

Section A: ADMINISTRATION/MANAGEMENT

ADMINISTRATION/MANAGEMENT: Policy Development and Monitoring

A.1 The Facility Director ensures that staff have current operations manuals and other information reflecting the facility's policies and procedures.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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Reviewer's Initials:	Date:
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On-Site Assessment Items:

Review policies and procedures to determine whether there is an indication of regular (at least annual) review and revision.

If no indication exists on the policies/procedures themselves, interview the facility director and other high-level staff.

	Review Checklist	Yes/No/ Not Applicable	Comments
A.1.1	Ensure written policies and procedures exist for the operation and maintenance of the facility. These policies include at least the implementation subjects addressed in this section.	Y N NA	
A.1.2	Policies and procedures are communicated to:		
A.1.2a	Appropriate staff members	Y N NA	
A.1.2b	Detainees, where appropriate	Y N NA	
A.1.3	Policies and procedures are reviewed and updated on at least an annual basis.	Y N NA	
A.1.4	Staff have been provided with all necessary facility operations and maintenance information including:	Y N NA	
A.1.4a	Policy and procedures	Y N NA	
A.1.4b	Post orders	Y N NA	
A.1.4c	Preventative maintenance protocols (facility specific)	Y N NA	

ADMINISTRATION/MANAGEMENT: Internal Inspections and/or Reviews

A.2 The Facility Director ensures that internal and/or local operational inspections and/or reviews are conducted at least annually and include corrective action follow-up as needed. (K.1)

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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Reviewer's Initials:	Date:
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On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning internal inspections and/or reviews.

Interview key staff in each area (e.g., physical health, mental health) to verify that inspections and/or reviews occurred and were sufficient to identify significant deficiencies.

Obtain and review any written records of inspections and/or reviews since the date of the most recent previous inspection to determine:

- That inspections and/or reviews of all areas occurred;
- That inspections and/or reviews were conducted by internal reviewers;
- That inspections and/or reviews identified areas of concern.
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Review work orders or other relevant documents to identify corrective action taken.

	Review Checklist	Yes/No Not Applicable	Comments
A.2.1	Ensure written policies and procedures exist that provide for a system of monitoring through inspections and/or reviews on at least an annual basis. These policies include at least the implementation subjects addressed in this section.	Y N NA	
A.2.2	Policies and procedures are communicated to:		
A.2.2a	Appropriate staff members	Y N NA	
A.2.2b	Detainees, where appropriate	Y N NA	
A.2.3	Policies and procedures are reviewed and updated.	Y N NA	
A.2.4	Regular and frequent inspections and/or reviews are conducted in the following areas (small facilities or those holding detainees for less than 24 hours may be exempted from A.2.4 or parts thereof*):		
A.2.4a	Physical health*	Y N NA	
A.2.4b	Mental health*	Y N NA	
A.2.4c	Dental care*	Y N NA	
A.2.4d	Safety	Y N NA	
A.2.4e	Sanitation and food service	Y N NA	
A.2.4f	Security and control	Y N NA	
A.2.4g	Grievances and responses to grievances	Y N NA	
A.2.5	These inspections and/or reviews are separate from external or continuous inspections and/or reviews conducted by other agencies.	Y N NA	

A.2.6	These inspections and/or reviews identify areas of concern, necessary corrective action, and a system of follow-up.	Y	N	NA	
A.2.7	Documentation of these inspections and/or reviews is kept on file until the next inspection and/or review is conducted.	Y	N	NA	

ADMINISTRATION/MANAGEMENT: Detainee Records

A.3 The Facility Director maintains detainee records (including medical and mental health records) and ensures their security and confidentiality.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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Reviewer's Initials:	Date:
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On-site Assessment Items:

Review relevant policies, procedures, and documentation concerning detainee records.

Interview facility management staff, corrections staff, health care administrators, and health care staff.

Observe area(s) where records are maintained.

Examine and review process for release and transfer of records.

Review documentation regarding the transfer and release of records and any other available documentation indicating whether release and transfers are made pursuant to written policy/procedures.

	Review Checklist	Yes/No Not Applicable	Comments
A.3.1	Ensure written policies and procedures exist for the maintenance, security, and confidentiality of detainee records. These policies include at least the implementation subjects addressed in this section and also:	Y N NA	
A.3.1a	The use and content of records	Y N NA	
A.3.1b	Accountability for records	Y N NA	
A.3.1c	Preservation and schedule for retiring/destroying inactive records	Y N NA	
A.3.1d	The right to privacy and the observance of all requirements relating to the privacy and confidentiality of records the facility maintains.	Y N NA	
A.3.2	Policies and procedures are communicated to:		
A.3.2a	Appropriate staff members		
A.3.2b	Detainees, where appropriate	Y N NA Y N NA	
A.3.3	Policies and procedures are reviewed and updated.	Y N NA	

	Review Checklist	Yes/No Not Applicable	Comments
A.3.4	The following detainee records are securely and confidentially maintained:		
A.3.4a	Classification	Y N NA	
A.3.4b	Disciplinary record	Y N NA	
A.3.4c	Escape history	Y N NA	
A.3.4d	Medical	Y N NA	
A.3.4e	Mental health	Y N NA	
A.3.4f	Dental	Y N NA	
A.3.4g	Property	Y N NA	
A.3.4h	Education/programming	Y N NA	
A.3.5	Ensure policies and procedures exist for the release and transfer of records.	Y N NA	
A.3.5a	Detainee records are documented	Y N NA	
A.3.6	Release and transfer of detainee records is conducted.	Y N NA	
A.3.7	Release and transfer of detainee records is documented.	Y N NA	

ADMINISTRATION/MANAGEMENT: Admission and Orientation

A.4 The Facility Director provides a detainee admission and orientation program. (ICE Standard (a))

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning admission and orientation.

Interview facility management staff, corrections staff, health care administrators, and health care staff.

Review curriculum of inmate orientation program to determine whether it addresses the subject of the relevant policies and procedures.

Observe admission process to determine that all necessary steps are included. Also determine whether all information is made available to detainees.

	Review Checklist	Yes/No Not Applicable	Comments
A.4.1	Ensure written policies and procedures exist for the admission and orientation of detainees. These policies include at least the implementation subjects addressed in this section.	Y N NA	
A.4.2	Policies and procedures are communicated to:		
A.4.2a	Appropriate staff members	Y N NA	
A.4.2b	Detainees, where appropriate	Y N NA	
A.4.3	Policies and procedures are reviewed and updated.	Y N NA	
A.4.4	The admission and orientation process includes:		
A.4.4a	Photographing	Y N NA	
A.4.4b	Fingerprinting	Y N NA	
A.4.4c	Criminal history check	Y N NA	
A.4.4d	Medical screening and referral	Y N NA	
A.4.4e	A mental health and dental receiving screening will be done.	Y N NA	
A.4.4f	Shower	Y N NA	
	Change of clothes		
	Personal hygiene items		
	Inventory of property		

	Review Checklist	Yes/No Not Applicable	Comments
A.4.5	During the admission and orientation process, detainees receive information on (in English/Spanish and any prevailing local language for the specific facility and be shown the “Know Your Rights Video” - By ICE Staff):		
A.4.5a	The inmate discipline system	Y N NA	
A.4.5b	General and legal mail	Y N NA	
A.4.5c	Access to health and mental health services	Y N NA	
A.4.5d	The facility’s refusal to tolerate discrimination	Y N NA	
A.4.5e	The facility’s commitment to equality of access to programs and services without regard to race, gender, or national origin	Y N NA	
A.4.5f	Available informal mechanisms for bringing problems and questions (including complaints of victimization) to the attention of staff	Y N NA	
A.4.5g	The use of the formal grievance system	Y N NA	
A.4.5h	Law Library Access (See ICE attachment A – Access not necessary for under 72-hour ICED facility)	Y N NA	

	Review Checklist	Yes/No Not Applicable	Comments
A.4.5i	Pertinent Rules and regulations	Y N NA	
A.4.5j	Personal Property	Y N NA	
A.4.5k	Telephone and visiting privileges	Y N NA	
A.4.5l	Sick call procedures	Y N NA	
A.4.5m	Facility plan and program for prevention, intervention and remediation of sexual misconduct	Y N NA	
A.4.5n	What constitutes sexual misconduct / sexual harassment; consequences of participating in such activities.	Y N NA	
A.4.6	Detainees receive the information in a manner calculated for their understanding (i.e. reading ability, or their preferred language).	Y N NA	

ADMINISTRATION/MANAGEMENT: Personal Property and Monies

A.5 The Facility Director ensures personal property and monies are properly recorded, stored, and returned to detainees upon their release.

(K.2)

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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On-site Assessment Items:

Review relevant policies, procedures, and documentation concerning detainee personal property and monies.

Interview staff in booking area and in property storage area to determine that the system for tracking and maintaining personal property has been implemented and that a system for replacing lost or stolen property, as well as property destroyed by staff, has been implemented.

Interview staff in fiscal department to determine that the system for tracking and maintaining detainees' funds on deposit with the facility has been implemented. Determine also that inmates may challenge discrepancies and review records of the correction of any such discrepancies. Also review records of refunds to detainees upon release, as well as transfers of funds when inmates are transferred to another facility.

Review grievances filed by detainees over the past 120 days regarding personal property or funds on deposit with the facility. [Note: This is a monitoring method that is useful in many areas. Consider including it in additional areas, above.]

	Review Checklist	Yes/No Not Applicable	Comments
A.5.1	Ensure written policies and procedures exist for the collection, storage, and return of detainee personal property and funds. These policies include at least the implementation subjects addressed in this section.	Y N NA	
A.5.2	Policies and procedures are communicated to:		
A.5.2a	Appropriate staff members	Y N NA	
A.5.2b	Detainees, where appropriate	Y N NA	
A.5.3	Policies and procedures are reviewed and updated.	Y N NA	
A.5.4	Ensure a system for the tracking and maintenance of detainee personal property and funds on deposit with the facility exists and is in use.	Y N NA	
A.5.5	Ensure a system for detainees to challenge discrepancies in their financial accounts exists and is in use.	Y N NA	
A.5.6	Ensure a system for the facility to replace items lost or stolen from detainee property storage exists and is in use.	Y N NA	
A.5.7	Ensure a system for the facility to replace detainee property destroyed or damaged, intentionally or inadvertently, by staff exists and is in use.	Y N NA	
A.5.8	The facility returns detainee personal property and funds to which the detainee is entitled.	Y N NA	

ADMINISTRATION/MANAGEMENT: Detainee Release

A.6 The Facility Director ensures detainees are released only with proper orders, identity verification, and notification. (K.3)

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On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning detainee release.

Interview staff regarding release procedures. Verify through examination of any documentation that may exist regarding prior releases or releases during the course of the review.

Interview high-ranking staff to determine any instances of improper releases.

Examine documentation supporting notification of authorities prior to a detainee's release. (Such authorities include at least those who have issued notification of a detainer, as well as representatives of the DOJ agency with jurisdiction over the prisoner).

	Review Checklist		Comments
A.6.1	Ensure written policies and procedures exist for the release of detainees. These policies include at least the implementation subjects addressed in this section.	Y N NA	
A.6.2	Policies and procedures are communicated to:		
A.6.2a	Appropriate staff members	Y N NA	
A.6.2b	Detainees, where appropriate	Y N NA	
A.6.3	Policies and procedures are reviewed and updated.	Y N NA	
A.6.4	Prior to releasing a detainee, the facility verifies relevant paperwork/orders, as well as the identity of the detainee being released.	Y N NA	
A.6.5	Authorities are notified of the impending detainee release.	Y N NA	

ADMINISTRATION/MANAGEMENT: Accommodations for the Disabled

A.7 The Facility Director ensures that accommodations are made for disabled detainees if the particular facility accepts disabled detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning accommodations for the disabled.

Interview random staff to determine their ability to recognize and respond to the special needs of disabled detainee (e.g., necessary accommodations in showering, eating, programming, and other activities).

Interview several disabled detainees, if available, to determine the extent to which they feel staff respond properly to the special needs of such detainees.

Tour facility to identify accessibility and safety or reasonable alternatives for inaccessible or unsafe areas. Through discussions with staff during the tour, identify any areas accessible to non-disabled detainees to which disabled inmates are denied access.

Note the presence of disabled detainees, if any, in various areas of the institution.

	Review Checklist		Comments
A.7.1	Ensure written policies and procedures exist for the accommodation of disabled detainees. These policies include at least the implementation subjects addressed in this section.	Y N NA	
A.7.2	Policies and procedures are communicated to:		
A.7.2a	Appropriate staff members	Y N NA	
A.7.2b	Detainees, where appropriate	Y N NA	
A.7.3	Policies and procedures are reviewed and updated.	Y N NA	
A.7.4	All areas of the facility that are used by detainees are safe and accessible by those who are physically challenged, elderly, hearing impaired, or visually impaired.	Y N NA	
A.7.4a	For those areas that are not safe and accessible, a reasonable alternative has been made available.	Y N NA	
A.7.4b	Staff recognize and respond to the special needs of the physically challenged, elderly, hearing impaired, or visually impaired.	Y N NA	
A.7.5	Disabled detainees are able to access and make use of appropriate areas of the facility	Y N NA	