/embassy. Staff advised that calls related to family emergencies would be evaluated and permitted, if appropriate.
A health care professional visits every detainee in disciplinary segregation every week day. <ul style="list-style-type: none"> <li>• The shift supervisor visits each segregated detainee daily</li> <li>• Weekends and holidays.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current practice indicates that a health care professional visits disciplinary segregation four days a week on average.
SMU detainees are allowed visitors, in accordance with the "Visitation" standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU detainees receive legal visits, as provided in the "Visitation" standard. <ul style="list-style-type: none"> <li>• Legal service providers are notified of security concerns arising before a visit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed. <ul style="list-style-type: none"> <li>• The clergy member is given the option of visiting/not visiting the segregated detainee.</li> <li>• Violent/uncooperative detainees are denied access to religious services when safety and security would otherwise be affected.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU detainees have law library access. <ul style="list-style-type: none"> <li>• Violent/uncooperative detainees retain access to the law library unless adjudicated a security threat in writing.</li> <li>• Legal material brought to individuals in the SMU on a case-by-case basis.</li> <li>• Staff documents every incident of denied access to the law library.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in disciplinary segregation are allowed full access to the law library unless there are security concerns. If necessary, upon request, legal materials are brought to the detainee's cell.
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SPC's, the Special Management Housing Unit Record (I-888 or equivalent), is prepared as soon as the detainee is placed in the SMU. <ul style="list-style-type: none"> <li>• All I-888s are filled out by the end of each shift.</li> <li>• The CDF/IGSA facility use Form.</li> <li>• I-888 (or equivalent local form).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSAs are not required to comply with this component. However, a Special Management Housing Unit Record is prepared as soon as the detainee is placed in the Special Management Unit.

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**SPECIAL MANAGEMENT UNIT  
(DISCIPLINARY SEGREGATION)**

**POLICY:** EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO 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.

COMPONENTS	YES	NO	NA	REMARKS
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> <li>Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc.</li> <li>The health care official sign individual records after each visit.</li> <li>The housing officer initials the record when all detainee services are completed or at the end of the shift.</li> <li>A new record is created weekly for each detainee in the SMU.</li> <li>The SMU retains these records until the detainee leaves the SMU.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility does record whether the detainee ate, showered, exercised, or took medication. In addition, the facility logs information regarding the detainee's medical condition, suicidal/violent behavior, and other notable occurrences. Health care professionals are required to sign the log after visiting the unit. Control room staff is required to initial logs at the end of each shift. A new record is created weekly and then taken to the administrator's office.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility policy is comprehensive. A health care professional visits the disciplinary segregation unit an average of four days per week. Detainees in disciplinary segregation are provided with all applicable services.

(b)(6), (b)(7)c      June 3, 2016  
AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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## TOOL CONTROL

**POLICY:** IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.

COMPONENTS	YES	NO	NA	REMARKS
There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department heads are responsible for implementing this standard in their departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility's administrator requires department heads to be responsible for implementing tool control procedures for their respective areas.
Tool inventories are required for the: <ul style="list-style-type: none"> <li>Maintenance Department;</li> <li>Medial Department;</li> <li>Food Service Department;</li> <li>Electronics Shop;</li> <li>Recreation Department; and</li> <li>Armory.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a policy for the regular inventory of all tools. <ul style="list-style-type: none"> <li>The policy sets minimum time lines for physical inventory and all necessary documentation.</li> <li>ICE facilities use AMIS bar code labels when required.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> <li>Restricted (dangerous/hazardous); and</li> <li>Non-Restricted (non-hazardous).</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to classify tools as either restricted or non-restricted. The facility does not classify tools as restricted or non-restricted. Currently, the facility does not have any type of tool classification system.
Department heads are responsible for implementing tool-control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. However, the facility does require department heads to be responsible for tool control in their respective areas.
The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	At the time of the inspection, there were numerous tools in the food service department that were not marked or readily identifiable. It should be noted that no detainees are allowed anywhere in this area.
The facility has an approved tool storage system. <ul style="list-style-type: none"> <li>The system ensures that all stored tools are accountable.</li> <li>Commonly used tools (tools that can be mounted) are stored in such a way that missing tool is readily notice.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each facility has procedures for the issuance of tools to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are not allowed to use tools at the facility.

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## TOOL CONTROL

**POLICY:** IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.

COMPONENTS	YES	NO	NA	REMARKS
The facility has policies and procedures to address the issue of lost tools. The policy and procedures include: <ul style="list-style-type: none"> <li>Verbal and written notification;</li> <li>Procedures for detainee access; and</li> <li>Necessary documentation/review for all incidents of lost tools.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All private or contract repairs and maintenance workers under contract to ICE, or other visitors, submit an inventory of all tools prior to admittance into or departure from the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ ACCEPTABLE     
 ☐ DEFICIENT     
 ☐ AT-RISK     
 ☐ REPEAT FINDING

**REMARKS:**

The facility does not permit detainees to use tools. At the time of the inspection, there were a number of tools in the food service area that were not marked such as dough cutters and spatulas. There was an inventory of these tools, but the inventory was inaccurate and was not up-to-date. All knives being used in the food service area were clearly marked, and the inventory was accurate.

(b)(6), (b)(7)c      June 3, 2011  
 AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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**TRANSPORTATION  
(LAND TRANSPORTATION)**

**POLICY:** THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☐ **STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy requires a Commercial Drivers License for all transporting officers. Observation and interviews of staff indicated that the facility's transportation officers possessed the necessary requirements at the time of the inspection.
Supervisors maintain records for each vehicle operator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Several files were examined which indicated that supervisors' files maintain more than adequate records for the transportation officers.
Officers use a checklist during every vehicle inspection. <ul style="list-style-type: none"> <li>Officers report deficiencies affecting operability; and</li> <li>Deficiencies are corrected before the vehicle goes back into service.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> <li>Limit driving time to 10 hours in any 15 hour period;</li> <li>Drive only after eight consecutive off-duty hours;</li> <li>Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours;</li> <li>Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days;</li> <li>During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)(7)e officers with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> <li>When buses travel in tandem with detainees, there are (b)(7)e qualified officers per vehicle.</li> <li>(b)(7)e driver may transport an empty vehicle.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility policy and practice revealed that each vehicle is thoroughly searched prior to the start of each detail.
Positive identification of all detainees being transported is confirmed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**TRANSPORTATION  
(LAND TRANSPORTATION)**

**POLICY:** THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

☐ **STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
(b)(7)e are provided to all transporting officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IGSA's are not required to comply with this component. Facility policy and observed practice indicate that (b)(7)e are provided for transportation officers.
The vehicle crew conducts a visual count once all passengers are on board and seated. <ul style="list-style-type: none"> <li>Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers ensure that no one contacts the detainees. <ul style="list-style-type: none"> <li>(b)(7)e officer remains in the vehicle at all times when detainees are present.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided during long distance transfers. <ul style="list-style-type: none"> <li>The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Although the facility rarely has long distance transfers, policy does provide for detainee meals in the event of a long transport.
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> <li>Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative;</li> <li>Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <div style="background-color: #cccccc; padding: 10px; text-align: center;">(b)(7)e</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> <li>Inventoried;</li> <li>Inspected; and</li> <li>Accompanies the detainee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**TRANSPORTATION  
(LAND TRANSPORTATION)**

**POLICY:** THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

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COMPONENTS	YES	NO	NA	REMARKS
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"><li>• Attack</li><li>• Escape</li><li>• Hostage-taking</li><li>• Detainee sickness</li><li>• Detainee death</li><li>• Vehicle fire</li><li>• Riot</li><li>• Traffic accident</li><li>• Mechanical problems</li><li>• Natural disasters</li><li>• Severe weather</li><li>• Passenger list includes women or minors</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The facility has a comprehensive Land Transportation policy. Personal observation and interviews with transportation officers revealed a sound and professional land transportation system by the facility.

(b)(6), (b)(7)c      June 3, 2010  
AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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# USE OF FORCE

**POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:**

COMPONENTS	YES	NO	NA	REMARKS
Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the detainee is in an area that is or can be isolated (e.g., a locked cell, a range), posing no direct threat to the detainee or others, officers must try to resolve the situation without resorting to force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written policy asserts that calculated rather than immediate use of force is feasible in most cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility subscribes to the prescribed Confrontation Avoidance Procedures. <ul style="list-style-type: none"> <li>Ranking detention official, health professional, and others confer before every calculated use of force.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff is trained in confrontation avoidance techniques.
When a detainee must be forcibly moved and/or restrained, and there is time for a calculated use of force, staff uses the Use-of-Force Team Technique. <ul style="list-style-type: none"> <li>Under staff supervision.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	At the time of the inspection, the facility did not have the necessary staff, resources or equipment to formulate the Use-of-Force Team Technique.
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currently, staff members at the facility are not trained in the Use-of-Force Team Technique due to lack of staff, resources, and equipment.
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff: <ul style="list-style-type: none"> <li>Do not use force as punishment;</li> <li>Attempt to gain the detainee's voluntary cooperation before resorting to force;</li> <li>Use only as much force as necessary to control the detainee; and</li> <li>Use restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use-of-Force Team follows written procedures that attempt to prevent injury and exposure to communicable disease(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not utilize the Use-of-Force Team Technique at the current time.
Standard procedures associated with using four-point restraints include: <ul style="list-style-type: none"> <li>Soft restraints (e.g., vinyl);</li> <li>Dressing the detainee appropriately for the temperature;</li> <li>A bed, mattress, and blanket/sheet;</li> <li>Checking the detainee at least every 15 minutes;</li> <li>Logging each check;</li> <li>Turning the bed-restrained detainee often enough to prevent soreness or stiffness;</li> <li>Medical evaluation of the restrained detainee twice per eight hour shift; and</li> <li>When qualified medical staff is not immediately available, staff position the detainee "face-up".</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## USE OF FORCE

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COMPONENTS	YES	NO	NA	REMARKS
The shift supervisor monitors the detainee's position/condition every two hours. <ul style="list-style-type: none"> <li>He/she allows the detainee to use the rest room at these times under safeguards.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainee checks are logged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the OIC authorizes use of non-lethal weapons: <ul style="list-style-type: none"> <li>Medical staff is consulted before staff use pepper spray/non-lethal weapons.</li> <li>Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> <li>Medical personnel are consulted</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective gear is worn when restraining detainees with open cuts or wounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents every use of force and/or non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
It is standard practice to review any use of force and the non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees. <ul style="list-style-type: none"> <li>Specialized training is given and Officers are certified in all devices they use.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs, is the Use of Force form is used? In other facilities (IGSAs / CDFs) is this form or its equivalent used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IGSA's are not required to utilize the Use of Force form. However, the facility does utilize its own form.

☒ **ACCEPTABLE**
         
 ☐ **DEFICIENT**
         
 ☐ **AT-RISK**
         
 ☐ **REPEAT FINDING**

**REMARKS:**

(b)(7)e

The use of force policy is comprehensive. Due to staff limitations, resources, and a lack of equipment, the facility does not utilize the Use-of-Force Team Technique. If a calculated use of force situation should arise, staff is trained to communicate at length with the detainee in an effort to gain compliance.

(b)(7)e

(b)(6), (b)(7)c / June 3, 2010

**AUDITOR'S SIGNATURE / DATE**      (b)(6), (b)(7)c

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# STAFF DETAINEE COMMUNICATIONS

**POLICY:** PROCEDURES MUST BE IN PLACE TO ALLOW FOR FORMAL AND INFORMAL CONTACT BETWEEN KEY FACILITY STAFF AND ICE STAFF AND ICE DETAINEE AND TO PERMIT DETAINEES TO MAKE WRITTEN REQUESTS TO ICE STAFF AND RECEIVE AN ANSWER IN AN ACCEPTABLE TIME FRAME.

COMPONENTS	YES	NO	NA	REMARKS
The ICE Field Office Director ensures that weekly announced and unannounced visits occur at the IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unannounced visits are required weekly for SPCs/CDFs. No frequency of unannounced visits is identified in the standard for IGSA's. An ICE staff member visits the detainees at the facility every Monday afternoon. ICE supervisory personnel visit the facility unannounced once a month.
Detention and Deportation Staff conduct scheduled weekly visits with detainees held in the IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The scheduled weekly visits by ICE staff occur every Monday at 1:00 PM.
Scheduled visits are posted in ICE detainee areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visiting staff observe and note current climate and conditions of confinement at each IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE staff responds to a detainee request from an IGSA within 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE officials strive to respond in writing or in person the same day they receive a detainee's request.
ICE detainees are notified in writing upon admission to the facility of their right to correspond with ICE staff regarding their case or conditions of confinement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

☒ ACCEPTABLE
☐ DEFICIENT
☐ AT-RISK
☐ REPEAT FINDING

## REMARKS:

ICE detainees have access to ICE officials on a routine and non-routine basis. ICE staff visit detainees every Monday afternoon, and ICE supervisory personnel visit detainees once a month on an unannounced basis. ICE detainees at the facility acknowledge that ICE personnel respond promptly to any request.

(b)(6), (b)(7)c June 3, 2010

AUDITOR'S SIGNATURE / DATE

(b)(6), (b)(7)c

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## DETAINEE TRANSFER STANDARD

**POLICY:** ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer. <ul style="list-style-type: none"> <li>The notification is recorded in the detainee's file; and</li> <li>When the A File is not available, notification is noted within DACS</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policy mandates that: <ul style="list-style-type: none"> <li>Times and transfer plans are never discussed with the detainee prior to transfer;</li> <li>The detainee is not notified of the transfer until immediately prior to departing the facility; and</li> <li>The detainee is not permitted to make any phone calls or have contact with any detainee in the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These provisions are mandated in facility policy P3-13.A, Transportation (by land).
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A local form is utilized for this purpose.
For medical transfers: <ul style="list-style-type: none"> <li>The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer;</li> <li>Medical transfers are coordinated through the local ICE office; and</li> <li>A medical transfer summary is completed and accompanies the detainee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A medical summary that conforms to the Health Insurance Portability & Accountability Act of 1996 (HIPPA) standards is attached to the outside of each detainee's transfer packet.
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This facility has no DIHS staff.
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A medical summary that conforms to the Health Insurance Portability & Accountability Act of 1996 (HIPPA) standards is attached to the outside of each detainee's transfer packet.
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This provision is mandated in facility policy P3-13.A, Transportation (by land).
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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# DETAINEE TRANSFER STANDARD

**POLICY:** ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	YES	NO	NA	REMARKS
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This provision is mandated in facility policy P3-13.A, Transportation (by land).
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All A-files are maintained at the local ICE Field Office and are transferred to the ICE Field Office that will have jurisdiction over the detainee's new facility.
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

## REMARKS:

Detainee transfers are handled in accordance with the requirements of this ICE standard. Transportation procedures are regulated by facility policy P3-13.A, Transportation (by land).

(b)(6), (b)(7)c June 3, 2010

AUDITOR'S SIGNATURE / D

(b)(6), (b)(7)c

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