ICE/DRO DETENTION STANDARD

FACILITY SECURITY AND CONTROL

I. PURPOSE AND SCOPE. This Detention Standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and that events that pose a risk of harm are prevented.
It applies to the following types of facilities housing ICE/DRO detainees:

- Service Processing Centers (SPCs);

- Contract Detention Facilities (CDFs); and

- State or local government facilities used by DRO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

Procedures in italics are specifically required for SPCs and CDFs. IGSAs must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

Some terms used in this document may be defined in the separate **Definitions** Standard.

II. EXPECTED OUTCOMES. The expected outcomes of this Detention Standard are:

1. Essential security posts and positions will be staffed with qualified personnel.

2. Facility security and safety will be monitored and coordinated by a secure, well-equipped, and continuously staffed control center.

3. The facility's perimeter will ensure that detainees remain within and that public access is denied without proper authorization.

4. Information about routine procedures, emergency situations, and unusual incidents will be continually recorded in permanent post logs and shift reports.

5. Facility safety, security and good order, including the safety, health and well-being of staff and detainees, will be enhanced through ongoing observation, supervision, and personal contact and interaction between staff and detainees.

6. Special security and control measures will consistently be applied to Special Management Unit entrances.

7. Facility safety, security and good order will be enhanced through frequent and documented staff inspections of detainee-occupied and unoccupied areas.

III. DIRECTIVES AFFECTED

This Detention Standard replaces **Security Inspections** dated 9/20/2000.

This Detention Standard incorporates the requirement for orange visitor passes for contractual construction service personnel required by a memorandum to Deputy Assistant Directors and Field Office Directors from the Assistant Director for Management, Detention and Removal, on **Detention Facilities Management** (1/16/2007).

IV. REFERENCES

American Correctional Association 4th Edition, Standards for Adult Detention Facilities: 4-ALDF-2A-01 through 2A-14, 2A-18, 2C-01, 2C-02, 7F-06.

ICE/DRO Detention Standard on **Post Orders**.

ICE/DRO Detention Standard on **Contraband**.

ICE/DRO Detention Standard on **Correspondence and Other Mail**.

ICE/DRO Detention Standard on **Key and Lock Control**.

ICE/DRO Detention Standard on **Population Counts**.

ICE/DRO Detention Standard on **Use of Force and Restraints**.

ICE/DRO Detention Standard on **Visitation**.

ICE/DRO Detention Standard on **Tool Control**

V. EXPECTED PRACTICES

A. Security Staffing

Security staffing shall be sufficient and appropriate to maintain facility security and prevent or minimize events that pose a risk of harm to persons and property. The facility administrator shall determine security needs based on a comprehensive staffing analysis and staffing plan that is reviewed and updated at least annually. Essential posts and positions shall be consistently filled with qualified personnel.

At all times in a facility that is housing both male and female detainees, at least one male and one female staff member shall be on duty.

All security posts shall be guided by Post Orders.

B. Control Centers

Each facility shall have a secure control center that is staffed continuously 24 hours a day for monitoring and coordinating facility's security, life-safety, and communications systems.

In SPCs, and CDFs, the chief of security shall carefully screen officers for the highly responsible Control Center post assignment(s). The Control Officer's responsibilities include, among other things, key control, count procedures, and public-address-system operations. The Detention Standards on **Key and Lock Control** and **Population Counts** detail requirements for key control and counts.

The facility administrator shall establish procedures to implement the following Control Center requirements:

1. *Round-the-clock staffing;*

2. *Limited staff access;*

3. *No detainee access (In a Control Center, staff must do cleaning duties that elsewhere in the facility may ordinarily be assigned to detainees.);*

4. *Communications center;*

5. *Maintenance of a list of the current home and cellphone number of every officer, administrative/support services staff, Situation Response Teams (SRTs), Hostage Negotiation Teams (HNTs), and law enforcement agencies. (If any staff member is inaccessible by phone, other means of off-duty contact approved by the facility administrator, such as a pager number or e-mail address, may be listed.) The list shall:*

   - *Be on file in both the Control Center and the shift supervisor's office;*

   - *Be maintained in a secure file;*

   - *Comply with the Privacy Act;*

   - *Be used for emergency recall or urgent business only;*

   - *Be updated at least quarterly;*

   - *Prominently feature the following notice:*

     This information must be safeguarded. Use is restricted to those needing the information in the performance of their official duties. Misuse will subject the user to criminal liability. This agency will view any misuse of this information as a serious violation of the Employee Code of Conduct, which may result in disciplinary action, including removal.

6. *Round-the-clock accountability for equipment;*

7. *Watch calls (officer safety checks) to the Control Center by all staff ordinarily shall occur every half-hour between 6:00 P.M. and 6:00 A.M. Individual facility policy may designate another post to conduct watch calls. Any exception for staff to not make watch calls as described requires approval of the facility administrator.*

C. Perimeter Security

1. Front Entrance

The facility's front entrance shall be a controlled access point. Entrance into the secure perimeter shall be controlled by a sally port or equivalent with electronic interlocking doors or grilles to prevent unauthorized entry or exit.

Staff assigned to the front entrance post shall be selected and expected to present a neat and professional appearance and exercise public relations skills of courtesy, tact, and an ability to interact and communicate easily and effectively

with a diversity of people, while maintaining security and enforcing regulations.

a. Identification

The officer assigned to this post shall check the identification documents of every visitor, employee, and other person entering or leaving the facility. More detailed information on proper identification is provided in the Detention Standard on **Visitation**.

b. Record

1. The post officer shall maintain the visitor logbook, the bound ledger in which all non-staff visits are recorded.

2. Every entry in the logbook shall identify the person or department visited; date and time of visitor's arrival; purpose of visit; unusual requests; and time of departure.

3. The entry for a person visiting a detainee shall also include the name and A-number of the detainee being visited, along with the visitor's relationship to the detainee, immigration status, and address. The post officer shall require the visitor to print and sign his or her name in the visitor logbook.

4. All ICE/DRO employees shall wear ICE/DRO-issued identification cards (to include photograph and name). The facility shall maintain a tracking mechanism for all staff permanently stationed at the facility. This will include a process to rapidly verify all staff entering and leaving the perimeter.

*5. The facility administrator shall establish procedures for tracking the arrivals and departures of contract employees; however, the main gate/front entrance officer shall maintain a separate file of **contract employee** forms G-74, laminated, with photograph, issue date, expiration date (if applicable), and the facility administrator's signature.*

c. Visitor Passes

The facility administrator shall establish procedures for issuing color-coded visitor passes to all visitors entering the facility (at the main gate/front entrance). The visitor must prominently display this pass on an outer garment, where staff can see it at a glance.

The post officer shall check the validity of the identification. In exchange for the photo-identification card (driver's license, student ID card, etc.), the post officer shall issue the visitor a color-coded pass, provided the photo resembles the visitor closely enough to identify the visitor. The visitor must leave his or her photo-identification card with the post officer until the end of the visit, marked by the time-out entry in the logbook.

The post officer holds all visitor identification cards at the main gate front entrance for a range of security reasons:

- ▪ *To account for visitors in the event of an emergency (for example, medical, fire, hostage situation or other incident),*

- *As a check on logbook data; and*

- *As a disincentive for criminal or disruptive behavior (distributing drugs or other contraband; inciting an internal disturbance or riot), etc.*

(1) Blue Visitor Passes (or color-code equivalent)

ICE/DRO employees not permanently stationed at the facility and official visitors from other Department of Homeland Security agencies shall receive "blue" passes. Visitors with blue passes do not need, but may request, escorts.

The post officer shall record every official visitor's arrivals and departures in the visitor logbook, providing the person or department visited; date and time of visitor's arrival; purpose of visit; unusual requests; and time of departure.

To save time, all ICE/DRO employees with frequent business at the facility but stationed elsewhere should complete a G-74 for the front-entrance Personal Data Card file.

(2) Yellow Visitor Passes (or color-code equivalent)

Law enforcement officers not directly connected with ICE/DRO, vendors, and other persons visiting in an official capacity shall receive "yellow" passes. Their visits shall be recorded in the visitor logbook. Escorts are required for visitors with yellow passes.

(3) Orange Visitor Passes (or color-code equivalent)

Contractual construction service personnel, including:

- Representatives of the Corps of Engineers

- Contractors, including sub-contractors, employees, laborers, supervisors, etc.

Each facility administrator shall require such persons to identify themselves, consistent with the photo ID requirements stated above, and shall devise procedures for issuing construction visitor passes, including: requirements for visitor display of passes, and facility areas where the construction visitors are authorized to be and work.

(4) Red Visitor Passes (or color-code equivalent)

*Nonofficial persons visiting detainees or visiting the facility, , regardless of affiliation, shall receive "red" passes. The post officer shall enter their visits in the visitor logbook as specified under **Record**. Escorts are required for visitors with red passes.*

If a visitor leaves the facility without surrendering the visitor pass and retrieving his or her identification card, the post officer shall photocopy the identification card and attach it to a memo to the shift supervisor stating:

- *Visitor's name;*

- *Visitor's title (if applicable);*

- *Person or department visited;*

- *Time pass was issued;*

- *Reason for not retrieving pass from visitor and/or not returning the identification card; and*

- *Other relevant observations (for example, suspicious or emotionally charged behavior, use of rude language, demeanor)*

The main gate front-entrance officer must account for all visitor passes when coming on duty, immediately reporting any discrepancies to the shift supervisor. The post officer is also responsible for monitoring the inventory of visitor passes and identification cards, and reporting to the shift supervisor any unusually long visits (as indicated by an unretrieved identification card and/or missing visitor pass).

2. Vehicle Entrance

a. Identification

The main-gate front-entrance officer shall control all vehicular traffic entering and leaving the facility. The officer shall check the driver's license of every person driving into the facility, regardless of purpose (visit, delivery, etc.) and may require proof of insurance, especially for vehicles being driven on the grounds. Only if the license (and insurance) is valid may the officer admit the vehicle. While the driver is within the facility's secure perimeter, the officer shall hold the driver's license, as specified under **Visitor Passes**.

b. Vehicle Log

The post officer shall log the following information on every vehicle: tag number, driver's name, firm represented, vehicle contents, date, time in, time out, and facility employee responsible for the vehicle on-site.

c. Controls

1. *The main-gate front-entrance officer shall search the vehicle before it enters or leaves the facility, both to prevent the introduction/removal of contraband and to prevent the vehicle's use as a means of escape. All drivers making deliveries must submit to questioning about firearms, munitions, knives, ropes, jacks, narcotics, and other items considered contraband. (For more detailed information, see the Detention Standard on **Contraband**.)*

2. *Any article posing a threat to the facility's security shall be held at the gate or removed from facility grounds. The driver of a delivery vehicle may be accompanied by one or more co-worker(s), but no*

unauthorized passengers.

3. *The facility em*ployee responsible for vehicle oversight shall, as escort:

   - *walk behind the vehicle;*

   - *directly supervise loading and unloading ;*

   - *retain the ignition keys, never leaving them in the vehicle; and*

   - *close windows, lock doors and trunks, secure toolboxes, ladders, etc., before leaving the vehicle unattended.*

4. Before the exit gate, the driver shall stop at the spot designated. The gate operator shall not allow the vehicle to depart until satisfied that neither the driver nor the escorting officer is under duress. With that established, officers shall again search the vehicle. If a thorough search is impossible, the vehicle shall be unloaded or held pending completion of the next official count. If the vehicle or vehicular equipment must remain inside the compound overnight, staff shall render it inoperable.

5. *If the post officer has doubts about a person's identity, he or she shall not permit the person to exit, pending positive identification.*

6. Staff shall handle any legal or special mail delivered to the facility for detainees in accordance with the Detention Standard on **Correspondence and Other Mail**.

D. General Population Housing Units

1. Post Orders and Housing Records

For each housing unit, the facility administrator shall establish written Post Orders with step-by-step procedures, in accordance with the Detention Standard on **Post Orders**. Those Post Orders shall require that housing officers maintain a housing unit log for recording information regarding routine unit operations, as well as unusual and emergency incidents.

Housing unit Post Orders in SPCs and CDFs shall follow the event schedule format, for example, "0515– Lights on" and shall direct the assigned officer to maintain a unit log of pertinent information regarding detainee activity.

The shift supervisor shall visit each housing area and initial the log on each shift.

2. Supervision, and Communication

Security officer posts shall be located in or immediately adjacent to detainee housing units to permit officers to see or hear and respond to emergency situations. Personal contact and interaction between housing staff and detainees shall be expected and required.

As prescribed by Post Orders, staff shall observe, supervise, and control movement of detainees from one area to another. No detainee may ever be given authority over, or be permitted to exert control over, any other detainee.

The facility administrator, designated assistant facility administrator, security

supervisors, and others designated by the facility administrator shall be required to visit all housing units at least weekly to observe living conditions and interact informally with detainees. Ordinarily, such visitors shall record their visits by initialing the housing unit log.

E. Special Management Unit (SMU)

Because Special Management Units are inherently among the most secure areas of any detention facility, special security and control measures are required.

1. Control of Contraband and Tools

Every facility administrator shall establish written policy and procedures to secure the SMU from contraband.

Items allowed to enter these SMUs shall be kept to an absolute minimum. Any item is allowed into the unit shall be thoroughly inspected and searched to prevent the introduction of contraband, including laundry, commissary, food carts, and personal property.

When it becomes necessary to introduce tools into the unit, special care shall be taken. All tools shall be inventoried by the special housing officer prior to entering. Tools shall be identified and checked against the inventory upon departing to ensure no tools, hazardous objects, or materials are left in the unit.

2. Control of Entrances

Every SMU entrance in regular use shall have a sallyport that is always operated so that the inner and outer doors cannot both be open simultaneously. Officers on the inside and outside shall independently check the identification of every person going in or out, and each must positively confirm that person's identity before allowing him or her through the door.

Also, in accordance with written procedures established by the facility administrator, these officers shall take precautions to ensure that the person requesting entry or exit is not doing so under duress.

3. Control of Food Carts

Food carts shall be securely locked before their leaving the food service area for delivery to the SMU. If this is not possible, a staff escort is required.

4. Control of Keys

Staff assigned to the SMU or SMU visiting area shall have keys to the inner door(s) of the sallyport, but not to the outside doors. Conversely, staff outside the SMU or SMU visiting area shall have keys to the sallyport's outer door but not the inner door(s). Under no circumstances shall one individual hold keys to both the inner and outer doors of the sallyport.

F. Security Inspections

1. Written Security Inspection Procedures Required

Frequent security inspections shall be conducted to control the introduction of contraband, ensure facility safety, security and good order, prevent escapes,

maintain sanitary standards, and eliminate fire and safety hazards. Each facility administrator shall establish a comprehensive security inspection system that covers every area in the facility, specifically including the perimeter fence line and other areas specified below.

IGSA facilities shall use the following requirements as a guide in formulating their inspection schedules.

In SPCs and CDFs, each officer who assumes assignment to a post shall conduct a security check of the area, record the results in the post logbook, and prepare and submit maintenance work requests as required.

Documentation of all daily inspections (shift, area, or post) is required. ICE/DRO requires SPCs and CDFs to submit the inspection forms, along with the schedule of inspections to the Chief of Security. It shall also provide guidelines for security-feature checks and for reporting security concerns, vulnerabilities, and inconsistencies, such as inoperable security cameras.

The facility administrator shall identify the officer responsible for including all areas of the facility in the daily security inspection process.

In SPCs and CDFs the shift supervisor (or equivalent) shall have this responsibility, under the chief of security (or equivalent). The shift supervisor or on-duty supervisor shall review all search and inspection documentation.

The shift supervisor shall report recurrent problems with maintenance work to the department head and/or assistant facility administrator. These problems would include, for example, unresponsiveness to work orders, failures to take corrective action and/or failed attempts to fix or solve the problem within a reasonable amount of time.

When the shift supervisor/assistant facility administrator advises the facility administrator of the need for major, security-related expenditures (mechanical, electrical, structural, or other repairs or improvements), the facility administrator shall request funding, as appropriate, through the ICE/DRO chain of command.

2. Perimeter Inspections

Perimeter inspections shall occur frequently, but at irregular times, as follows:

1. Walls, fences, and exits, including all outside windows shall be inspected for defects at least once per shift, and perimeter alarm systems shall be tested daily.

2. Once per shift or daily, at the facility administrator's discretion, places on the grounds where detainee could arrange to have visitors leave contraband.

3. Perimeter fence checked daily, with the assigned officer:

   - Walking the entire fence line, checking the tension wire, binding straps, and all hardware attached to the poles, to ensure tautness; examining wings for cut links; and testing the links fastening the sides of the fence bottom to the fence; and

   - Simulating a detainee's climbing the fence by pulling on the fence.

Jerking the fence back and forth does not simulate climbing and is insufficient. In a functional alarm system, the pull-test should activate the alarm, after which staff shall immediately notify the Control Center of the need to reset the alarm. Where the fence-climbing simulation is insufficient to activate the alarm, the facility administrator shall be immediately notified for corrective action.

4. The facility maintenance supervisor and chief of security shall check the fence monthly, documenting the results in the shift supervisor's daily log.

3. Housing Units

Each facility administrator shall establish written policy and procedures for housing unit and personal area searches. Canine units (in facilities that have them) may be used for contraband detection, but their use for force, control or intimidation of detainees is prohibited, in accordance with the Detention Standard on **Use of Force and Restraints**.

a. Searches of Detainee Housing Areas

Staff may search a detainee's housing area and personal items without prior notice, without detainee approval, and without the detainee present (the detainee's presence is preferred, but not necessary). Housing area searches shall take place irregularly, so as not to establish a predictable pattern.

For a cell search, staff shall remove the detainee from the cell. Staff must pay particular attention to plumbing facilities, ventilators, beds, bedding, tables, chairs, books, etc. and be on the alert for contraband in false bottoms, hidden compartments, hollow legs, etc.

After the search, staff shall restore all items to their original order.

b. Search Log

Each housing unit, including the SMU, shall document cell and area searches in a search log that registers the date, time, and findings, including location(s) where contraband found, type(s) of contraband, and the searching officers' names.

4. Searches of Utility Areas

Staff shall conduct irregular searches of storage and supply rooms, plumbing accesses, walls (particularly around ventilators and windows), light and plumbing fixtures, drains, etc., in the housing areas. These searches shall take place at least once per shift.

5. Searches of Shops and Buildings

Officers shall routinely inspect all areas of the facility, at odd hours, according to no fixed schedule. For searches of areas with specialized equipment or supplies, the respective department head shall be present to ease access to locked areas and to help determine the status of any questionable items.

Staff shall document these searches in a logbook maintained by the shift supervisor.

Standard Approved:

James T. Hayes, Jr. /s/   **12/5/2008**

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James T. Hayes, Jr.   **Date**
Director
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