



U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: Norma Bonales  
Field Office Director  
Los Angeles Field Office

FROM: John P. Torres  
Acting Director

*JPT*

*WHL RPK*

SUBJECT: Pasadena County Jail Plan of Action

The Pasadena County Jail Plan of Action dated August 3, 2005, has been received. The Plan was developed in response to a Review conducted by the Los Angeles Field Office on June 17, 2005.

The Review Authority (RA) has evaluated the document and concurs with the Plan of Action, as written, and this review is closed. The Field Office 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 a copy of this memorandum.
- 2) The Field Office Director is responsible for ensuring that the facility complies with its proposed Plan of Action. A certified Detention Reviewer shall be assigned to follow-up on the deficiencies identified in the G324A, *Detention Facility Review Form* and the Reviewer-In-Charge (RIC) Summary Memorandum within 90 days.
- 3) The Field Office shall schedule the next annual review before June 17, 2006.

Should you or your staff have any questions regarding this matter, please contact [redacted] Deputy Assistant Director, Detention Management Division at (202) 731 [redacted]

b6, b7c

b6, b7c

b2 high

cc: Official File

[redacted]  
b2 high, b6, b7c



## U.S. Immigration and Customs Enforcement

MEMORANDUM FOR: Gloria Kee  
Field Office Director  
Los Angeles Field Office

FROM: John P. Torres  
Acting Director

SUBJECT: Pasadena County Jail Annual Detention Review

AUG 24 2005

The Annual Review of the Pasadena County Jail, conducted June 17, 2005, in Pasadena, California, has been received. A final rating of **Acceptable** has been assigned.

The rating was based on the Reviewer-In-Charge (RIC) Summary Memorandum and supporting documentation. The Field Office Director must remedy the deficiencies in the RIC Memorandum, 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 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 ensuring that the facility responds to all findings and that a Plan of Action (POA) is submitted to the Review Authority (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 and follow-up on the above noted deficiencies within 90 days.

The RIC is responsible for assisting the Intergovernmental Service Agreement (IGSA) facility to respond to the Immigration and Customs Enforcement findings when assistance is requested. Notification to the facility shall include information that this assistance is available.

Subject: Pasadena County Jail Annual Detention Review  
Page 2

Should you or your staff have any questions regarding this matter, please contact [REDACTED] b6, b7c  
Deputy Assistant Director, Detention Management Division at (202) 305 [REDACTED] b2 high



## U.S. Immigration and Customs Enforcement

June 17, 2005

MEMORANDUM FOR: Wesley J. Lee  
Director (Acting)  
Office of Detention and Removal

FROM: [REDACTED] b6, b7c [REDACTED] b6, b7c  
Detention Operations Supervisor  
Los Angeles Field Office

SUBJECT: Pasadena Jail Annual Detention Review

The Los Angeles Field Office, Office of Detention and Removal conducted a detention review of the Pasadena City Jail on June 17, 2005. This review was conducted by [REDACTED] b6, b7c. This facility is used for detainees requiring housing less than 72 hours.

### Type of Review:

This review is a scheduled Operational Review to determine general compliance with established Immigration and Customs Enforcement (ICE) National Detention Standards.

### Review Summary:

Pasadena City Jail is a facility that only houses detainee for less than 48 hours. During their intake screening there is no medical staff on duty. If the detainee is taking medication or seems to be sick he is rejected and is taken to the hospital or to the custody of the Los Angeles County Sheriff. During the intake if a detainee gives them any problem they are rejected from the facility. This is also true for their Law Enforcement Staff. There is no food service staff that is present at this facility. The detainees that are housed under the pay to stay program assist the jail staff to complete the meals. The jail doesn't have a logbook for detainee visitors this is kept on the main floor in the record area. This is the area in which all visitors are screened before entering the jail.

### Review Findings:

The following information summarizes those standards not in compliance. Each standard is identified and a short summary provided regarding standards or procedures not currently in compliance.

|           |   |    |
|-----------|---|----|
| Compliant | - | 15 |
| Deficient | - | 1  |
| At-Risk   | - | 0  |

**Non-Applicable - 7**

**Standards Summary Findings:**

There are no medical staff on duty for any emergencies. All though they have direct contact with the Fire Department, in which they would send a Paramedic unit to evaluate the situation. There are no population counts. The explanation that we received was as follows. "During our meals we account for the detainees that are housed in the facility." This area was found as being deficient, being that there is a lack of accountability.

**RIC Observations:**

The overall jail is an acceptable facility. There are some areas that need to have improvements. The lack of accountability of supplies and no MSDS sheets available to staff and janitor staff. The inspection of the foodservice area is done by the Health Department once a year and there is no weekly inspection that is conducted by staff. They complete those meals and clean the area but there is no documentation that an inspection of the machines was completed and any recommendations. Pasadena jail has a program that they utilize that is called pay to stay. These detainees are people that have committed low offenses and as part of their sentence have to pay to stay on jail.

**RIC Issues and Concerns**

There was a concern on the amount of significant incidents in the facility. It was explained that Pasadena Jail doesn't allow anyone person that may cause problems or seem to cause a problem to enter there facility. When asked about the events for the Rose Parade and Rose Bowl game, it was explained that the Los Angeles County Sheriff stag in there parking lot and process those that have caused problems. At no time are any of these brought into the Pasadena Jail but are taken to the Men's Central Jail for processing.

**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-324B 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  
6/17/05

**C. Previous/Most Recent Facility Review**

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

**D. Name and Location of Facility**

Name  
Pasadena Jail  
Address (Street and Name)  
207 N. Garfield  
City, State and Zip Code  
Pasadena, Calif. 91101  
County  
Los Angeles County  
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)  
b6, b7c  
Telephone # (Include Area Code)  
626-744 b6, b7c  
Field Office / Sub-Office (List Office with oversight responsibilities)  
Los Angeles  
Distance from Field Office  
22

**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 / DO / Los Angeles  
Name of Team Member / Title / Duty Location  
/ /  
Name of Team Member / Title / Duty Location  
/ /

**F. CDF/IGSA Information Only**

|   |                                    |
|---|------------------------------------|
| Contract Number<br>WRO-J-095                    | Date of Contract or IGSA<br>4/1/91 |
| Basic Rates per Man-Day<br>75.00                |                                    |
| Other Charges: (If None, Indicate N/A)<br>; ; ; |                                    |
| Estimated Man-days Per Year                     |                                    |

**G. Accreditation Certificates**

List all State or National Accreditation[s] received:  
Title 15. Borad of Corrections  
 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  
1991  
Date Last Remodeled or Upgraded  
n/a  
Date New Construction / Bedspace Added  
N/A  
Future Construction Planned  
 Yes  No Date:  
Current Bedspace  
104  
Future Bedspace (# New Beds only)  
Number: Date:

**J. Total Facility Population**

Total Facility Intake for previous 12 months  
  
Total ICE Mandays for Previous 12 months

**K. Classification Level (ICE SPCs and CDFs Only)**

|              | L-1 | L-2 | L-3 |
|--------------|-----|-----|-----|
| Adult Male   |     |     |     |
| Adult Female |     |     |     |

**L. Facility Capacity**

|  | Rated | Operational | Emergency |
|--|-------|-------------|-----------|
| Adult Male   | 104   | 104         | 104       |
| Adult Female   |       |             |           |
| <input type="checkbox"/> Facility holds Juveniles Offenders 16 and older as Adults |       |             |           |

**M. Average Daily Population**

|              | ICE | USMS | Other |
|--------------|-----|------|-------|
| Adult Male   | 20  |      |       |
| Adult Female | 6   |      |       |

**N. Facility Staffing Level**

Security:  
b2 high  
Support:  
POLICE DEPARTMENT

### 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.

| Incidents  | Description  | Jan - Mar | Apr - Jun | Jul - Sept | Oct - Dec |
|--|--|-----------|-----------|------------|-----------|
| Assault:<br>Offenders on<br>Offenders <sup>1</sup>                             | Types (Sexual <sup>2</sup> , Physical, etc.)                                 | 0         | 0         | 0          | 0         |
|  | With Weapon  | 0         | 0         | 0          | 0         |
|  | Without Weapon   | 1         | 0         | 0          | 0         |
| Assault:<br>Detainee on<br>Staff   | Types (Sexual Physical, etc.)  |           |           |            |           |
|  | With Weapon  | 0         | 0         | 0          | 0         |
|  | Without Weapon   | 0         | 0         | 0          | 0         |
| Number of Forced Moves, incl.<br>Forced Cell moves <sup>3</sup>                |  | 0         | 0         | 0          | 0         |
| Disturbances <sup>4</sup>  |  | 0         | 0         | 0          | 0         |
| Number of Times Chemical<br>Agents Used  |  | 1         | 0         | 0          | 1         |
| Number of Times Special<br>Reaction Team Deployed/Used                         |  | 0         | 0         | 0          | 0         |
| # Times Four/Five Point<br>Restraints applied/used                             | Number/Reason (M=Medical,<br>V=Violent Behavior, O=Other)                    |           |           |            |           |
|  | Type (C=Chair, B=Bed,<br>BB=Board, O=Other)                                  |           |           |            |           |
| Offender / Detainee Medical<br>Referrals as a result of injuries<br>sustained. |  | 0         | 0         | 0          | 0         |
| Escapes  | Attempted  | 0         | 0         | 0          | 0         |
|  | Actual   | 0         | 0         | 0          | 0         |
| Grievances:  | # Received   | 2         | 1         | 1          | 1         |
|  | # Resolved in favor of<br>Offender/Detainee                                  | 0         | 0         | 0          | 0         |
| Deaths   | Reason (V=Violent, I=Illness,<br>S=Suicide, A=Attempted<br>Suicide, O=Other) |           |           |            |           |
|  | Number   | 0         | 0         | 0          | 0         |
| Psychiatric / Medical Referrals  | # Medical Cases referred for<br>Outside Care                                 | 0         | 0         | 0          | 0         |
|  | # Psychiatric Cases referred for<br>Outside Care                             | 0         | 0         | 0          | 0         |

- <sup>1</sup> Any attempted physical contact or physical contact that involves two or more offenders
- <sup>2</sup> Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting
- <sup>3</sup> Routine transportation of detainees/offenders is not considered "forced"
- <sup>4</sup> 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

**Legal Access Standards**

|                  | 1.                                  | 2.                       | 3.                       | 4.                       | 5.                       |
|------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 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 type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Classification System                                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disciplinary Policy                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Special Management Units (Disciplinary Segregation)   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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)<br>b6, b7c | Signature<br>b6, b7c |
| Title & Duty Location<br>SIEA/ Los Angeles  | Date<br>6/17/2005    |

**Team Members**

|   |                                    |
|---|------------------------------------|
| Print Name, Title, & Duty Location<br>G b6, b7c DO, Los Angeles | Print Name, Title, & Duty Location |
| Print Name, Title, & Duty Location                              | Print Name, Title, & Duty Location |

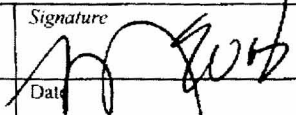
**RIC Rating Recommendation:**  **Acceptable**  
 **Deficient**  
 **At-Risk**

Comments:

# 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) | Signature  |
| John P. Torres                              |  |
| Title                                       | Date   |
| Acting Director                             | AUG 24 2005  |

- Final Rating:
- Superior
  - Good
  - Acceptable
  - Deficient
  - At-Risk

Comments: The Review Authority (RA) concurs with the Reviewer-In-Charge (RIC) recommended rating of "Acceptable" based on the information in the RIC Summary Memorandum and in the G-324B Worksheets. A Plan of Action shall be prepared for the deficiency identified with the "Population Count" standard.

**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 |
| <b>Name</b><br>Pasadena City Jail  |                       |
| <b>Address (Street and Name)</b><br>207 N. Garfield  |                       |
| <b>City, State and Zip Code</b><br>Pasadena, Calif. 91101  |                       |
| <b>County</b><br>Los Angeles   |                       |
| <b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b><br>b6, b7c  |                       |
| <b>Name and title of Reviewer-In-Charge</b><br>b(1)(6), b(1)(7)c SIEA  |                       |
| <b>Date[s] of Review</b><br>June 17, 2005  |                       |
| <b>Type of Review</b><br><input type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screened only by the Jailer, there is no medical staff that is assigned to this facility. If there are any problems the detainee is not accepted and taken to Los Angeles County Central Jail. Any detainee that takes medication is not accepted at this facility. |
| 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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"/>            | Detainee only receive bedding and they remain in their own clothing.  |
| All releases are coordinated with the ICE office of jurisdiction.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| ICE Staff enter all information on detainees admitted, released, or transferred into the Deportable Alien Control System (DACS).   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> |         |

Reviewer Signature: \_\_\_\_\_

b6, b7c

Date: \_\_\_\_\_

*6/17/04*

**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 |
|--|--------------------------|--------------------------|-------------------------------------|---------|
| Housing assignments are based on threat level. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |

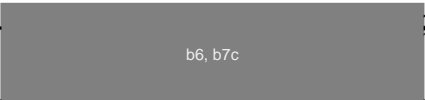
Acceptable     
  Deficient     
  At-Risk     
  Repeat Finding

**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"/> | Most detainees are at this facility under 48 hours and a video presentation is shown in English and Spanish.        |
| The detainee handbook states in clear language basic detainee responsibilities.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is no handbook what they have done is palced this in a video that is shown daily and is translated in spanish |
| The handbook identifies: <ul style="list-style-type: none"> <li>• Initial issue of clothing and bedding and personal hygiene items.</li> <li>• when a medical examination will be conducted.</li> <li>• 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.</li> <li>• facility search procedures and contraband policy.</li> <li>• facility visiting hours and schedule and visiting rules and regulations</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| The handbook describes the detainee disciplinary policy and procedures:<br>Including: <ul style="list-style-type: none"> <li>• Prohibited acts and severity scale sanctions.</li> <li>• Time limits in the Disciplinary Process.</li> <li>• Summary of Disciplinary Process.</li> <li>• The detainee handbook describes the sick call procedures for general population and segregation.</li> <li>• The handbook specifies the rights and responsibilities of all detainees.</li> </ul>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Reviewer Signature: \_\_\_\_\_



b6, b7c

Date: \_\_\_\_\_

*6/17/05*

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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All food that is served is Microwaved.  |
| 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"/> | No Knives in this facility  |
| 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"/> |   |
| 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"/>            | A Los Angeles County registered dietitian reviews the meals.  |
| The food service program addresses medical diets.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | There are no medical detainees that are housed at Pasadena.   |
| 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"/>            |   |
| 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The LA County health department review and inspects that facility 1 a year and there a periodic review from the Health department |
| Equipment is inspected daily.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | There is no documentation the there are inspections that are done daily.  |
| 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 type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |   |

Acceptable       Deficient       At-Risk       Repeat Deficiency

Reviewer Signature: \_\_\_\_\_ Date: 4/17/05

**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                                  |
|--|-------------------------------------|--------------------------|-------------------------------------|--|
| Detainee funds and valuables are properly separated and stored away. Detainee funds and valuables are accessible to designated supervisor(s) only. | <input checked="" 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 checked="" type="checkbox"/> | All large valuables are secured in LADO. |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| There is a written policy for returning forgotten property to detainees and staff follows procedures.  | <input checked="" 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 checked="" type="checkbox"/> |  |
| CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.  | <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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Clothing is not issued to the detainee, they remain in their personal clothing. |
| 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.

|  | Yes | No | NA | Remarks |
|--|-----|----|----|---------|
|  |     |    |    |         |

Reviewer Signature: \_\_\_\_\_

b6, b7c

b6, b7c

Date: \_\_\_\_\_

*6/17/05*

**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   |                                     |                          |                          |   |
|--|-------------------------------------|--------------------------|--------------------------|---|
| Detainees are allowed to engage in religious services.                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detainee are allowd to engage in religious service while they are housed on the weekends. |
| The facility allows detainees to observe the major "holy days" of their religious faith. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 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**

**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"/>            | On video  |
| 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | This facility doesn't have a Admin. Seg.  |
| 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is capability to monitor phone calls, but this is not used being that the facility only hold the detainee for less that 48 hours. |

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

Reviewer Signature: \_\_\_\_\_

b6, b7c

Date: 6/17/05



### 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"/> | 1pm - 3pm, non-contact 7 days a week.  |
| 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"/> | The jail area doesn't have a log. This is kept by the records department in the lobby area of the main jail. |
| 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**

### 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | This facility is called a well facility. They don't accept any detainees that is taking medication. If a detainee is taking medication they are taken to the LA County hospital were they are admitted. |
| The facility's in-processing procedures of arriving detainees include medical and mental health screening.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| All detainees have access to and receive medical care.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Pharmaceuticals are stored in a secure area.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Medical screening includes a Tuberculosis (TB) test.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Detainees in the Special Management Unit have access to health care services.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Detention staff is trained to respond to health-related emergencies within a 4-minute response time.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| If staff is used to distribute medication, a health care provider properly trains these officers.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| The medical unit keeps written records of medication that is distributed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Detainees are required to sign a refusal to consent form  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |

Reviewer Signature: \_\_\_\_\_

b6, b7c

Date: \_\_\_\_\_

*6/17/05*

**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.

when medical treatment is refused.

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"/> | They take a yearly 24 hours course, which goes over this area as well as other areas. All new officer go to a 180 hours course which this is covered. |
| Training prepares staff to: <ul style="list-style-type: none"> <li>• Recognize potentially suicidal behavior;</li> <li>• Refer potentially suicidal detainees, following facility procedures;</li> <li>• Understand and apply suicide-prevention techniques.</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Acceptable       Deficient       At-Risk       Repeat Finding

**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"/> | Any contraband that is found in the possession is given to the Police officer that arrested the detainee. This is taken into custody by the officer and is booked into evidence. |
| 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

Reviewer Signature: \_\_\_\_\_

b6, b7c

Date: 6/17/05

**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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is no Disciplinary Police at this facility. If a detainee gives them a problem that detainee is removed.   |
| The facility rules state that disciplinary action shall not be capricious or retaliatory.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> <li>• corporal punishment</li> <li>• deviations from normal food service</li> <li>• clothing deprivation</li> <li>• bedding deprivation</li> <li>• denial of personal hygiene items</li> <li>• loss of correspondence privileges</li> <li>• deprivation of physical exercise</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Any detainee that is brought into this facility and appears to given the officer any type of problems is immediately removed a taken to LA County or they call LADO to pick-up the detainee. |
| The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| The following conspicuously posted in Spanish and English or other dominate languages used in the facility: <ul style="list-style-type: none"> <li>• Rights and Responsibilities</li> <li>• Prohibited Acts</li> <li>• Disciplinary Severity Scale</li> <li>• Sanctions</li> <li>• If so, where posted</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| When minor rule violations or prohibited acts occur, informal resolutions are encouraged.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |

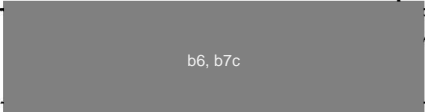
**Acceptable**
         
  **Deficient**
         
  **At-Risk**
         
  **Repeat Finding**

**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"> <li>• Personal abuse / Corporal punishment</li> <li>• Personal injury</li> <li>• Disease</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

Reviewer Signature: \_\_\_\_\_



b6, b7c

Date: \_\_\_\_\_

*6/17/08*

**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  |
|---|-------------------------------------|--------------------------|--------------------------|--|
| <ul style="list-style-type: none"> <li>Property damage</li> <li>Harassment from other detainees</li> </ul>  |                                     |                          |                          |  |
| The facility has written emergency plans that cover: <ul style="list-style-type: none"> <li>Work/Food Strike</li> <li>Disturbances</li> <li>Escapes</li> <li>Bomb Threats</li> <li>Adverse Weather</li> <li>Facility Evacuation</li> <li>Internal Hostages</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All emergency plans are on computer and are accessible to all officer to review. |

**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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All supplies were in a locked room outside of the secured area. There was no inventory of these items. |
| 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"/>            | No inventories   |
| The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Need to have MSDS sheets available.  |
| All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> <li>Wear personal protective</li> <li>Equipment.</li> <li>Report hazards and spills to the</li> <li>designated official.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| The MSDS are readily accessible to staff and detainees in the work areas.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | NO MSDS Sheets   |
| Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> <li>quantities are limited.</li> <li>Staff always supervises detainees using these substances.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Janitor service is available 24 hours day to do any cleaning.  |
| Staff directly supervises and accounts for products with   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |

Reviewer Signature: \_\_\_\_\_

b6, b7c

Date: 4/17/08

**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   |
|---|-------------------------------------|-------------------------------------|--------------------------|---|
| 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.   |                                     |                                     |                          |   |
| The facility conducts the fire and safety inspections.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | This is conducted by the Fire department once a year. |
| 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"> <li>• Monthly fire inspections.</li> <li>• Fire protection equipment strategically located throughout the facility.</li> <li>• Public posting of emergency plan with accessible building/room floor plans.</li> <li>• Exit signs and directional arrows.</li> <li>• An area-specific exit diagram conspicuously posted in the diagrammed area.</li> </ul> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is no record of monthly fire inspections.       |
| Written procedures regulate the handling and disposal of used needles and other sharp objects.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There are no Sharp containers in the facility.        |
| Standard cleaning practices include: <ul style="list-style-type: none"> <li>• Using specified equipment; cleansers; disinfectants and detergents.</li> <li>• An established schedule of cleaning and follow-up inspections.</li> </ul>  | <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"> <li>• At least monthly.</li> <li>• The pest-control program includes preventive spraying for indigenous insects.</li> </ul>  | <input 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 activating switches located outside the room. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| The hold rooms contain sufficient seating for the  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

Reviewer Signature: \_\_\_\_\_

b6, b7c

Date: \_\_\_\_\_

*6/17/05*

### 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   |
|--|-------------------------------------|--------------------------|-------------------------------------|---|
| number of detainees held.  |                                     |                          |                                     |   |
| The walls of the hold rooms escape proof.<br>• 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 type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No Juv allowed into 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"/>            | Staff conduct a hourly check of all detainee in there cells. This is accomplished by each officer using this card which identifies the time and the unit in which they entered. |
| 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 type="checkbox"/>            | <input checked="" 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"/> | No padlock are used in the facility.     |
| The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to<br>• Occupational Safety and Environmental Health Manual, Chapter 3<br>• 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"/> | They are kept in the supervisors office. |
| The facilities use a key accountability system.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |  |

Reviewer Signature: \_\_\_\_\_

b6, b7c

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   | Yes                                 | No                       | NA                       | Remarks |
|--|-------------------------------------|--------------------------|--------------------------|---------|
| Individual gun lockers are provided. <ul style="list-style-type: none"> <li>They are located in an area that permits constant officer observation.</li> <li>In an area that does not allow detainee or public access.</li> </ul>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> <li>Issued keys are returned immediately in the event an employee inadvertently carries a key ring home.</li> <li>Detainees are not permitted to handle keys assigned to staff.</li> </ul> | <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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is no formal counts. The explanation that was given that during the meals they account for the detainees but there is no official counts. |
| Activities cease or are strictly controlled while a formal count is being conducted.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Formal counts in all units take place simultaneously.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| Officers do not allow detainee participation in the count.  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |   |
| Officers positively identify each detainee before counting him/her as present.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ICE detainee don't have wrist bands when they are admitted to this facility. Only those that are booked in by the PD have a wrist band.         |
| Written procedures cover informal and emergency counts.   | <input type="checkbox"/> | <input checked="" 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"/> |   |

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

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### 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 type="checkbox"/>            | <input checked="" 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"/>            |   |
| The front-entrance officer checks the ID of everyone entering or exiting the facility.                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | This is accomplished in the lobby area of the main floor before any one enter that jail area. |
| 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Being that the sallyport is used by the Pasadena Police department                            |
| Officers thoroughly search each vehicle entering and leaving the facility.                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | See above   |
| Every search of the SMU and other housing units documented.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" 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"> <li>• Detainees are placed in the SMU (administrative) in accordance with written criteria.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"> <li>• A copy of the order given to the detainee within 24 hours.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| Administratively segregated detainees enjoy the same general privileges as detainees in the general population.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |

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| SPECIAL MANAGEMENT UNIT (SMU)<br>Administrative Segregation  |                          |                          |                                     |         |
|--|--------------------------|--------------------------|-------------------------------------|---------|
| <b>Policy:</b> 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 SMU is well ventilated.<br>• Adequately lighted.<br>• Appropriately heated.<br>• Maintained in a sanitary condition.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| All cells are equipped with beds.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| The number of detainees in any cell does not exceed the occupancy limit.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| Detainees receive three nutritious meals per day.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| Each detainee maintains a normal level of personal hygiene in the SMU.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| A health care professional visits every detainee at least three times a week.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| The SMU maintains a permanent log.<br>• Detainee-related activity, e.g., meals served, recreation, visitors etc.   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| <input type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Findings   |                          |                          |                                     |         |

| SPECIAL MANAGEMENT UNIT<br>(Disciplinary Segregation)  |                          |                          |                                     |         |
|--|--------------------------|--------------------------|-------------------------------------|---------|
| <b>Policy:</b> 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 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 detention 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.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |

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**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 |
|---|--------------------------|--------------------------|-------------------------------------|---------|
| as soon as it is safe.  |                          |                          |                                     |         |
| Detainees in the SMU receive three nutritious meals/days.   | <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 day, M - F.  | <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"/> |         |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"> <li>• Restricted (dangerous/hazardous)</li> <li>• Non Restricted (non-hazardous).</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Maintenance is done by the City of Pasadena. All worker that enter are under the supervision of an officer. |
| Each facility has procedures for the issuance of tools to staff and detainees.  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |

Acceptable     
  Deficient     
  At-Risk     
  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:

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| 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"> <li>Does not use force as punishment.</li> <li>Attempts to gain the detainee's voluntary cooperation before resorting to force</li> <li>Uses only as much force as necessary to control the detainee.</li> </ul> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |         |
| Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |
| In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |
| Special precautions are taken when restraining pregnant detainees and medical personnel are consulted  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |
| The officers are thoroughly trained in the use of soft and hard restraints.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |
| For incidents involving calculated use of force, a videotape is made and retained for review.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |

Acceptable
  Deficient
  Repeat Deficiency
  At-Risk

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