



**U.S. Immigration
and Customs
Enforcement**

MEMORANDUM FOR: Neil Clark
Field Office Director
Seattle

FROM: *[Signature]* For
Victor X. Cerda
Acting Director

SUBJECT: Northwest Detention Center – Headquarters Detention Review

12/22/04

This office is in receipt of the Headquarters Detention Review of the Northwest Detention Center conducted on July 27-29, 2004, in Tacoma, Washington. A final rating of **Good** has been assigned and this review is closed.

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

- 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 G-324A form, the G-324A worksheet, RIC Summary Memorandum, and a copy of this memorandum.
- 2) The Field Office Director shall schedule the next Annual Review on or before July 29, 2005.

Should you or your staff have any questions regarding this matter, please contact Timothy L. Perry, Acting Deputy Assistant Director, Detention Management Division at (202) 305-[REDACTED]

(b)(2)



U.S. Immigration and Customs Enforcement

MEMORANDUM FOR: Victor X. Cerda
Acting Director

FROM: [REDACTED] (b)(6), (b)(7)(C)
Detention and Deportation Officer
Detention Compliance Branch

SUBJECT: Northwest Detention Center – Headquarters Detention Review

The Detention Management Division, Detention Compliance Unit performed a headquarters detention review of the Seattle Field Office Northwest Detention Center (NDC) during July 27 through 29, 2004. This review was performed under the direction of [REDACTED] as Reviewer-In-Charge, with team members [REDACTED] (b)(6), (b)(7)(C)

Type of Review:

This review was a scheduled Headquarters Review to determine overall compliance with the Immigration and Customs Enforcement (ICE) Detention Standards. The NDC is a new facility and has no previous rating. Prior to April 2004, the contractor, Correctional Services Corporation (CSC), operated the Seattle Service Processing Center in Seattle, Washington. During 2002 and 2003 the Seattle facility received ratings of Deficient and At-Risk. The CSC made significant staffing changes at all levels as a result of those reviews and prior to opening the NDC. Operations and compliance were greatly improved as a direct result of these changes.

Review Summary:

The Northwest Detention Center has not received an accreditation certification. The facility has been open approximately 90 days and is in the process of implementing its policies and procedures and preparing for accreditation for its detention programs. Medical accreditation will be sought separately by the Division of Immigration Health Services prior to the next scheduled headquarters review.

The NDC was found to be generally compliant in all areas reviewed. The following information is a summary of the standards reviewed and overall compliance:

<u>2003 Review</u>		<u>2004 Review</u>	
Compliant	- 17	Compliant	- 35
Deficient	- 8	Deficient	- 1
At-Risk	- 10	At-Risk	- 0

REPEAT - 10

Non-Applicable - 1

REPEAT - 0

Non-Applicable - 1

Food Service (Deficient):

- Detainee workers did not receive proper medical clearance before being authorized to work.
- Detainee workers had not completed voluntary work program information sheets.
 - ✓ The facility contractor allowed detainees to work in the food service areas prior to receiving a medical clearance to perform such duties. This provides an avenue for the spread of infectious disease that jeopardizes both detainees and staff. The problem was corrected during the review and only follow-up by Immigration and Customs Enforcement staff is required to ensure that detainees continue to be cleared before being assigned to food service.

RIC Observations:

- The contractor has made the largest single improvement in a contractor rated facility during this rating period. The efforts applied by the contractor in coordination with ICE staff have turned the Seattle detention operation into one of the best viewed during the 2004 review year. The facility is expected to achieve a Superior rating in 2005 if it continues to operate at its current level.
- **BEST PRACTICE:** The facility training program is outstanding. The contractor was previously deficient in all areas of training, has now employed an outstanding training administrator who schedules and provides all training within the facility. Records are excellent and often contain more information than is needed. Training records are maintained both electronically and in individual files.
- **BEST PRACTICE:** The facility property control room is automated and all inventory is maintained electronically. All property is easily accessible and available. A property control officer maintains control over the property area.
- **CONTRACT STAFF:** The staff is extremely well versed in policies and procedures at this location. They exhibited confidence and courtesy throughout the review. The team commends the efforts and accomplishments of the NDS and ICE staff. Contract staff exhibited a professional esprit de corps. The team observed that the facility operated in a calm and orderly fashion throughout the review. The contract staff was eager to display their abilities and working knowledge of facility operations.
- **COMMUNICATION:** Communication between the contractor and ICE is excellent throughout the facility and there are no significant concerns or issues as a result of this review. Both contract and ICE management teams exhibit exemplary oversight and operation of this facility.
- The contractor is currently developing an open area recreation yard that will be utilized to allow detainees additional access to fresh air and sunlight. The recreation yard exceeds requirements of the contract and is viewed as an additional asset to assist with detainee

morale. The facility has very few windows and relies primarily on skylights. Long term deprivation of a view to the outside of the institution can be problematic for detainees in an enclosed environment, so the contractor has taken great strides to alleviate this issue.

RIC Issues and Concerns:

- Communication between the contractor and the Division of Immigration Health Services was unacceptable. It was immediately observed by the RIC that the health services unit had not opened its Short Stay Medical unit. This unit was designed to allow ICE to maintain a non-acute care health unit to monitor detainees who are in need of short-term care in a controlled environment.

The failure to open the short stay unit lies with all concerned parties. A lack of communication to resolve the issue in a reasonable time period and the inability of both sides to endeavor to find an amicable solution was unacceptable. A meeting was mediated to resolve security issues within the unit and a no-cost solution was identified and agreed upon by all parties involved. The unit was open by the departure of the review team. Notification was in progress for change orders to the contract. No further problems were identified.

Recommended Rating and Justification:

The Reviewer in Charge recommends that the facility receive a rating of "Good." The facility complies with 35-of-36 applicable ICE Detention Standards. The facility corrected deficiencies during the inspection and it is the recommendation of the RIC that no plan of action is required and this review should be closed.

RIC Assurance Statement:

The findings of compliance and noncompliance are documented on the G-324a Inspection form and are supported by documentation in the review file.

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

A. Current Inspection

Type of Review
<input type="checkbox"/> Field Office <input checked="" type="checkbox"/> HQ Review
Date[s] of Review
July 27 - 29, 2004 - New Facility

Previous/Most Recent Review

Date[s] of Last Review
July 29, 2003 - Old Facility
Previous Rating
<input type="checkbox"/> Superior <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input checked="" type="checkbox"/> At-Risk

B. Name and Location of Facility

Name	Northwest Detention Center / Seattle
Address (Street and Name)	1623 East J Street
City, State and Zip Code	Tacoma, WA 98421 TACOMA
County	Pierce
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)	[REDACTED]
Telephone # (Include Area Code)	(b)(6), (b)(7)(C)
District	Seattle
Distance from District Office	33 Miles

C. ICE Information

Name of Reviewer (Last Name, Title and Duty Station)	[REDACTED] / DDO / HQDRO
Last Name / Title of Team Members (Reviewers)	(b)(6), (b)(7)(C) / IEA [REDACTED] / DO [REDACTED] / DIHS
Controlling Field Office	Seattle
Nearest Field or Sub-Office	Same as Facility

D. CDF/IGSA Information Only

Contract Number	Date of Contract or IGSA
[REDACTED]	[REDACTED]
Basic Rates per Man-Day	[REDACTED]
Other Charges: (If None, Indicate N/A)	[REDACTED];
Estimated Man-days Per Year	[REDACTED]

(b)(2)

E. Accreditation Certificates

Accredited By:
ACA: <input type="checkbox"/> NCCCHC: <input type="checkbox"/> JCAHO: <input type="checkbox"/>
Date: _____ Date: _____ Date: _____

F. 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 Order
The Facility has Significant Litigation Pending
<input type="checkbox"/> Major Litigation <input type="checkbox"/> Life/Safety Issues
Checked Box above requires a detailed written memorandum.

G. Facility History

Date Built	April 23, 2004
Date Last Remodeled or Upgraded	N/A
Date New Construction / Bedspace Added	July 21, 2004 - Outdoor recreation Yard
Future Construction Planned	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: _____
Current Bedspace	760
Future Bedspace	NA

H. Total Facility Population

Total Intake for previous 12 months	1,855 (4/23/04 through 07/23/04)
Total Mandays for Previous 12 months	(b)(2)

Classification Level (ICE SPCs and CDFs Only)

	L-1	L-2	L-3
Adult Male	[REDACTED]	[REDACTED]	[REDACTED]
Adult Female	[REDACTED]	[REDACTED]	[REDACTED]

I. Facility Capacity

(b)(2)

	Rated	Operational	Emergency
Adult Male	618	618	618
Adult Female	142	142	142

Average Daily Population

	ICE	USMS	Other
Adult Male	268		
Adult Female	25		

Staffing Level

Security:	Support:
[REDACTED]	[REDACTED]

(b)(2)

Significant Incident Summary Worksheet

For ICE to complete its Review of your facility, the following information must be completed prior to the scheduled review dates. The information on this form should contain data for the past twelve months in the boxes provided. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of the ICE and its detained population. This form should be filled out by the facility prior to the start of any inspection.

<i>Incidents</i>	<i>Description</i>	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec
Assault: Offenders on Offenders ¹	Types (Sexual ² , Physical, etc.)		P-9	P-2	
	With Weapon		0	0	
	Without Weapon		9	2	
Assault: Detainee on Staff	Types (Sexual Physical, etc.)		P-6	P-1	
	With Weapon		4	0	
	Without Weapon		2	1	
Number of Forced Moves, incl. Forced Cell moves ³			3	3	
Disturbances ⁴			0	0	
Number of Times Chemical Agents Used			0	0	
Number of Times Special Reaction Team Deployed/Used			0	0	
# Times Four/Five Point Restraints applied/used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)		0	0	
	Type (C=Chair, B=Bed, BB=Board, O=Other)		0	0	
Offender / Detainee Medical Referrals as a result of injuries sustained.			0	0	
Escapes	Attempted		0	0	
	Actual		0	0	
Grievances:	# Received		65	35	
	# Resolved in favor of Offender/Detainee		13	5	
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)		0	0	
	Number		0	0	
Psychiatric / Medical Referrals	# Medical Cases referred for Outside Care		6	4	
	# Psychiatric Cases referred for Outside Care		0	0	

¹ Any attempted physical contact or physical contact that involves two or more offenders

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

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

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

DHS/ICE Detention Standards Review Summary Report

1. Acceptable 2. Deficient 5. Not Applicable (IGSA's Only)

Legal Access Standards		1.	2.	3.	4.	5.
1.	Access to Legal Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2.	Group Presentations on Legal Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
3.	Visitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
4.	Telephone Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detainee Services						
5.	Admission and Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6.	Classification System	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
7.	Correspondence and Other Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
8.	Detainee Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
9.	Food Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
10.	Funds and Personal Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
11.	Detainee Grievance Procedures	<input checked="" 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"/>
13.	Marriage Requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
14.	Non-Medical Emergency Escorted Trip	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
15.	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
16.	Religious Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
17.	Voluntary Work Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Health Services						
18.	Hunger Strikes	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19.	Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
20.	Suicide Prevention and Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
21.	Terminal Illness, Advanced Directives and Death	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Security and Control						
22.	Contraband	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
23.	Detention Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
24.	Disciplinary Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
25.	Emergency Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
26.	Environmental Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
27.	Hold Rooms in Detention Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
28.	Key and Lock Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
29.	Population Counts	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
30.	Post Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
31.	Security Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
32.	Special Management Units (Administrative Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
33.	Special Management Units (Disciplinary Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
34.	Tool Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
35.	Transportation (Land management)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
36.	Use of Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
37.	Staff / Detainee Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
38.	Detainee Transfer	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
39.	Detainee Search	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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

RIC Review Assurance Statement

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

Reviewer-In-Charge: (Print Name) [REDACTED]	[REDACTED]	(b)(6), (b)(7)(C)
Title & Duty Location Detention and Deportation Officer - HQDRO	Date <i>August 4, 2004</i>	

Team Members

Print Name & Duty Location [REDACTED] ATL	Print Name & Duty Location [REDACTED] - DAL	(b)(6), (b)(7)(C)
Print Name & Duty Location [REDACTED] DIHS/FLO	Print Name & Duty Location	

- RIC Rating Recommendation:**
- Superior
 - Good
 - Acceptable
 - Deficient
 - At-Risk

RIC Comments: The Northwest Detention Center opened and accepted detainees effective April 23, 2004. The previous rating for this location involved the same contractor under a previous contract and within the confines of a government owned building that was approximately 100 years old. This review was conducted under a newly issued contract that included compliance with the national detention standards and construction of a new facility with modern security and control features.

As required by the Detention Management Control Program, this facility has been reviewed within 90 days of accepting detainees. A rating of Good is supported for this review. All supporting documentation is attached.

HEADQUARTERS EXECUTIVE REVIEW

Review Authority

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

HQDRO EXECUTIVE REVIEW: (Please Print Name) Victor X. Cerda	<i>Signature</i>
Title Acting Director Office of Detention and Removal	Date

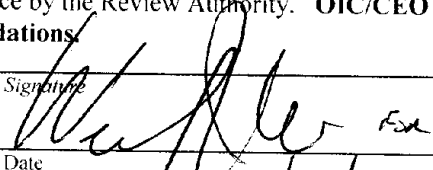
Final Rating: Superior
 Good
 Acceptable
 Deficient
 At-Risk

Comments: In accordance with the Detention Management Control Program a rating of "Good" has been assigned based upon the Detention review and accompanying documentation.

HEADQUARTERS EXECUTIVE REVIEW

Review Authority

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)	Signature
Victor X. Cerda	
Title	Date
Acting Director	12/22/04

- Final Rating:
- Superior
 - Good
 - Acceptable
 - Deficient
 - At-Risk

Comments: The Review Authority concurs with the Reviewer-In-Charge (RIC) recommended rating of "Good" based on the RIC Memorandum and G324A Worksheets. Oversight is required to ensure Immigration and Customs Enforcement detainees are managed according to the National Detention Standards.

Condition of Confinement Review Worksheet
(This document must be attached to each G-324a Inspection Form)
This Form to be used for Detention Reviews of SPCs

Headquarters Detention and Removal Operations



Headquarters and Field Operational Review Worksheet

ICE Service Processing Center
Name <i>NORTHWEST DETENTION CENTER</i>
Address (Street and Name)
City, State and Zip Code
County
Name of Executive Officer (Warden/OIC/Superintendent)
Name of Reviewer-In-Charge (b)(6), (b)(7)(C)
Date[s] of Review <i>July 27-29, 2004</i>
Type of Review <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

ACCESS TO LEGAL MATERIALS

Policy: Facilities holding ICE detainees shall permit detainees' access to a law library, and provide legal materials, facilities, equipment and document copying privileges, and the opportunity to prepare legal documents.

Components	A	U	NA	Remarks
The facility provides a designated law library for detainee use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The library contains a sufficient number of chairs, is well lit and is reasonably isolated from noisy areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The law library is adequately equipped with typewriter, computers or both and has sufficient supplies for daily use by the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
There is a designated ICE employee responsible for ensuring the equipment is in good working order and supplies are adequately stocked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ is the responsible party.
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 the ICE prior to inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chain of Command is adhered to. ICE is kept informed throughout.
The law library contains all materials listed in the "Access to Legal Materials" Standard, Attachment A. The listing of materials is posted in the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The ICE office subscribes to updating Services where applicable and legal materials requiring updates are current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
There is a designated ICE employee who inspects, updates, and maintain/replace legal material on a routine basis. The designee properly disposes outdated supplements and replaces damaged or missing material promptly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ is designated person.
If material submitted by outside organizations need to be replaced, does the facility contact ICE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures in place.
Detainees are offered a minimum 5 hours per week in the law library. Detainees are not required to forego recreation time in lieu of library usage. Detainees facing a court deadline are given priority use of the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees may request material not currently in the law library. Each request is reviewed and where appropriate an acquisition request is initiate and timely pursued. Request for copies of court decisions are accommodate within 3 – 5 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility permits detainees 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"/>	
The ICE ensures that illiterate or non-English-speaking detainees without legal representation receive more than access to English-language law books after indicating their need for help.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees may retain a reasonable amount of personal legal material in the general population and in the special management unit. Stored legal materials are accessible within 24 hours of a written request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCESS TO LEGAL MATERIALS

Policy: Facilities holding ICE detainees shall permit detainees' access to a law library, and provide legal materials, facilities, equipment and document copying privileges, and the opportunity to prepare legal documents.

Components	A	U	NA	Remarks
Detainees housed in Administrative Segregation and Disciplinary Segregation units have the same law library access as the general population, barring security concerns. Detainees denied access to legal materials are documented and reviewed routinely for lifting of sanctions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All denials of access to the law library fully documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE Management is aware of each instance where detainees are denied access to the law library or law materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indigent detainees are provided with free envelopes and stamps for mail related to legal matters. Indigent detainees may mail up to 3 first class letters at no charge while in ICE custody.	<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"/>	

Standard Rating:

Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

Remarks: (Record significant facts, observations, alternate source used for verification, etc.)

(b)(6), (b)(7)(C)

██████████ is the person in charge (oversees) of the Law Library. Adequate space and materials are available. Nice overall layout.

29 JULY 04

(b)(6), (b)(7)(C)

ADMISSION AND RELEASE

Policy: All detainees will be admitted and released in a manner that ensures their health, safety, and welfare. The admissions procedure will, among other things include: medical screening; a file-based assessment and classification process; a body search; and a search of personal belongings, which will be inventoried, documented, and safeguarded as necessary.

Components	Yes	No	NA	Remarks
In processing includes an orientation session. At a minimum, orientation addresses: Unacceptable activities and behavior, and corresponding sanctions. How to contact his/her deportation officer. 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, etc and the detainee handbook .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Good combination of workload being shared by both the CSC staff and the ICE agents.
Medical screenings are performed by a medical staff or 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"/>	Completed within allotted time.
The accompanying documentation is used to identify and classify each new arrival?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All new arrivals strip-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"/>	Determination is made on a case by case basis (charge, history, presence).
The "Contraband" standard governs all personal property searches. IGSA's 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"/>	Detainees given a computer print-out of property upon intake into facility.
Excess funds and valuables accounted for and safeguarded in accordance with the "Funds and Personal Property" standard or a similar policy for IGSA's and the detainee receives a receipt?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During detainee in-processing staff inventories every item of personal property and baggage (except funds/valuables) using personal property inventory forms. Each detainee receives a receipt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff completes Form I-387 or similar form for CDFs and IGSA's for every lost or missing property claim. IGSA facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For SPCs and CDFs clothes and wristbands are color-coded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
The admissions process includes the following components: <ul style="list-style-type: none"> • Classification. • Medical screening. • Inventory of personal effects. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All releases are coordinated with the ICE office of jurisdiction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE officers need be present before release of detainee.

ADMISSION AND RELEASE

Policy: All detainees will be admitted and released in a manner that ensures their health, safety, and welfare. The admissions procedure will, among other things include: medical screening; a file-based assessment and classification process; a body search; and a search of personal belongings, which will be inventoried, documented, and safeguarded as necessary.

Components	Yes	No	NA	Remarks
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior to release.
ICE Staff enter all information on detainees admitted, released, or transferred into the Deportable Alien Control System (DACS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Deficiency
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***Remarks:** *(Record significant facts, observations, other sources used, etc.)*

Process appears to be completed in a timely fashion and with good cooperation on both sides of the house. All areas covered upon initial entry into facility. There are contingency plans that allow for detainees to be put into POD's away from the general population if allotted time in the intake unit is reached.



29 July 09

(b)(6), (b)(7)(C)

CLASSIFICATION SYSTEM

Policy: All facilities will develop and implement a system according to which ICE detainees are classified. The classification system will ensure that each detainee is placed in the appropriate category, physically separated from detainees in other categories

Components	Yes	No	NA	Remarks
The facility has a system for classifying ICE detainees. In SPCs the system is the Objective Classification System specified in the ICE Standard. In CDFs the system is the ICE Objective Classification System or similar system. In IGSAAs, an Objective Classification System or similar is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 4.2.1 <div style="text-align: right;">(b)(6), (b)(7)(C)</div>
The facility classification system includes: <ul style="list-style-type: none"> • Classifying detainees upon arrival. • Separating individuals who cannot be classified upon arrival from the general population. • The first-line supervisor or designated classification specialist reviewing every classification decision. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ is in charge of the classification.
The intake/processing officer reviews work-folders, A-files, etc., to identify and classify each new arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs, staff assigns each detainee a color-coded uniform and wristband based on his/her classification level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs every A-file includes original paperwork supporting the classification and the detention file contains a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff uses only information that is factual, and reliable to determine classification assignments. Opinions and unsubstantiated/ unconfirmed reports may be filed but are not used to score detainees classifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing assignments are based on classification-level. Detainees are assigned to the least restrictive housing unit based and are not assigned more than one level higher or lower than their classification designation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees' meals are not based on classification designation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A detainee's classification-level does not affect his/her recreation opportunities. Detainees recreate with persons of similar classification designations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee work assignments are based upon classification designations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 5.1.1 Section E
The classification process includes reassessment/reclassification. Reassessments are conducted between 45 and 60 days after arrival and subsequent reassessments are completed every 60 to 90 days?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Above policy Section G
The classification system includes standard procedures for processing new arrivals' appeals. Only a designated supervisor or classification specialist has the authority to reduce a classification-level on appeal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Above policy Section H
Classification appeals are resolved within five business days and detainees are notified of the outcome within 10 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CLASSIFICATION SYSTEM

Policy: All facilities will develop and implement a system according to which ICE detainees are classified. The classification system will ensure that each detainee is placed in the appropriate category, physically separated from detainees in other categories

Components	Yes	No	NA	Remarks
Classification designations may be appealed to a higher authority such as the Officer in Charge or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Detainee Handbook or equivalent for IGSA's explains the classification levels, with the conditions and restrictions applicable to each.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Detainee Handbook or equivalent for IGSA's specifies the procedures a detainee must follow to appeal his/her classification or request reclassification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

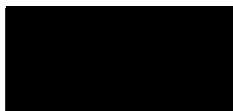
Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

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

(b)(6), (b)(7)(C)

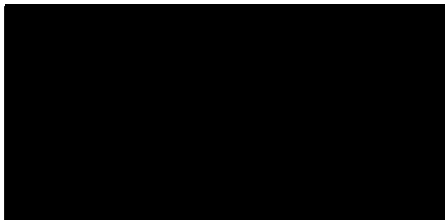
██████████ is the Classification Specialist for the Facility. There is a very system in place for the different levels with in the facility.

Dark Red
Bright Orange
Dark Blue



(b)(2)

The detainees wristbands and uniforms are color coordinated which lowers the possibility of mix-ups. Efforts need to be made to ensure that all files contain a 203 and not just a 216.



29 July 04

(b)(6), (b)(7)(C)

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 admission process includes informing detainees of the facility's correspondence and other mail policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification of the policy is made in the detainee handbook and for SPCs and CDFs in the detail required to comply with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee receives a detainee handbook upon admittance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The rules for correspondence and other mail are posted in each housing or common area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Incoming mail distributed to detainees on the day it is received by the facility and in no case more than 24 hours after it is received.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outgoing mail routinely delivered to the postal service within one day of its entering the internal mail system (excluding weekends and holidays).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gathered from each POD every morning by [REDACTED] or [REDACTED] Officer [REDACTED]
Staff records all priority, overnight, and certified mail delivered by the U.S.P.S. and all deliveries from commercial alternatives to the U.S.P.S.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
Staff do not open and inspect incoming general correspondence and other mail (including packages and publications) without the detainee present unless documented and authorized by the Officer-In-Charge or equivalent for prevailing security reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff does not ever read incoming general correspondence without the OIC's prior 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"/>	
Staff is prohibited from reading or copying incoming special correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are 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. Inspection of outgoing special correspondence is done in the presence of the detainee and for contraband only.	<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"/>	

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.

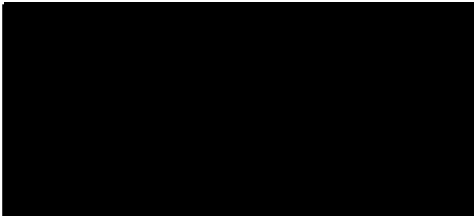
The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff maintains a written record of every item removed from detainee mail. In SPCs and CDFs documentation is in accordance with the Standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kept in both the POD as well as by the Mail Officer.
The OIC 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 is effective. 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"/>	
Detainee identity documents (e.g., passports, birth certificates) are maintained A-files. Only copies of detainee identity documents are maintained in other non-official files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff provides the detainee an ICE-certified copy of his/her identity document(s) upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
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"/>	Lt. [REDACTED] is charge of disposing of Contraband. Done all within standards
Every indigent detainee has the opportunity to mail, at government expense: Correspondence about a legal matter: At least three other letters per week: Packages deemed necessary by ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for detainees to purchase stamps and for mailing all special correspondence and a minimum of 5 pieces of general correspondence per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Deficiency
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***Remarks:** (Record significant facts, observations, other sources used, etc.)

(b)(6), (b)(7)(C)

Officer [REDACTED] is in charge of the above standard. All incoming mail is run through a X-Ray machine prior to admittance into the facility. All mail records are kept on computer and easily accessible with print outs available by day or detainee.



29 July 04

(b)(6), (b)(7)(C)

DETAINEE HANDBOOK

Policy: Every OIC will develop a site-specific detainee handbook to serve as an overview of, and guide to, the detention policies, rules, and procedures in effect at the facility. The handbook will also describe the services, programs, and opportunities available through various sources, including the facility, ICE, private organizations, etc. Every detainee will receive a copy of this handbook upon admission to the facility.

Components	Yes	No	NA	Remarks
Each SPC/CDF have a detainee handbook. Each IGSA has a detainee handbook or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Both English and Spanish
In SPCs and CDFs detainees are required to sign for them to ensure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook supplements the facility orientation video where one is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video is shown on a daily basis.
All staff members receive a handbook and training regarding the handbook contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook is revised as necessary and there are procedures in place for immediately communicating any revisions to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revisions completed by Compliance Officer [REDACTED]
There an annual review of the handbook by a designated committee or staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
The detainee handbook address the following issues: <ul style="list-style-type: none"> • Personal Items permitted to be retained by the detainee. • Initial issue of clothes. • Personal hygiene items issued. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook states in clear language basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook identifies: Initial issue of clothing and bedding and initial issue of personal hygiene items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states when a medical examination will be conducted.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details how to see medical after admission.
The handbook describes the facility, housing units, dayrooms, In-dorm activities and special management units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes; Official count times and count procedures Meal times, feeding procedures, procedures for medical or religious diets, additional information, 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 frees calls; Locations of telephones; Policy when telephone demand is high; Policy and procedures for emergency phone calls, and the Detainee Message System.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook addresses religious programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DETAINEE HANDBOOK

Policy: Every OIC will develop a site-specific detainee handbook to serve as an overview of, and guide to, the detention policies, rules, and procedures in effect at the facility. The handbook will also describe the services, programs, and opportunities available through various sources, including the facility, ICE, private organizations, etc. Every detainee will receive a copy of this handbook upon admission to the facility.

Components	Yes	No	NA	Remarks
The 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 procedures and pay procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Specific location not listed / all else covered.
The handbook describes; attorney visitation hours; Location of the list of pro bono legal organizations; Group legal rights presentations schedule and sign up procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility search procedures and 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"> • Prohibited acts and severity scale sanctions. • Time limits in the Disciplinary Process. • Summary of Disciplinary Process. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee grievance procedures including appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook describes the 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"> • Outdoor recreation hours. • Indoor recreation hours. • In dorm leisure activities. • Rules for television viewing. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor area is currently being constructed.
The handbook describes the detainee dress code for daily living; Work assignments and in SPCs and CDFs the meaning of color-coded uniforms.	<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"/>	

Standard Rating:

Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

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

The layout of the handbook is very clear and concise. All areas are covered and do not leave any stone unturned as far policies and procedures. Revisions are made and implemented on a constant and daily basis in order to attain a maximum level of compliance.

29 July 01

(b)(6), (b)(7)(C)

FOOD SERVICE

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

Components	Yes	No	NA	Remarks
The food service program is under the direct supervision of a professionally trained and certified service administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In larger facilities the Cook Supervisor (CS) assists the FSA in day-to-day management of food service operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responsibilities of cooks and cook foremen are in writing. The FSA determines the responsibilities of the Food Service Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The CS is on duty on days when the FSA is off duty and vice versa.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA provides food service employees with training that specifically addresses detainee-related issues. <ul style="list-style-type: none"> • In ICE Facilities this includes a review of the ICE "Food Service" standard 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No knives inside facility.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The FSA/CS monitor the condition of knives and dining utensils.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special procedures govern the handling of food items that pose a security threat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include daily searches (shakedowns) of detainee work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CSC officers both before and after shift.
Food service personnel conduct shakedowns along with detention staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen staff along with CSC officers.
The FSA monitor staff's implementation of the facilities counting procedures. These procedures in written form and staff are trained in counting procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counts also verified by CSC officer.
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 CS 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"/>	
Training includes workplace-hazard recognition and deterrence. <ul style="list-style-type: none"> • Training covers the safe handling of every hazardous material the detainee are likely to encounter in their work. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FOOD SERVICE

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

Components	Yes	No	NA	Remarks
During orientation and training session(s), the CS explains and demonstrates: <ul style="list-style-type: none"> • Safe work practices and methods. • Safety features of individual products/ pieces of equipment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The CS documents all training in individual detainee detention files?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification is kept in notebook in kitchen.
Detainees are paid in accordance with the "Voluntary Work Program" standard or prevailing IGSA standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
<u>IN SPCs only:</u> The ICE supervisor on duty ensure that ICE officers participate in dining room supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A transparent "sneeze guard" protects both the serving line and salad bar line.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The facility has a standard 35-day menu cycle. IGSA's use a 35-day or similar system for rotating meals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility adheres to a 28 day menu cycle.
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"/>	Menu is sent down from contracting companies corporate office.
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ - Corp. Office/Phoenix
Are menus sometimes adopted without the dietitian's certification? <ul style="list-style-type: none"> • If yes, under what circumstances 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
The CS 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"/>	
Does the CS have the authority to change menu items if necessary? <ul style="list-style-type: none"> • If yes, documenting each substitution, along with its justification • With copy to FSA 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any and all menu changes come from the corporate office.
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"/>	Approved by OIC prior to implementation.

FOOD SERVICE

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

Components	Yes	No	NA	Remarks
<p>A common-fare menu available to detainees whose dietary requirements cannot be met on the main.</p> <ul style="list-style-type: none"> • Changes to the planned common-fare menu can be made at the facility level. • Hot entrees are offered three times a week. • The common-fare menus satisfy nutritional recommended daily allowances (RDAs). • Staff routinely provides hot water for instant beverages and foods. • Common-fare meals are served with: • Disposable plates and utensils? • Reusable plates and utensils? • Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brought in by an outside vendor - Noshawa
<p>A Supervisor at the command level must approve a detainee's removal from the Common-Fare Program.</p> <ul style="list-style-type: none"> • Under what circumstances? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The OIC, in conjunction with the Chaplain and/or local religious leaders, provide the FSA a schedule of the ceremonial meals for the following calendar year.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year.</p> <ul style="list-style-type: none"> • Muslims fasting during Ramadan receive their meals after sundown? • 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. • Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><u>IN SPCs</u> the FSA prepares quarterly cost estimates for the Common Fare Program.</p> <ul style="list-style-type: none"> • This quarterly estimate is factored into the quarterly budget. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>The food service program addresses medical diets.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All such needs come from Medical staff.
<p>Satellite-feeding programs follow guidelines for proper sanitation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>All meals provided in nutritionally adequate portions.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Food is not used to punish or reward detainees based upon behavior.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>ICE SPCs and CDFs, a member of the food service staff prepares the sack lunches for detainee transportation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FOOD SERVICE

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

Components	Yes	No	NA	Remarks
The food service staff instructs detainee volunteers on: <ul style="list-style-type: none"> • Personal cleanliness and hygiene; • Sanitary techniques for preparing, storing, and serving food, and; • The sanitary operation, care, and maintenance of equipment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training occurs on a monthly basis for each and every detainee.
Everyone working in the food service department complies with food safety and sanitation requirements. <ul style="list-style-type: none"> • If not, explain non-compliance. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEE NOTES BELOW
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"> • who conducts the inspections? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ Safety Officer conducts all inspections. (b)(6), (b)(7)(C)
Either the FSA or the CS inspects all food service areas once every week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
Equipment is inspected for compliance with health and safety codes and regulations. <ul style="list-style-type: none"> • How often? • When was the most recent inspection? • Which agency conducted the inspection? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspections occur on weekly basis by ██████████ with last one on July 21, 2004.
Reports of discrepancies are forwarded to the OIC or AOIC and corrective action is scheduled and completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chain of command is strictly adhered to.
Standard procedure includes checking and documenting temperatures of all dishwashing machines during 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"/>	
The cleaning schedule for each food service area is conspicuously posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front gate security unit inspects any and all vehicles prior to entry into facility.
ICE SPCs and CDFs Staff complies with the ICE requirements for "food receipt and storage."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE SPCs and CDFs Are stock inventory levels periodically monitored and adjusted to correct overage and shortage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE SPCs and CDFs staff complies with all ICE "Housekeeping, Storeroom/Refrigerator" requirements <ul style="list-style-type: none"> • Identify and explain shortcomings. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

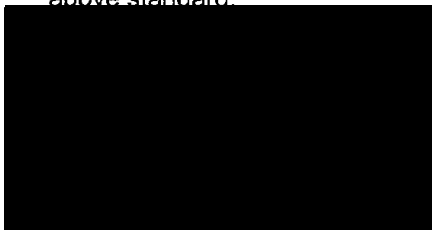
Standard Rating:
 Acceptable Deficient At-Risk Repeat Deficiency

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

(b)(6), (b)(7)(C)

The major problem that was found in this area was the fact that not all of the detainees allowed to work in the kitchen had been properly certified to be there. Detainee ██████████ was found to be working with not only the lack of a medical clearance but also there was no record of her even

filling out the necessary paperwork requesting to be involved in the Voluntary Work Program itself. Records of such thing are kept not only in the detainees A-file but also in a file in the kitchen. The breakdown appears to occur in the communication process between the kitchen/medical & classification staff. One suggestion is that the form which gives clearance for a detainee to participate in the food service area contain not only the medical ok but also state the individuals classification level. This is the reason for the deficient rating for the above standard.



29 July 01

(b)(6), (b)(7)(C)

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.

Components	Yes	No	NA	Remarks
Detainee funds and valuables are properly separated and stored away. Detainee funds and valuables are accessible to designated supervisor(s) only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff itemizes the baggage and personal property of arriving detainees, including funds and valuables). <u>For IGSA's and CDFs</u> , using a personal property inventory form that meets the ICE standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contained on computer also.
<u>IN SPCs and CDFs</u> staff gives the detainee the original inventory form, filing copies in the detainee's detention file and the personal property container.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff forwards an arriving detainee's medicine to the medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>ICE SPCs and CDFs</u> staff obtains a forwarding address from each detainee. <u>IN IGSA's</u> , district staff obtains a forwarding address from each detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a written policy for returning forgotten property to detainees and staff follows procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Given 30 days per policy.
<u>In SPCs and CDFs</u> it is standard procedure for two officers to be present when removing/documenting the removal of funds from a detainee's possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>ICE SPCs and CDFs</u> staff issues and maintains property receipts (G-589s) in numerical order. (CDFs may use a similar form if not specified in the contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In SPCs and CDFs</u> staff completes and distributes the G-589 in accordance with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In ICE SPCs and CDFs</u> the processing officer records each G-589 issuance in a G-589 logbook. The record includes the initials and star numbers of receipting officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Switching over to computer.
<u>In ICE SPCs and CDFs</u> staff tags large valuables with both a G-589 and an I-77?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<u>In ICE SPCs and CDFs</u> the supervisor verifies the accuracy of every G-589.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In ICE SPCs and CDFs</u> the supervisor ensures that: <ul style="list-style-type: none"> • Detainee funds are, without exception, deposited into the cash box; • Every property envelope is sealed. • All sealed property envelopes are placed in the safe. • Large, valuable property is kept in the secured locked area. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In ICE SPCs and CDFs</u> staff tags every baggage/facility container with an I-77, completed in accordance with the ICE standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Only if to big for large property bag.

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 inventoring of all funds, valuables, and other property.

In ICE SPCs and CDFs staff secures every container used to store property with a tamper-proof numbered strap.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs a logbook records detainee name, A- number/detainee-number, baggage-check/ I-77 number, security tie-strap number, property description, date issued and date returned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both in a logbook and on the computer.
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the DOS (or equivalent) accompanied by a detention staff member conduct a comprehensive weekly audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy 4.1.2 Section E
In SPCs and CDFs the OIC has established quarterly audits of baggage and non-valuable property as facility policy, the audits occur each quarter and audits are entered in the daily log.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility positively identifies every detainee being released or transferred. In SPCs and CDFs in accordance with the ICE standard.	<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"/>	
Staff routinely informs supervisors of lost/damaged property claims. Claims are properly investigated and missing or damaged property claim reports are filed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs every lost/damaged property report completed in accordance with the ICE standard on an I-387 (or equivalent). The OIC receives a copy and staff places the original in the detainee's A-file, retaining a copy in facility files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SPC uses the Form SF-95 for all detainee missing/damaged property claims against the government. The claimant signs every SF-95.	<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"> • By sending written notice to the detainee's last known address; • Via certified mail; • The notice state that the detainee has 30 days in which to claim the property, after which it will be considered abandoned. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility disposes of abandoned property in accordance with written procedures. <ul style="list-style-type: none"> • If an SPC, in accordance with the ICE standard (based on ICE' "Personal Property Operations Handbook") • If a CDF/IGSA facility, written procedure requires the prompt forwarding of abandoned property to ICE. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

Acceptable
 Deficient
 At-Risk
 Repeat Deficient

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

Property room is extremely well organized with the implementation of Golden Eagle computer program for property issues. Everything is accessible within minutes and the space saver storage area makes for little to no problems in finding any and all property and or valuables. Print outs of the property for the entire facility is now at the touch of a simple key stroke. This is the way all property areas should be handled.



29 July 01

(b)(6), (b)(7)(C)

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

Components	Yes	No	NA	Remarks
The ICE/OIC is responsive to requests by attorneys and accredited representatives for group presentations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon receipt of concurrence by the District Director, the OIC ensures proper notification to attorneys or accredited representatives in a timely manner.	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the number of detainees allowed to attend a presentation is limited, the facility allows a sufficient number of presentations so that all detainees signed up may attend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in segregation and unable to attend for security reasons may request separate sessions with presenters. Such requests are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpreters are admitted when necessary to assist attorneys and other legal representatives.	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff permits presenters to distribute ICE-approved materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility permits presenters to meet with small groups of detainees to discuss their cases after the group presentation. ICE Staff are present but do not monitor conversations with legal providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Group presenters who have had their privileges suspended are notified in writing by the OIC and the reasons for suspension are documented. The District Director is notified when a group or individual is suspended from making presentations.	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A copy of the Group Legal Rights Presentation policy, including attachments, is available upon request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

Acceptable Deficient At-Risk Repeat Deficiency

Remarks: (Record significant facts, observations, alternate source used for verification, etc.)

Everything is found within the Detainee handbook and Policy 3.5.1. Weekly presentations currently take place.



29 July 69

(b)(6), (b)(7)(C)

DETAINEE GRIEVANCE PROCEDURES

Policy: Every facility will develop and implement standard operating procedures (SOPs) for addressing detainee grievances in timely fashion. Each step in the process will occur within the prescribed time frame. Among other things, a grievance will be processed, investigated, and decided (subject to appeal) in accordance with the SOPs; a grievance committee will convene as provided in the SOPs. Standard procedure will include providing the detainee with a written response to any formal grievance, which will include the basis for the decision. The facility will also establish standard procedures for handling emergency grievances. All grievances will receive supervisory review. Reprisal against the filer of a grievance will not be tolerated.

Components	Yes	No	NA	Remarks
Written procedures provide for the informal resolution of oral grievances. <ul style="list-style-type: none"> If yes, the detainee has up to five days within which to make his/her concern known to a member of the staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	policy 3.5.3 Section A
Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures. <ul style="list-style-type: none"> Detainees may seek help from other detainees or facility staff when preparing a grievance. Illiterate, disabled, or non-English-speaking detainees receive special assistance when necessary. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs/CDFs, the detainee has five days after the incident or informal-grievance outcome to file a formal grievance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs, when a Detainee does not accept the grievance committee's decision, he/she files an appeal with the ICE OIC. <ul style="list-style-type: none"> In all facilities written procedures cover detainee appeals and are included in the detainee handbook 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no documented substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodges a complaint. <ul style="list-style-type: none"> If yes, explain. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include maintaining a Detainee Grievance Log. <ul style="list-style-type: none"> If not, an alternative acceptable record keeping system is maintained. "Nuisance complains" are identified in the records. For quality control purposes, staff documents nuisance complaints received but not filed. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
The admissions process includes providing each new arrival with a copy of the detainee handbook (or equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DETAINEE GRIEVANCE PROCEDURES

Policy: Every facility will develop and implement standard operating procedures (SOPs) for addressing detainee grievances in timely fashion. Each step in the process will occur within the prescribed time frame. Among other things, a grievance will be processed, investigated, and decided (subject to appeal) in accordance with the SOPs; a grievance committee will convene as provided in the SOPs. Standard procedure will include providing the detainee with a written response to any formal grievance, which will include the basis for the decision. The facility will also establish standard procedures for handling emergency grievances. All grievances will receive supervisory review. Reprisal against the filer of a grievance will not be tolerated.

Components	Yes	No	NA	Remarks
The grievance section of the handbook explains all steps in the grievance process – Including: <ul style="list-style-type: none"> • Informal and formal grievance procedures; • The appeals process and step-by-step procedures; • <u>In CDFs/IGSA</u> facilities: procedures for filing an appeal with ICE. • Staff/detainee availability to help during the grievance process • Guarantee against staff retaliation for filing/pursuing a grievance. • How to file a complaint about officer misconduct with the Department of Justice. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

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



29 July 09

(b)(6), (b)(7)(C)

ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

Policy: ICE requires that all facilities housing ICE detainees provide clean clothing, bedding, linens and towels to every ICE detainee upon arrival. Further, facilities shall provide ICE detainees with regular exchanges of clothing, linens, and towels for as long as they remain in detention.

Components	Yes	No	NA	Remarks
The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens and towels. <ul style="list-style-type: none"> • The supply of these items exceeds the minimum required for the number of detainees. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	policy 4.4.4
All new detainees are issued clean, temperature-appropriate, presentable clothing during in processing. Detainees receive <ul style="list-style-type: none"> • One uniform shirt and one pair of uniform pants or one jumpsuit. • One pair of socks. • One pair of underwear (Daily change). • One pair of facility-issued footwear. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In SPCs and CDFs</u> the uniform/jumpsuit is color-coded to reflect the detainee's classification level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional clothing is available for changing weather conditions or is seasonally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New detainees are issued clean bedding, linens and towel. They receive <ul style="list-style-type: none"> • One mattress • One blanket • One pillow • Two sheets • One pillowcase • One towel • Additional blankets are issued based on local weather conditions. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Above policy Section B
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"> • Socks and undergarments exchanged daily. • Outer garments at least twice weekly. • Sheets at least weekly. • Towels at least weekly. • Pillowcases at least weekly. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service detainee volunteer workers permitted to exchange outer garments daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteer detainee workers are permitted to exchanges of outer garments more frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

Acceptable Deficient At-Risk Repeat Deficiency

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

29 July 04

(b)(6), (b)(7)(C)

MARRIAGE REQUESTS

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

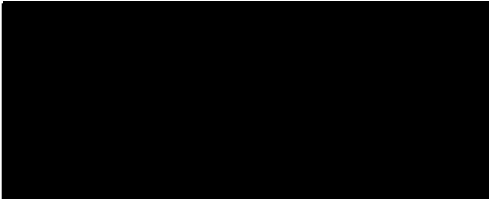
Components	Yes	No	NA	Remarks
The OIC/ICE considers detainee marriage requests on a case-by-case basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the OIC or highest-ranking ICE official on-site is the only officer authorized to approve a request to marry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The ADD reviews every marriage request rejected by an OIC or IGSA. Rejections are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
It is standard practice to require a written request for permission to marry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The 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 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 OIC states the basis for his/her decision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC provides the detainee with a place and time to make wedding arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook (or equivalent) explains the marriage request process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

Acceptable **Deficient** **At-Risk** **Repeat Deficie**

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

Procedures in place to handle situation. There has only been one such event in the history of facility and this took place last week. All the proper protocoll was followed.



29 July 09

(b)(6), (b)(7)(C)

NON-MEDICAL EMERGENCY ESCORTED TRIPS

Policy: The Immigration and Naturalization Service (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.

Components	Yes	No	NA	Remarks
The OIC considers and approves, on a case-by-case basis, trips to immediate family member's: <ul style="list-style-type: none"> • Funeral • Deathbed 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The facility recognizes mother, father, brother, sister, spouse, child, stepparent, and foster parent as "immediate family".	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The IGSA facility notifies ICE of all detainee requests for non-medical escorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The District Director is the approving official for non-medical escorted trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
Detainees who require overnight housing placed in approved IGSA facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
At SPCs and CDFs, facility procedures comply with the following ICE Standards: <ul style="list-style-type: none"> • Non-Medical Emergency Escorted Trips • Transportation (Land Transportation) • Restraints applied strictly in accordance with the Use of Force standard. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Each escort includes at least two officers. <ul style="list-style-type: none"> • The detainee under constant, direct visual supervision of escorting staff. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The Chief Detention Enforcement Officer responsible for training escort officers to follow written procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
Escorting officers have the discretion to: a. Increase or decrease minimum restraints in accordance with written instruction, procedures and classification level of the detainee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Escort officer training includes ICE Firearms Policy, Section 20.012?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Escort officers do not accept gifts/gratuities from a detainee, detainee's relative or friend for any reason.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

NON-MEDICAL EMERGENCY ESCORTED TRIPS

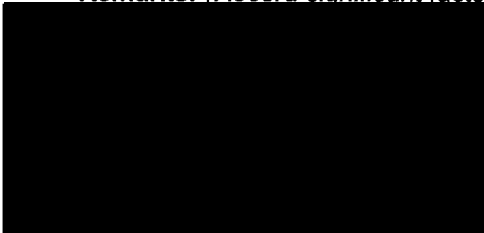
Policy: The Immigration and Naturalization Service (ICE) may provide detainees with staff-escorted trips into the community for the purpose of visiting critically ill members of the detainee's immediate family, or for attending funerals.

Components	Yes	No	NA	Remarks
Escort officers ensure that detainees: <ul style="list-style-type: none"> • Conduct themselves in a manner that does not bring discredit to the ICE. • Do not violate federal, state, or local laws. • Do not purchase, possess, use, consume, or administer narcotics, other drugs, or intoxicants. • Do not arrange to visit family or friends unless approved before the trip. • Make no unauthorized phone calls. • Know they are subject to search, urinalysis, breathalyzer, or comparable test upon return to the facility. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	

Standard Rating:

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

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



29 July 14

(b)(6), (b)(7)(C)

RECREATION

Policy: It is ICE policy to provide access to recreational programs and activities to all ICE detainees, to the extent possible, under conditions of security and supervision that protect their safety and welfare.

Components	Yes	No	NA	Remarks
The facility provide: <ul style="list-style-type: none"> • An indoor recreation program • An outdoor recreation program 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor rec area is in construction.
In each SPC and CDF the facility has a full-time: Recreational Specialist and recreational assistant where required by the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist tailors the program activities and offerings to the particular 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"/>	Walk through occurs every morning.
In SPCs and CDFs the recreational specialist supervises approved recreation activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist supervises detainee recreation workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The recreational specialist oversees recreation programs for Special Management Unit 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"/>	
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"/>	Every POD contains own recreation area.
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"/>	Conducted every morning.
All recreation areas under constant staff supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervising staff is equipped with radios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides detainees in the SMU at least one hour of recreation time daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation receive a written explanation when a panel revokes his/her recreation privileges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the OIC review the panel's decision before it becomes effective. If yes, in every case?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located in Seg files.
Detainees in administrative segregation receive a written explanation for denied recreational privileges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteer groups present special programs or religious activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Different languages brought in each week.
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"/>	
Visitors, relatives or friends are not allowed to serve as volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

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 checked="" type="checkbox"/>	Average length of stay is currently 11.9 days. Outdoor facility is currently under construction.
Case officers make written transfer recommendations about every six-month detainee to the OIC.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The OIC documents all detainee-transfer decisions, whether yes or no.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	
If no recreation is available, the ICE District routinely review transfer eligibility for all detainees after 60 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recreation is available.
Does the A-file of every detainee 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 checked="" type="checkbox"/>	
The detainee's legal representative is notified of the detainee's/OIC's decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

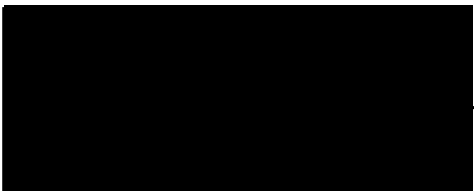
Standard Rating:

Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

Remarks:

(b)(6), (b)(7)(C)

Capt. [REDACTED] review all seg reviews per regs. Recreation program is currently being developed by the recreation specialists in anticipation of the outdoor recreation area being completed.



29 July 04

(b)(6), (b)(7)(C)

RELIGIOUS PRACTICES

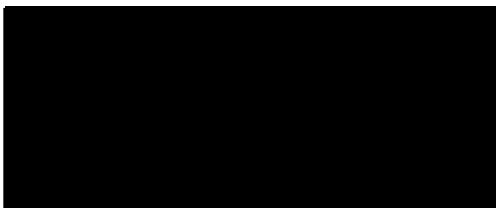
Policy: Facilities will provide ICE detainees of all faiths with reasonable and equitable opportunities to participate in the practices of their faith, limited only by the constraints of safety, security, the orderly operations of the facility and budgetary considerations.

Components	Yes	No	NA	Remarks
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 5.6.1
Space is available for detainees to conduct religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conducted with in multi-purpose rooms.
The facility allows detainees to observe the major "holy days" of their religious faith. a. List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None noted
The facility accommodates recognized holy-day observances by: <ul style="list-style-type: none"> • Providing special meals, consistent with dietary restrictions. • Honoring fasting requirements. • Facilitating religious services. • 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"/>	Unless it comprises the safety of the facility.
Volunteer's credentials are checked and verified before letting him/her participate in detainee programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCIC & backgrounds are completed on all.
Members of faiths not represented by clergy conduct may request to present their own services within security allowances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the Special Management Unit 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"/>	

Standard Rating:

Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

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



29 Jun 09

(b)(6), (b)(7)(C)

DETAINEE TELEPHONE ACCESS

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

Components	Yes	No	NA	Remarks
Detainees allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contained in the handbook.
Notification of this policy is in the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The telephone access rules are posted in each housing area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility makes a reasonable effort to provide key information to detainees in languages spoken by any significant portion of the facility's population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Telephones are inspected regularly (daily in SPCs/CDFs), by designated facility staff, to ensure that they are in good working order.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 take appropriate measures to ensure that the required repairs are begun and completed timely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have log for repairs.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A procedure exists to assist a detainee who is having trouble placing a confidential call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides the detainees with the ability to make non-collect (special access) calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Access calls are at no charge to the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In facilities unable to fully meet this requirement initially because of limitations of its telephone service, the 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"/>	
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 SPC or CDF?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 5.4.2 Section H
Use of general access phones is ordinarily not restricted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any restrictions are documented and fall within one of the categories in paragraph VIII section G?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for taking and delivering detainee telephone messages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

DETAINEE TELEPHONE ACCESS

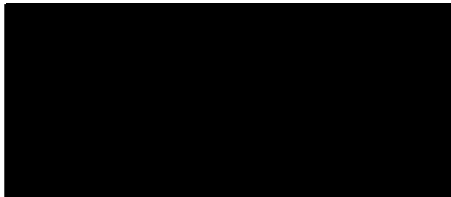
Policy: All facilities housing ICE detainees will permit detainees' reasonable and equitable access to telephones.

Components	Yes	No	NA	Remarks
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in administrative segregation and protective custody afforded the same telephoning 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"/>	

Standard Rating:

Acceptable **Deficient** **At-Risk** **Repeat Deficiency**

Remarks: (Record significant facts, observations, alternate source used for verification, etc.)



29 July 64

(b)(6), (b)(7)(C)

VISITATION

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

Components	Yes	No	NA	Remarks
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The visitation hours tailored to the detainee population and the demand for visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon admittance detainees are made aware of the facility's visitation policy and the hours of visitation for the following categories: general visitation (including visitation by minors), legal visitation, consultation visitation for expedited removal, consular visitation, and special family visits, in the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed via the handbook and the orientation video.
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainees are permitted to retain personal property item specified in the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 5.4.3 Section D
A visitor dress code is available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log record kept at front post.
The requirement on visitation by minors is complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At facilities where there is no provision for visits by minors, the 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"/>	
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"/>	
Detainees in special housing afforded visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal visitation is available seven (7) days a week, including holidays?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On regular business days legal visitation hours provide for a minimum of eight (8) hours per day and a minimum of four hours per day on weekends and holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On regular business days, detainees are given the option of continuing a meeting with a legal representative through a scheduled meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs, the facility has a written procedure allowing legal service providers and assistants to telephone the facility in advance of a visit to determine whether a particular detainee is detained in that facility. After consultation with a detainee, the attorney files the appropriate Form EOIR-28 with the court and a copy is maintained in the detainees file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

VISITATION

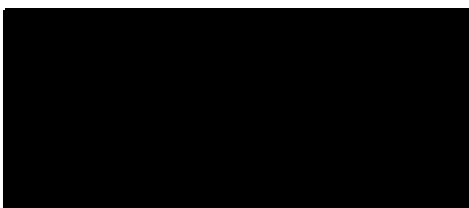
Policy: ICE shall permit detainees to visit with family, friends, legal representatives, special interest groups and the news media.

The call ahead inquiry policy is available to legal service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
There are written procedures governing detainee searches. The procedure is also listed in the detainee handbook or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When strip searches are required after every contact visits with a legal representative, the facility provides an option for non-contact visits with legal representatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prior to each visit, legal service providers and assistants are identified per the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The current list of <i>pro bono</i> legal organizations is posted in the detainee housing areas and other appropriate areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The decision to permit or deny a tour is not delegated below the level of District 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, requesting to visit with a detainee, are referred to the OIC for approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not allowed in facility.
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"/>	

Standard Rating:

Acceptable **Deficient** **At-Risk** **Repeat Deficiency**

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



29 July 04

(b)(6), (b)(7)(C)

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.

Components	Yes	No	NA	Remarks
Does the facility have a voluntary work program? If yes, do detainees participate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs staff maintains a written chart with work assignments and the corresponding classification levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee housekeeping meets neatness and cleanliness standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs, low level-three 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"/>	Only if non-violent.
Written procedures govern selection of detainees for the Voluntary Work Program. <ul style="list-style-type: none"> • The same procedures apply for replacement workers as for "new" workers. • Staff follows written procedures. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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: <ul style="list-style-type: none"> • Eight hours a day. • Forty hours a week. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee volunteers generally work according to fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs volunteers receive the \$1/day stipend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Placed in detainee acct.
In SPCs and CDFs every participating detainee signed the Voluntary Work Program agreement?	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covered in detainee handbook.
The voluntary work program meets: <ul style="list-style-type: none"> • OSHA standards • NFPA standards • ACA standards • EOSH standards 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical staff screens and formally certifies detainee food service volunteers. <ul style="list-style-type: none"> • Before the assignment begins • 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"/>	Completed by supervisor prior to assignment.
Does the OIC have the latest OSHA standards? NFPA? ACA? EOSH?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper procedure is followed when an alien is injured on the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard Rating:

Acceptable Deficient At-Risk Repeat Deficient

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



29 July 07

(b)(6), (b)(7)(C)

Condition of Confinement Review Worksheet
(This document must be attached to each G-324a Inspection Form)
This Form to be used for Inspections of SPCs and CDFs

Headquarters Detention and Removal Operations



Headquarters and Field Operational Review Worksheet

<input type="checkbox"/>	INS Service Processing Center
<input checked="" type="checkbox"/>	INS Contract Detention Facility
Name Seattle - Northwest Detention Center	
Address (Street and Name)	
City, State and Zip Code	
County	
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)	
Name and title of Reviewer-In-Charge	
Date[s] of Review	
Type of Review <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other	

HUNGER STRIKES

Policy: All facilities will follow standard guidelines for the medical and administrative management of INS detainees engaging in hunger strikes. By monitoring of the health and welfare of the individual detainees, facilities will strive to sustain their lives.

Components	Yes	No	NA	Remarks
When a detainee has refused food for 72 hours, it is standard practice for staff to refer him/her to the medical department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC immediately reports a hunger strike to the DD. CDFs and IGSA's immediately report a hunger strike to the INS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has established procedures to ensure staff respond immediately to a hunger strike.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy and procedure require that staff isolate a hunger-striking detainee from other detainees. <ul style="list-style-type: none"> • If yes, in an observation room? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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"/>	
The OIC of the facility obtains a hunger striker's consent before medical treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
During a hunger strike, staff documents and provides the hunger-striking detainee three meals a day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff maintains the hunger striker's supply of drinking water/other beverages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Staff is directed to record the hunger striker's fluid intake and food consumption, does staff always use Hunger Strike Monitoring Form I-839.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two charts reviewed and form I-839 was not consistently used for every day that the detainee remained on the Hunger Strike.
The medical staff has written procedures for treating hunger strikers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents all treatment attempts, including attempts to persuade hunger striker of medical risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

Standard Rating:

Acceptable **Deficient** **Repeat Deficiency** **At-Risk**

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

Advisory: Hunger Strike form I-839 must be utilized for each day that the detainee remains on a hunger strike. This form was initiated but not utilized consistently for each day of the hunger strike.

ADP _____

Auditor's Signature / Date

(b)(6), (b)(7)(C)

ACCESS TO MEDICAL CARE

Policy: Every facility will establish and maintain an accredited/accreditation-worthy health program for the general well being of INS detainees.

Components	Yes	No	NA	Remarks
For INS SPCs and CDFs a Health Services Administrator (HSA) position exists and this administrator directs both the health care program and medical facilities. <u>IGSA facilities</u> operate a health care facility in compliance with State and Local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For INS SPCs and CDFs, the health program in compliance with NCCHC standards and the facility is currently accredited by NCCHC.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility has not been open long enough to have accreditation
The medical facility currently has JCAHO accreditation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Same as above
The facility's in-processing procedures of arriving detainees include medical screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In INS SPCs and CDFs, the health program cost-effective.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	***See Advisory
In INS SPCs and CDFs the facility has access to prearranged specialized health care and hospitalization arrangements in the local community. For IGSA's, the district has access to a Managed Health Care Coordinator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical staff large enough to provide examine and treat the facility's detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 physician, 2 PAs, 5 RNs, 3 f/t LVNs, 3 p/t LVNs
The facility has sufficient space and equipment to afford each detainee privacy when receiving health care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter and no detainees have gained access in the past twelve months.	<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"/>	***See Advisory
The medical facility's holding/waiting room under the direct supervision of custodial staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the holding/waiting room have access to a toilet and a drinking fountain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical records are kept apart from other files. They are: <ul style="list-style-type: none"> • Secured in a locked area within the medical unit. • With physical access restricted to authorized medical staff. • Procedurally, no copies made and placed in detainee files. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pharmaceuticals are stored in a secure area. In INS SPCs and CDFs they are stored in a manner consistent with all requirements of the INS standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCESS TO MEDICAL CARE

Policy: Every facility will establish and maintain an accredited/accreditation-worthy health program for the general well being of INS detainees.

<p>Medical screening includes a Tuberculosis (TB) test.</p> <ul style="list-style-type: none"> • Every arriving detainee receives a TB test. • During the admission process. • Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility. • Detainees not screened are housed separate from the general population. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>All detainees receive a mental-health screening upon arrival. It is conducted:</p> <ul style="list-style-type: none"> • By a health care provider or specially trained officer; • Before a detainee's assignment to a housing unit. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>In INS SPCs and CDFs the screener records all findings on the in-processing health screening form (I-794). In IGSA's the screening is recorded on an approved mental health screening form in an industry accepted format.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The facility health care provider promptly reviews all I-794s (or equivalent) to identify detainees needing medical attention.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The health care provider physically examines/assesses arriving detainees within 14 days of admission.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Detainees in the Special Management Unit have access to health care services.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Staff provides detainees with health- services request slips daily, upon request.</p> <ul style="list-style-type: none"> • Request slips are available in the languages other than English, including every language spoken by a sizeable number of the facility's detainee population. • Service-request slips are delivered in a timely fashion to the health care provider. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>In SPCs and CDFs sick call is scheduled in accordance with the guideline in paragraph VIII section E.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan includes an on-call provider.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan includes a list of telephone numbers for local ambulances and hospital services.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>In SPCs and CDFs the health authority approved the contents, number, location, and procedures for monthly inspection of the first-aid kit(s).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>In SPCs and CDFs the health authority has developed written procedure for use of the first-aid kits by non-medical staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Detention staff is trained to respond to health-related emergencies within a 4-minute response time.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCESS TO MEDICAL CARE

Policy: Every facility will establish and maintain an accredited/accreditation-worthy health program for the general well being of INS detainees.

In SPCs and CDFs the training contains at least the five mandated elements in paragraph VIII section G?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In INS SPCs and CDFs detention officers do not distribute medication to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In IGSA's, if staff is used to distribute medication, a health care provider properly trains these officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The I-819 (or IGSA equivalent) is used to notify the OIC/Facility of a detainee that has special medical needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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"/>	
In INS SPCs and CDFs the written request from the detainee contains the six elements in paragraph VIII section K.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A copy of this request is maintained in the detainee's A-file or facility detention file for IGSA's.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The INS/CDF/IGSA assists the detainee in filling out this request and forwarding it to the health care provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In INS SPCs and CDFs the OIC notified, in writing, by the medical staff when a detainee needs medical clearance prior to being transferred or released.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs this notification will be forwarded from the HSA or Clinical Director of the medical facility on a Medical/Psychiatric Alert form (I-834).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs when an alert has been received on a detainee, the detainee's Booking Record (I-385) is appropriately flagged to ensure appropriate consultation with medical staff before release or transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility health care/IGSA 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"/>	
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"/>	
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"/>	
In SPCs and CDFs formal documented meetings are held at least quarterly between the OIC of the facility and the HSA of the medical facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the meetings cover the four mandated elements in paragraph VIII section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Detainee handbook	1100	7/27/04	
Forms			
Sick-call logbook	1000	7/28/04	
Facility's written policy and procedures		7/27/04	
Inspecting medical area(s)			
MOU(s) provisions			
Observing the detainee-intake process			
Quarterly-meeting minutes			
Detainee and staff Interviews *			

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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Remarks: (Record significant facts, observations, other sources used, etc.)

Advisory:

- #1 Food service workers were found to be receiving a temporary medical clearance prior to a physical exam being completed. Medical clearances must be obtained for each detainee being allowed to work in the food service area. Per DIHS policy each detainee will receive a physical exam prior to being granted a medical clearance.
- #2 Three biohazard canisters within the clinic were checked for appropriate contents. All three containers had inappropriate refuse in them. Due to the exorbitant cost of biohazard disposal this practice needs to be discontinued immediately. Biohazard canisters are only to be used for blood and body fluid type medical waste.
- #3 The hold cells in the medical unit do not have a clearly marked capacity posted. The officer who was questioned thought that the capacity was ten per cell but later came back to state that the first cell's capacity is 7 and the second is 10. Upon counting the detainees who were in the cells there were in fact ten in each cell. There was clearly not enough room for the detainees who were in the cell. Some of the detainees were seated on the floor and one was on a plastic chair that was not attached to the floor. The chair could easily be used as a weapon should a detainee become a behavioral or psychiatric problem.
- #4 The medical unit had not been using a sick call log as is defined in DIHS policy. There is a filing system in place that attempts to meet the spirit of the standard, but does not place medical in full compliance with the policy.
- #5 At the onset of this detention review the facility has been open for over 90 days with all areas in full operation except the Short Stay Unit (SSU). The issue that has kept this unit from being fully utilized is to the need for more security presence during the day shift when the SSU has detainees in present. The design and layout of the clinic/SSU does not allow for one security officer to be in both areas at the same time. If the nurse is providing direct patient care in a SSU room then there must a security officer present. At these times there would be no security officer on the clinic side and therefore no detainees would be able to be out side of the hold cells.

(b)(6), (b)(7)(C)

The lead surveyor, [REDACTED] conducted a round table discussion with all parties to resolve the issue. The Contractors agreed to place another security officer in the clinic area to be utilized during the day/evening shift hours when detainees have been admitted to the SSU. It was agreed by all parties that the SSU would be open within a few days.

[Handwritten Signature] [REDACTED]

(b)(6), (b)(7)(C)

Auditor's Signature / Date

SUICIDE PREVENTION AND INTERVENTION

Policy: All detention staff working with INS detainees will be trained to recognize suicide-risk indicators. Staff will handle potentially suicidal individuals with sensitivity, supervision, and referrals. A clinically suicidal detainee will receive preventive supervision and treatment.

Components	Yes	No	NA	Remarks
Every new staff member receives suicide-prevention training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training prepares staff to: <ul style="list-style-type: none"> • Recognize potentially suicidal behavior; • Refer potentially suicidal detainees, following facility procedures; • Understand and apply suicide-prevention techniques. 	<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"> • Screening does not occur later than one working day after the detainee's arrival. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
The facility has a designated isolation room for evaluation and treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The designated isolation room 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"/>	
Medical staff has approved the room for this purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff observes a suicide-watch detainee at least once every 15 minute.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:

SOURCE	TIME	DATE	LOCATION
Special Management Unit logbook			
Inspection of Special Management Unit	1000	7/28/04	
Observation of detainee intake process.			
Facility's written policy and procedures	1400	7/28/04	
Detainee and staff interviews *	1300	7/28/04	

Standard Rating:

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

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

HLDR

Auditor's Signature / Date

(b)(6), (b)(7)(C)

TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

Policy All facilities housing INS 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 INS 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.

Components	Yes	No	NA	Remarks
Detainees, who are chronically or terminally ill, are transferred to an appropriate offsite medical facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility or appropriate INS office promptly notifies the next of kin of the detainee's: medical condition. <ul style="list-style-type: none"> • The detainee's location. • The limitations placed on visiting. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>For SPCs and CDFs</u> There are guidelines addressing State Advanced Directive Form for Implementing Living Wills and Advanced Directives. <ul style="list-style-type: none"> • The guidelines include instructions for detainees who wish to have a living will other than the generic form the DIHS provides or who wish to appoint another to make advance decisions for him or her. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
There is a policy addressing "Do Not Resuscitate Orders."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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 IGSA's, this notification is made through the local INS representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has written procedures to address the issues of organ donation by detainees. <ul style="list-style-type: none"> • INS SPCS and CDFs the procedures adhere to the detention standard requirements, if not, state the difference(s) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has written procedures to notify INS officials, deceased family members and consulates, when a detainee dies while in Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a policy and procedure to address the death of a detainee while in transport. <ul style="list-style-type: none"> • In SPCs and CDFs the procedures adhere to the requirements in the detention standard. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

Policy All facilities housing INS 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 INS 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.

Components	Yes	No	NA	Remarks
<p>At all INS locations the detainee's remains disposed of in accordance with the provisions detailed in this standard.</p> <ul style="list-style-type: none"> • The family has seven calendar days of the date of notification (in writing or in person) to claim the remains. • If the family chooses to claim the body, they are told that they will assume responsibility for making the necessary arrangements and paying all associated costs (transportation of body, burial, etc.). • If the family wants to claim the remains, but cannot afford the transportation costs, they are aware that INS may assist the family by transporting the remains to a location in the United States. • The consulate is notified. • When family members cannot be located or decline, orally or in writing, to claim the remains, the consulate is notified in writing. • The consulate is given seven calendar days to claim the remains. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>In the event that neither family nor consulate claims the remains, the DD schedules an indigent's burial, consistent with local procedures.</p> <ul style="list-style-type: none"> • If the detainee's is a U.S. military veteran is the Department of Veterans Affairs notified. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>An original or certified copy of a detainee's death certificate is placed in the subject's a-file.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The facility follows established policy and procedures describing when to contact the local coroner regarding such issues as</p> <ul style="list-style-type: none"> • Performance of an autopsy. • Who will perform the autopsy. • Obtaining State approved death certificates. • Local transportation of the body. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>INS staff follows established procedures to properly close the case of a deceased detainee.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Reviewing facilities medical policy	1000	7/27/04	
Interviews with OIC, medical staff and district staff	1300	7/28/04	
Facility's written policy and procedures	1000	7/27/04	
Review of relevant post orders			

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

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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LCR [Redacted]
 Auditors Signature / Date

(b)(6), (b)(7)(C)

Condition of Confinement Review Worksheet
(This document must be attached to each G-324a Inspection Form)
This Form to be used for Inspections of SPCs and CDFs

Headquarters Detention and Removal Operations

Section III

Security and Control

Headquarters and Field Operational Review Worksheet

<input type="checkbox"/> INS Service Processing Center
<input checked="" type="checkbox"/> INS Contract Detention Facility
Name Northwest Detention Center
Address (Street and Name) 1623 East J. Street
City, State and Zip Code Tacoma, WA 98421
County Pierce
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) [Redacted] Warden
Name and title of Reviewer-In-Charge [Redacted] (b)(6), (b)(7)(C)
Date[s] of Review 07/27/04-7/29/04
Type of Review <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

CONTRABAND

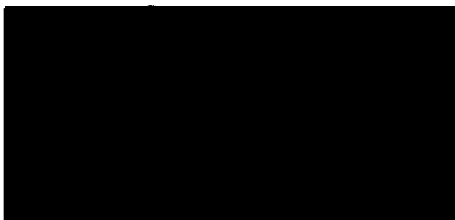
Policy: All detention facilities will ensure the proper handling and disposal of all contraband. Documentation of contraband destruction is required.

Components	Yes	No	NA	Remarks
The facility follows a written procedure for handling illegal contraband. Staff inventories, holds, and reports it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contained in policies and procedures.
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"/>	
Before confiscating religious items, the OIC or designated investigator contacts a religious authority.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff follows written procedures when destroying hard contraband that is illegal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
All identity documents (birth certificates, passports, etc.) are held in A-files. Detainees receive copies upon request. In SPCs and CDFs the detainee handbook (or equivalent) tells detainees that a copy of each identity document is available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee handbook page 2 "initial admission"
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee handbook
New arrivals receive copies of the rules regarding contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee handbook
Detainees receive notification of contraband rules and procedures in the detainee handbook (or equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Detainee Handbook	1100	7/27	conference room
Contraband Logbook	1000	7/28	Captain's office
A-File/Detention file			
Review of facility policy and procedure for control and disposition of contraband	1100	7/27	conference room
Observation of contraband confiscation			
Detainee and staff interviews			

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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*Remarks: (Record significant facts, observations, other sources used, etc.)



7/29/04

(b)(6), (b)(7)(C)

DETENTION FILES

Policy: Every facility will create a detention file for every INS detainee booked into the facility, excluding only detainees scheduled to depart within 24 hours. The detention file will contain copies and, in some cases, the original of specified documents concerning the detainee's stay in the facility: classification sheet, medical questionnaire, property inventory sheet, disciplinary documents, etc.

Components	Yes	No	NA	Remarks
A detention file is created for every new arrival whose stay will exceed 24 hours. In SPCs and CDFs written procedures for in processing cover creation of the detention file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5.1 of policies and procedures
The OIC or staff designate ensures that necessary equipment and supplies, including copier(s) and copier paper, are available; that all equipment is maintained in good working order, and that equipment has the capacity to handle the volume of work generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process. In SPCs and CDFs, if necessary, copies of documents and forms contained are in the detainee's A-File.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viewed in file
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> • Special requests • Any G-589s and/or I-77s closed-out during the detainee's stay • Disciplinary forms/Segregation forms • Grievances, complaints, and the disposition(s) of same 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viewed in file
The Chief Detention Enforcement Officer (CDEO) or equivalent directs certain documents be added to an alien's detention file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detention files are located and maintained in a secured 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"/>	Area has capability of being secured as well as cabinets.
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"/>	Viewed
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"/>	Stored in separate cabinet
Staff makes copies and sends documents from the file when appropriately requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only when approval is given through chain of command
In SPCs and CDFs archived files are purged after three (3) years by shredding or burning.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	policy states after 2 years staff said 3 years
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"/>	per facility policy

DETENTION FILES

Policy: Every facility will create a detention file for every INS detainee booked into the facility, excluding only detainees scheduled to depart within 24 hours. The detention file will contain copies and, in some cases, the original of specified documents concerning the detainee's stay in the facility: classification sheet, medical questionnaire, property inventory sheet, disciplinary documents, etc.

Components	Yes	No	NA	Remarks
Field offices controlling detention in IGSA facilities create and maintain detention files on all detainees admitted to IGSA facilities. These files contain the forms and documents set forth for SPC/CDF detention files to the extent that the field office creates them or the IGSA forwards them.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Verification Sources:

SOURCE	TIME	DATE	LOCATION
Review of facility policy and procedures.	1300	7/27/04	conference room
Observation of in processing procedures			
Review of detention files	1430	7/28/04	Records

Standard Rating:

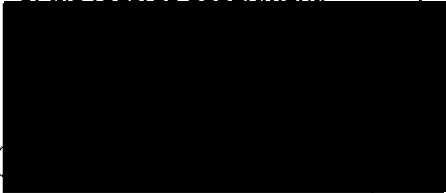
Acceptable **Deficient** **Repeat Deficiency** **At-Risk**

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

Advisory Only:

1. Two of the detention files reviewed contained 216's for the wrong detainee. However the files contained the appropriate 203's. It is not necessary to place a copy of the 216 in the file when the detainee comes into custody of the facility. To avoid confusion it is advised that 216's are only placed in the file after the detainee is no longer in the custody of the facility.

2. The records office has the ability to be a secure area via door locks and locks on each filing cabinet. When the review was conducted the door was unsecure and so were all the filing cabinets. It should be noted that staff was present at the time, however the door should be secure regardless in order to maintain the security of the records department.



7/29/04

(b)(6), (b)(7)(C)

DISCIPLINARY POLICY

Policy: All facilities housing INS detainees are authorized to impose discipline on detainees whose behavior is not in compliance with facility rules and regulations.

Components	Yes	No	NA	Remarks
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> • corporal punishment • deviations from normal food service • clothing deprivation • bedding deprivation • denial of personal hygiene items • loss of correspondence privileges • deprivation of physical exercise 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per the policy manual
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following conspicuously posted in Spanish and English or other dominate languages used in the facility: <ul style="list-style-type: none"> • Rights and Responsibilities • Prohibited Acts • Disciplinary Severity Scale • Sanctions • If so, where posted 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In each living quarters as well as the detainee handbook.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If informal resolutions are not appropriate, incident reports and Notice of Charges are promptly forwarded to the INS/CDF supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reports are investigated within 24 hours of the incident report. The Unit Disciplinary Committee (UDC) or equivalent does not convene before investigations have ended.	<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"/>	
A disciplinary panel (or equivalent in IGSA's) adjudicates infractions. The panel: <ul style="list-style-type: none"> • Conducts hearings on all charges and allegations referred by the UDC • Considers written reports, statements, physical evidence, and oral testimony • Hears pleadings by detainee and staff representative • Bases its findings on the preponderance of evidence • Imposes only authorized sanctions 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Policy 3.3.1 pg. 15 and 16
A staff representative is available, if requested for a detainee facing a disciplinary hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy 3.3.1 pg. 14
The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons for are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy 3.3.1 pg. 16

DISCIPLINARY POLICY

Policy: All facilities housing INS detainees are authorized to impose discipline on detainees whose behavior is not in compliance with facility rules and regulations.

Components	Yes	No	NA	Remarks
The duration of punishment set by the OIC/recommended by the disciplinary panel does not exceed established sanctions. The maximum time in disciplinary segregation does not exceed 60 days for a single offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In manual 3.3.1 pg. 16
Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing "substantial evidence"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Policy

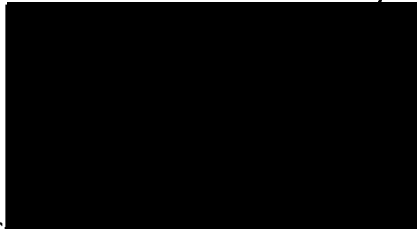
Verification Sources:

SOURCE	TIME	DATE	LOCATION
Observing posted notices of rights	1400	7/28	A-pod, Intake
Observing disciplinary hearings			
Review of written disciplinary actions	1500	7/28	Segregation Unit
Facility's written policy and procedures	1400	7/27	conference room
Detainee and staff interviews *			

Standard Rating:

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

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



7/29/04

(b)(6), (b)(7)(C)

EMERGENCY (CONTINGENCY) PLANS

Policy All facilities holding INS detainees will respond to emergencies with a predetermined standardized plan to minimize the harming of human life and the destruction of property. It is recommended that SPCs and CDFs enter into agreement, via Memorandum of Understanding (MOU), with federal, local and state agencies to assist in times of emergency.

Components	Yes	No	NA	Remarks
No Detainee or detainee groups exercise control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are protected from: <ul style="list-style-type: none"> • Personal abuse • Corporal punishment • Personal injury • Disease • Property damage • Harassment from other detainees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Policy
Staff are trained to identify signs of detainee unrest. <ul style="list-style-type: none"> • What type of training and how often? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At academy
Does staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)? <ul style="list-style-type: none"> • From the OIC to line staff? 	<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"/>	Captain ██████████ (b)(6), (b)(7)(C)
The plans address the following issues: <ul style="list-style-type: none"> • Confidentiality • Accountability (copies and storage locations) • Annual review procedures and schedule • Revisions 	<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"> • Local law enforcement agencies • State agencies • Federal agencies 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All staff receives copies of Hostage Situation Management policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At academy
Staff is trained to disregard instructions from hostages, regardless of rank. Within 24 hours after release hostages are screened for medical and psychological effects. In SPCs and CDFs, the OIC has a plan that includes the use of a victim assistance team for released hostages and hostage families.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per training manual and facility policy
In SPCs and CDFs a review team visits the facility after every hostage taking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Manual
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"/>	Per Manual
The food service maintain at least 3-days' worth of emergency meals for staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed at Food Service
Written plans locate shut-off valves and switches for all utilities (water, gas, electric).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed in Manual
In SPCs and CDFs emergency plans describe alternative routes to the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Route is in manual

EMERGENCY (CONTINGENCY) PLANS

Policy All facilities holding INS detainees will respond to emergencies with a predetermined standardized plan to minimize the harming of human life and the destruction of property. It is recommended that SPCs and CDFs enter into agreement, via Memorandum of Understanding (MOU), with federal, local and state agencies to assist in times of emergency.

Components	Yes	No	NA	Remarks
In SPCs and CDFs emergency procedures include notification of neighbors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain [redacted] and [redacted] have plan
In SPCs and CDFs Do plans specify procedures for post-emergency debriefings and discussion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Was not located in manual
In SPCs the OIC periodically schedule emergency "drills" to test the facility's emergency preparedness (readiness to implement contingency plan(s)) The plans reviewed annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conducted monthly
Written procedures cover: <ul style="list-style-type: none"> • Work/Food Strike • Disturbances • Escapes • Bomb Threats • Adverse Weather • Internal Searches • Facility Evacuation • Detainee Transportation System Plan • Internal Hostages • Civil Disturbances 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In manual

Verification Sources:

SOURCE	TIME	DATE	LOCATION
Facility's written policy and procedures	1445	7/27/04	conference room
Reviewing facility records			
Detainee and staff interviews	1430	7/28/04	Captains office

Standard Rating:

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

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

Advisory Only:

1. The emergency response plan did not contain any information for a post-emergency debriefing or discussion. This action would be conducted in the conference room according Captain [redacted] however the documentation needs to be in the plan. (b)(6), (b)(7)(C)

[redacted signature]

7/29/04

(b)(6), (b)(7)(C)

ENVIRONMENTAL HEALTH AND SAFETY

Policy: Every facility will control flammable, toxic, and caustic materials through a hazardous materials program. The program will include, among other things, the identification and labeling of hazardous materials in accordance with applicable standards (e.g., National Fire Protection Association [NFPA]); identification of incompatible materials, and safe-handling procedures

Components	Yes	No	NA	Remarks
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulk stored outside perimeter.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used. <ul style="list-style-type: none"> • The files list all storage areas, and include a plant diagram and legend. • The MSDSs and other information in the files are available to personnel managing the facility's safety program. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> • Wear personal protective • Equipment. • Report hazards and spills to the • designated official. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handled by safety officer only when in concentrated forms.
The MSDSs are readily accessible to staff and detainees in the work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In storage rooms
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> • quantities are limited. • Staff always supervises detainees using these substances. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None on-site
Lighting fixtures and electrical equipment are installed in storage rooms and other hazardous areas meet National Electrical Code requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the storage rooms meet the security and structural requirements specified in the standard. Storage cabinets meet the physical requirements specified in the standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All toxic and caustic materials stored in their original containers in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excess flammables, combustibles, and toxic liquids are disposed of properly and in accordance with MSDSs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff directly supervises and accounts for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products clearly labeled as such. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None issued to detainees
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"/>	

ENVIRONMENTAL HEALTH AND SAFETY

Policy: Every facility will control flammable, toxic, and caustic materials through a hazardous materials program. The program will include, among other things, the identification and labeling of hazardous materials in accordance with applicable standards (e.g., National Fire Protection Association [NFPA]); identification of incompatible materials, and safe-handling procedures

Components	Yes	No	NA	Remarks
The facility complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and the Occupational Safety and Health Administration (OSHA).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A technically qualified officer conducts the fire and safety inspections. In SPCs and CDFs, these inspections are conducted informally on a weekly basis and formally monthly. Every written inspection report forwarded to the OIC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log shows evidence of this.
The Safety Office (or officer) maintains files of inspection reports? Including corrective actions taken.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by fire marshall
The plan requires: <ul style="list-style-type: none"> • Monthly fire inspections. • Fire protection equipment strategically located throughout the facility. • Public posting of emergency plan with accessible building/room floor plans. • Exit signs and directional arrows. • An area-specific exit diagram conspicuously posted in the diagrammed area. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed throughout the facility
Fire drills are conducted and documented monthly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Logbook
A sanitation program covers barbering operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The barbershop has the facilities and equipment necessary to meet sanitation requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need better equipment for sheer blades.
The sanitation standards are conspicuously posted in the barbershop.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Viewed Inventory sheets
In SPCs and CDFs, the Health Services Administrator (HSA) has implemented a program supporting a high level of environmental sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the HSA conducts medical-facility inspections every day. Each inspection includes noting the condition of floors, walls, windows, horizontal surfaces, and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard cleaning practices include: <ul style="list-style-type: none"> • Using specified equipment; cleansers; disinfectants and detergents. • An established schedule of cleaning and follow-up inspections. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility follows standard cleaning procedures. <ul style="list-style-type: none"> • For SPCs and CDFs list discrepancies between INS standard and facility procedures and isolation-cleaning procedures been implemented as required. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits are readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ENVIRONMENTAL HEALTH AND SAFETY

Policy: Every facility will control flammable, toxic, and caustic materials through a hazardous materials program. The program will include, among other things, the identification and labeling of hazardous materials in accordance with applicable standards (e.g., National Fire Protection Association [NFPA]); identification of incompatible materials, and safe-handling procedures

Components	Yes	No	NA	Remarks
A licensed medical waste contractor disposes of infectious/bio-hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handled by contract company
In SPCs and CDFs 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"/>	
Do the methods for handling/disposing of refuse meet all regulatory requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> • At least monthly. • The pest-control program includes preventive spraying for indigenous insects. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handled by contract company
Drinking water and wastewater is routinely tested according to a fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	observed certification
Emergency power generators are tested at least every two weeks. <ul style="list-style-type: none"> • Other emergency systems and equipment receive testing at least quarterly. • Testing is followed-up with timely corrective actions (repairs and replacements). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:

SOURCE	TIME	DATE	LOCATION
Observe maintenance crews	0900	7/28	Tool Control
Observe detainee work crews	1100	7/28	Food Service
Inspect storage facilities	1000	7/28	Outside perimeter
Facility's written policy and procedures	1100	7/27	conference room
Inspect inspection reports	1100	7/28	[REDACTED] office
Inspect medical facilities			[REDACTED] (b)(6), (b)(7)(C)
Review waste removal contracts	1000	7/28	office
Review evacuation routes/maps	1000	7/28	office/conference room
Detainee and staff interviews *	1000	7/28	office

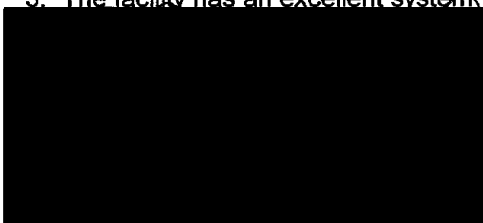
Standard Rating:

Acceptable **Deficient** **Repeat Deficiency** **At-Risk**

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

Advisory Only:

1. The MSDS sheets are posted in almost all work areas with chemicals. The only exception was during the initial walk through in food service the book was in the staff office instead of being in easy access to the detainee's.
2. The sanitary methods for the sheers did not suffice during the review. The blades on the sheers are not being cleaned only the guards.
3. The facility has an excellent system for the storing and handling of chemicals.



7/29/04

(b)(6), (b)(7)(C)

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HOLD ROOMS IN DETENTION FACILITIES

Policy: Hold rooms will be used only for temporary detention for detainees awaiting removal, transfer, EOIR hearings, medical treatment, intra-facility movement, or other processing into or out of the facility.

Components	Yes	No	NA	Remarks
The hold room is situated in a location within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the single occupant hold rooms contain a minimum of 37 square feet (7 unencumbered square feet for the detainee, 5 square feet for a combination lavatory/toilet fixture, and 25 square feet for a wheelchair turn-around area). <ul style="list-style-type: none"> If multiple-occupant hold rooms are used, there is an additional 7 unencumbered square feet for each additional detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms well ventilated, well-lighted and all activating switches 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"/>	
No bunks/cots/beds or other related make shift sleeping apparatuses are permitted inside holdrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs constructed after 1998 the hold rooms are equipped with stainless steel combination lavatory/toilet fixtures with modesty panels. They are: <ul style="list-style-type: none"> Compliant with the American Disabilities Act. Small hold rooms (1 to 14 detainees) have at least one combi-unit. Large hold rooms (15 to 49 detainees) are provided with at least two combi-units. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New facility
In SPCs and CDFs constructed after 1998 the hold room have floor drain(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed
The walls of the hold rooms escape proof. <ul style="list-style-type: none"> The hold room ceilings are escape and tamper resistant. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete block design.
In SPCs and CDFs constructed after 1998 the door to the hold room swings outward the door complies with the specifications outlined in the standard.	<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"/>	Verified with logbook
In SPCs, CDFs are family units, persons of advanced age (over 70), females with children, and unaccompanied juvenile detainees (under the age of 18) placed in hold rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not house juveniles at this facility
Male and females are segregated from each other at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every effort is made to ensure that detained detainees under the age of 18 are not held with adult detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not house juveniles at this facility
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"/>	Viewed
In older facilities officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New facility
In SPCs and CDFs Officers inspect all property, including parcels, suitcases, bags, bundles, boxes, before accepting the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed

HOLD ROOMS IN DETENTION FACILITIES

Policy: Hold rooms will be used only for temporary detention for detainees awaiting removal, transfer, EOIR hearings, medical treatment, intra-facility movement, or other processing into or out of the facility.

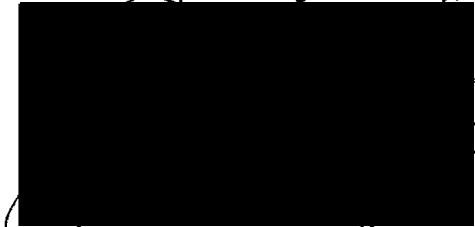
Components	Yes	No	NA	Remarks
All detainees are given a putdown search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed
For SPCs and CDFs, each detention facility maintains a detention log (manually or by computer) for each detainee placed in a hold cell. <ul style="list-style-type: none"> • The log includes the required information specified in the standard. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computerized
In SPCs and CDFs officers provide a meal to any detainee detained more than six hours. <ul style="list-style-type: none"> • Juveniles, babies and pregnant women have access to snacks, milk or juice? . • Meal are served to juveniles regardless of time in custody 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.). <ul style="list-style-type: none"> • Hold rooms are irregularly monitored every 15 minutes. • Unusual behavior or complaints are noted. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct supervision from intake desk
In SPCs and CDFs policy prevents an officer to enter an occupied detention hold room unless another officer is stationed outside the door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Policy
When the last detainee has been removed from the hold room, it is given a thorough inspection. <ul style="list-style-type: none"> • Cleaning. • Evidence of tampering with doors, locks, windows, grills, plumbing or electrical fixtures is reported to the shift supervisor for corrective action or repair. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed during walk through
There is a written evacuation plan? <ul style="list-style-type: none"> • There is a designated officer to remove detainees from the holdrooms in case of fire and/or building evacuation. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An appropriate emergency service is called immediately upon a determination that a medical emergency may exist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Hold room logbook review	1500	7/27	Intake
Observation of hold rooms	1500	7/27	Intake
Review of facility policy and procedure for control and disposition of contraband	1330	7/27	conference room
Detainee and staff interviews	1500	7/27	Intake

Standard Rating:

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

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



7/29/04

(b)(6), (b)(7)(C)

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

Policy It is the policy of the INS Service to maintain an efficient system for the use, accountability and maintenance of all keys and locks.

Components	Yes	No	NA	Remarks
In SPCs and CDFs each facility has the position of Security Officer. If not <ul style="list-style-type: none"> A staff member appointed the collateral duties of security officer. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ (b)(6), (b)(7)(C)
In SPCs and CDFs the security officer has a written position description.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b)(6), (b)(7)(C)
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"/>	Best Locksmith Training and Southern Steel
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"/>	██████████ is asst. to security officer and handles admin. duties.
The security officer, or equivalent in IGSA's, provides training to employees in key control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual training provided
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"/>	In assistants office
The security officer follows a preventive maintenance program and maintains all preventive maintenance documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computerized Log
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.12 page 3 of policy
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"/>	3.1.12 page 4 of policy
Only dead bolt or dead lock functions are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-authorized locks (as specified in the Detention Standard) are not used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility does not use grand master keying systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All worn or discarded keys and locks cut up and properly disposed of.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground down and witness verifies disposal
Padlocks and/or chains are not used on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	non visualized
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"> Occupational Safety and Environmental Health Manual, Chapter 3 National Fire Protection Association Life Safety Code 101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The operational keyboard sufficient to accommodate all the facility key rings including keys in use is located in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located in central control
In SPCs/CDFs, is the key cabinet constructed so keys will not be visible except during issue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors fold in
Procedures in place to ensure that key rings are: <ul style="list-style-type: none"> Identifiable Numbers of keys on the ring are cited? Keys cannot be removed from issued key rings 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located in tool control
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chit system

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

Policy It is the policy of the INS Service to maintain an efficient system for the use, accountability and maintenance of all keys and locks.

Components	Yes	No	NA	Remarks
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.12 page 7 of policy
Individual gun lockers are provided. <ul style="list-style-type: none"> • They are located in an area that permits constant officer observation. • In an area that does not allow detainee or public access. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed log
In SPCs and CDFs the designated key control officer the only employee who is authorized to add or remove a key from a ring.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the splitting of key rings into separate rings is authorized in writing and documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Never split key rings
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> • Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. • When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified. • Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:

SOURCE	TIME	DATE	LOCATION
A. Observing key distribution	1500	7/27	Central command
B. Observing Officer behavior			
A. Inspection of Lockshop	0930	7/28	Central command and tool control
B. Facility's written policy and procedures.	1130	7/27	conference room
C. Detainee and staff interviews *			

Standard Rating:

Acceptable **Deficient** **Repeat Deficiency** **At-Risk**

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

From my observations the facility has a very excellent key accountability and control procedure in place. The system appears to be very secure and maintains the integrity of the standard.

7/29/04

(b)(6), (b)(7)(C)

POPULATION COUNTS

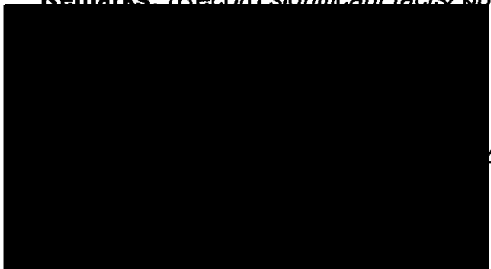
Policy: All detention facilities shall ensure around-the-clock accountability for all detainees. This requires that they conduct at least one formal count of the detainee population per shift, with additional formal and informal counts conducted as necessary.

Components	Yes	No	NA	Remarks
Staff conducts a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 times a day
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Policy and visualized
Do certain operations continue during formal counts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is a certain amount of movement tolerated during a formal count?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per policy
In SPCs and CDFs at least two officers participate in the count in each area/unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs count procedures include sending a count slip to the control officer after each count.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per policy
In SPCs and CDFs both officers conducting the count prepare and sign the count slip in indelible ink.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers do not allow detainee participation in the count.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viewed
In SPCs and CDFs every area/unit conducts a recount whenever an incorrect count is reported.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A face-to-photo count follows each unsuccessful recount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	according to policy
In SPCs and CDFs the two officers conducting the area/unit count switch positions for the 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"/>	viewed
Written procedures cover informal and emergency counts. <ul style="list-style-type: none"> • They followed during informal counts. • During 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"/>	
In SPCs and CDFs the facility train all officers to follow all requirements of INS' "Population Count Detention Standard".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
This training is documented in each officer's training folder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:			
Source	Time	Date	Location
Observation of facility counts	1100	7/28	A-Pod
Observation of escort procedures (whether out counts are maintained)			
Facility log books			
Written policy and procedures	1030	7/28	conference room
Detainee and staff interviews*			

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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***Remarks:** (Record significant facts observations, other sources used, etc.)



7/29/04

(b)(6), (b)(7)(C)

POST ORDERS

Policy: INS provides officers all necessary guidance for carrying out their duties. This guidance includes the post orders established for every post, which are reviewed at least annually, and given to each officer upon assignment to that post.

Components	Yes	No	NA	Remarks
Every Fixed post has a set of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 current with revisions that take place between reviews.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the CDEO's office or contract equivalent maintains a complete set (central file) of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the central file accessible to all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC or Contract / IGSA equivalent initiate/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"/>	
In SPCs and CDFs, the post orders contain the required six sections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A review/updating/reissuing of post orders occurs regularly. At a minimum, Annually. <ul style="list-style-type: none"> • In SPCs and CDFs the facility follows written post-order review procedures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No annual to date. Facility opened on 4/24
In SPCs and CDFs the OIC or Contract equivalent initiates the annual review by soliciting suggestions from affected staff. <ul style="list-style-type: none"> • Staff has sufficient notice to prepare and submit written suggestions by the due date 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the OIC or contract equivalent retains all written suggestions, whether accepted or rejected, in a historical file. <ul style="list-style-type: none"> • The records are retained for two years. • The historical file includes comments, if any, from the reviewing official(s). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy
Procedures keep post orders and logbooks secure from detainees at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs emergency changes to post orders are made by memorandum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs the post orders for armed posts provide instructions for: <ul style="list-style-type: none"> • Recognizing conditions when use of weapons is authorized. • The care and safe handling of firearms. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No armed post
Every armed-post officer qualifies with the post weapon(s) before assuming post duty.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No armed post
In SPCs armed-post post orders clearly state that if an official is taken hostage, he/she loses all authority normally associated with his/her position, regardless of rank or seniority.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No armed post
Armed-post post orders provide instructions for escape attempts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No armed post
The post orders for housing units track the event schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Log

POST ORDERS

Policy: INS provides officers all necessary guidance for carrying out their duties. This guidance includes the post orders established for every post, which are reviewed at least annually, and given to each officer upon assignment to that post.

Components	Yes	No	NA	Remarks
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"/>	Viewed
In SPCs and CDFs the SDEO/contract supervisor visits each housing area and reviews the logbooks at least once per shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Signature on log

Verification Sources:

SOURCE	TIME	DATE	LOCATION
Post orders in use at posts	1530	7/28	Several different posts of facility
Master copy of post orders	0900	7/27	Conference room
Documentation of firearms qualifications			N/A
Housing unit logbooks	1330	7/28	Several different posts of facility
Facility policy & procedures for post orders	0930	7/27	conference room
History file for each set of post orders			
Staff Interview(s) *	1500	7/28	Seg, A pod, B pod

Standard Rating:

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

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



7/29/04

(b)(6), (b)(7)(C)

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"> • Posts to be inspected • Required inspection forms • Frequency of inspections • Guidelines for checking security features • Procedures for reporting weak spots, inconsistencies, and other areas needing improvement 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per policy 3.1.8
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"/>	
Documentation of security inspections is kept on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs an officer been assigned responsibility for ensuring the security inspection process covers all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain [REDACTED]
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"/>	notify first line supervisor
In SPCs and CDFs the front entrance has a sallyport-type entrance, with interlocking electronic doors or grilles.	<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"/>	
All visits officially recorded in a visitor logbook or electronically recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the Control Center maintain employee Personal Data Cards (Form G-74 or contract equivalent).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Central Control Lt. stated no to this.
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"/>	received by company who installed equipment
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy/visualized
Detainees do not have 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"/>	
In SPCs and CDFs the recall list includes the current home telephone number of each employee. Phone numbers are updated as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs staff makes watch calls every half-hour between 6 PM and 6 AM.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain verified
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted guard
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"> • The driver's name • Company represented • Vehicle contents • Delivery date and time • Date and time out • Vehicle license number • Name of employee responsible for the vehicle during the facility visit 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed log at front gate

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
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"/>	
The SMU entrance has a sallyport.	<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"/>	
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 documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log book visualized
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"/>	per policy and log book
Daily procedures include: <ul style="list-style-type: none"> • Perimeter alarm system tests. • Physical checks of the perimeter fence. • Documenting the results. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viewed log book
In SPCs and CDFs the maintenance supervisor and CDEO/ Chief of Security make monthly fence checks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	once daily
Visitation areas receive frequent, irregular inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

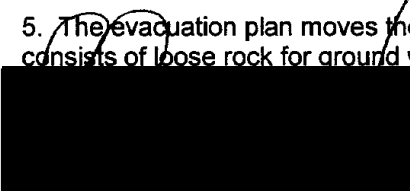
Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Observing inspection procedures			
Observing procedures at front entrance	daily	daily	front gate and visitor lounge
Reviewing logbooks	1500	7/28	captains office
Facility's written policy and procedures	1100	7/28	conference room
Detainee and staff interviews	1000	7/28	several

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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***Remarks:** (Record significant facts, observations, other sources used, etc.)

Advisory Only:

1. The front entrance personnel allowed visitors to enter the visitation waiting area without a more thorough inspection after the metal detectors went off.
2. Upon entrance to the facility a gentleman exited the facility and did not show any identification to the front entrance personnel.
3. Employee Personal Data Cards are not kept in the control center.
4. Doors have been unsecure in the same areas of the facility throughout the review. (Records, Maintenance, gate to sally port)
5. The evacuation plan moves the detainees to a fenced in area on the exterior of the facility. This area consists of loose rock for ground which could easily be used as a weapon against staff during and evacuation.

 7/29/04

(b)(6), (b)(7)(C)

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

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

Components	Yes	No	NA	Remarks
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> • Detainees are placed in the SMU (administrative) in accordance with written criteria. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> • A copy of the order given to the detainee within 24 hours. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per policy 3.4.1 pg 2
The OIC (or equivalent) regularly reviews the status of detainees in administrative detention? <ul style="list-style-type: none"> • A supervisory officer conducts a review within 72 hours of the detainee's placement in the SMU (administrative). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viewed files
A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation. <ul style="list-style-type: none"> • Every week thereafter for the first month. • Every 30 days after the first month. • Does each review include an interview with the detainee. • Is a written record made of the decision and the justification. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viewed files
The detainee is given a copy of the decision and justification for each review. <ul style="list-style-type: none"> • If not, why not? • The detainee is given an opportunity to appeal the reviewer's decision to someone else in the facility. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy 3.4.1 pg 3
The OIC (or equivalent) routinely notifies the Assistant District Director (or staff officer in charge of IGSA's), Detention and Deportation (ADDD), any time a detainee's stay in administrative detention exceeds 30 days. <ul style="list-style-type: none"> • Upon notification that the detainee's administrative segregation has exceeded 60 days, the ADDD forwards written notice to the Assistant Regional Director for DRO. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"> • A written record is made of the decision and the justification. • The detainee receives a copy of this record. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

Components	Yes	No	NA	Remarks
The detainee is given the right to appeal to the OIC (or equivalent) the conclusions and recommendations of any review conducted after the detainee has remained in administrative segregation for seven consecutive days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU well ventilated. <ul style="list-style-type: none"> • Adequately lighted. • Appropriately heated. • Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> • Every bed securely fastened to the floor or wall. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit. <ul style="list-style-type: none"> • Does the OIC approve excess occupancy on a case-by-case basis? • When occupancy exceeds recommended capacity, do basic living standards decline? • Do criteria for objectively assessing living standards exist? • If yes, are the criteria included in the written procedures? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two man rooms for admin seg. Single cells for disciplinary seg.
The segregated detainees do not have fewer opportunities to exchange/laundry clothing, bedding, and linen than detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive three nutritious meals per day. <ul style="list-style-type: none"> • 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"/>	Viewed Log
Each detainee maintains a normal level of personal hygiene in the SMU. <ul style="list-style-type: none"> • 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"/>	
The detainees are provided: <ul style="list-style-type: none"> • 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. • Personal legal material. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee requests are in detention files

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

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

Components	Yes	No	NA	Remarks
A health care professional visits every detainee at least three times a week. <ul style="list-style-type: none"> The shift supervisor visits each detainee daily. Weekends and holidays. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every day
Procedures comply with the "Visitation" standard. <ul style="list-style-type: none"> The detainee retains visiting privileges. The visiting room available during normal visiting hours. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees do not have less law-library access than the general population. <ul style="list-style-type: none"> Are they required to use the law library separately, as a group? If so: Legal materials brought to them. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU maintains a permanent log. <ul style="list-style-type: none"> Detainee-related activity, e.g., meals served, recreation, visitors etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Log
SPC procedures include completing the SMU Housing Record (I-888) immediately upon a detainee's placement in the SMU. <ul style="list-style-type: none"> 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"/>	
Does staff record whether the detainee ate, showered, exercised and took any medication during every shift? <ul style="list-style-type: none"> Does the log record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.? Does the medical officer/health care professional sign each individual's record during each visit? Does the housing officer initial the record when all detainee services are completed or at the end of the shift? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Log
A new record is created for each week the detainee is in Administrative Segregation. <ul style="list-style-type: none"> These weekly records are retained in the SMU until the detainee's return to the general population. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Files

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
SMU Observation	1400	7/28	Unit
SMU logs	1400	7/28	Unit
Review of the facility's Administrative Segregation policy and procedures	1500	7/27	conference room
Detainee and staff interviews	1400	7/28	
*Other			

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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***Remarks:** (Record significant facts, observations, other sources used, etc.)

The administrative segregation unit is performing within the standards and no deficiencies were discovered during the review.



7/29/04

(b)(6), (b)(7)(C)

**SPECIAL MANAGEMENT UNIT
(Disciplinary Segregation)**

Policy: Each facility will establish a Special Management Unit in which to isolate certain detainees from the general population. The Special Management Unit will have two sections, one for detainees in Administrative Segregation; the other for detainees being segregated for disciplinary reasons.

Components	Yes	No	NA	Remarks
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The sanctions for violations committed during one incident do not exceed 60 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per policy
A completed Disciplinary Segregation Order accompanies the detainee into the SMU? <ul style="list-style-type: none"> The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation. 	<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"> Who conducts the review? What is reviewed? How is the review documented? Does the reviewer interview the detainee? Can the reviewing officer recommend an early release from the SMU? If yes, under what circumstances? After each formal review, does the detainee receive a written copy of the decision and reason(s) for it? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	per policy 3.4.2 pg 3 Seg. Lt. Conducts Rules are abided by D. Seg review form Yes No Yes.
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"/>	
Living conditions in disciplinary SMUs modified to reinforce acceptable behavior. <ul style="list-style-type: none"> If yes, does staff prepare written documentation for this action. Does the OIC sign to indicate approval. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All steps are followed
Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The quarters used for segregation are: <ul style="list-style-type: none"> Well-ventilated. Adequately lighted. Appropriately heated. Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed sinlge cell
All cells are equipped with beds. <ul style="list-style-type: none"> The beds 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 does not exceed the number for which the space was designate. <ul style="list-style-type: none"> Does the OIC approve excess occupancy on a temporary basis. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Single cell only

**SPECIAL MANAGEMENT UNIT
(Disciplinary Segregation)**

Policy: Each facility will establish a Special Management Unit in which to isolate certain detainees from the general population. The Special Management Unit will have two sections, one for detainees in Administrative Segregation; the other for detainees being segregated for disciplinary reasons.

Components	Yes	No	NA	Remarks
Is a dry cell part of the disciplinary SMU?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When a detainee is segregated without clothing, mattress, blanket, or pillow, a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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/days. <ul style="list-style-type: none"> Selected from the Food Service's menu of the day. Food is not used as punishment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recorded in log book
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"/>	Recorded in log
The detainees receive, unless documented as a threat to security: <ul style="list-style-type: none"> Barbering services. Recreation privileges. Other-than-legal reading material. Religious material. The same correspondence privileges as other detainees. Personal legal material. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed requests
When phone access is limited by number or type of calls, limits do not apply to the following: <ul style="list-style-type: none"> Calls about the detainee's immigration case or other legal matters. Calls to consular/embassy officials. Calls during family emergencies (as determined by the OIC/Warden). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every day, Monday through Friday. <ul style="list-style-type: none"> The shift supervisor visit each segregated detainee daily Weekends and holidays. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily
SMU detainees are allowed visitors, in accordance with the "Visitation" standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed logs
SMU detainees receive legal visits, as provided in the "Visitation" standard. <ul style="list-style-type: none"> Legal service providers notified of security concerns arising before a visit. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed. <ul style="list-style-type: none"> The clergy member given the option of visiting/not visiting the segregated detainee. Violent/uncooperative detainees denied access to religious services when safety and security would otherwise be affected. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**SPECIAL MANAGEMENT UNIT
(Disciplinary Segregation)**

Policy: Each facility will establish a Special Management Unit in which to isolate certain detainees from the general population. The Special Management Unit will have two sections, one for detainees in Administrative Segregation; the other for detainees being segregated for disciplinary reasons.

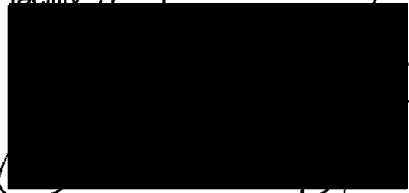
Components	Yes	No	NA	Remarks
SMU detainees have law library access. <ul style="list-style-type: none"> • Violent/uncooperative detainees retain access to the law library unless adjudicated a security threat in writing. • Legal material brought to individuals in the SMU on a case-by-case basic. • Staff documents every incident of denied access to the law library. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed request forms
All detainee-related activities are documented, e.g., meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed log
Is the <u>SPC's</u> , the Special Management Housing Unit Record (I-888) is prepared as soon as the detainee is placed in the SMU. <ul style="list-style-type: none"> • All I-888s filled out by the end of each shift • The <u>CDF/IGSA</u> facility use Form • I-888 (or equivalent local form). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU staff records whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> • Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc. • The health care official sign individual records after each visit. • The housing officer initials the record when all detainee services are completed or at the end of the shift. • A new record is created weekly for each detainee in the SMU. • The SMU retains these records until the detainee leaves the SMU. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Log

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Detainee Detention Files	1400	7/28	Unit
SMU Logs	1400	7/28	Unit
Facility Policy and Procedures	1500	7/27	Conference room
Detainee and staff interviews	1400	7/28	Unit
Observations of SMU			

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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***Remarks:** (Record significant facts, observations, other sources used, etc.)

Disciplinary Segregation is ran in compliance with the standards and is a very squared away area of the facility.



7/29/01

(b)(6), (b)(7)(C)

TOOL CONTROL

Policy: It is the policy of all facilities that all employees shall be responsible for complying with the tool control policy. The Maintenance Supervisor shall maintain a computer generated or typewritten Master Inventory list of tools and equipment and the location in which tools are stored. These inventories shall be current, filed and readily available for tool inventory and accountability during an audit.

Components	Yes	No	NA	Remarks
There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	██████████ and ██████████ (b)(6), (b)(7)(C)
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: <ul style="list-style-type: none"> • Maintenance Department • Medial Department • Food Service Department • Electronics Shop • Recreation Department • Armory 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Inventory sheets
The facility has a facility policy for the regular inventory of all tools. <ul style="list-style-type: none"> • The policy sets minimum time lines for physical inventory and all necessary documentation. • INS facilities use AMIS bar code labels when required. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.13 pg 5 and 6 of policy
<u>In SPCs and CDFs</u> , the tool inventories are conducted as specified in the detention standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a tool classification system. <u>In SPCs and CDFs</u> tools classified according to: <ul style="list-style-type: none"> • Restricted (dangerous/hazardous) • Non Restricted (non-hazardous). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two seperated cages that are clearly labeled
Department heads are responsible for implementing tool-control procedures. <u>In SPCs and CDFs</u> they are required to: <ul style="list-style-type: none"> • Prepare a computer-generated inventory of all class "R" tools. • Post a copy of the class "R" tool inventory with the equipment, in a prominent position. • Post a copy of the class "R" tool inventory with the equipment, in a prominent position. • Submit a second copy of the inventory to the CDEO. • Repeat the class "R" tool inventory on a regular schedule (at least weekly, monthly, or quarterly), as follows: <ul style="list-style-type: none"> • Food service department–weekly • Maintenance department medical facility–monthly • Electronics work area, recreation area(s), and armory–quarterly. • Send a copy of inventory report to the OIC. • Report missing tools in accordance with procedures in the standard. (see section III.H., below). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TOOL CONTROL

Policy: It is the policy of all facilities that all employees shall be responsible for complying with the tool control policy. The Maintenance Supervisor shall maintain a computer generated or typewritten Master Inventory list of tools and equipment and the location in which tools are stored. These inventories shall be current, filed and readily available for tool inventory and accountability during an audit.

Components	Yes	No	NA	Remarks
The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has an approved tool storage system. <ul style="list-style-type: none"> • The system ensures that all stored tools are accountable. • Commonly used tools (tools that can be mounted) are stored in such a way that missing tool are readily notice. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peg board system with painted background.
Each facility has procedures for the issuance of tools to staff and detainees. <u>In SPCs and CDFs:</u> <ul style="list-style-type: none"> • Restricted tools are issued only to the individual who will be using it. • Detainees are not permitted to use non-restricted tools except under supervision. • A metal or plastic chit receipt used to sign out tools. • The OIC has established site-specific procedures for the control of ladders, extension cords, and ropes. • The CDEO or contract equivalent approves the issuance of tools to a specified project for extended periods. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed a request for acquiring a tool at tool control
The facility has policies and procedures to address the issue of lost tools. The policy and procedures include: <ul style="list-style-type: none"> • Verbal and written notification. • Procedures for detainee access. • Necessary documentation/review for all incidents of lost tools. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.13 pg 8 of policy
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"/>	appropriate forms are on file
All private or contract repairs and maintenance workers under contract to the INS, 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"/>	appropriate paperwork is on file and was viewed

Verification Sources:			
SOURCE	TIME	DATE	LOCATION
Tool inventories	0900	7/28	Maintenance
Review of facility policy and procedure	1030	7/27	conference room
Housing unit log books			
Observation of tool issuance	0930	7/28	Maintenance
Detainee and staff interviews *	0900	7/28	Maintenance

Standard Rating: <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> Repeat Deficiency <input type="checkbox"/> At-Risk
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***Remarks:** (Record significant facts, observations, other sources used, etc.)

Advisory Only:

1. The tool control area door was unsecure during most of the review. This is an area that should be secure at all times in order to maintain the security of an area which presents a great hazard to the facilities security should detainees gain access.



7/29/01

(b)(6), (b)(7)(C)

**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 INS 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.

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"/>	Per Policy
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"/>	
Supervisors maintain records for each vehicle operator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers use a checklist during every vehicle inspection. <ul style="list-style-type: none"> Officers report deficiencies affecting operability. Deficiencies are corrected before the vehicle goes back into service. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> Limit driving time to 10 hours in any 15-hour period. Drive only after eight consecutive off-duty hours. Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours. Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days. 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per ICE regulations
Two officers with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> When buses travel in tandem with detainees, there two qualified officers per vehicle. An unaccompanied driver transports an empty vehicle. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per ICE regulations
Before the start of each detail, the vehicle is thoroughly searched.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive identification of all detainees being transported is confirmed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed at intake area
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturers occupancy level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective vests are provided to all transporting officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew conducts a visual count once all passengers are on board and seated. <ul style="list-style-type: none"> Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed
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"/>	

**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 INS 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.

Components	Yes	No	NA	Remarks
Officers ensure that no one contacts the detainees. <ul style="list-style-type: none"> • One officer remains in the vehicle at all times when detainees are present. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy
Meals are provided during long distance transfers. <ul style="list-style-type: none"> • The meals meet the minimum dietary standards, as identified by dieticians utilized by the Service. 	<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"> • Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative. • Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INS Vehicles have: <ul style="list-style-type: none"> • Two-way radios. • Cellular telephones. • Equipment boxes stocked in accordance with the Use of Force Standard. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed
The vehicles are clean and sanitary at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility: <ul style="list-style-type: none"> • Is inventoried. • Is inspected. • Accompanies the detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed in intake and receipts are in detention files
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> • Attack • Escape • Hostage-taking • Detainee sickness • Detainee death • Vehicle fire • Riot • Traffic accident • Mechanical problems • Natural disasters • Severe weather • Passenger list is not exclusively men or women or minors 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

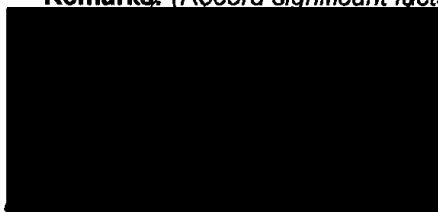
Verification Sources:

SOURCE	TIME	DATE	LOCATION
Observing transportation activities	1600	7/27	Intake
Traveling with vehicle crew			
Observing search procedures	1600	7/27	Intake
Observing restraining procedures	1600	7/27	Intake
Facility's written policy and procedures	1400	7/27	conference room
Detainee and staff interviews*	1600	7/27	Intake

Standard Rating:

Acceptable Deficient Repeat Deficiency At-Risk

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



7/29/04

(b)(6), (b)(7)(C)

USE OF FORCE

Policy: The U.S. Immigration & Naturalization Service authorizes the use of force only as a last alternative after all other reasonable efforts to resolve a situation have failed. Only that amount of force necessary to gain control of the detainee, to protect and ensure the safety of detainees, staff and others, to prevent serious property damage and to ensure institution security and good order may be used. Physical restraints necessary to gain control of a detainee who appears to be dangerous may be employed when the detainee:

Components	Yes	No	NA	Remarks
Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.7 pg 1 of policy
When the detainee is in an area that is or can be isolated (e.g., a locked cell, a range), posing no direct threat to the detainee or others, officers must try to resolve the situation without resorting to force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written policy asserts that calculated rather than immediate use of force is feasible in most cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility subscribes to the prescribed Confrontation Avoidance Procedures. <ul style="list-style-type: none"> • Ranking detention official, health professional, and others confer before every calculated use of force. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Video
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"> • Under staff supervision. • In SPCs and CDFs a Physician's Assistant is present prior to and during the Use-of-Force Team Technique to observe and immediately treat any injuries. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video Viewed of forced feeding
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contained in employee training book
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the calculated-use-of-force video sequentially presents the following: <ul style="list-style-type: none"> • Team Leader's introduction • Face of each team member (without helmet), identified by name and title • Team Leader offering detainee a last chance to comply, and explaining the use-of-force results of noncompliance • Unedited coverage of the operation, from the use-of-force order to the end • Medical staff examining the detainee in restraints, with close-ups recording the presence or absence of injuries on the detainee's body • Staff injuries, with oral description(s) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed Video
All videotapes of use-of-force incidents catalogued and preserved for at least 2-1/2 years after last documented use. <ul style="list-style-type: none"> • The videotapes available for incident review. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.7 pg 4 of policy

USE OF FORCE

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Components	Yes	No	NA	Remarks
Staff: <ul style="list-style-type: none"> • Does not use force as punishment. • Attempts to gain the detainee's voluntary cooperation before resorting to force • Uses only as much force as necessary to control the detainee. • Uses restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viewed video
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	policy 3.1.7 pg 6
SPCs and CDFs use INS-authorized restraint equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use-of-Force Team follow written procedures that attempt to prevent injury and exposure to communicable disease(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs the OIC contacts higher command before restraining a detainee beyond eight hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE is contacted
Standard procedures associated with using four-point restraints include: <ul style="list-style-type: none"> • Soft restraints (e.g., vinyl) • Dressing the detainee appropriately for the temperature. • A bed, mattress, and blanket/sheet. • Checking the detainee at least every 15 minutes. • Logging each check. • Turning the bed-restrained detainee often enough to prevent soreness or stiffness. • Medical evaluation of the restrained detainee twice per eight-hour shift. • When qualified medical staff is not immediately available, staff positions the detainee "face-up". 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per policy
The shift supervisor monitors the detainee's position/condition every two hours. <ul style="list-style-type: none"> • He/she allows the detainee to use the rest room at these times under safeguards. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.7 pg 8 of policy
All detainee checks are logged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the OIC authorizes use of non-lethal weapons: <ul style="list-style-type: none"> • Medical staff is consulted before staff use pepper spray/non-lethal weapons. • Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.7 pg 9 of policy

USE OF FORCE

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Components	Yes	No	NA	Remarks
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> • Medical personnel are consulted 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective gear is worn when restraining detainees with open cuts or wounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents every use of force and/or non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	videotaped and logged
It 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"/>	
In SPCs and CDFs After-Action Review Teams review the videotape for the following: <ul style="list-style-type: none"> • Professionalism • Use of Force Team's protective gear • Appropriate/excessive use of force • Proper application of restraints • Time needed to restrain the detainee • Removal of protective gear before entering the cell or area • Prompt medical examination of the detainee after the move • Proper use of chemical agents or pepper mace • Opportunity for detainee to submit voluntarily to the placing of restraints before the team enters the cell • Derogatory, demeaning, taunting, or other inappropriate language between team members and the detainee, or between team members and individuals outside the cell or area 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.7 pg 11 of policy
In SPCs and CDFs the After-Action Review Report is completed within two working days of the detainee's release from restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the reviewers decide the matter requires further investigation, the Office of Internal Affairs, the Office of the Inspector General, and/or the FBI are notified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE notified first
All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees. <ul style="list-style-type: none"> • Specialized training is given Officers are certified in all devices they use. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contained in training book
In SPCs is the Use of Force form is used. <ul style="list-style-type: none"> • In other facilities this form or its equivalent is used. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Verification Sources:

SOURCE	TIME	DATE	LOCATION
Facility policy and procedure for Use of Force	1000	7/29	conference room
Use of Force log and forms	1400	7/28	detention files/captains office
Observation of Use of Force (actual or simulated)	1000	7/29	video tape
Detainee and staff interviews	1000	7/29	conference room

Standard Rating:

Acceptable Deficient Repeat Deficiency At-Risk

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

Advisory Only:

1. Video was viewed of a calculated use of force in order to force feed a detainee who was on a hunger strike. The entire procedure was excellent and a text book example of what to do with the only exception being that the team was wearing their helmets during introductions.

7/29/04

(b)(6), (b)(7)(C)

STAFF DETAINEE COMMUNICATIONS

Policy: Procedures must be in place to allow for formal and informal contact between key facility staff and ICE staff and ICE detainee and to permit detainees to make written requests to ICE staff and receive an answer in an acceptable time frame.

Components	Yes	No	NA	Remarks
The ICE Field Office Director ensures that weekly announced and unannounced visits occur at the IGSA.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ICE works on site
Detention and Deportation Staff conduct scheduled weekly visits with detainees held in the IGSA.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Scheduled visits are posted in ICE detainee areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Visiting staff observe and note current climate and conditions of confinement at each IGSA.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ICE staff respond to a detainee request from an IGSA within 72 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

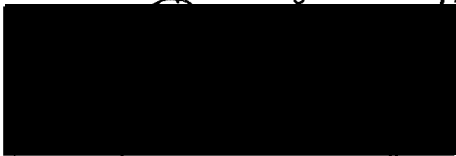
Staff Detainee Communications - Rating

When rated below Acceptable, facilities must attach a Plan of Action for bringing operations into compliance. For each element found out of compliance, the plan of action will specify remedial action and the estimated timetable for compliance.

Standard Rating:

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

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



7/29/04

(b)(6), (b)(7)(C)