

## APPENDIX C

### CONTENTS OF THE LOCAL SUPPLEMENT

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Upon admission to a facility, prior to placement in general population, each detainee shall be provided a copy of the ICE National Detainee Handbook and that facility's local supplement to the handbook. The contents of the National Detainee Handbook and any local supplement must be effectively communicated to each detainee in a language or manner he or she can understand.

Staff shall require each detainee to verify, by signature, receipt of the handbook, and shall maintain that signed acknowledgement in the detainee's detention file.

While all applicable topics in the ICE National Detainee Handbook must be addressed, the following topics are recommended for inclusion in the local supplement:

1. the rules, regulations, policies, and procedures with which every detainee must comply;
2. detainee rights and responsibilities;
3. procedures for requesting translation and interpretation services for meaningful access to facility programs, services, and activities;
4. procedures for requesting disability-related or other accommodations, including auxiliary aids or services to allow for effective communication;
5. the agency's and the facility's zero tolerance policies for all forms of sexual abuse and assault;
6. the facility's rules of conduct and prohibited acts, the disciplinary severity scale, the sanctions imposed for violations of the rules, the disciplinary process, the procedure for appealing disciplinary findings, and detainees' rights in the disciplinary system, as required by Standard 3.1 "Disciplinary System";
7. information about the facility's grievance system including medical grievances, as required by Standard 6.2 "Grievance System";
8. the facility's policies on telephone access and on the monitoring of telephone calls, if telephone calls are monitored;
9. the facility's visitation rules and hours;
10. rules and procedures governing access to the law library, as required by Standard 6.3 "Law Libraries and Legal Materials";
11. content and procedures of the facility's rules on legal rights group presentations, and the availability of legal orientation programs;

12. the facility’s rules on correspondence and other mail, including information on correspondence procedures, as required by Standard 5.1 “Correspondence and Other Mail”;
13. the facility’s policies and procedures related to personal property, as required by Standard 2.4 “Funds and Personal Property”;
14. the facility’s marriage request procedures;
15. contact information for the ICE/ERO Field Office and the scheduled hours and days that ICE/ERO staff is available to be contacted by detainees at the facility, as well as the phone number for the Detention Reporting and Information Line (1-888-351-4024); and
16. procedures to submit written questions, requests, or concerns to ICE/ERO staff, as well as the availability of assistance to prepare such requests.