



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

MEMORANDUM FOR:

[REDACTED] b6, b7c  
Acting Officer in Charge  
El Centro Service Processing Center

FROM:

*fa*

[REDACTED] b6, b7c [REDACTED] b6, b7c  
Deputy Assistant Director  
Detention Management Division

SUBJECT:

Detention Review Notification

The Headquarters Office of Detention and Removal Operations intends to perform a review of your facility on July 11, 2006. This review will be performed under the supervision of Headquarters staff and will conclude on or about July 13, 2006. The review team will conduct a complete closeout and share the preliminary findings of the review at that time.

In preparation for this inspection, you are requested to provide working space for the review team. Additionally, a master copy of the facility's Policies and Procedures, Post Orders, and Emergency Plans should be available to the review team during the review. The Reviewer-in-Charge (RIC) may request additional materials during or prior to the scheduled review.

The designated RIC for your review is [REDACTED] b6, b7c. Should you or your staff have any questions regarding this review, please contact [REDACTED] b6, b7c, Chief, Detention Standards Compliance Unit, at (202) 732- [REDACTED] b2 high

cc: Field Office Director, San Diego

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



U.S. Immigration  
and Customs  
Enforcement

MAY 2 2007

MEMORANDUM FOR: Nora S. Antunez  
Field Office Director  
San Diego Field Office

FROM: John P. Torres  
Director

SUBJECT: El Centro Service Processing Center (SND) Annual Review

The annual review of the El Centro Service Processing Center conducted on July 11-13, 2006, in El Centro, California has been received. A final rating of **Superior** has been assigned. No further action is required and this review is closed.

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

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility **within** five business days of receipt of this memorandum. Notification shall include copies of the Form G-324A, *Detention Facility Review Form*, the G-324A Worksheet, RIC Summary Memorandum, and a copy of this memorandum.
- 2) The Field Office Director shall schedule the next annual review on or before July 13, 2007.

Should you or your staff have any questions regarding this matter, please contact

[redacted] Deputy Assistant Director, Detention Management Division at  
(202) 732- [redacted]

cc: Official File

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



U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: John P. Torres  
Acting Director [REDACTED]

FROM: [REDACTED] b6, b7c  
Reviewer-In-Charge  
HQDRO/DMD/DSCU

SUBJECT: El Centro Processing Center Detention Review Summary Report.

The Detention Management Division, Detention Standards Compliance Unit performed a Headquarters Detention Review of the El Centro Processing Center in El Centro, California from July 11-13, 2006. This is an Immigration and Customs Enforcement operated facility. The review was performed under the guidance of [REDACTED] b6, b7c, Reviewer-In-Charge. Team members included [REDACTED] b6, b7c Los Angeles DRO, [REDACTED] b6, b7c, Seattle DRO and [REDACTED] b6, b7c, Phoenix DIHS.

**Type of Review**

This review is a scheduled Headquarters Review, which is performed to determine overall compliance with the Immigration Customs Enforcement (ICE) National Detention Standards (NDS). The facility received a previous rating of "Acceptable" during the July 2005 review.

**Review Summary**

The American Correctional Association (ACA) recently accredited the El Centro Processing Center. The National Commission on Correctional Health Care (NCCHC) and the Joint Commission on Accreditation of Health Organizations (JCAHO) accredit the facility.

**Standards Compliance**

The following information is a summary of the standards that were reviewed and overall compliance that was determined as a result of the 2005 and 2006 detention reviews:

<b><u>2005 Review</u></b>		<b><u>2006 Review</u></b>	
<b>Compliant</b>	<b>34</b>	<b>Compliant</b>	<b>38</b>
<b>Deficient</b>	<b>3</b>	<b>Deficient</b>	<b>0</b>
<b>Repeat Deficiency</b>	<b>1</b>	<b>Repeat Deficiency</b>	<b>0</b>

**RIC Issues and Concerns:**

The television in the medical isolation room within the facility's infirmary is approximately seventy-two inches from the floor, and the power cord is approximately seventy inches in length. The cable cord for the television is wrapped around the stand, see attached photos. The review team identified this as a safety / security issue. The AOIC and Facility Manager has initiated immediate corrective action. On July 20, 2006, requested documentation was received, the television was removed from the medical isolation room, and placed outside the room where the detainee will not have any direct contact, see attached documentation.

The Lancet for the finger sticks for diabetics are not inventoried. Guidance from the ICE / DIHS liasions was sought and still pending clarification.

**Significant Observations and Best Practices**

**Staff Appearance - Significant Observation**

ICE and contract security staff dressed appropriately and presented a neat a professional appearance. They appeared to be very knowledgeable about their individual post assignments. Staff was also very thorough in conducting searches of incoming personnel to prevent contraband from entering the facility via the main entrance.

**Facility Operation During Unforeseen Incident-Significant Observation**

During the annual review, the facility experienced an unforeseen incident with the rupture of a main fire suppression water line serving the facility (Water used for daily facility operation was never affected). Facility staff immediately responded to the situation and assured the health and safety of detainees and employees was maintained. Calls were made to the local police and fire departments to advise of the facility's situation, in the event additional support was requested. Mobile water generating pumps were set up near irrigation canals immediately outside of the perimeter fence, in the event that water needed to be pumped into the facility for fire suppression. Facility personnel immediately worked out particulars that were necessary to have the suppression system repaired and back into operational order.

**Main Entrance Security - Best Practice**

Security officers at the facility's main entrance were very keen and attentive to all persons entering and departing the facility. Officers effectively searched incoming articles within handbags and computer carriers. Officers requested and verified photo identification of all individuals at entry prior to the issuance of a visitors pass. Officers subsequently verified the photo identification of individual's prior to their departure from the facility.

**Detainee Property - Best Practice**

The method used at the El Centro Service Processing Center was observed to be outstanding, all documentation was inspected and verified by a supervisor. All property was accounted for and stored in secure and easily identified bins according to the National Detention Standards.

Tool Control – Best Practice

All tools and chemicals are stored outside the secure perimeter of the facility. All tools and chemicals are signed out from the contract security officer assigned to the Tool Room. These items are then verified by the Vehicle Gate Officer upon entry and departure of the secure perimeter of the facility, and also verified by the housing unit officer prior to entry and upon departure. The inventory is then returned to the Tool Room officer for verification and filing.

Medical (The MED-ALERT / MED-HOLD) – Best Practice

The MED-ALERT / MED-HOLD process was enhanced to disseminate information between ICE staff and DIHS to quickly identify those detainees that have medical concerns, so that the appropriate staff can be scheduled so that appropriate steps can be taken.

Key Control – Best Practice

Key Control Officer / Locksmith records and logbooks were reviewed and found to be in outstanding order. All equipment, key blanks, locking mechanisms were accounted for. The Locksmith had all the appropriate training certificates available for the review team.

RIC Observations

The ICE Officer-In-Charge, Private Security Project Manager and their entire staff were very supportive of the review team and assisted the team completely throughout the review.

Recommended Rating and Justification:

The Reviewer-In-Charge recommends that the facility receive a rating of “**Superior**”. The facility complies with 38-of-38 applicable ICE National Detention Standards.

RIC Assurance Statement:

The findings of compliance and noncompliance are documented on the G-324A Inspection form and are supported by documentation in the review file.

**A. Type of Facility Reviewed**

ICE Service Processing Center  
 ICE Contract Detention Facility  
 ICE Intergovernmental Service Agreement

**B. Current Inspection**

Type of Inspection  
 Field Office  HQ Inspection  
 Date[s] of Facility Review  
 July 11-13, 2006

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

Date[s] of Last Facility Review  
 July 12-14, 2005  
 Previous Rating  
 Superior  Good  Acceptable  Deficient  At-Risk

**D. Name and Location of Facility**

Name  
 El Centro Service Processing Center  
 Address (Street and Name)  
 1115 N. Imperial Avenue  
 City, State and Zip Code  
 El Centro, CA 92243  
 County  
 Imperial  
 Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)  
 [redacted] ce, Assistant Field Office Director  
 Telephone # (Include Area Code)  
 (60) 3 [redacted]  
 Field Office / Sub-Office (List Office with oversight responsibilities)  
 San Diego, CA  
 Distance from Field Office  
 120 miles

**E. ICE Information**

Name of Inspector (Last Name, Title and Duty Station)  
 [redacted] / Detention/Deportation Officer / HQ/DRO  
 Name of Team Member / Title / Duty Location  
 [redacted] Deportation Officer / LOS Field Office  
 Name of Team Member / Title / Duty Location  
 [redacted] / Deportation Officer / Seattle Field Office  
 Name of Team Member / Title / Duty Location  
 [redacted] / Lt. Commander / Phoenix DIHS

**F. CDF/IGSA Information Only**

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

**G. Accreditation Certificates**

List all State or National Accreditation[s] received:  
 ACA, NCCHC, JCAHO  
 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  
 1975  
 Date Last Remodeled or Upgraded  
 On going  
 Date New Construction / Bedspace Added  
 None  
 Future Construction Planned  
 Yes  No Date: \_\_\_\_\_  
 Current Bedspace Future Bedspace (# New Beds only)  
 544 Number: \_\_\_\_\_ Date: \_\_\_\_\_

**J. Total Facility Population**

Total Facility Intake for previous 12 months  
 6,527  
 Total ICE Mandays for Previous 12 months  
 162,880

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

	L-1	L-2	L-3
Adult Male	193	162	0
Adult Female	0	0	0

**L. Facility Capacity**

	Rated	Operational	Emergency
Adult Male	544	480	562
Adult Female	0	0	0

Facility holds Juveniles Offenders 16 and older as Adults

**M. Average Daily Population**

	ICE	USMS	Other
Adult Male	448	0	0
Adult Female	0	0	0

**N. Facility Staffing Level**

Security: [redacted] Support: [redacted]  
 b2 high b2 high

### Significant Incident Summary Worksheet

For ICE to complete its review of your facility, the following information must be completed prior to the scheduled review dates. The information on this form should contain data for the past twelve months in the boxes provided. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of the ICE and its detained population. 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 and the possible reduction or removal of ICE' detainees at your facility.

<i>Incidents</i>	<i>Description</i>	<i>Jan – Mar</i>	<i>Apr – Jun</i>	<i>Jul – Sept</i>	<i>Oct – Dec</i>
Assault: Offenders on Offenders <sup>1</sup>	Types (Sexual <sup>2</sup> , Physical, etc.)	Physical	Physical	Physical	Physical
	With Weapon	0	0	0	0
	Without Weapon	3	3	4	2
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	N/A	N/A	N/A	N/A
	With Weapon	0	0	0	0
	Without Weapon	0	0	0	0
Number of Forced Moves, incl. Forced Cell moves <sup>3</sup>	[Hatched Box]	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) Type (C=Chair, B=Bed, BB=Board, O=Other)	0 N/A	0 N/A	0 N/A
Offender / Detainee Medical Referrals as a result of injuries sustained.		48	51	58	51
Escapes	Attempted	1	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	32	5	5	18
	# Resolved in favor of Offender/Detainee	2	1	0	2
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	N/A	N/A	N/A	N/A
	Number	0	0	0	0
Psychiatric / Medical Referrals	# Medical Cases referred for Outside Care	2	1	10	12
	# Psychiatric Cases referred for Outside Care	0	1	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.
1.	Access to Legal Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Group Presentations on Legal Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Visitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Telephone Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee Services		1.	2.	3.	4.	5.
5.	Admission and Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Classification System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Correspondence and Other Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Detainee Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Funds and Personal Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Detainee Grievance Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Issuance and Exchange of Clothing, Bedding, and Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Marriage Requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Non-Medical Emergency Escorted Trip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Religious Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Voluntary Work Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Services		1.	2.	3.	4.	5.
18.	Hunger Strikes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Suicide Prevention and Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Terminal Illness, Advanced Directives and Death	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security and Control		1.	2.	3.	4.	5.
22.	Contraband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Detention Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Disciplinary Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Emergency Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Environmental Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Hold Rooms in Detention Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Key and Lock Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Population Counts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Post Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Security Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Special Management Units (Administrative Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Special Management Units (Disciplinary Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Tool Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Transportation (Land management)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Use of Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37.	Staff / Detainee Communication (Added August 2003)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Detainee Transfer (Added September 2004)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

All findings (Deficient and At-Risk) require written comment describing the finding and what is necessary to meet compliance.



**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 Detention and Deportation Officer / HQ / DRO	Date July 21, 2006

<b>Team Members</b>	
Print Name, Title, & Duty Location b6, b7c, Deportation Officer-Los Angeles Field Office	Print Name, Title, & Duty Location b6, b7c, Deportation Officer-Seattle Field Office
Print Name, Title, & Duty Location b6, b7c, Lt. Commander-Phoenix DIHS	Print Name, Title, & Duty Location b6, b7c, Detention and Deportation Officer / HQ / DRO

**Recommended Rating:**


- Superior
- Good
- Acceptable
- Deficient
- At-Risk

Comments:

# MANAGEMENT REVIEW

## Review Authority

The signature below constitutes review of this report and acceptance by the Office of Detention and Removal. **The Facility has 30 days from receipt of this report to respond to all findings and recommendations.**

HQDRO MANAGEMENT REVIEW: (Print Name)	Signature
John P. Torres	
Title	Date
Acting Director	5/11/07

- Final Rating:
- Superior
  - Good
  - 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 Detention Reviews of SPCs

**Headquarters Detention and Removal Operations**

**Part 1**

**Headquarters Review Worksheet**

- ICE Service Processing Center  
 ICE Contract Detention Facility

<b>Name</b> <i>El Centro Service Processing Center</i>
<b>Address (Street and Name)</b> <i>1115 N. Imperial Avenue</i>
<b>City, State and Zip Code</b> <i>El Centro, CA 92243</i>
<b>County</b> <i>Imperial</i>
<b>Name and Title of Officer In Charge</b> <small>b6, b7c</small> <i>Assistant Field Office Director</i>
<b>Name and title of Reviewer-In-Charge</b> <small>b6, b7c</small> <i>Detention and Deportation Officer</i>
<b>Date[s] of Review</b> <i>July 11-13, 2006</i>
<b>Type of Review</b> <input checked="" type="checkbox"/> <b>Headquarters</b> <input type="checkbox"/> <b>Special Assessment</b> <input type="checkbox"/> <b>Other</b>

### ACCESS TO LEGAL MATERIALS

**Policy:** Facilities holding ICE detainees shall permit detainees' access to a law library, and provide legal materials, facilities, equipment and document copying privileges, and the opportunity to prepare legal documents.

Components	A	U	Remarks
The facility provides a designated law library for detainee use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The library contains a sufficient number of chairs, is well lit and is reasonably isolated from noisy areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The law library is adequately equipped with typewriter, computers or both and has sufficient supplies for daily use by the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
There is a designated ICE employee responsible for ensuring the equipment is in good working order and supplies are adequately stocked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done by the ICE Recreation Specialist
Outside persons and organizations are permitted to submit published legal material for inclusion in the legal library. Outside published material is forwarded and reviewed by the Field Office prior to inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The law library contains all materials listed in the "Access to Legal Materials" Standard, Attachment A. The listing of materials is posted in the law library OR the facility provides accesst through LEXUS NEXUS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computers were inspected for Lexis Nexis software, all have current / updated materials
The Facility subscribes to updating Services where applicable and legal materials requiring updates are current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
There is a designated ICE employee who inspects, updates, and maintain/replace legal material on a routine basis. The designee properly disposes outdated supplements and replaces damaged or missing material promptly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICE Recreation Specialist
Detainees are offered a minimum 5 hours per week in the law library. Detainees are not required to forego recreation time in lieu of library usage. Detainees facing a court deadline are given priority use of the law library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One hour per day Seven hours per week
Detainees may request material not currently in the law library. Each request is reviewed and where appropriate an acquisition request is initiate and timely pursued. Request for copies of court decisions are accommodate within 5 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lobbook not current, last entry was in 2003. Addressed and immediately corrected.
The facility permits detainees to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents, consistent with security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that illiterate or non-English-speaking detainees without legal representation receive more than access to English-language law books after indicating their need for help.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees may retain a reasonable amount of personal legal material in the general population and in the special management unit. Stored legal materials are accessible within 24 hours of a written request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees housed in Administrative Segregation and Disciplinary Segregation units have the same law library access as the general population, barring security concerns.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### ACCESS TO LEGAL MATERIALS

**Policy:** Facilities holding ICE detainees shall permit detainees' access to a law library, and provide legal materials, facilities, equipment and document copying privileges, and the opportunity to prepare legal documents.

Components	A	U	Remarks
When detainees are denied access to legal materials, the reasons are documented and reviews are conducted for for the purpose of removing sanctions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All denials of access to the law library documented in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no documented incidents of detainee's request being denied
Facility Management is aware of each instance where detainees are denied access to the law library or law materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indigent detainees are provided with free envelopes and stamps for mail related to legal matters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indigent detainees may mail up to 3 first class letters at no charge while in ICE custody.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees who seek judicial relief on any matter are not subjected to reprisals, retaliation, or penalties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** (Record significant facts, observations, alternate source used for verification, etc.)

b6, b7c
11-13-2006  
 Auditor's Signature / Date

## 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	Remarks
In processing includes an orientation session. At a minimum, orientation addresses: Unacceptable activities and behavior, and corresponding sanctions. How to contact his/her deportation officer. The availability of <i>pro bono</i> legal services, and how to pursue such services. Schedule of programs, services, daily activities, including visitation, telephone usage, mail service, religious programs, count procedures, access to and use of the law library and the general library; sick-call procedures, etc and the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medical screenings are performed by a medical staff or persons who have received specialized training for the purpose of conducting an initial health screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performed in Medical Unit
Accompanying documentation is used to identify and classify each new arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All new arrivals strip-searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The "Contraband" standard governs all personal property searches. IGSA's use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excess funds and valuables accounted for and safeguarded in accordance with the "Funds and Personal Property" standard or a similar policy for IGSA's and the detainee receives a receipt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
During detainee in-processing staff inventories every item of personal property and baggage (except funds/valuables) using personal property inventory forms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Each detainee receives a receipt for personal property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff completes Form I-387 for every lost or missing property claim.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clothes and wristbands are color-coded according to classification placement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The admissions process includes the following components: <ul style="list-style-type: none"> <li>• Classification.</li> <li>• Medical screening.</li> <li>• Inventory of personal effects.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### 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	Remarks
All releases are in accordance with ICE and DRO policy and includes safeguards to prevent accidental release.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit of 10 Detention Files, all the necessary forms were complete and signed
Staff completes all paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit of 10 Detention Files, all the necessary forms were complete and signed
ICE Staff enter all information on detainees admitted, released, or transferred into the Deportable Alien Control System (DACS) within 8 hours of admission or release.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c
7 - 13 - 2006

Auditors Signature / Date

## 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	Remarks
The facility uses the required Objective Classification System as specified in the ICE Standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility classification system includes: <ul style="list-style-type: none"> <li>• Classifying detainees upon arrival.</li> <li>• Separating individuals who cannot be classified upon arrival from the general population.</li> <li>• The first-line supervisor or designated classification specialist reviewing every classification decision.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit of Detention Files, all the necessary forms were complete and signed. 45 day and 60 day reviews were completed on time.
The intake/processing officer reviews work-folders, A-files, etc., to identify and classify each new arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCIC report and supporting documentation from the A-File are used for Classification.
Each detainee is assigned a color-coded uniform and wristband based on his/her classification level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Files include original paperwork supporting the classification and the detention file contains a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit of Detention Files, all the necessary forms were complete and signed
Staff uses only information that is factual, and reliable to determine classification assignments. Opinions and unsubstantiated/ unconfirmed reports may be filed but are not used to score detainees classifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Housing assignments are based on classification-level. Detainees are assigned to the least restrictive housing unit based and are not assigned more than one level higher or lower than their classification designation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A detainee's classification-level does not affect his/her recreation opportunities. Detainees recreate with persons of similar classification designations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainee work assignments are based upon classification designations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility classification process includes reassessment / reclassification. Reassessments are conducted within 60 days after arrival and subsequent reassessments are completed every 60 to 90 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The classification system includes standard procedures for processing new arrivals' appeals. Only a designated supervisor or classification specialist has the authority to reduce a classification-level on appeal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Classification appeals are resolved within five business days and detainees are notified of the outcome within 10 business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Classification designations may be appealed to a higher authority such as the Officer in Charge or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Detainee Handbook explains the classification levels, with the conditions and restrictions applicable to each.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Detainee Handbook specifies the procedures a detainee must follow to appeal his/her classification or request reclassification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Acceptable  Deficient  At-Risk  Repeat Deficiency

Remarks: (Record significant facts, observations, other sources used, etc.)

b6, b7c

Auditor's Signature / Date

## CORRESPONDENCE AND OTHER MAIL

**Policy:** All facilities will ensure that detainees send and receive correspondence in a timely manner, subject to limitations required for the safety, security, and orderly operation of the facility. Other mail will be permitted, subject to the same limitations. Each facility will widely distribute its guidelines concerning correspondence and other mail.

Components	Yes	No	Remarks
The admission process includes informing detainees of the facility's correspondence and other mail policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notification of the policy is made in the detainee handbook in the detail required to comply with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Each detainee receives a detainee handbook upon admittance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The rules for correspondence and other mail are posted in each housing or common area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posted in all housing units
The facility provides key information in languages other than English; In the language(s) spoken by significant numbers of detainees. List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Incoming mail is distributed to detainees on the day it is received by the facility and in no case more than 24 hours after it is received.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Outgoing mail routinely delivered to the postal service within one day of its entering the internal mail system (excluding weekends and holidays).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff records all priority, overnight, and certified mail delivered by the U.S.P.S. and all deliveries from commercial alternatives to the U.S.P.S.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff do not open and inspect incoming general correspondence and other mail (including packages and publications) without the detainee present unless documented and authorized by the Officer-In-Charge or equivalent for prevailing security reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff does not ever read incoming general correspondence without the OIC's prior approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff does not inspect incoming special Correspondence for physical contraband or to verify the "special" status of enclosures without the detainee present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff is prohibited from reading or copying incoming special correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are only authorized to inspect outgoing correspondence or other mail without the detainee present when there is reason to believe the item might present a threat to the facility's secure or orderly operation, endanger the recipient or the public, or might facilitate criminal activity. Inspection of outgoing special correspondence is done in the presence of the detainee and for contraband only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Correspondence to a politician or to the media is processed as special correspondence and is not read or copied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The official authorizing the rejection of incoming mail sends written notice to the sender and the addressee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## CORRESPONDENCE AND OTHER MAIL

**Policy:** All facilities will ensure that detainees send and receive correspondence in a timely manner, subject to limitations required for the safety, security, and orderly operation of the facility. Other mail will be permitted, subject to the same limitations. Each facility will widely distribute its guidelines concerning correspondence and other mail.

The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post Orders were updated by the OIC on 12/19/2005
Staff maintains a written record of every item removed from detainee mail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility monitors staff handling of discovered contraband and its disposition. Records are accurate and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The procedure for safeguarding cash removed from a detainee is effective. The amount of cash credited to detainee accounts is accurate. Discrepancies are documented and investigated. Standard procedure includes issuing a receipt to the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainee identity documents (e.g., passports, birth certificates) are maintained A-files. Only copies of detainee identity documents are maintained in other non-official files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff provides the detainee an ICE-certified copy of his/her identity document(s) upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff disposes of prohibited items found in detainee mail in accordance with the "Control and Disposition of Contraband" Standard or the similar prevailing policy in IGSA's.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Every indigent detainee has the opportunity to mail, at government expense: Correspondence about a legal matter: At least three other letters per week: Packages deemed necessary by ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for detainees to purchase stamps and for mailing all special correspondence and a minimum of 5 pieces of general correspondence per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Applicable, Outgoing mail is processed at no cost to the detainee.
The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

Auditor's Signature / Date

## 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	Remarks
The Facility has a detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Detainees are required to sign for them to ensure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook supplements the facility orientation video or staff presentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff members receive a handbook and training regarding the handbook contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook is revised as necessary and there are procedures in place for immediately communicating any revisions to staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Revision memorandums are placed in file and posted in the housing units. Last revision of the Detainee Handbook was July 2004
There an annual review of the handbook by a designated committee or staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook address the following issues: <ul style="list-style-type: none"> <li>• Personal Items permitted to be retained</li> <li>• by the detainee.</li> <li>• Initial issue of clothes.</li> <li>• Personal hygiene items issued.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook states in clear language basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook identifies: Initial issue of clothing and bedding and initial issue of personal hygiene items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook states when a medical examination will be conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility, housing units, dayrooms, In-dorm activities and special management units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes; Official count times and count procedures Meal times, feeding procedures, procedures for medical or religious diets, additional information, Smoking policy, Clothing exchange schedules and if authorized, clothes washing and drying procedures and expected personal hygiene practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describe times and procedures for obtaining disposable razors and allows that detainees attending court will be afforded the opportunity to shave first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes barber hours and hair cutting restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes; 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook addresses religious programming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### 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	Remarks
The handbook states times and procedures for commissary or vending machine usage. (where available)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee voluntary work program procedures and pay procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the library location and hours of operation and law library procedures and schedules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes; attorney visitation hours; Location of the list of pro bono legal organizations; Group legal rights presentations schedule and sign up procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility search procedures and contraband policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility visiting hours and schedule and visiting rules and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the correspondence policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee disciplinary policy and procedures: 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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee grievance procedures including appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook describes the sick call procedures for general population and segregation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the facility recreation policy including: <ul style="list-style-type: none"> <li>• Outdoor recreation hours.</li> <li>• Indoor recreation hours.</li> <li>• In dorm leisure activities.</li> <li>• Rules for television viewing.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee dress code for daily living; Work assignments and the meaning of color-coded uniforms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The handbook specifies the rights and responsibilities of all detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c
10/17/2008

Auditor's Signature / Date

## 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	Remarks
The food service program is under the direct supervision of a professionally trained and certified service administrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In larger facilities the Cook Supervisor (CS) assists the FSA in day-to-day management of food service operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Responsibilities of cooks and cook foremen are in writing. The FSA determines the responsibilities of the Food Service Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The CS is on duty on days when the FSA is off duty and vice versa.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The FSA provides food service employees with training that specifically addresses detainee-related issues. <ul style="list-style-type: none"> <li>• This includes a review of the ICE "Food Service" standard</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good practice, log in order, everthing shadow boarded
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The FSA/CS monitor the condition of knives and dining utensils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Special procedures govern the handling of food items that pose a security threat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include daily searches (shakedowns) of detainee work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Food service personnel conduct shakedowns along with detention staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Routine pat searched upon entry and before departure of the Food Service area
The FSA monitor staff's implementation of the facilities counting procedures. These procedures in written form and staff are trained in counting procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the "Food Service" standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The CS instructs newly assigned detainee workers in the rules and procedures of the food service department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reccomend that the detainee position description be translated in to spanish
Training includes workplace-hazard recognition and deterrence. <ul style="list-style-type: none"> <li>• Training covers the safe handling of every hazardous material the detainee are likely to encounter in their work.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## 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	Remarks
During orientation and training session(s), the CS explains and demonstrates: <ul style="list-style-type: none"> <li>• Safe work practices and methods.</li> <li>• Safety features of individual products/ pieces of equipment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The CS documents all training in individual detainee detention files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees are paid in accordance with the "Voluntary Work Program" standard or prevailing IGSA standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1.00 per day
Detainees are served at least two hot meals every day. 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"/>	
<u>IN SPCs only:</u> The ICE supervisor on duty ensure that ICE officers participate in dining room supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A transparent "sneeze guard" protects both the serving line and salad bar line.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No salad bar on serving line, items are passed through a portal.
The facility has a standard 35-day menu cycle. IGSA's use a 35-day or similar system for rotating meals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Menus are posted in the housing units
The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles. (Provide examples)	<input checked="" 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"/>	
Are menus sometimes adopted without the dietitian's certification? <ul style="list-style-type: none"> <li>• If yes, under what circumstances</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The CS has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the CS have the authority to change menu items if necessary? <ul style="list-style-type: none"> <li>• If yes, documenting each substitution, along with its justification</li> <li>• With copy to FSA</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All staff and volunteers know and adhere to written "food preparation" procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reccomend that the detainee position description be translated in to spanish
Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## 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	Remarks
<p>A common-fare menu available to detainees whose dietary requirements cannot be met on the main.</p> <ul style="list-style-type: none"> <li>• Changes to the planned common-fare menu can be made at the facility level.</li> <li>• Hot entrees are offered three times a week.</li> <li>• The common-fare menus satisfy nutritional recommended daily allowances (RDAs).</li> <li>• Staff routinely provides hot water for instant beverages and foods.</li> <li>• Common-fare meals are served with:                             <ul style="list-style-type: none"> <li>• Disposable plates and utensils?</li> <li>• Reusable plates and utensils?</li> <li>• Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See attached menus
<p>A Supervisor at the command level must approve a detainee's removal from the Common-Fare Program.</p> <ul style="list-style-type: none"> <li>• Under what circumstances?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>The OIC, in conjunction with the Chaplain and/or local religious leaders, provide the FSA a schedule of the ceremonial meals for the following calendar year.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year.</p> <ul style="list-style-type: none"> <li>• Muslims fasting during Ramadan receive their meals after sundown?</li> <li>• Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for- Passover meals as those who do participate.</li> <li>• Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p><u>IN SPCs</u> the FSA prepares quarterly cost estimates for the Common Fare Program.</p> <ul style="list-style-type: none"> <li>• This quarterly estimate is factored into the quarterly budget.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>The food service program addresses medical diets.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Satellite-feeding programs follow guidelines for proper sanitation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evening meal for July 12, 2006 Chicken wings-153 degrees French fries-204 degrees Grapefruit-41 degrees Salad-52 degrees Milk-40 degrees
<p>All meals provided in nutritionally adequate portions.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Food is not used to punish or reward detainees based upon behavior.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



## 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	Remarks
When required, only food service staff prepares the sack lunches for detainee transportation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The food service staff instructs detainee volunteers on: <ul style="list-style-type: none"> <li>• Personal cleanliness and hygiene;</li> <li>• Sanitary techniques for preparing, storing, and serving food, and;</li> <li>• The sanitary operation, care, and maintenance of equipment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Everyone working in the food service department complies with food safety and sanitation requirements. <ul style="list-style-type: none"> <li>• If not, explain non-compliance.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment. <ul style="list-style-type: none"> <li>• who conducts the inspections?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Either the FSA or the CS inspects all food service areas once every week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is inspected for compliance with health and safety codes and regulations. <ul style="list-style-type: none"> <li>• How often?</li> <li>• When was the most recent inspection?</li> <li>• Which agency conducted the inspection?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily inspections In the AM By ICE (Immigration Enforcement Agent)
Reports of discrepancies are forwarded to the OIC or AOIC and corrective action is scheduled and completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standard procedure includes checking and documenting temperatures of all dishwashing machines during each meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verified logbook
Staff documents the results of every refrigerator/freezer temperature check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verified logbook
The cleaning schedule for each food service area is conspicuously posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Do procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff complies with the ICE requirements for "food receipt and storage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stock inventory levels are monitored and adjusted to correct overage and shortage problems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff complies with all ICE "Housekeeping, Storeroom/Refrigerator" requirements <ul style="list-style-type: none"> <li>• Identify and explain shortcomings.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kitchen floor was slightly dirty with food items
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c
1 1 3 2 0 0 6

\_\_\_\_\_  
Auditors Signature / Date

**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.

Components	Yes	No	Remarks
Detainee funds and valuables are properly separated and stored away.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainee funds and valuables are accessible to designated supervisor(s) only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff itemizes the baggage and personal property of arriving detainees, including funds and valuables, using a personal property inventory form that meets the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Baggage / Property logbook was checked and up-to-date
Staff gives the detainee the original inventory form, filing copies in the detainee's detention file and the personal property container.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff forwards an arriving detainee's medicine to the medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff obtains a forwarding address from each detainee.	<input checked="" 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"/>	
It is standard procedure for two officers to be present when removing/documenting the removal of funds from a detainee's possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff issues and maintains property receipts (G-589s) in numerical order.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff completes and distributes the G-589 in accordance with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The processing officer records each G-589 issuance in a G-589 logbook. The record includes the initials and star numbers of receipting officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff tags large valuables with both a G-589 and an I-77.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The supervisor verifies the accuracy of every G-589.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The supervisor ensures that: <ul style="list-style-type: none"> <li>• Detainee funds are, without exception, deposited into the cash box;</li> <li>• Every property envelope is sealed.</li> <li>• All sealed property envelopes are placed in the safe.</li> <li>• Large, valuable property is kept in the secured locked area.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff tags every baggage/facility container with an I-77, completed in accordance with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff secures every container used to store property with a tamper-proof numbered strap.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A logbook records detainee name, A- number/detainee-number, baggage-check/ I-77 number, security tie-strap number, property description, date issued and date returned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**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.

Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In SPCs, the Detention Operations Supervisor (DOS), accompanied by a detention staff member conducts a comprehensive weekly audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The OIC has established quarterly audits of baggage and non-valuable property as facility policy, the audits occur each quarter and audits are entered in the daily log.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conducted by one Detention Operations Supervisor and two Supervisory Immigration Enforcement Agents.
The facility positively identifies every detainee being released or transferred.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff follows written procedures when returning property to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff routinely informs supervisors of lost/damaged property claims. Claims are properly investigated and missing or damaged property claim reports are filed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Every lost/damaged property report completed in accordance with the ICE standard on an I-387 (or equivalent). The OIC receives a copy and staff places the original in the detainee's A-file, retaining a copy in facility files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The SPC uses the Form SF-95 for all detainee missing/damaged property claims against the government. The claimant signs every SF-95.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility attempts to notify an out-processed detainee when he/she left property in the facility. <ul style="list-style-type: none"> <li>• By sending written notice to the detainee's last known address;</li> <li>• Via certified mail;</li> <li>• The notice state that the detainee has 30 days in which to claim the property, after which it will be considered abandoned.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility disposes of abandoned property in accordance with written procedures. (based on ICE' "Personal Property Operations Handbook")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** (Record significant facts, observations, other sources used, etc.)

Best Practice: The method used at the El Centro Service Processing Center was observed to be outstanding, all documentation was inspected and verified by a supervisor. All property was accounted for and stored according to the National Detention Standards.

b6, b7c

\_\_\_\_\_  
Auditor's Signature / Date

### GROUP LEGAL RIGHTS PRESENTATIONS

**Policy:** Facilities housing ICE detainees shall permit authorized persons to make presentations to groups of detainees for the purpose of informing them of U.S. immigration law and procedures, consistent with the security and orderly operation of each facility. ICE encourages such presentations, which instruct detainees about the immigration system and their rights and options within it

Components	Yes	No	Remarks
The Field Office is responsive to requests by attorneys and accredited representatives for group presentations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Upon receipt of concurrence by the Field Office Director, the OIC ensures proper notification to attorneys or accredited representatives in a timely manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility follows policy and procedure when rejecting or requesting modifications to objectionable material provided or presented by the attorney or accredited representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Posters announcing presentations appear in common areas at least 48 hours in advance and sign-up sheets are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The facility has not received any requests for outside group presentations.
Documentation is submitted and maintained when any detainee is denied permission to attend a presentation and the reason(s) for the denial.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When the number of detainees allowed to attend a presentation is limited, the facility allows a sufficient number of presentations so that all detainees signed up may attend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in segregation and unable to attend for security reasons may request separate sessions with presenters. Such requests are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Interpreters are admitted when necessary to assist attorneys and other legal representatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Presenters are afforded a minimum of one hour to make the presentation and to conduct a question-and-answer session.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff permits presenters to distribute ICE-approved materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility permits presenters to meet with small groups of detainees to discuss their cases after the group presentation. ICE Staff are present but do not monitor conversations with legal providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Group presenters who have had their privileges suspended are notified in writing by the OIC and the reasons for suspension are documented. The District Director is notified when a group or individual is suspended from making presentations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility plays ICE-approved videotaped presentations on legal rights, at regular opportunities at the request of outside organizations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Played during intake processing / orientation in both in both English and Spanish
A copy of the Group Legal Rights Presentation policy, including attachments, is available upon request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** (Record significant facts, observations, alternate source used for verification, etc.)

b6, b7c

Auditor's Signature Date

2003 10/18

## 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	Yes	No	Remarks
Written procedures provide for the informal resolution of oral grievances. <ul style="list-style-type: none"> <li>• If yes, the detainee has up to five days within which to make his/her concern known to a member of the staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures. <ul style="list-style-type: none"> <li>• Detainees may seek help from other detainees or facility staff when preparing a grievance.</li> <li>• Illiterate, disabled, or non-English-speaking detainees receive special assistance when necessary.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audited four files (two were inactive cases), all documentation and practices are according to the National Detention Standards
In SPCs/CDFs, the detainee has five days after the incident or informal-grievance outcome to file a formal grievance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In SPCs and CDFs, when a Detainee does not accept the grievance committee's decision, he/she files an appeal with the ICE OIC. <ul style="list-style-type: none"> <li>• In all facilities written procedures cover detainee appeals and are included in the detainee handbook</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
There are no documented substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodges a complaint. <ul style="list-style-type: none"> <li>• If yes, explain.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures include maintaining a Detainee Grievance Log. <ul style="list-style-type: none"> <li>• If not, an alternative acceptable record keeping system is maintained.</li> <li>• "Nuisance complains" are identified in the records.</li> <li>• For quality control purposes, staff documents nuisance complaints received but not filed.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The admissions process includes providing each new arrival with a copy of the detainee handbook (or equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### 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	Yes	No	Remarks
The grievance section of the handbook explains all steps in the grievance process – Including: <ul style="list-style-type: none"> <li>• Informal and formal grievance procedures;</li> <li>• The appeals process and step-by-step procedures;</li> <li>• Staff/detainee availability to help during the grievance process</li> <li>• Guarantee against staff retaliation for filing/pursuing a grievance.</li> <li>• How to file a complaint about officer misconduct with the Department of Justice.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c
5-12-2006

Auditors Signature / Date

## 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
The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens and towels. <ul style="list-style-type: none"> <li>• The supply of these items exceeds the minimum required for the number of detainees.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
All new detainees are issued clean, temperature-appropriate, presentable clothing during in processing. Detainees receive <ul style="list-style-type: none"> <li>• One uniform shirt and one pair of uniform pants or one jumpsuit.</li> <li>• One pair of socks.</li> <li>• One pair of underwear (Daily change).</li> <li>• One pair of facility-issued footwear.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Additional clothing is available for changing weather conditions or is seasonally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
New detainees are issued clean bedding, linens and towel. They receive <ul style="list-style-type: none"> <li>• One mattress</li> <li>• One blanket</li> <li>• One pillow</li> <li>• Two sheets</li> <li>• One pillowcase</li> <li>• One towel</li> <li>• Additional blankets are issued based on local weather conditions.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Detainees assigned to special work areas are clothed in accordance with the requirements of the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Detainees are provided clean clothing, linen and towels. <ul style="list-style-type: none"> <li>• Socks and undergarments exchanged daily.</li> <li>• Outer garments at least twice weekly.</li> <li>• Sheets at least weekly.</li> <li>• Towels at least weekly.</li> <li>• Pillowcases at least weekly.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Food service detainee volunteer workers permitted to exchange outer garments daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Detainee workers are permitted to exchanges of outer garments more frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>				

**Remarks:** (Record significant facts, observations, other sources used, etc.)

Laundry post orders was last updated on December 19, 2005.

b6, b7c

Auditor's Signature / Date



## MARRIAGE REQUESTS

**Policy:** All detainee marriage requests will receive case-by-case consideration from ICE management.

Components	Yes	No	Remarks
The OIC/ICE considers detainee marriage requests on a case-by-case basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In SPCs the OIC or highest-ranking ICE official on-site is the only officer authorized to approve a request to marry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Field Office Director reviews every marriage request rejected by an OIC or IGSA. Rejections are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
It is standard practice to require a written request for permission to marry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The written request includes a signed statement or comparable documentation from the intended spouse, confirming marital intent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The OIC provides a written copy of his/her decision to the detainee and his/her legal representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
When permission is denied, the OIC states the basis for his/her decision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The OIC provides the detainee with a place and time to make wedding arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The detainee handbook explains the marriage request process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

\_\_\_\_\_  
Auditor's Signature / Date

### NON-MEDICAL EMERGENCY ESCORTED TRIPS

**Policy:** The Immigration and Naturalization Service (ICE) may provide detainees with staff-escorted trips into the community for the purpose of visiting critically ill members of the detainee's immediate family, or for attending funerals.

Components	Yes	No	Remarks
The OIC considers and approves, on a case-by-case basis, trips to immediate family member's: <ul style="list-style-type: none"> <li>• Funeral</li> <li>• Deathbed</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility recognizes mother, father, brother, sister, spouse, child, stepparent, and foster parent as "immediate family".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Field Office Director is the approving official for non-medical escorted trips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The detainee's Deportation Officer reviews the file before forwarding a detainee's request, with recommendation, to the approving official. Each recommendation addresses the individual's suitability for travel, e.g., the kind of supervision required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees who require overnight housing are placed in approved IGSA facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Facility procedures comply with the following ICE Standards: <ul style="list-style-type: none"> <li>• Non-Medical Emergency Escorted Trips</li> <li>• Transportation (Land Transportation)</li> <li>• Restraints applied strictly in accordance with the Use of Force standard.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Each escort includes at least two officers. <ul style="list-style-type: none"> <li>• The detainee under constant, direct visual supervision of escorting staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Chief Detention Enforcement Officer responsible for training escort officers to follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audited twelve files for completed I-391's and I-216's, all completed
Escorting officers report unexpected situations to the originating facility as a matter of procedure and the ranking supervisor on duty has the authority to issue instructions for completion of the trip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Escorting officers have the discretion to: a. Increase or decrease minimum restraints in accordance with written instruction, procedures and classification level of the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Escort officer training includes ICE Firearms Policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Escort officers do not accept gifts/gratuities from a detainee, detainee's relative or friend for any reason.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Escort officers ensure that detainees: <ul style="list-style-type: none"> <li>• Conduct themselves in a manner that does not bring discredit to the ICE.</li> <li>• Do not violate federal, state, or local laws.</li> <li>• Do not purchase, possess, use, consume, or administer narcotics, other drugs, or intoxicants.</li> <li>• Do not arrange to visit family or friends unless approved before the trip.</li> <li>• Make no unauthorized phone calls.</li> <li>• Know they are subject to search, urinalysis, breathalyzer, or comparable test upon return to the facility.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**NON-MEDICAL EMERGENCY ESCORTED TRIPS**

**Policy:** The Immigration and Naturalization Service (ICE) may provide detainees with staff-escorted trips into the community for the purpose of visiting critically ill members of the detainee's immediate family, or for attending funerals.

Components	Yes	No	Remarks
Standard procedure requires the immediate return to the facility of any detainee who violates trip rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** *(Record significant facts, observations, other sources used, etc.)*

b6, b7c

Auditor's Signature / Date

11-13-2013

## RECREATION

**Policy:** It is ICE policy to provide access to recreational programs and activities to all ICE detainees, to the extent possible, under conditions of security and supervision that protect their safety and welfare.

Components	Yes	No	Remarks
The facility provides access to outdoor recreation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility has a full-time: Recreational Specialist and recreational assistant where required by the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist tailors the program activities and offerings to the particular detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Regular maintenance keeps recreational facilities and equipment in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist supervises approved recreation workers and activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The recreational specialist oversees recreation programs for Administrative and Disciplinary Unit detainees and detainees with special needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dayrooms offer sedentary activities, e.g., board games, cards, television.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Outside activities are restricted to limited-contact sports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Each detainee has the opportunity to participate in daily recreation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ALL detainees including those in Administrative and Disciplinary housing have access to recreation activities outside the housing units for at least one hour daily, 5 days a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff checks all items for damage and condition when equipment is returned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff conducts searches of recreation areas before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All recreation areas under constant staff supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Supervising staff is equipped with radios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation receive a written explanation when a panel revokes his/her recreation privileges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The OIC reviews and approves the panel's decision before it becomes effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in segregation receive a written explanation for denied recreational privileges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Volunteer groups may present special programs or religious activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Volunteers are required to sign a waiver of liability before entering a secure portion of the facility where detainees are present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Visitors, relatives or friends of detainees are not allowed to serve as volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:**

Post orders updated on December 18, 2005

b6, b7c

\_\_\_\_\_  
Auditor's Signature / Date

## 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	Remarks
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Space is available for detainees to conduct religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility allows detainees to observe the major "holy days" of their religious faith. a. List any exceptions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility accommodates recognized holy-day observances by: <ul style="list-style-type: none"> <li>• Providing special meals, consistent with dietary restrictions.</li> <li>• Honoring fasting requirements.</li> <li>• Facilitating religious services.</li> <li>• Allowing activity restrictions.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Each detainee is allowed religious items in his/her immediate possession.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Volunteer's credentials are checked and verified before letting him/her participate in detainee programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Members of faiths not represented by clergy conduct may request to present their own services within security allowances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in the Special Management Unit to participate in religious practices unless otherwise documented for the safety and security of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

\_\_\_\_\_  
Auditor's Signature / Date

### DETAINEE TELEPHONE ACCESS

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

Components	Yes	No	Remarks
Detainees allowed access to telephones during established facility waking hours.	<input checked="" 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"/>	In the Detainee Handbook
Notification of this policy is in the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The telephone access rules are posted in each unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility makes a reasonable effort to provide key information to detainees in languages spoken by any significant portion of the facility's population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Telephones are provided at a minimum ratio of one telephone per 25 detainees in the facility population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Telephones are inspected daily by facility staff to ensure that they are in good working order.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspected each shift by the Contract Supervisor (three times daily)
The facility administration promptly reports out-of-order telephones to the facility's telephone service provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility administration monitors repair progress and take appropriate measures to ensure that the required repairs are begun and completed timely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A procedure exists to assist a detainee who is having trouble placing a confidential call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility provides the detainees with the ability to make non-collect (special access) calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debit card system
Special Access calls are at no charge to the detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No restrictions are placed on detainees attempting to contact attorneys and legal service providers who are on the approved "Free Legal Services List".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Special arrangements are made to allow ICE detainees to speak by telephone with an immediate family member detained by ICE in another facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of general access phones is ordinarily not restricted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility has a system for taking and delivering detainee telephone messages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls relating to the detainee's immigration case or other legal matters, including consultation calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in administrative segregation and protective custody afforded the same telephoning privileges as those in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**DETAINEE TELEPHONE ACCESS**

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

Components	Yes	No	Remarks
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** *(Record significant facts, observations, alternate source used for verification, etc.)*

No known cases of detainee calls being monitored.

b6, b7c

7-13-03 2:00

\_\_\_\_\_  
Auditor's Signature / Date

## VISITATION

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

Components	Yes	No	Remarks
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The visitation hours tailored to the detainee population and the demand for visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Upon admittance detainees are made aware of the facility's visitation policy and the hours of visitation for the following categories: general visitation (including visitation by minors), legal visitation, consultation visitation for expedited removal, consular visitation, and special family visits, in the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The visitation schedule/rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The hours for all categories of visitation are posted in the visitation waiting area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A written copy of the rules regulating visitation and the hours of visitation is available to visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Logbook verified, up-to-date
A visitor dress code is available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provision for visits by children and stepchildren, when requested, are made within the first 30 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
At a minimum, monthly visits are allowed for minor children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees in special housing are afforded visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal visitation is available seven (7) days a week, including holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
On regular business days legal visitation hours provide for a minimum of eight (8) hours per day and a minimum of four hours per day on weekends and holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
On regular business days, detainees are given the option of continuing a meeting with a legal representative through a scheduled meal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility has a written procedure allowing legal service providers and assistants to telephone the facility in advance of a visit to determine whether a particular detainee is detained in that facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
After consultation with a detainee, the attorney files the appropriate Form EOIR-28 with the court and a copy is maintained in the detainees file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The call ahead inquiry policy is available to legal service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carpeting visitation rooms 2 and 3 have the carpeting that is unraveling and loose
Private consultation rooms are available for attorney meetings. There is a mechanism for the detainee and his/her representative to exchange documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



## VISITATION

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

There are written procedures governing detainee searches. The procedure is also listed in the detainee handbook or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prior to each visit, legal service providers and assistants are identified per the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The current list of <i>pro bono</i> legal organizations is posted in the detainee housing areas and other appropriate areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The decision to permit or deny a tour is not delegated below the level of Field Office Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provisions for NGO visitation are complied with in accordance with established DRO policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Law enforcement officials, requesting to visit with a detainee, are referred to the OIC for approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place, consistent with the detention standard, for examinations by independent medical service providers and experts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** *(Record significant facts, observations, other sources used, etc.)*

b6, b7c

11/12/2006

Auditor's Signature / Date

## VOLUNTARY WORK PROGRAM

**Policy:** In every facility offering a voluntary work program, ICE detainees will have the opportunity to work and earn money by participating. While not legally required, ICE affords detainee workers basic Occupational Safety and Health Administration (OSHA) protections.

Components	Yes	No	Remarks
The facility has a voluntary detainee work program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff maintains a written chart with work assignments and the corresponding classification levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
On a case by case basis, level-three detainees have the opportunity to participate in special details, however, are never allowed to work outside the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Level 3 detainees are not housed on a permanent basis.
Written procedures govern selection of detainees for the Voluntary Work Program. <ul style="list-style-type: none"> <li>• The same procedures apply for replacement workers as for "new" workers.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Same as SOP's
Where possible, physically and mentally challenged detainees participate in the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility complies with work-hour requirements for detainees, not exceeding: <ul style="list-style-type: none"> <li>• Eight hours a day and Forty hours a week.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainee volunteers generally work according to fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees receive a maximum of \$1/day stipend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Every participating detainee signed the Voluntary Work Program agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff places the written justification in the detainee's detention file when a detainee is removed from a work detail for cause.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff, in accordance with written procedure, ensures that detainee volunteers understand their responsibilities as workers before they join the work program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The voluntary work program meets required safety standards such as OSHA, NFPA, and ACA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medical staff screens and formally certifies detainee food service volunteers before the assignment begins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Detainees receive safety equipment/ training sufficient for the assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The facility reviews and follows the latest safety guidelines and requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper procedure is followed when a detainee is injured on the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>At-Risk</b> <input type="checkbox"/> <b>Repeat Deficiency</b>			

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

2 - 10 - 2006

Auditor's Signature / Date



**Condition of Confinement Review Worksheet**

*(This document must be attached to each G-324a Inspection Form)  
This Form to be used for Inspections of ICE Service Processing Center*

**Headquarters Detention and Removal Operations**

Part 2

**Headquarters Detention Review Worksheet**

- ICE Service Processing Center  
 ICE Contract Detention Facility

<b>Name</b> <i>El Centro Service Processing Center</i>
<b>Address (Street and Name)</b> <i>1115 N. Imperial Avenue</i>
<b>City, State and Zip Code</b> <i>El Centro, CA 92243</i>
<b>County</b> <i>Imperial</i>
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> <i>b6, b7c Assistant Field Office Director</i>
<b>Name and title of Reviewer-In-Charge</b> <i>b6, b7c Detention and Deportation Officer</i>
<b>Date[s] of Review</b> <i>July 11-13, 2006</i>
<b>Type of Review</b> <input checked="" type="checkbox"/> <b>Headquarters</b> <input type="checkbox"/> <b>Special Assessment</b> <input type="checkbox"/> <b>Other</b>

## HUNGER STRIKES

**Policy:** All facilities will follow standard guidelines for the medical and administrative management of ICE detainees engaging in hunger strikes. By monitoring of the health and welfare of the individual detainees, facilities will strive to sustain their lives.

Components	Yes	No	NA	Remarks
When a detainee has refused food for 72 hours, it is standard practice for staff to refer him/her to the medical department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC of an SPC immediately reports a hunger strike to the Field Office Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has established procedures to ensure staff respond immediately to a hunger strike.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy and procedure require that staff isolate a hunger-striking detainee from other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical personnel are authorized to place a detainee in the Special Management Unit or a locked hospital room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are placed in the ISO room in the facility's infirmary
Medical staff records the weight and vital signs of a hunger-striking detainee at least once every 24 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility obtains a hunger striker's consent before medical treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A signed Refusal of Treatment form is required of every detainee who rejects medical evaluation or treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During a hunger strike, staff documents and provides the hunger-striking detainee three meals a day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff maintains the hunger striker's supply of drinking water/other beverages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During a hunger strike, staff removes all food items from the hunger striker's living area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is directed to record the hunger striker's fluid intake and food consumption, does staff always use Hunger Strike Monitoring Form I-839.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I-839 form is in the EMR system, no hunger strike detainees to evaluate
The medical staff has written procedures for treating hunger strikers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents all treatment attempts, including attempts to persuade hunger striker of medical risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff has received training in identification of hunger strikes. Medical staff receives early training in hunger-strike evaluation and treatment. Staff remains current in evaluation and treatment techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

7/13/06

Auditor's Signature / Date

**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
A Health Services Administrator (HSA) position exists and this administrator directs both the health care program and medical facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The health program in compliance with NCCHC standards and the facility is currently accredited by NCCHC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility has current JCAHO accreditation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility's in-processing procedures of arriving detainees include medical screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 hour time frame is followed
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has access to prearranged specialized health care and hospitalization arrangements in the local community.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical staff is large enough to examine and treat the facility's detainee population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has sufficient space and equipment to afford each detainee privacy when receiving health care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter and no detainees have gained access in the past twelve months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility entrance includes a holding/waiting room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The medical facility's holding/waiting room under the direct supervision of custodial staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the holding/waiting room have access to a toilet and a drinking fountain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical records are kept apart from other files. They are: <ul style="list-style-type: none"> <li>• Secured in a locked area within the medical unit.</li> <li>• With physical access restricted to authorized medical staff.</li> <li>• Procedurally, no copies made and placed in detainee files.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pharmaceuticals are stored in a secure area behind a minimum of two locked doors. They are stored in a manner consistent with all requirements of the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door was secure
Medical screening includes a Tuberculosis (TB) test. <ul style="list-style-type: none"> <li>• Every arriving detainee receives a TB test.</li> <li>• During the admission process.</li> <li>• Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility.</li> <li>• Detainees not screened are housed separate from the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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.

All detainees receive a mental-health screening upon arrival. It is conducted: <ul style="list-style-type: none"> <li>By a health care provider or specially trained officer;</li> <li>Before a detainee's assignment to a housing unit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Findings are recorded on the in-processing health screening form (I-794).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility health care provider promptly reviews all I-794s (or equivalent) to identify detainees needing medical attention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The health care provider physically examines/assesses arriving detainees within 14 days of admission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EMR records are visualized and in compliance
Detainees in the Special Management Unit have access to health care services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff provides detainees with health- services request slips daily, upon request. <ul style="list-style-type: none"> <li>Request slips are available in the languages other than English, including every language spoken by a sizeable number of the facility's detainee population.</li> <li>Service-request slips are delivered in a timely fashion to the health care provider.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick Call slips are daily by 7pm, then Triageed and seen within 24 hours. Appointments list was verified with the Sick Call slips.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes an on-call provider.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes a list of telephone numbers for local ambulances and hospital services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The health authority approved the contents, number, location, and procedures for monthly inspection of the first-aid kit(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inventory list provided, approved by Clinical Director
The health authority has developed written procedure for use of the first-aid kits by non-medical staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Staff members did not know the response times
Detention/custody staffs do not distribute medication to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only Tylenol
The medical unit keeps written records of medication that is distributed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAR is used
The I-819 (or CDF equivalent) is used to notify the OIC/Facility of a detainee that has special medical needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A signed and dated consent form is obtained from a detainee before medical treatment is administered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees use the I-813 to authorize the release of confidential medical records to outside sources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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 OIC is notified, in writing, by the medical staff when a detainee needs medical clearance prior to being transferred or released.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Great med-alert process
This notification will be forwarded from the HSA or Clinical Director of the medical facility on a Medical/Psychiatric Alert form (I-834).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When an alert has been received on a detainee, the detainee's Booking Record (I-385) is appropriately flagged to ensure appropriate consultation with medical staff before release or transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility health care provider is given advance notice prior to the release, transfer, or removal of a detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee's medical records or a copy thereof, are available and transferred with the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical records are placed in a sealed envelope or other container labeled with the detainee's name and A-number and marked "MEDICAL CONFIDENTIAL".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal documented meetings are held at least quarterly between the OIC of the facility and the HSA of the medical facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meetings are held weekly

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

**Remarks:** (Record significant facts, observations, other sources used, etc.)

RIC Concern-The Lancet for the finger sticks are not inventoried. Contacted Lt CMDR Gephart for guidance, to be noted as a "RIC Concern" and referred to ICE for a decision to classify the Lancet.

b6, b7c

2/13/06

Auditor's Signature / Date

## 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audit of the Training logbook
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"/>	
A health-care provider screens all detainees for suicide potential as part of the admission process. <ul style="list-style-type: none"> <li>• Screening does not occur later than one working day after the detainee's arrival.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health screening questions on EMR, under the Intake Screening process.
Written procedures cover when and how to refer at-risk detainees to medical staff and procedures are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOP 811
The facility has a designated isolation room for evaluation and treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One room in the Infirmary One room in the SMU
The designated isolation room does not contain any structures or smaller items that could be used in a suicide attempt.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See comments below
Medical staff has approved the room for this purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff observes a suicide-watch detainee at least once every 15 minute.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One on One observation
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**Remarks:** (Record significant facts, observations, other sources used, etc.)

RIC Concern-The Isolation room that is currently being used for a Suicide Observation cell, contained a television with a approximate six foot electrical cord. Possible safety risk to detainee.

b6, b7c

9/13/06

Auditor's Signature / Date



## TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

**Policy** All facilities housing ICE detainees shall have policies and procedures addressing the issues of terminal illness or injury, medical advanced directives, and detainee death, to include the procedures to ensure proper notification is provided to ICE officials, family members and other interested parties in the event of a detainee becoming terminally ill or injured or death of a detainee occurs. In addition, the policy will cover procedures to be taken if the death of a detainee occurs while in transit.

Components	Yes	No	NA	Remarks
Detainees, who are chronically or terminally ill, are transferred to an appropriate offsite medical facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility has an in-house infirmary
The facility or appropriate ICE office promptly notifies the next of kin of the detainee's: medical condition. <ul style="list-style-type: none"> <li>• The detainee's location.</li> <li>• The limitations placed on visiting.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has guidelines addressing State Advanced Directive Form for Implementing Living Wills and Advanced Directives. <ul style="list-style-type: none"> <li>• The guidelines include instructions for detainees who wish to have a living will other than the generic form the DIHS provides or who wish to appoint another to make advance decisions for him or her.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The guidelines provide the detainee the opportunity to have a private attorney prepare the documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a policy addressing "Do Not Resuscitate Orders."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Operating Procedure 828
Detainees with a "Do Not Resuscitate" order in the medical record receive maximal therapeutic efforts short of resuscitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility notifies the DIHS Medical Director and Headquarters' Legal Counsel of the name and basic circumstances of any detainee with a "Do Not Resuscitate" order in the medical record.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has written procedures to address the issues of organ donation by detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE / National policy
The facility has written procedures to notify deceased family members and consulates, when a detainee dies while in Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a policy and procedure to address the death of a detainee while in transport. The procedures adhere to the requirements in the detention standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

**Policy** All facilities housing ICE detainees shall have policies and procedures addressing the issues of terminal illness or injury, medical advanced directives, and detainee death, to include the procedures to ensure proper notification is provided to ICE officials, family members and other interested parties in the event of a detainee becoming terminally ill or injured or death of a detainee occurs. In addition, the policy will cover procedures to be taken if the death of a detainee occurs while in transit.

Components	Yes	No	NA	Remarks
At all ICE locations the detainee's remains disposed of in accordance with the provisions detailed in this standard. <ul style="list-style-type: none"> <li>• The family has seven calendar days of the date of notification (in writing or in person) to claim the remains.</li> <li>• If the family chooses to claim the body, they are told that they will assume responsibility for making the necessary arrangements and paying all associated costs (transportation of body, burial, etc.).</li> <li>• If the family wants to claim the remains, but cannot afford the transportation costs, they are aware that ICE may assist the family by transporting the remains to a location in the United States.</li> <li>• The consulate is notified.</li> <li>• When family members cannot be located or decline, orally or in writing, to claim the remains, the consulate is notified in writing.</li> <li>• The consulate is given seven calendar days to claim the remains.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE / National policy
In the event that neither family nor consulate claims the remains, the Field Office Director schedules an indigent's burial, consistent with local procedures. <ul style="list-style-type: none"> <li>• If the detainee's is a U.S. military veteran is the Department of Veterans Affairs notified.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An original or certified copy of a detainee's death certificate is placed in the subject's a-file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility follows established policy and procedures describing when to contact the local coroner regarding such issues as <ul style="list-style-type: none"> <li>• Performance of an autopsy.</li> <li>• Who will perform the autopsy.</li> <li>• Obtaining State approved death certificates.</li> <li>• Local transportation of the body.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE / National policy
ICE staff follows established procedures to properly close the case of a deceased detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

\_\_\_\_\_  
Auditors Signature / Date

11/3/06



**Condition of Confinement Review Worksheet**

(This document must be attached to each G-324a Inspection Form)  
This Form to be used for Inspections of Service Processing Centers

**Headquarters Detention and Removal Operations**

**Part 3**

*Security and Control*

**Headquarters Detention Review Worksheet**

- ICE Service Processing Center  
 ICE Contract Detention Facility

<b>Name</b> <i>El Centro Service Processing Center</i>
<b>Address (Street and Name)</b> <i>1115 N. Imperial Avenue</i>
<b>City, State and Zip Code</b> <i>El Centro, CA 92243</i>
<b>County</b> <i>Imperial</i>
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> <i>b6, b7c</i> , Assistant Field Office Director
<b>Name and title of Reviewer-In-Charge</b> <i>b6, b7c</i> , Detention and Deportation Officer
<b>Date[s] of Review</b> <i>July 11-13, 2006</i>
<b>Type of Review</b> <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

## 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"/>	
Contraband that is government property is retained as evidence for potential disciplinary action or criminal prosecution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff returns property not needed as evidence to the proper authority. Written procedures cover the return of such property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Altered property is destroyed following documentation and using established procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before confiscating religious items, the OIC or designated investigator contacts a religious authority.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff follows written procedures when destroying hard contraband that is illegal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hard contraband that is illegal (under criminal statutes) may be retained and used for official use, e.g. training purposes. If yes, under specific circumstances and using specified written procedures. Hard contraband is secured when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All identity documents (birth certificates, passports, etc.) are held in A-files. Detainees receive copies upon request. The detainee handbook provides that a copy of each identity document is available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New arrivals receive copies of the rules regarding contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive notification of contraband rules and procedures in the detainee handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Policy updated on April 21, 2006

b6, b7c

7-13-06

Auditor's Signature / Date

## DETENTION FILES

**Policy:** Every facility will create a detention file for every ICE detainee booked into the facility, excluding only detainees scheduled to depart within 24 hours. The detention file will contain copies and, in some cases, the original of specified documents concerning the detainee's stay in the facility: classification sheet, medical questionnaire, property inventory sheet, disciplinary documents, etc.

Components	Yes	No	NA	Remarks
A detention file is created for every new arrival whose stay will exceed 24 hours. Written procedures for in processing cover creation of the detention file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC or staff designate ensures that necessary equipment and supplies, including copier(s) and copier paper, are available; that all equipment is maintained in good working order, and that equipment has the capacity to handle the volume of work generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> <li>• Any G-589s and/or I-77s closed-out during the detainee's stay</li> <li>• Disciplinary forms/Segregation forms</li> <li>• Grievances, complaints, requests, and the disposition(s) of same</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Chief Detention Enforcement Officer (CDEO) or equivalent directs certain documents be added to an alien's detention file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detention files are located and maintained in a secured area. If not the cabinets are lockable and distribution of the keys is limited to supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 and other documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff makes copies and sends documents from the file when appropriately requested by supervisory personnel at the receiving facility or office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Archived files are purged after three (3) years by shredding or burning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff access to the detention files are restricted as needed and departmental requests are accommodated by making a request for the file. Each file is properly logged in and out by a representative of the responsible department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Interviewed staff for their knowledge of the facility's policies and procedures regarding the detainee detention files, and reviewed seven Detention files, all files were completed and verified by a supervisor.

Auditor's Signature / Date

## DISCIPLINARY POLICY

**Policy:** All facilities housing INS detainees are authorized to impose discipline on detainees whose behavior is not in compliance with facility rules and regulations.

Components	Yes	No	NA	Remarks
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> <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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prohibited Acts are posted in all the housing units
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If informal resolutions are not appropriate, incident reports and Notice of Charges are promptly forwarded to the INS/CDF supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reports are investigated within 24 hours of the incident report. The Unit Disciplinary Committee (UDC) or equivalent does not convene before investigations have ended.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An intermediate disciplinary process is used to adjudicate minor infractions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A disciplinary panel adjudicates infractions. The panel: <ul style="list-style-type: none"> <li>• Conducts hearings on all charges and allegations referred by the UDC</li> <li>• Considers written reports, statements, physical evidence, and oral testimony</li> <li>• Hears pleadings by detainee and staff representative</li> <li>• Bases its findings on the preponderance of evidence</li> <li>• Imposes only authorized sanctions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A staff representative is available, if requested for a detainee facing a disciplinary hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons for are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**DISCIPLINARY POLICY**

**Policy:** All facilities housing INS 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 duration of punishment set by the OIC/recommended by the disciplinary panel does not exceed established sanctions. The maximum time in disciplinary segregation does not exceed 60 days for a single offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing "substantial evidence"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Conducted employee interviews, reviewed facility's SOP's.

b6, b7c
7-13-06  
 Auditors Signature / Date



## EMERGENCY (CONTINGENCY) PLANS

**Policy** All facilities holding INS 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</li> <li>• Corporal punishment</li> <li>• Personal injury</li> <li>• Disease</li> <li>• Property damage</li> <li>• Harassment from other detainees</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are trained to identify signs of detainee unrest. <ul style="list-style-type: none"> <li>• What type of training and how often?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a designated person or persons responsible for emergency plans and their implementation. Sufficient time is allotted to the person or group for development and implementation of the plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plans address the following issues: <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Accountability (copies and storage locations)</li> <li>• Annual review procedures and schedule</li> <li>• Revisions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contingency plans include a comprehensive general section with procedures applicable to most emergency situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has cooperative contingency plans with applicable: <ul style="list-style-type: none"> <li>• Local law enforcement agencies</li> <li>• State agencies</li> <li>• Federal agencies</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All staff receives copies of Hostage Situation Management policy and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is trained to disregard instructions from hostages, regardless of rank. Within 24 hours after release hostages are screened for medical and psychological effects. The OIC has a plan that includes the use of a victim assistance team for released hostages and hostage families.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A Headquarters review team visits the facility after every hostage taking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency plans include emergency medical treatment for staff and detainees during and after an incident.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The food service department maintains at least 3-days' worth of emergency meals for staff and detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written plans locate shut-off valves and switches for all utilities (water, gas, electric).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency plans describe alternative routes to the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency procedures include notification of neighbors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans specify procedures for post-emergency debriefings and discussion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### EMERGENCY (CONTINGENCY) PLANS

**Policy** All facilities holding INS 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
The OIC periodically schedules emergency "drills" to test the facility's emergency preparedness (readiness to implement contingency plan(s)) The plans reviewed annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures 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>• Internal Searches</li> <li>• Facility Evacuation</li> <li>• Detainee Transportation System Plan</li> <li>• Internal Hostages</li> <li>• Civil Disturbances</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

7-13-08

Auditors Signature / Date

## ENVIRONMENTAL HEALTH AND SAFETY

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

Components	Yes	No	NA	Remarks
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used. <ul style="list-style-type: none"> <li>• The files list all storage areas, and include a plant diagram and legend.</li> <li>• The MSDS and other information in the files are available to personnel managing the facility's safety program.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> <li>• Wear personal protective</li> <li>• Equipment.</li> <li>• Report hazards and spills to the</li> <li>• Designated official.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The MSDS are readily accessible to staff and detainees in the work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> <li>• quantities are limited.</li> <li>• Staff always supervises detainees using these substances.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning liquids are citric based products
"Flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting fixtures and electrical equipment are installed in storage rooms and other hazardous areas meet National Electrical Code requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The storage rooms meet the security and structural requirements specified in the standard. Storage cabinets meet the physical requirements specified in the standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All toxic and caustic materials stored in their original containers in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excess flammables, combustibles, and toxic liquids are disposed of properly and in accordance with MSDS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff directly supervises and accounts for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products clearly labeled as such. "Accountability" includes issuing such products to detainees in the smallest workable quantities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every employee and detainee using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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 complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and the Occupational Safety and Health Administration (OSHA).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A technically qualified officer conducts the fire and safety inspections. Inspections are conducted informally on a weekly basis and formally monthly. Every written inspection report forwarded to the OIC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Safety Office (or officer) maintains files of inspection reports, including corrective actions taken.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan requires: <ul style="list-style-type: none"> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire drills are conducted and documented monthly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A sanitation program covers barbering operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The barbershop has the facilities and equipment necessary to meet sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The sanitation standards are conspicuously posted in the barbershop.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Health Services Administrator (HSA) has implemented a program supporting a high level of environmental sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The HSA conducts medical-facility inspections every day. Each inspection includes noting the condition of floors, walls, windows, horizontal surfaces, and equipment.	<input checked="" type="checkbox"/>	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning liquids are <del>oil</del> based products <i>clean</i>
The facility follows standard cleaning procedures. <ul style="list-style-type: none"> <li>• List any discrepancies between the ICE standard and facility procedures.</li> <li>• Isolation-cleaning procedures have been implemented as required by the standard.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits are readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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
A licensed medical waste contractor disposes of infectious/bio-hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff is trained to prevent contact with blood and other body fluids and written procedures are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The methods for handling/disposing of refuse meet all regulatory requirements.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed logbooks and contract
Drinking water and wastewater is routinely tested according to a fixed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency power generators are tested at least every two weeks. <ul style="list-style-type: none"> <li>• Other emergency systems and equipment receive testing at least quarterly.</li> <li>• Testing is followed-up with timely corrective actions (repairs and replacements).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked weekly

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Observed tool check-out process, reviewed logbooks, manuals, contracts regarding pest control, fire drills, water inspections, and hazard waste removal. Verified training records.

b6, b7c

7-13-06

Auditors Signature / Date

## 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"/>	
Single occupant hold rooms contain a minimum of 37 square feet (7 unencumbered square feet for the detainee, 5 square feet for a combination lavatory/toilet fixture, and 25 square feet for a wheelchair turn-around area). <ul style="list-style-type: none"> <li>• If multiple-occupant hold rooms are used, there is an additional 7 unencumbered square feet for each additional detainee.</li> </ul>	<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 number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No bunks/cots/beds or other related make shift sleeping apparatuses are permitted inside holdrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In SPCs constructed after 1998</u> the hold rooms are equipped with stainless steel combination lavatory/toilet fixtures with modesty panels. They are: <ul style="list-style-type: none"> <li>• Compliant with the American Disabilities Act.</li> <li>• Small hold rooms (1 to 14 detainees) have at least one combi-unit.</li> <li>• Large hold rooms (15 to 49 detainees) are provided with at least two combi-units.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In SPCs constructed after 1998</u> the hold room have floor drain(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	two out of four rooms have floor drains
The walls of the hold rooms escape proof. <ul style="list-style-type: none"> <li>• The hold room ceilings are escape and tamper resistant.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>In SPCs constructed after 1998</u> the door to the hold room swings outward the door complies with the specifications outlined in the standard.	<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"/>	
<u>In SPCs, CDFs</u> are family units, persons of advanced age (over 70), females with children, and unaccompanied juvenile detainees (under the age of 18) placed in hold rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No female detainees No juvenile detainees
Male and females are segregated from each other at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No female detainees
Every effort is made to ensure that detained detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, diapers and wipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Officers inspect all property, including parcels, suitcases, bags, bundles, boxes, before accepting the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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
All detainees are given a putdown search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detention facility maintains a detention log (manually or by computer) for each detainee placed in a hold cell. <ul style="list-style-type: none"> <li>• The log includes the required information specified in the standard.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers provide a meal to any detainee detained more than six hours. <ul style="list-style-type: none"> <li>• Juveniles, babies and pregnant women have access to snacks, milk or juice.</li> <li>• Meal are served to juveniles regardless of time in custody</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.). <ul style="list-style-type: none"> <li>• Hold rooms are irregularly monitored every 15 minutes.</li> <li>• Unusual behavior or complaints are noted.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy prevents an officer to enter an occupied detention hold room unless another officer is stationed outside the door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the last detainee has been removed from the hold room, it is given a thorough inspection. <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• Evidence of tampering with doors, locks, windows, grills, plumbing or electrical fixtures is reported to the shift supervisor for corrective action or repair.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a written evacuation plan. <ul style="list-style-type: none"> <li>• There is a designated officer to remove detainees from the holdrooms in case of fire and/or building evacuation.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An appropriate emergency service is called immediately upon a determination that a medical emergency may exist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Observed detainees during intake processing, and reviewed logbooks.

b6, b7c

7-13-06

Auditor's Signature / Date

**KEY AND LOCK CONTROL  
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

**Policy** It is the policy of the INS Service to maintain an efficient system for the use, accountability and maintenance of all keys and locks.

Components	Yes	No	NA	Remarks
Each facility has the position of Security Officer. If not <ul style="list-style-type: none"> <li>A staff member appointed the collateral duties of security officer.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer has a written position description.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer has attended an approved locksmith-training program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer has responsibly for all administrative duties and responsibilities relating to keys, locks etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer provides training to employees in key control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer maintains inventories of all keys, locks and locking devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer follows a preventive maintenance program and maintains all preventive maintenance documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security officer develops policy and procedures to ensure safe combinations integrity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only dead bolt or dead lock functions are used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-authorized locks (as specified in the Detention Standard) are not used in detainee accessible areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility does not use grand master keying systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All worn or discarded keys and locks cut up and properly disposed of .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Padlocks and/or chains are not used on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to <ul style="list-style-type: none"> <li>Occupational Safety and Environmental Health Manual, Chapter 3</li> <li>National Fire Protection Association Life Safety Code 101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The operational key cabinet sufficient to accommodate all the facility key rings including keys in use is located in a secure area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key cabinet's are constructed so keys will not be visible except during issue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures in place to ensure that key rings are: <ul style="list-style-type: none"> <li>Identifiable</li> <li>Numbers of keys on the ring are cited.</li> <li>Keys cannot be removed from issued key rings</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**KEY AND LOCK CONTROL  
(SECURITY, ACCOUNTABILITY AND MAINTENANCE)**

**Policy** It is the policy of the INS 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"/>	
The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The designated key control officer the only employee who is authorized to add or remove a key from a ring.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The splitting of key rings into separate rings is authorized in writing and documented.	<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>• When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified.</li> <li>• Detainees are not permitted to handle keys assigned to staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Visited the Key Control, Locksmith's office to review all logbooks, and training certificates, all records and logbooks are accurate and up-to-date.

b6, b7c 7-13-06  
Auditors Signature / Date

## POPULATION COUNTS

**Policy:** All detention facilities shall ensure around-the-clock accountability for all detainees. This requires that they conduct at least one formal count of the detainee population per shift, with additional formal and informal counts conducted as necessary.

Components	Yes	No	NA	Remarks
Staff conducts a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do certain operations continue during formal counts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At least two officers participate in the count in each area/unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Count procedures include sending a count slip to the control officer after each count.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Both officers conducting the count prepare and sign the count slip in indelible ink.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers do not allow detainee participation in the count.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every area/unit conducts a recount whenever an incorrect count is reported.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A face-to-photo count follows each unsuccessful recount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The two officers conducting the area/unit count switch positions for the recount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures cover informal and emergency counts. <ul style="list-style-type: none"> <li>• They followed during informal counts.</li> <li>• During emergencies.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All officers are trained to follow all requirements of the ICE "Population Count Detention Standard".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
This training is documented in each officer's training folder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Reviewed logbooks, Facility's Standing Operating Procedures, and observed one official count (July 12, 2006 at 0800 hours)

b6, b7c

7-13-06

Auditor's Signature / Date

**POST ORDERS**

**Policy:** ICE provides officers all necessary guidance for carrying out their duties. This guidance includes the post orders established for every post, which are reviewed at least annually, and given to each officer upon assignment to that post.

Components	Yes	No	NA	Remarks
Every Fixed post has a set of post orders and contains the latest inserts and revisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
One individual or department is responsible for keeping all post-orders current with revisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management maintains a complete set (central file) of post orders and the file is accessible by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC has signed and dated the last page of every section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All post orders contain the required information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A review/updating/reissuing of post orders occurs regularly and at a minimum, Annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC initiates the annual review by soliciting suggestions from affected staff. <ul style="list-style-type: none"> <li>• Staff has sufficient notice to prepare and submit written suggestions by the due date</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC retains all written suggestions, whether accepted or rejected, in a historical file. <ul style="list-style-type: none"> <li>• The records are retained for two years.</li> <li>• The historical file includes comments, if any, from the reviewing official(s).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures keep post orders and logbooks secure from detainees at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency changes to post orders are made in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Post orders for armed posts provide instructions for: <ul style="list-style-type: none"> <li>• Recognizing conditions when use of weapons is authorized and the care and safe handling of firearms.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every armed-post officer qualifies with the post weapon(s) before assuming post duty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Armed-post post orders clearly state that if an official is taken hostage, he/she loses all authority normally associated with his/her position, regardless of rank or seniority.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Armed-post post orders provide instructions for escape attempts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The post orders for housing units track the event schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing-unit post officers record all detainee activity in a log. The post order includes instructions on maintaining the logbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The shift supervisor visits each housing area and reviews the logbooks at least once per shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Randomly checked six post order files, interviewed staff, and reviewed Facility's SOP

b6, b7c
7-13-06  
 Auditor's Signature / Date

## 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 policy. The policy specifies: <ul style="list-style-type: none"> <li>• Posts to be inspected</li> <li>• Required inspection forms</li> <li>• Frequency of inspections</li> <li>• Guidelines for checking security features</li> <li>• Procedures for reporting weak spots, inconsistencies, and other areas needing improvement</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed post orders and logbooks
Documentation of security inspections is kept on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A officer been assigned responsibility for ensuring the security inspection process covers all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures ensure that recurring problems and a failure to take corrective action are reported to the appropriate manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The front entrance has a sallyport-type entrance, with interlocking electronic doors or grilles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Front Lobby does not have a sallyport, vehicle sallyport is off to the side of the facility
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All visits officially recorded in a visitor logbook or electronically recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Control Center maintain employee Personal Data Cards (Form G-74 or contract equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified
The facility has a secure visitor pass system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every Control Center officer receives specialized training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Control Center is staffed around the clock.	<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"/>	No access
Communications are centralized in the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recall lists include the current home telephone number of each employee. Phone numbers are updated as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff makes watch calls every half-hour between 6 PM and 6 AM.	<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"/>	

## 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 maintains a log of all incoming and departing vehicles to sensitive areas of the facility. Each entry contains: <ul style="list-style-type: none"> <li>• The driver's name</li> <li>• Company represented</li> <li>• Vehicle contents</li> <li>• Delivery date and time</li> <li>• Date and time out</li> <li>• Vehicle license number</li> <li>• Name of employee responsible for the vehicle during the facility visit</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers thoroughly search each vehicle entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed vehicle search
The facility has a written policy and procedures to prevent the introduction of contraband into the facility or any of its components.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools being taken into the secure area of the facility are inventoried before entering and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU entrance has a sallyport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures govern searches of detainee housing units and personal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing area searches occur at irregular times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every search of the SMU and other housing units documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage and supply rooms; walls, light and plumbing fixtures, accesses, and drains, etc. undergo frequent, irregular searches. These searches are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily procedures include: <ul style="list-style-type: none"> <li>• Perimeter alarm system tests.</li> <li>• Physical checks of the perimeter fence.</li> <li>• Documenting the results.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The maintenance supervisor and CDEO / Chief of Security make monthly fence checks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitation areas receive frequent, irregular inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Deficient</b> <input type="checkbox"/> <b>Repeat Deficiency</b> <input type="checkbox"/> <b>At-Risk</b>				

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

b6, b7c

7-13-06

Auditors Signature / Date

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> <li>A copy of the order given to the detainee within 24 hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC regularly reviews the status of detainees in administrative detention. <ul style="list-style-type: none"> <li>A supervisory officer conducts a review within 72 hours of the detainee's placement in the SMU (administrative).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation. <ul style="list-style-type: none"> <li>Every week thereafter for the first month.</li> <li>Every 30 days after the first month.</li> <li>Does each review include an interview with the detainee.</li> <li>Is a written record made of the decision and the justification.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is given a copy of the decision and justification for each review. <ul style="list-style-type: none"> <li>If not, why not</li> <li>The detainee is given an opportunity to appeal the reviewer's decision to someone else in the facility.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC routinely notifies the Field Office Director any time a detainee's stay in administrative detention exceeds 30 days. <ul style="list-style-type: none"> <li>Upon notification that the detainee's administrative segregation has exceeded 60 days, the Field Office Director forwards written notice to the Deputy Assistant Director, Detention Management Division for DRO.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC reviews the case of every detainee who objects to administrative segregation after 30 days in the SMU. <ul style="list-style-type: none"> <li>A written record is made of the decision and the justification.</li> <li>The detainee receives a copy of this record.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is given the right to appeal to the OIC the conclusions and recommendations of any review conducted after the detainee has remained in administrative segregation for seven consecutive days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU well ventilated. <ul style="list-style-type: none"> <li>• Adequately lighted.</li> <li>• Appropriately heated.</li> <li>• Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> <li>• Every bed securely fastened to the floor or wall.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit. <ul style="list-style-type: none"> <li>• The OIC approve excess occupancy on a case-by-case basis.</li> <li>• When occupancy exceeds recommended capacity, do basic living standards decline?</li> <li>• Do criteria for objectively assessing living standards exist?</li> <li>• If yes, are the criteria included in the written procedures?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The segregated detainees do not have fewer opportunities to exchange/laundry clothing, bedding, and linen than detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive three nutritious meals per day. <ul style="list-style-type: none"> <li>• From the general population's menu of the day.</li> <li>• Do detainees eat only with disposable utensils.</li> <li>• Is food ever used as punishment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU. <ul style="list-style-type: none"> <li>• The detainees have the opportunity to shower and shave at least three times a week.</li> <li>• If not, explain.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainees are provided: <ul style="list-style-type: none"> <li>• Barbering services.</li> <li>• Recreation privileges in accordance with the "Detainee Recreation" standard.</li> <li>• Non-legal reading material.</li> <li>• Religious material.</li> <li>• The same correspondence privileges as detainees in the general population.</li> <li>• Telephone access similar to that of the general population.</li> <li>• Personal legal material.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee at least three times a week. <ul style="list-style-type: none"> <li>• The shift supervisor visits each detainee daily.</li> <li>• Weekends and holidays.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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
Procedures comply with the "Visitation" standard. <ul style="list-style-type: none"> <li>• The detainee retains visiting privileges.</li> <li>• The visiting room available during normal visiting hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in segregation are afforded the same law-library access as the general population. <ul style="list-style-type: none"> <li>• Are they required to use the law library separately, as a group? If so:</li> <li>• Legal materials brought to them.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The SMU maintains a permanent log. <ul style="list-style-type: none"> <li>• Detainee-related activity, e.g., meals served, recreation, visitors etc.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SPC procedures include completing the SMU Housing Record (I-888) immediately upon a detainee's placement in the SMU. <ul style="list-style-type: none"> <li>• Staff completes the form at the end of each shift.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff records whether the detainee ate, showered, exercised and took any medication during every shift. <ul style="list-style-type: none"> <li>• Does the log record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.?</li> <li>• Does the medical officer/health care professional sign each individual's record during each visit?</li> <li>• Does the housing officer initial the record when all detainee services are completed or at the end of the shift?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A new record is created for each week the detainee is in Administrative Segregation. <ul style="list-style-type: none"> <li>• These weekly records are retained in the SMU until the detainee's return to the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Review of the logbooks and Facility's SOP's

b6, b7c [Redacted] 7-13-06  
Auditor's Signature / Date



**SPECIAL MANAGEMENT UNIT  
(Disciplinary Segregation)**

**Policy:** Each facility will establish a Special Management Unit in which to isolate certain detainees from the general population. The Special Management Unit will have two sections, one for detainees in Administrative Segregation; the other for detainees being segregated for disciplinary reasons.

Components	Yes	No	NA	Remarks
Officers placing detainees in disciplinary segregation follow written procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The sanctions for violations committed during one incident do not exceed 60 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU. <ul style="list-style-type: none"> <li>• The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals. <ul style="list-style-type: none"> <li>• Who conducts the review?</li> <li>• What is reviewed?</li> <li>• How is the review documented?</li> <li>• Does the reviewer interview the detainee?</li> <li>• Can the reviewing officer recommend an early release from the SMU?</li> <li>• If yes, under what circumstances?</li> <li>• After each formal review, does the detainee receive a written copy of the decision and reason(s) for it?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Living conditions in disciplinary SMUs are modified to reinforce acceptable behavior. <ul style="list-style-type: none"> <li>• If yes, does staff prepare written documentation for this action.</li> <li>• Does the OIC sign to indicate approval.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The quarters used for segregation are: <ul style="list-style-type: none"> <li>• Well-ventilated.</li> <li>• Adequately lighted.</li> <li>• Appropriately heated.</li> <li>• Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> <li>• The beds securely fastened to the floor or wall of the cell.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees confined to each cell or room does not exceed the number for which the space was designate. <ul style="list-style-type: none"> <li>• Does the OIC approve excess occupancy on a temporary basis.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a dry cell part of the disciplinary SMU?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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
When a detainee is segregated without clothing, mattress, blanket, or pillow, a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU have the same opportunities to exchange clothing, bedding, etc., as other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in the SMU receive three nutritious meals/days. <ul style="list-style-type: none"> <li>• Selected from the Food Service's menu of the day.</li> <li>• Food is not used as punishment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainees receive, unless documented as a threat to security: <ul style="list-style-type: none"> <li>• Barbering services.</li> <li>• Recreation privileges.</li> <li>• Other-than-legal reading material.</li> <li>• Religious material.</li> <li>• The same correspondence privileges as other detainees.</li> <li>• Personal legal material.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When phone access is limited by number or type of calls, limits do not apply to the following: <ul style="list-style-type: none"> <li>• Calls about the detainee's immigration case or other legal matters.</li> <li>• Calls to consular/embassy officials.</li> <li>• Calls during family emergencies (as determined by the OIC).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every day, Monday through Friday. <ul style="list-style-type: none"> <li>• The shift supervisor visit each segregated detainee daily</li> <li>• Weekends and holidays.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU detainees are allowed visitors, in accordance with the "Visitation" standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU detainees receive legal visits, as provided in the "Visitation" standard. <ul style="list-style-type: none"> <li>• Legal service providers notified of security concerns arising before a visit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visits from clergy are allowed. <ul style="list-style-type: none"> <li>• The clergy member given the option of visiting/not visiting the segregated detainee.</li> <li>• Violent/uncooperative detainees denied access to religious services when safety and security would otherwise be affected.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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
SMU detainees have law library access. <ul style="list-style-type: none"> <li>• Violent/uncooperative detainees retain access to the law library unless adjudicated a security threat in writing.</li> <li>• Legal material brought to individuals in the SMU on a case-by-case basis.</li> <li>• Staff documents every incident of denied access to the law library.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainee-related activities are documented, e.g., meals served, recreation activities, visitors, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Special Management Housing Unit Record (I-888) is prepared as soon as the detainee is placed in the SMU. <ul style="list-style-type: none"> <li>• All I-888s filled out by the end of each shift</li> <li>• The CDF/IGSA facility use Form</li> <li>• I-888 (or equivalent local form).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMU staff records whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> <li>• Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc.</li> <li>• The health care official sign individual records after each visit.</li> <li>• The housing officer initials the record when all detainee services are completed or at the end of the shift.</li> <li>• A new record is created weekly for each detainee in the SMU.</li> <li>• The SMU retains these records until the detainee leaves the SMU.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Review of logbooks, Facility SOP's, and employee interviews.

b6, b7c
7-13-86  
 Auditor's Signature / Date

## 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
There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department heads are responsible for implementing this standard in their departments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool inventories are required for: <ul style="list-style-type: none"> <li>• Maintenance Department</li> <li>• Medial Department</li> <li>• Food Service Department</li> <li>• Electronics Shop</li> <li>• Recreation Department</li> <li>• Armory</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a facility policy for the regular inventory of all tools. <ul style="list-style-type: none"> <li>• The policy sets minimum time lines for physical inventory and all necessary documentation.</li> <li>• INS facilities use AMIS bar code labels when required.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool inventories are conducted as specified in the detention standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has a tool classification system. Tools classified according to: <ul style="list-style-type: none"> <li>• Restricted (dangerous/hazardous)</li> <li>• Non Restricted (non-hazardous).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department heads are responsible for implementing tool-control procedures. They are required to: <ul style="list-style-type: none"> <li>• Prepare a computer-generated inventory of all class "R" tools.</li> <li>• Post a copy of the class "R" tool inventory with the equipment, in a prominent position.</li> <li>• Post a copy of the class "R" tool inventory with the equipment, in a prominent position.</li> <li>• Submit a second copy of the inventory to the CDEO.</li> <li>• Repeat the class "R" tool inventory on a regular schedule (at least weekly, monthly, or quarterly), as follows:               <ul style="list-style-type: none"> <li>• Food service department-weekly</li> <li>• Maintenance department</li> <li>• medical facility-monthly</li> <li>• Electronics work area, recreation area(s), and armory-quarterly.</li> </ul> </li> <li>• Send a copy of inventory report to the OIC.</li> <li>• Report missing tools in accordance with procedures in the standard. (see section III.H., below).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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 an approved tool storage system. <ul style="list-style-type: none"> <li>• The system ensures that all stored tools are accountable.</li> <li>• Commonly used tools (tools that can be mounted) are stored in such a way that missing tool are readily notice.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each facility has procedures for the issuance of tools to staff and detainees. <ul style="list-style-type: none"> <li>• Restricted tools are issued only to the individual who will be using it.</li> <li>• Detainees are not permitted to use non-restricted tools except under supervision.</li> <li>• A metal or plastic chit receipt used to sign out tools.</li> <li>• The OIC has established site-specific procedures for the control of ladders, extension cords, and ropes.</li> <li>• The CDEO or contract equivalent approves the issuance of tools to a specified project for extended periods.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tools are shadow boarded
The facility has policies and procedures to address the issue of lost tools. The policy and procedures include: <ul style="list-style-type: none"> <li>• Verbal and written notification.</li> <li>• Procedures for detainee access.</li> <li>• Necessary documentation/review for all incidents of lost tools.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken or worn out tools are surveyed and disposed of in an appropriate and secure manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All private or contract repairs and maintenance workers under contract to the ICE, or other visitors, submit an inventory of all tools prior to admittance into or departure from the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Best Practice-Every tool is shadow boarded. Two on-site visits to Tool Control, very well organized and clean. Reviewed Facility SOP's, employee interviews, all MSDS sheets are in order and up-to-date.

b6, b7c

7-13-08

Auditor's Signature / Date

**TRANSPORTATION  
(Land Transportation)**

**Policy:** The Immigration and Customs Enforcement will take all necessary precautions to protect the lives, safety, and welfare of our officers, the general public, and those in ICE custody during the transportation of detainees. Standards have been established for professional transportation under the supervision of experienced and trained Detention Enforcement Officers or authorized contract personnel.

Components	Yes	No	NA	Remarks
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mandatory for all Immigration Enforcement Agents
Supervisors maintain records for each vehicle operator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers use a checklist during every vehicle inspection. <ul style="list-style-type: none"> <li>• Officers report deficiencies affecting operability.</li> <li>• Deficiencies are corrected before the vehicle goes back into service.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transporting officers: <ul style="list-style-type: none"> <li>• Limit driving time to 10 hours in any 15-hour period.</li> <li>• Drive only after eight consecutive off-duty hours.</li> <li>• Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours.</li> <li>• Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days.</li> <li>• During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two officers with valid CDLs required in any bus transporting detainees. <ul style="list-style-type: none"> <li>• When buses travel in tandem with detainees, there two qualified officers per vehicle.</li> <li>• An unaccompanied driver transports an empty vehicle.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before the start of each detail, the vehicle is thoroughly searched.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive identification of all detainees being transported is confirmed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturers occupancy level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective vests are provided to all transporting officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew conducts a visual count once all passengers are on board and seated. <ul style="list-style-type: none"> <li>• Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## TRANSPORTATION (Land Transportation)

**Policy:** The Immigration and Customs Enforcement will take all necessary precautions to protect the lives, safety, and welfare of our officers, the general public, and those in ICE custody during the transportation of detainees. Standards have been established for professional transportation under the supervision of experienced and trained Detention Enforcement Officers or authorized contract personnel.

Components	Yes	No	NA	Remarks
Officers ensure that no one contacts the detainees. <ul style="list-style-type: none"> <li>• One officer remains in the vehicle at all times when detainees are present.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided during long distance transfers. <ul style="list-style-type: none"> <li>• The meals meet the minimum dietary standards, as identified by dieticians utilized by the Service.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> <li>• Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative.</li> <li>• Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE Vehicles have: <ul style="list-style-type: none"> <li>• Two-way radios.</li> <li>• Cellular telephones.</li> <li>• Equipment boxes stocked in accordance with the Use of Force Standard.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is inventoried, inspected and accompanies the detainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> <li>• Attack</li> <li>• Escape</li> <li>• Hostage-taking</li> <li>• Detainee sickness</li> <li>• Detainee death</li> <li>• Vehicle fire</li> <li>• Riot</li> <li>• Traffic accident</li> <li>• Mechanical problems</li> <li>• Natural disasters</li> <li>• Severe weather</li> <li>• Passenger list is not exclusively men or women or minors</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written policies were reviewed

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Random inspection of two vehicles, one bus and one secure van, very clean and equipment was operational.

b6, b7c
7-13-06  
 Auditors Signature / Date

## USE OF FORCE

**Policy:** The Immigration and Customs Enforcement 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
Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the detainee is in an area that is or can be isolated (e.g., a locked cell, a range), posing no direct threat to the detainee or others, officers must try to resolve the situation without resorting to force.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written policy asserts that calculated rather than immediate use of force is feasible in most cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility subscribes to the prescribed Confrontation Avoidance Procedures. <ul style="list-style-type: none"> <li>• Ranking detention official, health professional, and others confer before every calculated use of force.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a detainee must be forcibly moved and/or restrained and there is time for a calculated use of force, staff uses the Use-of-Force Team Technique. <ul style="list-style-type: none"> <li>• Under staff supervision.</li> <li>• In SPC's a Physician's Assistant is present prior to and during the Use-of-Force Team Technique to observe and immediately treat any injuries.</li> </ul>	<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"/>	
The calculated-use-of-force video sequentially presents the following: <ul style="list-style-type: none"> <li>• Team Leader's introduction</li> <li>• Face of each team member (without helmet), identified by name and title</li> <li>• Team Leader offering detainee a last chance to comply, and explaining the use-of-force results of noncompliance</li> <li>• Unedited coverage of the operation, from the use-of-force order to the end</li> <li>• Medical staff examining the detainee in restraints, with close-ups recording the presence or absence of injuries on the detainee's body</li> <li>• Staff injuries, with oral description(s)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All videotapes of use-of-force incidents catalogued and preserved for at least 2-1/2 years after last documented use. <ul style="list-style-type: none"> <li>• The videotapes available for incident review.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## USE OF FORCE

**Policy:** The Immigration and Customs Enforcement 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
<b>Staff:</b> <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> <li>• Uses restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only authorized restraint equipment is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use-of-Force Teams follow written procedures that attempt to prevent injury and exposure to communicable disease(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The OIC contacts higher command before restraining a detainee beyond eight hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard procedures associated with using four-point restraints include: <ul style="list-style-type: none"> <li>• Soft restraints (e.g., vinyl)</li> <li>• Dressing the detainee appropriately for the temperature.</li> <li>• A bed, mattress, and blanket/sheet.</li> <li>• Checking the detainee at least every 15 minutes.</li> <li>• Logging each check.</li> <li>• Turning the bed-restrained detainee often enough to prevent soreness or stiffness.</li> <li>• Medical evaluation of the restrained detainee twice per eight-hour shift.</li> <li>• When qualified medical staff is not immediately available, staff positions the detainee "face-up".</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The shift supervisor monitors the detainee's position/condition every two hours. <ul style="list-style-type: none"> <li>• He/she allows the detainee to use the rest room at these times under safeguards.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainee checks are logged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the OIC authorizes use of non-lethal weapons: <ul style="list-style-type: none"> <li>• Medical staff is consulted before staff use pepper spray/non-lethal weapons.</li> <li>• Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> <li>• Medical personnel are consulted</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No female detainees

## USE OF FORCE

**Policy:** The Immigration and Customs Enforcement 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
Protective gear is worn when restraining detainees with open cuts or wounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff documents every use of force and/or non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
It standard practice to review any use of force and the non-routine application of restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An After-Action Review Teams review the videotape for the following: <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Use of Force Team's protective gear</li> <li>• Appropriate/excessive use of force</li> <li>• Proper application of restraints</li> <li>• Time needed to restrain the detainee</li> <li>• Removal of protective gear before entering the cell or area</li> <li>• Prompt medical examination of the detainee after the move</li> <li>• Proper use of chemical agents or pepper mace</li> <li>• Opportunity for detainee to submit voluntarily to the placing of restraints before the team enters the cell</li> <li>• Derogatory, demeaning, taunting, or other inappropriate language between team members and the detainee, or between team members and individuals outside the cell or area</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An After-Action Review Report is completed within two working days of the detainee's release from restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the reviewers decide the matter requires further investigation, the Office of Internal Affairs, the Office of the Inspector General, and/or the FBI are notified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees. <ul style="list-style-type: none"> <li>• Specialized training is given Officers are certified in all devices they use.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Review of training files, facility SOP's and employee interviews

b6, b7c

7-13-06

Auditor's Signature / Date

**STAFF DETAINEE COMMUNICATIONS**

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

Components	Yes	No	NA	Remarks
The ICE Field Office Director ensures that weekly announced and unannounced visits occur.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detention and Deportation Staff conduct scheduled weekly visits with detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduled visits are posted in ICE detainee areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visiting staff observe and note current climate and conditions of confinement at each facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE information request Forms are available at the for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE staff respond to a detainee request within 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICE detainees are notified ion writing upon admission to the facility of their right to correspond with ICE staff regarding their case or conditions of confinement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**\*Remarks:** (Record significant facts, observations, other sources used, etc.)

Review of the detainee detention files, visits to all housing units, and employee interviews.

b6, b7c 7-13-06  
 Auditor's Signature / Date

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notification includes the reason for the transfer and the location of the new facility,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policy mandates that: <ul style="list-style-type: none"> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers: <ul style="list-style-type: none"> <li>• The Detainee Immigration Health Service (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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number and the envelope is marked Medical Confidential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee's funds and valuables and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

**Remarks:** (Record significant facts, observations, other sources used, etc.)

Review of the detainee detention files and facility SOP's

b6, b7c 7-13-06

Auditor's Signature / Date