



U.S. Immigration
and Customs
Enforcement

MEMORANDUM FOR: James T. Hayes Jr.
Field Office Director
Los Angeles Field Office

FROM: [REDACTED] b6, b7c
for Chief
Detention Standards Compliance Unit

SUBJECT: Pasadena Jail Annual Detention Review

The annual review of the Pasadena Jail was conducted on May 19, 2006 in Pasadena, California has been received. A final rating of **Acceptable** 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-324B, *Detention Facility Review Form*, the G-324B Worksheet, RIC Summary Memorandum, and a copy of this memorandum.
- 2) The Field Office Director shall schedule the next annual review on or before May 19, 2007.

Should you or your staff have any questions regarding this matter, please contact [REDACTED] b6, b7c
Staff Officer, Detention Standards Compliance Unit at (202) 732 [REDACTED] b2 high

cc: Official File

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



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

June 2, 2006

MEMORANDUM FOR: John P. Torres
Acting Director
Headquarters Detention and Removal Operations

FROM: [REDACTED] 213-830 [REDACTED]
Reviewer In Charge
Los Angeles Detention and Removal Operations

SUBJECT: Review Summary Report, Pasadena Jail

The Los Angeles Office of Detention and Removal Operations performed a review of the Pasadena Jail on May 19, 2006. This review was performed under the supervision of [REDACTED] [REDACTED] Reviewer-In-Charge.

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

Type of Review:

This review was a routine scheduled assessment and was conducted for the sole purpose of determining overall compliance with the ICE Detention Standards.

Review Summary:

The following review summarizes only those standards not in full compliance. Each Standard is identified and a short summary is provided regarding standards or procedures not currently in compliance. In some instances, it appears that the facility meets the standard but is required to change its operating procedures to comply with language contained in the ICE Detention Standards. These are considered to be administrative changes that do not affect the daily operation or will have an insignificant affect on how the facility is operated. There were 23 acceptable standards and 0 deficient standards.

~~Pasadena Jail~~ houses detainees for a period of up to 48 hours. During intake, no medical staff is present. If a detainee has a medical condition or is taking medication he is not accepted. The detainee will also not be accepted if he displays or appears to be a behavioral problem. If there is a medical emergency they have direct contact with the Fire Department. There is no food service prepared on site. All meals are prepared elsewhere and heated at the facility.

The facility has complied with the request of changes from the previous inspection. They have MSDS sheets in all areas required. The facility conducts population counts each hour.

Overall, the Review indicated substantial compliance with the ICE Detention Standards. The staff we encountered was courteous, knowledgeable, and professional. They were acceptable and open to recommendations for changes to their facility.

Constraints of difficulties experienced during the review:

During the review, no constraints or abnormal difficulties were encountered. Staff and detainees were cooperative and available to assist reviewers or to answer questions posed by the team.

At Risk or Repeat Findings:

None of the ICE detention standards were found to be at risk during the inspection of this facility.

Recommended Rating and Justification:

The result of a careful evaluation and review of the procedures and operation of the facility reflects their ability to provide for the proper and humane care of ICE detainees within the guidelines of the ICE Detention Standards. The detention functions are being adequately performed. The deficiencies that exist do not detract from the acceptable accomplishment of the vital functions. Internal controls are such that there are no performance breakdowns that would keep the program from continuing to accomplish its mission. As a whole, the documentation viewed supports the notion that the facility should be rated as ~~acceptable~~.

RIC Assurance Statement:

It is the opinion of the Reviewer In Charge that the findings of compliance and non-compliance are documented on the G-324B Inspection Form and that it is supported by documentation in the review file.

A. Type of Facility Reviewed

ICE Intergovernmental Service Agreement
 ICE Staging Facility (12 to 72 hours)

B. Current Facility Review

Type of Facility Review
 Field Office HQ Review
Date[s] of Facility
May 19, 2006

C. Previous/Most Recent Facility Review

Date[s] of Last Facility Review
June 17, 2005
Previous Rating
 Acceptable Deficient At-Risk

D. Name and Location of Facility

Name
Pasadena Jail
Address (Street and Name)
207 N. Garfield Ave.
City, State and Zip Code
Pasadena, CA 91101
County
Los Angeles
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)
b6, b7c Police Administrator
Telephone # (Include Area Code)
626-74-b6, b7c
Field Office / Sub-Office (List Office with oversight responsibilities)
Los Angeles
Distance from Field Office
15 miles

E. ICE Information

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

F. CDF/IGSA Information Only

Contract Number WRO-J-095	Date of Contract or IGSA 4/1/91
Basic Rates per Man-Day 75.00	
Other Charges: (If None, Indicate N/A) N/A; ;	
Estimated Man-days Per Year 9125	

G. Accreditation Certificates

List all State or National Accreditation[s] received:
Title 15. Board of Corrections
 Check box if facility has no accreditation[s]

H. Problems / Complaints (Copies must be attached)

The Facility is under Court Order or Class Action Finding
 Court Order Class Action Order
The Facility has Significant Litigation Pending
 Major Litigation Life/Safety Issues
 Check if None.

I. Facility History

Date Built
1991
Date Last Remodeled or Upgraded
N/A
Date New Construction / Bedspace Added
N/A
Future Construction Planned
 Yes No Date:
Current Bedspace
104
Future Bedspace (# New Beds only)
Number: N/A Date: N/A

J. Total Facility Population

Total Facility Intake for previous 12 months
6824
Total ICE Mandays for Previous 12 months
12,775

K. Classification Level (ICE SPCs and CDFs Only)

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

L. Facility Capacity

	Rated	Operational	Emergency
Adult Male	88	88	88
Adult Female	16	16	16
<input type="checkbox"/> Facility holds Juveniles Offenders 16 and older as Adults			

M. Average Daily Population

	ICE	USMS	Other
Adult Male	20	0	15
Adult Female	5	0	3

N. Facility Staffing Level

Security:
b2 high
Support:
Police Department Sworn

Significant Incident Summary Worksheet

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

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

¹ Any attempted physical contact or physical contact that involves two or more offenders

² Oral, anal or vaginal penetration or attempted penetration involving at least 2 parties, whether it is consenting or non-consenting

³ Routine transportation of detainees/offenders is not considered "forced"

⁴ Any incident that involves four or more detainees/offenders, includes gang fights, organized multiple hunger strikes, work stoppages, hostage situations, major fires, or other large scale incidents.

DHS/ICE Detention Standards Review Summary Report										
1. Acceptable		2. Deficient		3. At - Risk		4. Repeat Finding		5. Not Applicable		
Legal Access Standards						1.	2.	3.	4.	5.
Visitation						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Access						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Services										
Admission and Release						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classification System						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Handbook						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Service						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funds and Personal Property						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detainee Grievance Procedures						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issuance and Exchange of Clothing, Bedding, and Towels						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religious Practices						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Services										
Medical Care						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Prevention and Intervention						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security and Control										
Contraband						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detention Files						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disciplinary Policy						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plans						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Health and Safety						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold Rooms in Detention Facilities						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key and Lock Control						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population Counts						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security Inspections						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Management Units (Administrative Segregation)						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Management Units (Disciplinary Segregation)						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Control						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (Land management)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Force						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff / Detainee Communication						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RIC Review Assurance Statement

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

Reviewer-In-Charge: (Print Name) b6, b7c	Signature b6, b7c
Title & Duty Location Deportation Officer	Date 6/02/2006

Team Members

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

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

Comments: I, b6, b7c, Reviewer in Charge of the Pasadena Jail, summarize the inspection with the following information. The facility is staffed with adequate personnel, well organized, and clean. The staff we spoke with were professional, curious, and knowledgeable. All the standards reviewed were rated acceptable.

HEADQUARTERS EXECUTIVE REVIEW

Review Authority

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

HQDRO EXECUTIVE REVIEW: (Please Print Name) [Redacted] <i>fa</i>	Signature <i>[Signature]</i> [Redacted] b6, b7c
Title Chief	Date <i>9/22/06</i>

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

Comments: The Review Authority concurs with the Acceptable rating.

Condition of Confinement Review Worksheet

(This document must be attached to each G-324a Inspection Form)
This Form to be used for Inspections of all IGSA Facilities Used Under 72 Hours



Field Office Detention Review Worksheet

<input checked="" type="checkbox"/> Local Jail - IGSA	
<input type="checkbox"/> State Facility - IGSA	
Name Pasadena City Jail	Name Pasadena City Jail
Address (Street and Name) 207 N. Garfield Ave.	Address (Street and Name) 207 N. Garfield Ave.
City, State and Zip Code Pasadena, CA 91101	City, State and Zip Code Pasadena, CA 91101
County Los Angeles	County Los Angeles
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) [Redacted] Poilce Administrator	Name and Title of Chief Executive Officer (Warden/OIC/Superintendent) [Redacted] Poilce Administrator
Name and title of Reviewer-In-Charge [Redacted] Deportation Officer	Name and title of Reviewer-In-Charge [Redacted] Deportation Officer
Date[s] of Review May 19, 2006	Date[s] of Review May 19, 2006
Type of Review <input type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other	Type of Review <input type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

ADMISSION AND RELEASE

Policy: All detainees will be admitted and released in a manner that ensures their health, safety, and welfare. The admissions procedure will, among other things include: medical screening; a file-based assessment and classification process; a body search; and a search of personal belongings, which will be inventoried, documented, and safeguarded as necessary.

Components	Yes	No	NA	Remarks
In processing includes orientation information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical screenings are performed by a medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility does not take inmates with medical problems.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The "Contraband" standard governs all personal property searches. IGSA's use or have a similar contraband standard. Staff prepare a complete inventory of each detainee's possessions. The detainee receives a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff completes Form I-387 or similar form for CDFs and IGSA's for every lost or missing property claim. IGSA facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	Remove clothing and return to own clothes.
All releases are coordinated with the ICE office of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Only release to ICE.
ICE Staff enter all information on detainees admitted, released, or transferred into the Deportable Alien Control System (DACS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Name _____

CLASSIFICATION SYSTEM

Policy: All facilities will develop and implement a system according to which ICE detainees are classified. The classification system will ensure that each detainee is placed in the appropriate category, physically separated from detainees in other categories

Components	Yes	No	NA	Remarks
The facility has a system for separating criminal and non-criminal ICE detainees. Violent offenders are separated from non-violent offenders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

DETAINEE HANDBOOK

Reviewer Signature: _____

b6, b7c

Date: 6/2/06

Policy: Every OIC will develop a site-specific detainee handbook to serve as an overview of, and guide to, the detention policies, rules, and procedures in effect at the facility. The handbook will also describe the services, programs, and opportunities available through various sources, including the facility, ICE, private organizations, etc. Every detainee will receive a copy of this handbook upon admission to the facility.

Components	Yes	No	NA	Remarks
The detainee handbook is written in English and translated into Spanish or into the next most-prevalent Language(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video is presented in English and Spanish.
The detainee handbook states in clear language basic detainee responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All the information is on a video that runs in English and Spanish.
The handbook identifies: <ul style="list-style-type: none"> Initial issue of clothing and bedding and personal hygiene items. when a medical examination will be conducted. 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. facility search procedures and contraband policy. facility visiting hours and schedule and visiting rules and regulations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The handbook describes the detainee disciplinary policy and procedures: Including: <ul style="list-style-type: none"> Prohibited acts and severity scale sanctions. Time limits in the Disciplinary Process. Summary of Disciplinary Process. The detainee handbook describes the sick call procedures for general population and segregation. The handbook specifies the rights and responsibilities of all detainees. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable

Deficient

At-Risk

Repeat Finding

FOOD SERVICE

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

Components	Yes	No	NA	Remarks
Trained staff supervises the food service program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No food prep done at facility. Only heat frozen meals.
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Knives in this facility.

Reviewer Signature: _____

b6, b7c

Date: _____

6/2/06

FOOD SERVICE

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

Components	Yes	No	NA	Remarks
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitor the condition of knives and dining utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees are served at least three meals daily. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0600, 1200, 1800
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Los Angeles County Health Department dietitian reviews the meals.
The food service program addresses medical diets.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does not house medical detainees.
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours. (140 degrees for hot - 40 degrees for cold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All meals provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Los Angeles County Health does reviews.
Equipment is inspected daily.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only heat frozen meals.
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage areas are locked.

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

FUNDS AND PERSONAL PROPERTY

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

Standard NA: Check this box if all ICE detainee Funds, Valuables and Property are handled only by the ICE Field Office or Sub-Office in control of the detainee case.

Components	Yes	No	NA	Remarks
Detainee funds and valuables are properly separated and stored away. Detainee funds and valuables are accessible to designated supervisor(s) only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____ Date: 6/2/06

FUNDS AND PERSONAL PROPERTY

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

Standard NA: Check this box if all ICE detainee Funds, Valuables and Property are handled only by the ICE Field Office or Sub-Office in control of the detainee case.

Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All large valuables are secured with ICE.
Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No medical detainees accepted.
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a written policy for returning forgotten property to detainees and staff follows procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

Policy: ICE requires that all facilities housing ICE detainees provide clean clothing, bedding, linens and towels to every ICE detainee upon arrival. Further, facilities shall provide ICE detainees with regular exchanges of clothing, linens, and towels for as long as they remain in detention.

Components	Yes	No	NA	Remarks
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees remain in their clean, temperature-appropriate, presentable clothing during in-processing.
New detainees are issued clean bedding, linens and towel. Repeat Deficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New detainees are issued clean bedding, linens and towel. Repeat Deficiency

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

RELIGIOUS PRACTICES

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

Components	Yes	No	NA	Remarks
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sunday morning services.
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: 6/2/06

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.

Each detainee is allowed religious items in his/her immediate possession.

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

DETAINEE TELEPHONE ACCESS

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

Components	Yes	No	NA	Remarks
Detainees allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On video in English and Spanish.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in disciplinary segregation allowed phone calls for family emergencies. Detainees in administrative segregation and protective custody afforded the same telephoning privileges as those in general population.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility does not take disciplinary cases.
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording states calls could be monitored in English and Spanish be not monitored.

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

VISITATION

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

Components	Yes	No	NA	Remarks
There is a written visitation schedule and hours for general visitation. Hours for both General and Legal Visitation are noted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300-1500 daily

Reviewer Signature: _____

b6, b7c

Date: _____

6/2/06

VISITATION

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

The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted at visitation area.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log maintained and identification required.
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Also run for warrants.

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

ACCESS TO MEDICAL CARE

Policy: Every facility will establish and maintain an accredited/accreditation-worthy health program for the general well being of ICE detainees.

Components	Yes	No	NA	Remarks
The Facility operates a health care facility in compliance with State and Local laws and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility does not accept detainees with medical problems.
The facility's in-processing procedures of arriving detainees include medical and mental health screening.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All detainees have access to and receive medical care.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pharmaceuticals are stored in a secure area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Medical screening includes a Tuberculosis (TB) test.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees in the Special Management Unit have access to health care services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	on duty at the facility. medical attention is requ.
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detention staff is trained to respond to emergencies within a 4-min
If staff is used to distribute medication, a health care provider properly trains these officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	staff is used to distrib properly train
The medical unit keeps written records of medication that is distributed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees are required to sign a refusal to consent form when medical treatment is refused.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

SUICIDE PREVENTION AND INTERVENTION

Policy: All detention staff working with ICE detainees will be trained to recognize suicide-risk indicators. Staff will handle potentially suicidal individuals with sensitivity, supervision, and referrals. A clinically suicidal detainee will receive preventive supervision and treatment.

Reviewer Signature: _____

b6, b7c

Date: _____

6/2/06

Components	Yes	No	NA	Remarks
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Take 24 hour course yearly.
Training prepares staff to: <ul style="list-style-type: none"> Recognize potentially suicidal behavior; Refer potentially suicidal detainees, following facility procedures; Understand and apply suicide-prevention techniques. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

CONTRABAND				
Policy: All detention facilities will ensure the proper handling and disposal of all contraband. Documentation of contraband destruction is required.				
Components	Yes	No	NA	Remarks
The facility follows a written procedure for handling illegal contraband. Staff inventories, holds, and reports it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video states what can and can not possess.

Acceptable
 Deficient
 At-Risk
 Repeat Finding

DISCIPLINARY POLICY				
Policy: All facilities housing ICE detainees are authorized to impose discipline on detainees whose behavior is not in compliance with facility rules and regulations.				
Components	Yes	No	NA	Remarks
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No disciplinary detainees accepted. Anyone causes problems is moved out to another facility.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> corporal punishment deviations from normal food service clothing deprivation bedding deprivation denial of personal hygiene items loss of correspondence privileges deprivation of physical exercise 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any detainee that appears to be or is a problem is not accepted or returned to ICE.
The rules of conduct, sanctions, and procedures for	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: 6/2/06

DISCIPLINARY POLICY

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

Components	Yes	No	NA	Remarks
violations are defined in writing and communicated to all detainees verbally and in writing.				
The following conspicuously posted in Spanish and English or other dominate languages used in the facility: <ul style="list-style-type: none"> • Rights and Responsibilities • Prohibited Acts • Disciplinary Severity Scale • Sanctions • If so, where posted 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

EMERGENCY (CONTINGENCY) PLANS

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

Components	Yes	No	NA	Remarks
No Detainee or detainee groups exercise control or authority over other detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are protected from: <ul style="list-style-type: none"> • Personal abuse / Corporal punishment • Personal injury • Disease • Property damage • Harassment from other detainees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility has written emergency plans that cover: <ul style="list-style-type: none"> • Work/Food Strike • Disturbances • Escapes • Bomb Threats • Adverse Weather • Facility Evacuation • Internal Hostages 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The emergency plans are on a touch screen computer.

Acceptable
 Deficient
 At-Risk
 Repeat Finding

ENVIRONMENTAL HEALTH AND SAFETY

Reviewer Signature: _____

b6, b7c

Date: _____

6/2/06

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"/>	Maintenance has key for products. Supervisor maintains amounts and does the ordering.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated MSDS sheets.
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> Wear personal protective Equipment. Report hazards and spills to the designated official. 	<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"> quantities are limited. Staff always supervises detainees using these substances. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees do not use these materials.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The facility conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is conducted by the fire and safety in Fire department once a year.
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has an approved fire prevention
The plan requires: <ul style="list-style-type: none"> Monthly fire inspections. Fire protection equipment strategically located throughout the facility. Public posting of emergency plan with accessible building/room floor plans. Exit signs and directional arrows. An area-specific exit diagram conspicuously posted in the diagrammed area. 	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no Sharp containers in the facility.
Standard cleaning practices include: <ul style="list-style-type: none"> Using specified equipment; cleansers; disinfectants and detergents. An established schedule of cleaning and follow- 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____

b6, b7c

Date: 6/2/06

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
up inspections.				
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> At least monthly. The pest-control program includes preventive spraying for indigenous insects. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Have pest control but not done monthly.

Acceptable

 Deficient

 At-Risk

 Repeat Finding

HOLD ROOMS IN DETENTION FACILITIES

Policy: Hold rooms will be used only for temporary detention for detainees awaiting removal, transfer, EOIR hearings, medical treatment, intra-facility movement, or other processing into or out of the facility

Components	Yes	No	NA	Remarks
The hold room is situated in a location within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms well-ventilated, well lighted and all activating switches located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The walls of the hold rooms escape proof. <ul style="list-style-type: none"> The hold room ceilings are escape and tamper resistant. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Male and females are segregated from each other at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male and females are segregated from all times.
Detainees under the age of 18 are not held with adult detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No juveniles in this age of facility.
In older facilities officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All detainees are given a patdown search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable

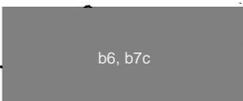
 Deficient

 At-Risk

 Repeat Finding

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

Reviewer Signature: _____



b6, b7c

Date: 6/2/06

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

Components	Yes	No	NA	Remarks
Facility policies and procedures address the issue of compromised keys and locks.	<input 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"/>	All cell doors are electric/computerized.
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"> Occupational Safety and Environmental Health Manual, Chapter 3 National Fire Protection Association Life Safety Code 101. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They are kept in the supervisors office.
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computerized entry system.
Individual gun lockers are provided. <ul style="list-style-type: none"> They are located in an area that permits constant officer observation. In an area that does not allow detainee or public access. 	<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"> Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. Detainees are not permitted to handle keys assigned to staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptable Deficient At-Risk Repeat Finding

POPULATION COUNTS - Rating

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

Components	Yes	No	NA	Remarks
Staff conducts a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Population counts done once each hour.
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Officers do not allow detainee participation in the count.	<input 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.	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Signature: _____ Date: 6/2/06

POPULATION COUNTS – Rating				
Policy: All detention facilities shall ensure around-the-clock accountability for all detainees. This requires that they conduct at least one formal count of the detainee population per shift, with additional formal and informal counts conducted as necessary.				
temporarily leaving the facility.				
<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Finding				

SECURITY INSPECTIONS				
Policy: Post assignments in the facility's high-risk areas, where special security procedures must be followed, will be restricted to experienced personnel with a thorough grounding in facility operations.				
Components	Yes	No	NA	Remarks
The facility has a comprehensive security inspection procedures / program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every officer is required to conduct a security check of his/her assigned area. Results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Control Center is staffed around the clock. Every Control Center officer receives training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policy restricts staff access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees do not have access to the Control Center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Officers thoroughly search each vehicle entering and leaving the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Every search of the SMU and other housing units documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Deficient <input type="checkbox"/> At-Risk <input type="checkbox"/> Repeat Finding <input type="checkbox"/> Deficient				

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"> Detainees are placed in the SMU (administrative) in accordance with written criteria. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Reviewer Signature: _____ Date: 6/2/06

**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
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. • A copy of the order given to the detainee within 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The SMU is well ventilated. • Adequately lighted. • Appropriately heated. • Maintained in a sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All cells are equipped with beds.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees receive three nutritious meals per day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Each detainee maintains a normal level of personal hygiene in the SMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A health care professional visits every detainee at least three times a week.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The SMU maintains a permanent log. • Detainee-related activity, e.g., meals served, recreation, visitors etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
At a minimum staff record whether the detainee ate, showered, exercised and took any medication during every shift and records all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	... suit and records medical condition, suicidal

Report Findings: Acceptable Deficient At-Risk Repeat Findings

**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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Reviewer Signature: _____ Date: 6/2/06

**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
set intervals.				
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All cells are equipped with beds.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
When a detainee is segregated without clothing, mattress, blanket, or pillow, a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees in the SMU receive three nutritious meals/days.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every day, M - F.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All detainee-related activities are documented, e.g., meals served, recreation activities, visitors, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
At a minimum staff record whether the detainee ate, showered, exercised and took any medication during every shift and records all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

TOOL CONTROL

Policy: It is the policy of all facilities that all employees shall be responsible for complying with the tool control policy. The Maintenance Supervisor shall maintain a computer generated or typewritten Master Inventory list of tools and equipment and the location in which tools are stored. These inventories shall be current, filed and readily available for tool inventory and accountability during an audit.

Components	Yes	No	NA	Remarks
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> • Restricted (dangerous/hazardous) • Non Restricted (non-hazardous). 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance is done by the City of Pasadena. All workers that enter are under the supervision of an officer.
Each facility has procedures for the issuance of tools to staff and detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Acceptable
 Deficient
 At-Risk
 Repeat Finding

Reviewer Signature: _____

b6, b7c

Date: 6/2/06

USE OF FORCE

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

Components	Yes	No	NA	Remarks
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff: <ul style="list-style-type: none"> • Does not use force as punishment. • Attempts to gain the detainee's voluntary cooperation before resorting to force • Uses only as much force as necessary to control the detainee. 	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special precautions are taken when restraining pregnant detainees and medical personnel are consulted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The officers are thoroughly trained in the use of soft and hard restraints.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For incidents involving calculated use of force, a videotape is made and retained for review.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Acceptable
 Deficient
 Repeat Deficiency
 At-Risk

CONTROL
 Employees shall be responsible for complying with
 a computer generated or typed document.
 These inventories are:

TOOL CONTROL
 Employees shall be responsible for complying with
 a computer generated or typed document.
 These inventories are:

Reviewer Signature: _____ b6, b7c _____ Date: 6/2/06