

STANDARD 6.1

DETAINEE HANDBOOK

I. POLICY

Each facility will develop a site-specific handbook to serve as an overview of, and guide to, the 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. Every detainee will receive a copy of this handbook upon admission to the facility along with a copy of the ICE/ERO National Detainee Handbook.

Detainees are expected to behave in accordance with the rules articulated in the handbook and will be held accountable for violations. Therefore, the facility staff will advise every detainee to become familiar with the material in the handbook and ensure the information is provided in a language or manner the detainee can understand.

II. STANDARDS AND PROCEDURES

- A. The facility will have a local handbook known as the “facility handbook.”
- B. The facility handbook will specify in detail the rules, regulations, policies, and procedures with which every detainee must comply and include information about available services such as: personal hygiene rules, recreation, correspondence and other mail, visitation, library/legal access, telephone use, sexual abuse and assault prevention and intervention program, disability accommodations, restricted areas, contraband, housekeeping, disciplinary rules and sanctions, grievance and appeal procedures, health care access, religious services, canteen and commissary, property, and so forth.
- C. The handbook will be written in English and translated into Spanish and other prevalent language(s) among the facility’s detainee population, as appropriate. Oral interpretation or assistance shall be provided to any detainee who speaks another language into which written material has not been translated or who is illiterate. Consistent with the procedures outlined in Standard 4.7 “Disability Identification, Assessment, and Accommodation,” the facility shall also provide auxiliary aids and services (e.g., qualified sign language interpreters) or other accommodations to ensure the effective communication of the content of the handbook to detainees with disabilities.
- D. The facility will provide a copy of the handbook to every staff member who has contact with detainees. These staff members will also receive training focused on its contents.
- E. The facility will review the handbook annually.

- F. The facility will document and maintain a detainee acknowledgement of receipt of the ICE National Detainee Handbook and facility handbook.