

U.S. Department of Homeland Security
425 I Street, NW
Washington, DC 20536



U.S. Immigration and Customs Enforcement

JUL 02 2007

MEMORANDUM FOR: James T. Hayes Jr.
Field Office Director
Los Angeles Field Office

FROM: [REDACTED] b6, b7c [REDACTED] b6, b7c
Chief *for*
Detention Standards Compliance Unit

SUBJECT: Glendale City Jail Annual Detention Review

The annual review of the Glendale City Jail was conducted on May 14, 2007 in Glendale, California has been received. A final rating of **Acceptable** has been assigned. No further action is required and this review is closed.

The rating was based on the Reviewer-In-Charge (RIC) Summary Memorandum and supporting documentation. The Field Office Director must now initiate the following actions in accordance with the Detention Management Control Program (DMCP):

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility **within** five business days of receipt of this memorandum. Notification shall include copies of the Form G-324B, *Detention Facility Review Form*, the G-324B Worksheet, RIC Summary Memorandum, and a copy of this memorandum.
- 2) The Field Office Director is responsible for initiating the Office of Detention and Removal Detention Services Contract/Agreement Request.
- 3) Once an Intergovernmental Service Agreement is in place then the Field Office Director shall schedule the next annual review within 90 days after placement of Immigration and Customs Enforcement detainees.

Should you or your staff have any questions regarding this matter, please contact [REDACTED] b6, b7c, Detention and Deportation Officer, Detention Standards Compliance Unit at (202) 732- [REDACTED] b2 high

SUBJECT: [Glendale City Jail]

Page 2

cc: Official File

b2 high, (b)(6), (b)(7)c



U.S. Immigration
and Customs
Enforcement

May 14, 2007

MEMORANDUM FOR: John P. Torres
Director
Office of Detention and Removal

FROM: [REDACTED] b6, b7c
Supervisory Immigration Enforcement Agent
Los Angeles Field Office

SUBJECT: 2007 Detention Review

The Los Angeles Field Office, Office of Detention and Removal conducted a detention review of the Glendale City Jail on May 14, 2007. This review was conducted by [REDACTED] b6, b7c. This facility is used for detainees requiring detention less than 72 hours.

Type of Review:

This review is to determine general compliance with established Immigration and Customs Enforcement (ICE) National Detention Standards. No prior reviews have been conducted at this facility.

Type of Review:

This review is a scheduled Operational Review to determine general compliance with established Immigration and Customs Enforcement (ICE) National Detention Standards. No prior reviews have been conducted at this facility.

Review Summary:

The facility has annual accreditations by the following California Standards Authority, Los Angeles County Grand Jury, Los Angeles County Health Department and the Los Angeles County Juvenile Court. The facility has received an acceptable rating. The next scheduled state inspection of the facility is 2008. There are no other accreditations.

Compliant	-	26
Deficient	-	
At-Risk	-	
Non-Applicable	-	1

Standards Summary Findings:

There were no findings during this review.

RIC Observations:

This facility is well organized and well run. The facility and the management staff are well trained. The staffs are professional and carry themselves in a professional manner. The facility has two control centers that operate the facility. One is used for the processing of the detainee and the other is used to monitor the housing areas. The second control center is secured and only has one way windows and the officers are able to monitor all movement. Both of the control center have monitor that are touch screen and all of the log are keep on a computer and are available to the supervisor at all time.

RIC Issues and Concerns

There were no issues or concerns during this review.

Recommended Rating and Justification:

It is the Reviewer in Charge recommendation that the facility receive a rating of "Acceptable".

RIC Assurance Statement:

All findings of this review have been documented on Form G-324A and are supported by the written documentation contained in the review file.

A. Type of Facility Reviewed

ICE Intergovernmental Service Agreement
 ICE Staging Facility (12 to 72 hours)

B. Current Facility Review

Type of Facility Review
 Field Office HQ Review
Date[s] of Facility
5/14/07

C. Previous/Most Recent Facility Review

Date[s] of Last Facility Review
N/A
Previous Rating
 Acceptable Deficient At-Risk

D. Name and Location of Facility

Name
Glendale City Jail
Address (Street and Name)
131 N. Isabel Street
City, State and Zip Code
Glendal, Ca. 91206
County
Los Angeles
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)
Police Chief b6, b7c
Telephone # (Include Area Code)
818-548 b6, b7c
Field Office / Sub-Office (List Office with oversight responsibilities)
ICE-DRO Los Angeles Field Office
Distance from Field Office
10 Miles

E. ICE Information

Name of Reviewer in Charge (Last, Title and Duty Station)
b6, b7c / SIEA / Los Angeles
Name of Team Member / Title / Duty Location
b6, b7c / SDDO / Los Angeles
Name of Team Member / Title / Duty Location
/ /
Name of Team Member / Title / Duty Location
/ /

F. CDF/IGSA Information Only

Contract Number _____ Date of Contract or IGSA _____
Basic Rates per Man-Day _____
Other Charges: (If None, Indicate N/A)
; ; ;
Estimated Man-days Per Year _____

G. Accreditation Certificates

List all State or National Accreditation[s] received:
See Memorandum
 Check box if facility has no accreditation[s]

H. Problems / Complaints (Copies must be attached)

The Facility is under Court Order or Class Action Finding
 Court Order Class Action Order
The Facility has Significant Litigation Pending
 Major Litigation Life/Safety Issues
 Check if None.

I. Facility History

Date Built
May 2005
Date Last Remodeled or Upgraded
N/A
Date New Construction / Bedspace Added
N/A
Future Construction Planned
 Yes No Date:
Current Bedspace | Future Bedspace (# New Beds only)
111 | Number: 0 Date:

J. Total Facility Population

Total Facility Intake for previous 12 months
7,800
Total ICE Mandays for Previous 12 months
0

K. Classification Level (ICE SPCs and CDFs Only)

	L-1	L-2	L-3
Adult Male	74		
Adult Female	16		

L. Facility Capacity

	Rated	Operational	Emergency
Adult Male	95	95	95
Adult Female	16	16	16
<input checked="" type="checkbox"/> Facility holds Juveniles Offenders 16 and older as Adults			

M. Average Daily Population

	ICE	USMS	Other
Adult Male	30	0	
Adult Female	8		

N. Facility Staffing Level

Security: b2 high | Support: b2 high

Significant Incident Summary Worksheet

For ICE to complete its Review of your facility, the following information must be completed prior to the scheduled review dates. The information on this form should contain data for the past twelve months in the boxes provided. The information on this form is used in conjunction with the ICE detention standards in assessing your detention operations. This form should be filled out by the facility prior to the start of any inspection. Failure to complete this section will result in a delay in processing this report.

<i>Incidents</i>	<i>Description</i>	Jan – Mar	Apr – Jun	Jul – Sept	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	1	0	0
	With Weapon	0	0	0	0
	Without Weapon	0	1	0	0
Number of Forced Moves, incl. Forced Cell moves ³		0	0	0	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.

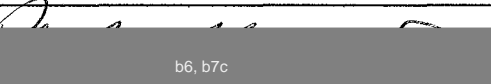
DHS/ICE Detention Standards Review Summary Report

1. Acceptable 2. Deficient 3. At - Risk 4. Repeat Finding 5. Not Applicable

	1.	2.	3.	4.	5.
Legal Access Standards					
Visitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Services					
Admission and Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classification System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funds and Personal Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Grievance Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issuance and Exchange of Clothing, Bedding, and Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religious Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Services					
Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Prevention and Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security and Control					
Contraband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detention Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold Rooms in Detention Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key and Lock Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population Counts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Management Units (Administrative Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Management Units (Disciplinary Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (Land management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff / Detainee Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RIC Review Assurance Statement

By signing below, the Reviewer-In-Charge (RIC) certifies that all findings of noncompliance with policy or inadequate controls contained in the Inspection Report are supported by evidence that is sufficient and reliable. Furthermore, findings of noteworthy accomplishments are supported by sufficient and reliable evidence. Within the scope of the review, the facility is operating in accordance with applicable law and policy, and property and resources are efficiently used and adequately safeguarded, except for the deficiencies noted in the report.

Reviewer-In-Charge: (Print Name) b6, b7c	Signature  b6, b7c
Title & Duty Location SIEA/ Los Angeles	Date 5/14/07

Team Members

Print Name, Title, & Duty Location b6, b7c, SDDO, Los Angeles	Print Name, Title, & Duty Location
Print Name, Title, & Duty Location	Print Name, Title, & Duty Location

RIC Rating Recommendation: **Acceptable**
 Deficient
 At-Risk

Comments: This facility is a state of the art, it has two control center that they have touch screen operations. It has a back up system that is manual operation. The officer are able to see all area's the facility thru the two control centers. The facility is new and in good working order. The Jail Administrator is very knowledgeable and is shows with his staff. There is a big push for training with the officer and the city emergency crews. All firecrews have been throught the facility and are familiar with the operation and emergency procedures. The shifts run a daility check of the facility and they make aproprait corrections and changes.

HEADQUARTERS EXECUTIVE REVIEW

Review Authority

The signature below constitutes review of this report and acceptance by the Review Authority. **OIC/CEO will have 30 days from receipt of this report to respond to all findings and recommendations.**

HQDRO EXECUTIVE REVIEW: (Please Print Name) b6, b7c	Signature <i>Pa</i> b6, b7c
Title Chief	Date JUL 02 2007

- Final Rating:**
- Superior
 - Good
 - Acceptable
 - Deficient
 - At-Risk
 - No Rating

Comments: The Review Authority concurs with the Acceptable rating.

Condition of Confinement Review Worksheet

(This document must be attached to each G-324a Inspection Form)

This Form to be used for Inspections of all IGSA Facilities Used Under 72 Hours



Field Office Detention Review Worksheet

<input checked="" type="checkbox"/>	Local Jail – IGSA
<input type="checkbox"/>	State Facility - IGSA
Name Glendale City Jail	
Address (Street and Name) 131 N. Isabel Street	
City, State and Zip Code Glendale, CA. 91206	
County Los Angeles	
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) Police Chief [REDACTED] b6, b7c	
Name and title of Reviewer-In-Charge [REDACTED] b6, b7c SIEA	
Date[s] of Review 5/14/07	
Type of Review <input type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input checked="" type="checkbox"/> Other	

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	Yes	No	NA	Remarks
In processing includes orientation information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical screenings are performed by a medical staff <u>or</u> 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"/>	
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"/>	
The "Contraband" standard governs all personal property searches. IGSA's use or have a similar contraband standard. Staff prepare a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff completes Form I-387 or similar form for CDFs and IGSA's for every lost or missing property claim. IGSA facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All releases are coordinated with the ICE office of jurisdiction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE Staff enter all information on detainees admitted, released, or transferred into the Deportable Alien Control System (DACs).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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	Yes	No	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"/>	They use the LACJ booking system to identify the detainee as they enter the facility
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

Reviewer Signature: _____



Date: _____

5/14/07

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	Yes	No	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"/>	
The detainee handbook states in clear language 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 frees 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. • facility visiting hours and schedule and visiting rules and regulations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee disciplinary policy and procedures: Including: <ul style="list-style-type: none"> • Prohibited acts and severity scale sanctions. • Time limits in the Disciplinary Process. • Summary of Disciplinary Process. • The detainee handbook describes the sick call procedures for general population and segregation. • The handbook specifies the rights and responsibilities of all detainees. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable

 Deficient

 At-Risk

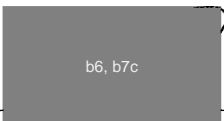
 Repeat Finding

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	Yes	No	NA	Remarks
Trained staff supervises the food service program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	The meals are pre-packed and tamper proff.

Reviewer Signature: _____



Date: 5/14/07

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	Yes	No	NA	Remarks
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"/>	This facility has no knives
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"/>	
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The City Health department and Aramark have developed a meal rotation that shows the Daily Calories and total fat and Trans Fat in the meals that are provided to the detainees.
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	The daily readings are placed in the activity log of the supervisors.
All meals provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	They conduct daily inspection of the food service area.
Equipment is inspected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Deficiency

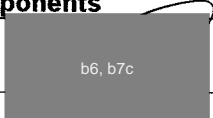
FUNDS AND PERSONAL PROPERTY

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: 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
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Reviewer Signature: _____



b6, b7c

Date: 5/14/07

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 inventoring of all funds, valuables, and other property.

Standard NA: 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.

Detainee funds and valuables are properly separated and stored away. Detainee funds and valuables are accessible to designated supervisor(s) only.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	
Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a written policy for returning forgotten property to detainees and staff follows procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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 lodges a complaint. <ul style="list-style-type: none"> • If yes, explain. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include maintaining a Detainee Grievance Log. <ul style="list-style-type: none"> • If not, an alternative acceptable record keeping system is maintained. • "Nuisance complains" are identified in the records. • For quality control purposes, staff documents 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: _____

5/14/07

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
nuisance complaints received but not filed.				
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"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laundry on site.
New detainees are issued clean bedding, linens and towel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

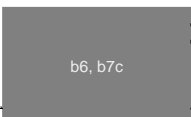
RELIGIOUS PRACTICES

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	Yes	No	NA	Remarks
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police Chaplains are allowed to visit detainee if they request it.
Each detainee is allowed religious items in his/her immediate possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

Reviewer Signature: _____



Date: 5/14/07

DETAINEE TELEPHONE ACCESS

Policy: All facilities housing ICE detainees will permit detainees' reasonable and equitable access to telephones.

Components	Yes	No	NA	Remarks
Detainees allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation allowed phone calls for family emergencies. Detainees in administrative segregation and protective custody afforded the same telephoning 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"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

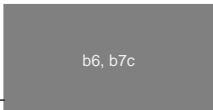
VISITATION

Policy: ICE shall permit detainees to visit with family, friends, legal representatives, special interest groups and the news media.

Components	Yes	No	NA	Remarks
There is a written visitation schedule and hours for general visitation. Hours for both General and Legal Visitation are noted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visitation is conducted by Video conference from the holding area. The movement is very minimal
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

Reviewer Signature: _____



Date: _____

5/14/07

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	Yes	No	NA	Remarks
The Facility operates a health care facility in compliance with State and Local laws and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They are inspected on a annula basses
The facility's in-processing procedures of arriving detainees include medical and mental health 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"/>	They only provide basic first aid.
Pharmaceuticals are stored in a secure area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	They have no Pharmaceuticals on site.
Medical screening includes a Tuberculosis (TB) test.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is conducted by ICE
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	There is no medical staff on duty. If an detainee need medical attention they call the city city department and they respond to the facility.
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"/>	
If staff is used to distribute medication, a health care provider properly trains these officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are required to sign a refusal to consent form when medical treatment is refused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

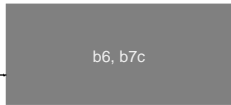
SUICIDE PREVENTION AND INTERVENTION

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	Yes	No	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; • Understand and apply suicide-prevention techniques. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

Reviewer Signature: _____



Date: 5/14/07

CONTRABAND

Policy: All detention facilities will ensure the proper handling and disposal of all contraband. Documentation of contraband destruction is required.

Components	Yes	No	NA	Remarks
The facility follows a written procedure for handling illegal contraband. Staff inventories, holds, and reports it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable **Deficient** **At-Risk** **Repeat Finding**

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detention files are located and maintained in a secured area. If not the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff makes copies and sends documents from the file when appropriately requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: 5/14/07

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
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 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				

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	Yes	No	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"/>	
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 following conspicuously posted in Spanish and English or other dominate languages used in the facility: <ul style="list-style-type: none"> • Rights and Responsibilities • Prohibited Acts • Disciplinary Severity Scale • Sanctions • If so, where posted 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<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				

Reviewer Signature: _____ b6, b7c _____ Date: 5/14/07

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	Yes	No	NA	Remarks
No Detainee or detainee groups exercise control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
The facility has written emergency plans that 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"/>	They have had training with the LASD for emergency response as well with the SWAT team from the City of Glendale.

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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	Yes	No	NA	Remarks
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. • Report hazards and spills to the • designated official. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The MSDS are readily accessible to staff and detainees in the work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous materials are always issued under proper supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: _____

5/14/07

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	Yes	No	NA	Remarks
<ul style="list-style-type: none"> • quantities are limited. • Staff always supervises detainees using these substances. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff directly supervises and accounts for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products clearly labeled as such. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility 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"/>	
The plan requires: <ul style="list-style-type: none"> • Monthly fire inspections. • Fire protection equipment strategically located throughout the facility. • Public posting of emergency plan with accessible building/room floor plans. • Exit signs and directional arrows. • 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 preventive spraying for indigenous insects. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

HOLD ROOMS IN DETENTION FACILITIES

Policy: Hold rooms will be used only for temporary detention for detainees awaiting removal, transfer, EOIR hearings, medical treatment, intra-facility movement, or other processing into or out of the facility.

Components	Yes	No	NA	Remarks
The hold room is situated in a location within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms well ventilated, well lighted and all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

Date: 5/14/01

HOLD ROOMS IN DETENTION FACILITIES

Policy: Hold rooms will be used only for temporary detention for detainees awaiting removal, transfer, EOIR hearings, medical treatment, intra-facility movement, or other processing into or out of the facility.

Components	Yes	No	NA	Remarks
activating switches located outside the room.				
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The walls of the hold rooms escape proof. <ul style="list-style-type: none"> • The hold room ceilings are escape and tamper resistant. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Male and females are segregated from each other at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They on ly hold Juv. for 6 hours and they are placed. The holding area for juv is welll secured.
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 patdown 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.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable

 Deficient

 At-Risk

 Repeat Finding

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	Yes	No	NA	Remarks
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Padlocks and/or chains are not used on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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, Chapter 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"/>	
Individual gun lockers are provided. <ul style="list-style-type: none"> • They are located in an area that permits constant officer observation. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: _____

5/14/07

**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	Yes	No	NA	Remarks
<ul style="list-style-type: none"> In an area that does not allow detainee or public access. 				
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. Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

POPULATION COUNTS – Rating

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	Yes	No	NA	Remarks
Staff conducts a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Officers do not allow detainee participation in the count.	<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"/>	
Written procedures cover informal and emergency counts.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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 procedures / program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every officer is required to conduct a security check of his/her assigned area. Results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____ b6, b7c _____ Date: 5/14/07

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 front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Control Center is staffed around the clock. Every Control Center officer receives training.	<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"/>	
Detainees do not have 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"/>	
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"/>	
Officers thoroughly search each vehicle entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every search of the SMU and other housing units documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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	Yes	No	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"/>	
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 well ventilated. <ul style="list-style-type: none"> • Adequately lighted. • Appropriately heated. • Maintained in a sanitary condition. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: 5/14/01

**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	Yes	No	NA	Remarks
the occupancy limit.				
Detainees receive three nutritious meals per day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee at least three times a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU maintains a permanent log. <ul style="list-style-type: none"> • Detainee-related activity, e.g., meals served, recreation, visitors etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At a minimum staff record whether the detainee ate, showered, exercised and took any medication during every shift and records all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Findings

**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	Yes	No	NA	Remarks
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a detainee is segregated without clothing, mattress, blanket, or pillow, a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU receive three nutritious meals/days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: _____

5/14/07

**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	Yes	No	NA	Remarks
A health care professional visits every detainee in disciplinary segregation every day, M - F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainee-related activities are documented, e.g., meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At a minimum staff record whether the detainee ate, showered, exercised and took any medication during every shift and records all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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	Yes	No	NA	Remarks
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> • Restricted (dangerous/hazardous) • Non Restricted (non-hazardous). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools are only brought into the facility by the maintenance staff only and they are under escort at all times.
Each facility has procedures for the issuance of tools to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

**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 are 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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b6, b7c

Date: _____

5/14/07

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Standard NA: Check this box if all ICE Transportation are handled only by the ICE Field Office or Sub-Office in control of the detainee case.

Components	Yes	No	NA	Remarks
support this finding of compliance.				
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. • 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 two qualified officers per vehicle. • An unaccompanied driver 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 manufacturers 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: _____

5/14/07

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(Land Transportation)**

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Standard NA: Check this box if all ICE Transportation are handled only by the ICE Field Office or Sub-Office in control of the detainee case.

Components	Yes	No	NA	Remarks
vehicle makes a scheduled or unscheduled stop.				
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 the Service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. • 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: <ul style="list-style-type: none"> • Is inventoried. • Is inspected. • 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

b6, b7c

Reviewer Signature: _____

Date: 5/14/07

**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 are handled only by the ICE Field Office or Sub-Office in control of the detainee case.

Components	Yes	No	NA	Remarks
<ul style="list-style-type: none"> • Severe weather • Passenger list is not exclusively men or women or minors 				
<input type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Finding				

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"/>	
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"/>	
Staff: <ul style="list-style-type: none"> • Does not use force as punishment. • Attempts to gain the detainee's voluntary cooperation before resorting to force • Uses only as much force as necessary to control the detainee. 	<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"/>	
Special precautions are taken when restraining pregnant detainees and 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"/>	
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"/>	

Acceptable **Deficient** **Repeat Deficiency** **At-Risk**

Reviewer Signature: _____

b6, b7c

Date: _____

5/14/07

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 IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

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 • When the A File is not available, notification is noted within DACS 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ICE completes the G-28
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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. • 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 provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Form G-391 or equivalent authorizing the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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b6, b7c

Date: 5/14/07

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Components	Y	N	NA	Remarks
removal of a detainee from a facility is used.				
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. • A medical transfer summary is completed and accompanies the detainee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee's funds and 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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable

 Deficient

 At-Risk

 Repeat Finding



Reviewer Signature: _____

Date: 5/14/07

U.S. Department of Homeland Security
500 12th Street, SW
Washington, DC 20536



U.S. Immigration
and Customs
Enforcement
DEC 22 2008

MEMORANDUM FOR: Brian M. DeMore
Field Office Director
Los Angeles Field Office

FROM: [REDACTED] b6, b7c
[REDACTED] b6, b7c
[REDACTED] b6, b7c
Acting Chief
Detention Standards Compliance Unit

SUBJECT: Glendale City Jail Annual Detention Review

The annual review of Glendale City Jail, located in Glendale, California, conducted on July 31-August 1, 2008, has been received. A final rating of **Acceptable** has been assigned. A Plan of Action is required to address the deficiencies identified in the review worksheets under the Detainee Access to Telephone standard.

The rating was based on the RIC Summary Memorandum and supporting documentation. The Field Office Director must remedy the deficient standards, and initiate the following actions in accordance with the Detention Management Control Program (DMCP):

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility **within** five business days of receipt of this memorandum. Notification shall include copies of the Form CC-324B, *Detention Facility Review Form*, CC-324B Worksheet, RIC Summary Memorandum, and this memorandum.
- 2) The Field Office Director is responsible for ensuring that the facility responds to all findings and a Plan of Action is submitted to the RA within 30 days.
- 3) The RA will advise the Field Office Director once the Plan of Action is approved.
- 4) Once a Plan of Action is approved, the Field Office Director shall schedule a follow-up on the above noted deficiencies within 90 days.

The Field Office is responsible for assisting the facility to respond to the review findings when assistance is requested. Notification to the facility shall include information that this assistance is available.

Should you or your staff require additional information regarding this matter, please contact [REDACTED] Deputy Assistant Director, Detention Management Division, at (202) 732- [REDACTED]

cc: Official File

[REDACTED]
b2 high, (b)(6), (b)(7)c