



U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: Robin F. Baker  
Field Office Director  
San Diego Field Office

FROM: James T. Hayes, Jr.  
Director

SUBJECT: San Diego Contract Detention Facility Annual Review

The annual detention review of the San Diego Contract Detention Facility conducted on June 24-26, 2008, in San Diego, California, has been received. A final rating of **Superior** has been assigned. No further action is required and this review is closed.

The rating was based on the Reviewer-in-Charge (RIC) Summary Memorandum and supporting documentation. The Field Office Director must now initiate the following actions in accordance with the Detention Management Control Program (DMCP):

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility **within** five business days of receipt of this memorandum. Notification shall include copies of the Form G-324A, *Detention Facility Review Form*, the G-324A Worksheet, RIC Summary Memorandum, and a copy of this memorandum.
- 2) The next annual review will be scheduled on or before June 24, 2009.

Should you or your staff have any questions regarding this matter, please contact the Deputy Assistant Director, Detention Management Division at (202) 732- [redacted] t [redacted]

b6, b7c

b2 high

cc: Official File

[redacted]  
b2 high, (b)(6), (b)(7)(C)

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## HEADQUARTERS EXECUTIVE REVIEW

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<b>Review Authority</b>
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The signature below constitutes review of this report and acceptance by the Review Authority. **OIC/CEO will have 30 days from receipt of this report to respond to all findings and recommendations.**

HQDRO EXECUTIVE REVIEW: (Please Print Name) James T. Hayes, Jr	<i>Signature</i>
Title Director	Date

- Final Rating:**
- Superior**
  - Good**
  - Acceptable**
  - Deficient**
  - At-Risk**
  - No Rating**

Comments: The Review Authority concurs with the "Superior" rating. No further action is required and this review is closed.



# DETENTION FACILITY INSPECTION FORM

## FACILITIES USED LONGER THAN 72 HOURS

**A. TYPE OF FACILITY REVIEWED**

<input type="checkbox"/>	<b>ICE Service Processing Center</b>
<input checked="" type="checkbox"/>	<b>ICE Contract Detention Facility</b>
<input type="checkbox"/>	<b>ICE Intergovernmental Service Agreement</b>

**B. CURRENT INSPECTION**

Type of Inspection	
<input type="checkbox"/> Field Office	<input checked="" type="checkbox"/> HQ Inspection
Date[s] of Facility Review	
June 24-26, 2008	

**C. PREVIOUS/MOST RECENT FACILITY REVIEW**

Date[s] of Last Facility Review	
June 26-28, 2007	
Previous Rating	
<input checked="" type="checkbox"/> Superior	<input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk

**D. NAME AND LOCATION OF FACILITY**

Name	
San Diego Correctional Facility	
Address	
446 Alta Rd. Ste. 5400	
City, State and Zip Code	
San Diego, Ca. 92158	
County	
San Diego	
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)	
[REDACTED] Warden	
Telephone Number (Include Area Code)	
619 710 [REDACTED]	
Field Office / Sub-Office (List Office with Oversight)	
San Diego	
Distance from Field Office	
25	

**E. CREATIVE CORRECTIONS INFORMATION**

Name of Inspector (Last Name, Title and Duty Station)	
[REDACTED] Reviewer-In-Charge	
Name of Team Member / Title / Duty Location	
[REDACTED] / SME for Health Services	
Name of Team Member / Title / Duty Location	
[REDACTED] SME for Food Services	
Name of Team Member / Title / Duty Location	
[REDACTED] / SME for Environmental Health and Safety	
Name of Team Member / Title / Duty Location	
[REDACTED] SME for Security	
Name of Team Member / Title / Duty Location	
/ /	

**F. CDF/IGSA INFORMATION ONLY**

Contract Number	Date of Contract or IGSA
ODT-5-C-003	July 5, 2005
Basic Rates per Man-Day	
\$108.74	

Other Charges: (If None, Indicate N/A)
Transportation Guard Service \$25.74 hourly; 0.405 mileage; ;
; <input type="checkbox"/> N/A
Estimated Man-days Per Year
19,391

**G. ACCREDITATION CERTIFICATES  N/A**

List all State or National Accreditation[s] received: ACA, NCCCHC, Joint Commission (formerly JCAHO)
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**H. PROBLEMS / COMPLAINTS (COPIES MUST BE ATTACHED)**

The Facility is under Court Order or Class Action Finding
<input type="checkbox"/> Court Order <input type="checkbox"/> Class Action Finding
The Facility has Significant Litigation Pending
<input type="checkbox"/> Major Litigation <input type="checkbox"/> Life/Safety Issues
<input checked="" type="checkbox"/> None

**I. FACILITY HISTORY**

Date Built	
March 1999	
Date Last Remodeled or Upgraded	
March 2002	
Date New Construction / Bed Space Added	
None	
Future Construction Planned	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date:	
Current Bed space	Future Bed Space (# New Beds only)
1000	Number: 1440 Date: 2009/ 1440 TBA

**J. TOTAL FACILITY POPULATION**

Total Facility Intake for Previous 12 months
11,133
Total ICE Man Days for Previous 12 months
238,726

**K. CLASSIFICATION LEVEL (ICE SPCs AND CDFs ONLY)**

Adult Male	[REDACTED]
Adult Female	[REDACTED] (b)(2)High

**L. FACILITY CAPACITY**

	Rated	Operational	Emergency
Adult Male	800	995	1200
Adult Female	200	276	200

Facility Holds Juveniles Offenders 16 and Older as Adults

**M. AVERAGE DAILY POPULATION**

	ICE	USMS	Other
Adult Male	539	206	0
Adult Female	121	47	0

**N. FACILITY STAFFING LEVEL**

Security:	Support:
[REDACTED] b2 high	[REDACTED] b2 high

## SIGNIFICANT INCIDENT SUMMARY WORKSHEET

In order for Creative Corrections to complete its review of your facility, you must complete the following worksheet prior to your scheduled review dates. This worksheet must contain data for the past twelve months. We will use this worksheet in conjunction with the ICE Detention Standards to assess your detention operations with regard to the needs of ICE and its detainee population. Failure to complete this worksheet will result in a delay in processing this report, and may result in a reduction or removal of ICE detainees from your facility.

INCIDENTS	DESCRIPTION	Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec
Assault: Offenders on Offenders <sup>1</sup>	Types (Sexual <sup>2</sup> , Physical, etc.)	Physical - 6 Sexual - 0	Physical - 0 Sexual - 0	Physical - 9 Sexual - 0	Physical - 2 Sexual - 0
	With Weapon	0	0	1	0
	Without Weapon	6	0	8	2
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	Physical - 0 Sexual - 0	Physical - 0 Sexual - 0	Physical - 2 Sexual - 0	Physical - 1 Sexual - 0
	With Weapon	0	0	0	0
	Without Weapon	0	0	2	0
Number of Forced Moves, incl. Forced Cell Moves <sup>3</sup>		0	0	0	0
Disturbances <sup>4</sup>		0	0	3	0
Number of Times Chemical Agents Used		0	0	0	0
Number of Times Special Reaction Team Deployed/Used		0	0	0	0
# Times Four/Five Point Restraints Applied/Used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	0	0	0	0
	Type (C=Chair, B=Bed, BB=Board, O=Other)	0	0	0	0
Offender / Detainee Medical Referrals as a Result of Injuries Sustained.		0	0	0	0
Escapes	Attempted	0	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	21	8	22	16
	# Resolved in Favor of Offender/Detainee	3	2	4	3
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	0	0	0	0
	Number	0	0	0	0
Psychiatric / Medical Referrals	# Medical Cases Referred for Outside Care	62	58	88	70
	# Psychiatric Cases Referred for Outside Care	10	9	21	7

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

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

<sup>3</sup> Routine transportation of detainees/offenders is not considered "forced"

<sup>4</sup> Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

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## DHS/ICE DETENTION STANDARDS REVIEW SUMMARY REPORT

1. ACCEPTABLE	2. DEFICIENT	3. AT-RISK	4. REPEAT FINDING	5. NOT APPLICABLE						
<b>LEGAL ACCESS STANDARDS</b>					1.	2.	3.	4.	5.	
1.	Access to Legal Materials				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Group Presentations on Legal Rights				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Visitation				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Telephone Access				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>DETAINEE SERVICES</b>										
5.	Admission and Release				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Classification System				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Correspondence and Other Mail				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Detainee Handbook				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Food Service				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Funds and Personal Property				<input checked="" type="checkbox"/>	<input type="checkbox"/>				
11.	Detainee Grievance Procedures				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Issuance and Exchange of Clothing, Bedding, and Towels				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Marriage Requests				<input checked="" type="checkbox"/>	<input type="checkbox"/>				
14.	Non-Medical Emergency Escorted Trip				<input checked="" type="checkbox"/>	<input type="checkbox"/>				
15.	Recreation				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Religious Practices				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Voluntary Work Program				<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>HEALTH SERVICES</b>										
18.	Hunger Strikes				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Medical Care				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Suicide Prevention and Intervention				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Terminal Illness, Advanced Directives and Death				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECURITY AND CONTROL</b>										
22.	Contraband				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Detention Files				<input checked="" type="checkbox"/>	<input type="checkbox"/>				
24.	Disciplinary Policy				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Emergency Plans				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Environmental Health and Safety				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Hold Rooms in Detention Facilities				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Key and Lock Control				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Population Counts				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Post Orders				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Security Inspections				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Special Management Units (Administrative Detention)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Special Management Units (Disciplinary Segregation)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Tool Control				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Transportation (Land management)				<input checked="" type="checkbox"/>	<input type="checkbox"/>				
36.	Use of Force				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37.	Staff / Detainee Communication (Added August 2003)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Detainee Transfer (Added September 2004)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ALL FINDINGS OF DEFICIENT AND AT-RISK REQUIRE WRITTEN COMMENT DESCRIBING THE FINDING AND WHAT IS NECESSARY TO REACH COMPLIANCE.**

## RIC REVIEW ASSURANCE STATEMENT

BY SIGNING BELOW, THE REVIEWER-IN-CHARGE (RIC) CERTIFIES THAT:

1. ALL FINDINGS OF NON-COMPLIANCE WITH POLICY OR INADEQUATE CONTROLS, AND FINDINGS OF NOTEWORTHY ACCOMPLISHMENTS, CONTAINED IN THIS INSPECTION REPORT, ARE SUPPORTED BY EVIDENCE THAT IS SUFFICIENT AND RELIABLE; AND
2. WITHIN THE SCOPE OF THIS REVIEW, THE FACILITY IS OPERATING IN ACCORDANCE WITH APPLICABLE LAW AND POLICY, AND PROPERTY AND RESOURCES ARE BEING EFFICIENTLY UTILIZED AND ADEQUATELY SAFEGUARDED, EXCEPT FOR ANY DEFICIENCIES NOTED IN THE REPORT.

### REVIEWER-IN-CHARGE

Reviewer-In-Charge: (Print Name) [REDACTED]	Signature
Title & Duty Location Reviewer-In-Charge, Creative Corrections	Date June 26, 2008

### TEAM MEMBERS

Print Name, Title, & Duty Location [REDACTED] SME for Health Services, Creative Corrections	Print Name, Title, & Duty Location [REDACTED] SME for Food Services, Creative Corrections
Print Name, Title, & Duty Location [REDACTED] SME for Environmental Health and Safety, Creative Corrections	Print Name, Title, & Duty Location [REDACTED] SME for Security, Creative Corrections

**RECOMMENDED RATING:**

**SUPERIOR**  
 **GOOD**  
 **ACCEPTABLE**  
 **DEFICIENT**  
 **AT-RISK**

**COMMENTS:** San Diego Correctional Facility staff has outstanding communications with all detainees and inmates as reflected by the information on the Significant Incident Summary Worksheet. We observed this throughout the ADR Review. They are to be commended for effectively dealing with a very diverse and difficult population.

The following comments are provided on the Significant Incident Summary Worksheet:

Minor disturbances:

On Friday, August 17, 2007, several U S Marshal prisoners assaulted another Marshal prisoner in B-Housing Unit. Minor injuries resulted in the altercation and they were charged with assault on an inmate.

On Saturday, September 8, 2007, four U S Marshal prisoners assaulted another U S Marshal prisoner in B-Housing Unit over a basketball game. Minor injuries resulted in the altercation and they were charged with assault on an inmate.

On Wednesday, September 12, 2007, four detainees were involved in an altercation in D-Housing Unit. Minor injuries resulted in the altercation and all four detainees were charged with fighting.

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## Condition of Confinement Review Worksheet

(This document must be attached to each Inspection Form)

This Form to be used for Inspections of Facilities used longer than 72 Hours

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## Detention Review Worksheet

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

<b>Name</b> <i>San Diego Correctional Facility</i>
<b>Address (Street and Name)</b> <i>446 Alta Road Suite 5400</i>
<b>City, State and Zip Code</b> <i>San Diego, California 92158</i>
<b>County</b> <i>San Diego</i>
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> <small>b6, b7c</small> <i>Warden</i>
<b>Name and Title of Reviewer-In-Charge</b> <small>b6, b7c</small> <i>Reviewer-In-Charge for Creative Corrections</i>
<b>Date[s] of Review</b> <i>June 24-26, 2008</i>
<b>Type of Review</b> <input checked="" type="checkbox"/> <i>Headquarters</i> <input type="checkbox"/> <i>Operational</i> <input type="checkbox"/> <i>Special Assessment</i> <input type="checkbox"/> <i>Other</i>

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

## **SECTION I. LEGAL ACCESS STANDARDS**

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

**ACCESS TO LEGAL MATERIALS**

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

COMPONENTS	Y	N	NA	REMARKS
The facility provides a designated law library for detainee use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed the Law Library operations located on the B-Unit corridor. San Diego Correctional Facility (SDCF) Policy 14-8 regarding Access to Courts, dated July 26, 2004, outlines these procedures.
The law library contains all materials listed in the "Access to Legal Materials" Standard, Attachment A. The listing of materials is posted in the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All materials in Attachment A are available on the computers. Attachment A was available and posted in the Law Library. SDCF Policy 14-8 regarding Access to Courts also provided additional information on library materials and services available.
The library contains a sufficient number of chairs, is well lit, and is reasonably isolated from noisy areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Law Library was spacious, well lit, with 10 computers that had Lexis Nexis for ICE detainees. The library was also isolated from noisy areas and easily accessible to the detainee population.
The law library is adequately equipped with typewriters and/or computers, and has sufficient supplies for daily use by the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As stated above, 10 computers with Lexis Nexis, three typewriters, and sufficient supplies were observed in the Law Library.
In addition to the physical law library, detainees have access to the Lexis Nexus electronic law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where provided, the Lexis Nexus library is updated and is current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed the Lexis Nexis computers and they were current and up-to-date. ICE provides the updates on a regular basis.
Outside persons and organizations are permitted to submit published legal material for inclusion in the legal library. Outside published material is forwarded and reviewed by ICE prior to inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 14-8, Section D regarding Materials from Outside Persons or Organizations covers this component. Recently, the Florence Project, an outside legal group, provided the Law Library with "Know your Rights" document for the detainee population. This document was provided in both English and Spanish. This was approved by the Deputy Assistant Director for ICE.
There is a designated ICE or facility employee who inspects, updates, and maintains/replaces legal materials and equipment on a routine basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. <span style="background-color: gray; color: black;">b6, b7c</span> Law Library Aide, is the facility's liaison with ICE and is assigned oversight of the Law Library.

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### ACCESS TO LEGAL MATERIALS

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

COMPONENTS	Y	N	NA	REMARKS
				He works closely with ICE staff to ensure the library is current. SDCF Policy 14-8 regarding Access to Courts covers Staff Responsibilities on page 2.
Detainees are offered a minimum 5 hours per week in the law library. <u>Detainees are not required to forego recreation time in lieu of library usage.</u> Detainees facing a court deadline are given priority use of the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are offered a minimum of 5 hours a week without a maximum limit. Detainees' recreation doesn't interfere with the Law Library. If they have an imminent court deadline, they can receive additional time. This can also be found in the Detainee Handbook on page 9.
Detainees may request materials not currently in the law library. Each request is reviewed and, where appropriate, an acquisition request is timely initiated. Requests for copies of court decisions are accommodated within 3 – 5 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 14-8 Section I on page 4 regarding Requests for Additional Legal Materials outlines these procedures.
Detainees are permitted to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents, consistent with security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illiterate or non-English-speaking detainees without legal representation receive access to more than just English-language law books after indicating their need for help.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 14-8 Section L regarding Assistance to Illiterate and Non-English Speaking Detainees covers this component.
Detainees may retain a reasonable amount of personal legal material in the general population and in the special management unit. Stored legal materials are accessible within 24 hours of a written request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed detainees with reasonable amounts of legal materials in their respective units. When legal materials are stored in the property room, facility staff retrieves the materials within 24 hours of a request. Policy 14-8 Section K regarding Personal Legal Materials covers this procedure.
Detainees housed in Administrative Detention and Disciplinary Segregation units have the same law library access as the general population, barring security concerns. Detainees denied access to legal materials are documented and reviewed routinely for lifting of sanctions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 14-8 Section M regarding Law Library Access for Detainees in Special Management Unit allows the same access as the general population.
All denials of access to the law library fully documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility staff informs ICE Management when a detainee or group of detainees is denied access to the law library or law materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees who seek judicial relief on any matter are not subjected to reprisals, retaliation, or penalties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 14-8 Section R regarding Retaliation Prohibited outlines that detainees should not be subjected to reprisals, retaliation, or penalties.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

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**REMARKS:**

SDCF and ICE staff does an excellent job in exceeding the ICE National Detention Standard on Access to Legal Materials. The Law Library has 10 computers that have LexisNexis, three typewriters, and sufficient supplies to facilitate the detainee/inmate population. Observation of the Law Library and procedures were very impressive.

b6, b7c

/ June 24-26, 2008

**AUDITOR'S SIGNATURE / DATE**

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**GROUP LEGAL RIGHTS PRESENTATIONS**

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

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

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

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

**REMARKS:**

Ms. [b6, b7c] Quality Assurance Manager, CCA, confirmed that no requests have been made in the past twelve months.

[b6, b7c] / June 24-26, 2008  
**Auditor's Signature / Date**

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**VISITATION**

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

<b>COMPONENTS</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>REMARKS</b>
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Detainee Handbook provides visitation schedules and hours on page 10. They are also posted in the Front Lobby.
The visitation hours tailored to the detainee population and the demand for visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visitation schedule and rules are posted in the Front Lobby. They are posted in English and Spanish.
The hours for all categories of visitation are posted in the visitation waiting area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A written copy of the rules regulating visitation and the hours of visitation is available to visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All visitors sign the Notification to Visitor Form that has the rules and hours of visitation. This is also provided in English and Spanish.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An electronic generated log is maintained on all visits. In addition, they maintain an Attorney/Interpreter log book, as well as a Law Enforcement/family visitation log book.
The detainees are permitted to retain personal property items specified in the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A visitor dress code is available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted in the Front Lobby and on the Visitor Notification Form.
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They are processed through a metal detector, cannot take anything to the visiting area, and must have valid photo identification.
The requirement on visitation by minors is complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Detainee Handbook on page 11 outlines the procedures for minors being accompanied by an adult.
At facilities where there is no provision for visits by minors, ICE arranges for visits by children and stepchildren, on request, within the first 30 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above comment.
After that time, on request, ICE considers a transfer, when possible, to a facility that will allow minor visitation. At a minimum, monthly visits are allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above comment.
Detainees in special housing are afforded visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal visitation is available seven (7) days a week, including holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is covered in the Detainee Handbook on page 11. Legal visits can take place during 8:00 a.m. until 9:45 p.m.
On regular business days legal visitation hours are provide for a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above comment.

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**VISITATION**

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

minimum of eight (8) hours per day, and a minimum of four hours per day on weekends and holidays.				
On regular business days, detainees are given the option of continuing a meeting with a legal representative through a scheduled meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are provided a meal subsequent to the legal visit.
Private consultation rooms are available for attorney meetings. There is a mechanism for the detainee and his/her representative to exchange documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal visits are contact visits. Observed two attorney/client rooms in each housing unit. They can exchange documents following security procedures.
There are written procedures governing detainee searches.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When strip searches are required after every contact visit with a legal representative, the facility provides an option for non-contact visits with legal representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no strip searches conducted unless staff has probable cause and a supervisor approves.
Prior to each visit, legal service providers and assistants are identified per the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attorney Bar Cards and photo identification are required. The assistants are approved by the attorney/facility and must have photo identification.
The current list of <i>pro bono</i> legal organizations is posted in the detainee housing areas and other appropriate areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed pro bono lists in all housing units and in the Law Library.
The decision to permit or deny a tour is not delegated below the level of Field Office Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions for NGO visitation, as stated in the Detention Standards, are complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Law enforcement officials who request to visit with a detainee are referred to the ICE Field Office for approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warden and ICE approval must be obtained.
Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC or ICE Field Office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warden and ICE approval must be obtained.
Procedures are in place, consistent with the detention standard, for examinations by independent medical service providers and experts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warden and ICE approval must be obtained.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF and ICE staff works diligently together to meet the ICE National Detention Standard on Visitation.

b6, b7c / June 24-26, 2008

**AUDITOR'S SIGNATURE / DATE**

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**DETAINEE TELEPHONE ACCESS**

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

COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees have access to the unit telephones from 6:00 a.m. until lockdown at 11:00 p.m. excluding official counts and meals.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee Handbook covers this information on pages 5 and 6. This information was also observed on the unit bulletin boards and by the telephones.
Access rules are posted in housing units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed in all housing units on the bulletin boards.
The facility makes a reasonable effort to provide key information to detainees in languages spoken by any significant portion of the facility's population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provided in English and Spanish.
Telephones are provided at a minimum ratio of one telephone per 25 detainees in the facility population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are three pods in each housing unit. Two pods have 8 telephones for 68 detainees and 1 pod has 8 telephones for 64 detainees.
Telephones are inspected regularly by facility staff to ensure that they are in good working order.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE compliant staff inspects all telephones on a weekly basis. Observed several forms on these inspections. SDCF and ICE staff works well together to ensure the detainees have access to the telephones.
The facility administration promptly reports out-of-order telephones to the facility's telephone service provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility administration monitors repair progress and takes appropriate measures to ensure that required repairs are begun and completed timely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A procedure exists to assist a detainee who is having trouble placing a confidential call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Their respective Unit Manager can approve a confidential call if appropriate.
The facility provides the detainees with the ability to make non-collect (special access) calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed the special access lists on the bulletin boards and tested the detainee telephone system in the unit.
Special Access calls are at no charge to the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed posters throughout the facility with the OIG Hotline number available to all detainees and visitors. In addition, I checked the OIG number in the housing units and it was operational.
In facilities unable to fully meet this requirement initially because of limitations of its telephone service, ICE makes alternate arrangements to provide required access within 24 hours of a request by a detainee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above comment.

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**DETAINEE TELEPHONE ACCESS**

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

COMPONENTS	Y	N	NA	REMARKS
No restrictions are placed on detainees attempting to contact attorneys and legal service providers who are on the approved "Free Legal Services List".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements are made to allow detainees to speak by telephone with an immediate family member detained in another Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee can submit a Detainee Request to Staff Member Form to his/her Unit Manager for approval.
Any telephone restrictions are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for taking and delivering emergency detainee telephone messages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed in the Detainee Handbook on page 5 item 4.
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed in the Detainee Handbook on page 5 item 4.
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed in the Detainee Handbook on page 5 item 4.
Detainees in disciplinary segregation are allowed phone calls relating to the detainee's immigration case or other legal matters, including consultation calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed in the Detainee Handbook on page 5 item 4.
Detainees in administrative detention and protective custody are afforded the same telephone privileges as those in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed signs by the detainee telephones advising them that their calls may be monitored. Also, all detainees sign a form in Intake advising them that their calls may be monitored. This form is placed in the detention file.

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

**REMARKS:**

SDCF and ICE staff works well together to meet all components of the ICE National Detention Standard on Detainee Telephone Access.

b6, b7c / June 24-26, 2008

**Auditor's Signature / Date**

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## SECTION II. DETAINEE SERVICES STANDARDS

### 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.

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COMPONENTS	Y	N	NA	REMARKS
In-processing includes an orientation of the facility. The orientation includes: Unacceptable activities and behavior, and corresponding sanctions; How to contact ICE; The availability of <i>pro bono</i> legal services, and how to pursue such services; schedule of programs, services, daily activities, including visitation, telephone usage, mail service, religious programs, count procedures, access to and use of the law library and the general library; sick-call procedures, and the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee receives orientation to the facility and signs for a copy of the Detainee Handbook. Facility staff provides an A&O video to all detainees while being processed in Intake. The Detainee Handbook in conjunction with the items posted in the housing units includes all cited items. The Detainee Handbook is provided in English and Spanish.
Medical screenings are performed by medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The medical screenings are performed by RNs and LPNs in the Intake area.
Each new arrival is classified according to criminal history and threat levels. Criminal history is provided for each detainee by the ICE field office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE provides an I-216, an I-213, and a NCIC to the Intake staff.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All detainees receive a pat search upon initial admission. An officer of the same sex conducts all searches in a private area. Strip searches are only conducted in accordance with SDCF policy.
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The "Contraband" standard governs all personal property searches. IGSA/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intake officers complete a Detainee Personal Property Form; two officers and the detainee sign the form. The detainee receives a copy after he/she signs the form. A copy is maintained with the property; the original goes in the detention file.
Staff completes Form I-387 or similar form for CDFs and IGSA for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee signs the property form in Intake. If an item is missing, they investigate and advise ICE of any discrepancies.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is covered in the Detainee Handbook on page 3 regarding Facility Standard Issue.
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is covered in the Detainee Handbook on page 3 regarding Hygiene Items. Staff provides all detainees with a toothbrush, toothpaste, toilet paper, shampoo, soap, comb, etc. The housing units provide these items twice a week at no charge. Additional items can be purchased in the commissary.

**ADMISSION AND RELEASE**

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

COMPONENTS	Y	N	NA	REMARKS
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed I-203 and I-216 forms being used by the Intake staff.
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The SDCF staff does an excellent job in meeting the ICE National Detention Standard on Admission and Release. They provide a thorough orientation to the detainee, play the orientation video, and expedite all Admission and Release processes in a timely manner.

b6, b7c / June 24-26, 2008

**AUDITOR'S SIGNATURE / DATE**

**CLASSIFICATION SYSTEM**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for classifying detainees. In CDFs and IGSA's, an Objective Classification System or similar is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF has an objective classification system implemented by Intake staff, a Classification Supervisor, and all case managers.
The facility classification system includes: <ul style="list-style-type: none"> <li>• Classifying detainees upon arrival;</li> <li>• Separating from the general population those individuals who</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SDCF staff classifies all detainees upon arrival. They utilize their computer

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**CLASSIFICATION SYSTEM**

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

COMPONENTS	Y	N	NA	REMARKS
<p>cannot be classified upon arrival; and</p> <ul style="list-style-type: none"> <li>The first-line supervisor or designated classification specialist reviewing every classification decision.</li> </ul>				<p>classification software that is provided by ICE. This software uses the Primary Assessment Form. The case managers review all initial classification assessments on their respective caseloads.</p>
<p>The intake/processing officer reviews work-folders, A-files, etc., to identify and classify each new arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Intake/processing officers review the I-213, NCICs, and other available information to classify each new arrival.</p>
<p>Staff uses only information that is factual, and reliable to determine classification assignments. Opinions and unsubstantiated/ unconfirmed reports may be filed but are not used to score detainees classifications.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Housing assignments are based on classification-level.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All detainee housing assignments are based on their respective classification-levels: low, medium and high security.</p>
<p>A detainee's classification-level does not affect his/her recreation opportunities. Detainees recreate with persons of similar classification designations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All detainees have regular recreation opportunities with those in their housing units.</p>
<p>Detainee work assignments are based upon classification designations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The respective Unit Manager recommends detainees for job assignments based on their classification designations. Subsequently, the Chief of Security and Classification Supervisor approves the job assignment.</p>
<p>The classification process includes reassessment/reclassification. At IGSA's, detainees may request reassessment 60 days after arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>They receive their initial classification during Intake and a reassessment within 45-60 days. The case managers compile a computer generated list for reassessment purposes.</p>
<p>Procedures exist for a detainee to appeal their classification assignment. Only a designated supervisor or classification specialist has the authority to reduce a classification-level on appeal.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The detainees can appeal their initial and reassessment within five days to their respective Unit Manager. The Unit Manager submits his recommendation to the Assistant Warden for final approval or denial.</p>
<p>Classification appeals are resolved within five business days and detainees are notified of the outcome within 10 business days.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Normally, the appeal is resolved within 48 hours and the detainee is advised within 72 hours.</p>
<p>Classification designations may be appealed to a higher authority, such as the Warden or equivalent.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The final classification decision can be appealed to the Warden.</p>
<p>The Detainee Handbook or equivalent for IGSA's explains the classification levels, with the conditions and restrictions applicable to each.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Detainee Handbook provides this information on page 18 regarding Classification System at SDCF.</p>

**CLASSIFICATION SYSTEM**

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

COMPONENTS	Y	N	NA	REMARKS
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The SDCF staff utilizes background information provided by ICE to complete the initial classification during Intake. They use the Primary Assessment Form which is provided by ICE in a computer software program. This program is used by Intake staff, all case managers, and the classification supervisor. They meet all components of this ICE National Detention Standard on Classification.

b6, b7c / June 24-26, 2008

**Auditor's Signature / Date**

**CORRESPONDENCE AND OTHER MAIL**

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

COMPONENTS	YES	NO	NA	REMARKS
The rules for correspondence and other mail are posted in each housing or common area, or provided to each detainee via a detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The correspondence procedures are outlined in the Detainee Handbook on pages 14-16.

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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.

The facility provides key information in languages other than English; In the language(s) spoken by significant numbers of detainees. List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Detainee Handbook is provided in English and Spanish.
Incoming mail is distributed to detainees within 24 hours or 1 business day after it is received and inspected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed the incoming mail being processed and delivered the same day. The Detainee Handbook provides this information on page 14.
Outgoing mail is delivered to the postal service within one business day of its entering the internal mail system (excluding weekends and holidays).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The outgoing mail is picked up in the housing units at 7:30 a.m. and taken to the post office around 9:00 a.m. Monday through Friday.
Staff does not open and inspect incoming general correspondence and other mail (including packages and publications) without the detainee present unless documented and authorized in writing by the Warden or equivalent for prevailing security reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Detainee Handbook covers this procedure on page 14.
Staff does not read incoming general correspondence without the Warden's prior written approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff does not inspect incoming special Correspondence for physical contraband or to verify the "special" status of enclosures without the detainee present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Correspondence is covered on pages 14 and 15 of the Detainee Handbook.
Staff is prohibited from reading or copying incoming special correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Page 15 of the Detainee Handbook.
Staff is only authorized to inspect outgoing correspondence or other mail without the detainee present when there is reason to believe the item might present a threat to the facility's secure or orderly operation, endanger the recipient or the public, or might facilitate criminal activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correspondence to a politician or to the media is processed as special correspondence and is not read or copied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The official authorizing the rejection of incoming mail sends written notice to the sender and the addressee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Correspondence/Package/Contraband Denial Form is used at SDCF. The addressee, detainee, and Warden receive a copy of the form.
The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff maintains a written record of every item removed from detainee mail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Same form as noted above. This form is maintained on file for five years.
The Warden or equivalent monitors staff handling of discovered contraband and its disposition. Records are accurate and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The procedure for safeguarding cash removed from a detainee protects the detainee from loss of funds and theft. The amount of cash credited to detainee accounts is accurate. Discrepancies are documented and investigated. Standard procedure includes issuing a receipt to the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mailroom employee opens the correspondence in the presence of the detainee, and provides a receipt identifying cash, money order, or government check. The Business Office receives a copy to post into his/her commissary account. A copy of the receipt remains on file in the mailroom.

**CORRESPONDENCE AND OTHER MAIL**

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Original identity documents (e.g., passports, birth certificates) are immediately removed and forwarded to ICE staff for placement in A-files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The documents are listed in a log book which is hand carried to ICE. The ICE agent signs for the documents which are kept for five years.
Staff provides the detainee a copy of his/her identity document(s) upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 IGSA's.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every indigent detainee has the opportunity to mail, at government expense, reasonable correspondence about a legal matter, in three one ounce letters per week and packages deemed necessary by ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Postage Allowance for Indigent Status is covered in the Detainee Handbook on page 15.
The facility has a system for detainees to purchase stamps and for mailing all special correspondence and a minimum of 5 pieces of general correspondence per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees can spend \$50.00 a week in the commissary. There is no limit on the purchase of stamps.
The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**REMARKS:**

SDCF staff meets all components on the ICE National Detention Standard on Correspondence and other Mail.

b6, b7c / June 24-26, 2008

**Auditor's Signature / Date**

**DETAINEE HANDBOOK**

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

COMPONENTS	Y	N	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handbook also available in Spanish.
The handbook is supplemented by the facility orientation video, where one is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All staff members receive a handbook and training regarding the handbook contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lesson plan reviewed - handbook topic included in two-hour Inmate Management section.
The handbook is revised as necessary and there are procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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### DETAINEE HANDBOOK

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COMPONENTS	Y	N	NA	REMARKS
for immediately communicating any revisions to staff and detainees.				
There an annual review of the handbook by a designated committee or staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last revision was May, 2008.
The detainee handbook addresses the following issues: <ul style="list-style-type: none"> <li>• Personal Items permitted to be retained by the detainee; and</li> <li>• Initial issue of clothes, bedding and personal hygiene items.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook clearly outlines the methods for classification of detainees, explains each level, and explains the classification appeals process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states when a medical examination will be conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility, housing units, dayrooms, in-dorm activities, and special housing units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes official count times and count procedures; meal times and feeding procedures; procedures for medical or religious diets; smoking policy; clothing exchange schedules; and, if authorized, clothes washing and drying procedures, and expected personal hygiene practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describe times and procedures for obtaining disposable razors, and allows that detainees attending court will be afforded the opportunity to shave first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes barber hours and hair cutting restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the telephone policy; debit card procedures; direct and free calls; locations of telephones; policy when telephone demand is high; and policy and procedures for emergency phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy was needed for detainees when telephone use is high. Corrective action was taken and information was posted in units.
The handbook addresses religious programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states times and procedures for commissary or vending machine usage, where available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee voluntary work program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are paid \$1.00 per day.
The handbook describes the library location and hours of operation, and law library procedures and schedules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes attorney and regular visitation hours, policies, and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility contraband policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility visiting hours and schedule, and visiting rules and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the correspondence policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee disciplinary policy and procedures, including: <ul style="list-style-type: none"> <li>• Prohibited acts and severity scale sanctions;</li> <li>• Time limits in the Disciplinary Process; and</li> <li>• Summary of the Disciplinary Process.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The grievance section of the handbook explains all steps in the grievance process – Including: <ul style="list-style-type: none"> <li>• Informal (if used) and formal grievance procedures;</li> <li>• The appeals process;</li> <li>• In CDF facilities: procedures for filing an appeal of a</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A clarification was needed in the handbook that describes if detainees are dissatisfied with the facilities response to a grievance that they may communicate or appeal directly to ICE. This

**DETAINEE HANDBOOK**

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COMPONENTS	Y	N	NA	REMARKS
grievance with ICE. <ul style="list-style-type: none"> <li>Staff/detainee availability to help during the grievance process.</li> <li>Guarantee against staff retaliation for filing/pursuing a grievance.</li> <li>How to file a complaint about officer misconduct with the Department of Homeland Security.</li> </ul>				change and clarification was made and information has been posted in the units.
The detainee handbook describes the medical sick call procedures for general population and segregation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility recreation policy including: <ul style="list-style-type: none"> <li>Outdoor recreation hours.</li> <li>Indoor recreation hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee dress code for daily living; and work assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook specifies the rights and responsibilities of all detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The San Diego Correctional Facility Inmate/Detainee Admission and Orientation Handbook was revised in May 2008. The handbook is very comprehensive and provides an outstanding overview of the facility operation.

b6, b7c / June 24-26, 2008  
**Auditor's Signature / Date**

**FOOD SERVICE**

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

COMPONENTS	Y	N	NA	REMARKS
The food service program is under the direct supervision of a <u>professionally trained</u> and certified food service administrator. Responsibilities of cooks and cook foremen are in writing. The Food Service Administrator (FSA) determines the responsibilities of the Food Service Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Service is under contract with Canteen. SDCF policy 11-1, Food Service Operations, Section B, Management, meets the standard.
The Cook Supervisor is on duty on days when the FSA is off duty and vice versa.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## FOOD SERVICE

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COMPONENTS	Y	N	NA	REMARKS
The FSA provides food service employees with training that specifically addresses detainee-related issues. <ul style="list-style-type: none"> <li>In ICE Facilities this includes a review of the ICE "Food Service" standard</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training is documented and kept on file in the Food Service Manager's office.
Knife cabinets close with an approved locking device, and the on-duty cook foreman maintains control of the key that locks the device.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no knives in this facility. The on-duty security officer assigned to food service maintains control of the key that locks the tool room.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitors the condition of knives and dining utensils.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no knives in this facility.
When necessary, special procedures govern the handling of food items that pose a security threat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating procedures include daily searches (shakedowns) of detainee work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA monitors staff implementation of the facility's population counts procedures. Staff is trained in count procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Service staff is not involved in the institution counts. All counts are conducted by the CCA correctional officers assigned to food service.
The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the "Food Service" standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Cook Foreman or equivalent instructs newly assigned detainee workers in the rules and procedures of the food service department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All detainees are required to attend a training session when assigned to food service. Specialized training is provided in safety related issues, handling chemicals, proper operation of equipment and proper sanitation methods used to clean equipment, etc.
During orientation and training session(s), the CS explains and demonstrates: <ul style="list-style-type: none"> <li>Safe work practices and methods;</li> <li>Safety features of individual products/pieces of equipment; and</li> <li>Training covers the safe handling of hazardous material[s] the detainees are likely to encounter in their work.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training sessions are conducted weekly. All training sessions are documented and the detainees are required to sign an attendance sheet.
The Cook Supervisor documents all training in individual detainee detention files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the training document signed by the staff member and the detainee are placed in the detainee file.
Detainees at CDFs are paid in accordance with the "Voluntary Work Program" standard. Detainee workers at IGSA's are subject to local and state rules and regulations regarding detainee pay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are paid \$1.00 per day.
Detainees are served at least two hot meals every day. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three hot meals are provided daily.

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## FOOD SERVICE

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COMPONENTS	Y	N	NA	REMARKS
For cafeteria style operations, a transparent "sneeze guard" protects both the serving line and salad bar line.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bulk food is transported to the units for service at each meal. The food is placed on a cafeteria style four well serving line. There is no sneeze guard on any of the serving lines.
The facility has a standard 35-day menu cycle. IGSA's use a 35 day or similar system for rotating meals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles (Provide examples).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taco's, refried beans, salsa, tortillas, Spanish rice, barbeque chicken, burritos, and chili con carne are some examples of items served to the population.
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutritional analysis of the master cycle menu plan was conducted by a Registered Dietitian from Canteen Correctional Services. The menus are certified and nutritionally adequate.
The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Cook Foreman has the authority to change menu items if necessary. <ul style="list-style-type: none"> <li>• If yes, documenting each substitution, along with its justification</li> <li>• With copy to FSA</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substitutions are rare; however, a substitution log is maintained in the event a menu item is substituted.
All staff and volunteers know and adhere to written "food preparation" procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All detainee requests are reviewed by the Chaplain.
A common-fare menu available to detainees whose dietary requirements cannot be met on the main line. <ul style="list-style-type: none"> <li>• Changes to the planned common-fare menu can be made at the facility level;</li> <li>• Hot entrees are offered three times a week;</li> <li>• The common-fare menus satisfy nutritional recommended daily allowances (RDAs);</li> <li>• Staff routinely provide hot water for instant beverages and foods; <ul style="list-style-type: none"> <li>○ Common-fare meals are served with: <ul style="list-style-type: none"> <li>▪ Disposable plates and utensils.</li> <li>▪ Reusable plates and utensils.</li> </ul> </li> </ul> </li> <li>• Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are four detainees participating on the common-fare menu. The common-fare menu has been nutritionally analyzed to insure the recommended daily allowances are provided.
A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden, in conjunction with the chaplain and/or local religious leaders, provides the FSA a schedule of the ceremonial meals for the following calendar year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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## FOOD SERVICE

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COMPONENTS	Y	N	NA	REMARKS
the year. <ul style="list-style-type: none"> <li>• Muslims fasting during Ramadan receive their meals after sundown.</li> <li>• Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for- Passover meals as those who do participate.</li> <li>• Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent.</li> </ul>				
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical diets are provided as prescribed by the medical staff.
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) while being served.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Close attention to monitoring and recording food temperatures is routine practice. Temperatures are recorded and filed.
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Portion control is strictly enforced to insure proper nutrition is provided.
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The food service staff instructs detainee volunteers on: <ul style="list-style-type: none"> <li>• Personal cleanliness and hygiene;</li> <li>• Sanitary techniques for preparing, storing, and serving food; and</li> <li>• The sanitary operation, care, and maintenance of equipment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Service staff visually inspects each detainee for cleanliness, cuts or scrapes on hands or arms and personal hygiene prior to work assignment.
Everyone working in the food service department complies with food safety and sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment. <ul style="list-style-type: none"> <li>• Who conducts the inspections?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspections are conducted weekly by the Food Service Manager and the Safety Manager. Daily inspections are conducted by the Food Service Supervisors.
Equipment is inspected for compliance with health and safety codes and regulations. <ul style="list-style-type: none"> <li>• When was the most recent inspection?</li> <li>• Which agency conducted the inspection?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The San Diego County Health Department conducted an inspection in May 2008. Inspections are conducted every quarter by the County Health Department.
Reports of discrepancies are forwarded to the Warden or designated department head, and corrective action is scheduled and completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedure includes checking and documenting temperatures of all dishwashing machines after each meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents the results of every refrigerator/freezer temperature check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperature logs are maintained on each of the coolers and freezers.
The cleaning schedule for each food service area is conspicuously posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning schedules are posted throughout food service.

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**FOOD SERVICE**

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COMPONENTS	Y	N	NA	REMARKS
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF policy 11-1, Food Service Operations is in compliance with the national standard. Food Service is under contract with Canteen Correctional Services. Detainee meals are nutritionally adequate. Medical diets are provided as prescribed by the medical staff. The common-fare menu plan is available for those detainees who cannot meet their religious requirements on the regular menu. The quality of food during the review was acceptable.

Sanitation procedures are excellent. The "clean as you go" policy is routinely practiced. Inspections are conducted daily by the food service staff and weekly by the Food Service Manager and the Safety Officer. The San Diego County Health Department conducts an inspection of the Food Service area each quarter. Sanitation throughout the food service area was excellent.

Bulk food is transported to the units for service at each meal. The food is placed on a cafeteria style four-well serving line. Trays are prepared from this serving line by detainees who are supervised by unit staff. There is no sneeze guard on any of the serving lines to protect the food from possible contamination.

b6, b7c

/ June 24-26, 2008

**Auditor's Signature / Date**

**FUNDS AND PERSONAL PROPERTY**

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

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

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 14-6, Inmate/Resident Property provides specific guidelines and procedures to control and safeguard detainee's personal property.
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff itemizes the baggage and personal property of arriving detainees (including funds and valuables). For IGSA's and CDFs, using a personal property inventory form that meets the ICE standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An automated system, IMS2 generates a detainee personal property list/receipt.
Staff forwards an arriving detainee's medication to the medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Audits of baggage and non-valuable property occur each quarter and audits are logged and verified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audits are conducted routinely on a daily basis.

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**FUNDS AND PERSONAL PROPERTY**

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

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

Two officers are present during the processing of detainee funds and valuables during in-processing to the facility. Both officers verify funds and valuables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 14-6, section 3, Funds, identifies procedures that are in compliance with the national standard.
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff procedures follow written policy for returning forgotten property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff follows written procedures when returning property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility attempts to notify an out-processed detainee that he/she left property in the facility: <ul style="list-style-type: none"> <li>• By sending written notice to the detainee's last known address;</li> <li>• Via certified mail; and</li> <li>• The notice state that the detainee has 30 days in which to claim the property, after which it will be considered abandoned.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written notice to the out-processed detainee is not sent by certified mail. This procedure was changed during the review process to insure all future notifications will be mailed via certified mail.
The facility disposes of abandoned property in accordance with written procedures. <ul style="list-style-type: none"> <li>• If a CDF/IGSA facility, written procedure requires the prompt forwarding of abandoned property to ICE.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**REMARKS**

SDCF policy 14-6, Inmate/Resident Property is in compliance with the ICE National Detention Standard. Excellent procedures are in place to provide for the secure storage of personal property and funds. This facility utilizes an automated system, IMS2, which generates a detainee personal property list/receipt. Audits of detainee personal property are on-going rather than scheduled. This practice has contributed to fewer property discrepancies. Funds are verified by two officers when detainees are received in Booking. The detainee is provided a receipt for all funds, valuables and other personal property.

An area of strength identified in this review is all detainee personal clothing is laundered prior to placement in storage; this is a huge task which has positively contributed to the overall cleanliness and organization of the detainee personal storage area. The detainee personal clothing storage area is very clean, well organized, and secure.

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**DETAINEE GRIEVANCE PROCEDURES**

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

COMPONENTS	Y	N	NA	REMARKS
Written procedures provide for the informal resolution of oral grievances (Not mandatory). <ul style="list-style-type: none"> <li>If yes, the detainee has up to five days within which to make his/her concern known to a member of the staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 14-5, Inmate/Resident Grievance Procedures dated March 14, 2007 outlines informal resolutions. Medical local operating procedure 3.13, Patient Grievances, revised in March 2008, also addresses a procedure for medical grievances.
Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures. <ul style="list-style-type: none"> <li>Detainees may seek help from other detainees or facility staff</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information such as grievance committee and obtaining assistance in filing a

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**DETAINEE GRIEVANCE PROCEDURES**

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COMPONENTS	Y	N	NA	REMARKS
when preparing a grievance. • Illiterate, disabled, or non-English-speaking detainees receive special assistance when necessary.				grievance is included in policy.
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures for emergency grievances are included in local policy.
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint: • If yes, explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In an interview with the Grievance Officer, there are no documented cases of staff harassment against a detainee who filed a grievance.
Procedures include maintaining a Detainee Grievance Log. • If not, an alternative acceptable record keeping system is maintained. • "Nuisance complaints" are identified in the records. • For quality control purposes, staff document nuisance complaints received but not filed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The CCA grievance log was reviewed. A total of 37 grievances have been filed so far in 2008. A total of 195 were filed in 2007. Medical grievances were also reviewed along with the ICE detainee request log.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This verbiage is included in the local SDCF grievance policy. ICE detainee request form log was also reviewed.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

Policy and procedures are in place for the grievance program. SDCF CCA staff, Medical staff, and ICE work together to address grievances and routine detainee request forms. The current operation meets required standards.

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**Auditor's Signature / Date**

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

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

COMPONENTS	YES	NO	NA	REMARKS
The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens, and towels. • The supply of these items exceeds the minimum required for the number of detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 14-6, Inmate/Resident Property dated June 15, 2007 covers guidelines for issuance and exchange of clothing.
All new detainees are issued clean, temperature-appropriate, presentable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current issue of clothing for

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

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

COMPONENTS	YES	NO	NA	REMARKS
clothing during in-processing. Detainees receive: <ul style="list-style-type: none"> <li>• One uniform shirt and one pair of uniform pants, or one jumpsuit;</li> <li>• One pair of socks;</li> <li>• One pair of underwear (Daily change); and</li> <li>• One pair of facility-issued footwear.</li> </ul>				detainees exceeds some ICE requirements.
Additional clothing is available for changing weather conditions, or as seasonally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New detainees are issued clean bedding, linens, and towels. They receive at a minimum: <ul style="list-style-type: none"> <li>• One mattress;</li> <li>• One blanket;</li> <li>• Two sheets;</li> <li>• One pillowcase;</li> <li>• One towel; and</li> <li>• Additional blankets are issued based on local weather conditions.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF standard issue meets requirements.
Detainees assigned to special work areas are clothed in accordance with the requirements of the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are provided clean clothing, linen and towels. <ul style="list-style-type: none"> <li>• Socks and undergarments - exchanged daily.</li> <li>• Outer garments - twice weekly.</li> <li>• Sheets - weekly.</li> <li>• Towels - weekly.</li> <li>• Pillowcases - weekly.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are issued five pairs of socks and undergarments to meet this standard.
Food service detainee volunteer workers are permitted to exchange outer garments daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food service uniforms are washed daily by the laundry.
Volunteer detainee workers are permitted to exchange outer garments more frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

Sanitation in the laundry was excellent. All chemicals were secured and accounted for. Detainee volunteer workers are receiving documented safety training. The issuing of clothing, linen and towels meets appropriate standards. An adequate supply of clothing is on hand.

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### MARRIAGE REQUESTS

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

COMPONENTS	Y	N	NA	REMARKS
The Field Office considers detainee marriage requests on a case-by-case basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 14-7, Inmate/Resident Marriages provides procedures for

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**MARRIAGE REQUESTS**

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

				detainees to request consideration for marriage.
The Field Office Director reviews every marriage request rejected by a Warden/OIC or IGSA. Rejections are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 17-7B is provided to ICE for review of a detainee's marriage request.
It is standard practice to require a written request for permission to marry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The written request includes a signed statement or comparable documentation from the intended spouse, confirming marital intent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden/OIC provides a written copy of his/her decision to the detainee and his/her legal representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When permission is denied, the Warden/OIC states the basis for his/her decision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden/OIC provides the detainee with a place and time to make wedding arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF policy and procedures meet the ICE National Detention Standards on Marriage Requests. The Chaplain coordinates all the requirements and activities for institutional wedding ceremonies. The detainee is responsible for all fees associated with the ceremony.

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**NON-MEDICAL EMERGENCY ESCORTED TRIPS**

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

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

COMPONENTS	YES	NO	NA	REMARKS
The Field Office Director considers and approves, on a case-by-case basis, trips to an immediate family member's: <ul style="list-style-type: none"> <li>• Funeral; or</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**NON-MEDICAL EMERGENCY ESCORTED TRIPS**

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

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

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

**REMARKS:**

All Non-Medical Emergency Escorted Trips are provided by ICE. ICE has excellent procedures in place to conduct these trips.

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**RECREATION**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a recreation program and facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 20-100, Recreation and Leisure Time

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**RECREATION**

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

				Programs provide programs and activities to ICE detainees.
A recreational specialist (for facilities with more than 350 detainees) tailors the program activities and offerings to the detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular maintenance keeps recreational facilities and equipment in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist or trained equivalent supervises detainee recreation workers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist or trainee equivalent oversees recreation programs for special housing units (SHU) and special-needs detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dayrooms offer sedentary activities, e.g., board games, cards, television.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside activities are restricted to limited-contact sports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basketball is the primary outside activity.
Each detainee has the opportunity to participate in daily recreation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have access to recreation activities outside the housing units for at least one hour daily, 5 days a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are provided 2 1/2 hours access to outside recreation daily.
Staff checks all items for damage and condition when equipment is returned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff conducts searches of recreation areas before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All recreation areas under constant staff supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas are supervised by security staff.
Supervising staff is equipped with radios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides detainees in the SHU at least one hour of outdoor recreation time daily, five times per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary/administrative segregation receive a written explanation when a panel revokes his/her recreation privileges.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Special programs or religious activities are available to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers are required to sign a waiver of liability before entering a secure portion of the facility where detainees are present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The waiver of liability for each volunteer is on file.
Visitors, relatives or friends are not allowed to serve as volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><input checked="" type="checkbox"/> If outdoor recreation is offered, check this box. No further information is required when outdoor recreation is offered.</b>				
If the facility has no outside recreation, are detainees considered for transfer after six months? • If yes, written procedures ensure timely review of all eligible detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Case officers make written transfer recommendations about every six-month detainee to the OIC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC documents all detainee-transfer decisions, whether yes or no.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's written decision for or against an offered transfer documented in his/her A-file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff notifies the detainee's legal representative of his/her decision to accept/decline a transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no recreation is available, the ICE Districts routinely review transfer eligibility for all detainees after 60 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The A-file of every detainee who is held more than 60 days without access to recreation contains either a transfer-waiver signed by the detainee, or the OIC's written determination of the detainee's ineligibility for transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's legal representative is notified of the detainee's/OIC's decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**RECREATION**

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

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

**REMARKS:**

SDCF policy 20-100, Recreation and Leisure Time Activities, meets the ICE National Detention Standard on Recreation. The Recreation Specialist oversees all recreation activities. Detainees have ample opportunity to recreate outside. Schedules have been developed to provide equal opportunity for all detainees to participate. Activities are directly supervised by security staff. Outdoor activities include walking and basketball. Indoor activities include board games, cards, and television.

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**RELIGIOUS PRACTICES**

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

COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 20-101, Chapter 20, Resident Services and

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**RELIGIOUS PRACTICES**

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

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programs and policy 20-103, Chapter 20, Inmate/Detainee Services and Programs is the current policy and procedure which provides detainees with reasonable opportunities to practice the faith of their choice.
Space is available for detainees to conduct religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility allows detainees to observe the major "holy days" of their religious faith. • List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility accommodates recognized holy-day observances by: • Providing special meals, consistent with dietary restrictions; • Honoring fasting requirements; • Facilitating religious services; and • Allowing activity restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee is allowed religious items in his/her immediate possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteer's credentials are checked and verified before allowing participation in detainee programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A full background investigation is conducted on each volunteer approved to participate in detainee programs.
Members of faiths not represented by clergy may conduct their own services within security allowances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the Special Management Unit are allowed to participate in religious practices unless otherwise documented for the safety and security of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF policy 20-101, Chapter 20, Resident Services and Programs and SDCF policy 20-103, Chapter 20, Inmate/Detainee Services and Programs meet the ICE National Standard on Religious Practices. Detainees are provided many opportunities to engage in religious services. Designated space is available to conduct religious services. Major holy days are observed. There are many volunteers to provide various services and programs. Various programs are offered daily. Volunteer's credentials are checked and verified prior to participation in detainee programs.

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**VOLUNTARY WORK PROGRAM**

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

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

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**VOLUNTARY WORK PROGRAM**

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

COMPONENTS	Y	N	NA	REMARKS
Does the facility have a voluntary work program? • Do ICE detainees participate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 19-100, Inmate/Detainee Voluntary Work Program provides proper procedures.
Detainee housekeeping meets neatness and cleanliness standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing units are very clean.
Detainees have the opportunity to participate in special details, however, are never allowed to work outside the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures govern selection of detainees for the Voluntary Work Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures are outlined in SDCF policy 19-100.
Where possible, physically and mentally challenged detainees participate in the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility complies with work-hour requirements for detainees, not exceeding: • Eight hours a day and Forty hours a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees volunteer for various work assignments. Work assignments do not exceed eight hours per day or 40 hours per week.
Detainee volunteers generally work according to fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a detainee is removed from a work detail, staff places the written justification for the action in the detainee's detention file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff, in accordance with written procedure, ensures that detainee volunteers understand their responsibilities as workers before they join the work program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each detainee assigned to a work detail must review and sign the inmate/detainee safety rules and regulations form.
The voluntary work program meets: • OSHA, NFPA, ACA standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical staff screen and formally certify detainee food service volunteers. • Before the assignment begins; and • As a matter of written procedure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive safety equipment/ training sufficient for the assignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper procedure is followed when an ICE detainee is injured on the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS**

SDCF policy 19-100, Inmate/Detainee Voluntary Work Program meets the ICE National Detention Standard on Voluntary Work Program. ICE detainees have the opportunity to work on various work assignments. Detainees are paid \$1.00 per day. Detainees work according to fixed work schedules. All detainees are medically cleared prior to any work assignment.

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## **SECTION III. HEALTH SERVICES STANDARDS**

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### HUNGER STRIKES

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

COMPONENTS	Y	N	NA	REMARKS
When a detainee has refused food for 72 hours, it is standard practice for staff to refer him/her to the medical department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A memorandum to all staff from the Warden dated November 6, 2007, titled Hunger Strike and CCA policy 13-49, titled Hunger Strikes address this component.
CDFs and IGSA's immediately report a hunger strike to the ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in Division of Immigration Health Services (DIHS) policy 8-14.
The facility has established procedures to ensure staff respond immediately to a hunger strike.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in the Hunger Strike memo from the Warden and in CCA policy 13-49
Policy and procedure require that staff isolate a hunger-striking detainee from other detainees. • If yes, in an observation room?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in the Hunger Strike Memo from the Warden and CCA policy 13-49.
Medical personnel are authorized to place a detainee in the Special Management Unit or a locked hospital room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in CCA policy 13-49.
Medical staff records the weight and vital signs of a hunger-striking detainee at least once every 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hunger strike form DIHS-839 addresses baseline and daily recording of vital signs and weight.
The OIC of the facility obtains a hunger striker's consent before medical treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIHS policy 8-14 addresses this.
A signed Refusal of Treatment form is required of every detainee who rejects medical evaluation or treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 8-14.
During a hunger strike, staff document and provide the hunger-striking detainee three meals a day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 8-14.
Staff maintains the hunger striker's supply of drinking water/other beverages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Addressed in DIHS policy 8-14
During a hunger strike, staff removes all food items from the hunger striker's living area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in the Warden memo and CCA policy 13-49.
Staff is directed to record the hunger striker's fluid intake and food consumption; Does staff always use Hunger Strike Monitoring Form I-839 or similar IGSA form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIHS form 839 is utilized.
The medical staff has written procedures for treating hunger strikers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 8-14.
Staff documents all treatment attempts, including attempts to persuade hunger striker of medical risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Addressed in DIHS policy 8-14 and documented using Case Tracker.
Staff has received training in identification of hunger strikes. Medical staff receives early training in hunger-strike evaluation and treatment. Staff remains current in evaluation and treatment techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff receives training in identifying and reporting hunger strikes.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

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**REMARKS:**

CCA policy 13-49 and DIHS policy 8-14 are in compliance with the ICE National Detention Standard on Hunger Strikes. Staff is knowledgeable in the implementation of these policies.

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**ACCESS TO MEDICAL CARE**

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

COMPONENTS	Y	N	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All licensed staff has current licenses and verification on file. Privileges for the physicians and mid-level providers were granted by the Clinical Director who left this facility 6 months ago. These privileges were updated today June 25, 2008 and granted by the Acting Medical Director and the contract full-time physician.
The facility's in-processing procedures for arriving detainees include medical screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical screening is performed by a RN or LPN and is thorough and comprehensive.
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has access to a PHS/DIHS Managed Health Care Coordinator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical staff is large enough to provide, examine, and treat the facility's detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical staffing consists of an acting Clinical Director (who is a nurse practitioner (LNP)), an acting Health Services Administrator, an acting Assistant Health Services Administrator, a RN compliance officer, 6 mid-level practitioners (MLPs), 9 RN's, 19 licensed vocational nurses (LVN's), 2 nursing assistants, a certified medical assistant, a dentist, a dental assistant, a physician, 4 medical records technicians, an administrative assistant, and a psychologist. Part-time staff consists of 1 RN, a psychiatrist, 3 psychologists, a physician, and a medical record technician.
The facility has sufficient space and equipment to afford detainee privacy when receiving health care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Although space is limited in the medical department it is adequate to provide privacy for patient encounters.
The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility entrance includes a holding/waiting room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are three holding rooms.
The medical facility's holding/waiting room is under the direct supervision of custodial staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All are under supervision of custodial staff.
Detainees in the holding/waiting room have access to a drinking fountain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The holding rooms all have a toilet and sink with a drinking fountain.
Medical records are kept apart from other files. They are: <ul style="list-style-type: none"> <li>• Secured in a locked area within the medical unit;</li> <li>• With physical access restricted to authorized medical staff; and</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical records are electronic using the Case Trakker system, with access restricted to medical

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<ul style="list-style-type: none"> <li>Procedurally, no copies made and placed in detainee files.</li> </ul>				staff.
Pharmaceuticals are stored in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pharmaceuticals are stored in a secure pharmacy.
Medical screening includes a Tuberculosis (TB) test. <ul style="list-style-type: none"> <li>Every arriving detainee receives a TB test during the admission process;</li> <li>Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility; and</li> <li>Detainees not screened are housed separate from the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital chest x-rays are performed as part of the intake screening.
All detainees receive a mental-health screening upon arrival. It is conducted: <ul style="list-style-type: none"> <li>By a health care provider or specially trained officer; and</li> <li>Before a detainee's assignment to a housing unit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mental health screenings are performed as part of the initial intake screening by a RN or LVN.
The facility health care provider promptly reviews all I-794s (or equivalent) to identify detainees needing medical attention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The health care provider physically examines/assesses arriving detainees within 14 days of admission/arrival at the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review of 30 randomly selected detainee files revealed that all had physical examinations performed within 14 days.
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A health care provider makes medical rounds daily in the special housing units.
Staff provides detainees with health services (sick call) request slips daily, upon request. <ul style="list-style-type: none"> <li>Request slips are available in languages other than English, including every language spoken by a sizeable number of the facility's detainee population.</li> <li>Service-request slips are delivered in a timely fashion to the health care provider.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Request Slips are freely available in the housing units. Once completed by the detainee, they are deposited in a locked box marked medical. These are picked up daily at 10:00 a.m. by a health care provider, triaged, and scheduled to be seen within 48 hours.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical staff is on duty 24/7
The plan includes an on-call provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both RN's and MLP's are on a call schedule that is prominently posted in the medical department.
The plan includes a list of telephone numbers for local ambulance and hospital services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These numbers are posted in the medical department.
The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All correctional staff is CPR trained and trained to respond within a 4 minute time frame. This is addressed in CCA policy 13-34.4
Where staff is used to distribute medication, a health care provider properly trains these officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medication is only distributed by health care staff.
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Form I-819 (or IGSA equivalent) is used to notify the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The special needs form is

**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.

Warden/Facility of a detainee that has special medical needs.				utilized.
A signed and dated consent form is obtained from a detainee before medical treatment is administered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A general consent form is signed as part of the intake processing procedures and is scanned into the Case Trakker system, medical records .
Detainees use the I-813 (or IGSA equivalent) to authorize the release of confidential medical records to outside sources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I-813 is utilized.
The facility health care provider is given advance notice prior to the release, transfer, or removal of a detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normally at least 24 hours notice is given.
Detainee's medical records or a copy thereof, are available and transferred with the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since medical records are electronic, the detainee in transit form USM 553 is utilized
Medical records are placed in a sealed envelope or other container labeled with the detainee's name and A-number and marked "MEDICAL CONFIDENTIAL".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**REMARKS:**

Although the department has limited physical space it is adequate for providing services to the detainee population. Staffing appears adequate and consists of a dedicated, cohesive, group of professionals who strive to provide the best care possible for the detainee population. Communication between the medical staff, CCA staff, and ICE staff is excellent and all work together to maintain the highest level of care for the detainees in their charge.

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**SUICIDE PREVENTION AND INTERVENTION**

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

COMPONENTS	Y	N	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff receives suicide-prevention training during initial orientation and annually thereafter. Supervisory and medical staff receives training bi-annually.
Training prepares staff to: <ul style="list-style-type: none"> <li>• Recognize potentially suicidal behavior;</li> <li>• Refer potentially suicidal detainees, following facility procedures; and</li> <li>• Understand and apply suicide-prevention techniques.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health-care provider or specially trained officer screens all detainees for suicide potential as part of the admission process. <ul style="list-style-type: none"> <li>• Screening does not occur later than one working day after the detainee's arrival.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial intake screening for suicide potential is performed by nurses.
Written procedures cover when and how to refer at-risk detainees to medical staff and procedures are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CCA policy 9-19, titled Suicide Prevention/Risk Reduction addresses this.
The facility has a designated isolation room for evaluation and treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two rooms in the intake area are utilized.
The designated isolation room does not contain any structures or smaller items that could be used in a suicide attempt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The rooms are completely padded and do not contain any structures or small items.
Medical staff has approved the room for this purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff observes and documents the status of a suicide-watch detainee at least once every 15 minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suicide watches are one-on-one direct observation.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

There have not been any suicides at this facility in the past 12 months. Suicide prevention policies and procedures are in compliance with all ICE standards. Staff is well trained and knowledgeable in suicide prevention/intervention procedures.

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## TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

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

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

COMPONENTS	Y	N	NA	REMARKS
Detainees who are chronically or terminally ill are transferred to an appropriate offsite medical facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chronically or terminally ill detainees who are beyond the scope of the facility are transferred to Alvarado Hospital in San Diego.
The facility or appropriate ICE office promptly notifies the next of kin of the detainee's medical condition, to include: <ul style="list-style-type: none"> <li>• The detainee's location; and</li> <li>• The limitations placed on visiting.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 2-4, titled Notification of Next of Kin/Local Authorities.
There are guidelines addressing the State Advanced Directive Form for Implementing Living Wills and Advanced Directives. <ul style="list-style-type: none"> <li>• The guidelines include instructions for detainees who wish to have a living will other than the generic form the DIHS provides or who wishes to appoint another to make advance decisions for him or her.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIHS policy 2-6, titled Advanced Directives and 2.6.1, titled Living Wills and Advanced Directives provide guidance. A copy of the California Advance Care Directive in English, Spanish, and Chinese is also included in the procedure manual.
The guidelines provide the detainee the opportunity to have a private attorney prepare the documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 2.6.1.
There is a policy addressing "Do Not Resuscitate Orders"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 2.6.2, titled Obtaining Do Not Resuscitate Orders (DNR) in DIHS Medical Facilities and in Local Operating Procedure (LOP) 200, titled Do Not Resuscitate Orders (DNR).
Detainees with a "Do Not Resuscitate" order in the medical record receive maximal therapeutic efforts short of resuscitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in LOP 200, section III.
The facility notifies the DIHS Medical Director and Headquarters' Legal Counsel of the name and basic circumstances of any detainee with a "Do Not Resuscitate" order in the medical record. In the case of IGSAs, this notification is made through the local ICE representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in LOP 200, section II.
The facility has written procedures to address the issues of organ donation by detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 2.6.4, titled Organ Donation.
The facility has written procedures to notify ICE officials, deceased family members and consulates, when a detainee dies while in Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in DIHS policy 2.4.
The facility has a policy and procedure to address the death of a detainee while in transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in Post Order Number 24.
At all ICE locations the detainee's remains disposed of in accordance with the provisions detailed in this standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The on-site ICE staff follows the ICE standards.
In the event that neither family nor consulate claims the remains, the Field Office schedules an indigent's burial, consistent with local procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Since this is an ICE facility, ICE standards are followed.

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

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

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

COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>If the detainee's is a U.S. military veteran, is the Department of Veterans Affairs notified?</li> </ul>				
An original or certified copy of a detainee's death certificate is placed in the subject's a-file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility follows established policy and procedures describing when to contact the local coroner regarding such issues as: <ul style="list-style-type: none"> <li>Performance of an autopsy;</li> <li>Who will perform the autopsy;</li> <li>Obtaining state approved death certificates; and</li> <li>Local transportation of the body.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is addressed in CCA policy 13-34.
ICE staff follows established procedures to properly close the case of a deceased detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE standards are followed.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

Training, policies, procedures, and implementation are in compliance with all ICE standards regarding serious illness, advanced directives, and death. Since this is an ICE facility, ICE staff and the OIC are on site and they utilize the ICE standard regarding death of a detainee.

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## SECTION IV. SECURITY AND CONTROL

### CONTRABAND

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

COMPONENTS	Y	N	NA	REMARKS
The facility follows a written procedure for handling illegal contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	San Diego Correctional Facility

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**CONTRABAND**

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

COMPONENTS	Y	N	NA	REMARKS
Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.				(SDCF) Policy 9-6, titled Contraband Control, dated April 11, 2005.
Contraband that is government property is retained as evidence for potential disciplinary action or criminal prosecution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff returns property not needed as evidence to the proper authority. Written procedures cover the return of such property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Altered property is destroyed following documentation and using established procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Altered property is considered contraband and is destroyed according to policy.
Before confiscating religious items, the OIC or designated investigator contacts a religious authority.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not addressed in policy but Sgt. <span style="background-color: #cccccc;">b6, b7c</span> Chairman of the Disciplinary Panel, states that the Chaplain is contacted in all cases of contraband religious items.
Staff follows written procedures when destroying hard contraband that is illegal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One staff and a supervisory witness are utilized when destroying contraband. Upon destruction of contraband a log book is maintained that documents destruction. Log book reviewed and was found in compliance with policy.
Hard contraband that is illegal (under criminal statutes) may be retained and used for official use, e.g. training purposes. If yes, under specific circumstances and using specified written procedures. Hard contraband is secured when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This practice is not used at SDCF.

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

**REMARKS:**

The SDCF ensures the proper handling and the disposal of all contraband. Documentation of contraband destruction is completed in a log book.

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### DETENTION FILES

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

COMPONENTS	Y	N	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A detention file is created as soon as the detainee is booked. Every detainee has a detention file regardless of the time spent at the facility.
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed several detention files and the original forms generated during the admissions process were filed.
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> <li>• Special requests</li> <li>• Any G-589s and/or I-77s closed-out during the detainee's stay</li> <li>• Disciplinary forms/Segregation forms</li> <li>• Grievances, complaints, and the disposition(s) of same</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detention files are very well organized and contain housing assignments, booking records, I-203 forms, facility issued property forms, detainee personal property forms, disciplinary forms, grievance forms, release reports, ICE information sheets, classification sheets, disposition of monies, NCIC, telephone monitoring forms, discharge checklist, I-213's, I-216 etc.
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detention files are located in the Intake department. They are in secure filing cabinets, locked in a large staffing area, and supervised 24-7.
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detention file remains active until the detainees release date. Observed release paper work in the detention file that included closed-out receipts for property and valuables. I-203 and I-216 forms were also filed.
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed the detention files being marked with release dates and placed in the archives. The notation was placed on the front of the file. The files are archived for three years.
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by the Warden if requested.
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention files typically remain in the Intake department. If an approved supervisory staff member wants to check out the file, they must complete a sign-out sheet that includes the detainee's name, date checked out, staff member's name, title,

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COMPONENTS	Y	N	NA	REMARKS
				and date returned. The Intake staff has good accountability of the files.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The Intake Department staff does an excellent job in processing a tremendous amount of inmates/detainees through the Intake area every day. They meet all components of the ICE National Detention Standard on Detention Files. The staff member responsible for file accountability is to be commended. Specifically, she goes above and beyond the standard by conducting a continual perpetual audit of all detention files.

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**DISCIPLINARY POLICY**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 15-100, titled: Detainee Discipline.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 14-4, titled: Legal Rights of Inmates/Residents,

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COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>• corporal punishment</li> <li>• deviations from normal food service</li> <li>• clothing deprivation</li> <li>• bedding deprivation</li> <li>• denial of personal hygiene items</li> <li>• loss of correspondence privileges</li> <li>• deprivation of physical exercise</li> </ul>				dated: December 1, 2002.
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defined in the Inmate Handbook and posted on Unit Bulletin Boards. Available in both English and Spanish.
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> <li>• Rights and Responsibilities</li> <li>• Prohibited Acts</li> <li>• Disciplinary Severity Scale</li> <li>• Sanctions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The items are included in the SDCF Inmate/Detainee Admission and Orientation Handbook, dated: May, 2008. It was also posted on unit bulletin boards.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informal resolutions of rule violations is encouraged and practiced at SDCF.
Incident reports and Notice of Charges are promptly forwarded to the designated supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reports are investigated within 24 hours of the incident. The Unit Disciplinary Committee (UDC) or equivalent does not convene before an investigation ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An intermediate disciplinary process is used to adjudicate minor infractions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor transgressions will be settled informally, by mutual consent, whenever possible.
A disciplinary panel (or equivalent in IGSA's) adjudicates infractions. The panel: <ul style="list-style-type: none"> <li>• Conducts hearings on all charges and allegations referred by the UDC;</li> <li>• Considers written reports, statements, physical evidence, and oral testimony;</li> <li>• Hears pleadings by detainees and staff representatives;</li> <li>• Bases its findings on the preponderance of evidence; and</li> <li>• Imposes only authorized sanctions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discipline Panel adjudicates disciplinary cases in compliance with this standard.
A staff representative is available if requested for a detainee facing a disciplinary hearing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The inmate/detainee is allowed to have a staff representative to assist him/her. The representative is allowed ample time to prepare their case.
The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Postponements or continuances are allowed and reasoning for delays is quite liberal.
The duration of punishment set by the OIC, as recommended by the disciplinary panel, does not exceed established sanctions. The maximum time in disciplinary segregation is limited to 60 days for a single offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Warden of SDCF must approve placement in Disciplinary for longer than 30 days.
Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing "substantial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**DISCIPLINARY POLICY**

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COMPONENTS	Y	N	NA	REMARKS
evidence"				
All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The SDCF imposes discipline on inmate/detainees whose behavior threatens the security of the facility by failing to comply with facility rules and regulations.

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**EMERGENCY (CONTINGENCY) PLANS**

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

COMPONENTS	Y	N	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy does not allow nor does the facility allow inmates to have control of other inmates.
Detainees are protected from: <ul style="list-style-type: none"> <li>• Personal abuse</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 14-4, titled: Legal Rights of Inmates/Residents,

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COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>• Corporal punishment</li> <li>• Personal injury</li> <li>• Disease</li> <li>• Property damage</li> <li>• Harassment from other detainees</li> </ul>				dated: December 1, 2002.
Staff is trained to identify signs of detainee unrest. <ul style="list-style-type: none"> <li>• What type of training and how often?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a designated person or persons responsible for emergency plans and their implementation. Sufficient time is allotted to the person or group for development and implementation of the plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Chief of Security is charged with the responsibility for emergency plans and their implementation.
The plans address the following issues: <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Accountability (copies and storage locations)</li> <li>• Annual review procedures and schedule</li> <li>• Revisions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contingency plans include a comprehensive general section with procedures applicable to most emergency situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has cooperative contingency plans with applicable: <ul style="list-style-type: none"> <li>• Local law enforcement agencies</li> <li>• State agencies</li> <li>• Federal agencies</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF has had a Memorandum of Understanding with the U.S. Border Patrol since September 22, 2005. For the last several years the staff at SDCF have been working with the county to agree to an MOU but failed in their efforts. On May 25, 2008, the county has agreed to enter into an agreement.
All staff receives copies of Hostage Situation Management policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is trained to disregard instructions from hostages, regardless of rank. Within 24 hours after release, hostages are screened for medical and psychological effects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF are trained at initial training and at annual training in regards to the hostage policy.
Emergency plans include emergency medical treatment for staff and detainees during and after an incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service maintains at least 3 days' worth of emergency meals for staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF maintains a 12 - 14 day supply of Food Service food items.
Written plans identify locations of shut-off valves and switches for all utilities (water, gas, electric).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water, electrical, and gas shut-off are all identified in the plan.
Written procedures cover: <ul style="list-style-type: none"> <li>• Work/Food Strike</li> <li>• Disturbances</li> <li>• Escapes</li> <li>• Bomb Threats</li> <li>• Adverse Weather</li> <li>• Internal Searches</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas are covered in SDCF emergency plans.

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COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>• Facility Evacuation</li> <li>• Detainee Transportation System Plan</li> <li>• Internal Hostages</li> <li>• Civil Disturbances</li> </ul>				
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

Staff at SDCF will respond to emergencies with a predetermined plan that will minimize the chance of property damage and the protection of staff and inmate/detainee. A Memorandum of Understanding will be forth coming from the San Diego County after a supreme effort by the staff at SDCF.

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**Auditor's Signature / Date**

**ENVIRONMENTAL HEALTH AND SAFETY**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 8-5, Control of Hazardous Chemicals/Materials, dated January 16, 2007 provides guidance for control of

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**ENVIRONMENTAL HEALTH AND SAFETY**

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COMPONENTS	Y	N	NA	REMARKS
				hazardous chemicals.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All inventories checked in storage areas, maintenance shops, and food service were correct.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used. <ul style="list-style-type: none"> <li>The files list all storage areas, and include a plant diagram and legend.</li> <li>The MSDSs and other information in the files are available to personnel managing the facility's safety program.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master MSDS files are located in safety, medical, and the briefing room. The files list storage areas and include a plant diagram.
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> <li>Wear personal protective equipment; and</li> <li>Report hazards and spills to the designated official.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a hazardous chemical spill plan.
The MSDSs are readily accessible to staff and detainees in work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS's are available in units and work areas.
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> <li>Quantities are limited; and</li> <li>Staff always supervises detainees using these substances.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulk chemicals are secured. Sanitation chemicals are diluted before use and issued under supervision.
All "flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable liquids cabinets were in use in maintenance and medical services.
Lighting fixtures and electrical equipment installed in storage rooms and other hazardous areas meet National Electrical Code requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No electrical violations were noted during the course of the review.
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental evaluations regarding noise, lighting and ventilation were completed in November, 2007. Acceptable standards are being met.
Vents, return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No problems were seen with blocked vents.
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No complaints were heard from detainees.
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperatures are checked by maintenance.
All toxic and caustic materials are stored in their original containers in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No improper labeling was noted. All spray bottles were properly labeled. Toxic and caustic materials were properly stored.
Excess flammables, combustibles, and toxic liquids are disposed of properly and in accordance with MSDSs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility does not generate or store hazardous waste. Infectious waste is picked up weekly by a licensed hauler. MSDS's are on site for all chemicals in the event of a spill

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COMPONENTS	Y	N	NA	REMARKS
				or exposure.
Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There was no methyl alcohol noted during the course of the review.
Every employee and detainee using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training on hazardous materials is provided to new employees and on an annual basis.
The facility complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and the Occupational Safety and Health Administration (OSHA).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility was inspected by the San Diego Rural Fire Protection District Fire Marshal on October 22, 2007. There were no noted fire safety violations. The San Diego County Environmental Health Department inspects the Food Service Department quarterly and the entire facility on an annual basis. A new fire station has opened less than 1/4 of a mile from the facility. The new EMS/fire station was visited.
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Safety Office (or officer) maintains files of inspection reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly and monthly inspection files were reviewed.
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plan was reviewed and approved by the State Fire Marshal.
The plan requires: <ul style="list-style-type: none"> <li>• Monthly fire inspections;</li> <li>• Fire protection equipment strategically located throughout the facility;</li> <li>• Public posting of emergency plans with accessible building/room floor plans;</li> <li>• Exit signs and directional arrows; and</li> <li>• An area-specific exit diagram conspicuously posted in the diagrammed area.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly fire inspections are being conducted as required. Fire extinguishers are located throughout the facility. All extinguishers are being inspected on a monthly and annual basis as required. All exit diagrams contain required information.
Fire drills are conducted and documented monthly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire drills are conducted monthly. Drills are comprehensive and normally involve evacuation of detainees and issuance of emergency keys.
A sanitation program covers barbering operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information on barber operations is noted in unit plans and the Detainee Handbook.
The barber shop has the facilities and equipment necessary to meet sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clippers are stored in each pod. Several clipper units were inspected and all found to be clean.

**ENVIRONMENTAL HEALTH AND SAFETY**

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

COMPONENTS	Y	N	NA	REMARKS
The sanitation standards are conspicuously posted in the barbershop.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each pod has a room which is used for haircuts. A summary of the sanitation standards are posted.
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard cleaning practices include: <ul style="list-style-type: none"> <li>Using specified equipment; cleansers; disinfectants and detergents.</li> <li>An established schedule of cleaning and follow-up inspections.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 12-100, Daily Housekeeping Plan dated February 17, 2004 establishes cleaning procedures and schedules.
The facility follows standard cleaning procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitation throughout San Diego Correctional Facility was excellent.
Spill kits are readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spill kit supplies are located in emergency cabinets throughout the facility.
A licensed medical waste contractor disposes of infectious/bio-hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infectious waste is picked up monthly by Enserv Company. Completed manifests were reviewed.
Staff is trained to prevent contact with blood and other body fluids and written procedures are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff receive training to prevent blood borne exposures upon hire and annually thereafter.
Do the methods for handling/disposing of refuse meet all regulatory requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility refuse is picked up weekly by Waste Management. This company also picks up cardboard.
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> <li>At least monthly.</li> <li>The pest-control program includes preventative spraying for indigenous insects.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly pest control services are provided by Ecolab.
Drinking water and wastewater is routinely tested according to a fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water is supplied by the Otay Water District. Annual reports of the water supply are provided.
Emergency power generators are tested at least every two weeks. <ul style="list-style-type: none"> <li>Other emergency systems and equipment receive testing at least quarterly.</li> <li>Testing is followed-up with timely corrective actions (repairs and replacements).</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The emergency power generators for the facility are located at the adjacent George Bailey County Jail. This facility has three 750 KW Caterpillar generators which serves all surrounding correctional facilities. The county owns and operates the generators. They currently test the generators only once a month. This does

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**ENVIRONMENTAL HEALTH AND SAFETY**

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COMPONENTS	Y	N	NA	REMARKS
				not meet the ICE standard. SDCF has no control over this testing interval. Fire alarms and sprinklers are inspected quarterly as required. Semi-annual inspections are conducted of the fire systems in food service. Annual inspections are also conducted on fire extinguishers, smoke and fire alarms, and sprinkler systems.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The facility is protected by an automatic sprinkler system, fire alarms, smoke and heat detectors, manual pull stations and monitored by cameras. An annual inspection of the facility is conducted by the State Fire Marshal. Fire alarms do not annunciate to the local fire department so procedures are in place for immediate notification via 911. A new fire station, which provides emergency services to SDCF, has recently been opened a few minutes from the facility. Chemical control was outstanding. Material Safety Data Sheet's are in place, proper labeling and accountability of hazardous materials were all in compliance.

b6, b7c / June 24-26, 2008

**AUDITOR'S SIGNATURE / DATE**

**HOLD ROOMS IN DETENTION FACILITIES**

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

COMPONENTS	Y	N	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All holding rooms are located inside the secure perimeter of the SDCF.
The hold rooms are well ventilated, well lighted, and all activating switches are located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has 8 holding rooms and 2 safety cells on the intake side of the Receiving and Discharge area. The holding

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COMPONENTS	Y	N	NA	REMARKS
				rooms counting the 2 safety cells can accommodate 106 inmate/detainees.
Bunks, cots, beds, or other related make-shift sleeping apparatus are precluded from use inside hold rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checks of 25 commitments indicate no one in the holding rooms longer than 7 hours.
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male and female inmates/detainees are segregated from each other.
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmate/detainees younger than 18 are not housed at SDCF.
Detainees are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, diapers and wipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All holding rooms at SDCF have toilet facilities.
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed the processing in of several inmates/detainees and all were given a pat search and required to go through a metal detector.
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring). <ul style="list-style-type: none"> <li>• Hold rooms are irregularly monitored every 15 minutes.</li> <li>• Unusual behavior or complaints are noted.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Logs were reviewed and found to be in full compliance with these standards.
When the last detainee has been removed from the hold room, it is given a thorough inspection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed this process and SDCF is in full compliance.
There is a written evacuation plan that includes a designated officer to remove detainees from hold rooms in case of fire and/or building evacuation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evacuation plans are posted and the Supervisory Officer is designated to implement the plan.
An appropriate emergency service is called immediately upon a determination that a medical emergency may exist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The medical department at SDCF is staffed all three shifts and is utilized if a medical question presents itself.

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

**REMARKS:**

Holding rooms at SDCF are utilized for temporary detention of inmates/detainees waiting processing either in or out of the facility. The Receiving and Discharge area at SDFC has two separate areas for processing. One side is for inmates/detainees coming into the facility and one side is for inmates/detainees being processed out of the facility. In addition, the facility Count Clerk works out of the Receiving and Discharge area.

b6, b7c June 24 - 26, 2008  
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**KEY AND LOCK CONTROL  
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

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

COMPONENTS	Y	N	NA	REMARKS
The security officer[s], or equivalent in IGSA's, has attended an approved locksmith training program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Security Officer has attended Southern Steel and Folger Adams training. Certificate of completion was reviewed.
The security officer, or equivalent in IGSA's, has responsibly for all administrative duties and responsibilities relating to keys, locks etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer, or equivalent in IGSA's, provides training to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Chief of Security and the

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COMPONENTS	Y	N	NA	REMARKS
employees in key control.				Security Officer provides training to all employees at initial training and at annual training.
The security officer, or equivalent in IGSA's, maintains inventories of all keys, locks and locking devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF policy 9-3, titled: Key Control, dated: July 14, 2008.
The security officer follows a preventive maintenance program and maintains all preventive maintenance documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer, or equivalent in IGSA's, develops policy and procedures to ensure safe combinations integrity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures are in place that ensures the integrity of safe combinations but not addressed in the Key Control policy.
Only dead bolt or dead lock functions are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only authorized locks (as specified in the Detention Standard) are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grand master keying systems are prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prohibited by policy.
All worn or discarded keys and locks are cut up and properly disposed of.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keys and locks that are worn or discarded are properly disposed of and documented.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: <ul style="list-style-type: none"> <li>• Occupational Safety and Environmental Health Manual, Ch. 3;</li> <li>• National Fire Protection Association Life Safety Code 101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The operational keyboard is sufficient to accommodate all the facility key rings, including keys in use, and is located in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located in the SDCF central control center.
Procedures are in place to ensure that key rings are: <ul style="list-style-type: none"> <li>• Identifiable;</li> <li>• The numbers of keys are cited; and</li> <li>• Keys cannot be removed.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key rings are identifiable, the number of keys on the ring is cited, and keys cannot be removed.
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency keys are available.
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keys are counted in the central control room at the start of each shift.
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual gun lockers are provided. <ul style="list-style-type: none"> <li>• They are located in an area that permits constant officer observation.</li> <li>• In an area that does not allow detainee or public access.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF has 17 gun lockers at the rear gate and 60 gun lockers at the front entrance. All are monitored by camera and detainees/inmates or the public does not have access.
The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All keys are counted three times a day by the central control center and documented.
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly spelled out in policy and reinforced at annual training.

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

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

COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>• Issued keys are returned immediately in the event an employee inadvertently carries a key ring home.</li> <li>• When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified.</li> <li>• Detainees are not permitted to handle keys assigned to staff.</li> </ul>				
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF maintains an efficient system for the use, accountability, and maintenance for keys and locks. Documentation for key and lock control is excellent.

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**AUDITOR'S SIGNATURE / DATE**

**POPULATION COUNTS**

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

COMPONENTS	Y	N	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF has seven official counts. The 7:30 AM count is a stand-up count and the 10 PM count is a stand-up picture card count.
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to the mission of the SDCF activities are strictly controlled while a formal count is being conducted.

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### POPULATION COUNTS

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Certain operations cease during formal counts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All movement ceases for the duration of a formal count.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All units and out-counts are completed simultaneously.
Detainee participation in counts is prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates/detainees are never allowed to participate in a count.
A face-to-photo count follows each unsuccessful recount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Officers count human flesh with the exception of the 10 PM count which is a stand-up picture card count.
Written procedures cover informal and emergency counts. • They are followed during informal counts and emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The control officer (or other designated position) maintains an out - count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Count Clerk maintains the official count at SDCF. This person is located in the office area of Receiving and Discharge.
This training is documented in each officer's training folder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation verified.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF ensures around the clock accountability for inmates/detainees. They count seven days a day at 0730, 11:30, 1530, 2000, 2300, 0200, and 0400 with additional counts for informal or emergency situations.

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June 24 - 26, 2008

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### POST ORDERS

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

COMPONENTS	Y	N	NA	REMARKS
Every fixed post has a set of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 9-10, titled: Post Orders, dated: September 8, 2003.
Each set contains the latest inserts (emergency memoranda, etc.) and revisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
One individual or department is responsible for keeping all post-orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Chief of Security is the

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**POST ORDERS**

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COMPONENTS	Y	N	NA	REMARKS
current with revisions that take place between reviews.				person designated by policy.
The IGSA maintains a complete set (central file) of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A complete set of Post Orders are maintained at SDCF by the following: Warden, Assistant Warden, Chief of Security, Compliance Coordinator, Shift Supervisor and Master Control.
The central file is accessible to all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC or Contract / IGSA equivalent initiates/authorizes all post-order changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC or Contract / IGSA equivalent has signed and dated the last page of every section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A review/updating/reissuing of post orders occurs regularly and at a minimum, annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chief of Security reviews and updates Post Orders.
Procedures keep post orders and logbooks secure from detainees at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Post Orders and log books are secured from inmate/detainees at all times.
Every armed-post officer qualifies with the post weapon(s) before assuming post duty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation is maintained in the Training Office.
Armed-post post orders provide instructions for escape attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The post orders for housing units track the event schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing-unit post officers record all detainee activity in a log. The post order includes instructions on maintaining the logbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDFC has post orders on all posts that give guidance to the officer as to how he/she should accomplish their mission. The post orders are reviewed annually and updated as the need surfaces. The officers are required to sign the post orders each day and of the ten posts I reviewed all were signed correctly.

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**AUDITOR'S SIGNATURE / DATE**

**SECURITY INSPECTIONS**

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

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy. The policy specifies: <ul style="list-style-type: none"> <li>• Posts to be inspected;</li> <li>• Required inspection forms;</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 9-7, titled: Security Inspections, dated: July 21, 2005.

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**SECURITY INSPECTIONS**

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COMPONENTS	YES	NO	NA	REMARKS
<ul style="list-style-type: none"> <li>Frequency of inspections;</li> <li>Guidelines for checking security features; and</li> <li>Procedures for reporting weak spots, inconsistencies, and other areas needing improvement</li> </ul>				
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented on SDCF form 9-7A.
Documentation of security inspections is kept on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintained in the Chief of Security complex.
Procedures ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Front Entrance Officer checks your identification and issues a visitor badge. In addition, your picture is taken and maintained on file.
All visits are officially recorded in a visitor logbook or electronically recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All official visitors are required to sign in and out of the facility.
The facility has a secure visitor pass system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only senior officers are assigned to the Control Center and are selected by the Chief of Security.
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Central Control Center is staffed 24 hours a day by senior officers.
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are restricted from access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communications are centralized in the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The rear gate officer monitors all traffic in and out of the facility. All traffic is documented in a log book.
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility. Each entry contains: <ul style="list-style-type: none"> <li>The driver's name;</li> <li>Company represented;</li> <li>Vehicle contents;</li> <li>Delivery date and time;</li> <li>Date and time out;</li> <li>Vehicle license number; and</li> <li>Name of employee responsible for the vehicle during the visit</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation is very good.
Officers thoroughly search each vehicle entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a written policy and procedures to prevent the introduction of contraband into the facility or any of its components.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools being taken into the secure area of the facility are inventoried before entering and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools are inventoried entering and exiting the facility. Documentation maintained in the Chief of Security complex.
The SMU entrance has a sally port.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures govern searches of detainee housing units and personal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**SECURITY INSPECTIONS**

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

COMPONENTS	YES	NO	NA	REMARKS
Housing area searches occur at irregular times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Logs maintained by the Chief of Security.
Storage and supply rooms, walls, light and plumbing fixtures, accesses, and drains, etc., undergo frequent, irregular searches. These searches are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation maintained in the office of the Chief of Security.
Daily procedures include: <ul style="list-style-type: none"> <li>• Perimeter alarm system tests;</li> <li>• Physical checks of the perimeter fence; and</li> <li>• Documenting the results.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fence alarms are checked one time each shift and a physical check of the perimeter fence is made one time each shift. Documentation is maintained in the Central Control Center log book.
Visitation areas receive frequent, irregular inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**REMARKS:**

SDCF utilizes the more experienced officers in high risk areas. These officers have a thorough knowledge of the physical plant, know all the staff, and have up to date knowledge of the operational procedures of each department.

b6, b7c June 24 - 26, 2008  
**AUDITOR'S SIGNATURE / DATE**

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

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

COMPONENTS	Y	N	NA	REMARKS
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**SPECIAL MANAGEMENT UNIT (SMU)  
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COMPONENTS	Y	N	NA	REMARKS
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> <li>Detainees are placed in the SMU (administrative) in accordance with written criteria.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 10-100, titled: Segregation Management, dated: February 28, 2007.
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> <li>A copy of the order given to the detainee within 24 hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC (or equivalent) regularly reviews the status of detainees in administrative detention. <ul style="list-style-type: none"> <li>A supervisory officer conducts a review within 72 hours of the detainee’s placement in the SMU (administrative).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates/detainees placed in Administrative Segregation are given a formal review at 72 hours.
A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation, and: <ul style="list-style-type: none"> <li>Every week thereafter for the first month; and</li> <li>Every 30 days after the first month.</li> <li>Does each review include an interview with the detainee?</li> <li>Is a written record made of the decision and the justification?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Several inmate/detainee file folders were checked and documentation was verified.
The detainee is given a copy of the decision and justification for each review. <ul style="list-style-type: none"> <li>The detainee is given an opportunity to appeal the reviewer's decision to someone else in the facility.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Several inmate/detainee file folders were checked and documentation was verified.
The OIC (or equivalent) routinely notifies the Field Office Director (or staff officer in charge of IGSA's) any time a detainee's stay in administrative detention exceeds 30 days. <ul style="list-style-type: none"> <li>Upon notification that the detainee's administrative segregation has exceeded 60 days, the FD forwards written notice to HQ Field Operations Branch Chief for DRO.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The ICE office at SDCF maintains this documentation. Documentation was reviewed and verified.
The OIC (or equivalent) reviews the case of every detainee who objects to administrative segregation after 30 days in the SMU. <ul style="list-style-type: none"> <li>A written record is made of the decision and the justification.</li> <li>The detainee receives a copy of this record.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is given the right to appeal to the OIC (or equivalent) the conclusions and recommendations of any review conducted after the detainee have remained in administrative segregation for seven consecutive days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The inmate signs for a copy explaining his appeal rights and procedure.
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On a limited basis.
The SMU is: <ul style="list-style-type: none"> <li>Well ventilated;</li> <li>Adequately lighted;</li> <li>Appropriately heated; and</li> <li>Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF is in full compliance with these items.
All cells are equipped with beds. <ul style="list-style-type: none"> <li>Every bed is securely fastened to the floor or wall.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All beds are securely fastened.
The number of detainees in any cell does not exceed the occupancy limit. <ul style="list-style-type: none"> <li>When occupancy exceeds recommended capacity, do basic</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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COMPONENTS	Y	N	NA	REMARKS
living standards decline? • Do criteria for objectively assessing living standards exist? • If yes, are the criteria included in the written procedures?				
The segregated detainees have the same opportunities to exchange/laundry clothing, bedding, and linen as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laundry exchange is the same as general population.
Detainees receive three nutritious meals per day, from the general population's menu of the day. • Do detainees eat only with disposable utensils? • Is food ever used as punishment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food is not used as a punishment at SDCF.
Each detainee maintains a normal level of personal hygiene in the SMU. • The detainees have the opportunity to shower and shave at least three times a week. • If not, explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates/detainees are allowed to shower and shave three times a week and documentation was reviewed.
The detainees are provided: • Barbering services; • Recreation privileges in accordance with the "Detainee Recreation" standard; • Non-legal reading material; • Religious material; • The same correspondence privileges as detainees in the general population; • Telephone access similar to that of the general population; and • Personal legal material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee at least three times a week. • The shift supervisor visits each detainee daily. • Weekends and holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visits are documented on the Special Housing Record (SHR) for each inmate/detainee.
Procedures comply with the "Visitation" standard. • The detainee retains visiting privileges; and • The visiting room is available during normal visiting hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May have one hour non-contact visit on Saturday, Sunday, and Holidays.
Visits from clergy are allowed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full time Chaplain visits the unit at least three times a week. Offers communion one time a month.
Detainees have the same law-library access as the general population. • Are they required to use the law library <input type="checkbox"/> Separately, or <input type="checkbox"/> As a group? • Are legal materials brought to them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal materials are brought to the inmate/detainee after request is made.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorded on the Segregation Housing Record that is initiated every week.
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented on the SHR for each shift.

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**SPECIAL MANAGEMENT UNIT (SMU)  
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COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>Staff logs record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc;</li> <li>The medical officer/health care professional signs each individual's record during each visit; and</li> <li>The housing officer initials the record when all detainee services are completed or at the end of the shift.</li> </ul>				
A new record is created for each week the detainee is in Administrative Segregation. <ul style="list-style-type: none"> <li>The weekly records are retained in the SMU until the detainee's return to the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A SHR is prepared on admission to the unit for each inmate/detainee. A new form is initiated each week the inmate/detainee is in Administrative Segregation.
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF has a Special Management Unit which houses both Administrative Segregation and Disciplinary Segregation inmates/detainees. Administrative Segregation is a status assigned to inmates/detainees pending investigation, protection, disciplinary hearings or they are a threat to the security of the institution. The unit isolates certain inmates/detainees from the rest of the population.

b6, b7c June 24 - 26, 2008  
**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.

COMPONENTS	Y	N	NA	REMARKS
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**SPECIAL MANAGEMENT UNIT  
DISCIPLINARY SEGREGATION**

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COMPONENTS	Y	N	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 15-100, titled: Detainee Discipline (NDS Discipline Policy)
The sanctions for violations committed during one incident are limited to 60 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The discipline panel must have the Warden's approval to sanction more than 30 days.
A completed Disciplinary Segregation Order accompanies the detainee into the SMU. <ul style="list-style-type: none"> <li>The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals. <ul style="list-style-type: none"> <li>After each formal review, the detainee receives a written copy of the decision and supporting reasons.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation verified.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation have fewer privileges than those housed in administrative segregation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basically the same privileges but on a limited basis compared to general population.
Living conditions in disciplinary SMUs remain the same regardless of behavior. <ul style="list-style-type: none"> <li>If no, does staff prepare written documentation for this action?</li> <li>Does the OIC sign to indicate approval.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All inmates/detainees are treated the same in Disciplinary Segregation.
The quarters used for segregation are: <ul style="list-style-type: none"> <li>Well-ventilated.</li> <li>Adequately lighted.</li> <li>Appropriately heated.</li> <li>Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees confined to each cell or room is limited to the number for which the space was designate. <ul style="list-style-type: none"> <li>Does the OIC approve excess occupancy on a temporary basis?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cells are two man cells. No record of excess occupancy on a temporary basis.
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inmates/detainees are not placed in a dry cell setting unless ordered by medical for medical reasons.
Detainees in the SMU have the same opportunities to exchange clothing, bedding, etc., as other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day. <ul style="list-style-type: none"> <li>Food is not used as punishment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented on the Segregation Housing Record (SHR).
Detainees receive, unless documented as a threat to security:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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COMPONENTS	Y	N	NA	REMARKS
<ul style="list-style-type: none"> <li>Barbering services;</li> <li>Recreation privileges;</li> <li>Other-than-legal reading material;</li> <li>Religious material;</li> <li>The same correspondence privileges as other detainees; and</li> <li>Personal legal material.</li> </ul>				
When phone access is limited by number or type of calls, the following areas are exempt: <ul style="list-style-type: none"> <li>Calls about the detainee's immigration case or other legal matters;</li> <li>Calls to consular/embassy officials; and</li> <li>Calls during family emergencies (as determined by the OIC/Warden).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One 15 minute personal call per month and legal calls or emergency calls are approved on a case-by-case basis.
A health care professional visits every detainee in disciplinary segregation every week day. <ul style="list-style-type: none"> <li>The shift supervisor visits each segregated detainee daily</li> <li>Weekends and holidays.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented on the SHR.
SMU detainees are allowed visitors, in accordance with the "Visitation" standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU detainees receive legal visits, as provided in the "Visitation" standard. <ul style="list-style-type: none"> <li>Legal service providers are notified of security concerns arising before a visit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed. <ul style="list-style-type: none"> <li>The clergy member is given the option of visiting/not visiting the segregated detainee.</li> <li>Violent/uncooperative detainees are denied access to religious services when safety and security would otherwise be affected.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Chaplain visits the unit three times a week and provides communion one time a month to all who wish to partake.
SMU detainees have law library access. <ul style="list-style-type: none"> <li>Violent/uncooperative detainees retain access to the law library unless adjudicated a security threat in writing.</li> <li>Legal material brought to individuals in the SMU on a case-by-case basis.</li> <li>Staff documents every incident of denied access to the law library.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal materials are brought to the inmate/detainee as he/she requests.
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented on the SHR.
The <u>SPC's</u> , the Special Management Housing Unit Record (I-888 or equivalent), is prepared as soon as the detainee is placed in the SMU. <ul style="list-style-type: none"> <li>All I-888s are filled out by the end of each shift.</li> <li>The <u>CDF/IGSA</u> facility use Form.</li> <li>I-888 (or equivalent local form).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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COMPONENTS	Y	N	NA	REMARKS
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> <li>• Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc.</li> <li>• The health care official sign individual records after each visit.</li> <li>• The housing officer initials the record when all detainee services are completed or at the end of the shift.</li> <li>• A new record is created weekly for each detainee in the SMU.</li> <li>• The SMU retains these records until the detainee leaves the SMU.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documented on the SHR that is generated new weekly.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

SDCF has a Special Management Unit which houses both Administrative Segregation inmates and Disciplinary Segregation inmates. Disciplinary Segregation is a status in the unit that denotes the inmate has been found guilty of violation of rules/regulations by a Discipline Panel and has more restrictions than an Administrative Detention inmate. The inmate will maintain this status for a specified number of days.

b6, b7c June 24 - 26, 2008  
**AUDITOR'S SIGNATURE / DATE**

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**TOOL CONTROL**

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

COMPONENTS	Y	N	NA	REMARKS
There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 9 - 8, titled: Control of Tools, dated: February 25, 2005.
Department heads are responsible for implementing this standard in their departments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool inventories are required for the: <ul style="list-style-type: none"> <li>• Maintenance Department;</li> <li>• Medial Department;</li> <li>• Food Service Department;</li> <li>• Electronics Shop;</li> <li>• Recreation Department; and</li> <li>• Armory.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation Department does not maintain tools.
The facility has a policy for the regular inventory of all tools. <ul style="list-style-type: none"> <li>• The policy sets minimum time lines for physical inventory and all necessary documentation.</li> <li>• ICE facilities use AMIS bar code labels when required.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> <li>• Restricted (dangerous/hazardous); and</li> <li>• Non-Restricted (non-hazardous).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department heads are responsible for implementing tool-control procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tools are marked and are readily identifiable.
The facility has an approved tool storage system. <ul style="list-style-type: none"> <li>• The system ensures that all stored tools are accountable.</li> <li>• Commonly used tools (tools that can be mounted) are stored in such a way that missing tool is readily notice.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shadow boards are utilized at SDCF.
Each facility has procedures for the issuance of tools to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools are issued by chit system and logged in a log book.
The facility has policies and procedures to address the issue of lost tools. The policy and procedures include: <ul style="list-style-type: none"> <li>• Verbal and written notification;</li> <li>• Procedures for detainee access; and</li> <li>• Necessary documentation/review for all incidents of lost tools.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Broken or worn out tools are destroyed in an appropriate manner and documented.
All private or contract repairs and maintenance workers under contract to ICE, or other visitors, submit an inventory of all tools prior to admittance into or departure from the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private contractors entering the facility have their tools inventoried and have their tools inventoried as they leave the facility. Documentation is maintained by the Chief of Security.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

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SDCF requires that all employees comply with the tool control policy. The Maintenance Supervisor maintains a master list of tools and equipment and the location in which tools are stored. The tool inventories were available during the audit and were found to be accurate and up-to-date.

b6, b7c June 24 - 26, 2008  
**AUDITOR'S SIGNATURE / DATE**

**TRANSPORTATION  
LAND TRANSPORTATION**

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

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

COMPONENTS	YES	NO	NA	REMARKS
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All SDCF employees who drive a commercial size bus have a valid Commercial Drivers License.
Supervisors maintain records for each vehicle operator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records are maintained in the office area of Receiving and Discharge. A review of the records showed them to be accurate and up to date.
Officers use a checklist during every vehicle inspection. <ul style="list-style-type: none"> <li>Officers report deficiencies affecting operability; and</li> <li>Deficiencies are corrected before the vehicle goes back into service.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> <li>Limit driving time to 10 hours in any 15 hour period;</li> <li>Drive only after eight consecutive off-duty hours;</li> <li>Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours;</li> <li>Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days;</li> <li>During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ICE Transportation Officers only.
Two officers with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> <li>When buses travel in tandem with detainees, there are two qualified officers per vehicle.</li> <li>An unaccompanied driver may transport an empty vehicle.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed 4 vans being searched before the start of the detail.
Positive identification of all detainees being transported is confirmed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Positive identification is made of all inmates/detainees as they get on a vehicle using a picture card.
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All inmates/detainees are searched before getting on the bus or vehicle.
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Load limits are clearly marked on the vehicle.
Protective vests are provided to all transporting officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All SDCF transportation officers were observed wearing their protective vest.
The vehicle crew conducts a visual count once all passengers are on board and seated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmates/detainees are counted after they are boarded and

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**TRANSPORTATION  
LAND TRANSPORTATION**

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COMPONENTS	YES	NO	NA	REMARKS
<ul style="list-style-type: none"> <li>Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop.</li> </ul>				seated.
Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy and procedures were on the transportation vehicles I checked. SDCF Policy 9-18, titled: Transportation Procedures, dated: February 15, 2007.
Officers ensure that no one contacts the detainees. <ul style="list-style-type: none"> <li>One officer remains in the vehicle at all times when detainees are present.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided during long distance transfers. <ul style="list-style-type: none"> <li>The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> <li>Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative;</li> <li>Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <ul style="list-style-type: none"> <li>Two-way radios;</li> <li>Cellular telephones; and</li> <li>Equipment boxes stocked in accordance with the Use of Force Standard.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I inspected five vehicles and all were clean and sanitary.
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> <li>Inventoried;</li> <li>Inspected; and</li> <li>Accompanies the detainee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> <li>Attack</li> <li>Escape</li> <li>Hostage-taking</li> <li>Detainee sickness</li> <li>Detainee death</li> <li>Vehicle fire</li> <li>Riot</li> <li>Traffic accident</li> <li>Mechanical problems</li> <li>Natural disasters</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All contingencies are included in the written procedures for each vehicle.

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**TRANSPORTATION  
LAND TRANSPORTATION**

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COMPONENTS	YES	NO	NA	REMARKS
<ul style="list-style-type: none"> <li>• Severe weather</li> <li>• Passenger list includes women or minors</li> </ul>				
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF and ICE share transportation responsibilities. The SDCF officers are well trained and professional in accomplishing their mission.

b6, b7c June 24 - 26, 2008  
AUDITOR'S SIGNATURE / DATE

**USE OF FORCE**

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COMPONENTS	YES	NO	NA	REMARKS
Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF Policy 9-1, titled: Use of Force, dated: September 17, 2004.
When the detainee is in an area that is or can be isolated (e.g., a locked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every effort is made to prevent

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## USE OF FORCE

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COMPONENTS	YES	NO	NA	REMARKS
cell, a range), posing no direct threat to the detainee or others, officers must try to resolve the situation without resorting to force.				and defuse a situation without using physical force.
Written policy asserts that calculated rather than immediate use of force is feasible in most cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility subscribes to the prescribed Confrontation Avoidance Procedures. <ul style="list-style-type: none"> <li>Ranking detention official, health professional, and others confer before every calculated use of force.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confrontation Avoidance Procedures are the clear choice at SDCF. They practice talk down rather than take down.
When a detainee must be forcibly moved and/or restrained, and there is time for a calculated use of force, staff uses the Use-of-Force Team Technique. <ul style="list-style-type: none"> <li>Under staff supervision.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff members are trained and training is documented.
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff: <ul style="list-style-type: none"> <li>Do not use force as punishment;</li> <li>Attempt to gain the detainee's voluntary cooperation before resorting to force;</li> <li>Use only as much force as necessary to control the detainee; and</li> <li>Use restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearly spelled out in policy and procedures.
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medication is not authorized for restraining purposes at SDCF.
Use-of-Force Team follows written procedures that attempt to prevent injury and exposure to communicable disease(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures associated with using four-point restraints include: <ul style="list-style-type: none"> <li>Soft restraints (e.g., vinyl);</li> <li>Dressing the detainee appropriately for the temperature;</li> <li>A bed, mattress, and blanket/sheet;</li> <li>Checking the detainee at least every 15 minutes;</li> <li>Logging each check;</li> <li>Turning the bed-restrained detainee often enough to prevent soreness or stiffness;</li> <li>Medical evaluation of the restrained detainee twice per eight-hour shift; and</li> <li>When qualified medical staff is not immediately available, staff position the detainee "face-up".</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SDCF does not use four point restraints.
The shift supervisor monitors the detainee's position/condition every two hours. <ul style="list-style-type: none"> <li>He/she allows the detainee to use the rest room at these times under safeguards.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SDCF does not use four point restraints.
All detainee checks are logged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SDCF does not use four point restraints.
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inmate/detainee is immediately evaluated once the person is under control.

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**USE OF FORCE**

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COMPONENTS	YES	NO	NA	REMARKS
When the OIC authorizes use of non-lethal weapons: <ul style="list-style-type: none"> <li>Medical staff is consulted before staff use pepper spray/non-lethal weapons.</li> <li>Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> <li>Medical personnel are consulted</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraining equipment is not authorized for pregnant inmates/detainees.
Protective gear is worn when restraining detainees with open cuts or wounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents every use of force and/or non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation is maintained by the Chief of Security.
It is standard practice to review any use of force and the non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees. <ul style="list-style-type: none"> <li>Specialized training is given and Officers are certified in all devices they use.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In SPCs</u> , is the Use of Force form is used? In other facilities (IGSAs / CDFs) is this form or its equivalent used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

SDCF authorizes the use of force after all other options have failed. Only the amount of force necessary to gain control of the inmate/detainee is used. This limited amount of force protects the staff and ensures the safety of the inmate/detainee and prevents property damage while allowing for security of the facility.

b6, b7c June 24 - 26, 2008

**Auditor's Signature / Date**

**STAFF DETAINEE COMMUNICATIONS**

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

COMPONENTS	Y	N	NA	REMARKS
The ICE Field Office Director ensures that weekly announced and unannounced visits occur at the IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. John Garzon, AFOD, assigned to this CCA facility ensures all weekly announced and unannounced visits occur.

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**STAFF DETAINEE COMMUNICATIONS**

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COMPONENTS	Y	N	NA	REMARKS
Detention and Deportation Staff conduct scheduled weekly visits with detainees held in the IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All IEAs and Deportation staff visits several times weekly. Observed Staff Detainee Communication Log Books from January 2, 2006 until the present.
Scheduled visits are posted in ICE detainee areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed scheduled visit memos on all ICE detainee unit bulletin boards.
Visiting staff observe and note current climate and conditions of confinement at each IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE staff developed an excellent Facility Liaison Visit Checklist to document climate and conditions of confinement. This checklist included facility sanitation, staff observations, detainee observations, medical staff observations, telephone system, Law Library, SMU observations, total detainee contacts, informal contacts, etc.
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed Detainee Request Forms in all housing units. Information about the Detainee Request Forms was also covered in the Detainee Handbook on page 2 regarding Staff Communication and on page 16 regarding Detainee Request to Staff Member.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE staff responds to a detainee request from an IGSA within 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed several months of completed detainee request forms maintained to ensure that the 72 hour policy was complied with. ICE and CCA staffs are very responsive to the detainee population.
ICE detainees are notified in writing upon admission to the facility of their right to correspond with ICE staff regarding their case or conditions of confinement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information was outlined on page 2 of the Detainee Handbook regarding Staff Communications. This was also posted on the housing unit bulletin boards.

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

**REMARKS:**

SDCF and ICE staff works well together in meeting the ICE National Detention Standard on Staff/Detainee Communications. Staff has excellent communications with all detainees/inmates at this facility. It is obvious that their tremendous team work in this area is an

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area of strength for this facility in its total operations.

b6, b7c

June 24-26, 2008

**AUDITOR'S SIGNATURE / DATE**

**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.

<b>COMPONENTS</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>REMARKS</b>
When a detainee is represented by legal counsel or a legal representative,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The legal representative of

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### DETAINEE TRANSFER STANDARD

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COMPONENTS	Y	N	NA	REMARKS
and a G-28 has been filed, the representative of record is notified by the detainee’s Deportation Officer. <ul style="list-style-type: none"> <li>• The notification is recorded in the detainee’s file; and</li> <li>• When the A File is not available, notification is noted within DACS</li> </ul>				record is notified and the G-28 is filed in the A-File. Observed several A-Files in the ICE area of SDCF that was an asset in completing this standard.
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is on the Detainee Transfer Notification Form.
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee can call his family upon arrival at the new facility.
Facility policy mandates that: <ul style="list-style-type: none"> <li>• Times and transfer plans are never discussed with the detainee prior to transfer;</li> <li>• The detainee is not notified of the transfer until immediately prior to departing the facility; and</li> <li>• The detainee is not permitted to make any phone calls or have contact with any detainee in the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDCF staff work well with ICE staff to ensure the transfer plans are confidential. The detainee is advised of the transfer immediately prior to leaving the facility.
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed some Detainee Transfer Notification Forms in the A-File.
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The I-203 (Authorization to Release) and I-216 (Records of Personal Property Transferred) are processed.
For medical transfers: <ul style="list-style-type: none"> <li>• The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer;</li> <li>• Medical transfers are coordinated through the local ICE office; and</li> <li>• A medical transfer summary is completed and accompanies the detainee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DIHS staff would approve the medical transfer and send the approval to the FOD, whose staff would coordinate the transfer. A medical transfer summary would accompany the detainee.
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee’s name and A-number, and the envelope is marked Medical Confidential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The I-794, Medical Transfer Sheet, would provide instructions to the ICE transporting staff.
Detainee’s funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The I-216 would document the necessary information. The I-589 would document money and valuables, and the I-77 would document property.
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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COMPONENTS	Y	N	NA	REMARKS
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility or ICE staff would provide sack lunches. <input type="checkbox"/>
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normally, the A-File would be transported with the detainee.
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the A-File is not transported with the detainee, the FOD staff mails the A-File via DHL the next day.

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

**REMARKS:**

Mr. [REDACTED] b6, b7c Supervisory Immigration Enforcement Agent, located at the SDCF was an asset on the Detainee Transfer Standard. He assisted and provided this information, as well as, making the information and A-Files available for review. ICE does an excellent job in working with the SDCF staff in meeting the ICE National Detention Standard on Detainee Transfer.

[REDACTED] b6, b7c / June 24-26, 2008  
**AUDITOR’S SIGNATURE / DATE**