

Section G: SERVICES AND PROGRAMS

SERVICES AND PROGRAMS: Classification, Review, and Housing

G.1 The Facility Director ensures that written policies and procedures are followed for the classification and reclassification of detainees to ensure the safe, secure, and humane housing of detainees. (K.16)

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On Site Assessment Items:

Review relevant policies, procedures, and documentation concerning classification, review, and housing.

Interview staff responsible for classification/reclassification recommendations or decisions regarding their knowledge of the classification system.

Interview random correctional staff (particularly in housing units) regarding their knowledge of the classification system.

Review copies of classification and reclassification forms to identify criteria for classification, and reclassification.

Review samples of several housing units, identifying the classification of each inmate assigned to the unit, to establish that housing assignments are consistent with classification status.

Determine the practices in place to protect vulnerable prisoners in the general population.

Interview a sample of these prisoners.

Review any incident report regarding any injury to an inmate by another prisoner over the past 120 days.

Review random inmate files to determine how quickly initial classification occurs, where inmate is placed prior to initial classification, and frequency of routine reclassification reviews.

Determine whether certain events (e.g., conviction of a disciplinary offense) result in an automatic reclassification review.

Review all inmate grievances regarding classification over the past 90 days.

For facilities housing detainees under the custodial jurisdiction of the Immigration and Customs Enforcement, the reviewer should be familiar with the ICE requirements for access to legal materials.

	Review Checklist		Comments
G.1.1	Ensure policies and procedures exist that classify and separate detainees into separate living settings in a manner that addresses the security needs of these individuals. These policies include at least the implementation subjects addressed in this section and also the following classifications designated according to:	Y N NA	
G.1.1a	Prior offense (with emphasis on the assaultive nature of such offenses)	Y N NA	
G.1.1b	Known or reported history for violence in a confinement setting	Y N NA	
G.1.1c	Known or reported existence of “victimization” factors (e.g., homosexuality, physical appearance)	Y N NA	
G.1.1d	Known cultural or gang affiliated violence potential	Y N NA	
G.1.1e	Behavior and unusual incidents of conduct while within the facility	Y N NA	
G.1.2	Policies and procedures are communicated to:		
G.1.2a	Appropriate staff members	Y N NA	
G.1.2b	Detainees, where appropriate	Y N NA	
G.1.3	Policies and procedures are reviewed and updated.	Y N NA	
G.1.4	Detainees are classified and placed appropriately, in accordance with applicable classification factors.	Y N NA	
G.1.5	There is a routine review of the classification of detainees.	Y N NA	
G.1.6	The appropriate facility staff understand the classification system and are using it.	Y N NA	

SERVICES AND PROGRAMS: Religious Practices

**G.2 The Facility Director ensures that detainees of all faiths have reasonable and equitable opportunities to participate in the practices of their faith.
(K.17)**

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning religious practices.

Interview chaplains and, if possible, outside providers of religious programming as well as staff and detainees of various faiths.

Review documentation of scheduling of religious services.

Review logs to determine whether outside providers of religious services have been admitted to the facility over the past 90 days.

Review all inmate grievances over the past 90 days regarding religious programming.

Follow-up on any suggestion or evidence of exclusion of a provider based solely on the basis of faith group membership.

	Review Checklist		Comments
G.2.1	Ensure written policies and procedures exist that provide a reasonable and equitable opportunity for detainees to participate in the practice of their faith. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.2.2	Policies and procedures are communicated to:		
G.2.2a	Appropriate staff members	Y N NA	
G.2.2b	Detainees, where appropriate	Y N NA	
G.2.3	Policies and procedures are reviewed and updated.	Y N NA	
G.2.4	Detainees of all faiths have reasonable and equitable opportunities to participate in the practices of their faith.	Y N NA	
G.2.5	Providers of religious services have access to the facility, and are not denied solely on the basis of faith group membership.	Y N NA	

SERVICES AND PROGRAMS: Volunteer Work Assignments

G.3 The Facility Director ensures that detainees are not required to work unless they volunteer to do so via a signed waiver form.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
--	---	---	--	--

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning volunteer work assignments.

Interview facility management staff, corrections staff, security staff, and detainees.

Obtain list of inmate workers and determine (by sample or otherwise) the unsentenced status or “work/volunteer” document in inmate’s file.

	Review Checklist		Comments
G.3.1	Ensure written policies and procedures exist which ensure that detainees are not required to work unless they volunteer to do so. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.3.2	Policies and procedures are communicated to:		
G.3.2a	Appropriate staff members	Y N NA	
G.3.2b	Detainees, where appropriate	Y N NA	
G.3.3	Policies and procedures are reviewed and updated.	Y N NA	
G.3.4	A “work/volunteer” document is on file for all detainees participating in non-routine housekeeping and sanitation work assignments.	Y N NA	

SERVICES AND PROGRAMS: Work Assignments and Security

G.4 The Facility Director ensures that work assignments do not compromise the security of the facility or community, or the delivery of health care. The Facility Director also ensures that detainees do not supervise other detainees.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning work assignments and security.

Interview facility management staff, corrections staff, security staff, and detainees.

Observe detainee workers during tour of facility.

Is there unsupervised use of weapons or escape paraphernalia?

Is there supervision by staff, not other detainees/inmates?

Review detainee grievances regarding supervision by other prisoners over the past 120 days.

Review Checklist		Comments			
G.4.1	Ensure written policies and procedures exist that preserve the security of work assignments and specifically prohibit any detainee from having supervisory authority over any other detainee. These policies include at least the implementation subjects addressed in this section and also:	Y	N	NA	
G.4.1a	Ensure policies and procedures exist that describe the work assignments available to detainees.	Y	N	NA	
G.4.2	Policies and procedures are communicated to:				
G.4.2a	Appropriate staff members	Y	N	NA	
G.4.2b	Detainees, where appropriate	Y	N	NA	
G.4.3	Policies and procedures are reviewed and updated.	Y	N	NA	
G.4.4	Detainee work assignments do not involve unsupervised use of items constituting weapons or escape paraphernalia	Y	N	NA	
G.4.5	Detainees work under the direction of staff and not under other detainees	Y	N	NA	

SERVICES AND PROGRAMS: Exercise and Out-of-Cell Opportunities

G.5 The Facility Director ensures that staff permit detainees a minimum of one hour of outdoor recreation five days a week, if weather permits.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
--	---	---	--	--

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning exercise and out-of-cell opportunities.

Interview facility management staff, corrections staff, security staff, and detainees.

Interview staff and inmates in special management unit(s) to determine the extent of recreation offered.

Review written schedules for recreation for all housing units.

Review documentation of provision of mandatory minimum recreation periods, as well as cancellations.

Review documentation of basis for denials of recreation to any inmate or group of inmates.

Review all inmate grievances over the past 90 days regarding recreation.

Follow up on these grievances, as necessary.

Review Checklist			Comments
G.5.1	Ensure written policies and procedures exist that afford detainees with the opportunity to engage in recreational exercise outside their designated sleeping area, for a minimum period of one hour per day, 7 days per week.(One hour per day five days per week in special management units), unless specifically restricted for good cause. This standard cannot be altered because of lack of staff. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.5.2	Policies and procedures are communicated to:		
G.5.2a	Appropriate staff members	Y N NA	
G.5.2b	Detainees, where appropriate	Y N NA	
G.5.3	Policies and procedures are reviewed and updated.	Y N NA	
G.5.4	If the facility denies any individual or group of individuals the minimum recreation period, documentation exists that verifies that the denial is based on good cause in relation to individual misconduct or a facility security need.	Y N NA	
G.5.5	Recreation periods are consistently afforded to detainees.	Y N NA	
G.5.5a	Mandatory minimum periods are documented.	Y N NA	

SERVICES AND PROGRAMS: Legal Materials (ICE Standard (b))

G.6 The Director affords detainees reasonable and equitable access to legal materials and reasonable opportunities to prepare and copy legal materials.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning access to legal materials.

Interview facility management staff, corrections staff, security staff, and detainees.

Interview special housing unit and law library staff to determine how legal services are provided to segregated inmates.

Tour law library area.

Identify hours law library is open and determine procedures for gaining access.

Interview staff responsible for law library.

Interview sample of inmates whose names appear on law library log.

Determine extent of usage and fact of usage by all general population housing units by reviewing log.

Through interviews with random inmates and law library staff, verify:

Access to copies of unique forms and to copying services.

Access to writing materials, writing implements, and postage.

Provision of free materials, services, and postage to indigent inmates (after determining the facility's criteria for indigence).

General access to notary services for documents that require notarization.

Review all grievances over the past 90 days regarding access to legal materials and services.

	Review Checklist		Comments
G.6.1	Ensure written policies and procedures exist for equitable access to legal materials and reasonable opportunities to prepare and copy legal documents. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.6.2	Policies and procedures are communicated to:		
G.6.2a	Appropriate staff members	Y N NA	
G.6.2b	Detainees, where appropriate	Y N NA	
G.6.3	Policies and procedures are reviewed and updated.	Y N NA	
G.6.4	Detainees are provided access to sufficient legal research materials and a reasonable opportunity to prepare legal documents.	Y N NA	
G.6.5	Detainees are provided reasonable access to copies of unique forms required for agency processes and reasonable access to copying services for submission of documents to agencies and the courts.	Y N NA	

G.6.6	Detainees are afforded access to sufficient writing materials, writing implements and postage.	Y	N	NA	
G.6.6a	Indigent detainees receive writing materials, writing implements, notary services when required by the court, and postage without charge in order to prepare and send legal documents to agencies and the courts.	Y	N	NA	
G.6.7	Detainees have access to notary services to obtain notarization of documents for which there is a legal requirement of notarization.	Y	N	NA	

SERVICES AND PROGRAMS: Legal Representation (ICE Standard (c))

G.7 The Facility Director ensures that detainees have reasonable and equitable access to legal representation and the courts. (K.18)

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning access to legal representation.

Interview facility management staff, corrections staff, security staff, and detainees,...

Review documentation of inmates' access to and contact with legal representatives (including paraprofessionals employed by attorneys).

Review schedule for attorney/client visits.

Review all grievances over the past 90 days regarding access to legal representatives.

	Review Checklist		Comments
G.7.1	Ensure written policies and procedures exist for reasonable access to legal representation and the courts. These policies include at least the implementation subjects addressed in this section	Y N NA	
G.7.2	Policies and procedures are communicated to:		
G.7.2a	Appropriate staff members	Y N NA	
G.7.2b	Detainees, where appropriate	Y N NA	
G.7.2c	Outside organizations, as appropriate	Y N NA	
G.7.3	Policies and procedures are reviewed and updated.	Y N NA	
G.7.4	Detainees are afforded access to legal representatives, including paraprofessionals employed by attorneys, during those periods provided by the facility.	Y N NA	
G.7.5	Detainee access to legal representation and the courts is documented	Y N NA	

SERVICES AND PROGRAMS: Telephone Access (ICE Standard (d))

G.8 The Facility Director ensures that detainees have reasonable and equitable access to telephones.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning telephone access.

Interview facility management staff, corrections staff, security staff, and detainees.

Identify means by which inmates gain access to telephones.

Interview high-ranking staff re telephone call policies and practices, including monitoring of calls.

Verify through interviews of random inmates.

Review any available documentation regarding monitoring

Review any inmate grievances or other complaints over the past 90 days regarding access to telephones and the opportunity to make unmonitored calls to authorized persons.

	Review Checklist		Comments
G.8.1	Ensure written policies and procedures exist for reasonable and equitable access of detainees to telephones. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.8.2	Policies and procedures are communicated to:		
G.8.2a	Appropriate staff members	Y N NA	
G.8.2b	Detainees, where appropriate	Y N NA	
G.8.3	Policies and procedures are reviewed and updated.	Y N NA	
G.8.4	Detainees are afforded reasonable telephonic access to the community, which affords them opportunities to contact family members, public officials, and legal representatives.	Y N NA	
G.8.5	With the exception of confidential unmonitored telephonic access (e.g., no voice monitoring) to federal officials and legal representatives, unless otherwise restricted by judicial order, all telephone calls by detainees are recorded and monitored.	Y N NA	

SERVICES AND PROGRAMS: Visitation Privileges (ICE Key Access Standard (e))

G.9 The Facility Director ensures that detainees are allowed visitation with family and friends.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning visitation privileges.

Interview facility management staff, corrections staff, security staff, and detainees.

Review schedule for general visiting.

Review documentation of visiting sessions.

If policy/practice do not permit at least one visit per week for each inmate, identify and evaluate basis/justification for limitation (e.g., space limitations).

Observe visiting session and search of visitors and their property before entry into the facility.

Review all grievances over the past 90 days regarding general visiting.

	Review Checklist		Comments
G.9.1	Ensure written policies and procedures exist for the allowance of reasonable visitation with family and friends, including the search of family and friends for contraband items. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.9.2	Policies and procedures are communicated to:		
G.9.2a	Appropriate staff members	Y N NA	
G.9.2b	Detainees, where appropriate	Y N NA	
G.9.3	Policies and procedures are reviewed and updated.	Y N NA	
G.9.4	The facility provides a reasonable and equitable visitation program to all detainees.	Y N NA	
G.9.5	Detainees are afforded reasonable and frequent access to family, friends, and community representatives.	Y N NA	
G.9.5a	Access is confirmed by documentation.	Y N NA	

SERVICES AND PROGRAMS: Detainee Mail and Correspondence

**G.10 The Facility Director ensures detainees can send and receive mail and maintains the confidentiality of privileged
(K.19)**

correspondence.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
-------------------------------------	------------------------------------	--	-----------------------------------	---

Reviewer's Initials:	Date:
-----------------------------	--------------

On-Site Assessment Items:

Review relevant policies, procedures, and documentation concerning detainee mail and correspondence.

Interview facility management staff, corrections staff, security staff, and detainees.

Observe practices in mail room. Interview person responsible for mail room concerning:

- Procedures for inspecting incoming mail,
- Handling of checks/money orders/cash in incoming mail,
- Processing of incoming and outgoing mail to ensure next day delivery to inmate or postal service,
- Confidential treatment of legal mail, and
- Lack of access by prisoners to other detainees' mail.

Observe delivery of general/legal mail if possible.

Review random inmates re mail practices.

Review all grievances over the past 90 days regarding mail-related practices.

	Review Checklist		Comments
G.10.1	Ensure written policies and procedures exist that cover the handling, sending, receipt, and confidentiality of mail and privileged correspondence. These policies include at least the implementation subjects addressed in this section.	Y N NA	
G.10.2	Policies and procedures are communicated to:		
G.10.2a	Appropriate staff members	Y N NA	
G.10.2b	Detainees, where appropriate	Y N NA	
G.10.3	Policies and procedures are reviewed and updated.	Y N NA	
G.10.4	The facility assures the following, unless special circumstances preclude (e.g., security, translation...):	Y N NA	
G.10.4a	Mail processed for delivery to detainees is inspected for prohibited enclosures, including the accounting of money.	Y N NA	
G.10.4b	Mail is processed in a timely manner, with a minimum of next day delivery to the postal service or detainee.	Y N NA	
G.10.4c	Appropriately labeled legal correspondence is separated and handled in a confidential manner.	Y N NA	
G.10.4d	Mail to and from detainees is not accessed by and not processed by other confined individuals.	Y N NA	