

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



**ICE Detention Standards Review Worksheet**

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

<b>Name</b> <i>Jefferson County Detention Facility</i>
<b>Address (Street and Name)</b> <i>911 Casey Avenue</i>
<b>City, State and Zip Code</b> <i>Mount Vernon, Illinois 62864</i>
<b>County</b> <i>Jefferson</i>
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> <i>Sheriff Roger D. Mulch</i>
<b>Name and Title of Reviewer-In-Charge</b> <i>(b)(6), (b)(7)(c) RIC</i>
<b>Date[s] of Review</b> <i>September 9-11, 2008</i>
<b>Type of Review</b> <input checked="" type="checkbox"/> <b>Headquarters</b> <input type="checkbox"/> <b>Operational</b> <input type="checkbox"/> <b>Special Assessment</b> <input type="checkbox"/> <b>Other</b>

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

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**SECTION I**  
**DETAINEE SERVICES STANDARDS**

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

2011FOIA7124.000072

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**ACCESS TO LEGAL MATERIALS**

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

COMPONENTS	Y	N	NA	REMARKS
The facility provides a designated law library for detainee use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The law library contains all materials listed in the "Access to Legal Materials" Standard, Attachment A. The listing of materials is posted in the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The library contains a sufficient number of chairs, is well lit, and is reasonably isolated from noisy areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The law library is adequately equipped with typewriters and/or computers, and has sufficient supplies for daily use by the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In addition to the physical law library, detainees have access to the Lexis Nexis electronic law library.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The captain has been provided with Lexis Nexis, but is awaiting ICE to provide the computer and ICE detainees before adding the program to the law library.
Where provided, the Lexis Nexis library is updated and is current.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above.
Outside persons and organizations are permitted to submit published legal material for inclusion in the legal library. Outside published material is forwarded and reviewed by ICE prior to inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain Pollard stated this would be included in policy if an IGSA contract is signed.
There is a designated ICE or facility employee who inspects, updates, and maintains/replaces legal materials and equipment on a routine basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At this time there is no designated ICE employee calling on this facility (ICE detainees). The captain ensures equipment and material are working and current.
Detainees are offered a minimum 5 hours per week in the law library. <u>Detainees are not required to forego recreation time in lieu of library usage.</u> Detainees facing a court deadline are given priority use of the law library.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The detainee handbook states one hour per week.
Detainees may request materials not currently in the law library. Each request is reviewed and, where appropriate, an acquisition request is timely initiated. Requests for copies of court decisions are accommodated within 3 – 5 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are permitted to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents, consistent with security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain Pollard states detainees may help each other in the day rooms (only one detainee is allowed in the law library at a time).
Illiterate or non-English-speaking detainees without legal representation receive access to more than just English-language law books after indicating their need for help.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May receive help from other detainees, an attorney, or the Public Defender.
Detainees may retain a reasonable amount of personal legal material in the general population and in the special management unit. Stored legal materials are accessible within 24 hours of a written request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees housed in Administrative Detention and Disciplinary Segregation units have the same law library access as the general population, barring security concerns. Detainees denied access to legal materials are documented and reviewed routinely for lifting of sanctions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May request materials from the law library.
All denials of access to the law library fully documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**ACCESS TO LEGAL MATERIALS**

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COMPONENTS	Y	N	NA	REMARKS
Facility staff informs ICE Management when a detainee or group of detainees is denied access to the law library or law materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has not occurred, but Captain (b)(6), (b)(7)(C) states they would follow this requirement.
Detainees who seek judicial relief on any matter are not subjected to reprisals, retaliation, or penalties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

If an IGSA is signed, Lexis Nexis would be made available to the detainees. Captain (b)(6), (b)(7)(C) stated they would increase the amount of time allowed in the law library to five hours per week.

(b)(6), (b)(7)(C) September 11, 2008 for (b)(6), (b)(7)(C)  
 AUDITOR'S SIGNATURE/DATE

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**ADMISSION AND RELEASE**

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

COMPONENTS	Y	N	NA	REMARKS
In-processing includes an orientation of the facility. The orientation includes: Unacceptable activities and behavior, and corresponding sanctions; How to contact ICE; The availability of <i>pro bono</i> legal services, and how to pursue such services; schedule of programs, services, daily activities, including visitation, telephone usage, mail service, religious programs, count procedures, access to and use of the law library and the general library; sick-call procedures, and the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orientation is primarily limited to the handbook.
Medical screenings are performed by 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"/>	The booking officer does the initial screening.
Each new arrival is classified according to criminal history and threat levels. Criminal history is provided for each detainee by the ICE field office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each new arrival is placed in the intake unit pending classification.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial searches are conducted in accordance with Policy 4-601.
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The "Contraband" standard governs all personal property searches. IGSA's/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff completes Form I-387 or similar form for CDFs and IGSA's for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written reports are sent to the captain.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Underwear is not issued.
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be completed pending the arrival of ICE detainees per Captain [REDACTED]
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Practices and procedures are in place to protect detainee property and funds.

[REDACTED] / September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*fa*



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**CLASSIFICATION SYSTEM**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for classifying detainees. In CDFs and IGSA's, an Objective Classification System or similar is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility classification system includes: <ul style="list-style-type: none"> <li>• Classifying detainees upon arrival;</li> <li>• Separating from the general population those individuals who cannot be classified upon arrival; and</li> <li>• The first-line supervisor or designated classification specialist reviewing every classification decision.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classification officers review all initial classifications and conduct follow-up reviews every thirty days.
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"/>	
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.	<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"/>	
The classification process includes reassessment/reclassification. At IGSA's, detainees may request reassessment 60 days after arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reassessments are conducted each thirty days per Classification Officer (b)(6) (b)(7)(C)
Procedures exist for a detainee to appeal their classification assignment. Only a designated supervisor or classification specialist has the authority to reduce a classification-level on appeal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeals are reviewed by the Captain.
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 designations may be appealed to a higher authority, such as the Warden or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain (b)(6) (b)(7)(C) stated his decision may be appealed to the Sheriff.
The Detainee Handbook or equivalent for IGSA's explains the classification levels, with the conditions and restrictions applicable to each.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility uses a four-tier classification system that considers current charge(s), history, and current behavior.

(b)(6), (b)(7)(C) September 11, 2008  
**AUDITOR'S SIGNATURE/DATE**

*fr* [Redacted Signature]

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**CORRESPONDENCE AND OTHER MAIL**

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

COMPONENTS	YES	NO	NA	REMARKS
The rules for correspondence and other mail are posted in each housing or common area, or provided to each detainee via a detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides key information in languages other than English; In the language(s) spoken by significant numbers of detainees. List any exceptions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The handbook is published in English only, but is in the process of being translated into Spanish.
Incoming mail is distributed to detainees within 24 hours or 1 business day after it is received and inspected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outgoing mail is delivered to the postal service within one business day of its entering the internal mail system (excluding weekends and holidays).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff does not open and inspect incoming general correspondence and other mail (including packages and publications) without the detainee present unless documented and authorized in writing by the Warden or equivalent for prevailing security reasons.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General correspondence is opened and inspected prior to delivery.
Staff does not read incoming general correspondence without the Warden's prior written approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff does not inspect incoming special Correspondence for physical contraband or to verify the "special" status of enclosures without the detainee present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is prohibited from reading or copying incoming special correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is only authorized to inspect outgoing correspondence or other mail without the detainee present when there is reason to believe the item might present a threat to the facility's secure or orderly operation, endanger the recipient or the public, or might facilitate criminal activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correspondence to a politician or to the media is processed as special correspondence and is not read or copied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The official authorizing the rejection of incoming mail sends written notice to the sender and the addressee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff maintains a written record of every item removed from detainee mail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden or equivalent monitors staff handling of discovered contraband and its disposition. Records are accurate and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The procedure for safeguarding cash removed from a detainee protects the detainee from loss of funds and theft. The amount of cash credited to detainee accounts is accurate. Discrepancies are documented and investigated. Standard procedure includes issuing a receipt to the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Original identity documents (e.g., passports, birth certificates) are immediately removed and forwarded to ICE staff for placement in A-files.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Captain (b)(6) (b)(7) stated they would abide by this if ICE detainees are received.
Staff provides the detainee a copy of his/her identity document(s) upon request.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detainees are not allowed to possess these items.



**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.

Staff disposes of prohibited items found in detainee mail in accordance with the "Control and Disposition of Contraband" Standard or the similar prevailing policy in IGSA's.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every indigent detainee has the opportunity to mail, at government expense, reasonable correspondence about a legal matter, in three one ounce letters per week and packages deemed necessary by ICE.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indigent detainees are allowed two letters per week.
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"/>	No limits on outgoing mail.
The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indigent detainees receive this material weekly.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The number of stamped envelopes for indigent detainees should be increased to three. Currently, there are no ICE detainees at this facility.

(b)(6), (b)(7)(c) September 11, 2008  
 AUDITOR'S SIGNATURE / DATE

*for* 

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**DETAINEE HANDBOOK**

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

COMPONENTS	Y	N	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The handbook is only in English, but is being translated to Spanish.
The handbook is supplemented by the facility orientation video, where one is provided.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No video presentation.
All staff members receive a handbook and training regarding the handbook contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training was recently completed for all staff.
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"/>	
There an annual review of the handbook by a designated committee or staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated as needed.
The detainee handbook addresses the following issues: <ul style="list-style-type: none"> <li>• Personal Items permitted to be retained by the detainee; and</li> <li>• Initial issue of clothes, bedding and personal hygiene items.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook clearly outlines the methods for classification of detainees, explains each level, and explains the classification appeals process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states when a medical examination will be conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility, housing units, dayrooms, in-dorm activities, and special housing units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes official count times and count procedures; meal times and feeding procedures; procedures for medical or religious diets; smoking policy; clothing exchange schedules; and, if authorized, clothes washing and drying procedures, and expected personal hygiene practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describe times and procedures for obtaining disposable razors, and allows that detainees attending court will be afforded the opportunity to shave first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes barber hours and hair cutting restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the telephone policy; debit card procedures; direct and free calls; locations of telephones; policy when telephone demand is high; and policy and procedures for emergency phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook addresses religious programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook states times and procedures for commissary or vending machine usage, where available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee voluntary work program.	<input 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"/>	
The handbook describes attorney and regular visitation hours, policies, and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility contraband policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility visiting hours and schedule, and visiting rules and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the correspondence policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**DETAINEE HANDBOOK**

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COMPONENTS	Y	N	NA	REMARKS
The handbook describes the detainee disciplinary policy and procedures, including: <ul style="list-style-type: none"> <li>Prohibited acts and severity scale sanctions;</li> <li>Time limits in the Disciplinary Process; and</li> <li>Summary of the Disciplinary Process.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The grievance section of the handbook explains all steps in the grievance process – Including: <ul style="list-style-type: none"> <li>Informal (if used) and formal grievance procedures;</li> <li>The appeals process;</li> <li>In CDF facilities: procedures for filing an appeal of a grievance with ICE.</li> <li>Staff/detainee availability to help during the grievance process.</li> <li>Guarantee against staff retaliation for filing/pursuing a grievance.</li> <li>How to file a complaint about officer misconduct with the Department of Homeland Security.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The handbook does not outline staff/detainee availability for assistance during the grievance process, nor how to file a complaint concerning officer misconduct with the Department of Homeland Security.
The detainee handbook describes the medical sick call procedures for general population and segregation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility recreation policy including: <ul style="list-style-type: none"> <li>Outdoor recreation hours.</li> <li>Indoor recreation hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee dress code for daily living; and work assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook specifies the rights and responsibilities of all detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The handbook is only available in English.

The handbook does not address staff/detainee availability for assistance during the grievance process or how to file a complaint concerning officer misconduct with the Department of Homeland Security.

(b)(6), (b)(7)(C) September 11, 2008  
**AUDITOR'S SIGNATURE/DATE**

*fa*



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<b>FOOD SERVICE</b>				
<b>POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.</b>				
COMPONENTS	Y	N	NA	REMARKS
The food service program is under the direct supervision of a professionally trained and certified food service administrator. Responsibilities of cooks and cook foremen are in writing. The Food Service Administrator (FSA) determines the responsibilities of the Food Service Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Food Service Department is under contract with Consolidated Management Corporation. The manager (FSM) has three years of correctional experience. She has been in this position for one year. She holds a certificate from Illinois Food Service Sanitation.
The Cook Supervisor is on duty on days when the FSA is off duty and vice versa.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA provides food service employees with training that specifically addresses detainee-related issues. <ul style="list-style-type: none"> <li>In ICE Facilities this includes a review of the ICE "Food Service" standard</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no detainees assigned to Food Service. All functions are performed by civilian contract staff.
Knife cabinets close with an approved locking device, and the on-duty cook foreman maintains control of the key that locks the device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitors the condition of knives and dining utensils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All knives are secured to designated areas with a steel cable when in use.
When necessary, special procedures govern the handling of food items that pose a security threat.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility has no food items that require special handling procedures.
Operating procedures include daily searches (shakedown) of detainee work areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
The FSA monitors staff implementation of the facility's population counts procedures. Staff is trained in count procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the "Food Service" standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
The Cook Foreman or equivalent instructs newly assigned detainee workers in the rules and procedures of the food service department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
During orientation and training session(s), the CS explains and demonstrates: <ul style="list-style-type: none"> <li>Safe work practices and methods;</li> <li>Safety features of individual products/pieces of equipment; and</li> <li>Training covers the safe handling of hazardous material[s] the detainees are likely to encounter in their work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
The Cook Supervisor documents all training in individual detainee detention files.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
Detainees at CDFs are paid in accordance with the "Voluntary Work Program" standard. Detainee workers at IGSA's are subject to local and state rules and regulations regarding detainee pay.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two days during the four week cycle, only one hot meal is served each day.

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<b>FOOD SERVICE</b>				
<b>POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.</b>				
<b>COMPONENTS</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>REMARKS</b>
For cafeteria style operations, a transparent "sneeze guard" protects both the serving line and salad bar line.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A satellite feeding system is used.
The facility has a standard 35-day menu cycle. IGSA's use a 35 day or similar system for rotating meals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility utilizes a four-week cycle menu.
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"/>	The menus have a good assortment of ethnic meals. These meals include spaghetti w/meat sauce, tacos, baked chicken, and hamburgers.
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The department uses a daily production sheet to ensure all menu items are prepared. Electronic recipes are provided for all menu items.
The Cook Foreman has the authority to change menu items if necessary. <ul style="list-style-type: none"> <li>• If yes, documenting each substitution, along with its justification</li> <li>• With copy to FSA</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff are authorized to change the menu if required. Changes are documented on the daily production sheet and the shift supervisor is notified.
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"/>	Detainees who request specific religious diets are referred to the Chaplain.
A common-fare menu available to detainees whose dietary requirements cannot be met on the main line. <ul style="list-style-type: none"> <li>• Changes to the planned common-fare menu can be made at the facility level;</li> <li>• Hot entrees are offered three times a week;</li> <li>• The common-fare menus satisfy nutritional recommended daily allowances (RDAs);</li> <li>• Staff routinely provide hot water for instant beverages and foods; <ul style="list-style-type: none"> <li>○ Common-fare meals are served with: <ul style="list-style-type: none"> <li>▪ Disposable plates and utensils.</li> <li>▪ Reusable plates and utensils.</li> </ul> </li> </ul> </li> <li>• Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a common-fare menu. The manager stated the company is in the process of developing one. Requests for religious diets are satisfied with a vegetarian diet.
A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Chaplain is the only staff member who can remove a detainee from the program.
The Warden, in conjunction with the chaplain and/or local religious leaders, provides the FSA a schedule of the ceremonial meals for the following calendar year.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The department has not been provided a schedule for ceremonial meals.

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<b>FOOD SERVICE</b>				
<b>POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.</b>				
COMPONENTS	Y	N	NA	REMARKS
The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year. <ul style="list-style-type: none"> <li>• Muslims fasting during Ramadan receive their meals after sundown.</li> <li>• Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for- Passover meals as those who do participate.</li> <li>• Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The department honors requests for specific religious programs. The facility is currently participating in Ramadan. Special meals approved for Passover are available to detainees who wish to participate. However, there have not been any requests for Passover in the past three years.
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical diets are reviewed weekly by the FSM and Medical staff.
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) while being served.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food is not used to punish or reward.
The food service staff instructs detainee volunteers on: <ul style="list-style-type: none"> <li>• Personal cleanliness and hygiene;</li> <li>• Sanitary techniques for preparing, storing, and serving food; and</li> <li>• The sanitary operation, care, and maintenance of equipment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no detainees assigned to Food Service.
Everyone working in the food service department complies with food safety and sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment. <ul style="list-style-type: none"> <li>• Who conducts the inspections?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FSM conducts a daily walk through sanitation inspection. A weekly inspection is conducted by staff and verified by the FSM. A copy of the weekly inspection report is forwarded to the corporate office and Sheriff.
Equipment is inspected for compliance with health and safety codes and regulations. <ul style="list-style-type: none"> <li>• When was the most recent inspection?</li> <li>• Which agency conducted the inspection?</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There were no verifiable equipment safety inspections conducted. Detainees do not work in this area.
Reports of discrepancies are forwarded to the Warden or designated department head, and corrective action is scheduled and completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the weekly sanitation inspection is forwarded to the Sheriff. The FSM initiates corrective action as necessary.
Standard procedure includes checking and documenting temperatures of all dishwashing machines after each meal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temperatures are taken two times a day.
Staff documents the results of every refrigerator/freezer temperature check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Freezer and cooler temperatures are documented in a log in the FSM Office.

**FOOD SERVICE**

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

COMPONENTS	Y	N	NA	REMARKS
The cleaning schedule for each food service area is conspicuously posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A departmental cleaning schedule is posted outside of the manager's office.
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All food deliveries are inspected for problems prior to being received.
Storage areas are locked when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

There are no detainees assigned to Food Service. All work is completed by civilian staff. Prior to ICE housing detainees at the facility, the main menu will need to be revised and a minimum of two hot meals will need to be served daily. A common-fare menu should be developed. The dish machine temperatures should be taken/recorded during each use.

(b)(6) (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

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**FUNDS AND PERSONAL PROPERTY**

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

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

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee funds and property are separated, stored, and inventoried. The property room is secured with a fob-style security system. An electronic record is maintained of each entrance to the area, i.e, who, time, date, etc.
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"/>	Large items are stored in the property room with the regular property. Valuables are stored in individually locked boxes. The boxes are located in the officer station. The key to the locked box is maintained in the detainees file.
Staff itemizes the baggage and personal property of arriving detainees (including funds and valuables). For IGSA's and CDFs, using a personal property inventory form that meets the ICE standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All property is itemized on a standardized form. Property is also entered into a computerized program.
Staff forwards an arriving detainee's medication to the medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All medication is logged into the detainee's computerized personal file and delivered to the Medical Department.
Audits of baggage and non-valuable property occur each quarter and audits are logged and verified.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property is only inventoried when the detainee is released. A policy will need to be developed for quarterly audits of ICE detainee property.
Two officers are present during the processing of detainee funds and valuables during in-processing to the facility. Both officers verify funds and valuables.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only one staff verifies funds and valuables. Policy should be developed to meet this ICE requirement.
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff procedures follow written policy for returning forgotten property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 6-304, Property Control, outlines the steps to be followed when returning unclaimed or forgotten personal property to a detainee after release.
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All property discrepancies are reported to Detention Administration.



**FUNDS AND PERSONAL PROPERTY**

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

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

Staff follows written procedures when returning property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 8-406, Release of Personal Property, outlines the steps to be followed when returning personal property to detainees.
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"/>	Property claim procedures are similar to ICE procedures.
The facility attempts to notify an out-processed detainee that he/she left property in the facility: <ul style="list-style-type: none"> <li>• By sending written notice to the detainee's last known address;</li> <li>• Via certified mail; and</li> <li>• The notice state that the detainee has 30 days in which to claim the property, after which it will be considered abandoned.</li> </ul>	<input 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"> <li>• If a CDF/IGSA facility, written procedure requires the prompt forwarding of abandoned property to ICE.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

The facility currently houses no ICE detainees. Prior to the arrival of ICE detainees, policies and procedures should be developed to require two staff members are present to verify funds/property. Quarterly inventories should also be implemented.

(b)(6) (b)(7)(c) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*for*



**DETAINEE GRIEVANCE PROCEDURES**

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

COMPONENTS	Y	N	NA	REMARKS
Written procedures provide for the informal resolution of oral grievances (Not mandatory). • 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 9-400, Detainee Rights, dated September 25, 2004.
Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures. • 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not address procedures for detainees to seek help from other detainees or staff. Available assistance to illiterate, disabled, or non-English-speaking detainees is not addressed.
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint: • If yes, explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No documented cases.
Procedures include maintaining a Detainee Grievance Log. • If not, an alternative acceptable record keeping system is maintained. • "Nuisance complaints" are identified in the records. • For quality control purposes, staff document nuisance complaints received but not filed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A log is maintained.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not require grievances alleging officer misconduct to be forwarded to ICE. The facility does not currently house ICE detainees.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Policy 9-400, Detainee Rights, dated September 25, 2004, does not allow detainees to seek help from other detainees/staff and does not address available assistance to illiterate, disabled, or non-English speaking detainees. Policy does not require grievances alleging officer misconduct to be forwarded to ICE. Policy will be updated to include these procedures if a contract is awarded.

**AUDITOR'S SIGNATURE/DATE**  
 (b)(6) (b)(7)(c) *for* [Redacted Signature]  
 (b)(6) (b)(7)(c) September 11, 2008 [Redacted Date]

**GROUP LEGAL RIGHTS PRESENTATIONS**

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

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

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

**REMARKS:**

There have been no requests for group legal rights presentations.

(b)(6), (b)(7)(C) /September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*for* [Redacted Signature]

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

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

COMPONENTS	YES	NO	NA	REMARKS
The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens, and towels. <ul style="list-style-type: none"> <li>The supply of these items exceeds the minimum required for the number of detainees.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 6-405, Linen/Clothing Issue, dated September 25, 2005.
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing. Detainees receive: <ul style="list-style-type: none"> <li>One uniform shirt and one pair of uniform pants, or one jumpsuit;</li> <li>One pair of socks;</li> <li>One pair of underwear (Daily change); and</li> <li>One pair of facility-issued footwear.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not require the issuance of underwear, socks, or footwear.
Additional clothing is available for changing weather conditions, or as seasonally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clothing inventories were adequate.
New detainees are issued clean bedding, linens, and towels. They receive at a minimum: <ul style="list-style-type: none"> <li>One mattress;</li> <li>One blanket;</li> <li>Two sheets;</li> <li>One pillowcase;</li> <li>One towel; and</li> <li>Additional blankets are issued based on local weather conditions.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees assigned to special work areas are clothed in accordance with the requirements of the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are provided clean clothing, linen and towels. <ul style="list-style-type: none"> <li>Socks and undergarments - exchanged daily.</li> <li>Outer garments - twice weekly.</li> <li>Sheets - weekly.</li> <li>Towels - weekly.</li> <li>Pillowcases - weekly.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Socks and undergarments are not provided.
Food service detainee volunteer workers are permitted to exchange outer garments daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are not assigned to Food Service.
Volunteer detainee workers are permitted to exchange outer garments more frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Jefferson County Detention Facility Policy 6-405, Linen/Clothing Issue, does not require the issuance of underwear, socks, or footwear. This will be addressed with the arrival of ICE detainees.

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

(b)(6), (b)(7)(C) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

**MARRIAGE REQUESTS**

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

COMPONENTS	Y	N	NA	REMARKS
The Field Office considers detainee marriage requests on a case-by-case basis.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICE detainees are not housed at this facility. These procedures will be implemented if a contract is awarded.
The Field Office Director reviews every marriage request rejected by a Warden/OIC or IGSA. Rejections are documented.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
It is standard practice to require a written request for permission to marry.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The written request includes a signed statement or comparable documentation from the intended spouse, confirming marital intent.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Warden/OIC provides a written copy of his/her decision to the detainee and his/her legal representative.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When permission is denied, the Warden/OIC states the basis for his/her decision.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Warden/OIC provides the detainee with a place and time to make wedding arrangements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE    
  DEFICIENT    
  AT-RISK    
  REPEAT FINDING

**REMARKS:**

ICE detainees are not housed at this facility. These procedures will be implemented if a contract is awarded.

(b)(6), (b)(7)(c) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*[Handwritten signature]* 

**NON-MEDICAL EMERGENCY ESCORTED TRIPS**

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

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

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

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

All non-medical emergency trips will be handled by Immigration and Customs Enforcement staff.

**AUDITOR'S SIGNATURE/DATE**  
 (b)(6), (b)(7)(C) September 11, 2008

*fa* (b)(6), (b)(7)(C)

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**RECREATION**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a recreation program and facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation activities include board games, cards, and outside recreation.
A recreational specialist (for facilities with more than 350 detainees) tailors the program activities and offerings to the detainee population.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Due to the size of the facility, this position is not required.
Regular maintenance keeps recreational facilities and equipment in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no recreational equipment.
The recreational specialist or trained equivalent supervises detainee recreation workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no detainees assigned to recreation.
The recreational specialist or trainee equivalent oversees recreation programs for special housing units (SHU) and special-needs detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All functions in SHU are monitored by correctional staff and cameras.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General population detainees are offered 30 minutes of outdoor recreation (five days a week).
Staff checks all items for damage and condition when equipment is returned.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no recreation equipment.
Staff conducts searches of recreation areas before and after use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The outdoor recreation area is not searched prior to or after each recreation period.
All recreation areas under constant staff supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The outdoor recreation area is monitored by cameras.
Supervising staff is equipped with radios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff is equipped with radios.
The facility provides detainees in the SHU at least one hour of outdoor recreation time daily, five times per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detainees in administration segregation are offered thirty minutes of outdoor recreation (five days a week). Detainees in disciplinary segregation are not provided outdoor recreation.
Detainees in disciplinary/administrative segregation receive a written explanation when a panel revokes his/her recreation privileges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written documentation is provided to the detainee if recreation privileges are revoked.
Special programs or religious activities are available to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers are required to sign a waiver of liability before entering a secure portion of the facility where detainees are present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All volunteers are required to sign a liability waiver prior to entering the secure perimeter of the institution.
Visitors, relatives or friends are not allowed to serve as volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitors, relatives, and friends may participate in the volunteer program, but a detainee is not permitted to attend any functions involving the aforementioned persons.

**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 outdoor recreation is offered, check this box. No further information is required when outdoor recreation is offered.**

If the facility has no outside recreation, are detainees considered for transfer after six months? • If yes, written procedures ensure timely review of all eligible detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Case officers make written transfer recommendations about every six-month detainee to the OIC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC documents all detainee-transfer decisions, whether yes or no.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's written decision for or against an offered transfer documented in his/her A-file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff notifies the detainee's legal representative of his/her decision to accept/decline a transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If no recreation is available, the ICE Districts routinely review transfer eligibility for all detainees after 60 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The A-file of every detainee who is held more than 60 days without access to recreation contains either a transfer-waiver signed by the detainee, or the OIC's written determination of the detainee's ineligibility for transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's legal representative is notified of the detainee's/OIC's decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**REMARKS:**

The recreation area has two large sky lights in the ceiling and a roll-up door located at the top of the wall. The door is opened to allow fresh air and sunlight.

Prior to ICE housing detainees at the facility, a policy should be developed addressing one hour of recreation five days a week.

Procedures should be implemented for searches of the recreation areas before and after each use.

(b)(6), (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*[Handwritten signature]*  




**RELIGIOUS PRACTICES**

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

COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE detainees will be afforded an opportunity to participate in all religious activities and functions.
Space is available for detainees to conduct religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each unit is escorted to the training area for services. Non-denominational services are conducted on a rotating schedule.
The facility allows detainees to observe the major "holy days" of their religious faith. • List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are allowed to observe religious holy days.
The facility accommodates recognized holy-day observances by: • Providing special meals, consistent with dietary restrictions; • Honoring fasting requirements; • Facilitating religious services; and • Allowing activity restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee is allowed religious items in his/her immediate possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees may retain a soft back Bible or Koran, and other religious literatures.
Volunteer's credentials are checked and verified before allowing participation in detainee programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteers are also required to submit to a background investigation.
Members of faiths not represented by clergy may conduct their own services within security allowances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual services maybe conducted, but cannot interfere with the secure/orderly running of the facility.
Detainees in the Special Management Unit are allowed to participate in religious practices unless otherwise documented for the safety and security of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in SHU are allowed to participate in various religious programs, but are not premitted to attend services outside of the unit. Detainees may request one-on-one services. These services will be conducted at the discretion of the Chaplain.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

ICE detainees will be afforded the same programs as the general population detainees. The facility has a very strong volunteer program.

(b)(6), (b)(7)(c) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*for* [Redacted Signature]

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**DETAINEE TELEPHONE ACCESS**

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

COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephones are accessible from 8AM - 10 PM.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access rules are posted in housing units.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This information is only in the handbook.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This information is in English only.
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 by 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 takes appropriate measures to ensure that required repairs are begun and completed timely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A procedure exists to assist a detainee who is having trouble placing a confidential call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides the detainees with the ability to make non-collect (special access) calls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The ICE PCS platform will be available if a contract is awarded.
Special Access calls are at no charge to the detainees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above.
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above.
In facilities unable to fully meet this requirement initially because of limitations of its telephone service, ICE makes alternate arrangements to provide required access within 24 hours of a request by a detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IEA (b)(6), (b)(7)(c) stated if an IGSA is signed, the PCS platform will be provided.
No restrictions are placed on detainees attempting to contact attorneys and legal service providers who are on the approved "Free Legal Services List".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special arrangements are made to allow detainees to speak by telephone with an immediate family member detained in another Facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will be considered on a case-by-case basis.
Any telephone restrictions are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any restrictions will be by disciplinary actions.
The facility has a system for taking and delivering emergency 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	Y	N	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 are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in administrative detention and protective custody are afforded the same telephone privileges as those in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The notification is a recorded message in the phone system.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

ICE PCS platform will be available if a contract is awarded.

(b)(6), (b)(7)(C) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*for*



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<b>VISITATION</b>				
<b>POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.</b>				
<b>COMPONENTS</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>REMARKS</b>
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is provided in the handbook.
The visitation hours tailored to the detainee population and the demand for visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hours for all categories of visitation are posted in the visitation waiting area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The hours are not posted in the waiting area.
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"/>	The information is posted in the lobby.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainees are permitted to retain personal property items specified in the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A visitor dress code is available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The requirement on visitation by minors is complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At facilities where there is no provision for visits by minors, ICE arranges for visits by children and stepchildren, on request, within the first 30 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minors are allowed to visit when accompanied by an adult.
After that time, on request, ICE considers a transfer, when possible, to a facility that will allow minor visitation. At a minimum, monthly visits are allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above.
Detainees in special housing are afforded visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative detention receives visits. Disciplinary segregation does not (sanctioned no visits).
Legal visitation is available seven (7) days a week, including holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On regular business days legal visitation hours are provide for a minimum of eight (8) hours per day, and a minimum of four hours per day on weekends and holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal visits are allowed seven days per week during normal business hours and evenings.
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"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 4-600.
When strip searches are required after every contact visit with a legal representative, the facility provides an option for non-contact visits with legal representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-contact visiting.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The list is not posted.

VISITATION

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

The decision to permit or deny a tour is not delegated below the level of Field Office Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Currently the decision is made at the facility level. The facility does not have a contract with ICE. Procedures will be implemented to address this issue if a contract is awarded.
Provisions for NGO visitation, as stated in the Detention Standards, are complied with.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Law enforcement officials who request to visit with a detainee are referred to the ICE Field Office for approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no ICE detainees.
Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC or ICE Field Office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Captain (b)(6), (b)(7)(C) stated procedures would be implemented upon the arrival of ICE detainees.
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"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The facility is willing to implement changes to current policies and procedures to accommodate the arrival of ICE detainees.

(b)(6), (b)(7)(C) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for*



**VOLUNTARY WORK PROGRAM**

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

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

COMPONENTS	Y	N	NA	REMARKS
Does the facility have a voluntary work program? • Do ICE detainees participate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee housekeeping meets neatness and cleanliness standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have the opportunity to participate in special details, however, are never allowed to work outside the secure perimeter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures govern selection of detainees for the Voluntary Work Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where possible, physically and mentally challenged detainees participate in the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility complies with work-hour requirements for detainees, not exceeding: • Eight hours a day and Forty hours a week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee volunteers generally work according to fixed schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a detainee is removed from a work detail, staff places the written justification for the action in the detainee's detention file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff, in accordance with written procedure, ensures that detainee volunteers understand their responsibilities as workers before they join the work program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The voluntary work program meets: • OSHA, NFPA, ACA standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical staff screen and formally certify detainee food service volunteers. • Before the assignment begins; and • As a matter of written procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive safety equipment/ training sufficient for the assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper procedure is followed when an ICE detainee is injured on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

ICE detainees will not participate in the voluntary work program.

(b)(6) (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for*



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**SECTION II**  
**HEALTH SERVICES STANDARDS**

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**HUNGER STRIKES**

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

COMPONENTS	Y	N	NA	REMARKS
When a detainee has refused food for 72 hours, it is standard practice for staff to refer him/her to the medical department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy dictates medical referral and isolation after a detainee refuses meals.
CDFs and IGSA's immediately report a hunger strike to the ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will notify ICE if an IGSA is awarded.
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. • 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not address obtaining consent.
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 document and provide 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 or similar IGSA form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff currently records intake and output. The Form I-839 or similar IGSA form will be used if a contract is issued.
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"/>	

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

**REMARKS:**

To meet the requirements of an IGSA, policies should to include procedures for obtaining detainee consent prior to treatment.


  
 (b)(6) (b)(7)(C) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

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**ACCESS TO MEDICAL CARE**

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

COMPONENTS	Y	N	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The medical contractor is accredited by the National Commission of Correctional Health Care. In addition, the department complies with all American Correctional Association and Illinois Department of Corrections medical standards.
The facility's in-processing procedures for 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"/>	
The facility has access to a PHS/DIHS Managed Health Care Coordinator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will notify ICE (if an IGSA is awarded).
The medical staff is large enough to provide, examine, and treat the facility's detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has sufficient space and equipment to afford detainee privacy when receiving health care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility entrance includes a holding/waiting room.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A waiting room is not available in the unit. Detainees are escorted by custody staff.
The medical facility's holding/waiting room is under the direct supervision of custodial staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the holding/waiting room have access to a drinking fountain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drinking water is available.
Medical records are kept apart from other files. They are: <ul style="list-style-type: none"> <li>• Secured in a locked area within the medical unit;</li> <li>• With physical access restricted to authorized medical staff; and</li> <li>• Procedurally, no copies made and placed in detainee files.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pharmaceuticals are stored in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical screening includes a Tuberculosis (TB) test. <ul style="list-style-type: none"> <li>• Every arriving detainee receives a TB test during the admission process;</li> <li>• Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility; and</li> <li>• Detainees not screened are housed separate from the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical staff has two screening procedures for TB testing. TB testing of detainees is completed within 24 hours of arrival. Detainees, who are not screened initially, are housed separately in the negative pressure cell in the booking area.
All detainees receive a mental-health screening upon arrival. It is conducted: <ul style="list-style-type: none"> <li>• By a health care provider or specially trained officer; and</li> <li>• Before a detainee's assignment to a housing unit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial medical screening is provided by a trained officer who notifies medical immediately if any yes answers are obtained. The staff nurse does a primary screening the same day or upon arrival to work.

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**ACCESS TO MEDICAL CARE**

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

The facility health care provider promptly reviews all I-794s (or equivalent) to identify detainees needing medical attention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The health care provider physically examines/assesses arriving detainees within 14 days of admission/arrival at the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff provides detainees with health services (sick call) request slips daily, upon request. <ul style="list-style-type: none"> <li>• Request slips are available in languages other than English, including every language spoken by a sizeable number of the facility's detainee population.</li> <li>• Service-request slips are delivered in a timely fashion to the health care provider.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sick call request slips are available to detainees in the units and from medical staff during medication distribution. Request slips are only available in English.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes an on-call provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes a list of telephone numbers for local ambulance and hospital services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where staff is used to distribute medication, a health care provider properly trains these officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-medical staff is utilized for medication distribution only during off-duty hours on weekends/holiday. These persons are trained by the medical staff.
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Form I-819 (or IGSA equivalent) is used to notify the Warden/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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procedures do not exist for obtaining a consent form prior to administering medical treatment.
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"/>	
The facility health care provider is given advance notice prior to the release, transfer, or removal of a detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

REMARKS:

Sick call request slips are only available in English.

Procedures do not exist for obtaining a consent form prior to administering medical treatment.

 September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for*



**SUICIDE PREVENTION AND INTERVENTION**

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

COMPONENTS	Y	N	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suicide prevention training is provided to all new staff during the Basic Correctional Officer Training Course.
Training prepares staff to: <ul style="list-style-type: none"> <li>Recognize potentially suicidal behavior;</li> <li>Refer potentially suicidal detainees, following facility procedures; and</li> <li>Understand and apply suicide-prevention techniques.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jefferson County Comprehensive Services Incorporated (JCCSI) monitors all detainees screened for suicide potential and prepares an annual training program for presentation to staff.
A health-care provider or specially trained officer screens all detainees for suicide potential as part of the admission process. <ul style="list-style-type: none"> <li>Screening does not occur later than one working day after the detainee's arrival.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trained officers in Booking conduct initial screening. Any findings are immediately referred to medical or JCCSI. With the exception of immediate referrals, follow-up screening is performed within 24 hours by medical staff.
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 isolation room is a padded cell with camera surveillance located in the booking area.
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 and documents the status of a suicide-watch detainee at least once every 15 minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The suicide prevention program is supported by well-written policies and procedures.

(b)(6), (b)(7)(c) / September 11, 2008 *for* (b)(6), (b)(7)(c)  
 AUDITOR'S SIGNATURE/DATE

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

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

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

COMPONENTS	Y	N	NA	REMARKS
Detainees who are chronically or terminally ill are transferred to an appropriate offsite medical facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This facility does not have the resources necessary for monitoring terminally or seriously ill detainees.
The facility or appropriate ICE office promptly notifies the next of kin of the detainee's medical condition, to include: <ul style="list-style-type: none"> <li>The detainee's location; and</li> <li>The limitations placed on visiting.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Terminal ill detainees are not accepted. This will be an ICE function.
There are guidelines addressing the State Advanced Directive Form for Implementing Living Wills and Advanced Directives. <ul style="list-style-type: none"> <li>The guidelines include instructions for detainees who wish to have a living will other than the generic form the DIHS provides or who wishes to appoint another to make advance decisions for him or her.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Staff Nurse is knowledgeable of computer access to the State of Illinois standards for Advanced Directives, Living Wills, Do Not Resuscitate and organ donation procedures. A copy of these standards along with instructions are maintained within the medical area.
The guidelines provide the detainee the opportunity to have a private attorney prepare the documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
There is a policy addressing "Do Not Resuscitate Orders"	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees with a "Do Not Resuscitate" order in the medical record receive maximal therapeutic efforts short of resuscitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 ICE representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The facility has written procedures to address the issues of organ donation by detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The facility has written procedures to notify ICE officials, deceased family members and consulates, when a detainee dies while in Service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy 5-217, Death of a Detainee, provides instructions for notification of the next of kin. The policy does not identify procedures for the notification of ICE which will be implemented pending a contract.
The facility has a policy and procedure to address the death of a detainee while in transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility will not transport detainees.
At all ICE locations the detainee's remains disposed of in accordance with the provisions detailed in this standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview with the ICE Field Officer indicates ICE policies and procedures are in place to meet provisions in this standard.

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

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

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

COMPONENTS	Y	N	NA	REMARKS
In the event that neither family nor consulate claims the remains, the Field Office schedules an indigent's burial, consistent with local procedures. <ul style="list-style-type: none"> <li>If the detainee's is a U.S. military veteran, is the Department of Veterans Affairs notified?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An original or certified copy of a detainee's death certificate is placed in the subject's a-file.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not address the disposition of a death certificate. This will be an ICE function.
The facility follows established policy and procedures describing when to contact the local coroner regarding such issues as: <ul style="list-style-type: none"> <li>Performance of an autopsy;</li> <li>Who will perform the autopsy;</li> <li>Obtaining state approved death certificates; and</li> <li>Local transportation of the body.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility policies do not address autopsies, death certificates, or transportation of the body. Procedures will be implemented if a contract is awarded.
ICE staff follows established procedures to properly close the case of a deceased detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interview with the ICE Field Officer indicates ICE policies and procedures are in place to meet the provisions of in this standard.
<input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Jefferson County Detention Facility does not accept seriously or terminally ill detainees. The facility is not able to provide sufficient staff or resources for such assignments. JCDC does have a policy in the event of a detainee death, but many of the requirements are not identified in the policy. Medical staff was made aware of these requirements and is in the process of updating the current policy.

 September 11, 2008  
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**SECTION III**  
**SECURITY AND CONTROL STANDARDS**

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<b>CONTRABAND</b>				
<b>POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.</b>				
COMPONENTS	Y	N	NA	REMARKS
The facility follows a written procedure for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jefferson County Detention Facility has written instructions for the handling of illegal contraband. (Policy 4-609, Disposition of Contraband)
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"/>	Confiscated government property is forwarded to the shift supervisor who assigns a control number to all contraband. The contraband is placed in a drop safe located in the captain's office. Contraband is stored as evidence for possible disciplinary action or criminal prosecution.
Staff returns property not needed as evidence to the proper authority. Written procedures cover the return of such property.	<input 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"/>	Policy 9-6, Disposition of Contraband, addresses procedures for destroying hard/illegal contraband.
Hard contraband that is illegal (under criminal statutes) may be retained and used for official use, e.g. training purposes. If yes, under specific circumstances and using specified written procedures. Hard contraband is secured when not in use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hard contraband is secured for evidence and/or destroyed when not needed.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

There is an effective system of control in place to ensure all contraband is accounted for and/or forwarded to the appropriate authority.

(b)(6), (b)(7)(c) *for* [Redacted Signature]

(b)(6), (b)(7)(c) *for* [Redacted Signature]

(b)(6), (b)(7)(c) September 11, 2008  
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**DETENTION FILES**

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

COMPONENTS	Y	N	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This material is maintained in the booking file.
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> <li>• Special requests</li> <li>• Any G-589s and/or I-77s closed-out during the detainee's stay</li> <li>• Disciplinary forms/Segregation forms</li> <li>• Grievances, complaints, and the disposition(s) of same</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This type of material is generated and maintained in the Interslam Electronic System.
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The booking files are stored in unlocked (supervised) file cabinets in the booking area. The electronic file requires access through a facility computer.
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Booking files do not leave the booking area. The electronic file can be accessed via facility computer, but cannot be erased.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The booking and electronic files contained the required materials.

(b)(6), (b)(7)(C) September 11, 2008  
**AUDITOR'S SIGNATURE/DATE**

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**DISCIPLINARY POLICY**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 11-100.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not state disciplinary action shall not be capricious or retaliatory.
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> <li>• corporal punishment</li> <li>• deviations from normal food service</li> <li>• clothing deprivation</li> <li>• bedding deprivation</li> <li>• denial of personal hygiene items</li> <li>• loss of correspondence privileges</li> <li>• deprivation of physical exercise</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> <li>• Rights and Responsibilities</li> <li>• Prohibited Acts</li> <li>• Disciplinary Severity Scale</li> <li>• Sanctions</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jefferson County Detention Facility has not posted the rights and responsibilities, disciplinary severity scale, or sanctions conspicuously in English and Spanish.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reports and Notice of Charges are promptly forwarded to the designated supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reports are investigated within 24 hours of the incident. The Unit Disciplinary Committee (UDC) or equivalent does not convene before an investigation ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An intermediate disciplinary process is used to adjudicate minor infractions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A disciplinary panel (or equivalent in IGSA's) adjudicates infractions. The panel: <ul style="list-style-type: none"> <li>• Conducts hearings on all charges and allegations referred by the UDC;</li> <li>• Considers written reports, statements, physical evidence, and oral testimony;</li> <li>• Hears pleadings by detainees and staff representatives;</li> <li>• Bases its findings on the preponderance of evidence; and</li> <li>• Imposes only authorized sanctions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A supervisory staff adjudicates infractions. However, an interview with Lieutenant (b)(6), (b)(7)(C) revealed detainees are not afforded a staff representative.
A staff representative is available if requested for a detainee facing a disciplinary hearing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A staff representative is not afforded to a detainee facing a disciplinary hearing.
The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The duration of punishment set by the OIC, as recommended by the disciplinary panel, does not exceed established sanctions. The maximum time in disciplinary segregation is limited to 60 days for a single offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**DISCIPLINARY POLICY**

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

COMPONENTS	Y	N	NA	REMARKS
Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing "substantial evidence"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have written procedures governing the handling of confidential informant information.
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"/>	

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

The discipline policy does not state disciplinary action shall not be capricious or retaliatory.

The facility has not posted the rights and responsibilities, disciplinary severity scale, or sanctions in English and Spanish in the detainee housing units.

A staff representative is not afforded to a detainee facing a disciplinary hearing.

The facility does not have written procedures governing the handling of confidential informant information.

These procedures will be implemented upon the arrival of ICE detainees.

(b)(6), (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for*



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**EMERGENCY (CONTINGENCY) PLANS**

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

COMPONENTS	Y	N	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The emergency plans do not preclude detainees or detainee groups from exercising control or authority over other detainees.
Detainees are protected from: <ul style="list-style-type: none"> <li>• Personal abuse</li> <li>• Corporal punishment</li> <li>• Personal injury</li> <li>• Disease</li> <li>• Property damage</li> <li>• Harassment from other detainees</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 1-100, Administration and Management, states the facility is committed to ensuring all detainees are treated humanely in a manner that promotes safety and security for all detainees.
Staff is trained to identify signs of detainee unrest. <ul style="list-style-type: none"> <li>• What type of training and how often?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff receives pre-service and in-service training (annually).
Staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a designated person or persons responsible for emergency plans and their implementation. Sufficient time is allotted to the person or group for development and implementation of the plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Jail Administrator is responsible for the emergency plans and implementation.
The plans address the following issues: <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Accountability (copies and storage locations)</li> <li>• Annual review procedures and schedule</li> <li>• Revisions</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The emergency plans do not address confidentiality, accountability, annual review, and revisions. (Policy 5-200, Emergency Response)
Contingency plans include a comprehensive general section with procedures applicable to most emergency situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has cooperative contingency plans with applicable: <ul style="list-style-type: none"> <li>• Local law enforcement agencies</li> <li>• State agencies</li> <li>• Federal agencies</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All staff receives copies of Hostage Situation Management policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is trained to disregard instructions from hostages, regardless of rank. Within 24 hours after release, hostages are screened for medical and psychological effects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency plans include emergency medical treatment for staff and detainees during and after an incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service maintains at least 3 days' worth of emergency meals for staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written plans identify locations of shut-off valves and switches for all utilities (water, gas, electric).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 5-200, Emergency Response, requires maintenance staff to respond and monitor the utility system.

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

COMPONENTS	Y	N	NA	REMARKS
Written procedures cover: <ul style="list-style-type: none"> <li>• Work/Food Strike</li> <li>• Disturbances</li> <li>• Escapes</li> <li>• Bomb Threats</li> <li>• Adverse Weather</li> <li>• Internal Searches</li> <li>• Facility Evacuation</li> <li>• Detainee Transportation System Plan</li> <li>• Internal Hostages</li> <li>• Civil Disturbances</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written procedures do not include plans for work/food strikes, internal searches, and civil disturbances.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				


**REMARKS:**

Although this practice was not evident during the review, policy does not preclude detainees or detainee groups from exercising control or authority over other detainees.

The emergency plans do not address confidentiality, accountability, annual review, and revisions.  
(Policy 5-200, Emergency Response)

Plans have not been developed for work/food strikes, internal searches, and civil disturbances.

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

(b)(6) (b)(7)(C) September 11, 2008 *for* 

AUDITOR'S SIGNATURE/DATE

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**ENVIRONMENTAL HEALTH AND SAFETY**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy 6-103, Hazardous Material Control, requires inventories of hazardous chemicals; however, there is no system in place for maintaining inventories of hazardous chemicals. Sample inventory sheets were furnished during this review.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inventories are not maintained.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used. <ul style="list-style-type: none"> <li>The files list all storage areas, and include a plant diagram and legend.</li> <li>The MSDSs and other information in the files are available to personnel managing the facility's safety program.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A master Material Safety Data Sheet booklet is available; however, emergency numbers and a plant diagram are not included.
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> <li>Wear personal protective equipment; and</li> <li>Report hazards and spills to the designated official.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eye wash stations and protective gear are available.
The MSDSs are readily accessible to staff and detainees in work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> <li>Quantities are limited; and</li> <li>Staff always supervises detainees using these substances.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Corrosives dispensed in the Laundry are accessible to detainees.
All "flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting fixtures and electrical equipment installed in storage rooms and other hazardous areas meet National Electrical Code requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vents return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The hot water temperature in the housing units was 132 degrees.
All toxic and caustic materials are stored in their original containers in a secure area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spray bottles in the housing area are not labeled.
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"/>	No concerns noted.
Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Methyl alcohol and products containing this item are not used in this facility.

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**ENVIRONMENTAL HEALTH AND SAFETY**

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COMPONENTS	Y	N	NA	REMARKS
Every employee and detainee using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff and detainees working in the Laundry do not receive chemical training in compliance with the OSHA Right to Know Act.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguishers are not inspected on a monthly basis as required by NFPA 10, Chapter 7.2.1.2.1. A portable fire extinguisher in Food Service was found discharged and had not been inspected since 2007.
A technically qualified officer conducts the fire and safety inspections.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy 6-505 requires monthly safety inspections. Fire and safety inspections are not conducted by a qualified individual as required by NFPA-101, 4.6.12.1; NFPA-101, 4.6.12.4; and NFPA-101, 4.6.12.5. A sample copy of a monthly fire/safety inspection was provided to the facility staff during this review.
The Safety Office (or officer) maintains files of inspection reports.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reports are not completed.
The facility has an approved fire prevention, control, and evacuation plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy 5-100, The Emergency Management System (plan), has not been reviewed by the local fire department.
The plan requires: <ul style="list-style-type: none"> <li>• Monthly fire inspections;</li> <li>• Fire protection equipment strategically located throughout the facility;</li> <li>• Public posting of emergency plans with accessible building/room floor plans;</li> <li>• Exit signs and directional arrows; and</li> <li>• An area-specific exit diagram conspicuously posted in the diagrammed area.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy does not require the posting of area specific exit diagrams and exits signs/directional arrows, or the strategic placement of fire protection equipment throughout the facility.

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**ENVIRONMENTAL HEALTH AND SAFETY**

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COMPONENTS	Y	N	NA	REMARKS
Fire drills are conducted and documented monthly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire drills are not conducted or documented as required by NFPA-101, 4.7.1; NFPA-101, 4.7.2; or NFPA-101, 4.7.6. Monthly fire drills must be conducted in all areas of the facility on a rotating basis to ensure all shifts participate in a drill on an annual basis. Detainees should be evacuated during these drills except in areas where security would be jeopardized. Emergency keys must be drawn and used to unlock one set of emergency exit doors not in daily use. NFPA recommends a limit of 4.5 minutes for drawing keys and unlocking emergency doors.
A sanitation program covers barbering operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hair care is provided by a contracted barber (outside source).
The barber shop has the facilities and equipment necessary to meet sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Although policy does not outline these procedures, observations and interviews with staff revealed appropriate handling and disposal practices for sharps are in place.
All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard cleaning practices include: <ul style="list-style-type: none"> <li>Using specified equipment; cleansers; disinfectants and detergents.</li> <li>An established schedule of cleaning and follow-up inspections.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disinfectants are not used, nor available in the housing units.
The facility follows standard cleaning procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits are readily available.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blood spill kits are not available.
A licensed medical waste contractor disposes of infectious/bio-hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disposed of by the local medical facility.
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"/>	Blood-borne pathogen training was completed in June 2007.
Do the methods for handling/disposing of refuse meet all regulatory requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No concerns noted.



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**ENVIRONMENTAL HEALTH AND SAFETY**

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COMPONENTS	Y	N	NA	REMARKS
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> <li>At least monthly.</li> <li>The pest-control program includes preventative spraying for indigenous insects.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Services are provided by Terminex.
Drinking water and wastewater is routinely tested according to a fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Potable water is furnished by the City of Mount Vernon.
Emergency power generators are tested at least every two weeks. <ul style="list-style-type: none"> <li>Other emergency systems and equipment receive testing at least quarterly.</li> <li>Testing is followed-up with timely corrective actions (repairs and replacements).</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The fire detection/suppression system is not inspected/tested on a quarterly basis as required by NFPA 25, Chapter 5 and NFPA 72, Chapter 10.

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

**REMARKS:**

There is no system in place for maintaining inventories of hazardous chemicals. Sample inventory sheets were furnished during this review.

A master Material Safety Data Sheet booklet is available; however, emergency numbers and a plant diagram are not included.

Corrosives dispensed in the Laundry are accessible to detainees.

Hot water temperature in the housing units was 132 degrees.

Spray bottles in the housing pods are not labeled.

Staff and detainees working in the Laundry do not receive chemical training in compliance with the OSHA Right to Know Act.

Portable fire extinguishers are not inspected monthly as required by NFPA 10, Chapter 7.2.1.2.1. A portable fire extinguisher in Food Service was found discharged and had not been inspected.

Monthly fire and safety inspections are not conducted as required by NFPA-101, 4.6.12.1; NFPA-101, 4.6.12.4; and NFPA-101, 4.6.12.5.

Policy 5-100, Emergency Management Systems (plan), dated September 25, 2004, has not been reviewed/approved by the local fire department.

Policy does not require the posting of area specific exit diagrams and exit signs/directional arrows or the strategic placement of emergency equipment.

Fire drills are not conducted/documented as required by NFPA-101, 4.7.1; NFPA-101, 4.7.2; or NFPA-101, 4.7.6.

Disinfectants are not used or available in the housing units.

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Blood spill kits are not available.

The fire detection/suppression system is not inspected/tested quarterly as required by NFPA 25, Chapter 5 and NFPA 72; Chapter 10.

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



*for*

(b)(6) (b)(7)(c) /September 11, 2008  
AUDITOR'S SIGNATURE/DATE

**HOLD ROOMS IN DETENTION FACILITIES**

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

COMPONENTS	Y	N	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has three hold rooms within the secure perimeter.
The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The hold rooms conform to ICE standards.
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bunks, cots, beds, or other related make-shift sleeping apparatus are precluded from use inside hold rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An interview with Lieutenant [redacted] revealed detainees are held in hold rooms no more than one hour.
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees under the age of 18 are not held with adult detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility does not house detainees under the age of 18.
Detainees are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, diapers and wipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observations revealed detainees are pat searched prior to placement in the hold rooms.
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.) • Hold rooms are irregularly monitored every 15 minutes. • Unusual behavior or complaints are noted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The booking area is monitored by camera/video surveillance with irregular visual monitoring provided by assigned staff.
When the last detainee has been removed from the hold room, it is given a thorough inspection.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Observation revealed the hold rooms are not thoroughly inspected when the last detainee is removed.
There is a written evacuation plan that includes a designated officer to remove detainees from hold rooms in case of fire and/or building evacuation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An appropriate emergency service is called immediately upon a determination that a medical emergency may exist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Hold rooms are not thoroughly inspected when the last detainee is removed.

(b)(6), (b)(7)(C) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for*



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

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

COMPONENTS	Y	N	NA	REMARKS
The security officer[s], or equivalent in IGSA's, has attended an approved locksmith training program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The maintenance supervisor is responsible for the security officer duties, but has not attended an approved locksmith training program.
The security officer, or equivalent in IGSA's, has responsibility for all administrative duties and responsibilities relating to keys, locks etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer, or equivalent in IGSA's, provides training to employees in key control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interviews with staff revealed key control training is provided during in- service and Basic Correctional Officers training.
The security officer, or equivalent in IGSA's, maintains inventories of all keys, locks and locking devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer follows a preventive maintenance program and maintains all preventive maintenance documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policies and procedures address the issue of compromised keys and locks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no key control and accountability policy.
The security officer, or equivalent in IGSA's, develops policy and procedures to ensure safe combinations integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility does not have safe combinations.
Only dead bolt or dead lock functions are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only authorized locks (as specified in the Detention Standard) are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grand master keying systems are prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All worn or discarded keys and locks are cut up and properly disposed of.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: <ul style="list-style-type: none"> <li>• Occupational Safety and Environmental Health Manual, Ch. 3;</li> <li>• National Fire Protection Association Life Safety Code 101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The operational keyring is sufficient to accommodate all the facility key rings, including keys in use, and is located in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure that key rings are: <ul style="list-style-type: none"> <li>• Identifiable;</li> <li>• The numbers of keys are cited; and</li> <li>• Keys cannot be removed.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The number of keys are not cited on any key ring.
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facilities use a key accountability system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a key accountability system.
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual gun lockers are provided. <ul style="list-style-type: none"> <li>• They are located in an area that permits constant officer observation.</li> <li>• In an area that does not allow detainee or public access.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a key accountability policy or procedures to ensure key accountability. Staff was observed removing keys from the key box without the use of a chit system or other form of accountability.
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> <li>• Issued keys are returned immediately in the event an employee inadvertently carries a key ring home.</li> <li>• When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified.</li> <li>• Detainees are not permitted to handle keys assigned to staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

**REMARKS:**

The maintenance supervisor is responsible for the security officer duties, but has not attended an approved locksmith training program.

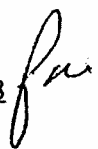
Policies and procedures do not address compromised keys and locks.

The number of keys is not cited on any key ring.

The facility does not have a key accountability system.

The facility does not have a key accountability policy or procedures to ensure key accountability.

(b)(6) (b)(7)(C) September 11, 2008  
AUDITOR'S SIGNATURE/DATE




**POPULATION COUNTS**

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

COMPONENTS	Y	N	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility conducts three formal counts on each shift.
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certain operations cease during formal counts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All movement ceases for the duration of a formal count.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee participation in counts is prohibited.	<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"/>	
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures cover informal and emergency counts. <ul style="list-style-type: none"> <li>They are followed during informal counts and emergencies.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have written procedures for informal and emergency counts.
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Booking maintains an accurate record of all inmate movement in and out of the facility.
This training is documented in each officer's training folder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility does not have written procedures for informal and emergency counts.

(b)(6), (b)(7)(C) / September 11, 2008  
 AUDITOR'S SIGNATURE/DATE  

POST ORDERS				
<b>POLICY: ICE PROVIDES OFFICERS ALL NECESSARY GUIDANCE FOR CARRYING OUT THEIR DUTIES. THIS GUIDANCE INCLUDES THE POST ORDERS ESTABLISHED FOR EVERY POST, WHICH ARE REVIEWED AT LEAST ANNUALLY, AND GIVEN TO EACH OFFICER UPON ASSIGNMENT TO THAT POST.</b>				
COMPONENTS	Y	N	NA	REMARKS
Every fixed post has a set of post orders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have post orders for outside hospital duty.
Each set contains the latest inserts (emergency memoranda, etc.) and revisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post orders do not contain the latest inserts and revisions.
One individual or department is responsible for keeping all post-orders current with revisions that take place between reviews.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Jail Administrator has the responsibility for keeping all post orders current.
The IGSA maintains a complete set (central file) of post orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The central file is accessible to all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC or Contract / IGSA equivalent initiates/authorizes all post-order changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC or Contract / IGSA equivalent has signed and dated the last page of every section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The current Jail Administrator (Captain) signed and dated the last page of every section of the post orders.
A review/updating/reissuing of post orders occurs regularly and at a minimum, annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures keep post orders and logbooks secure from detainees at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every armed-post officer qualifies with the post weapon(s) before assuming post duty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Armed-post post orders provide instructions for escape attempts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post orders for armed posts must be developed and provide instructions for escape attempts.
The post orders for housing units track the event schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing-unit post officers record all detainee activity in a log. The post order includes instructions on maintaining the logbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility does not have post orders for outside hospital duty.

Post orders do not contain the latest insert and revisions.

Post orders for armed posts must be developed and provide instructions for escape attempts.

(b)(6) (b)(7)(c) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*fn*



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**SECURITY INSPECTIONS**

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

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy. The policy specifies: <ul style="list-style-type: none"> <li>• Posts to be inspected;</li> <li>• Required inspection forms;</li> <li>• Frequency of inspections;</li> <li>• Guidelines for checking security features; and</li> <li>• Procedures for reporting weak spots, inconsistencies, and other areas needing improvement</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 6-504, Security Inspections, establishes a systematic inspection program for all areas of the facility.
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"/>	Security inspections are documented in the shift log.
Documentation of security inspections is kept on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All visits are officially recorded in a visitor logbook or electronically recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a secure visitor pass system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Control Center is staffed around the clock.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are restricted from access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communications are centralized in the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility. Each entry contains: <ul style="list-style-type: none"> <li>• The driver's name;</li> <li>• Company represented;</li> <li>• Vehicle contents;</li> <li>• Delivery date and time;</li> <li>• Date and time out;</li> <li>• Vehicle license number; and</li> <li>• Name of employee responsible for the vehicle during the visit</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 sally port.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The SMU entrance does not have a sallyport.
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 is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage and supply rooms, walls, light and plumbing fixtures, accesses, and drains, etc., undergo frequent, irregular searches. These searches are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**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
Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily procedures include: <ul style="list-style-type: none"> <li>• Perimeter alarm system tests;</li> <li>• Physical checks of the perimeter fence; and</li> <li>• Documenting the results.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitation areas receive frequent, irregular inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The SMU entrance does not have a sallyport.

(b)(6) (b)(7)(c) September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*fa* (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	Y	N	NA	REMARKS
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> <li>• Detainees are placed in the SMU (administrative) in accordance with written criteria.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have written procedures concerning the operation of this unit.
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> <li>• A copy of the order given to the detainee within 24 hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC (or equivalent) regularly reviews the status of detainees in administrative detention. <ul style="list-style-type: none"> <li>• A supervisory officer conducts a review within 72 hours of the detainee's placement in the SMU (administrative).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation, and: <ul style="list-style-type: none"> <li>• Every week thereafter for the first month; and</li> <li>• Every 30 days after the first month.</li> <li>• Does each review include an interview with the detainee?</li> <li>• Is a written record made of the decision and the justification?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jefferson County Detention Facility, Policy 10-300, Classification/Custody Review, dictates the review process.
The detainee is given a copy of the decision and justification for each review. <ul style="list-style-type: none"> <li>• The detainee is given an opportunity to appeal the reviewer's decision to someone else in the facility.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC (or equivalent) routinely notifies the Field Office Director (or staff officer in charge of IGSA's) any time a detainee's stay in administrative detention exceeds 30 days. <ul style="list-style-type: none"> <li>• Upon notification that the detainee's administrative segregation has exceeded 60 days, the FD forwards written notice to HQ Field Operations Branch Chief for DRO.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procedures will be implemented if a contract is awarded.
The OIC or equivalent) reviews the case of every detainee who objects to administrative segregation after 30 days in the SMU. <ul style="list-style-type: none"> <li>• A written record is made of the decision and the justification.</li> <li>• The detainee receives a copy of this record.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is given the right to appeal to the OIC (or equivalent) the conclusions and recommendations of any review conducted after the detainee have remained in administrative segregation for seven consecutive days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU is: <ul style="list-style-type: none"> <li>• Well ventilated;</li> <li>• Adequately lighted;</li> <li>• Appropriately heated; and</li> <li>• Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> <li>• Every bed is securely fastened to the floor or wall.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

COMPONENTS	Y	N	NA	REMARKS
The number of detainees in any cell does not exceed the occupancy limit. <ul style="list-style-type: none"> <li>When occupancy exceeds recommended capacity, do basic living standards decline?</li> <li>Do criteria for objectively assessing living standards exist?</li> <li>If yes, are the criteria included in the written procedures?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The segregated detainees have the same opportunities to exchange/laundry clothing, bedding, and linen as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive three nutritious meals per day, from the general population's menu of the day. <ul style="list-style-type: none"> <li>Do detainees eat only with disposable utensils?</li> <li>Is food ever used as punishment?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU. <ul style="list-style-type: none"> <li>The detainees have the opportunity to shower and shave at least three times a week.</li> <li>If not, explain.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainees are provided: <ul style="list-style-type: none"> <li>Barbering services;</li> <li>Recreation privileges in accordance with the "Detainee Recreation" standard;</li> <li>Non-legal reading material;</li> <li>Religious material;</li> <li>The same correspondence privileges as detainees in the general population;</li> <li>Telephone access similar to that of the general population; and</li> <li>Personal legal material.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detainees in administration segregation are offered thirty minutes of outdoor recreation (five days a week). Detainees in disciplinary segregation are not provided outdoor recreation.
A health care professional visits every detainee at least three times a week. <ul style="list-style-type: none"> <li>The shift supervisor visits each detainee daily.</li> <li>Weekends and holidays.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures comply with the "Visitation" standard. <ul style="list-style-type: none"> <li>The detainee retains visiting privileges; and</li> <li>The visiting room is available during normal visiting hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees have the same law-library access as the general population. <ul style="list-style-type: none"> <li>Are they required to use the law library <input checked="" type="checkbox"/>Separately, or <input type="checkbox"/>As a group?</li> <li>Are legal materials brought to them?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are required to submit a law library request. The detainee is escorted to the law library at a schedule time.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility uses a computerized jail log system.
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"> <li>Staff completes the form at the end of each shift.</li> <li>CDFs and IGSA facilities use Form I-888 (or local equivalent).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility uses a computerized jail log system.

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

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

COMPONENTS	Y	N	NA	REMARKS
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift. <ul style="list-style-type: none"> <li>Staff logs record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc;</li> <li>The medical officer/health care professional signs each individual's record during each visit; and</li> <li>The housing officer initials the record when all detainee services are completed or at the end of the shift.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is documented in the computerized jail log.
A new record is created for each week the detainee is in Administrative Segregation. <ul style="list-style-type: none"> <li>The weekly records are retained in the SMU until the detainee's return to the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The facility does not have written procedures consistent with this standard.

The facility does not have procedures in place for the notification of the ICE Field Director or designee when a detainee remains in administrative segregation over 60 days. Procedures will be implemented if a contract is awarded.

(b)(6), (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for* [Redacted Signature]

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**SPECIAL MANAGEMENT UNIT  
DISCIPLINARY SEGREGATION**

**POLICY:** EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	Y	N	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 11-100, Rule of Conduct, addresses the placement of detainees in disciplinary segregation.
The sanctions for violations committed during one incident are limited to 60 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU. <ul style="list-style-type: none"> <li>The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals. <ul style="list-style-type: none"> <li>After each formal review, the detainee receives a written copy of the decision and supporting reasons.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff conducts 7-day reviews for the first 15 days and every 30 days thereafter. Detainees are provided a verbal notification of each decision.
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 remain the same regardless of behavior. <ul style="list-style-type: none"> <li>If no, does staff prepare written documentation for this action?</li> <li>Does the OIC sign to indicate approval.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The quarters used for segregation are: <ul style="list-style-type: none"> <li>Well-ventilated.</li> <li>Adequately lighted.</li> <li>Appropriately heated.</li> <li>Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees confined to each cell or room is limited to the number for which the space was designate. <ul style="list-style-type: none"> <li>Does the OIC approve excess occupancy on a temporary basis?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU have the same opportunities to exchange clothing, bedding, etc., as other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day. <ul style="list-style-type: none"> <li>Food is not used as punishment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**SPECIAL MANAGEMENT UNIT  
DISCIPLINARY SEGREGATION**

**POLICY:** EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

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

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

**SPECIAL MANAGEMENT UNIT  
DISCIPLINARY SEGREGATION**

**POLICY:** EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

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

**REMARKS:**

Detainees in disciplinary segregation are not allowed social visits.

(b)(6), (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*[Handwritten signature]*



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<b>TOOL CONTROL</b>				
<b>POLICY:</b> IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.				
COMPONENTS	Y	N	NA	REMARKS
There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Jail Administrator is responsible for developing tool control procedures.
Department heads are responsible for implementing this standard in their departments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool inventories are required for the: <ul style="list-style-type: none"> <li>• Maintenance Department;</li> <li>• Medial Department;</li> <li>• Food Service Department;</li> <li>• Electronics Shop;</li> <li>• Recreation Department; and</li> <li>• Armory.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools stored in the Maintenance Department are not inventoried.
The facility has a policy for the regular inventory of all tools. <ul style="list-style-type: none"> <li>• The policy sets minimum time lines for physical inventory and all necessary documentation.</li> <li>• ICE facilities use AMIS bar code labels when required.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 6-100, Tool Control, references inventory of all tools.
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> <li>• Restricted (dangerous/hazardous); and</li> <li>• Non-Restricted (non-hazardous).</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a tool classification system.
Department heads are responsible for implementing tool-control procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have procedures in place to ensure tools are marked and readily identifiable.
The facility has an approved tool storage system. <ul style="list-style-type: none"> <li>• The system ensures that all stored tools are accountable.</li> <li>• Commonly used tools (tools that can be mounted) are stored in such a way that missing tool is readily notice.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have an approved tool storage system.
Each facility has procedures for the issuance of tools to staff and detainees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have procedures for the issuance of tools to staff and detainees.
The facility has policies and procedures to address the issue of lost tools. The policy and procedures include: <ul style="list-style-type: none"> <li>• Verbal and written notification;</li> <li>• Procedures for detainee access; and</li> <li>• Necessary documentation/review for all incidents of lost tools.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have procedures for the disposal of broken or worn tools.
All private or contract repairs and maintenance workers under contract to ICE, or other visitors, submit an inventory of all tools prior to admittance into or departure from the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				



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REMARKS:

- The facility does not have a tool classification system.
- The facility does not have procedures in place to ensure tools are marked and readily identifiable.
- The facility does not have an approved tool storage system.
- The facility does not have procedures for the issuance of tools to staff and detainees.
- The facility does not have procedures for the disposal of broken or worn tools.

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

September 11, 2008

*for*

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

AUDITOR'S SIGNATURE/DATE

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**TRANSPORTATION  
LAND TRANSPORTATION**

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

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

COMPONENTS	YES	NO	NA	REMARKS
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors maintain records for each vehicle operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers use a checklist during every vehicle inspection. <ul style="list-style-type: none"> <li>• Officers report deficiencies affecting operability; and</li> <li>• Deficiencies are corrected before the vehicle goes back into service.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> <li>• Limit driving time to 10 hours in any 15 hour period;</li> <li>• Drive only after eight consecutive off-duty hours;</li> <li>• Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours;</li> <li>• Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days;</li> <li>• During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two officers with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> <li>• When buses travel in tandem with detainees, there are two qualified officers per vehicle.</li> <li>• An unaccompanied driver may transport an empty vehicle.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive identification of all detainees being transported is confirmed.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective vests are provided to all transporting officers.	<input 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"> <li>• Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers ensure that no one contacts the detainees. <ul style="list-style-type: none"> <li>• One officer remains in the vehicle at all times when detainees are present.</li> </ul>	<input 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 ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

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

COMPONENTS	YES	NO	NA	REMARKS
Meals are provided during long distance transfers. <ul style="list-style-type: none"> <li>The meals meet the minimum dietary standards, as identified by dietitians utilized by ICE.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> <li>Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative;</li> <li>Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <ul style="list-style-type: none"> <li>Two-way radios;</li> <li>Cellular telephones; and</li> <li>Equipment boxes stocked in accordance with the Use of Force Standard.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> <li>Inventoried;</li> <li>Inspected; and</li> <li>Accompanies the detainee.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> <li>Attack</li> <li>Escape</li> <li>Hostage-taking</li> <li>Detainee sickness</li> <li>Detainee death</li> <li>Vehicle fire</li> <li>Riot</li> <li>Traffic accident</li> <li>Mechanical problems</li> <li>Natural disasters</li> <li>Severe weather</li> <li>Passenger list includes women or minors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

REMARKS:

Immigration and Customs Enforcement will provide transportation of ICE detainees.

(b)(6), (b)(7)(c) [Redacted] September 11, 2008 *fr* (b)(6), (b)(7)(c) [Redacted]  
AUDITOR'S SIGNATURE/DATE

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**USE OF FORCE**

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

COMPONENTS	YES	NO	NA	REMARKS
Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has written policy authorizing staff to respond in an immediate use of force situation without a supervisor's presence or direction. (Policy 5-500, Use of Force)
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"/>	Policy asserts calculated rather than immediate use is feasible in most cases. (Policy5-500, Use of Force)
The facility subscribes to the prescribed Confrontation Avoidance Procedures. <ul style="list-style-type: none"> <li>Ranking detention official, health professional, and others confer before every calculated use of force.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a detainee must be forcibly moved and/or restrained, and there is time for a calculated use of force, staff uses the Use-of-Force Team Technique. <ul style="list-style-type: none"> <li>Under staff supervision.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff receives seven hours of instructional training in the Use of Force Team Technique during basic jail training.
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff: <ul style="list-style-type: none"> <li>Do not use force as punishment;</li> <li>Attempt to gain the detainee's voluntary cooperation before resorting to force;</li> <li>Use only as much force as necessary to control the detainee; and</li> <li>Use restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use-of-Force Team follows written procedures that attempt to prevent injury and exposure to communicable disease(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility does not have a policy addressing the prevention of injury and exposure to communicable diseases. The use of force team does not wear protective gear during the application of calculated use of force techniques.

BEST COPY AVAILABLE

**USE OF FORCE**

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

COMPONENTS	YES	NO	NA	REMARKS
Standard procedures associated with using four-point restraints include: <ul style="list-style-type: none"> <li>• Soft restraints (e.g., vinyl);</li> <li>• Dressing the detainee appropriately for the temperature;</li> <li>• A bed, mattress, and blanket/sheet;</li> <li>• Checking the detainee at least every 15 minutes;</li> <li>• Logging each check;</li> <li>• Turning the bed-restrained detainee often enough to prevent soreness or stiffness;</li> <li>• Medical evaluation of the restrained detainee twice per eight-hour shift; and</li> <li>• When qualified medical staff is not immediately available, staff position the detainee "face-up".</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility uses a restraint chair.
The shift supervisor monitors the detainee's position/condition every two hours. <ul style="list-style-type: none"> <li>• He/she allows the detainee to use the rest room at these times under safeguards.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainee checks are logged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the OIC authorizes use of non-lethal weapons: <ul style="list-style-type: none"> <li>• Medical staff is consulted before staff use pepper spray/non-lethal weapons.</li> <li>• Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy 5- 500, Use of Force, Intermediate Weapon Control Oleoresin Capsicum (OC) and X26 Taser, does not require consultation with medical staff prior to authorizing the use OC or Taser.
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> <li>• Medical personnel are consulted</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective gear is worn when restraining detainees with open cuts or wounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Latex gloves are worn.
Staff documents every use of force and/or non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
It is standard practice to review any use of force and the non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management staff reviews use of force incidents and the non-routine application of restraints.
All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees. <ul style="list-style-type: none"> <li>• Specialized training is given and Officers are certified in all devices they use.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In SPCs, is the Use of Force form is used? In other facilities (IGSAs / CDFs) is this form or its equivalent used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

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REMARKS:

Policy does not address the prevention of injuries or exposure to communicable disease.

The use of force team does not wear protective gear.

Policy does not require consultation with medical staff prior to the use of non-lethal weapons.

(b)(6), (b)(7)(c) September 11, 2008  
AUDITOR'S SIGNATURE/DATE

*for*

(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	Y	N	NA	REMARKS
The ICE Field Office Director ensures that weekly announced and unannounced visits occur at the IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detention and Deportation Staff conduct scheduled weekly visits with detainees held in the IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduled visits are posted in ICE detainee areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visiting staff observe and note current climate and conditions of confinement at each IGSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 12-103
ICE staff responds to a detainee request from an IGSA within 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

(b)(6) (b)(7)(c) ICE Agent, stated if a contract is awarded ICE will provide the material and visit the facility weekly. Additionally, the facility has procedures in place to meet this standard that will be implemented pending the arrival of ICE detainees.

(b)(6) (b)(7)(c) /September 11, 2008  
 AUDITOR'S SIGNATURE/DATE

*for*





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**DETAINEE TRANSFER STANDARD**

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

COMPONENTS	Y	N	NA	REMARKS
When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer. <ul style="list-style-type: none"> <li>The notification is recorded in the detainee's file; and</li> <li>When the A File is not available, notification is noted within DACS</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policy mandates that: <ul style="list-style-type: none"> <li>Times and transfer plans are never discussed with the detainee prior to transfer;</li> <li>The detainee is not notified of the transfer until immediately prior to departing the facility; and</li> <li>The detainee is not permitted to make any phone calls or have contact with any detainee in the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 4-702
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers: <ul style="list-style-type: none"> <li>The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer;</li> <li>Medical transfers are coordinated through the local ICE office; and</li> <li>A medical transfer summary is completed and accompanies the detainee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No DIHS staff at this facility.
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 4-702
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

DETAINEE TRANSFER STANDARD

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

COMPONENTS	Y	N	NA	REMARKS
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE     DEFICIENT     AT-RISK     REPEAT FINDING

REMARKS:

Agent (b)(6), (b)(7)(c) stated these procedures will be followed by ICE if the IGSA is approved.

(b)(6), (b)(7)(c) / September 11, 2008  
AUDITOR'S SIGNATURE/DATE *for* (b)(6), (b)(7)(c)