ICE Detention Standards Compliance Review

Otero County Processing Center

March 3-5, 2009

REPORT DATE – March 12, 2009

Creative Corrections

Contract Number: ODT-6-D-0001
Order Number: HSCEOP-07-F-01016

Executive Vice President
Creative Corrections
6415 Calder, Suite B
Beaumont, TX 77706

U.S. Immigration and Customs Enforcement
Detention Standards Compliance Unit
500 12th St, SW
Washington, DC 20024
March 13, 2009

MEMORANDUM FOR: James T. Hayes, Jr.,
Director
Office of Detention and Removal Operations

FROM: Reviewer-In-Charge

SUBJECT: Otero County Processing Center
Follow-Up Review

Creative Corrections conducted a follow-up review of the Otero County Processing Center (OCPC) located in Chaparral, New Mexico, on March 3-5, 2009. The facility received a “Deficient” rating during the September 2008 review. The county has subcontracted with Management and Training Corporation (MTC), a private prison company, to operate the prison facility. As noted on the attached documents, the team of Subject Matter Experts included for Security; for Health Services; for Environmental Health and Safety; and for Food Services.

A closeout meeting was held on March 5, 2009, with Warden; Senior Director MTC; Risk Management; Deputy Field Office Director; Acting Supervisory Detention and Deportation Officer; and Assistant Field Office Director were also present at the closeout, during which all aspects of the review were discussed.

Type of Review

This review is a scheduled follow-up review to measure compliance with ICE National Detention Standards (for facilities used over 72 hours) to measure corrective action progress since the review conducted six months ago.

Review Summary

The OCPC is not accredited by the National Commission on Correctional Health Care, American Correctional Association, or the Joint Commission on Accreditation of Healthcare Organizations.

Standards Compliance

The following statistical information outlined provides a direct comparison of the 2008 Review and the follow-up review for 2009.
The three deficient areas during the September review were Food Service, Environmental Health and Safety, and Land Transportation, which gave way to the overall rating of “Deficient.”

**Recommended Rating and Justification**

It is the Reviewer-in-Charge (RIC) recommendation that the facility receive a rating of “Good.” Based on the review findings, a plan of action should not be necessary.

**RIC Assurance Statement**

All findings of this review have been documented on the Detention Review Worksheet attached and are supported by the written documentation contained in the review file.
### A. Type of Facility Reviewed
- [ ] ICE Service Processing Center
- [x] ICE Contract Detention Facility
- [ ] ICE Intergovernmental Service Agreement

### B. Current Inspection
- Type of Inspection: [ ] Field Office  [x] HQ Inspection
- Date(s) of Facility Review: March 3-5, 2009

### C. Previous/Most Recent Facility Review
- Date(s) of Last Facility Review: September 16-18, 2008
- Previous Rating:
  - [ ] Superior  [ ] Good  [ ] Acceptable  [x] Deficient  [ ] At-Risk

### D. Name and Location of Facility
- Name: Otero County Processing Center
- Address (Street and Name):
  - 26 McGregor Range Road
- City, State and Zip Code:
  - Chaparral, New Mexico  88081
- County:
  - Otero
- Name and Title of Chief Executive Officer (Warden/OIC/Supt.):
  - [ ]
- Telephone # (Include Area Code):
  - 575-824-6666
- Field Office / Sub-Office (List Office with oversight responsibilities):
  - Chaparral, New Mexico
- Distance from Field Office:
  - 0

### E. ICE Information
- Name of Inspector (Last Name, Title and Duty Station):
  - [ ]
- Name of Team Member / Title / Duty Location:
  - [ ]  [ ]  [ ]  [ ]
- Name of Team Member / Title / Duty Location:
  - [ ]  [ ]  [ ]  [ ]
- Name of Team Member / Title / Duty Location:
  - [ ]  [ ]  [ ]  [ ]
- Name of Team Member / Title / Duty Location:
  - [ ]  [ ]  [ ]  [ ]

### F. CDF/IGSA Information Only
- Contract Number:
  - DROIGSA-08-0019
- Date of Contract or IGSA:
  - June 12, 2008
- Basic Rates per Man-Day:
  - $96.99

### G. Accreditation Certificates
- List all State or National Accreditation[s] received:
  - None
  - [ ] 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:
  - June 2008
- Date Last Remodeled or Upgraded:
  - N/A
- Date New Construction / Bed space Added:
  - N/A
- Future Construction Planned:
  - [ ] Yes  [ ] No  Date:
  - Current Bed space:
    - 1,086
  - Future Bed space (# New Beds only):
    - Number: 0  Date:

### J. Total Facility Population
- Total Facility Intake for previous 12 months:
  - 5,600
- Total ICE Man-days for Previous 12 months:
  - 5,600

### K. Classification Level (ICE SPCs and CDFs Only)
- Adult Male  505  193  155
- Adult Female  0  0  0

### L. Facility Capacity
- Rated  Operational  Emergency
  - Adult Male  1000  1086  0
  - Adult Female  0  0  0
- Facility holds Juveniles Offenders 16 and older as Adults:
  - [ ]

### M. Average Daily Population
- ICE  USMS  Other
  - Adult Male  839  0  0
  - Adult Female  0  0  0

### N. Facility Staffing Level
- Security: [ ]  [ ]  [ ]  [ ]
- Support: [ ]  [ ]  [ ]  [ ]
### 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.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assault: Offenders on Offenders[^1]</td>
<td>Types (Sexual[^2], Physical, etc.)</td>
<td>0</td>
<td>0</td>
<td>Physical</td>
<td>Physical</td>
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<td>With Weapon</td>
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<td></td>
<td>Without Weapon</td>
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<td>0</td>
<td>16</td>
<td>18</td>
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<tr>
<td>Assault: Detainee on Staff</td>
<td>Types (Sexual Physical, etc.)</td>
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<td>0</td>
<td>Physical</td>
<td>Physical</td>
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<td></td>
<td>With Weapon</td>
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<td></td>
<td>Without Weapon</td>
<td>0</td>
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<td>3</td>
<td>1</td>
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<tr>
<td>Number of Forced Moves, incl. Forced Cell moves[^3]</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Disturbances[^4]</td>
<td>Number of Times Chemical Agents Used</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td>Number of Times Special Reaction Team Deployed/Used</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td># Times Four/Five Point Restraints applied/used</td>
<td>0</td>
<td>0</td>
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<td></td>
<td>Number/Reason (M=Medical, V=Violent Behavior, O=Other)</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>Type (C=Chair, B=Bed, BB=Board, O=Other)</td>
<td>0</td>
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<tr>
<td>Offender / Detainee Medical Referrals as a result of Injuries sustained.</td>
<td></td>
<td>0</td>
<td>0</td>
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<td>Escapes</td>
<td>Attempted</td>
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<td>Actual</td>
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<tr>
<td>Grievances:</td>
<td># Received</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>6</td>
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<td></td>
<td># Resolved in favor of Offender/Detainee</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>5</td>
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<tr>
<td>Deaths</td>
<td>Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)</td>
<td>0</td>
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<td>Number</td>
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<td>Psychiatric / Medical Referrals</td>
<td># Medical Cases referred for Outside Care</td>
<td>0</td>
<td>0</td>
<td>28</td>
<td>30</td>
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<td></td>
<td># Psychiatric Cases referred for Outside Care</td>
<td>0</td>
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</table>

[^1] Any attempted physical contact or physical contact that involves two or more offenders

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

[^3] Routine transportation of detainees/offenders is not considered "forced"

[^4] 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.
### DHS/ICE Detention Standards Review Summary Report

<table>
<thead>
<tr>
<th>Legal Access Standards</th>
<th>Acceptable</th>
<th>Deficient</th>
<th>At Risk</th>
<th>Repeat Finding</th>
<th>Not Applicable</th>
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<tr>
<td>1. Access to Legal Materials</td>
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<td>2. Group Presentations on Legal Rights</td>
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<td>3. Visitation</td>
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<td>4. Telephone Access</td>
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### Detainee Services

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<th>Services</th>
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<th>At Risk</th>
<th>Repeat Finding</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>5. Admission and Release</td>
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<td>6. Classification System</td>
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<td>7. Correspondence and Other Mail</td>
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<td>8. Detainee Handbook</td>
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<td>9. Food Service</td>
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<td>10. Funds and Personal Property</td>
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<td>11. Detainee Grievance Procedures</td>
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<td>12. Issuance and Exchange of Clothing, Bedding, and Towels</td>
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<td>13. Marriage Requests</td>
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<td>14. Non-Medical Emergency Escorted Trip</td>
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<td>15. Recreation</td>
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<td>16. Religious Practices</td>
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<td>17. Voluntary Work Program</td>
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### Health Services

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<tr>
<td>18. Hunger Strikes</td>
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<td>19. Medical Care</td>
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<td>20. Suicide Prevention and Intervention</td>
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<td>21. Terminal Illness, Advanced Directives and Death</td>
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### Security and Control

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<th>At Risk</th>
<th>Repeat Finding</th>
<th>Not Applicable</th>
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<td>22. Contraband</td>
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<td>23. Detention Files</td>
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<td>24. Disciplinary Policy</td>
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<td>25. Emergency Plans</td>
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<td>26. Environmental Health and Safety</td>
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<td>27. Hold Rooms in Detention Facilities</td>
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<td>28. Key and Lock Control</td>
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<td>29. Population Counts</td>
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<td>30. Post Orders</td>
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<td>31. Security Inspections</td>
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<tr>
<td>32. Special Management Units (Administrative Segregation)</td>
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<td>33. Special Management Units (Disciplinary Segregation)</td>
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<td>34. Tool Control</td>
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<td>35. Transportation (Land management)</td>
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<td>36. Use of Force</td>
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<td>37. Staff / Detainee Communication (Added August 2003)</td>
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<tr>
<td>38. Detainee Transfer (Added September 2004)</td>
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</tbody>
</table>

All 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)
RIC Review Assurance Statement

By signing below, the Reviewer-In-Charge (RIC) 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.

Reviewer-In-Charge: (Print Name)

Title & Duty Location: Reviewer-in-Charge/Creative Corrections

Signature

Date: March 8, 2009

Team Members

<table>
<thead>
<tr>
<th>Print Name, Title, &amp; Duty Location</th>
<th>Print Name, Title, &amp; Duty Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service SME, Creative Corrections</td>
<td>Health Services SME, Creative Corrections</td>
</tr>
<tr>
<td>Security SME, Creative Corrections</td>
<td>Environmental Health &amp; Safety SME, Creative Corrections</td>
</tr>
</tbody>
</table>

Recommended Rating:

- Superior
- Good
- Acceptable
- Deficient
- At-Risk

Comments: The Otero County Processing Center had no deficient areas noted during this review and does not use Tasers. The facility had one detainee death during the past year, which occurred at an offsite medical center. The detainee was 58 years old and his death on 11-26-08 was related to a gastro-intestinal bleed secondary to cirrhosis of the liver.
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Otero County Processing Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street and Name)</td>
<td>26 McGregor Range Road</td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Chaparral, New Mexico 88081</td>
</tr>
<tr>
<td>County</td>
<td>Otero</td>
</tr>
</tbody>
</table>

Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)

Name and Title of Reviewer-In-Charge

Date[s] of Review
March 3-5, 2009

Type of Review
- [ ] Headquarters
- [ ] Operational
- [ ] Special Assessment
- [ ] Other

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07
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- Non-Medical Escorted Trips .......................................................
- Recreation ..................................................................................
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- Special Management Unit (Disciplinary Segregation) ..........
- Tool Control .............................................................................
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- Use of Force ............................................................................
- Staff/Detainee Communications ............................................... .
- Detainee Transfer Standard ....................................................... .

**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
### 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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility provides a designated law library for detainee use.</td>
<td>☒</td>
<td></td>
<td></td>
<td>The law library is located in the multi-purpose building.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>The library contains a sufficient number of chairs, is well lit, and is reasonably isolated from noisy areas.</td>
<td>☒</td>
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</tr>
<tr>
<td>The law library is adequately equipped with typewriters and/or computers, and has sufficient supplies for daily use by the detainees.</td>
<td>☒</td>
<td></td>
<td></td>
<td>The law library has four computers and no typewriters.</td>
</tr>
<tr>
<td>In addition to the physical law library, detainees have access to the Lexis Nexis electronic law library.</td>
<td>☒</td>
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<tr>
<td>Where provided, the Lexis Nexis library is updated and is current.</td>
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</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is a designated ICE or facility employee who inspects, updates, and maintains/replaces legal materials and equipment on a routine basis.</td>
<td>☒</td>
<td></td>
<td></td>
<td>SIEA, El Paso, updates LexisNexis &amp; MTC provides the library equipment.</td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Requests are submitted to Lt.</td>
</tr>
<tr>
<td>Detainees are permitted to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents, consistent with security.</td>
<td>☒</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Corrections Officer acts as a translator. ICE is contacted if additional translators are needed.</td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
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</tr>
<tr>
<td>All denials of access to the law library fully documented.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility staff informs ICE Management when a detainee or group of detainees is denied access to the law library or law materials.</td>
<td>☒</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Detainees who seek judicial relief on any matter are not subjected to reprisals, retaliation, or penalties.</td>
<td>☒</td>
<td></td>
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</tr>
</tbody>
</table>

[ acceptance deficiencies repeats ]
REMARKS:

Local policy 7.1.1, Legal Issues, effective 6-1-08, ensures that detainees housed at the facility are afforded access to the law library and are provided legal materials, facilities, equipment, and the opportunity to prepare legal documents.

MTC provides the library equipment and ICE staff ensures that the LexisNexis is current at OCPC.

AUDITOR'S SIGNATURE / DATE
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 pro bono 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.</td>
<td></td>
<td></td>
<td></td>
<td>All detainees view an orientation video, receive a Detainee Handbook, and attend a Know your Rights presentation.</td>
</tr>
<tr>
<td>Medical screenings are performed by medical staff or persons who have received specialized training for conducting an initial health screening.</td>
<td></td>
<td></td>
<td></td>
<td>Medical staff conducts the medical screenings following booking.</td>
</tr>
<tr>
<td>Each new arrival is classified according to criminal history and threat levels. Criminal history is provided for each detainee by the ICE field office.</td>
<td></td>
<td></td>
<td></td>
<td>ICE staff conducts the initial intake processing and provides the I-213 form to the Otero classification unit.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
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</tr>
<tr>
<td>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.</td>
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</tr>
<tr>
<td>The “Contraband” standard governs all personal property searches. IGSAs/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee’s possessions. The detainee receives a copy.</td>
<td></td>
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</tr>
<tr>
<td>Staff completes Form I-387 or similar form for CDFs and IGSAs for every lost or missing property claim. Facilities forward all I-387 claims to ICE.</td>
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</tr>
<tr>
<td>Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.</td>
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</tr>
<tr>
<td>The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>All releases are properly coordinated with ICE using a Form I-203. Staff completes paperwork/forms for release as required.</td>
<td></td>
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</tbody>
</table>

**REMARKS:**

Local policies are sufficient to guide staff through the release/removal process. Detainee health, safety, and welfare are preserved.

ICE conducts the initial booking and the facility's booking unit continues the booking process. All releases are properly coordinated with ICE using the I-203 form.
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has a system for classifying detainees. In CDFs and IGSAs,</td>
<td></td>
<td></td>
<td></td>
<td>The I-213 form is forwarded to the classification unit as the basis for detainee classification.</td>
</tr>
<tr>
<td>an Objective Classification System or similar is used.</td>
<td>✗</td>
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<tr>
<td>The facility classification system includes:</td>
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<tr>
<td>• Classifying detainees upon arrival;</td>
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<tr>
<td>• Separating from the general population those individuals who</td>
<td>✗</td>
<td></td>
<td></td>
<td>Classification levels are I, II &amp; III (low, medium and high).</td>
</tr>
<tr>
<td>cannot be classified upon arrival; and</td>
<td></td>
<td></td>
<td></td>
<td>There are 20 housing areas at the facility.</td>
</tr>
<tr>
<td>• The first-line supervisor or designated classification specialist</td>
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<tr>
<td>reviewing every classification decision.</td>
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<tr>
<td>The intake/processing officer reviews work-folders, A-files, etc., to</td>
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<tr>
<td>identify and classify each new arrival.</td>
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<tr>
<td>Staff uses only information that is factual, and reliable to determine</td>
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<tr>
<td>classification assignments. Opinions and unsubstantiated/unconfirmed</td>
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<tr>
<td>reports may be filed but are not used to score detainees classifications.</td>
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<tr>
<td>Housing assignments are based on classification-level.</td>
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<tr>
<td>A detainee's classification-level does not affect his/her recreation</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>opportunities. Detainees recreate with persons of similar classification</td>
<td></td>
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<tr>
<td>designations.</td>
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<tr>
<td>Detainee work assignments are based upon classification designations.</td>
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</tr>
<tr>
<td>The classification process includes reassessment/reclassification. At</td>
<td></td>
<td></td>
<td></td>
<td>Detainees can request reassessment at any time.</td>
</tr>
<tr>
<td>IGSAs's, detainees may request reassessment 60 days after arrival.</td>
<td>✗</td>
<td></td>
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</tr>
<tr>
<td>Procedures exist for a detainee to appeal their classification assignment.</td>
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<tr>
<td>Only a designated supervisor or classification specialist has the authority</td>
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<tr>
<td>to reduce a classification-level on appeal.</td>
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<tr>
<td>Classification appeals are resolved within five business days and</td>
<td></td>
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<tr>
<td>detainees are notified of the outcome within 10 business days.</td>
<td></td>
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</tr>
<tr>
<td>Classification designations may be appealed to a higher authority, such</td>
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<tr>
<td>as the Warden or equivalent.</td>
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</tr>
<tr>
<td>The Detainee Handbook or equivalent for IGSAs explains the</td>
<td></td>
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</tr>
<tr>
<td>classification levels, with the conditions and restrictions applicable to</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>each.</td>
<td></td>
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</tr>
</tbody>
</table>

REMARKS:

Classified detainees are placed in proper categories at this facility. Staff relies on criminal history, and other associated behaviors to arrive at the proper classification. Detainees are separated when information warrants such measures. Detainees may appeal their classification levels at any time by completing a request form to the Deputy Warden. All detainees are classified upon arrival, before being admitted into the general population. Local policy 2.1.13 Detainee Classification and Separation effective, 2-11-09, guides the classification process.

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07
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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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The rules for correspondence and other mail are posted in each housing or common area, or provided to each detainee via a detainee handbook.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Rules for correspondence are outlined on page 18 of the Detainee Handbook.</td>
</tr>
<tr>
<td>The facility provides key information in languages other than English; In the language(s) spoken by significant numbers of detainees. List any exceptions.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>The Detainee Handbook is in English and Spanish. If additional translators are needed ICE is contacted.</td>
</tr>
<tr>
<td>Incoming mail is distributed to detainees within 24 hours or 1 business day after it is received and inspected.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Mail is normally distributed between 3:30 &amp; 4:00 PM.</td>
</tr>
<tr>
<td>Outgoing mail is delivered to the postal service within one business day of its entering the internal mail system (excluding weekends and holidays).</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The post office picks up mail between 11:00 AM &amp; 1:00 PM.</td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff does not read incoming general correspondence without the Warden's prior written approval.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff does not inspect incoming special correspondence for physical contraband or to verify the &quot;special&quot; status of enclosures without the detainee present.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff is prohibited from reading or copying incoming special correspondence.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Correspondence to a politician or to the media is processed as special correspondence and is not read or copied.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The official authorizing the rejection of incoming mail sends written notice to the sender and the addressee.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff maintains a written record of every item removed from detainee mail.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>A contraband log is maintained.</td>
</tr>
<tr>
<td>The Warden or equivalent monitors staff handling of discovered contraband and its disposition. Records are accurate and up to date.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>A receipt is issued by Finance.</td>
</tr>
<tr>
<td>Original identity documents (e.g., passports, birth certificates) are immediately removed and forwarded to ICE staff for placement in A-files.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>A logbook is maintained. ICE staff signs the log. A-files are maintained in El Paso.</td>
</tr>
<tr>
<td>Staff provides the detainee a copy of his/her identity document(s) upon request.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Detainees send a written request to ICE.</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>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.</th>
<th>☒</th>
<th>☐</th>
<th>☐</th>
<th>Mailroom staff forwards prohibited items to the Captain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Three general and five legal letters are permitted.</td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Stamps can be purchased through the Commissary.</td>
</tr>
<tr>
<td>The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Items are issued by security staff.</td>
</tr>
</tbody>
</table>

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

**REMARKS:**

The facility ensures that detainees have the ability to send and receive correspondence in a timely manner, subject to limitations required for the safety, security, and orderly operation of the facility. Other mail and correspondence is permitted subject to guidelines and limitations. Policy 5.2.2, Correspondence and other Mail, effective 1-21-09, outlines the facility mail guidelines.
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).</td>
<td></td>
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</tr>
<tr>
<td>The handbook is supplemented by the facility orientation video, where one is provided.</td>
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</tr>
<tr>
<td>All staff members receive a handbook and training regarding the handbook contents.</td>
<td></td>
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</tr>
<tr>
<td>The handbook is revised as necessary and there are procedures in place for immediately communicating any revisions to staff and detainees.</td>
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</tr>
<tr>
<td>There an annual review of the handbook by a designated committee or staff member.</td>
<td></td>
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</tr>
<tr>
<td>The detainee handbook addresses the following issues:</td>
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</tr>
<tr>
<td>• Personal Items permitted to be retained by the detainee; and</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Initial issue of clothes, bedding and personal hygiene items.</td>
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</tr>
<tr>
<td>The detainee handbook states in clear language the basic detainee responsibilities.</td>
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</tr>
<tr>
<td>The handbook clearly outlines the methods for classification of detainees, explains each level, and explains the classification appeals process.</td>
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</tr>
<tr>
<td>The handbook states when a medical examination will be conducted.</td>
<td></td>
<td>X</td>
<td></td>
<td>The period for when a medical exam will be conducted was not found in the handbook.</td>
</tr>
<tr>
<td>The handbook describes the facility, housing units, dayrooms, in-dorm activities, and special housing units.</td>
<td></td>
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</tr>
<tr>
<td>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.</td>
<td></td>
<td>X</td>
<td></td>
<td>The handbook does not mention the different times throughout the day that counts are conducted.</td>
</tr>
<tr>
<td>The handbook describes times and procedures for obtaining disposable razors, and allows that detainees attending court will be afforded the opportunity to shave first.</td>
<td></td>
<td>X</td>
<td></td>
<td>The language found in the handbook does not comply with the language found in the ICE Standard. Razors are to be issued daily and returned once the detainee is finished shaving. The handbook states razors are issued once a week. There is no written policy regarding razor issue.</td>
</tr>
<tr>
<td>The handbook describes barber hours and hair cutting restrictions.</td>
<td></td>
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</tr>
<tr>
<td>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.</td>
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<tr>
<td>The handbook addresses religious programming.</td>
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<tr>
<td>The handbook states times and procedures for commissary or vending machine usage, where available.</td>
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<tr>
<td>The handbook describes the detainee voluntary work program.</td>
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<tr>
<td>The handbook describes the library location and hours of operation, and law library procedures and schedules.</td>
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</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The handbook describes attorney and regular visitation hours, policies, and procedures.</td>
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<tr>
<td>The handbook describes the facility contraband policy.</td>
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<tr>
<td>The handbook describes the facility visiting hours and schedule, and visiting rules and regulations.</td>
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<tr>
<td>The handbook describes the correspondence policy and procedures.</td>
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<tr>
<td>The handbook describes the detainee disciplinary policy and procedures, including:</td>
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<tr>
<td>• Prohibited acts and severity scale sanctions;</td>
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<tr>
<td>• Time limits in the Disciplinary Process; and</td>
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<tr>
<td>• Summary of the Disciplinary Process.</td>
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<tr>
<td>The grievance section of the handbook explains all steps in the grievance process – Including:</td>
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<tr>
<td>• Informal (if used) and formal grievance procedures;</td>
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<tr>
<td>• The appeals process;</td>
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<tr>
<td>• In CDF facilities: procedures for filing an appeal of a grievance with ICE.</td>
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<tr>
<td>• Staff/detainee availability to help during the grievance process.</td>
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<tr>
<td>• Guarantee against staff retaliation for filing/pursuing a grievance.</td>
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</tr>
<tr>
<td>• How to file a complaint about officer misconduct with the Department of Homeland Security.</td>
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<tr>
<td>The detainee handbook describes the medical sick call procedures for general population and segregation.</td>
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<tr>
<td>The handbook describes the facility recreation policy including:</td>
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<tr>
<td>• Outdoor recreation hours.</td>
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<tr>
<td>• Indoor recreation hours.</td>
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<tr>
<td>The handbook describes the detainee dress code for daily living; and work assignments.</td>
<td></td>
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</tr>
<tr>
<td>The handbook specifies the rights and responsibilities of all detainees.</td>
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</tbody>
</table>

**REMARKS:**

The language found in the handbook regarding razor issue conflicts with the direction given in the ICE standard.

Initial medical examination is not identified in the Detainee Handbook.

Count times are not mentioned in the handbook.

**RECOMMENDATION:** A table of contents should be added to the front of the handbook.
FOOD SERVICE

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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The food service program is under the direct supervision of a professionally trained 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.</td>
<td></td>
<td></td>
<td></td>
<td>The FSA is trained by the State of New Mexico Environment Department for Food Service Safety. The FSA also had training in a Supervisory Development Program.</td>
</tr>
<tr>
<td>The Cook Supervisor is on duty on days when the FSA is off duty and vice versa.</td>
<td></td>
<td></td>
<td></td>
<td>The FSA has three assistants and there is always one of the managers on duty.</td>
</tr>
<tr>
<td>The FSA provides food service employees with training that specifically addresses detainee-related issues. • In ICE Facilities this includes a review of the ICE &quot;Food Service&quot; standard</td>
<td></td>
<td></td>
<td></td>
<td>The FSA conducts meetings with all staff, which include review of the ICE Food Service Standards.</td>
</tr>
<tr>
<td>Knife cabinets close with an approved locking device, and the on-duty cook foreman maintains control of the key that locks the device.</td>
<td></td>
<td></td>
<td></td>
<td>When knives are issued, the detainees are moved to the dining room and the kitchen is locked down while the knives are secured to the workstations.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td>Yeast is controlled and only staff handles the yeast.</td>
</tr>
<tr>
<td>When necessary, special procedures govern the handling of food items that pose a security threat.</td>
<td></td>
<td></td>
<td></td>
<td>Detainee workers are searched prior to returning to their housing units. Officers assigned to the food service area search all working areas.</td>
</tr>
<tr>
<td>Operating procedures include daily searches (shakedowns) of detainee work areas.</td>
<td></td>
<td></td>
<td></td>
<td>All counts are conducted by detention officers assigned to the food service area.</td>
</tr>
<tr>
<td>The FSA monitors staff implementation of the facility's population counts procedures. Staff is trained in count procedures.</td>
<td></td>
<td></td>
<td></td>
<td>The facility has been operational for seven months.</td>
</tr>
<tr>
<td>The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the &quot;Food Service&quot; standard.</td>
<td></td>
<td></td>
<td></td>
<td>The orientation is conducted by the Risk Management Manager, All training is documented and kept on file.</td>
</tr>
<tr>
<td>The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The Cook Foreman or equivalent instructs newly assigned detainee workers in the rules and procedures of the food service department.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>During orientation and training session(s), the CS explains and demonstrates: • Safe work practices and methods; • Safety features of individual products/pieces of equipment; and • Training covers the safe handling of hazardous material[s] the detainees are likely to encounter in their work.</td>
<td></td>
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</tr>
<tr>
<td>The Cook Supervisor documents all training in individual detainee detention files.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Detainees at CDFs are paid in accordance with the &quot;Voluntary Work Program&quot; standard. Detainee workers at IGSAs are subject to local and state rules and regulations regarding detainee pay.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
FOOD SERVICE

**POLICY:** Every facility will provide detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td>Detainees are served three meals a day. Breakfast 0500 Lunch 1200 Dinner 1600</td>
</tr>
<tr>
<td>For cafeteria style operations, a transparent &quot;sneeze guard&quot; protects both the serving line and salad bar line.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The facility has a standard 35-day menu cycle. IGSAs use a 35 day or similar system for rotating meals.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles (Provide examples).</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td>Oven Fried Chicken, Lasagna, Hot Dogs, Burritos, Yakisoba, Hamburgers, Fish, and Pork Adobe.</td>
</tr>
<tr>
<td>A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td>Armed Forces Recipes are used.</td>
</tr>
<tr>
<td>The Cook Foreman has the authority to change menu items if necessary.</td>
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</tr>
<tr>
<td>• If yes, documenting each substitution, along with its justification</td>
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</tr>
<tr>
<td>• With copy to FSA</td>
<td>☐</td>
<td>✗</td>
<td>☐</td>
<td>The Cook Foreman is not allowed to change any menu items. The FSA or Assistant are always on-duty and retain menu-change authority. They do document each substitution and forward to the FSA as well as the Warden.</td>
</tr>
<tr>
<td>All staff and volunteers know and adhere to written &quot;food preparation&quot; procedures.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td>Detainees who adhere to particular religious dietary laws are referred to the Chaplain.</td>
</tr>
<tr>
<td>A common-fare menu available to detainees whose dietary requirements cannot be met on the main line.</td>
<td></td>
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<tr>
<td>• Changes to the planned common-fare menu can be made at the facility level;</td>
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<tr>
<td>• Hot entrees are offered three times a week;</td>
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<tr>
<td>• The common-fare menus satisfy nutritional recommended daily allowances (RDAs);</td>
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<tr>
<td>• Staff routinely provide hot water for instant beverages and foods;</td>
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<tr>
<td>• Common-fare meals are served with:</td>
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</tr>
<tr>
<td>■ Disposable plates and utensils.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>■ Reusable plates and utensils.</td>
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</tr>
<tr>
<td>• Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
**FOOD SERVICE**

**POLICY:** Every facility will provide detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Medical diets are provided as required.</td>
</tr>
<tr>
<td>• Muslims fasting during Ramadan receive their meals after sundown.</td>
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<tr>
<td>• 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.</td>
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</tr>
<tr>
<td>• Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent.</td>
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<tr>
<td>The food service program addresses medical diets.</td>
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<tr>
<td>Satellite-feeding programs follow guidelines for proper sanitation.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Staff follows satellite feeding guidelines for proper sanitation and food temperatures.</td>
</tr>
<tr>
<td>Hot and cold foods are maintained at the prescribed, &quot;safe&quot; temperature(s) while being served.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Temperatures for all foods are maintained at the prescribed safe range.</td>
</tr>
<tr>
<td>All meals are provided in nutritionally adequate portions.</td>
<td>☒</td>
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<tr>
<td>Food is not used to punish or reward detainees based upon behavior.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Food is not used as a reward or as punishment.</td>
</tr>
<tr>
<td>The food service staff instructs detainee volunteers on:</td>
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<tr>
<td>• Personal cleanliness and hygiene;</td>
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</tr>
<tr>
<td>• Sanitary techniques for preparing, storing, and serving food; and</td>
<td>☒</td>
<td></td>
<td></td>
<td>All staff complies with safety and sanitation requirement, wearing hairnets and gloves.</td>
</tr>
<tr>
<td>• The sanitary operation, care, and maintenance of equipment.</td>
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</tr>
<tr>
<td>Everyone working in the food service department complies with food safety and sanitation requirements.</td>
<td>☒</td>
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<tr>
<td>Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Inspections are conducted by the Risk Manager weekly. The medical staff also conducted bi-monthly inspections.</td>
</tr>
<tr>
<td>• Who conducts the inspections?</td>
<td>☒</td>
<td></td>
<td></td>
<td>The State of New Mexico Environment Department conducts annual inspections; most recently on 11-4-08.</td>
</tr>
<tr>
<td>Equipment is inspected for compliance with health and safety codes and regulations.</td>
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<tr>
<td>• When was the most recent inspection?</td>
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<tr>
<td>• Which agency conducted the inspection?</td>
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<tr>
<td>Reports of discrepancies are forwarded to the Warden or designated department head, and corrective action is scheduled and completed.</td>
<td>☒</td>
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</tr>
<tr>
<td>Standard procedure includes checking and documenting temperatures of all dishwashing machines after each meal.</td>
<td>☒</td>
<td></td>
<td></td>
<td>The temperatures for the dish machine are taken three times a day and documented on the daily log. The FSA also runs a temperature strip for the final rinse; it is kept with the daily log for all three meals.</td>
</tr>
</tbody>
</table>
**FOOD SERVICE**

**POLICY:** Every facility will provide detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.

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<tr>
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<th>N</th>
<th>NA</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>Staff documents the results of every refrigerator/freezer temperature check.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Temperatures are documented on all refrigerators/freezer as well as all hot boxes and temperature holding equipment.</td>
</tr>
<tr>
<td>The cleaning schedule for each food service area is conspicuously posted.</td>
<td>☒</td>
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<tr>
<td>Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.</td>
<td>☒</td>
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</tr>
<tr>
<td>Storage areas are locked when not in use.</td>
<td>☒</td>
<td></td>
<td></td>
<td>A staff member is always present when the storage areas are open. Detainees are not allowed in the storage areas.</td>
</tr>
</tbody>
</table>

**REMARKS:**

The Food Service Department was found deficient during the previous ADR, 9-18-08. All unacceptable areas have been corrected. The staff of this department did an excellent job moving forward toward compliance with ICE standards.

**AUDITOR’S SIGNATURE/DATE**

13-5-09
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainee funds and valuables are properly separated, stored, and</td>
<td>☒</td>
<td></td>
<td></td>
<td>Local policy is in place to address this component (#2.1.11, Protection from Harm, Detainee Funds and Personal Property, 9-26-08).</td>
</tr>
<tr>
<td>accessible only by designated supervisor(s).</td>
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</tr>
<tr>
<td>Detainees' large valuables are secured in a location accessible to</td>
<td>☒</td>
<td></td>
<td></td>
<td>Audits of baggage and non-valuables property are conducted twice a year.</td>
</tr>
<tr>
<td>designated supervisor(s) or processing staff only.</td>
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<td></td>
</tr>
<tr>
<td>Staff itemizes the baggage and personal property of arriving detainees</td>
<td>☒</td>
<td></td>
<td></td>
<td>If there were a property discrepancy, it would be noted and reported to the CDEO or Chief of Security.</td>
</tr>
<tr>
<td>(including funds and valuables). For IGSA and CDFs, using a personal</td>
<td></td>
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<tr>
<td>property inventory form that meets the ICE standard?</td>
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<tr>
<td>Staff forwards an arriving detainee's medication to the medical staff.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audits of baggage and non- valuables property occur each quarter and</td>
<td>☒</td>
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</tr>
<tr>
<td>audits are logged and verified.</td>
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<td></td>
</tr>
<tr>
<td>Two officers are present during the processing of detainee funds and</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>valuables during in-processing to the facility. Both officers verify</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>funds and valuables.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff searches arriving detainees and their personal property for</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>contraband.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Staff procedures follow written policy for returning forgotten property to</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>detainees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property discrepancies are immediately reported to the CDEO or Chief of</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Staff follows written procedures when returning property to detainees.</td>
<td>☒</td>
<td></td>
<td></td>
<td>All procedures are followed by staff when handling detainees' property.</td>
</tr>
<tr>
<td>CDF/IGSA facility procedures for handling detainee property claims are</td>
<td>☒</td>
<td></td>
<td></td>
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<tr>
<td>similar with the ICE standard.</td>
<td></td>
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</tr>
<tr>
<td>The facility attempts to notify an out-processed detainee that he/she left</td>
<td>☒</td>
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<tr>
<td>property in the facility:</td>
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<tr>
<td>- By sending written notice to the detainee's last known address;</td>
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<td></td>
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</tr>
<tr>
<td>- Via certified mail; and</td>
<td></td>
<td></td>
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<tr>
<td>- The notice state that the detainee has 30 days in which to claim the</td>
<td>☒</td>
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</tr>
<tr>
<td>property, after which it will be considered abandoned.</td>
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</tr>
<tr>
<td>The facility disposes of abandoned property in accordance with written</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>procedures.</td>
<td></td>
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</tr>
<tr>
<td>- If a CDF/IGSA facility, written procedure requires the prompt</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>forwarding of abandoned property to ICE.</td>
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</tr>
</tbody>
</table>

- Acceptable
- Deficient
- At-Risk
- Repeat Finding

**Remarks**
Local policy calls for audits of baggage and non-valuable property at least twice a year, contrary to ICE standard, which requires quarterly audits.

The facility maintains accurate records for personal property and personal funds. Detainee property is accurately inventoried and stored according to policy. The work area, in which these functions are performed, is neat, well organized, and clean.

[Signature]
Auditor's Signature / Date: 3-5-09
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. Retaliation against the filer of a grievance will not be tolerated.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written procedures provide for the informal resolution of oral grievances (Not mandatory).</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• If yes, the detainee has up to five days within which to make his/her concern known to a member of the staff.</td>
<td></td>
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</tr>
<tr>
<td>Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Detainees may seek help from other detainees or facility staff when preparing a grievance.</td>
<td></td>
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</tr>
<tr>
<td>• Illiterate, disabled, or non-English-speaking detainees receive special assistance when necessary.</td>
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</tr>
<tr>
<td>Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint:</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• If yes, explain.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Procedures include maintaining a Detainee Grievance Log.</td>
<td></td>
<td></td>
<td>Logs are computer generated along with graphs.</td>
<td></td>
</tr>
<tr>
<td>• If not, an alternative acceptable record keeping system is maintained.</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• &quot;Nuisance complaints&quot; are identified in the records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For quality control purposes, staff document nuisance complaints received but not filed.</td>
<td></td>
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</tr>
</tbody>
</table>

Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE. ☒ ☐ ☐ ☐

**REMARKS:**

A written program is in place to direct and assist detainees in the grievance process. All ICE Standard components are found in the written plan. The grievance log is well organized and easy to follow.

**AUDITOR'S SIGNATURE / DATE**

3-5-09
GROUP LEGAL RIGHTS PRESENTATIONS

POLICY: FACILITIES HOUSING ICE DETAINES SHALL PERMIT AUTHORIZE PERSONS TO MAKE PRESENTATIONS TO GROUPS OF DETAINES 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 DETAINES 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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Field Office is responsive to requests by attorneys and accredited representatives for group presentations.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility follows policy and procedure when rejecting or requesting modifications to objectionable material provided or presented by the attorney or accredited representative.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posters announcing presentations appear in common areas at least 48 hours in advance and sign-up sheets are available and accessible.</td>
<td></td>
<td>☐</td>
<td></td>
<td>No posters or sign-up sheets are posted. The Know Your Rights video and presentation are mandatory for detainees.</td>
</tr>
<tr>
<td>Documentation is submitted and maintained when any detainee is denied permission to attend a presentation and the reason(s) for the denial.</td>
<td>☑</td>
<td></td>
<td></td>
<td>No detainee has been denied permission to attend a presentation.</td>
</tr>
<tr>
<td>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.</td>
<td>☑</td>
<td></td>
<td></td>
<td>Three sessions are held each week.</td>
</tr>
<tr>
<td>Detainees in segregation, unable to attend for security reasons, may request separate sessions with presenters. Such requests are documented.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpreters are admitted when necessary to assist attorneys and other legal representatives.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presenters are afforded a minimum of one hour to make the presentation and to conduct a question-and-answer session.</td>
<td>☑</td>
<td></td>
<td></td>
<td>The Diocesan Migrant &amp; Refugee Services, Inc. conducts three weekly presentations from 9A-11A.</td>
</tr>
<tr>
<td>Staff permits presenters to distribute ICE-approved materials.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☑</td>
<td></td>
<td></td>
<td>A minimum of two security staff are present.</td>
</tr>
<tr>
<td>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.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility plays ICE-approved videotaped presentations on legal rights at regular opportunities, at the request of outside organizations.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A copy of the Group Legal Rights Presentation policy, including attachments, is available to detainees upon request.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☑ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING

REMARKS:
The Diocesan Migrant & Refugee Services, Inc. conducts three weekly Know Your Rights presentations from 9A-11A at the facility. A 'Guide for Detained Immigrants' handout is also distributed. Presentations are routine and mandatory for detainees, thus there is no need for posters announcing these presentations.
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens, and towels.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• The supply of these items exceeds the minimum required for the number of detainees.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing. Detainees receive:</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One uniform shirt and one pair of uniform pants, or one jumpsuit;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One pair of socks;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One pair of underwear (Daily change); and</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One pair of facility-issued footwear.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Additional clothing is available for changing weather conditions, or as seasonally appropriate.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>New detainees are issued clean bedding, linens, and towels. They receive at a minimum:</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One mattress;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One blanket;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Two sheets;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One pillowcase;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• One towel; and</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Additional blankets are issued based on local weather conditions.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Detainees assigned to special work areas are clothed in accordance with the requirements of the job.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Detainees are provided clean clothing, linen and towels.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Socks and undergarments - exchanged daily.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Outer garments - twice weekly.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Sheets - weekly.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Towels - weekly.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Pillowcases - weekly.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Food service detainee volunteer workers are permitted to exchange outer garments daily.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Volunteer detainee workers are permitted to exchange outer garments more frequently.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

☒ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING

**REMARKS:**

Clothing, linens, and towels are in sufficient quantity for detainees at this facility.

3-5-09 [Signature]

AUDITOR'S SIGNATURE / DATE
### MARRIAGE REQUESTS

**POLICY:** All detainee marriage requests will receive case-by-case consideration from ICE management.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Field Office considers detainee marriage requests on a case-by-case basis.</td>
<td>☒</td>
<td></td>
<td></td>
<td>As outlined in Policy #5.2.5, Family and Community Ties, Marriage Request, effective 8-1-08.</td>
</tr>
<tr>
<td>The Field Office Director reviews every marriage request rejected by a Warden/OIC or IGSA. Rejections are documented.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>It is standard practice to require a written request for permission to marry.</td>
<td>☒</td>
<td></td>
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</tr>
<tr>
<td>The written request includes a signed statement or comparable documentation from the intended spouse, confirming marital intent.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Warden/OIC provides a written copy of his/her decision to the detainee and his/her legal representative.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When permission is denied, the Warden/OIC states the basis for his/her decision.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Warden/OIC provides the detainee with a place and time to make wedding arrangements.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

The proper documentation is on file and completed according to Otero County Processing Center policy and the ICE standards.
## 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.

**X 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

<table>
<thead>
<tr>
<th>Components</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Field Office Director considers and approves, on a case-by-case basis, trips to an immediate family member's:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Funeral; or</td>
<td></td>
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</tr>
<tr>
<td>• Deathbed</td>
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</tr>
<tr>
<td>The facility recognizes mother, father, brother, sister, spouse, child, stepparent, and foster parent as &quot;immediate family.&quot;</td>
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<td></td>
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</tr>
<tr>
<td>The IGSA facility notifies ICE of all detainee requests for non-medical escorts.</td>
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<td></td>
</tr>
<tr>
<td>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.</td>
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</tr>
<tr>
<td>Each escort includes at least two officers.</td>
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</tr>
<tr>
<td>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.</td>
<td></td>
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</tr>
<tr>
<td>Escorting officers have the discretion to increase or decrease minimum restraints in accordance with written procedures and classification level of the detainee.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Escort officers are precluded from accepting gifts/gratuities from a detainee, or detainee's relative or friend for any reason.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Escort officers ensure that detainees:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Conduct themselves in a manner that does not bring discredit to the ICE;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do not violate federal, state, or local laws;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do not purchase, possess, use, consume, or administer narcotics, other drugs, or intoxicants;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Make no unauthorized phone calls; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Know they are subject to search, urinalysis, breathalyzer, or comparable test upon return.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard procedure requires the immediate return to the facility of any detainee who violates trip rules.</td>
<td></td>
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</tr>
</tbody>
</table>

**REMARKS:**

Ice Assistant Field Office Director, , and Operations Supervisor stated that ICE handles all of the Non-Medical Emergency Escorted Trips.

**AUDITOR'S SIGNATURE / DATE**

[Signature]

3-5-09

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

G-324A Detention Inspection Form Worksheet for IGSSAs - Rev: 07/09/07
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has a recreation program and facility.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Policy #5.3.1, Programs, Exercise and Recreation, effective 1-15-09.</td>
</tr>
<tr>
<td>A recreational specialist (for facilities with more than 350 detainees) tailors the program activities and offerings to the detainee population.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The facility has a Recreational Specialist and an Assistant Recreational Specialist.</td>
</tr>
<tr>
<td>Regular maintenance keeps recreational facilities and equipment in good condition.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>There are no detainees assigned to work in recreation.</td>
</tr>
<tr>
<td>The recreational specialist or trained equivalent supervises detainee recreation workers.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>There are board games, card games, and TV.</td>
</tr>
<tr>
<td>The recreational specialist or trainee equivalent oversees recreation programs for special housing units (SHU) and special-needs detainees.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Handball, Basketball, or Soccer are the only outside activities.</td>
</tr>
<tr>
<td>Dayrooms offer sedentary activities, e.g., board games, cards, television.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Searches are conducted before and after recreation times on detainees and areas.</td>
</tr>
<tr>
<td>Outside activities are restricted to limited-contact sports.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Each detainee has the opportunity to participate in daily recreation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees have access to recreation activities outside the housing units for at least one hour daily, 5 days a week.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff checks all items for damage and condition when equipment is returned.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff conducts searches of recreation areas before and after use.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>All recreation areas under constant staff supervision.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Supervising staff is equipped with radios.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The facility provides detainees in the SHU at least one hour of outdoor recreation time daily, five times per week.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees in disciplinary/administrative segregation receive a written explanation when a panel revokes his/her recreation privileges.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Special programs or religious activities are available to detainees.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Volunteers are required to sign a waiver of liability before entering a secure portion of the facility where detainees are present.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>No volunteers are used for recreation at this facility.</td>
</tr>
<tr>
<td>Visitors, relatives, or friends are not allowed to serve as volunteers.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)**

G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07
**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.

<table>
<thead>
<tr>
<th>Staff notifies the detainee’s legal representative of his/her decision to accept/decline a transfer.</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>If no recreation is available, the ICE Districts routinely review transfer eligibility for all detainees after 60 days.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The detainee’s legal representative is notified of the detainee’s/OIC’s decision.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**REMARKS:**

The facility provides 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. Indoor and outdoor recreation schedules allow detainee access to recreation a minimum of one hour, daily, five days a week.

**AUDITOR’S SIGNATURE / DATE:** 1/3-5-09
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainees are allowed to engage in religious services.</td>
<td>✗</td>
<td></td>
<td></td>
<td>Policy #5.3.4, Programs, Religious Programs, effective 1-12-09, provides for religious programming.</td>
</tr>
<tr>
<td>Space is available for detainees to conduct religious services.</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility allows detainees to observe the major “holy days” of their religious faith.</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• List any exceptions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility accommodates recognized holy-day observances by:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Providing special meals, consistent with dietary restrictions;</td>
<td></td>
<td></td>
<td></td>
<td>If a detainee requests observance for a religious holy day, they are to submit a request to the Chaplain Charles Berry.</td>
</tr>
<tr>
<td>• Honoring fasting requirements;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facilitating religious services; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Allowing activity restrictions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each detainee is allowed religious items in his/her immediate possession.</td>
<td>✗</td>
<td></td>
<td></td>
<td>There are volunteer Clergymen for the different faith groups at this facility; credentials are verified and an NCIC check is performed.</td>
</tr>
<tr>
<td>Volunteer’s credentials are checked and verified before allowing participation in detainee programs.</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members of faiths not represented by clergy may conduct their own services within security allowances.</td>
<td>✗</td>
<td></td>
<td></td>
<td>Chaplains conduct rounds so that all detainees are provided ministry services.</td>
</tr>
<tr>
<td>Detainees in the Special Management Unit are allowed to participate in religious practices unless otherwise documented for the safety and security of the facility.</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

The facility provides detainees of all faiths with reasonable and equitable opportunities to participate in the practice of their faith, limited only by the constraints of safety, security, the orderly operations of the facility and budgetary constraints.

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

**AUDITOR’S SIGNATURE / DATE**

3-5-09

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
# DETAINEE TELEPHONE ACCESS

**Policy:** All facilities housing ICE detainees will permit detainees' reasonable and equitable access to telephones.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainees are allowed access to telephones during established facility waking hours.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>Access to phones is from 8:00 AM-10:00 PM.</td>
</tr>
<tr>
<td>Upon admittance, detainees are made aware of the facility's telephone access policy.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>The phone policy is addressed in the Detainee Handbook, the orientation video, and information signs posted in the housing units.</td>
</tr>
<tr>
<td>Access rules are posted in housing units.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>The Detainee Handbook and orientation video are in Spanish. If other translators are needed, ICE is contacted and other resources are made available.</td>
</tr>
<tr>
<td>The facility makes a reasonable effort to provide key information to detainees in languages spoken by any significant portion of the facility's population.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Telephones are provided at a minimum ratio of one telephone per 25 detainees in the facility population.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>The phone to detainee ratio is 4:50.</td>
</tr>
<tr>
<td>Telephones are inspected regularly by facility staff to ensure that they are in good working order.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>Phones are inspected regularly by ICE staff and checks are documented.</td>
</tr>
<tr>
<td>The facility administration promptly reports out-of-order telephones to the facility's telephone service provider.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>The service provider is Public Communications Service (PCS).</td>
</tr>
<tr>
<td>The facility administration monitors repair progress and takes appropriate measures to ensure that required repairs are begun and completed timely.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Detainees are afforded a reasonable degree of privacy for legal phone calls.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>A procedure exists to assist a detainee who is having trouble placing a confidential call.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>The facility provides the detainees with the ability to make non-collect (special access) calls.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Special Access calls are at no charge to the detainees.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>No restrictions are placed on detainees attempting to contact attorneys and legal service providers who are on the approved &quot;Free Legal Services List&quot;.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>Detainees are given a 3-minute call upon arrival.</td>
</tr>
<tr>
<td>Special arrangements are made to allow detainees to speak by telephone with an immediate family member detained in another Facility.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td>Staff verifies the emergency and relays the message to the detainee.</td>
</tr>
<tr>
<td>Any telephone restrictions are documented.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>The facility has a system for taking and delivering emergency detainee telephone messages.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Emergency phone call messages are immediately given to detainees.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Detainees are allowed to return emergency phone calls as soon as possible.</td>
<td></td>
<td>prite</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
### DETAINEE TELEPHONE ACCESS

**POLICY:** All facilities housing ICE detainees will permit detainees' reasonable and equitable access to telephones.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainees in disciplinary segregation are allowed phone calls relating to the detainee's immigration case or other legal matters, including consultation calls.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees in disciplinary segregation are allowed phone calls for family emergencies.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees in administrative detention and protective custody are afforded the same telephone privileges as those in general population.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Signature and Date](image)

**REMARKS:**

Otero policy 5.2.3 Telephone Access, effective 2-11-09, ensures that ICE detainees have reasonable and equitable access to telephones.
# VISITATION

**POLICY:** ICE shall permit detainees to visit with family, friends, legal representatives, special interest groups, and the news media.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a written visitation schedule and hours for general visitation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Schedule is outlined on page 16 of the Detainee Handbook.</td>
</tr>
<tr>
<td>The visitation hours tailored to the detainee population and the demand for visitation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Schedule is done by alphabet and limited to 30 minutes.</td>
</tr>
<tr>
<td>The visitation schedule and rules are available to the public.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The hours for all categories of visitation are posted in the visitation waiting area.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>A written copy of the rules regulating visitation and the hours of visitation is available to visitors.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>A general visitation log is maintained.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The detainees are permitted to retain personal property items specified in the standard.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Glasses, Bible, ring, watch, paper, and pencil can be retained.</td>
</tr>
<tr>
<td>A visitor dress code is available to the public.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Visitors are searched and identified according to standard requirements.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>A positive photo identification is required.</td>
</tr>
<tr>
<td>The requirement on visitation by minors is complied with.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>A minor may be admitted if accompanied by an adult visitor.</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees in special housing are afforded visitation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Visits are allowed unless a detainee is on a disciplinary restriction.</td>
</tr>
<tr>
<td>Legal visitation is available seven (7) days a week, including holidays.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>On regular business days, detainees are given the option of continuing a meeting with a legal representative through a scheduled meal.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Private consultation rooms are available for attorney meetings. There is a mechanism for the detainee and his/her representative to exchange documents.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>There are written procedures governing detainee searches.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Otero Policy 5.2.1 effective 2-11-09.</td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Legal service providers and assistants must show a Texas bar card or a business card.</td>
</tr>
<tr>
<td>Prior to each visit, legal service providers and assistants are identified per the standard.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The current list of pro bono legal organizations is posted in the detainee housing areas and other appropriate areas.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
### VISITATION

**Policy**: ICE shall permit detainees to visit with family, friends, legal representatives, special interest groups, and the news media.

| The decision to permit or deny a tour is not delegated below the level of Field Office Director. | ☒ | ☐ | ☐ |
| Provisions for NGO visitation, as stated in the Detention Standards, are complied with. | ☒ | ☐ | ☐ |
| Law enforcement officials who request to visit with a detainee are referred to the ICE Field Office for approval. | ☒ | ☐ | ☐ |
| Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC or ICE Field Office. | ☒ | ☐ | ☐ |
| Procedures are in place, consistent with the detention standard, for examinations by independent medical service providers and experts. | ☒ | ☐ | ☐ |
| Any examination by an outside medical provider must be approved by the Assistant Field Office Director of ICE. | ☒ | ☐ | ☐ |

**Remarks**:

Policy 5.2.1, Visitations, effective 2-11-09, permits authorized persons to visit detainees, within security and operational constraints. To maintain detainee morale and family relationships, this facility allows visits from family and friends. The OCPC allows detainees to meet privately with their current or prospective legal representatives and legal assistants, and with their consular officials.
VOLUNTARY WORK PROGRAM

POLICY: IN EVERY FACILITY OFFERING A VOLUNTARY WORK PROGRAM, ICE DETAINES 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 DETAINES ARE NOT AUTHORIZED TO WORK AT THE IGSA FACILITY. MARK NA ON FORM G-324A, PAGE 3 AND MOVE TO NEXT SECTION.

COMPONENTS | Y | N | NA | REMARKS
--- | --- | --- | --- | ---
Does the facility have a voluntary work program? | ☒ | | | As per Policy #5.3.3, Programs, Voluntary Work Program, effective 9-26-08.
- Do ICE detainees participate? | | | | 
Detainee housekeeping meets neatness and cleanliness standards. | ☒ | | | Housing units were neat and clean.
Detainees have the opportunity to participate in special details, however, are never allowed to work outside the secure perimeter. | ☒ | | | 
Written procedures govern selection of detainees for the Voluntary Work Program. | ☒ | | | 
Where possible, physically and mentally challenged detainees participate in the program. | ☒ | | | 
The facility complies with work-hour requirements for detainees, not exceeding: | ☒ | | | 
- Eight hours a day and Forty hours a week. | | | | 
Detainee volunteers generally work according to fixed schedule. | ☒ | | | 
If a detainee is removed from a work detail, staff places the written justification for the action in the detainee's detention file. | ☒ | | | As per policy, a written justification is placed in a detainee's detention file when removed from a work detail.
Staff, in accordance with written procedure, ensures that detainee volunteers understand their responsibilities as workers before they join the work program. | ☒ | | | Job orientations are completed upon entering the voluntary work program.
The voluntary work program meets: | ☒ | | | 
- OSHA, NFPA, ACA standards | | | | 
Medical staff screen and formally certify detainee food service volunteers. | ☒ | | | Detainees must be medically cleared for work to be considered for the voluntary work program.
- Before the assignment begins; and | | | | 
- As a matter of written procedure | | | | 
Detainees receive safety equipment/training sufficient for the assignment. | ☒ | | | 
Proper procedure is followed when an ICE detainee is injured on the job. | ☒ | | | 

☑ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING

REMARKS

The facility offers a voluntary work program that allows the detainees the opportunity to work and earn money. Detainees are medically cleared and properly placed into employment opportunities. Documentation of job training and medical screening are appropriately filed.

AUDITOR'S SIGNATURE/DATe: 3-5-09

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G-324A Detention Inspection Form Worksheet for IGSA - Rev: 07/09/07

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SECTION II
HEALTH SERVICES STANDARDS


**HUNGER STRIKES**

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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a detainee has refused food for 72 hours, it is standard practice for staff to refer him/her to the medical department.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Local policy #A-40.2, Hunger Strikes, effective 10-24-06, provides direction for the referral of a detainee to medical after refusing food for 72 hours.</td>
</tr>
<tr>
<td>CDFs and IGSAs immediately report a hunger strike to the ICE.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has established procedures to ensure staff respond immediately to a hunger strike.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy and procedure require that staff isolate a hunger-striking detainee from other detainees.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Policy directs that hunger-striking detainees be placed into medical segregation or isolation.</td>
</tr>
<tr>
<td>• If yes, in an observation room?</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical personnel are authorized to place a detainee in the Special Management Unit or a locked hospital room.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical staff records the weight and vital signs of a hunger-striking detainee at least once every 24 hours.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The OIC of the facility obtains a hunger striker's consent before medical treatment.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Informed Consent, Policy Number B-15 (October 2006), provides guidelines for attaining a detainee's consent before treatment. All detainees sign a Consent of Treatment form during the intake process.</td>
</tr>
<tr>
<td>A signed Refusal of Treatment form is required of every detainee who rejects medical evaluation or treatment.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During a hunger strike, staff document and provide the hunger-striking detainee three meals a day.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff maintains the hunger striker's supply of drinking water/other beverages.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During a hunger strike, staff removes all food items from the hunger striker's living area.</td>
<td>☒</td>
<td></td>
<td></td>
<td>All food items are removed from the hunger striker's living quarters. Commissary privileges are suspended during this time.</td>
</tr>
<tr>
<td>Staff is directed to record the hunger striker's fluid intake and food consumption; Does staff always use Hunger Strike Monitoring Form 1-839 or similar IGSA form.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Staff utilizes an intake/output unique to the medical department.</td>
</tr>
<tr>
<td>The medical staff has written procedures for treating hunger strikers.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff documents all treatment attempts, including attempts to persuade hunger striker of medical risks.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Policy directs that staff make all efforts to persuade the hunger striker of medical risks and document efforts.</td>
</tr>
</tbody>
</table>
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.

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.

As part of the orientation process, medical staff is required to be knowledgeable of the Physician Network Association (the facility's contract medical company) policies as well as the ICE standards. In addition, periodic training is conducted with the medical staff.

**REMARKS:**

The Otero County Processing Center's established policies and procedures meet the requirements of the Hunger Strikes standard.

The facility has had one hunger strike during the past year. The detainee was monitored in-house until his condition required medical intervention unavailable at the facility. The detainee was transferred to a local hospital for hydration therapy.

[Signature]
AUDITOR'S SIGNATURE / DATE

[Stamp]
3-5-09

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G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

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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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities operate a health care facility in compliance with state and local laws and guidelines.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Detainee health care is provided through a contract with the Physician's Network Association (PNA). The department's staff is licensed under the state of New Mexico and operates within state and local laws and guidelines.</td>
</tr>
<tr>
<td>The facility's in-processing procedures for arriving detainees include medical screening.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Local policy addresses this component (#A-22, Health Screening, effective 10-24-06). 25 medical files were audited with 100% compliance in this area.</td>
</tr>
<tr>
<td>All detainees have access to and receive medical care.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Policy #A-03, Access to Clinical Services, 6-1-08, addresses this component.</td>
</tr>
<tr>
<td>The facility has access to a PHS/DHIS Managed Health Care Coordinator.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The contractor provides a full range of medical, psychiatric and dental services. Medical coverage is provided 24/7.</td>
</tr>
<tr>
<td>The medical staff is large enough to provide, examine, and treat the facility's detainee population.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The facility has sufficient space and equipment to afford detainee privacy when receiving health care.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The medical facility entrance includes a holding/waiting room.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The medical facility's holding/waiting room is under the direct supervision of custodial staff.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees in the holding/waiting room have access to a drinking fountain.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Medical records are kept apart from other files. They are:</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>All detainees entering the facility are given a chest x-ray to screen for TB. Per contract, the x-ray results are returned to the facility within four hours and detainees are not placed into general population housing until cleared. The facility has six negative pressure rooms to house detainees with infectious diseases.</td>
</tr>
<tr>
<td>• Secured in a locked area within the medical unit;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• With physical access restricted to authorized medical staff; and</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Procedurally, no copies made and placed in detainee files.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Pharmaceuticals are stored in a secure area.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Medical screening includes a Tuberculosis (TB) test.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Every arriving detainee receives a TB test during the admission process;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility; and</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Detainees not screened are housed separate from the general population.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>All detainees receive a mental-health screening upon arrival. It is conducted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• By a health care provider or specially trained officer; and</td>
</tr>
<tr>
<td>• Before a detainee’s assignment to a housing unit.</td>
</tr>
</tbody>
</table>

- Policy #: A-29, Mental Health Screening, effective 10-24-06, addresses this component. 100% of 25 charts audited revealed compliance with this practice.

<table>
<thead>
<tr>
<th>The facility health care provider promptly reviews all 1-794s (or equivalent) to identify detainees needing medical attention.</th>
</tr>
</thead>
</table>

- Policy #: A-24, Health Appraisal, effective 10-24-06, addresses this area. Chart audits of 25 detainee medical files revealed 100 percent compliance with this practice.

<table>
<thead>
<tr>
<th>The health care provider physically examines/assesses arriving detainees within 14 days of admission/arrival at the facility.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Detainees in the Special Management Unit have access to health care services.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Staff provides detainees with health services (sick call) request slips daily, upon request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Request slips are available in languages other than English, including every language spoken by a sizeable number of the facility’s detainee population.</td>
</tr>
<tr>
<td>• Service-request slips are delivered in a timely fashion to the health care provider.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>

| The plan includes an on-call provider. |
| The plan includes a list of telephone numbers for local ambulance and hospital services. |

<table>
<thead>
<tr>
<th>The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Detention staff is trained to respond to health-related emergencies within a 4-minute response time.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Where staff is used to distribute medication, a health care provider properly trains these officers.</th>
</tr>
</thead>
</table>

| The medical unit keeps written records of medication that is distributed. |
| The Form 1-819 (or IGSA equivalent) is used to notify the Warden/Facility of a detainee that has special medical needs. |

| A signed and dated consent form is obtained from a detainee before medical treatment is administered. |
| Detainees use the I-813 (or IGSA equivalent) to authorize the release of confidential medical records to outside sources. |

| The facility health care provider is given advance notice prior to the release, transfer, or removal of a detainee. |

- Staff is trained in CPR, first aid, AED use, and emergency medical situations to enhance a four-minute response time.

- All medications are administered by licensed nursing staff.

- Policy #: B-13, Confidentiality of Health Records, effective 10-24-06, directs that any release of information require a written consent from the detainee.
**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.

<table>
<thead>
<tr>
<th></th>
<th>ACCEPTABLE</th>
<th>DEFICIENT</th>
<th>AT-RISK</th>
<th>REPEAT FINDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainee's medical records or a copy thereof, are available and transferred with the detainee.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical records are placed in a sealed envelope or other container labeled with the detainee's name and A-number and marked &quot;MEDICAL CONFIDENTIAL&quot;.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

The Otero County Processing Center's established policies and procedures meet the needs of the Access to Medical Care standard.

AUDITOR'S SIGNATURE / DATE: 3-5-09
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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.</td>
<td>X</td>
<td></td>
<td></td>
<td>Training includes recognizing suicidal behaviors, making referrals and managing suicidal detainees.</td>
</tr>
<tr>
<td>Training prepares staff to:</td>
<td></td>
<td></td>
<td></td>
<td>Twenty-five detainee medical files were audited revealing 100% compliance with this practice.</td>
</tr>
<tr>
<td>• Recognize potentially suicidal behavior;</td>
<td></td>
<td></td>
<td></td>
<td>Policy #A-32, Suicide Prevention and Intervention, 10-24-06, provides guidelines for managing suicidal detainees.</td>
</tr>
<tr>
<td>• Refer potentially suicidal detainees, following facility procedures; and</td>
<td></td>
<td></td>
<td></td>
<td>The designated isolation cell contains handicapped bars, which could allow a detainee to utilize it in a hanging/suicide attempt. Detainees are generally placed on continuous observation, which would hinder the possibility of a successful suicide. This issue was discussed with the administrative staff of the facility with a recommendation to utilize a different cell for the purpose of suicide observation.</td>
</tr>
<tr>
<td>• Understand and apply suicide-prevention techniques.</td>
<td></td>
<td></td>
<td></td>
<td>The designated isolation cell was discussed with management officials. Due to the handicapped bars, a different cell was suggested for use when suicidal detainees are under observation.</td>
</tr>
<tr>
<td>A health-care provider or specially trained officer screens all detainees for suicide potential as part of the admission process.</td>
<td>X</td>
<td></td>
<td></td>
<td>Medical staff has approved the room for this purpose.</td>
</tr>
<tr>
<td>• Screening does not occur later than one working day after the detainee’s arrival.</td>
<td></td>
<td></td>
<td></td>
<td>Staff observes and documents the status of a suicide-watch detainee at least once every 15 minutes.</td>
</tr>
<tr>
<td>Written procedures cover when and how to refer at-risk detainees to medical staff and procedures are followed.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has a designated isolation room for evaluation and treatment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The designated isolation room does not contain any structures or smaller items that could be used in a suicide attempt.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical staff has approved the room for this purpose.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff observes and documents the status of a suicide-watch detainee at least once every 15 minutes.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMARKS:

The designated isolation cell was discussed with management officials. Due to the handicapped bars, a different cell was suggested for use when suicidal detainees are under observation.

AUDITOR’S SIGNATURE / DATE

13-5-09

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G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

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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.**

<table>
<thead>
<tr>
<th>Components</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainees who are chronically or terminally ill are transferred to an appropriate offsite medical facility.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>Detainees who are chronically or terminally ill are transferred to an appropriate offsite medical facility.</td>
</tr>
</tbody>
</table>
| The facility or appropriate ICE office promptly notifies the next of kin of the detainee's medical condition, to include:  
- The detainee's location; and  
- The limitations placed on visiting. | ☑ | ☐ | ☐ | |
| There are guidelines addressing the State Advanced Directive Form for Implementing Living Wills and Advanced Directives.  
- 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. | ☑ | ☐ | ☐ | Policy #6.5.1, Terminal Illness, Advanced Directives and Death, effective 8-27-08, addresses advanced directives and procedures for attaining such. |
| The guidelines provide the detainee the opportunity to have a private attorney prepare the documents. | ☑ | ☐ | ☐ | |
| There is a policy addressing "Do Not Resuscitate Orders" | ☑ | ☐ | ☐ | Policy #6.5.1, Terminal Illness, Advanced Directives and Death, effective 8-27-08, addresses Do Not Resuscitate Orders (DNR). |
| Detainees with a "Do Not Resuscitate" order in the medical record receive maximal 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. | ☑ | ☐ | ☐ | |
| The facility has written procedures to address the issues of organ donation by detainees. | ☑ | ☐ | ☐ | Policy #6.5.1, Terminal Illness, Advanced Directives and Death, effective 8-27-08, addresses procedures for organ donation of a detainee. |
| The facility has written procedures to notify ICE officials, deceased family members and consulates, when a detainee dies while in service. | ☑ | ☐ | ☐ | The facility's policy addresses procedures to follow in the event of a detainee death. |
| The facility has a policy and procedure to address the death of a detainee while in transport. | ☑ | ☐ | ☐ | |
| At all ICE locations the detainee's remains disposed of in accordance with the provisions detailed in this standard. | ☑ | ☐ | ☐ | |
| In the event that neither family nor consulate claims the remains, the Field Office schedules an indigent's burial, consistent with local procedures.  
- If the detainee's is a U.S. military veteran, is the Department of Veterans Affairs notified? | ☑ | ☐ | ☐ | |
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.**

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>An original or certified copy of a detainee’s death certificate is placed in the subject’s a-file.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility follows established policy and procedures describing when to contact the local coroner regarding such issues as:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Performance of an autopsy;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Who will perform the autopsy;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Obtaining state approved death certificates; and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Local transportation of the body.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICE staff follows established procedures to properly close the case of a deceased detainee.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Acceptable**  **Deficient**  **At-Risk**  **Repeat Finding**

**Remarks:**

The facility has policy and procedures in place that meet the requirements of this standard. Generally, a terminally ill detainee is removed to an off-site medical center.

The facility had one detainee death during the past year, which occurred at an off-site medical center. The detainee was 58 years old and the death that occurred on 11-26-08, and was related to a gastro-intestinal bleed secondary to cirrhosis of the liver.
SECTION III
SECURITY AND CONTROL STANDARDS
**CONTRABAND**

**POLICY:** All detention facilities will ensure the proper handling and disposal of all contraband. Documentation of contraband destruction is required.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility follows a written procedure for handling illegal contraband.</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>Staff inventory, hold, and report it when necessary to the proper authority</td>
<td></td>
<td></td>
<td></td>
<td>for action/possible seizure.</td>
</tr>
<tr>
<td>Contraband that is government property is retained as evidence for</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>potential disciplinary action or criminal prosecution.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff returns property not needed as evidence to the proper authority.</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>Written procedures cover the return of such property.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Altered property is destroyed following documentation and using</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>established procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before confiscating religious items, the OIC or designated investigator</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>contacts a religious authority.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff follows written procedures when destroying hard contraband that is</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>illegal.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard contraband that is illegal (under criminal statutes) may be retained</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>and used for official use, e.g. training purposes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, under specific circumstances and using specified written procedures.</td>
<td></td>
<td></td>
<td></td>
<td>Local policy 2.3.1, Control of Contraband, effective 01-1-09, addresses this component.</td>
</tr>
<tr>
<td>Hard contraband is secured when not in use.</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**REMARKS:**

Policy 2.3.1, Control of Contraband sufficiently addresses all the components of this standard.
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A detention file is created for every new arrival whose stay will exceed 24 hours.</td>
<td></td>
<td></td>
<td></td>
<td>Policy 7.4.10 Detainee Records effective 6-1-08.</td>
</tr>
<tr>
<td>The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.</td>
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<tr>
<td>The detainee's detention file also contains documents generated during the detainee's custody.</td>
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</tr>
<tr>
<td>• Special requests&lt;br&gt;• Any G-589s and/or I-77s closed-out during the detainee's stay&lt;br&gt;• Disciplinary forms/Segregation forms&lt;br&gt;• Grievances, complaints, and the disposition(s) of same</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td>Detention files are located in the count room in locked cabinets.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
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</tr>
<tr>
<td>The officer closing the detention file makes a notation that the file is complete and ready to be archived.</td>
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</tr>
<tr>
<td>Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.</td>
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<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td>A sign out log is maintained.</td>
</tr>
</tbody>
</table>

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

**REMARKS:**

Policy 7.4.10 Detainee Records, effective 6-1-08, ensures that each detainee who enters the facility has a file that will be maintained throughout his stay and archived upon release/removal.

**AUDITOR'S SIGNATURE/DATE:**

3-5-09

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G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

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## DISCIPLINARY POLICY

### POLICY:

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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has a written disciplinary system using progressive levels of reviews and appeals.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>Otero County Processing Center Policy and Procedures 6.31.2, Disciplinary Procedures, effective 10-09-08, addresses this component.</td>
</tr>
<tr>
<td>The facility rules state that disciplinary action shall not be capricious or retaliatory.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>OCPC Policy and Procedures 6.1.2, Detainee Rights, effective 06-01-08, addresses this component.</td>
</tr>
<tr>
<td>Written rules prohibit staff from imposing or permitting the following sanctions:</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>Detainees are verbally informed of the rules of conduct during the initial intake process. The information is also available in the Detainee Handbook</td>
</tr>
<tr>
<td>• corporal punishment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• deviations from normal food service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clothing deprivation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• bedding deprivation</td>
<td></td>
<td></td>
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<tr>
<td>• denial of personal hygiene items</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>• loss of correspondence privileges</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• deprivation of physical exercise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility:</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>The requirements of this component are posted in each housing unit.</td>
</tr>
<tr>
<td>• Rights and Responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Prohibited Acts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Disciplinary Severity Scale</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sanctions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When minor rule violations or prohibited acts occur, informal resolutions are encouraged.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>Minor infractions are adjudicated by a Shift Lieutenant not involved in the incident.</td>
</tr>
<tr>
<td>Incident reports and Notice of Charges are promptly forwarded to the designated supervisor.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>OCPC Policy 3.1.1, Detainee Rights, effective 06-01-08, page 11 of 12, paragraph C-1a 1, addresses this component.</td>
</tr>
<tr>
<td>Incident reports are investigated within 24 hours of the incident. The Unit Disciplinary Committee (UDC) or equivalent does not convene before an investigation ends.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>An intermediate disciplinary process is used to adjudicate minor infractions.</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>A disciplinary panel (or equivalent in IGSAs) adjudicates infractions. The panel:</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>• Conducts hearings on all charges and allegations referred by the UDC;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Considers written reports, statements, physical evidence, and oral testimony;</td>
<td></td>
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</tr>
<tr>
<td>• Hears pleadings by detainees and staff representatives;</td>
<td></td>
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</tr>
<tr>
<td>• Bases its findings on the preponderance of evidence; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Imposes only authorized sanctions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**DISCIPLINARY POLICY**

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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A staff representative is available if requested for a detainee facing a disciplinary hearing.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons are documented.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing &quot;substantial evidence.&quot;</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

Policy 6.3.1, Disciplinary Procedures, effective 10-09-08, addresses all the components of this standard.

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G-324A Detention Inspection Form Worksheet for IGAs - Rev: 07/09/07
**EMERGENCY (CONTINGENCY) PLANS**

**POLICY** ALL FACILITIES HOLDING ICE DETAINES WILL RESPOND TO EMERGENEIES 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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy precludes detainees or detainee groups from exercising control or authority over other detainees.</td>
<td></td>
<td></td>
<td></td>
<td>Otero County Processing Center Policy 2.1.8, Detainee Control and Movement, effective 06-01-08, page 2 of 2, paragraph E-1, addresses this component.</td>
</tr>
<tr>
<td>Detainees are protected from:</td>
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</tr>
<tr>
<td>• Personal abuse</td>
<td></td>
<td></td>
<td></td>
<td>Staff receive training on how to identify signs of detainee unrest, through training in detainee supervision and manipulation, and communication skills during in-service and pre-service training.</td>
</tr>
<tr>
<td>• Corporal punishment</td>
<td></td>
<td></td>
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<tr>
<td>• Personal injury</td>
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</tr>
<tr>
<td>• Disease</td>
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<tr>
<td>• Property damage</td>
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</tr>
<tr>
<td>• Harassment from other detainees</td>
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</tr>
<tr>
<td>Staff is trained to identify signs of detainee unrest.</td>
<td></td>
<td></td>
<td></td>
<td>The Warden is responsible for the emergency plans and their implementation.</td>
</tr>
<tr>
<td>• What type of training and how often?</td>
<td></td>
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</tr>
<tr>
<td>Staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)</td>
<td></td>
<td></td>
<td></td>
<td>Staff receive training on how to identify signs of detainee unrest, through training in detainee supervision and manipulation, and communication skills during in-service and pre-service training.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
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</tr>
<tr>
<td>The plans address the following issues:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Confidentiality</td>
<td></td>
<td></td>
<td></td>
<td>The facility has a cooperative contingency plan with the County of Otero, dated 09-22-08.</td>
</tr>
<tr>
<td>• Accountability (copies and storage locations)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Annual review procedures and schedule</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Revisions</td>
<td></td>
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</tr>
<tr>
<td>Contingency plans include a comprehensive general section with procedures applicable to most emergency situations.</td>
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</tr>
<tr>
<td>The facility has cooperative contingency plans with applicable:</td>
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<td></td>
</tr>
<tr>
<td>• Local law enforcement agencies</td>
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<tr>
<td>• State agencies</td>
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<tr>
<td>• Federal agencies</td>
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<tr>
<td>All staff receives copies of Hostage Situation Management policy and procedures.</td>
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</tr>
<tr>
<td>Staff is trained to disregard instructions from hostages, regardless of rank. Within 24 hours after release, hostages are screened for medical and psychological effects.</td>
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<tr>
<td>Emergency plans include emergency medical treatment for staff and detainees during and after an incident.</td>
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</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food service maintains at least 3 days' worth of emergency meals for staff and detainees.</td>
<td>X</td>
<td></td>
<td></td>
<td>The plans identifying the locations of the shut-off valves and switches are in the Utility Shutoff Manuals that are maintained in the Central Control, Housing Control, and the Armory.</td>
</tr>
<tr>
<td>Written plans identify locations of shut-off valves and switches for all utilities (water, gas, electric).</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Written procedures cover:</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Work/Food Strike</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Disturbances</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Escapes</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Bomb Threats</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>• Adverse Weather</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Internal Searches</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facility Evacuation</td>
<td></td>
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</tr>
<tr>
<td>• Detainee Transportation System Plan</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Internal Hostages</td>
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<td></td>
</tr>
<tr>
<td>• Civil Disturbances</td>
<td></td>
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</tr>
</tbody>
</table>

**REMARKS:**

The facility has written procedures addressing all of the ICE required emergency contingency plans.
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
| The manufacturer’s Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.  
• The files list all storage areas, and include a plant diagram and legend.  
• The MSDSs and other information in the files are available to personnel managing the facility’s safety program. | ☒ | ☐ | ☐ | Personal Protective Equipment such as chemical goggles, chemical aprons and rubber gloves are not available in Food Service and in the Laundry for use when handling corrosives. There is no eyewash station in Food Service, Medical, or Laundry. On the last day of the review, PPE was put in place in Food Service and the Laundry. Purchase orders were generated for the needed eyewash stations. |
| All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They:  
• Wear personal protective equipment; and  
• Report hazards and spills to the designated official. | ☐ | ☒ | ☒ | |
| The MSDSs are readily accessible to staff and detainees in work areas. | ☒ | ☐ | ☐ | |
| Hazardous materials are always issued under proper supervision.  
• Quantities are limited; and  
• Staff always supervises detainees using these substances. | ☒ | ☐ | ☐ | |
| All "flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations. | ☒ | ☐ | ☐ | |
| Lighting fixtures and electrical equipment installed in storage rooms and other hazardous areas meet National Electrical Code requirements. | ☒ | ☐ | ☐ | |
| The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings. | ☒ | ☐ | ☐ | |
| Vents, return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility. | ☒ | ☐ | ☐ | |
| 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.) | ☒ | ☐ | ☐ | |
| Shower and sink water temperatures do not exceed the industry standard of 120 degrees. | ☒ | ☐ | ☐ | |
| All toxic and caustic materials are stored in their original containers in a secure area. | ☒ | ☐ | ☐ | |
| Excess flammables, combustibles, and toxic liquids are disposed of properly and in accordance with MSDSs. | ☒ | ☐ | ☐ | |
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. &quot;Accountability&quot; includes issuing such products to detainees in the smallest workable quantities.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Methyl alcohol is not utilized at this facility.</td>
</tr>
<tr>
<td>Every employee and detainee using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Exit doors leading out of the two 150-person dining halls are not separated by proper distance in accordance with the National Fire Codes. In an undated memo from [Signature] Director, Fire Marshall, Otero County Office of Emergency Services, the exiting situation in the dining halls meets the requirements of the International Fire Code, 2003 edition. This item was identified as a deficiency during the review conducted in September 2008, and it has not been corrected.</td>
</tr>
<tr>
<td>A technically qualified officer conducts the fire and safety inspections.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>The Safety Office (or officer) maintains files of inspection reports.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>The facility has an approved fire prevention, control, and evacuation plan.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The plan requires:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Monthly fire inspections;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fire protection equipment strategically located throughout the facility;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Public posting of emergency plans with accessible building/room floor plans;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exit signs and directional arrows; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• An area-specific exit diagram conspicuously posted in the diagrammed area.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Fire drills are conducted and documented monthly.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>A sanitation program covers barbering operations.</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>Policy number 4.2.3, does not contain all the components found in the ICE Standard.</td>
</tr>
<tr>
<td>The barber shop has the facilities and equipment necessary to meet sanitation requirements.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The sanitation standards are conspicuously posted in the barbershop.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Written procedures regulate the handling and disposal of used needles and other sharp objects.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard cleaning practices include:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Using specified equipment; cleansers; disinfectants and detergents.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• An established schedule of cleaning and follow-up inspections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility follows standard cleaning procedures.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Spill kits are readily available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A licensed medical waste contractor disposes of infectious/bio-hazardous waste.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff is trained to prevent contact with blood and other body fluids and written procedures are followed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the methods for handling/disposing of refuse meet all regulatory requirements?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• At least monthly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The pest-control program includes preventative spraying for indigenous insects.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinking water and wastewater is routinely tested according to a fixed schedule.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency power generators are tested at least every two weeks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other emergency systems and equipment receive testing at least quarterly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Testing is followed-up with timely corrective actions (repairs and replacements).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☒ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING

REMARKS:

Chemical goggles, aprons and rubber gloves are not available in Food Service and the Laundry.

There are no eyewash stations in Food Service, Medical, or Laundry.

Local policy regarding the sanitation program for barbershop operations does not contain the requirements found in the ICE Standard.

The exit doors in the Food Service Dining Halls are not remotely located from each other, per NFPA criteria. The facility seems reliant on a local fire authority's citation of compliance with the International Fire Code; ICE standards do not recognize this resource.
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hold rooms are situated within the secure perimeter.</td>
<td></td>
<td></td>
<td></td>
<td>Otero County Processing Center Policy 2.1.17, Hold Rooms, effective 02-11-09, addresses the entire component of this standard.</td>
</tr>
<tr>
<td>The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.</td>
<td></td>
<td></td>
<td></td>
<td>OCPC does not house female detainees.</td>
</tr>
<tr>
<td>The hold rooms contain sufficient seating for the number of detainees held.</td>
<td></td>
<td></td>
<td></td>
<td>Detainees under the age of 18 are not housed at OCPC.</td>
</tr>
<tr>
<td>Bunks, cots, beds, or other related make-shift sleeping apparatus are precluded from use inside hold rooms.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The walls and ceilings of the hold rooms are tamper and escape proof.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individuals are not held in hold rooms for more than 12 hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male and females are segregated from each other.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees under the age of 18 are not held with adult detainees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, diapers and wipes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.</td>
<td></td>
<td></td>
<td></td>
<td>The checks are documented on the Individual Holding Cell Logs.</td>
</tr>
<tr>
<td>All detainees are given a pat down search for weapons or contraband before being placed in the room.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Hold rooms are irregularly monitored every 15 minutes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unusual behavior or complaints are noted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When the last detainee has been removed from the hold room, it is given a thorough inspection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td>The booking staff is responsible for removing detainees from the holding cells in case of fire or building evacuation.</td>
</tr>
<tr>
<td>An appropriate emergency service is called immediately upon a determination that a medical emergency may exist.</td>
<td></td>
<td></td>
<td></td>
<td>American Medical Response Ambulance Services is notified.</td>
</tr>
</tbody>
</table>

**REMARKS:**

The facility has a direct line to American Medical Response Ambulance Services, which they use whenever it is determined that a medical emergency exists.
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The security officer[s], or equivalent in IGSAs, has attended an approved locksmith training program.</td>
<td></td>
<td></td>
<td></td>
<td>The security officer has not attended an approved locksmith training program.</td>
</tr>
<tr>
<td>The security officer, or equivalent in IGSAs, has responsibly for all administrative duties and responsibilities relating to keys, locks etc.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The security officer, or equivalent in IGSAs, provides training to employees in key control.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The security officer, or equivalent in IGSAs, maintains inventories of all keys, locks and locking devices.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The security officer follows a preventive maintenance program and maintains all preventive maintenance documentation.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility policies and procedures address the issue of compromised keys and locks.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The security officer, or equivalent in IGSAs, develops policy and procedures to ensure safe combinations integrity.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only dead bolt or dead lock functions are used in detainee accessible areas.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only authorized locks (as specified in the Detention Standard) are used in detainee accessible areas.</td>
<td></td>
<td>x</td>
<td></td>
<td>All worn or discarded keys and locks that are disposed of are documented on a Key/Lock Destruction Log.</td>
</tr>
<tr>
<td>Grand master keying systems are prohibited.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All worn or discarded keys and locks are cut up and properly disposed of.</td>
<td></td>
<td>x</td>
<td></td>
<td>The review team did not observe any padlocks or chains being utilized on any cell doors.</td>
</tr>
<tr>
<td>Padlocks and/or chains are prohibited from use on cell doors.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to:</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Occupational Safety and Environmental Health Manual, Ch. 3;</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• National Fire Protection Association Life Safety Code 101.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The operational keyboard is sufficient to accommodate all the facility key rings, including keys in use, and is located in a secure area.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures are in place to ensure that key rings are:</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Identifiable;</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The numbers of keys are cited; and</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Keys cannot be removed.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency keys are available for all areas of the facility.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facilities use a key accountability system.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorization is necessary to issue any restricted key.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual gun lockers are provided.</td>
<td></td>
<td>X</td>
<td></td>
<td>- They are located in an area that permits constant officer observation.</td>
</tr>
<tr>
<td>The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.</td>
<td></td>
<td>X</td>
<td></td>
<td>- Issued keys are returned immediately in the event an employee inadvertently carries a key ring home.</td>
</tr>
<tr>
<td>All staff members are trained and held responsible for adhering to proper procedures for the handling of keys.</td>
<td></td>
<td>X</td>
<td></td>
<td>- When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Detainees are not permitted to handle keys assigned to staff.</td>
</tr>
</tbody>
</table>

**REMARKS:**

The security officer is scheduled to attend an approved locksmith training program April 2009.

Policy 2.4.1, Key and Lock Control, effective 06-01-08, page 6 of 7, paragraph Q 8-10, addresses this component.

<table>
<thead>
<tr>
<th>ACCEPTABLE</th>
<th>DEFICIENT</th>
<th>AT-RISK</th>
<th>REPEAT FINDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff conduct a formal count at least once each shift.</td>
<td>☒</td>
<td></td>
<td></td>
<td>The facility conducts 7 formal counts within a 24-hour period.</td>
</tr>
<tr>
<td>Activities cease or are strictly controlled while a formal count is being conducted.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certain operations cease during formal counts.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All movement ceases for the duration of a formal count.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formal counts in all units take place simultaneously.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainee participation in counts is prohibited.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A face-to-photo count follows each unsuccessful recount.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officers positively identify each detainee before counting him/her as present.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written procedures cover informal and emergency counts.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Policy 2.1.9, Detainee -Counts, effective 06-01-08, page 2, paragraph A-4, addresses this component.</td>
</tr>
<tr>
<td>- They are followed during informal counts and emergencies.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.</td>
<td>☒</td>
<td></td>
<td></td>
<td>The Count Room staff are responsible for maintaining an out-count record of all detainees temporarily leaving the facility.</td>
</tr>
<tr>
<td>This training is documented in each officer’s training folder.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

The facility conducts formal counts as

The review team observed a full count in the SMU. The Counting Officers ensured that they were counting living, breathing detainees by tapping on the doors of detainees who were asleep and covered up to validate.

**AUDITOR’S SIGNATURE / DATE:**

[Signature]

_13-05-09_

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every fixed post has a set of post orders.</td>
<td>X</td>
<td></td>
<td></td>
<td>Otero County Processing Center Policy and Procedure 2.1.3, Post Orders, effective 08-08-08, addresses this component.</td>
</tr>
<tr>
<td>Each set contains the latest inserts (emergency memoranda, etc.) and revisions.</td>
<td>X</td>
<td></td>
<td></td>
<td>The Chief of Security is responsible for keeping the post orders current and for reviewing them quarterly.</td>
</tr>
<tr>
<td>One individual or department is responsible for keeping all post-orders current with revisions that take place between reviews.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The IGSA maintains a complete set (central file) of post orders.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The central file is accessible to all staff.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The OIC or Contract / IGSA equivalent initiates/authorizes all post-order changes.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The OIC or Contract / IGSA equivalent has signed and dated the last page of every section.</td>
<td></td>
<td>X</td>
<td></td>
<td>The warden signs and dates the first page of the post orders.</td>
</tr>
<tr>
<td>A review/updating/reissuing of post orders occurs regularly and at a minimum, annually.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures keep post orders and logbooks secure from detainees at all times.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every armed-post officer qualifies with the post weapon(s) before assuming post duty.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armed-post post orders provide instructions for escape attempts.</td>
<td>X</td>
<td></td>
<td></td>
<td>The three armed post (Transportation, Perimeter, and Hospital) all provided guidelines for escape attempts.</td>
</tr>
<tr>
<td>The post orders for housing units track the event schedule.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing-unit post officers record all detainee activity in a log. The post order includes instructions on maintaining the logbook.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

The post orders are reviewed by the Chief of Security quarterly and the Senior Warden reviews them annually.

**ACCEPTABLE □ DEFICIENT □ AT-RISK □ REPEAT FINDING**

Auditor's Signature / Date: 3-5-09
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility has a comprehensive security inspection policy. The policy specifies:</td>
<td></td>
<td></td>
<td></td>
<td>Otero County Processing Center Policy and procedures 2.1.5, Patrols and Inspections, effective 02-11-09, address the areas to be inspected and the frequency of the inspections.</td>
</tr>
<tr>
<td>• Posts to be inspected;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Required inspection forms;</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Frequency of inspections;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Guidelines for checking security features; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procedures for reporting weak spots, inconsistencies, and other areas needing improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every officer is required to conduct a security check of his/her assigned area. The results are documented.</td>
<td></td>
<td></td>
<td></td>
<td>The daily checks are documented in the daily housing log.</td>
</tr>
<tr>
<td>Documentation of security inspections is kept on file.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The front-entrance officer checks the ID of everyone entering or exiting the facility.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All visits are officially recorded in a visitor logbook or electronically recorded.</td>
<td>x</td>
<td></td>
<td></td>
<td>The Review Team was required to sign in and out each day.</td>
</tr>
<tr>
<td>The facility has a secure visitor pass system.</td>
<td></td>
<td></td>
<td></td>
<td>The review team was issued a numbered pass each day.</td>
</tr>
<tr>
<td>Every Control Center officer receives specialized training.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Control Center is staffed around the clock.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy restricts staff access to the Control Center.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees are restricted from access to the Control Center.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications are centralized in the Control Center.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officers monitor all vehicular traffic entering and leaving the facility.</td>
<td></td>
<td></td>
<td></td>
<td>Vehicular traffic entering and exiting the facility is monitored by the Housing Control.</td>
</tr>
<tr>
<td>The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility. Each entry contains:</td>
<td></td>
<td></td>
<td></td>
<td>The Rear Gate Officer maintains and completes a Back Gate Entry Log. This contains all of the required information for this component.</td>
</tr>
<tr>
<td>• The driver's name;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Company represented;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Vehicle contents;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Delivery date and time;</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Date and time out;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Vehicle license number; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Name of employee responsible for the vehicle during the visit</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officers thoroughly search each vehicle entering and leaving the facility.</td>
<td>x</td>
<td></td>
<td></td>
<td>Policy 2.3.1, Control of Contraband, effective 01-12-09, addresses this component.</td>
</tr>
<tr>
<td>The facility has a written policy and procedures to prevent the introduction of contraband into the facility or any of its components.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tools being taken into the secure area of the facility are inventoried before entering and prior to departure.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The SMU entrance has a sally port.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written procedures govern searches of detainee housing units and personal areas.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing area searches occur at irregular times.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Every search of the SMU and other housing units is documented. 
Storage and supply rooms, walls, light and plumbing fixtures, accesses, and drains, etc., undergo frequent, irregular searches. These searches are documented.
Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.
Daily procedures include:
- Perimeter alarm system tests;
- Physical checks of the perimeter fence; and
- Documenting the results.
Visitation areas receive frequent, irregular inspections.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every search of the SMU and other housing units is documented.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage and supply rooms, walls, light and plumbing fixtures, accesses, and drains, etc., undergo frequent, irregular searches. These searches are documented.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily procedures include:</td>
<td>☒</td>
<td></td>
<td></td>
<td>The checks are documented on the Daily Shift Activity Log.</td>
</tr>
</tbody>
</table>
- Perimeter alarm system tests;
- Physical checks of the perimeter fence; and
- Documenting the results.
| Visitation areas receive frequent, irregular inspections. | ☒ | | | |

REMARKS:
The [REMARKS: ] as required by the ICE standard.

AUDITOR'S SIGNATURE / DATE
3-5-09
SPECIAL MANAGEMENT UNIT (SMU)
ADMINISTRATIVE SEGREGATION

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT [DISCIPLINARY SEGREGATION]" STANDARD).

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Administrative Segregation unit provides no punitive protection from the general population and individuals undergoing disciplinary segregation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Detainees are placed in the SMU (administrative) in accordance with written criteria.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- A copy of the order given to the detainee within 24 hours.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The OIC (or equivalent) regularly reviews the status of detainees in administrative detention.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- A supervisory officer conducts a review within 72 hours of the detainee’s placement in the SMU (administrative).</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The Chief of Security is responsible for conducting a review to determine whether continued placement in administrative segregation is still warranted.</td>
</tr>
<tr>
<td>A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation, and:</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Every week thereafter for the first month; and</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Every 30 days after the first month.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Does each review include an interview with the detainee?</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Is a written record made of the decision and the justification?</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The detainee is given a copy of the decision and justification for each review.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- The detainee is given an opportunity to appeal the reviewer’s decision to someone else in the facility.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The OIC (or equivalent) routinely notifies the Field Office Director (or staff officer in charge of IGSAs) any time a detainee’s stay in administrative detention exceeds 30 days.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>The COTR is notified when a detainee has been in administrative detention for 30 days, or if a detainee is held in administrative segregation for 60 days.</td>
</tr>
<tr>
<td>- 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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The OIC or equivalent) reviews the case of every detainee who objects to administrative segregation after 30 days in the SMU.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- A written record is made of the decision and the justification.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- The detainee receives a copy of this record.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Otero County Processing Center Policy and Procedure 2.1.15, Special Housing Unit, effective 02-11-09, page 4 of 12, paragraph h, addresses this component.</td>
</tr>
<tr>
<td>Administratively segregated detainees enjoy the same general privileges as detainees in the general population.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
**POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINERS FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINERS ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINERS BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT (DISCIPLINARY SEGREGATION)" STANDARD).**

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The SMU is:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Well ventilated;</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Adequately lighted;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Appropriately heated; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Maintained in a sanitary condition.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All cells are equipped with beds.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Every bed is securely fastened to the floor or wall.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The number of detainees in any cell does not exceed the occupancy limit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- When occupancy exceeds recommended capacity, do basic living standards decline?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Do criteria for objectively assessing living standards exist?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If yes, are the criteria included in the written procedures?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The segregated detainees have the same opportunities to exchange/launder clothing, bedding, and linen as detainees in the general population.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detainees receive three nutritious meals per day, from the general population's menu of the day.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Do detainees eat only with disposable utensils?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Is food ever used as punishment?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each detainee maintains a normal level of personal hygiene in the SMU.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The detainees have the opportunity to shower and shave at least three times a week.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If not, explain.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The detainees are provided:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Barbering services;</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Recreation privileges in accordance with the &quot;Detainee Recreation&quot; standard;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Non-legal reading material;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Religious material;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The same correspondence privileges as detainees in the general population;</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Telephone access similar to that of the general population; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Personal legal material.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A health care professional visits every detainee at least three times a week.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The shift supervisor visits each detainee daily.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Weekends and holidays.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedures comply with the &quot;Visitation&quot; standard.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The detainee retains visiting privileges; and</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The visiting room is available during normal visiting hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visits from clergy are allowed.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Barbering services are available to detainees housed in administrative segregation, upon request. A health care professional visits detainees housed in administrative segregation three times per day.
**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").

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainees have the same law-library access as the general population. Are they required to use the law library separately, or as a group?</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Upon request, a detainee may have library materials brought to him or he may be escorted separately to the library.</td>
</tr>
<tr>
<td>The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>All detainee activities are documented on individual daily activity logs.</td>
</tr>
<tr>
<td>SPC procedures include completing the SMU Housing Record (I-888) immediately upon a detainee's placement in the SMU. Staff completes the form at the end of each shift. CDFs and IGSA facilities use Form I-888 (or local equivalent).</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>All detainee activities are documented on the detainees' individual daily activity logs.</td>
</tr>
<tr>
<td>A new record is created for each week the detainee is in Administrative Segregation. The weekly records are retained in the SMU until the detainee's return to the general population.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>A new individual detainee daily activity log is created daily.</td>
</tr>
</tbody>
</table>

**REMARKS:**

Detainees housed in administrative segregation receive the same general privileges as detainees in general population, unless prohibited by sanctions.

3-5-09
Auditor's Signature / Date
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers placing detainees in disciplinary segregation follow written procedures.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Local policy 2.1.15, Special Housing Unit, effective 02-11-09, page 7 of 12, paragraph B 1, addressed this component.</td>
</tr>
<tr>
<td>The sanctions for violations committed during one incident are limited to 60 days.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>A completed Disciplinary Segregation Order accompanies the detainee into the SMU. <strong>•</strong> The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals. <strong>•</strong> After each formal review, the detainee receives a written copy of the decision and supporting reasons.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>Detainees housed in disciplinary segregation are reviewed every 7 days for the first 60 days and then every 30 days thereafter.</td>
</tr>
<tr>
<td>The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees in disciplinary segregation have fewer privileges than those housed in administrative segregation.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Living conditions in disciplinary SMUs remain the same regardless of behavior. <strong>•</strong> If no, does staff prepare written documentation for this action? <strong>•</strong> Does the OIC sign to indicate approval.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The quarters used for segregation are: <strong>•</strong> Well-ventilated. <strong>•</strong> Adequately lighted. <strong>•</strong> Appropriately heated. <strong>•</strong> Maintained in a sanitary condition.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>All cells are equipped with beds that are securely fastened to the floor or wall of the cell.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The number of detainees confined to each cell or room is limited to the number for which the space was designate. <strong>•</strong> Does the OIC approve excess occupancy on a temporary basis?</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees in the SMU have the same opportunities to exchange clothing, bedding, etc., as other detainees.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day. <strong>•</strong> Food is not used as punishment.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainees receive, unless documented as a threat to security:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Barbering services;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Recreation privileges;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other-than legal reading material;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Religious material;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The same correspondence privileges as other detainees; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personal legal material.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When phone access is limited by number or type of calls, the following areas are exempt:

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Calls about the detainee's immigration case or other legal matters;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Calls to consular/embassy officials; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Calls during family emergencies (as determined by the OIC/Warden).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A health care professional visits every detainee in disciplinary segregation every week day.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The shift supervisor visits each segregated detainee daily</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Weekends and holidays.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SMU detainees are allowed visitors, in accordance with the "Visitation" standard.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMU detainees receive legal visits, as provided in the &quot;Visitation&quot; standard.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Legal service providers are notified of security concerns arising before a visit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Visits from clergy are allowed.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The clergy member is given the option of visiting/not visiting the segregated detainee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Violent/uncooperative detainees are denied access to religious services when safety and security would otherwise be affected.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SMU detainees have law library access.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Violent/uncooperative detainees retain access to the law library unless adjudicated a security threat in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Legal material brought to individuals in the SMU on a case-by-case basis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff documents every incident of denied access to the law library.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All detainees’ related activities are documented on the detainee’s individual daily activity log.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The SPCs, the Special Management Housing Unit Record (I-888 or equivalent), is prepared as soon as the detainee is placed in the SMU.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All I-888s are filled out by the end of each shift.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The CDF/IGSA facility use Form.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• I-888 (or equivalent local form).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

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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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMU staff record whether the detainee ate, showered, exercised, took medication, etc.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>All detainee activities are documented on the detainees' individual daily activity logs.</td>
</tr>
<tr>
<td>Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The health care official sign individual records after each visit.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The housing officer initials the record when all detainee services are completed or at the end of the shift.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>A new record is created weekly for each detainee in the SMU.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The SMU retains these records until the detainee leaves the SMU.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

A new record is created daily for each detainee housed in the Special Management Unit.

[Signature]

AUDITOR'S SIGNATURE / DATE: 7-5-09

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G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

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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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.</td>
<td>☑</td>
<td></td>
<td></td>
<td>The Chief of Security is the individual responsible for the development of a tool control procedure and inspection system.</td>
</tr>
<tr>
<td>Department heads are responsible for implementing this standard in their departments.</td>
<td>☑</td>
<td></td>
<td></td>
<td>Local policy 2.4.2, Tool Control, effective 06-01-08, page 2 of 12, paragraph C-1, addresses this component.</td>
</tr>
<tr>
<td>Tool inventories are required for the:</td>
<td>☑</td>
<td></td>
<td></td>
<td>Local policy (above) addresses this component.</td>
</tr>
<tr>
<td>- Maintenance Department;</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Medical Department;</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Food Service Department;</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Electronics Shop;</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Recreation Department; and</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Armory.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has a policy for the regular inventory of all tools.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The policy sets minimum time lines for physical inventory and all necessary documentation.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- ICE facilities use AMIS bar code labels when required.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has a tool classification system. Tools are classified according to:</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Restricted (dangerous/hazardous); and</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Non-Restricted (non-hazardous).</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department heads are responsible for implementing tool-control procedures.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has an approved tool storage system.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The system ensures that all stored tools are accountable.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Commonly used tools (tools that can be mounted) are stored in such a way that missing tool is readily notice.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each facility has procedures for the issuance of tools to staff and detainees.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility has policies and procedures to address the issue of lost tools. The policy and procedures include:</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Verbal and written notification;</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Procedures for detainee access; and</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Necessary documentation/review for all incidents of lost tools.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 TYPED 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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ ACCEPTABLE</td>
<td>□ DEFICIENT</td>
<td>□ AT-RISK</td>
<td>□ REPEAT FINDING</td>
<td></td>
</tr>
</tbody>
</table>

REMARKS:
The tool room is outside of the secure confines of the facility; however, the Tool Control Policy 2.4.2 addresses all of the components of this required ICE standard.

AUDITOR'S SIGNATURE / DATE: 3-5-09
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transporting officers comply with applicable local, state, and federal</td>
<td>☒</td>
<td></td>
<td></td>
<td>The Transportation Department has a total of 56 staff assigned; 51 have</td>
</tr>
<tr>
<td>motor vehicle laws and regulations. Records support this finding of</td>
<td></td>
<td></td>
<td></td>
<td>a current CDL, and the remaining 5 are in training pending the issuance</td>
</tr>
<tr>
<td>compliance.</td>
<td></td>
<td></td>
<td></td>
<td>of their CDL.</td>
</tr>
<tr>
<td>Every transporting officer required to drive a commercial size bus has a</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>valid Commercial Driver's License (CDL) issued by the state of employment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors maintain records for each vehicle operator.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officers use a checklist during every vehicle inspection.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Officers report deficiencies affecting operability; and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Deficiencies are corrected before the vehicle goes back into service.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transporting officers:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Limit driving time to 10 hours in any 15 hour period;</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Drive only after eight consecutive off-duty hours;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do not receive transportation assignments after having been on duty,</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>in any capacity, for 15 hours;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Drive a 50-hour maximum in a given work week; a 70-hour maximum</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>during eight consecutive days;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• During emergency conditions (including bad weather), officers may</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>drive as long as necessary and safe to reach a safe area-exceeding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the 10-hour limit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two officers with valid CDLs required in any bus transporting detainees.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• When buses travel in tandem with detainees, there are two qualified</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>officers per vehicle.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• An unaccompanied driver may transport an empty vehicle.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before the start of each detail, the vehicle is thoroughly searched.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive identification of all detainees being transported is confirmed.</td>
<td>☒</td>
<td></td>
<td></td>
<td>Detainees being transported are positively identified by OCPC staff and</td>
</tr>
<tr>
<td>All detainees are searched immediately prior to boarding the vehicle by</td>
<td>☒</td>
<td></td>
<td></td>
<td>then by ICE prior to departing the facility.</td>
</tr>
<tr>
<td>staff controlling the bus or vehicle.</td>
<td></td>
<td></td>
<td></td>
<td>The review team observed staff performing pat searches on detainees</td>
</tr>
<tr>
<td>The facility ensures that the number of detainees transported does not</td>
<td>☒</td>
<td></td>
<td></td>
<td>prior to the detainees boarding the bus.</td>
</tr>
<tr>
<td>exceed the vehicles manufacturer's occupancy level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective vests are provided to all transporting officers.</td>
<td>☒</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 DETAINES. 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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The vehicle crew conducts a visual count once all passengers are on board and seated.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop.</td>
<td>☒</td>
<td>☐</td>
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</tr>
<tr>
<td>Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Officers ensure that no one contacts the detainees.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>• One officer remains in the vehicle at all times when detainees are present.</td>
<td>☒</td>
<td>☐</td>
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</tr>
<tr>
<td>Meals are provided during long distance transfers.</td>
<td>☒</td>
<td>☐</td>
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</tr>
<tr>
<td>• The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE.</td>
<td>☒</td>
<td>☐</td>
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<td></td>
</tr>
<tr>
<td>The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.).</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>• Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Vehicles have:</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>• Two-way radios;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
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<tr>
<td>• Cellular telephones; and</td>
<td>☒</td>
<td>☐</td>
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</tr>
<tr>
<td>• Equipment boxes stocked in accordance with the Use of Force Standard.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>The vehicles are clean and sanitary at all times.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Personal property of a detainee transferring to another facility is:</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>• Inventoried;</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• Inspected; and</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>• Accompanies the detainee.</td>
<td>☒</td>
<td>☐</td>
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</tr>
</tbody>
</table>
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 DETAINED. 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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following contingencies are included in the written procedures for vehicle crews:</td>
<td></td>
<td></td>
<td></td>
<td>Policy 1.2.2, Detainee Transportation, effective 09-08-08, pages 6 &amp; 7 of 8, paragraphs I-T, addresses all of the elements of this component.</td>
</tr>
<tr>
<td>• Attack</td>
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</tr>
<tr>
<td>• Escape</td>
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<tr>
<td>• Hostage-taking</td>
<td></td>
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<tr>
<td>• Detainee sickness</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>• Detainee death</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Vehicle fire</td>
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<tr>
<td>• Riot</td>
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<tr>
<td>• Traffic accident</td>
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<tr>
<td>• Mechanical problems</td>
<td></td>
<td></td>
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<tr>
<td>• Natural disasters</td>
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<tr>
<td>• Severe weather</td>
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<tr>
<td>• Passenger list includes women or minors</td>
<td></td>
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</tr>
</tbody>
</table>

☑ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING

REMARKS:

Inspection of vehicles B 3, 6, 7, 17 and T 1 & 2 revealed the sanitation was good, each vehicle has post orders, and all of the buses were equipped with water cool holders.
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 RERAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Policy 2.2.1, Use of Force, effective 06-01-08, page 1, paragraph A1, addresses this component.</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
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</tr>
<tr>
<td>Written policy asserts that calculated rather than immediate use of force is feasible in most cases.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
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</tr>
<tr>
<td>The facility subscribes to the prescribed Confrontation Avoidance Procedures.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Policy 2.2.1, Use of Force, effective 06-01-08, page 2 of 23, paragraph 3a, Confrontation Avoidance, addresses this component.</td>
</tr>
<tr>
<td>- Ranking detention official, health professional, and others confer before every calculated use of force.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Staff receives training in the Use of Force Team Technique during pre-service and in-service training.</td>
</tr>
<tr>
<td>- Under staff supervision.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Staff members are trained in the performance of the Use-of-Force Team Technique.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>All use-of-force incidents are documented and reviewed.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
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</tr>
<tr>
<td>Staff:</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Do not use force as punishment;</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>Policy 2.2.1, Use of Force, effective 06-01-08, page 6 of 23, paragraph 8a, addresses this component.</td>
</tr>
<tr>
<td>- Attempt to gain the detainee's voluntary cooperation before resorting to force;</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Use only as much force as necessary to control the detainee; and</td>
<td>☐</td>
<td>☑</td>
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</tr>
<tr>
<td>- Use restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Use-of-Force Team follows written procedures that attempt to prevent injury and exposure to communicable disease(s).</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
**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:

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard procedures associated with using four-point restraints include:</td>
<td></td>
<td></td>
<td></td>
<td>Policy 2.2.1, Use of Force, effective 06-01-08, page 7 of 23, paragraph 10a 1-10, addresses this component.</td>
</tr>
<tr>
<td>• Soft restraints (e.g., vinyl);</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>• Dressing the detainee appropriately for the temperature;</td>
<td></td>
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</tr>
<tr>
<td>• A bed, mattress, and blanket/sheet;</td>
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<tr>
<td>• Checking the detainee at least 15 minutes;</td>
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<tr>
<td>• Logging each check;</td>
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<tr>
<td>• Turning the bed-restrained detainee often enough to prevent soreness or stiffness;</td>
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<tr>
<td>• Medical evaluation of the restrained detainee twice per eight hour shift; and</td>
<td></td>
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<tr>
<td>• When qualified medical staff is not immediately available, staff position the detainee &quot;face-up&quot;.</td>
<td></td>
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</tr>
<tr>
<td>The shift supervisor monitors the detainee's position/condition every two hours.</td>
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</tr>
<tr>
<td>• He/she allows the detainee to use the rest room at these times under safeguards.</td>
<td></td>
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</tr>
<tr>
<td>All detainee checks are logged.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>When the OIC authorizes use of non-lethal weapons:</td>
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<td></td>
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</tr>
<tr>
<td>• Medical staff is consulted before staff use pepper spray/non-lethal weapons.</td>
<td></td>
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</tr>
<tr>
<td>• Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized.</td>
<td></td>
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</tr>
<tr>
<td>Special precautions are taken when restraining pregnant detainees.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Medical personnel are consulted.</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>The facility does not house female detainees.</td>
</tr>
<tr>
<td>Protective gear is worn when restraining detainees with open cuts or wounds.</td>
<td></td>
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</tr>
<tr>
<td>Staff documents every use of force and/or non-routine application of restraints.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>It is standard practice to review any use of force and the non-routine application of restraints.</td>
<td></td>
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</tr>
<tr>
<td>All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees.</td>
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<tr>
<td>• Specialized training is given and Officers are certified in all devices they use.</td>
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</tr>
<tr>
<td>In SPCs, is the Use of Force form used? In other facilities (IGSAs / CDFs) is this form or its equivalent used?</td>
<td></td>
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</tr>
</tbody>
</table>

REMARKS:

The facility does not utilize Tasers. All use of force incidents are reviewed by the Chief of Security, Deputy Warden, and Warden.
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ICE Field Office Director ensures that weekly announced and unannounced visits occur at the IGSA.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Detention and Deportation Staff conduct scheduled weekly visits with detainees held in the IGSA.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Scheduled visits are posted in ICE detainee areas.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Visiting staff observe and note current climate and conditions of confinement at each IGSA.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>ICE information request Forms are available at the IGSA for use by ICE detainees.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The IGSA treats detainee correspondence to ICE staff as Special Correspondence.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>ICE staff responds to a detainee request from an IGSA within 72 hours.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>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.</td>
<td>✗</td>
<td>☐</td>
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<td></td>
</tr>
</tbody>
</table>

**REMARKS:**

The IEA handles operational/detention issues i.e. funds, property, minor complaints, law library while the Deportation Officer handles immigration, stay or removal issues.

Standard was reviewed with [AFOD, 915-726-9676] and [Operations Supervisor 915-892-6676] and inspects Medical, Food Service, dorms etc.

AUDITOR’S SIGNATURE / DATE

/13-5-09

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
**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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a detainee is represented by legal counsel or a legal representative,</td>
<td></td>
<td></td>
<td></td>
<td>The EARM (Enforced Alien Removal Module) web system is currently used. The Otero County Processing</td>
</tr>
<tr>
<td>and a G-28 has been filed, the representative of record is notified by the</td>
<td></td>
<td></td>
<td></td>
<td>Center is a receiving and removal facility.</td>
</tr>
<tr>
<td>detainee’s Deportation Officer.</td>
<td></td>
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<tr>
<td>• The notification is recorded in the detainee’s file; and</td>
<td>X</td>
<td></td>
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<tr>
<td>• When the A File is not available, notification is noted within</td>
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<tr>
<td>DACS</td>
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<tr>
<td>Notification includes the reason for the transfer and the location of the</td>
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<tr>
<td>new facility.</td>
<td>X</td>
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<tr>
<td>The deportation officer is allowed discretion regarding the timing of the</td>
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<tr>
<td>notification when extenuating circumstances are involved.</td>
<td>X</td>
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<tr>
<td>The attorney and detainee are notified that it is their responsibility to</td>
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<tr>
<td>notify family members regarding a transfer.</td>
<td>X</td>
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<tr>
<td>Facility policy mandates that:</td>
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<tr>
<td>• Times and transfer plans are never discussed with the detainee</td>
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<tr>
<td>prior to transfer;</td>
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<tr>
<td>• The detainee is not notified of the transfer until immediately</td>
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<tr>
<td>prior to departing the facility; and</td>
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</tr>
<tr>
<td>• The detainee is not permitted to make any phone calls or have contact</td>
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<tr>
<td>with any detainee in the general population.</td>
<td>X</td>
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</tr>
<tr>
<td>The detainee is provided with a completed Detainee Transfer Notification</td>
<td></td>
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<tr>
<td>Form.</td>
<td>X</td>
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<tr>
<td>Form G-391 or equivalent authorizing the removal of a detainee from a</td>
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<tr>
<td>facility is used.</td>
<td>X</td>
<td></td>
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<tr>
<td>For medical transfers:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• The Detainee Immigration Health Service (or IGSA) (DIHS) Medical</td>
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</tr>
<tr>
<td>Director or designee approves the transfer;</td>
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<tr>
<td>• Medical transfers are coordinated through the local ICE office; and</td>
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<tr>
<td>• A medical transfer summary is completed and accompanies the detainee.</td>
<td>X</td>
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<tr>
<td>Detainees in ICE facilities having DIHS staff and medical care are</td>
<td></td>
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<tr>
<td>transferred with a completed transfer summary sheet in a sealed envelope</td>
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<tr>
<td>with the detainee’s name and A-number, and the envelope is marked</td>
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<tr>
<td>Medical Confidential.</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>Detainees’ funds, valuables, and property are returned and transferred</td>
<td></td>
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<tr>
<td>with the detainee to his/her new location.</td>
<td>X</td>
<td></td>
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<tr>
<td>Transfer and documentary procedures outlined in Section C and D are</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>followed.</td>
<td>X</td>
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<tr>
<td>Meals are provided when transfers occur during normally schedule meal</td>
<td>X</td>
<td></td>
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<tr>
<td>times.</td>
<td>X</td>
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<tr>
<td>An A File or work folder accompanies the detainee when transferred to a</td>
<td>X</td>
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<tr>
<td>different field office or sub-office.</td>
<td>X</td>
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<td></td>
</tr>
</tbody>
</table>

**For Official Use Only (Law Enforcement Sensitive)**

G-324A Detention Inspection Form Worksheet for IGSA - Rev: 07/09/07

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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.

<table>
<thead>
<tr>
<th>Components</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.</td>
<td>✗</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

**Remarks:**

Standard was reviewed with Operations Supervisor 915-892 and 3-4-09. Acting Supervisor ASIEA was in charge of the process and interviewed.

Auditor's Signature / Date 3-5-09
DETENTION FACILITIES INSPECTION GROUP  
OTERO COUNTY PROCESSING CENTER  
JUNE 16-18, 2009  
CLOSEOUT BRIEFING

The following issues were discussed with management staff at the Otero County Processing Center (OCPC) during a closeout briefing on Thursday, June 18, 2009.

Detainee Classification

- Staff completing classification has not received formal classification training.
- Staff making classification determinations using only I-213s

Detainee Handbook

- Disciplinary appeals procedure not contained in the detainee handbook.

Food Service

- Presence of house-flies in the kitchen area.
- Rear delivery door of kitchen is in need of a barrier or controlled air curtain to prevent entry of insects, pests, vermin etc.
- Dietitian’s license expired on March 31, 2009; however, certification of master menu is valid until August 2009.

Key and Lock Control

- 

Use of Force

- 

Visitation

- Detainees from the Special Housing Unit (SHU) are in restraints during visitation.
- Visitation area does not have Form G-28, Notice of Appearance as Attorney or Representative form on hand for attorneys.
Otero County Processing Center: Closeout

Area of Concern

- For approximately the past twelve months, ICE staff have been operating at OCPC without a secure T1 line enabling staff to access ICE networks.

The following persons were present during the exit briefing:

- DFIG Staff
- DFIG Staff
- FOD
- OCPC Warden
- Deputy Warden

Please note, this summary represents some of the findings requiring immediate attention. A final report is forthcoming, which will provide details on all DFIG findings.