

## **Key Functional Areas - Definitions**

The *Key Functional Areas* are those areas that address the minimal requirements necessary to ensure detainees are housed in a safe, secure, and humane environment. While a facility's compliance with each of the functional areas will be evaluated, failure to comply with any *Key Functional Areas* will be considered a material deficiency in the operation of the facility. Use of facilities that fail to develop and implement a corrective action plan to ensure the facility can attain and maintain compliance with the *Key Functional Areas* may be discontinued. Additionally, if the facility is operating under a contract, administrative fee deductions may be assessed.

### **ADMINISTRATION/MANAGEMENT**

- K.1/A.2 *The Inter-governmental facility/contractor's Quality Control Program serves to identify deficiencies in the quality of services throughout the entire scope of the contract and implements corrective action before the level of performance becomes deficient.*
- K.2/A.5 *Detainee funds and property are properly maintained and accounted for during incarceration.*
- K.3/A.6 *Detainees are lawfully committed, processed, and discharged, in a safe and secure environment, with emphasis on the detection and elimination of contraband from their persons and property. The appropriate execution, processing and verification of documents are performed to ensure the accurate and timely release of detainees.*

### **Health Care**

- K.4/B.2 *Health information data is recorded accurately, legibly, timely, and maintained in accordance with applicable policy. All detainees are screened for mental health, substance abuse, and other behavioral problems and receive appropriate intervention, treatment and programs to promote a healthy, safe, and secure environment.*

K.5/B.3 *Open access to health care is provided for all detainees in an environment that is safe and secure. Quality health care is provided utilizing qualified personnel and resources in accordance with applicable functional areas.*

### **Security and Control**

K.6/C.1 *A safe and secure environment is provided for staff and detainees through effective communication of operation concerns. This includes verbal and written instructions, post orders, local policies, information dissemination, training and crisis prevention.*

K.7/C.3 *Intelligence information related to security concerns is gathered for dissemination to appropriate staff and federal agency (U.S.Marshals Service, Immigration and Customs Enforcement).*

K.8/C.4 *A security inspection system is provided to meet the needs of the institution.*

K.9/C.14 *Emergency readiness is maintained to respond to institution emergencies.*

### **Food Service**

K.10/D.1 *Policy, procedures, and practices are in place for a safe, secure, and sanitary environment. Policy, procedures, and essential resources are identified, developed, and managed to meet the operational needs of the Food Service Program.*

K.11/D.2 *It is ensured that nutritional and varied meals are prepared.*

### **Staff/Detainee Communication**

K.12/E.1 *Staff are accessible and communicate effectively with detainees to promote positive institutional adjustment.*

K.13/E.3 *A program for detainee grievances exists which provides for the expression and resolution of detainee problems.*

### **Safety and Sanitation**

K.14/F.5 *Clothing, linens, toiletries and laundry services are provided to detainees.*

K.15/F.7 *All facilities are safely operated and maintained in accordance with applicable laws, codes, and regulations.*

### **Services and Programs**

K.16/G.1 *Detainees are appropriately classified and managed commensurate with security and custody requirements to promote institution and public safety.*

K.11/G.2 *Impartial religious leadership is provided through resources and programs to accommodate the free exercise of religion and diverse needs of detainees.*

K.18/G.8 *Detainees are provided the privilege of a detainee telephone system. Effective security measures are in place to prevent misuse of the telephone system.*

K.19/

G.11 *The institution provides detainee mail services, which include timely processing and accountability of funds, special mail, and general correspondence.*

The following Immigration and Customs Enforcement (ICE) Standards are listed in the Performance-Based Detention Standards Review Book:

1. A.4 Admission and Orientation.....ICE Standard (a)
2. G.6 Legal Materials.....ICE Standard (b)
3. G.7 Legal Representation.....ICE Standard (c)
4. G.9 Telephone Access.....ICE Standard (d)
5. F.10 Visitation Privileges.....ICE Standard (e)