
ICE Detention Standards Compliance Review

Glendale City Jail

July 31 – August 1, 2008

REPORT DATE – August 2, 2008



Contract Number: ODT-6-D-0001
Order Number: HSCEOP-07-F-01016

Percy H. Pitzer, Executive Vice President
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b6, b7c COTR
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August 2, 2008

MEMORANDUM FOR: James T. Hayes, Jr.
Acting Director
Office of Detention and Removal Operations

FROM:

[REDACTED] b6, b7c
Reviewer-In-Charge

fn [REDACTED] b6, b7c

SUBJECT: Glendale City Jail Annual Detention Review

Creative Corrections conducted the Annual Detention Review (ADR) of Glendale City Jail, located in Glendale, California, on July 31 – August 1, 2008. The facility has an Intergovernmental Service Agreement (IGSA) with Immigration and Customs Enforcement (ICE) to house adult male and female ICE detainees for less than 72 hours. As noted on the attached documents, the review team of Subject Matter Experts (SME) consisted of [REDACTED] b6, b7c [REDACTED] b6, b7c RIC/Security; [REDACTED] b6, b7c, Medical Health Services; [REDACTED] b6, b7c; Environmental Health and Safety; [REDACTED] b6, b7c, Food Service; and [REDACTED] b6, b7c Administration.

A final review closeout was conducted on Friday, August 1, 2008, with [REDACTED] b6, b7c Jail Administrator. During the closeout, the review process and concerns were discussed.

Type of Review

This review is a scheduled Detention Standard Review to determine general compliance with established ICE National Detention Standards.

Review Summary

Glendale City Jail is accredited by the California Corrections Standards Authority, Los Angeles County Grand Jury, Los Angeles County Health Department, and Los Angeles County Juvenile Court. The facility is not accredited by the American Correctional Association (ACA), National Commission on Correctional Health Care (NCCHC) or Joint Commission on Accredited Health Organization (JCAHO). The facility is rated as a Type 1 temporary holding facility in the state of California. Detainees are normally released to ICE within a 12-hour period.

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Standards Compliance

The following information summarizes the standards reviewed and the overall compliance for this review.

<u>May 14, 2007</u>	<u>Review</u>	<u>July 31 – August 1, 2008</u>	<u>Review</u>
Compliant	26	Compliant	25
Deficient	0	Deficient	0
At-Risk	0	At-Risk	0
Non-Applicable	1	Non-Applicable	3

Recommended Rating and Justification

It is the Reviewer-in-Charge (RIC) recommendation that the facility receive a rating of "Acceptable." The rating is based on the findings of the standards found during this review. As no deficiencies were identified, a Plan of Action is not required.

RIC Assurance Statement

All findings of this review have been documented on the attached Detention Review Worksheet and are supported by the written documentation contained in the review file.



DETENTION FACILITY INSPECTION FORM

FACILITIES USED LESS THAN 72 HOURS

A. TYPE OF FACILITY REVIEWED

<input type="checkbox"/>	ICE Service Processing Center
<input type="checkbox"/>	ICE Contract Detention Facility
<input checked="" type="checkbox"/>	ICE Intergovernmental Service Agreement

B. CURRENT INSPECTION

Type of Inspection	
<input type="checkbox"/>	Field Office
<input checked="" type="checkbox"/>	HQ Inspection
Date[s] of Facility Review	
July 31 - August 1, 2008	

C. PREVIOUS/MOST RECENT FACILITY REVIEW

Date[s] of Last Facility Review	
May 14, 2007	
Previous Rating	
<input type="checkbox"/>	Superior
<input type="checkbox"/>	Good
<input checked="" type="checkbox"/>	Acceptable
<input type="checkbox"/>	Deficient
<input type="checkbox"/>	At-Risk

D. NAME AND LOCATION OF FACILITY

Name	
Glendale City Jail	
Address	
131 North Isabel Street	
City, State and Zip Code	
Glendale, California 91205	
County	
Los Angeles County	
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)	
[redacted] ; Chief and [redacted] ; Jail Administrator	
Telephone Number (Include Area Code)	
818-548-[redacted]	
Field Office / Sub-Office (List Office with Oversight)	
Los Angeles	
Distance from Field Office	
10 miles	

E. CREATIVE CORRECTIONS INFORMATION

Name of Inspector (Last Name, Title and Duty Station)	
[redacted] / Reviewer-In-Charge / Security & Control	
Name of Team Member / Title / Duty Location	
[redacted] / SME / Administration	
Name of Team Member / Title / Duty Location	
[redacted] / SME / Food Service	
Name of Team Member / Title / Duty Location	
[redacted] / SME / Environmental Health and Safety	
Name of Team Member / Title / Duty Location	
[redacted] / SME / Medical Health Services	

F. CDF/IGSA INFORMATION ONLY

Contract Number	Date of Contract or IGSA
DROIGSA-07-0034	June 23, 2008
Basic Rates per Man-Day	
\$85.00	

Other Charges: (If None, Indicate N/A)
; ; ; <input checked="" type="checkbox"/> N/A
Estimated Man-days per Year
10,950

G. ACCREDITATION CERTIFICATES N/A

List all State or National Accreditation[s] received:
Corrs. Stds. Authority, LA County Grand Jury & LA County Juvenile Court and LA County Health Dept.

H. PROBLEMS / COMPLAINTS (COPIES MUST BE ATTACHED)

The Facility is under Court Order or Class Action Finding	
<input type="checkbox"/>	Court Order
<input type="checkbox"/>	Class Action Finding
The Facility has Significant Litigation Pending	
<input type="checkbox"/>	Major Litigation
<input type="checkbox"/>	Life/Safety Issues
<input checked="" type="checkbox"/>	None

I. FACILITY HISTORY

Date Built	
2005	
Date Last Remodeled or Upgraded	
N/A	
Date New Construction / Bed Space Added	
N/A	
Future Construction Planned	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No
Date:	
Current Bed space	Future Bed Space (# New Beds only)
96	Number: N/A Date: N/A

J. TOTAL FACILITY POPULATION

Total Facility Intake for Previous 12 months
6,261
Total ICE Man Days for Previous 12 months
2,754

K. CLASSIFICATION LEVEL (ICE SPCs AND CDFs ONLY)

	L-1	L-2	L-3
Adult Male	N/A	N/A	N/A
Adult Female	N/A	N/A	N/A

L. FACILITY CAPACITY

	Rated	Operational	Emergency
Adult Male	76	76	76
Adult Female	20	20	20

Facility Holds Juveniles Offenders 16 and Older as Adults

M. AVERAGE DAILY POPULATION

	ICE	USMS	Other
Adult Male	10	0	16
Adult Female	1	0	2

N. FACILITY STAFFING LEVEL

Security:	Support:
[redacted]	[redacted]

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SIGNIFICANT INCIDENT SUMMARY WORKSHEET

In order for Creative Corrections to complete its review of your facility, you must complete the following worksheet prior to your scheduled review dates. This worksheet must contain data for the past twelve months. We will use this worksheet in conjunction with the ICE Detention Standards to assess your detention operations with regard to the needs of ICE and its detainee population. Failure to complete this worksheet will result in a delay in processing this report, and may result in a reduction or removal of ICE detainees from your facility.

INCIDENTS	DESCRIPTION	Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec
Assault: Offenders on Offenders ¹	Types (Sexual ² , Physical, etc.)	0	0	0	0
	With Weapon	0	0	0	0
	Without Weapon	0	0	0	0
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	0	0	0	0
	With Weapon	0	0	0	0
	Without Weapon	0	0	0	0
Number of Forced Moves, incl. Forced Cell Moves ³		0	0	1	0
Disturbances ⁴		0	0	0	0
Number of Times Chemical Agents Used		0	0	0	0
Number of Times Special Reaction Team Deployed/Used		0	0	0	0
# Times Four/Five Point Restraints Applied/Used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	0	0	0	0
	Type (C=Chair, B=Bed, BB=Board, O=Other)	0	0	0	0
Offender / Detainee Medical Referrals as a Result of Injuries Sustained.		0	0	0	0
Escapes	Attempted	0	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	0	0	0	0
	# Resolved in Favor of Offender/Detainee	0	0	0	0
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	0	0	0	0
	Number	0	0	0	0
Psychiatric / Medical Referrals	# Medical Cases Referred for Outside Care	55	51	26	5
	# Psychiatric Cases Referred for Outside Care	0	0	0	0

¹ Any attempted physical contact or physical contact that involves two or more offenders

² Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting

³ Routine transportation of detainees/offenders is not considered "forced"

⁴ Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

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DHS/ICE DETENTION STANDARDS REVIEW SUMMARY REPORT

1. ACCEPTABLE	2. DEFICIENT	3. AT-RISK	4. REPEAT FINDING	5. NOT APPLICABLE						
LEGAL ACCESS STANDARDS					1.	2.	3.	4.	5.	
1.	Visitation				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Telephone Access				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DETAINEE SERVICES										
3.	Admission and Release				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Classification System				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Detainee Handbook				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Food Service				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Funds and Personal Property				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Detainee Grievance Procedures				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Issuance and Exchange of Clothing, Bedding, and Towels				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Religious Practices				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HEALTH SERVICES										
11.	Medical Care				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Suicide Prevention and Intervention				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SECURITY AND CONTROL										
13.	Contraband				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14.	Detention Files				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15.	Disciplinary Policy				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Emergency Plans				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.	Environmental Health and Safety				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18.	Hold Rooms in Detention Facilities				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19.	Key and Lock Control				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20.	Population Counts				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21.	Security Inspections				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22.	Special Management Units (Administrative Detention)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
23.	Special Management Units (Disciplinary Segregation)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24.	Tool Control				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25.	Transportation (Land management)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
26.	Use of Force				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
27.	Staff / Detainee Communication (Added August 2003)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
28.	Detainee Transfer (Added September 2004)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

ALL FINDINGS OF DEFICIENT AND AT-RISK REQUIRE WRITTEN COMMENT DESCRIBING THE FINDING AND WHAT IS NECESSARY TO REACH COMPLIANCE.

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RIC REVIEW ASSURANCE STATEMENT

BY SIGNING BELOW, THE REVIEWER-IN-CHARGE (RIC) CERTIFIES THAT:

1. ALL FINDINGS OF NON-COMPLIANCE WITH POLICY OR INADEQUATE CONTROLS, AND FINDINGS OF NOTEWORTHY ACCOMPLISHMENTS, CONTAINED IN THIS INSPECTION REPORT, ARE SUPPORTED BY EVIDENCE THAT IS SUFFICIENT AND RELIABLE; AND
2. WITHIN THE SCOPE OF THIS REVIEW, THE FACILITY IS OPERATING IN ACCORDANCE WITH APPLICABLE LAW AND POLICY, AND PROPERTY AND RESOURCES ARE BEING EFFICIENTLY UTILIZED AND ADEQUATELY SAFEGUARDED, EXCEPT FOR ANY DEFICIENCIES NOTED IN THE REPORT.

REVIEWER-IN-CHARGE

Reviewer-In-Charge: (Print Name) b6, b7c	Signature <i>ja</i>	b6, b7c
Title & Duty Location	Date	
Reviewer-In-Charge/Security and Control	August 1, 2008	

TEAM MEMBERS

Print Name, Title, & Duty Location b6, b7c ; SME-Administration	Print Name, Title, & Duty Location b6, b7c ; SME-Environmental Health and Safety
Print Name, Title, & Duty Location b6, b7c ; SME-Food Service	Print Name, Title, & Duty Location b6, b7c ; SME-Medical Services

RECOMMENDED RATING: ACCEPTABLE
 DEFICIENT
 AT-RISK

COMMENTS:

In the State of California, Glendale City Jail is rated a Type 1 facility, which is considered a short-term holding facility. Detainees are usually held no longer than 48 hours.

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MANAGEMENT REVIEW

REVIEW AUTHORITY

THE SIGNATURE BELOW CONSTITUTES REVIEW AND ACCEPTANCE OF THIS REPORT BY THE REVIEW AUTHORITY. **FOD/OIC/CEO WILL HAVE THIRTY (30) CALENDAR DAYS FROM RECEIPT OF THIS REPORT TO RESPOND TO ALL FINDINGS AND RECOMMENDATIONS.**

HQDRO MANAGEMENT REVIEW: (Print Name) b6, b7c	Signature b6, b7c
Title Acting Chief	Date Dec. 21, 2008

FINAL RATING:

- ACCEPTABLE**
- DEFICIENT**
- AT-RISK**

COMMENTS: The Review Authority concurs with the recommended rating of Acceptable. A Plan of Action is requested for the deficient areas identified in the review worksheets under the Detainee Access to Telephones standard.

ICE Detention Standards Review Worksheet

(This document must be attached to each Inspection Form)

This Form to be used for Inspections of Facilities used less than 72 Hours



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

Name Glendale City Jail
Address (Street and Name) 131 North Isabel Street
City, State and Zip Code Glendale, California 91206
County Los Angeles County
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) [REDACTED]; Chief / [REDACTED]; Jail Administrator
Name and Title of Reviewer-In-Charge [REDACTED]; Reviewer-In-Charge
Date[s] of Review July 31 - August 1, 2008
Type of Review <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

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TOOL CONTROL.....	
TRANSPORTATION (LAND).....	
USE OF FORCE.....	
STAFF/DETAINEE COMMUNICATIONS.....	
DETAINEE TRANSFER STANDARD	

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.

SECTION I. LEGAL ACCESS STANDARDS

VISITATION

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

COMPONENTS	Y	N	NA	REMARKS
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A written visitation schedule and hours of visitation are in Operational Procedures and Policies, Chapter 23.1, Prisoner Visitation.
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visitation schedule and rules are available to the public on the facility's website.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All visits are recorded in the Correctional Management System. The system lists time, relationship, and a copy of the visiting party's identification according to Operational Procedures and Policies, Chapter 23.6, Documentation of all Visitations.
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a sign posted in the front lobby stating that all visitors will be searched.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

b6, b7c August 1, 2008
 AUDITOR'S SIGNATURE/DATE

for



b6, b7c

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"/>	Operational Procedures and Policies, Chapter 21-4, Telephone Calls, allow detainees access to telephones during the established hours.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are only assigned to the facility for less than 24 hours. If detainees are assigned to the facility over the weekend, they view a DVD and are advised of the telephone policy.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees notify staff when he/she needs to make a legal phone call. Staff provides a reasonable degree of privacy for legal phone calls.
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency phone call messages are immediately given to detainees.
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are allowed to return emergency phone calls as stated in Chapter 21-4, Telephone Calls, Operations and Procedures and Policies.
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no disciplinary segregation in the facility.
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"/>	The OIG phone number is not programmed into the detainee phone system. Recommend the OIG phone number be made available to detainees.
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no disciplinary segregation in the facility.
Detainees in administrative segregation 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"/>	Phone calls are monitored and a recording states the call is being monitored. Operational Procedures and Policies, Chapter 21-4, Telephone Calls, states inmates shall be allowed reasonable access to legal telephone calls that are not monitored.

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

Recommend the OIG telephone number be programmed into the telephone system or be made available to detainees.

b6, b7c /August 1, 2008
AUDITOR'S SIGNATURE/DATE *for*

b6, b7c

SECTION II. DETAINEE SERVICES STANDARDS

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Admissions view a DVD.
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"/>	Correctional staff has been trained to conduct initial health screening.
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"/>	All new arriving detainees are searched. An officer of the same sex as the detainee conducts the search in a private area.
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. IGSAs/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees arrive at this facility with no property and remain in their personal clothing.
Two officers are present during the processing of detainee funds and valuables during admissions processing to the facility. Both officers verify funds and valuables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	According to Operational Procedures and Policies 15-1, Accountability and Storage, the arresting officer shall be responsible for all U.S Currency until the property is given to the custody officer. The booking officer recounts the currency and records the amount. The custody officer is responsible for the property until a transfer or release of the detainee.
Staff completes Form I-387 or similar form for CDFs and IGSAs for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees have no property when they are processed at this facility.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The detainees are only issued bedding for the night. The detainees are housed (only) for less than 48 hours. ICE picks them up for transport to another facility.
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"/>	The facility provides personal hygiene items as needed that are gender specific as listed under Operational Procedures and Policies, Chapter 20-7.
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE uses Form I-216, Record of Person and Property Transferred.
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility uses the form ICE provides for detainee transfers.

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

for
[REDACTED] / August 1, 2008
AUDITOR'S SIGNATURE/DATE

[REDACTED]
b6, b7c

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 separating criminal and non-criminal ICE detainees. Violent offenders are separated from non-violent offenders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ICE detainees are housed in POD-A (females) and POD-D (males). Detainees are only housed overnight, except weekends.
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ICE detainees are housed in POD-A (females) and POD-D (males) and are separated from the general population. Due to the short period of time detainees are housed at this facility, they are separated from each other only if security information is received from the transporting agency.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

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/August 1, 2008
 AUDITOR'S SIGNATURE/DATE

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A DVD is played in the detainee cells explaining the rules and regulations. The program is currently available in English, but Spanish and Armenian versions are being developed.
The detainee handbook states in clear language the basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook identifies: <ul style="list-style-type: none"> • Initial issue of clothing and bedding, and personal hygiene items; • When a medical examination will be conducted; • The telephone policy, debit card procedures, direct and free calls, locations of telephones, policy when telephone demand is high, Policy and procedures for emergency phone calls, and the Detainee Message System; • Facility search procedures and contraband policy; and • Facility visiting hours and schedule, and visiting rules and regulations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The initial issue of clothing, bedding, and personal hygiene items are not addressed in the orientation video.
The handbook describes the detainee disciplinary policy and procedures, to include: <ul style="list-style-type: none"> • Prohibited acts and severity scale sanctions; • Time limits in the Disciplinary Process; • Summary of Disciplinary Process; • Sick call procedures for general population and segregation; and • 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:

It is recommended the initial issue of clothing, bedding, and personal hygiene items be addressed in the orientation video.

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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
Trained staff supervises the food service program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The food service operation for this jail is a satellite kitchen with all meals being prepared at the San Ana Facility, approximately 30 miles offsite. The meals are prepared and shipped to the Glendale City Jail are kept under refrigeration until they are reheated and served. The facility in San Ana is where the contract company, Aramark Correctional Services Corporation, is located.
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no knives within the department. Food service is a satellite contract operation.
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 monitor the condition of knives and dining utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No knives are kept here in this facility. There are no other utensils within the department. Food prep is done by the outside contractor. Equipment onsite is used for reheating the trays.
Detainees are served at least three meals daily. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are served at least two hot meals a day. There is no more then 14 hours between dinner and breakfast of the next day. (Breakfast - 0500; Lunch - 1100; Dinner - 1700)
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A complete nutritional analysis has been conducted on all menus to include master-cycle menu, as well as, the diet and religious menus.
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a medical diet is prescribed, the shift supervisor would contact Aramark.
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The staff follows satellite feeding guidelines for proper sanitation, as well as, the temperatures for food items. All foods are kept at the proper temperature and are reheated to the proper temperatures. Meals are served in a timely manner.
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours. (140 degrees for hot – 40 degrees for cold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All foods are maintained at the proper temperatures. Cold foods are at 40 or below and hot foods are at 140 or above.
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All foods are nutritionally adequate and the portions are adequate as well.
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 reward or punish detainees or inmates.

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
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspections of the kitchen are conducted daily by the Jail Administrator or Shift Supervisor as per policy, Jail Sanitation Chapter 9, Section 9-2, Kitchen and Dining Room.
Equipment is inspected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The equipment is inspected daily by the jailers assigned to work in the kitchen. If any problems are noted, they are reported to the Shift Supervisor so the needed repairs can be made.
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All incoming supplies are inspected by a jail staff for damage, contamination, and pest infestation prior to storing the supplies.
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When not in use by the staff, the storage areas and kitchen are secured.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

The facility has a kitchen area where trays are stored until reheated and served to the detainees/inmates. The trays are prepared offsite by a contract company, which follows all the procedures and policies of the Health Department. The off-site food service facility is inspected by the state and local health departments.

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/August 01, 2008

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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff procedures follow written policy for returning forgotten property to detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

The ICE Field Office or Sub-office in control of the detainee case, handles all funds, valuables, and property. Detainees are only held overnight at this facility.

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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
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 type="checkbox"/>	<input checked="" type="checkbox"/>	No cases have been reported as of this review.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No 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 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:

A Detainee Grievance Log or alternative acceptable record keeping system is not maintained. It is recommended a log of all ICE grievances be maintained for tracking purposes.

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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
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICE detainees are transferred approximately 12 hours from the time of arrival. Bedding is issued, but clothing is not as detainees remain in their personal clothes.
New detainees are issued clean bedding, linens, and a towel.	<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:

ICE detainees are transferred approximately 12 hours from the time of arrival. Bedding is issued, but clothing is not.

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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"/>	Detainees are allowed to keep paperback Bibles in their possession.
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the holy day requires a special diet, the Shift Supervisor is responsible for notifying the contract food services provider of the religious meal.
Each detainee is allowed religious items in his/her immediate possession.	<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:

Detainees are generally only held overnight at this facility. If they were held over a weekend, they would be permitted to attend services of their choice.

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SECTION III. HEALTH SERVICES STANDARDS

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 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"/>	During the intake screening all detainees are assessed for medical/mental needs. Detainees requiring immediate attention are diverted to paramedics or transfer to the Los Angeles County Jail Medical Department. An informational video is available in English, and is being developed in Spanish and Armenian that instructs detainees on how to request medical care.
Pharmaceuticals are stored in a secure area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pharmaceuticals are not provided in this facility. ICE detainees arrive without property.
Medical screening includes a Tuberculosis (TB) test.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICE detainees are usually here less than 24 hours. There are no medical personnel in this facility.
Detainees in the Special Management Unit have access to health care services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no special management unit in this facility. There are rooms available for detox, mental health observation, and special management of detainees for six hours initially. After that period, they are transferred to the Los Angeles County Jail Medical Unit for continued care if needed.
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"/>	This facility does not accept individuals in need of medical attention. A plan is available for 24-hour emergency health care.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medication is not administered by non-medical personnel.

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.

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

REMARKS:

This facility is a Type 1 Jail Facility in Los Angeles County, California. ICE detainees are usually at this facility less than 24 hours from the time of booking until the time of transfer. Files are not developed or maintained on detainees. Detainees are screened for medical and mental conditions upon arrival. Detainees with medical or mental needs are not accepted and are transferred to the Los Angeles County Jail Medical Unit. Should the detainee arrive with or develop emergency needs, policy/procedure is to call the paramedics for treatment and transport.

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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"/>	
Training prepares staff to: <ul style="list-style-type: none"> • Recognize potentially suicidal behavior; • Refer potentially suicidal detainees, following facility procedures; and • Understand and apply suicide-prevention techniques. 	<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:

There have been no suicides or deaths at this facility. The Suicide Prevention and Intervention Policy, Operational Policy and Procedure Manual, has an entire chapter, Suicide Recognition and Prevention, that is thorough and concise. The Jail Administrator, [REDACTED], stated in the case of a hospitalization or suicide attempt, ICE is notified and ICE personnel resume custody.

[REDACTED] August 1, 2008
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SECTION IV. SECURITY AND CONTROL

CONTRABAND

POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.

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"/>	Policy 18-3, Page 5, Search of Prisoners, states contraband is to be confiscated and placed either in detainee's property or properly disposed of.
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are verbally told during search procedures, but not in writing.

ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING

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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> • Special requests • Any G-589s and/or I-77s closed-out during the detainee's stay • Disciplinary forms/Segregation forms • Grievances, complaints, and the disposition(s) of same 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

ACCEPTABLE
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 AT-RISK
 REPEAT FINDING

REMARKS:

ICE detainees are housed for a period usually no more than 12 hours and there are no files prepared. ICE staff prepares a Pre-Booking and Transport Form and presents it to the facility. Detainees are released to ICE transportation staff. The facility prepares an initial Crime Summary Form and Arrestee Medical Screening Form and sends it with each detainee.

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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 20-2, Inmate Discipline Plan, describes progressive discipline.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> • corporal punishment • deviations from normal food service • clothing deprivation • bedding deprivation • denial of personal hygiene items • loss of correspondence privileges • deprivation of physical exercise 	<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 orientation DVD is presently in English only, but is in the process of being developed in Spanish and Armenian languages. It is shown every morning.
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> • Rights and Responsibilities • Prohibited Acts • Disciplinary Severity Scale • Sanctions 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The orientation DVD is presently in English only, but is in the process of being developed into Spanish and Armenian. The DVD is shown each morning.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 20-2 states minor violations may be handled informally by any staff member.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The orientation video states a detainee may not exercise control over another detainee.
Detainees are protected from: <ul style="list-style-type: none"> • Personal abuse • Corporal punishment • Personal injury • Disease • Property damage • Harassment from other detainees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy 20-2 reflects detainee protection from listed components.
Written procedures cover: <ul style="list-style-type: none"> • Work/Food Strike • Disturbances • Escapes • Bomb Threats • Adverse Weather • Facility Evacuation • Internal Hostages 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The following policies cover the listed procedures: Policy 3.0, Hostages; Policy 19.0, Escapes; Policy 30.0, Escapes; Policy 30.0, Disturbances and Natural Disasters; and Appendix A Facility Evacuation. There are <div style="background-color: black; color: white; padding: 5px; text-align: center; margin-top: 10px;">b2 high, (b)(5)</div>

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 AT-RISK
 REPEAT FINDING

REMARKS:

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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"/>	There is no written policy for storing, issuing, and maintaining inventories of hazardous materials. Liquid bleach and aerosol cans were noted unsecured in the Laundry and Food Service areas.
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 of all flammable, toxic, and caustic substances.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> Wear personal protective equipment; and Report hazards and spills to the designated official. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning is conducted by a contractor. Food service is contracted to a vendor. Maintenance is performed by county employees.
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"> Quantities are limited; and Staff always supervises detainees using these substances. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no written policy for storing, issuing, and maintaining inventories of hazardous materials. Liquid bleach and aerosol cans were noted unsecured in the laundry and food service areas.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Evacuation and Suppression Plan, dated 12-02-04

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 plan requires: <ul style="list-style-type: none"> • Monthly fire inspections; • Fire protection equipment strategically located throughout the facility; • Public posting of emergency plans with accessible building/room floor plans; • Exit signs and directional arrows; and • An area-specific exit diagram conspicuously posted in the diagrammed area. 	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no medical services conducted at this site.
Standard cleaning practices include: <ul style="list-style-type: none"> • Using specified equipment; cleansers; disinfectants and detergents. • An established schedule of cleaning and follow-up inspections. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> • At least monthly. • The pest-control program includes preventative spraying for indigenous insects. 	<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:

There is no written policy for storing, issuing, and maintaining inventories of hazardous materials. Liquid bleach and aerosol cans were noted unsecured in the Laundry and Food Service areas. It is recommended that a written program for storing, issuing, and maintaining inventories of hazardous materials be developed and implemented.

b6, b7c
August 1, 2008
fa
b6, b7c

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 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 holding rooms were well lit and ventilated, and switches were located in the control room.
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benches and restroom facilities were provided.
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The holding rooms were constructed of concrete blocks.
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE detainees are normally dropped off at the facility around 6:00 pm and picked up around 6:00 am the following morning.
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Females are held in A Pod and males are held in the other six pods.
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Juveniles are only held up to six hours and are sent home or to the county facility.
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"/>	
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring). <ul style="list-style-type: none"> • Hold rooms are irregularly monitored every 15 minutes. • Unusual behavior or complaints are noted. 	<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:

b6, b7c August 1, 2008 *for* b6, b7c
AUDITOR'S SIGNATURE/DATE

**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
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy, Security Doors/Key Control, 13-4, addresses the issue of compromised keys.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All doors and locks are electronically operated and emergency keys are available for manual operation.
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"> Occupational Safety and Environmental Health Manual, Ch. 3; National Fire Protection Association Life Safety Code 101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The keys are assigned an inventory number and are logged out to staff.
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"> They are located in an area that permits constant officer observation. In an area that does not allow detainee or public access. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gun or weapon lockers are available in the sallyport area.
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified. Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual key control training is provided to staff.

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

b6, b7c / August 1, 2008 *fa* b6, b7c
 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"/>	Policy, Prisoner Safety Checks, 13-10 and the housing unit log reflect all formal counts are taken during shift change and informal counts are taken each hour during the shift.
Activities cease or are strictly controlled while a formal count is being conducted.	<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"/>	
Officers positively identify each detainee before counting him/her as present.	<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"/>	Officers complete hourly informal counts.
Written procedures cover informal and emergency counts. • They are followed during informal counts and emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The control officer (or other designated position) maintains an out -count record of all detainees temporarily leaving the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no written out-count procedures. It is recommended to add these procedures to the detainee/inmate accountability policy.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

It is recommended the that facility incorporate out-count procedures to existing policy.

b6, b7c /August 1, 2008
AUDITOR'S SIGNATURE/DATE

[Handwritten Signature]
b6, b7c

SECURITY INSPECTIONS

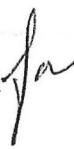
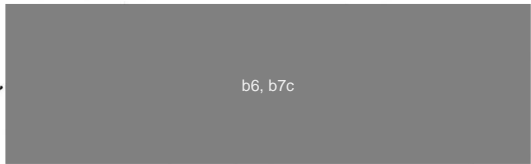
POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection/Security Measures, Policy 13.0
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"/>	Shift Supervisors complete a daily search of the facility. Each housing unit officer must complete a weekly search of their unit verified by housing logs.
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<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"/>	It should be noted that officers rotate in and out of the Control Center posts.
Detainees are restricted from access to 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"/>	Control Center officers monitor the sallyport cameras.
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A log is not maintained, but the vehicles are monitored in the Control Center.
Officers thoroughly search each vehicle entering and leaving the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A log is not maintained, but the vehicles are monitored in the Control Center.
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing unit searches are logged in the unit electronic logbook.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Recommend logging all vehicles entering and exiting the facility for additional security.

b6, b7c August 1, 2008
AUDITOR'S SIGNATURE/DATE

b6, b7c

**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"> • Detainees are placed in the SMU (administrative) in accordance with written criteria. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative Segregation, Policy 22-3, reflects guidelines.
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"> • A copy of the order given to the detainee within 24 hours. 	<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"> • Well ventilated; • Adequately lighted; • Appropriately heated; and • Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cells were adequately lit and ventilated. The cells are cleaned daily by the contracted cleaning agency.
All cells are equipped with beds. <ul style="list-style-type: none"> • Every bed is securely fastened to the floor or wall. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee beds are steel beds secured to the cement block wall with a mattress.
The number of detainees in any cell does not exceed the occupancy limit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normally, cells are double bunked.
Detainees receive three nutritious meals per day, from the general population's menu of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees receive three nutritious meals daily. Meals are provided by the Aramark Company.
Each detainee maintains a normal level of personal hygiene in the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees receive daily hygiene items.
A health care professional visits every detainee at least three times a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are asked daily if they need to see a medical professional. If they state "yes" the detainee is transported to the contracted hospital.
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"/>	All logs are maintained electronically in the housing unit Control Center.
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee activities are maintained in the housing unit Control Center computer.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

Signature: *Jan*
 b6, b7c

Auditor's Signature/Date: August 1, 2008
 b6, b7c

**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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary segregation at set intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every week day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> • Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

REMARKS:

All disciplinary segregation detainees are transported to the Los Angeles County Jail. No disciplinary detainees are held at the Glendale City Jail.

b6, b7c August 1, 2008
 AUDITOR'S SIGNATURE/DATE


b6, b7c

TOOL CONTROL

POLICY: 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
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> • Restricted (dangerous/hazardous); and • Non-Restricted (non-hazardous). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tools are considered restricted, as detainees do not handle tools within the facility.
Each facility has procedures for the issuance of tools to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility maintenance projects are handled by Glendale City Maintenance Department and there are no maintenance tools stored in the facility. City Maintenance staff utilizes tool pouches and carts with inventories. Tools are accounted for when entering and exiting the facility.

ACCEPTABLE
 DEFICIENT
 AT-RISK
 REPEAT FINDING

REMARKS:

b6, b7c / August 1, 2008 b6, b7c
 AUDITOR'S SIGNATURE/DATE

**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"> • Officers report deficiencies affecting operability; and • Deficiencies are corrected before the vehicle goes back into service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> • Limit driving time to 10 hours in any 15 hour period; • Drive only after eight consecutive off-duty hours; • Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours; • Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days; • 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. 	<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"> • When buses travel in tandem with detainees, there are two qualified officers per vehicle. • An unaccompanied driver may transport an empty vehicle. 	<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"> • Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop. 	<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"> • One officer remains in the vehicle at all times when detainees are present. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided during long distance transfers. <ul style="list-style-type: none"> • The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE. 	<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
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"> • Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative; • Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <ul style="list-style-type: none"> • Two-way radios; • Cellular telephones; and • Equipment boxes stocked in accordance with the Use of Force Standard. 	<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"> • Inventoried; • Inspected; and • Accompanies the detainee. 	<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"> • Attack • Escape • Hostage-taking • Detainee sickness • Detainee death • Vehicle fire • Riot • Traffic accident • Mechanical problems • Natural disasters • Severe weather • Passenger list includes women or minors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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REMARKS:

All ICE detainee transportation is handled through the ICE Office and ICE transports the detainees. Two ICE transports were viewed during the review and were found to be appropriate.

b6, b7c August 1, 2008 *[Signature]* b6, b7c
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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
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy outlines the use of force continuum.
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of Force Policy 3-1 states reports are reviewed by the Jail Administrator, Custody Supervisor, and/or watch Commander. Review of reports revealed proper handling.
Staff: <ul style="list-style-type: none"> • Do not use force as punishment; • Attempt to gain the detainee's voluntary cooperation before resorting to force; • Use only as much force as necessary to control the detainee; and 	<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"/>	
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"/>	Detainees are transported to the contracted hospital for a checkup.
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> • Medical personnel are consulted 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff receives annual use of force training.
For incidents involving calculated use of force, a videotape is made and retained for review.	<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:

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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
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 detainees use an intercom button to get the attention of the staff if they are in need of anything. Detainees are allowed to contact the ICE office when requested.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a detainee requests to contact ICE, the staff notifies the ICE officer on duty in Los Angeles.

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REMARKS:

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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"> The notification is recorded in the detainee's file; and When the A File is not available, notification is noted within DACS 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees have not made a legal request due to the short length of stay at this facility.
Notification includes the reason for the transfer and the location of the new facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	ICE transportation officers normally pickup detainees on a regular schedule (7:00am daily).
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"> Times and transfer plans are never discussed with the detainee prior to transfer; The detainee is not notified of the transfer until immediately prior to departing the facility; and The detainee is not permitted to make any phone calls or have contact with any detainee in the general population. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee is never notified of a pending transfer for security reason.
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are notified by ICE transportation officers on the day of transfer.
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"> The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer; Medical transfers are coordinated through the local ICE office; and A medical transfer summary is completed and accompanies the detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any medical issues arise, ICE is contacted to transfer the detainee to another facility. If it is an emergency, the facility transports the detainee to the local contracted hospital and contacts ICE for transfer from this facility.
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"/>	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical transfers are handled by local contracted ambulance service.
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"/>	The detainees have no property when they arrive at the facility and remain in their personal clothes.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detainees are fed at 5:00 am, prior to the transfer.

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COMPONENTS	Y	N	NA	REMARKS
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The A File is created by ICE once transferred from the facility.
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no files created at this facility, but the intake screening forms are transferred with the detainee.

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