



U.S. Immigration  
and Customs  
Enforcement

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

FROM: *for* *John P. Torres*  
John P. Torres  
Acting Director

SUBJECT: Pomona City Jail Annual Review

The annual review of the Pomona City Jail conducted on May 25, 2006 in Pomona, California has been received. A final rating of **Deficient** 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-324A, *Detention Facility Review Form*, the G-324A 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 a Plan of Action 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.

Subject: Pomona City Jail Annual Detention Review  
Page 2

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.

Should you or your staff have any questions regarding this matter, please contact [REDACTED] b6, b7c  
[REDACTED] b6, b7c, Deputy Assistant Director, Detention Management Division at (202) 732-[REDACTED] b2 high

cc: Official File

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





**U.S. Immigration  
and Customs  
Enforcement**

June 1, 2006

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

FROM: [REDACTED] b6, b7c  
Reviewer-In-Charge  
Los Angeles Field Office

SUBJECT: Pomona City Jail 2006 Annual Detention Review

The Los Angeles Field Office, Office of Detention and Removal conducted a detention review of the Pomona City Jail on May 25, 2006. SDDO Chris Starnes conducted this review. This facility is used for detainees requiring housing less than 72 hours.

The review measured compliance with the ICE Detention Standards. No other special assessments were performed or requested at this time. Attached to this memorandum is a copy of the original Form 324B Detention Review Forms. All worksheets and working papers are maintained in the appropriate file system and are available for review by the review authority.

**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:**

The following review summarizes only those standards not in full compliance. Each standard is identified and a short summary is provided regarding standards or procedures not currently in compliance. The facility has been accredited by the California Board of Corrections. Their accreditation is current and in good standing. The facility meets all of the relevant National Detention Standards. There are some minor differences in the policies that the Detention Standards describe in comparison to the operating procedures of the facility. It appears that even though these differences exist the facility is either adhering to the Standards or abiding by the intent of the Standards. The differences noted are minor in nature and are caused by the small size of the facility. There were 26 acceptable standards, two standards determined to be non-applicable and 0 deficient standards.

The Pomona City Jail's ability to directly supervise and control their detainee population's behavior has proven to be effective. Overall the review indicated substantial compliance with the Ice Detention Standards. The staff I encountered were courteous, knowledgeable and professional. I believe it is in the Service's best interest to continue contracting with this facility.

**Constraints of difficulties experienced during the review:**

During the review, no constraints or abnormal difficulties were encountered. Staff and detainees were cooperative and available to assist in the review process.

**At Risk or Repeat Findings:**

There were no ICE Detention Standards found to be at risk during the inspection of this facility.

**Recommended Rating and Justification:**

The result of a careful evaluation and review of the procedures and operation reflects the ability of this facility to provide ICE detainees with the proper and humane care that is mandated by the Standards. The deficiencies that exist do not detract from the acceptable accomplishments of the vital functions. 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.

## 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	<i>John P. Torres</i>
Title	Date
Acting Director	8/7/06

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

Comments: The facility rating has been downgraded to Deficient based on information contained in Form G-324A and the attached working papers. The facility must address deficient areas in the Detainee Handbook Standard, Funds and Personal Property Standard, Detainee Grievance Standard, Issuance and Exchange of Clothing, Bedding and Towels Standard, The Food Service Standard, Access to Medical Standard, and the Environmental Health and Safety Standard. The Field Office must address the deficiencies in Staff/Detainee Communication. A plan of action is required.

**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  
05/25/06

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

Date[s] of Last Facility Review  
06/13/05  
Previous Rating  
 Acceptable  Deficient  At-Risk

**D. Name and Location of Facility**

Name  
Pomona City Jail  
Address (Street and Name)  
490 West Mission Blvd.  
City, State and Zip Code  
Pomona  
County  
Los Angeles  
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)  
Sgt. b6, b7c / Jail Operations Manager  
Telephone # (Include Area Code)  
(909) 621- b6, b7c  
Field Office / Sub-Office (List Office with oversight responsibilities)  
Los Angeles  
Distance from Field Office  
30 miles

**E. ICE Information**

Name of Reviewer In Charge (Last, Title and Duty Station)  
b6, b7c / Supervisory Deportation Officer / LOS  
Name of Team Member / Title / Duty Location  
/ /  
Name of Team Member / Title / Duty Location  
/ /  
Name of Team Member / Title / Duty Location  
/ /

**F. CDF/IGSA Information Only**

Contract Number  
12-02-0109  
Date of Contract or IGSA  
10/01/02  
Basic Rates per Man-Day  
\$75.00  
Other Charges: (If None, Indicate N/A)  
Emergency Hospital Transport & Treatment; ; ;  
Estimated Man-days Per Year  
1,700

**G. Accreditation Certificates**

List all State or National Accreditation[s] received:  
California State Board of Corrections (Title # 15)  
 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  
1962  
Date Last Remodeled or Upgraded  
1988  
Date New Construction / Bedspace Added  
None  
Future Construction Planned  
 Yes  No Date:  
Current Bedspace  
53  
Future Bedspace (# New Beds only)  
Number: Same Date:

**J. Total Facility Population**

Total Facility Intake for previous 12 months  
8,653  
Total ICE Mandays for Previous 12 months  
15,550

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

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

**L. Facility Capacity**

	Rated	Operational	Emergency
Adult Male	58	58	58
Adult Female	11	11	11

Facility holds Juveniles Offenders 16 and older as Adults

**M. Average Daily Population**

	ICE	USMS	Other
Adult Male	2	0	20
Adult Female	0	0	3

**N. Facility Staffing Level**

Security:  
b2 high  
Support:  
Police Dept.

### Significant Incident Summary Worksheet

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

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

#### Detainee Services

Admission and Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classification System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Handbook	<input checked="" 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"/>
Funds and Personal Property	<input checked="" 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"/>
Issuance and Exchange of Clothing, Bedding, and Towels	<input checked="" 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"/>

#### Health Services

Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Prevention and Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Security and Control

Contraband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detention Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plans	<input checked="" 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"/>
Hold Rooms in Detention Facilities	<input checked="" 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"/>
Population Counts	<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"/>
Special Management Units (Administrative Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Management Units (Disciplinary Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (Land management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Detainee Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RIC Review Assurance Statement**

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

Reviewer-In-Charge: (Print Name) b6, b7c	Signature b6, b7c
Title & Duty Location Supervisory Deportation Officer, Los Angeles, CA	Date 06/01/06

**Team Members**

Print Name, Title, & Duty Location	Print Name, Title, & Duty Location
Print Name, Title, & Duty Location	Print Name, Title, & Duty Location

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

Comments:

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## MANAGEMENT REVIEW

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### Review Authority

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

HQDRO MANAGEMENT REVIEW: (Print Name)	Signature
Title	Date

Final Rating:  Acceptable  
 Deficient  
 At-Risk

Comments:



**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> POMONA CITY JAIL
<b>Address (Street and Name)</b> 490 WEST MISSION BLVD.
<b>City, State and Zip Code</b> POMONA, CA 91766
<b>County</b> LOS ANGELES
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> SERGEANT [REDACTED] (JAIL OPERATIONS MANAGER)
<b>Name and title of Reviewer-In-Charge</b> [REDACTED] Supervisory Deportation Officer
<b>Date[s] of Review</b> May 25, 2006
<b>Type of Review</b> <input type="checkbox"/> Headquarters <input checked="" 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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Detainee's must request a handbook.
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	X	<input type="checkbox"/>	<input type="checkbox"/>	Detainee's property is bagged & sealed by ICE.
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"/>	X	ICE takes care of property issues.
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	A police report would be taken.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	X	<input type="checkbox"/>	<input type="checkbox"/>	Detainee's keep their own clothing.
All releases are coordinated with the ICE office of jurisdiction.	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility does not release ICE detainee's
ICE Staff enter all information on detainees admitted, released, or transferred into the Deportable Alien Control System (DACs).	X	<input type="checkbox"/>	<input type="checkbox"/>	San Bernardino Sub Office enters info.

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility houses detainee's based on what ICE requests.
Housing assignments are based on threat level.	X	<input type="checkbox"/>	<input type="checkbox"/>	Same as above.

Acceptable  
  Deficient  
  At-Risk  
  Repeat Finding

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

b6, b7c

Date: 6-1-06

**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).	X	<input type="checkbox"/>	<input type="checkbox"/>	A detainee must request the handbook.
The detainee handbook states in clear language basic detainee responsibilities.	X	<input type="checkbox"/>	<input type="checkbox"/>	
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>	X	<input type="checkbox"/>	<input type="checkbox"/>	The handbook does not mention medical exams or debit cards because they are not used at the facility.
The handbook describes the detainee disciplinary policy and procedures: <p>Including:</p> <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>	X	<input type="checkbox"/>	<input type="checkbox"/>	The handbook describes prohibited acts, but there is no description of punishment because the facility would call ICE to have the subject removed if any action is required.

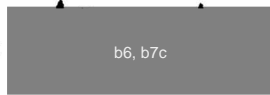
Acceptable     
  Deficient     
  At-Risk     
  Repeat Finding

**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.	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility serves ready to eat meals.
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"/>	X	<input type="checkbox"/>	A trustee has access to the cabinet with the kitchen knives.

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



b6, b7c

Date: 6-1-06

### FOOD SERVICE

**Policy:** Every facility will provide detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.

Components	Yes	No	NA	Remarks
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitor the condition of knives and dining utensils	<input type="checkbox"/>	X	<input type="checkbox"/>	The knives are kept in a locked drawer until they are needed.
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The food service program addresses medical diets.	X	<input type="checkbox"/>	<input type="checkbox"/>	To a limited extent.
Satellite-feeding programs follow guidelines for proper sanitation.	X	<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)	X	<input type="checkbox"/>	<input type="checkbox"/>	
All meals provided in nutritionally adequate portions.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	X	<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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is inspected daily.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	X	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable   
  Deficient   
  At-Risk   
  Repeat Deficiency

### FUNDS AND PERSONAL PROPERTY

**Policy:** All facilities will implement procedures to control and safeguard detainees personal property. Procedures will provide for the secure storage of funds, valuables, baggage and other personal property; the documentation and receipting of surrendered property; and the initial and regularly scheduled inventorying of all funds, valuables, and other property.

**Standard NA:** Check this box if all ICE detainees 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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Ice inventories & bags valuables & property, only property is transported to facility.

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

b6, b7c

Date: 6-1-06



### 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.

Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input type="checkbox"/>	X	<input type="checkbox"/>	The property is accessible to all jail staff.
Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	X	Only basic medication will be accepted.
Staff searches arriving detainees and their personal property for contraband.	X	<input type="checkbox"/>	<input type="checkbox"/>	
There is a written policy for returning forgotten property to detainees and staff follows procedures.	<input type="checkbox"/>	X	<input type="checkbox"/>	A SOP is followed but it is not in writing.
Property discrepancies are immediately reported to the CDEO or Chief of Security.	X	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	X	<input type="checkbox"/>	<input type="checkbox"/>	A police report would be made & ICE notified.

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

### DETAINEE GRIEVANCE PROCEDURES

**Policy:** Every facility will develop and implement standard operating procedures (SOPs) for addressing detainee grievances in timely fashion. Each step in the process will occur within the prescribed time frame. Among other things, a grievance will be processed, investigated, and decided (subject to appeal) in accordance with the SOPs; a grievance committee will convene as provided in the SOPs. Standard procedure will include providing the detainee with a written response to any formal grievance, which will include the basis for the decision. The facility will also establish standard procedures for handling emergency grievances. All grievances will receive supervisory review. Reprisal against the filer of a grievance will not be tolerated.

Components	Y	N	NA	Remarks
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility does not have a formal grievance procedure
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodges a complaint. • If yes, explain.	<input type="checkbox"/>	X	<input type="checkbox"/>	
Procedures include maintaining a Detainee Grievance Log. • If not, an alternative acceptable record keeping system is maintained. • "Nuisance complains" are identified in the records. • For quality control purposes, staff documents nuisance complaints received but not filed.	<input type="checkbox"/>	X	<input type="checkbox"/>	The facility is a small Jail. If an ICE detainee makes a verbal grievance ICE would be notified, but ICE detainee's are generally only kept at the facility one or two nights.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA	<input type="checkbox"/>	X	<input type="checkbox"/>	Same as above.

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

b6, b7c

Date: 6-1-06

Acceptable     Deficient     At-Risk     Repeat Finding

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Reviewer Signature:

b6, b7c

Date: 6-1-06

**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"/>	X	<input type="checkbox"/>	The detainee's keep their own clothing.
New detainees are issued clean bedding, linens and towel.	X	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable   
  Deficient   
  At-Risk   
  Repeat Finding

**RELIGIOUS PRACTICES**

**Policy:** Facilities will provide ICE detainees of all faiths with reasonable and equitable opportunities to participate in the practices of their faith, limited only by the constraints of safety, security, the orderly operations of the facility and budgetary considerations.

Components	Yes	No	NA	Remarks
Detainees are allowed to engage in religious services.	<input type="checkbox"/>	X	<input type="checkbox"/>	There are no formal services.
The facility allows detainees to observe the major "holy days" of their religious faith.	X	<input type="checkbox"/>	<input type="checkbox"/>	To a limited extent.
Each detainee is allowed religious items in his/her immediate possession.	X	<input type="checkbox"/>	<input type="checkbox"/>	If the item does not pose a danger.

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility in in the process of installing an upgraded phone service.
Upon admittance, detainees are made aware of the facility's telephone access policy.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are afforded a reasonable degree of privacy for legal phone calls.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone call messages are immediately given to detainees.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed phone calls to consular/embassy officials.	X	<input type="checkbox"/>	<input type="checkbox"/>	

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**DETAINEE TELEPHONE ACCESS**

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

Components	Yes	No	NA	Remarks
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"/>	X	As stated above a detainee would only be in isolation until he was picked up by ICE
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable     Deficient     At-Risk     Repeat Finding

**VISITATION**

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

Components	Yes	No	NA	Remarks
There is a written visitation schedule and hours for general visitation. Hours for both General and Legal Visitation are noted.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The visitation schedule and rules are available to the public.	X	<input type="checkbox"/>	<input type="checkbox"/>	
A general visitation log is maintained.	X	<input type="checkbox"/>	<input type="checkbox"/>	A visitation sheet is kept.
Visitors are searched and identified according to standard requirements.	<input type="checkbox"/>	X	<input type="checkbox"/>	Visitors do not enter the secured part of the facility

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"/>	X	Medical needs are met by city paramedics.
The facility's in-processing procedures of arriving detainees include medical and mental health screening.	X	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees have access to and receive medical care.	X	<input type="checkbox"/>	<input type="checkbox"/>	If needed.
Pharmaceuticals are stored in a secure area.	X	<input type="checkbox"/>	<input type="checkbox"/>	Few meds kept at facility.
Medical screening includes a Tuberculosis (TB) test.	X	<input type="checkbox"/>	<input type="checkbox"/>	Done by ICE
Detainees in the Special Management Unit have access to health care services.	<input type="checkbox"/>	<input type="checkbox"/>	X	

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**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.

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Paramedics called, if needed subject transferred to hospital.
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	X	<input type="checkbox"/>	<input type="checkbox"/>	
If staff is used to distribute medication, a health care provider properly trains these officers.	X	<input type="checkbox"/>	<input type="checkbox"/>	Only minor meds given. Aspirin etc.
The medical unit keeps written records of medication that is distributed.	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff keeps a meds log book.
Detainees are required to sign a refusal to consent form when medical treatment is refused.	X	<input type="checkbox"/>	<input type="checkbox"/>	Would be given by paramedics.

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
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>	X	<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.	X	<input type="checkbox"/>	<input type="checkbox"/>	A police report is taken.
Upon admittance, detainees receive notice of items they can and cannot possess.	X	<input type="checkbox"/>	<input type="checkbox"/>	

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Acceptable   
 Deficient   
 At-Risk   
 Repeat Finding

DISCIPLINARY POLICY				
Policy: All facilities housing ICE detainees are authorized to impose discipline on detainees whose behavior is not in compliance with facility rules and regulations.				
Components	Yes	No	NA	Remarks
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See comment below.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When the facility has a disciplinary problem they notify ICE to remove the subject in question. If it is not an ICE employee they transport the subject in question to L.A. county Jail.
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following conspicuously posted in Spanish and English or other dominate languages used in the facility: <ul style="list-style-type: none"> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	The information is in the handbook and is explained verbally to them when booked in. There is no description of sanctions since they are not used.
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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### EMERGENCY (CONTINGENCY) PLANS

**Policy:** All facilities holding ICE detainees will respond to emergencies with a predetermined standardized plan to minimize the harming of human life and the destruction of property. It is recommended that SPCs and CDFs enter into agreement, via Memorandum of Understanding (MOU), with federal, local and state agencies to assist in times of emergency.

Components	Yes	No	NA	Remarks
<ul style="list-style-type: none"> <li>• Disease</li> <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>	X	<input type="checkbox"/>	<input type="checkbox"/>	There is no mention of food strikes.

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	The inventory system is not precise.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	X	<input type="checkbox"/>	<input type="checkbox"/>	They are inventoried monthly.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.	<input type="checkbox"/>	X	<input type="checkbox"/>	They are being worked on now.
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>	X	<input type="checkbox"/>	<input type="checkbox"/>	
The MSDS are readily accessible to staff and detainees in the work areas.	<input type="checkbox"/>	X	<input type="checkbox"/>	See comment above.
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"/>	X	<input type="checkbox"/>	A trustee has access to the cleaning supplies, the supplies in question are mild cleaning supplies.
Staff directly supervises and accounts for products with methyl alcohol. Staff receives a list of products	<input type="checkbox"/>	<input type="checkbox"/>	X	Not used in the facility.

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**ENVIRONMENTAL HEALTH AND SAFETY**

**Policy:** Every facility will control flammable, toxic, and caustic materials through a hazardous materials program. The program will include, among other things, the identification and labeling of hazardous materials in accordance with applicable standards (e.g., National Fire Protection Association (NFPA)), identification of incompatible materials, and safe-handling procedures

Components	Yes	No	NA	Remarks
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Every month.
The facility has an approved fire prevention, control, and evacuation plan.	X	<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>	X	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures regulate the handling and disposal of used needles and other sharp objects.	X	<input type="checkbox"/>	<input type="checkbox"/>	
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>	X	<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>	X	<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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms well ventilated, well lighted and all activating switches located outside the room.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms contain sufficient seating for the number of detainees held.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The walls of the hold rooms escape proof. <ul style="list-style-type: none"> <li>• The hold room ceilings are escape and tamper</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	

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**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
resistant.				
Individuals are not held in hold rooms for more than 12 hours.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Male and females are segregated from each other at all times.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees under the age of 18 are not held with adult detainees.	<input type="checkbox"/>	<input type="checkbox"/>	x	Juveniles are not held in the facility.
In older facilities officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	X	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are given a patdown search for weapons or contraband before being placed in the room.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.).	X	<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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Padlocks and/or chains are not used on cell doors.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to <ul style="list-style-type: none"> <li>• Occupational Safety and Environmental Health Manual, Chapter 3</li> <li>• National Fire Protection Association Life Safety Code 101.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	There are no rooms that hold over 50.
Emergency keys are available for all areas of the facility.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The facilities use a key accountability system.	X	<input type="checkbox"/>	<input type="checkbox"/>	
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>	X	<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</li> </ul>	x	<input type="checkbox"/>	<input type="checkbox"/>	

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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
assigned to staff.				
<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> 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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Activities cease or are strictly controlled while a formal count is being conducted.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Officers do not allow detainee participation in the count.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Officers positively identify each detainee before counting him/her as present.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures cover informal and emergency counts.	<input type="checkbox"/>	X	<input type="checkbox"/>	It is not stated in writing.
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	X	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Finding				

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Every officer is required to conduct a security check of his/her assigned area. Results are documented.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The front-entrance officer checks the ID of everyone entering or exiting the facility.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The Control Center is staffed around the clock. Every Control Center officer receives training.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Policy restricts staff access to the Control Center.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees do not have access to the Control Center.	<input type="checkbox"/>	X	<input type="checkbox"/>	Trustee has limited access
Officers monitor all vehicular traffic entering and leaving	<input type="checkbox"/>	<input type="checkbox"/>	X	Performed by P.D.

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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.				
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	X	The facility is part of the Police Dept.
Officers thoroughly search each vehicle entering and leaving the facility.	<input type="checkbox"/>	<input type="checkbox"/>	x	Same as above.
Every search of the SMU and other housing units documented.	X	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable   
  Deficient   
  At-Risk   
  Repeat Finding

**SPECIAL MANAGEMENT UNIT (SMU)  
Administrative Segregation**

**Policy:** The Special Management Unit required in every facility isolates certain detainees from the general population. The Special Management Unit will consist of two sections. One, Administrative Segregation, houses detainees isolated for their own protection; the other, for detainees being disciplined for wrongdoing (see the "Special Management Unit [Disciplinary Segregation]" standard).

Components	Yes	No	NA	Remarks
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> <li>• Detainees are placed in the SMU (administrative) in accordance with written criteria.</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility can hold detainee's in a modified SMU, but generally they do not and will remove the subject in question.
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>	X	<input type="checkbox"/>	<input type="checkbox"/>	The subject would be held only until it can be arranged that he be transferred from the facility.
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU is well ventilated. <ul style="list-style-type: none"> <li>• Adequately lighted.</li> <li>• Appropriately heated.</li> <li>• Maintained in a sanitary condition.</li> </ul>	X	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds.	X	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive three nutritious meals per day.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU.	X	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee at least three times a week.	<input type="checkbox"/>	<input type="checkbox"/>	X	The facility does not have medical staff.
The SMU maintains a permanent log. <ul style="list-style-type: none"> <li>• Detainee-related activity, e.g., meals served,</li> </ul>	<input type="checkbox"/>	X	<input type="checkbox"/>	

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SPECIAL MANAGEMENT UNIT (SMU) 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
recreation, visitors etc.				
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"/>	X	<input type="checkbox"/>	As noted above the subject would only be held for a short time until transferred.
<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Findings				

SPECIAL MANAGEMENT UNIT (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.	X	<input type="checkbox"/>	<input type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input type="checkbox"/>	X	<input type="checkbox"/>	The facility does not really use a SMU.
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals.	X	<input type="checkbox"/>	<input type="checkbox"/>	The subject will be returned to housing or removed from the facility.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	X	<input type="checkbox"/>	<input type="checkbox"/>	It is a solitary cell.
All cells are equipped with beds.	X	<input type="checkbox"/>	<input type="checkbox"/>	
When a detainee is segregated without clothing, mattress, blanket, or pillow, a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	X	<input type="checkbox"/>	<input type="checkbox"/>	Would only be done if the subject showed signs of being suicidal.
Detainees in the SMU receive three nutritious meals/days.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	X	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every day, M - F.	<input type="checkbox"/>	<input type="checkbox"/>	X	The facility does not have medical staff.
All detainee-related activities are documented, e.g., meals served, recreation activities, visitors, etc.	<input type="checkbox"/>	X	<input type="checkbox"/>	The form just shows the time sub. was observed.
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"/>	X	<input type="checkbox"/>	Same as above.

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Acceptable  
  Deficient  
  At-Risk  
  Repeat Finding

TOOL CONTROL				
<b>Policy:</b> 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"/>	X	There are no tools kept in the facility. General maintenance is done by the city.
Each facility has procedures for the issuance of tools to staff and detainees.	<input type="checkbox"/>	<input type="checkbox"/>	X	Same as above.
<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Finding				

USE OF FORCE				
<b>Policy:</b> The U.S. Department of Homeland Security authorizes the use of force only as a last alternative after all other reasonable efforts to resolve a situation have failed. Only that amount of force necessary to gain control of the detainee, to protect and ensure the safety of detainees, staff and others, to prevent serious property damage and to ensure institution security and good order may be used. Physical restraints necessary to gain control of a detainee who appears to be dangerous may be employed when the detainee				
Components	Yes	No	NA	Remarks
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Staff members are trained in the performance of the Use-of-Force Team Technique.	X	<input type="checkbox"/>	<input type="checkbox"/>	
All use-of-force incidents are documented and reviewed.	X	<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>	X	<input 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"/>	X	Medication is never used for restraint purposes.
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input type="checkbox"/>	X	<input type="checkbox"/>	Paramedics are called if needed.
Special precautions are taken when restraining pregnant detainees and medical personnel are consulted	<input type="checkbox"/>	<input type="checkbox"/>	X	Pregnant females would not be held at the facility.
The officers are thoroughly trained in the use of soft and hard restraints.	X	<input type="checkbox"/>	<input type="checkbox"/>	
For incidents involving calculated use of force, a	X	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: [REDACTED]      Date: 6-1-06

**USE OF FORCE**

**Policy:** The U.S. Department of Homeland Security authorizes the use of force only as a last alternative after all other reasonable efforts to resolve a situation have failed. Only that amount of force necessary to gain control of the detainee, to protect and ensure the safety of detainees, staff and others, to prevent serious property damage and to ensure institution security and good order may be used. Physical restraints necessary to gain control of a detainee who appears to be dangerous may be employed when the detainee:

Components	Yes	No	NA	Remarks
videotape is made and retained for review.				

Acceptable   
  Deficient   
  Repeat Deficiency   
  At-Risk

**STAFF DETAINEE COMMUNICATIONS**

**Policy:** Procedures must be in place to allow for formal and informal contact between key facility staff and ICE staff and ICE detainees and to permit detainees to make written requests to ICE staff and receive an answer in an acceptable time frame.

Components	Y	N	NA	Remarks
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input type="checkbox"/>	X	<input type="checkbox"/>	Ice subjects are there only a short time.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	X	Same as above.

Acceptable   
  Deficient   
  At-Risk   
  Repeat Finding

**DETAINEE TRANSFER STANDARD**

**Policy:** ICE will make all necessary notifications when a detainee is transferred. If a detainee is being transferred via the Justice Prisoner Alien Transportation System (JPATS), ICE will adhere to JPATS protocols. In deciding whether to transfer a detainee, ICE will take into consideration whether the detainee is represented before the immigration court. In such cases, the Field Office Director will consider the detainee's stage within the removal process, whether the detainee's attorney is located within reasonable driving distance of the facility, and where the immigration court proceedings are taking place.

Components	Y	N	NA	Remarks
When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer. <ul style="list-style-type: none"> <li>• The notification is recorded in the detainee's file</li> <li>• When the A File is not available, notification is noted within DACS</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	Generally subjects held in the facility are there before they have been processed. Once the subject is processed he is transferred to another facility.
Notification includes the reason for the transfer and the location of the new facility.	<input type="checkbox"/>	<input type="checkbox"/>	X	
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input type="checkbox"/>	<input type="checkbox"/>	X	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input type="checkbox"/>	<input type="checkbox"/>	X	

Reviewer Signature: \_\_\_\_\_ b6, b7c \_\_\_\_\_ Date: 6-1-06

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Components	Y	N	NA	Remarks
Facility policy mandates that: <ul style="list-style-type: none"> <li>• Times and transfer plans are never discussed with the detainee prior to transfer.</li> <li>• The detainee is not notified of the transfer until immediately prior to departing the facility.</li> <li>• The detainee is not permitted to make any phone calls or have contact with any detainee in the general population.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	
The detainee is provided with a completed Detainee Transfer Notification Form.	<input type="checkbox"/>	<input type="checkbox"/>	X	
<ul style="list-style-type: none"> <li>• Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	The subjects are noted on an I-216.
For medical transfers: <ul style="list-style-type: none"> <li>• The Detainee Immigration Health Service (or IGSA)(DIHS) Medical Director or designee approves the transfer.</li> <li>• Medical transfers are coordinated through the local ICE office.</li> <li>• A medical transfer summary is completed and accompanies the detainee.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	X	The only medical transfer would be to a hospital in case of an emergency. ICE would be notified and ICE would have to take custody of the subject.
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number and the envelope is marked Medical Confidential.	<input type="checkbox"/>	<input type="checkbox"/>	X	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input type="checkbox"/>	<input type="checkbox"/>	X	
Detainee's funds and valuables and property are returned and transferred with the detainee to his/her new location.	X	<input type="checkbox"/>	<input type="checkbox"/>	Valuables stay in ICE custody.
Transfer and documentary procedures outlined in Section C and D are followed.	<input type="checkbox"/>	<input type="checkbox"/>	X	
Meals are provided when transfers occur during normally schedule meal times.	X	<input type="checkbox"/>	<input type="checkbox"/>	
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	X	<input type="checkbox"/>	<input type="checkbox"/>	The facility never receives A files.
A Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input type="checkbox"/>	<input type="checkbox"/>	x	

Acceptable     
  Deficient     
  At-Risk     
  Repeat Finding

Reviewer Signature: \_\_\_\_\_ Date: 6-1-06