Using the attached UCAP, please record all corrective actions taken, to include projected completion dates. Note: each corrective action must be accompanied by validating documentation. Please clearly label all documentation as to the cited deficiency it is intended to address. For deficiencies for which no validating documentation exists (i.e. training rosters, order forms, work orders, photos), please submit a signed verification letter or memorandum indicating that this deficiency has been corrected. Failure to provide this information will result in the rejection of your UCAP.

Upon completion, please have an Assistant Field Office Director or higher sign and certify the UCAP is complete and accurate. The completed **WORD** version of the UCAP returned to us for review must be on the attached UCAP only. The last page of the UCAP with a physical signature may be sent as a PDF, however a digital signature is also acceptable.

**Due date:** July 7, 2022

Please do not hesitate contacting us at any time should you have any questions.

Respectfully,

[Redacted]

Acting Section Chief
Oversight, Compliance, and Acquisition Division
Detention Oversight Unit – Central
U.S. Immigration and Customs Enforcement
Enforcement and Removal Operations
500 12th St., SW
Washington, DC 20536
Desk: 202-732-6071 Cell: 410-952-6071

2022-ICLI-00045 11540
MEMORANDUM FOR: Acting Field Office Director
El Paso Field Office

FROM: Acting Assistant Director
Custody Management

SUBJECT: TORRANCE COUNTY DETENTION FACILITY Annual Review 2022

The Annual Review of the TORRANCE COUNTY DETENTION FACILITY completed on March 31, 2022 in Estancia, NM, has been received. A final rating of **Meets Standard** is assigned.

The Field Office Director must complete the following actions in accordance with the Detention Management Control Program (DMCP):

1) Notify the facility of the final rating **within** five (5) business days of receipt of this memorandum. Notification shall include copies of the Form G-324A Detention Facility Review Form, the G-324A Worksheet, LCI Summary Memorandum, and a copy of this memorandum.

2) Return the attached Uniform Corrective Action Plan (UCAP) within fifty-five (55) business days to the Headquarters Detention Oversight Unit.

Should you or your staff have any questions regarding this matter, please contact Deputy Assistant Director, Oversight Compliance and Acquisition Division at (202) 732__

cc: Official File
ICE Performance-Based National Detention Standards 2011 (2016 Revisions)
Inspection Worksheet for Over 72 Hour Facilities

Inspection Team Use: *(Edits Permitted, ALL FIELDS REQUIRED)*

<table>
<thead>
<tr>
<th>Facility Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name: Torrance County Detention Facility</td>
<td>Inspection Purpose: Follow-up</td>
</tr>
<tr>
<td>Facility Type: IGSA</td>
<td></td>
</tr>
<tr>
<td>Intergovernmental Service Agreement (IGSA), ICE Service Processing Center (SPC), ICE Contract Detention Facility (CDF)</td>
<td></td>
</tr>
<tr>
<td>Address: 209 County Road A049</td>
<td></td>
</tr>
<tr>
<td>City: Estancia</td>
<td>State: NM</td>
</tr>
<tr>
<td>Zip: 87016</td>
<td></td>
</tr>
<tr>
<td>County: Torrance</td>
<td></td>
</tr>
<tr>
<td>CEO Name: George Dedos</td>
<td>CEO Title: Facility Administrator</td>
</tr>
</tbody>
</table>

**Inspection Information** *(Use following format for dates: mm/dd/yyyy)*

- Start Date: 3/29/2022
- End Date: 3/31/2022
- Inspection Type: Special Assessment

**Lead Name:** Inspector  
**Lead Title:** LCI

**Recommended Inspection Rating:** Meets Standard

**Inspection Document Issue Summary** *(See Document Check Section to Review/Update)*

| Error(s) Found: 0 | Items Not Rated: 0 |

**ICE HQ USE ONLY: (DO NOT EDIT)**

- Form Key: (b)(7)
- Revision Date: 8/19/2020
- Notes:  

*if edits are required, to any part of this form, to conduct the inspection being performed, contact ICE HQ.*
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INTRODUCTION TO THE G-324A OVER 72 HOUR FACILITY DETENTION INSPECTION WORKSHEETS

The Performance-Based National Detention Standards (PBNDS 2011) were designed to better address the needs of ICE’s detainee population while maintaining a safe and secure detention environment for staff and detainees. The 2011 standards build on the requirements of PBNDS 2008 to improve medical and mental health services, increase access to legal services and religious opportunities, improve communication with detainees with limited English proficiency, improve the process for reporting and responding to complaints, and increase recreation and visitation.

The PBNDS 2011 follows the overall structure and organization of the PBNDS 2008, but adds one additional standard to Section 4 on Women’s Medical Care (4.4) and applies certain italicized requirements to dedicated inter-governmental service agreement (IGSA) facilities, in addition to service processing centers (SPCs) and contract detention facilities (CDFs).

In 2016, ICE updated a number of the detention standards to ensure consistency with federal legal and regulatory requirements as well as prior ICE policies and policy statements. The PBNDS 2011 (2016 Revisions) adds another standard to Section 4 on Disability Identification, Assessment, and Accommodation (4.8), and strengthens the components of pre-existing standards.

WHAT IS “PERFORMANCE-BASED”?  
Unlike “policy and procedures” that focus solely on what is to be done, performance-based policy starts with a focus on the results or outcomes that the required procedures are expected to accomplish. Each performance-based standard has been revised to produce Expected Outcomes that are clearly stated. Each standard reflects the overall mission and purpose of the agency and contributes to the goal that has been articulated.

Expected Practices found in the PBNDS represent what is to be done to accomplish the Expected Outcomes that will meet the Purpose and Scope of the detention standard.

WORKSHEET OVERVIEW

Detention Inspection Worksheets are used to assess facility compliance with ICE detention standards. This set of worksheets is derived from the policies and procedures set forth in the PBNDS 2011 (2016 Revisions). The G-324A is for use with facilities that house detainees for over 72 hours.

Various line items in the worksheets have been designated as “Priority.” Priority components replace mandatory components in earlier PBNDS 2008 worksheets, and represent those PBNDS requirements that ICE deems of critical importance for ensuring adequate conditions of confinement and the safety and security of detainees and staff at all ICE authorized detention facilities.
WORKSHEET COMPLETION

Reviewers are required to complete each item within each section of the G-324A Detention Inspection Worksheets. Worksheets are in a uniform format with three columns, with PBNDS purpose and scope stated at the top of the worksheet. Column one contains the relevant standard line item. Column two contains a dropdown menu for each row where a rating can be assigned to a given line item. In addition to rating options for “Meets Standard” and “Does Not Meet Standard,” there is an option for the review team to select “N/A.” The “N/A” rating should be used only rarely and where applicable. In addition, the remarks section for each line item should be filled out as much detail as possible. If the review team fails to assign a rating to a given line item, the default rating and thus the assigned rating on the worksheet will show as “Not Rated.”

There is also a summary remarks and rating section at the end of each standard that must be completed by the assigned reviewer. The remarks should be filled out with sufficient detail to assist the Review Authority in accurately assessing overall facility compliance to the PBNDS.

Additionally, inspectors are required to record the names and positions of all interview subjects in their notes and maintain the record for one calendar year.

The following table will also be completed by the Lead Compliance Inspector (LCI).

| Number of Medical Staff Interviewed: | 13 |
| Number of Non-medical Staff Interviewed: | 68 |
| Number of Detainees in General Population Interviewed: | 33 |
| Number of Detainees in SMU Interviewed: | 0 |
| Number of Medical Files Reviewed: | 79 |
| Number of Detention Files Reviewed: | 50 |
Section I: SAFETY

Emergency Plans
Environmental Health and Safety
Transportation (By Land)
# STANDARD 1.1. EMERGENCY PLANS (Key: A)

This detention standard ensures a safe environment for detainees and employees by establishing contingency plans to quickly and effectively respond to emergency situations and to minimize their severity.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff are trained to identify signs of detainee unrest.</td>
<td>Meets Standard</td>
<td>Staff is trained to identify signs of detainee unrest in both pre-service and annual refresher training. Policy, staff interviews and training records confirm this practice. Staff are made aware that early detection of detainee issues is critical in preventing or reducing the severity of detainee unrest.</td>
</tr>
<tr>
<td>2. All staff receive training in emergency preparedness during their initial orientation, and training on the facility’s emergency plans at least annually.</td>
<td>Meets Standard</td>
<td>Training in emergency preparedness is provided to all employees in pre-service and annual refresher training. Review of the training curriculum and interview of training staff indicated emergency plans training is being provided.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY:</strong> The facility shall have in place contingency plans for responding to emergencies, including a locally approved and annually updated evacuation plan.</td>
<td>Meets Standard</td>
<td>Review of policy and documentation verified that contingency emergency plans are in place to respond to a wide array of emergency situations. The locally approved evacuation plan was approved by the OIC on 10/20/2021. The facility fire and safety procedures were reviewed and approved by the New Mexico State Fire Marshall Bruce Dile on 09/16/2021.</td>
</tr>
<tr>
<td>4. Emergency plans include procedures for assisting detainees with special needs, to include LEP, during an emergency or evacuation.</td>
<td>Meets Standard</td>
<td>Policy includes specific procedures for handling special needs detainees during an emergency or evacuation.</td>
</tr>
<tr>
<td>5. The facility administrator shall notify facility staff in a timely manner when changes are made to the emergency plan.</td>
<td>Meets Standard</td>
<td>The administrative captain confirmed that all employees are notified by email and/or roll call briefing in a timely manner when changes are made to the emergency plans.</td>
</tr>
<tr>
<td>6. (SPCs/CDFs) Each SPC and CDF shall develop contingency plans with local, State, and Federal law enforcement agencies and formalize those agreements with Memoranda of Understanding (MOUs). The facility administrator shall review and approve contingency plans at least annually.</td>
<td>Meets Standard</td>
<td>This ICSA facility has contingency plans with local and federal law enforcement agencies and medical facilities that are formalized in memoranda of understanding. These plans were</td>
</tr>
</tbody>
</table>
### STANDARD 1.1. EMERGENCY PLANS  (Key: A)

This detention standard ensures a safe environment for detainees and employees by establishing contingency plans to quickly and effectively respond to emergency situations and to minimize their severity.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Every plan that is being developed or is final must include a statement prohibiting unauthorized disclosure.</td>
<td>Meets Standard</td>
<td>Each emergency plan contains a statement prohibiting unauthorized disclosure.</td>
</tr>
<tr>
<td>8. The facility shall establish written policy and procedures addressing, at a minimum: chain of command, command post/center, staff recall, staff assembly, emergency response components, use of force, video recording, records and logs, utility shutoff, employee conduct and responsibility, public relations, facility security, etc.</td>
<td>Meets Standard</td>
<td>The emergency plans address each of the topics referenced in this component.</td>
</tr>
<tr>
<td>9. <em>(SPCs/CDFs)</em> The facility shall set up a primary command post outside the secure perimeter that is equipped as per the Emergency Plan standard.</td>
<td>Meets Standard</td>
<td>This IGSA facility has a primary location for the command post that is located outside the secure perimeter in the administrative conference room.</td>
</tr>
<tr>
<td>10. At least one video camera shall be maintained in the Control Center for use in emergency situations.</td>
<td>Meets Standard</td>
<td>Video cameras are maintained in the control center and in five emergency response boxes located throughout the facility for use in emergency situations. Cameras were observed during this inspection.</td>
</tr>
<tr>
<td>11. Emergency plans include emergency medical treatment for staff and detainees during and after an incident.</td>
<td>Meets Standard</td>
<td>Emergency plans include the provisions for medical treatment for staff and detainees during and after an incident.</td>
</tr>
<tr>
<td>12. The FSA shall make contingency plans for providing meals to detainees and staff during an emergency, including access to community resources, which the FSA shall negotiate during the planning phase.</td>
<td>Meets Standard</td>
<td>The facility has at least a fourteen-day supply of food on hand for emergencies. The food service manager has negotiated with local community resources for assistance during emergencies.</td>
</tr>
<tr>
<td>13. The plan shall include post-emergency procedures.</td>
<td>Meets Standard</td>
<td>Post-emergency procedures are detailed in the plan.</td>
</tr>
</tbody>
</table>
### STANDARD 1.1. EMERGENCY PLANS
(Key: A)
This detention standard ensures a safe environment for detainees and employees by establishing contingency plans to quickly and effectively respond to emergency situations and to minimize their severity.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Written procedures cover:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Work/Food Strike</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Environmental Hazard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainee Transportation System Emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ICE-wide Lockdown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff Work Stoppage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Disturbances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Escapes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bomb Threats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adverse Weather</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Internal Searches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facility Evacuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainee Transportation System Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hostages (Internal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Civil Disturbances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If needed, other site-specific plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets Standard</td>
<td></td>
<td>Written procedures have been developed for each of the contingencies required by this component.</td>
</tr>
</tbody>
</table>

### STANDARD 1.1. EMERGENCY PLANS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* *(5000 Character Max)*

In order to evaluate this standard, policy and emergency plans were reviewed and Administrative Captain [b] (b)(7)(C), Quality Assurance Manager [b] (b)(7)(C) Food Service Director [b] (b)(7)(C) and former Training Manager [b] (b)(7)(C) (recently promoted to Unit Manager) were interviewed. The emergency plans are comprehensive and set forth procedures to respond to most emergency situations.

Emergency plans are in place as per the requirements of the standard. The chief of security and quality assurance manager are responsible for developing and implementing emergency contingency plans and determining where copies of the various plans are to be stored, and in what quantity. All plans comply with standards for confidentially, accountability, review, and revision. In the development of the plans, input from all department heads is solicited and they are made aware of their responsibility to be ready to exercise that responsibility under the plan. An accurate inventory of equipment identified for use during implementation of the plan is maintained and reviewed at least every six months to ensure its accuracy.

Emergency plans are updated as often as necessary and forwarded to the OIC for approval. Annual reviews of plans are conducted with participation from every department head. Annual reviews and approval of the plan are recorded on the master copy of the Contingency Plan File, even if the review resulted in no changes. A master copy of the plan is maintained outside the secure perimeter, along with an itemized list of plans and where they can be found. There is a checkout system that accounts for all plans at all times, with safeguards against detainee access.

General requirements for emergency plan implementation include policy and procedure for alternative means of reaching the facility for emergency staff if the main approach becomes dangerous or inaccessible; how and when staff notify nearby residents of the situation including type of emergency, actions being taken, evacuation routes if applicable, and special
| **STANDARD 1.1. EMERGENCY PLANS – Reviewer Summary** |
| (Use following format for dates: mm/dd/yyyy) |
| precautions; and types of radio equipment to be utilized during the emergency and where battery charging stations are to be located. |
| This facility has emergency plans in place to quickly and effectively respond to emergency situations and to minimize their severity and provide a safe environment for detainees, visitors and staff. |
| **Overall Rating:** Meets Standard |
| **Reviewer Name (Printed):** Inspector | Completion Date: 3/31/2022 |
| **Reviewer Signature (for printed form submission):** |
## STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY

(Key: B)

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
</table>
| 1. Environmental health and safety conditions shall be maintained at a level that meets recognized standards of safety and hygiene, including those from the:  
  - American Correctional Association,  
  - Occupational Safety and Health Administration,  
  - Environmental Protection Agency,  
  - Food and Drug Administration,  
  - National Fire Protection Association’s Life Safety Code, and  
  - National Center for Disease Control and Prevention. | Does Not Meet Standard | During the previous inspection this component was rated Does Not Meet Standard because environmental health and safety conditions were maintained at a level below the recognized safety and hygiene of the organizations listed in this component. During this inspection facility sanitation in the medical satellite and sanitation offices did not meet minimal sanitation requirements. This is a repeat finding. It should be noted that all of the areas found in need of improvement have been cleaned and now meet requirements of this component. |
<p>| 2. A housekeeping plan will be developed for detainee living areas noted in the standards. The facility appears clean and well maintained. | Meets Standard | During the previous inspection this component was rated Does Not Meet Standard because housing unit sanitation levels were not maintained at a satisfactory level. During this inspection the facility housing units were observed to be clean and well maintained. A housekeeping plan has been developed for all detainee living units. |
| 3. The facility has a system for storing, issuing, and maintaining inventories of hazardous materials. | Meets Standard | Policy and interview with the safety manager (SM) confirmed that a system is in place for storing, issuing, and maintaining inventories of hazardous materials. An observation of all storage areas confirmed that the facility practice is in place and includes a perpetual inventory system. |</p>
<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. The Maintenance Supervisor or facility administrator designee shall compile:</td>
<td></td>
<td>A review of the master index regarding hazardous substances, master file of MSDS, and emergency phone numbers confirmed the requirements of this component.</td>
</tr>
<tr>
<td>• An up to date master index of all hazardous substances in the facility and their locations;</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>• A master file of MSDSs; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A comprehensive, up-to-date list of emergency phone numbers (fire department, poison control center, etc.).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. All personnel using flammable, toxic, and/or caustic substances follow prescribed safety procedures.</td>
<td>Meets Standard</td>
<td>The learning and development manager and SM confirmed that all staff are trained in the use of flammable, toxic, and caustic substances. A review of training files also confirmed the requirements of this component.</td>
</tr>
<tr>
<td>6. The MSDS are readily accessible to staff and detainees in the work areas.</td>
<td>Meets Standard</td>
<td>An observation of work areas and interviews with staff confirmed that MSDS sheets are maintained and readily accessible.</td>
</tr>
<tr>
<td>7. Hazardous materials are always issued under proper supervision.</td>
<td>Meets Standard</td>
<td>The SM stated that all hazardous materials are issued under proper supervision. The SM confirmed that only diluted, non-hazardous materials are used in the housing units for cleaning. Observation of housing units confirmed this component.</td>
</tr>
<tr>
<td>8. All toxic and caustic materials stored in their original containers in a secure area.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because water was observed stored in chemical containers in the barbershop and food service. During this inspection a review of all storage areas confirmed that toxic and caustic materials are being stored in their original containers in secure areas of the facility.</td>
</tr>
<tr>
<td>9. Excess flammables, combustibles, and toxic liquids are disposed of properly in accordance with MSDS.</td>
<td>Meets Standard</td>
<td>Policy and interview with the SM confirmed that flammables, combustibles, and toxic liquids will be disposed of in accordance with the respective MSDS sheets.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>10. The facility program will be supervised by a person who has been trained in accordance with OSHA standards.</td>
<td>Meets Standard</td>
<td>The SM has completed a thirty-and ten-hour OSHA training for general industry, as confirmed by completion certificates.</td>
</tr>
<tr>
<td>11. <strong>PRIORITY</strong>: A qualified departmental staff member shall conduct weekly fire and safety inspections.</td>
<td>Meets Standard</td>
<td>Interview with the SM and review of documentation confirmed that weekly fire and safety inspections are being completed in accordance with this component.</td>
</tr>
<tr>
<td>12. Facility maintenance (safety) staff shall conduct monthly inspections.</td>
<td>Meets Standard</td>
<td>Interview with the SM and review of documentation confirmed monthly fire, safety, and maintenance inspections are being completed as required by this component.</td>
</tr>
<tr>
<td>13. The facility maintains files of inspection reports, including corrective actions taken.</td>
<td>Meets Standard</td>
<td>Interview with the SM and review of inspection reports with corrective action confirms the requirement of this component.</td>
</tr>
<tr>
<td>14. <strong>PRIORITY</strong>: The facility has an approved fire prevention, control, and evacuation plan.</td>
<td>Meets Standard</td>
<td>The facility's fire prevention, control and evacuation plan was approved by the Estancia Fire Chief on 07/07/2021.</td>
</tr>
</tbody>
</table>
| 15. The plan requires:  
  - 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. | Meets Standard | The facility fire prevention, control, and evacuation plan meet all the bulleted items in this component. |
| 16. Fire drills are conducted and documented quarterly in all facility locations including the administrative area. | Meets Standard | Interview with the SM and review of documentation confirmed that, at a minimum, quarterly fire drills are being conducted on each shift within the facility. The SM maintains a log of all assigned drills ensuring all facility locations are completed. |
### STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY (Key: B)

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>17. PRIORITY:</strong> The facility administrator shall ensure licensed pest-control professionals perform monthly inspections to identify and eradicate rodents, insects and vermin, including a preventative spraying program for indigenous insects.</td>
<td>Meets Standard</td>
<td>Review of documentation confirm that monthly pest control services are provided by Ecolab, a licensed pest control professional. The services include the identification and eradication of rodents, insects, and vermin, as well as a preventative spraying program for indigenous insects.</td>
</tr>
<tr>
<td><strong>18. At least annually, a state laboratory shall test samples of drinking and wastewater to ensure compliance with applicable Standards.</strong></td>
<td>Meets Standard</td>
<td>The City of Estancia conducts monthly drinking water inspections. The City of Estancia also conducted an annual drinking water and wastewater inspection on 07/21/2021, which was then tested by the State of New Mexico.</td>
</tr>
<tr>
<td><strong>19. Emergency power generators are tested as required by emergency plans and manufacturer’s recommendations.</strong></td>
<td>Meets Standard</td>
<td>Review of documentation and interview with the SM confirmed that emergency generators are run and load tested for one hour each week. The SM stated that an outside generator service company, Wagner Cat, services the generators on a manufacturer’s suggested interval, which was supported by invoice review. The processes follow emergency procedures and manufacturers recommendations.</td>
</tr>
<tr>
<td><strong>20. (Medical Operations) Written procedures, to include an exposure-control plan in the event of a needle stick, regulate the handling and disposal of used needles and other sharp objects.</strong></td>
<td>Meets Standard</td>
<td>Interview with the health services administrator (HSA) confirms that the medical department has developed and implemented an exposure control plan regarding the management of all sharp objects. The facility has a policy and procedure for the handling of used needles and other sharp objects. A review of the facility policy on needle sticks also confirm a process of prevention and treatment.</td>
</tr>
</tbody>
</table>
### STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

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<tbody>
<tr>
<td>21. (Medical Operations) Standard cleaning practices include:</td>
<td>Meets Standard</td>
<td>The facility has established standard cleaning practices to include all the requirements of this component.</td>
</tr>
<tr>
<td>- Using specified equipment; cleansers; disinfectants and detergents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- An established schedule of cleaning and follow-up inspections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. (Medical Operations) Spill kits are readily available.</td>
<td>Meets Standard</td>
<td>Medical staff have established twenty spill kits located in different areas of the facility. Observation of spill kits throughout the facility confirmed the requirements of this component.</td>
</tr>
<tr>
<td>23. (Medical Operations) A licensed medical waste contractor disposes of infectious/bio-hazardous waste.</td>
<td>Meets Standard</td>
<td>The HSA and SM confirmed that Stericycle has been contracted for disposal of infectious/bio-hazardous waste.</td>
</tr>
<tr>
<td>24. (Medical Operations) Staff are trained to prevent contact with blood and other body fluids and written procedures are followed.</td>
<td>Meets Standard</td>
<td>Interview with the facility training manager, as well as policy, confirms that staff are trained to prevent contact with blood and other body fluids. Review of training records confirmed the requirement of this component.</td>
</tr>
<tr>
<td>25. (Medical Operations) The Health Services Administrator conducts medical-facility inspections daily.</td>
<td>Does Not Meet Standard</td>
<td>During this inspection the HSA stated that she is not currently conducting medical-facility inspections daily.</td>
</tr>
<tr>
<td>26. The facility administrator designee shall: conduct special investigations and comprehensive surveys of environmental health conditions, and provide advisory, consultative, inspection, and training services regarding environmental health conditions.</td>
<td>Meets Standard</td>
<td>The SM provides the services as required by this component.</td>
</tr>
<tr>
<td>27. The facility administrator designee for environmental health is responsible for developing and implementing policies, procedures, and guidelines for the environmental health program.</td>
<td>Meets Standard</td>
<td>The HSA, along with the SM, are responsible and have developed policies, procedures, and guidelines for the environmental health program.</td>
</tr>
</tbody>
</table>
## STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY – Reviewer Summary

### Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The facility policies, procedures and practices protect all detainees, staff, volunteers, and contractors from injury and illness by maintaining high standards of safety, sanitation, control hazardous substances, and safe work practices. An observation of detainee housing units confirmed that they were maintained in good condition regarding general cleanliness.

During the inspection, two areas of the facility were found to be unacceptable regarding sanitation. The two areas were immediately addressed and cleaned to acceptable levels. All other areas of the facility maintained high levels of cleanliness and sanitation.

All chemical storage areas within the facility were observed and maintain accurate inventories.

Documentation provided and interviews with detainees indicates that staff and detainees have continuous access to the Safety Data Sheets (SDS) for substances with which they are working.

The facility maintains a pest control contract with Ecolab to ensure monthly or additional requested visits are in accordance with the contractual obligation.

A review of training files and interviews with the learning and development manager confirms that staff are trained and knowledgeable of all prescribed precautions. Eye wash stations and personal protective equipment were noted to be located throughout the facility. Policy requires staff to report any hazards or spills immediately to a supervisor. Interviews with staff confirm this practice.

The facility has a fire alarm and detection system that includes an automatic sprinkler system for fire suppression in all areas of the facility. The fire prevention, control and evacuation plan, approved by the local fire chief, includes control of ignition sources; control of combustible and flammable fuel load sources; provision for occupant protection from fire and smoke; and the inspection, testing and maintenance of fire protection equipment in accordance with required codes.

Observation of the barbershop indicates it is a separate room not used for any other purpose. The floors are smooth, nonabsorbent, and easily cleaned. The walls and ceilings were in good repair and the sink had both hot and cold running water. Sanitation regulations were posted on the walls. During this inspection the sanitation within the barbershop was acceptable.

Noise, light, and air testing are conducted routinely by the safety manager with no exceptions noted.

The evaluation of this standard was based on a review of policies, procedures, observation, documentation, and staff interviews. During evaluation of this standard Safety Manager [D][G], [D][P],[C] and Learning and Development Manager [D][G], [D][G] were interviewed.

### Overall Rating: Meets Standard

**Reviewer Name (Printed):** Inspector [H]  
**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
### STANDARD 1.3. TRANSPORTATION (BY LAND) (Key: C)
This detention standard prevents harm to the general public, detainees, and staff by ensuring that vehicles used for transporting detainees are properly equipped, maintained, and operated and that detainees are transported in a secure, safe and humane manner, under the supervision of trained and experienced staff.

**Standard N/A**

**Click the above button if all ICE Transportation is handled only by the ICE Field Office or Sub-Office in control of the detainee case. (All Line Items and standard will be rated “N/A”)**

<table>
<thead>
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<tbody>
<tr>
<td>1. The Facility Administrator shall develop and implement written policy, procedures and guidelines for the transportation of detainees.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2. Documentation indicating annual inspection of vehicles and annual inspection in accordance with state statutes is available for review.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3. To be assigned to a bus transporting detainees, an officer must have successfully completed the ICE/ERO bus-driver-training program or a comparable approved training program and all local state requirements for a Commercial Driver’s License (CDL).</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4. Supervisors maintain records for each vehicle operator. This includes certificate of completion from bus training program, most current physical exam used to obtain the CDL, and a copy of the CDL.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>5. Maximum driving time (time on the road), for CDL operators, is governed by USDOT.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>6. The transporting officer inspects the vehicle before the start of each detail.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>7. Positive identification of all detainees being transported is confirmed.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>8. The facility ensures that the number of detainees transported does not exceed the vehicle manufacturer’s occupancy level.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>9. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10. Vehicles used for transporting detainees include equipment appropriate and necessary for transporting detainees with disabilities and special needs, to include LEP detainees.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>11. Meals are provided during long distance transfers. The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>12. The facility administrator shall establish the procedures and schedule for sanitizing facility vehicles.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
STANDARD 1.3. TRANSPORTATION (BY LAND) (Key: C)

This detention standard prevents harm to the general public, detainees, and staff by ensuring that vehicles used for transporting detainees are properly equipped, maintained, and operated and that detainees are transported in a secure, safe and humane manner, under the supervision of trained and experienced staff.

Standard N/A

Click the above button if all ICE Transportation is handled only by the ICE Field Office or Sub-Office in control of the detainee case. (All Line Items and standard will be rated “N/A”)

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</table>
| 13. Personal property of a detainee transferring to another facility:  
  - Is inventoried.  
  - Is inspected.  
  - Accompanies the detainee. | N/A | |
| 14. Except in emergency situations, a single transportation staff member may not transport a single detainee of the opposite gender. Minors shall be separated from unrelated adults at all times during transport and seated in an area of the vehicle near officers and under their close supervision. | N/A | |

STANDARD 1.3. TRANSPORTATION (BY LAND) – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The facility does not transport ICE detainees.

Overall Rating: N/A

Reviewer Name (Printed): Inspector  
Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
Section II: SECURITY

Admission and Release
Custody Classification System
Contraband
Facility Security and Control
Funds and Personal Property
Hold Rooms in Detention Facilities
Key and Lock Control
Population Counts
Post Orders
Searches of Detainees
Sexual Abuse and Assault Prevention and Intervention
Special Management Units
Staff-Detainee Communication
Tool Control
Use of Force and Restraints
## STANDARD 2.1. ADMISSION AND RELEASE

(Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

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<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. The facility has implemented written policies and procedures for the intake and reception of newly arrived detainees and provided them with information about facility policies, rules and procedures.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses the admission process for all newly admitted detainees. The policy describes the admission process which includes an orientation program and distribution of the National Detainee Handbook and local handbook. The local handbook includes policies, procedures, rules, activities, and programs that will impact their stay while at the facility.</td>
</tr>
<tr>
<td>2. At intake, detainees are searched, and their personal property and valuables checked for contraband, inventoried, receipted, and stored.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses the admission process for all newly admitted detainees. Upon arrival, all detainees are pat searched and screened using the BOSS chair and/or metal detector. Their clothing and personal property is checked for contraband, then inventoried and stored. Funds are deposited in the detainee's account and receipts for the funds, clothing, and personal property are provided to the detainee and a copy is placed in the detention file. There were no admissions during the inspection.</td>
</tr>
<tr>
<td>3. Each detainee’s identification documents are secured in the detainee’s A-file.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses the admission process for all newly admitted detainees. Detainee identification documents discovered during intake are confiscated and securely stored in the ICE lockbox to be placed in the detainee’s A-file. There were no admissions during the inspection.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4. A medical screening will be conducted to protect the health of the detainee and others in the facility, and the detainee shall be given an opportunity to shower and be issued clean clothing, bedding, towels, and personal hygiene items.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses the admission process for all newly admitted detainees. A medical screening is conducted on every detainee. All detainees are offered a shower, and issued clean clothing, towels, bedding, and personal hygiene items. There were no admissions during the inspection.</td>
</tr>
<tr>
<td>5. The facility shall comply with applicable federal laws to provide reasonable accommodations for detainees with disabilities, LEP and special needs.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>6. Staff shall not routinely require a detainee to remove clothing or require a detainee to expose private parts of his or her body to search for contraband.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses component requirements. Detainees are pat searched fully clothed during the admissions process. Officers do not routinely require a detainee to remove clothing or require a detainee to expose private parts to search for contraband. There were no strip searches on detainees at the facility during this inspection period. There were no admissions during the inspection.</td>
</tr>
<tr>
<td>7. Staff shall issue those clothing and bedding items that are appropriate for the facility environment and local weather conditions.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses component requirements. Detainees were observed in general population wearing clothing appropriate for the weather conditions. Bedding items were observed to be appropriate for the facility environment.</td>
</tr>
</tbody>
</table>
## STANDARD 2.1. ADMISSION AND RELEASE  (Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

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<tbody>
<tr>
<td>8. Staff shall use the documentation accompanying each new arrival for identification and classification purposes. If the classification staff is not ICE/ERO employees ICE/ERO shall provide the information needed for classification. Under no circumstances may non-ICE/ERO personnel have access to the detainees A-File.</td>
<td>Meets Standard</td>
<td>Detainees are classified by ICE/ERO staff prior to their arrival. Facility staff is responsible for reviewing the information provided by ICE/ERO on the I-203, I-213, and the ICE classification form. Only ICE/ERO employees have access to the detainees’ A-files.</td>
</tr>
<tr>
<td>9. An Order to Detain or Release the detainee (Form I-203 or I-203a), bearing the appropriate ICE/ERO Authorizing Official signature, must accompany each newly arriving detainee.</td>
<td>Meets Standard</td>
<td>Forms I-203 and/or I-216, with an authorized official signature, accompany every newly arriving detainee.</td>
</tr>
<tr>
<td>10. PRIORITY: Facilities shall have a method to provide ICE/ERO detainees an orientation to the facility as soon as practicable, in a language or manner that detainees can understand. Following the orientation, staff shall conduct a question-and-answer session. The content of any forms related to admission or release provided to and signed by the detainee are explained in a language or manner which the detainee can understand.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses component requirements. Orientation materials are provided during the admission process in a language or manner the detainee can understand. A language line is also available. According to intake officers, questions are answered throughout the intake process to ensure each detainee has a full understanding of what is expected and available to them during their stay. In addition, each detainee participates in a &quot;town hall meeting” question and answer session. Documentation confirmed practice.</td>
</tr>
<tr>
<td>11. The facility shall issue to each newly admitted detainee a copy of the ICE National Detainee Handbook and local supplement that fully describes all policies, procedures, and rules in effect at the facility. The handbook and supplement shall be in English and Spanish.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses component requirements. Documentation confirmed practice.</td>
</tr>
<tr>
<td>12. All releases are coordinated with ICE.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses component requirements. Documentation confirmed practice. Form I-203 is used for all detainee releases.</td>
</tr>
</tbody>
</table>
### STANDARD 2.1. ADMISSION AND RELEASE

(Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

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<tr>
<td>14. The facility returns each detainee’s property upon release, and each detainee receives a receipt for personal property secured by the facility.</td>
<td>Meets Standard</td>
<td>The Admission/Orientation Procedures policy addresses component requirements. The detainee’s property is returned to the detainee upon release. Each detainee signs and receives a receipt for their stored personal property. Observation of three releases confirmed practice.</td>
</tr>
<tr>
<td>15. <strong>PRIORITY</strong>: The facility has a system to maintain accurate records and documentation for admission, orientation, and release.</td>
<td>Meets Standard</td>
<td>Paper and electronic format recordkeeping systems are in place. They are designed to record all admission, orientation, and release documentation generated during a detainee's stay. Paper forms are maintained in the detention file. The Offender Management System (OMS) records information electronically.</td>
</tr>
<tr>
<td>16. <strong>PRIORITY</strong>: The time, point and manner of release from a facility shall be consistent with safety considerations and shall take into account special vulnerabilities. Facilities that are not within a reasonable walking distance of, or that are more than one mile from, public transportation shall transport detainees to local bus/train/subway stations prior to the time the last bus/train leaves such stations for the day. If public transportation is within walking distance of the detention facility, detainees shall be provided with an information sheet that gives directions to and describes the types of transportation services available.</td>
<td>Meets Standard</td>
<td>The Detainee Release/Removal/Transfer Procedures policy includes component requirements. Public transportation is not available. Detainees are provided transportation by Transcor, an ICE contractor. The detainee may be picked up at the facility by their sponsor if pre-arranged and approved by ICE staff prior to release.</td>
</tr>
<tr>
<td>17. Facilities must provide transportation for any detainee who is not reasonably able to walk to public transportation due to age, disability, illness, mental health or other vulnerability, or as a result of weather or other environmental conditions at the time of release that may endanger the health or safety of the detainee.</td>
<td>Meets Standard</td>
<td>The Detainee Release/Removal/Transfer Procedures policy includes component requirements. Public transportation is not available. Detainees are provided transportation by Transcor, an ICE contractor.</td>
</tr>
</tbody>
</table>
## STANDARD 2.1. ADMISSION AND RELEASE

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

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<tbody>
<tr>
<td>18. Prior to release, the detainee shall be notified of the upcoming release and provided an opportunity to make a free phone call to facilitate release arrangements.</td>
<td>Meets Standard</td>
<td>The Detainee Release/Removal/Transfer Procedures policy includes component requirements. Documentation confirmed practice.</td>
</tr>
<tr>
<td>19. Detainees will be provided with a list of legal, medical, and social services that are available in the release community, and a list of shelter services available in the immediate area along with directions to each shelter.</td>
<td>Meets Standard</td>
<td>During release processing, detainees receive a social services information handout providing contact information for legal, medical, and social services that are available in their release community. An ICE liaison officer is also available to provide social services information, if necessary.</td>
</tr>
<tr>
<td>20. Detainees will be released with one set of non-institutionalized, weather-appropriate clothing.</td>
<td>Meets Standard</td>
<td>Observation of three releases confirmed practice. Non-institutionalized weather appropriate clothing was issued.</td>
</tr>
</tbody>
</table>

### STANDARD 2.1. ADMISSION AND RELEASE – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

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

Procedures are in place to ensure that the community, detainees, staff, volunteers, and contractors are protected during the admission and release of ICE detainees. Policy requires that if reasonable suspicion warrants a strip search to detect contraband, prior approval of the warden or designee must be obtained. Per policies and interviewed staff, detainee strip searches are not conducted at this facility.

Staff is provided with adequate training on the intake process. Detainees are provided one free telephone call upon admission. Detainees are permitted to change clothing and shower in a private area. A staff member of the same gender is present immediately outside the change room to maintain security and be responsive, if necessary.

Communication assistance is provided when explaining admission and release policies, rules, and procedures to detainees with disabilities and/or limited English proficiency through the use of bilingual staff, translation services, or other means, or in the form of auxiliary aids for other detainees, including, but not limited to, those aids listed in the standard. All communication to detainees is provided in a manner they can understand. The facility is ADA accessible.

Evaluation of this standard was based on review of the Admission/Orientation Procedures policy, Detainee Release/Removal/Transfer Procedures policy, Facility Inmate/Detainee Trust Funds policy, Searches of Inmates/Detainees and Various Locations policy, Inmate/Detainee Property policy, Acknowledgement of Detainee Orientation records, OMS records, property receipts, detainee handbook, training records and detention files; interviews with SDDO, and observation of booking areas, property rooms and release clothing. The release of three detainees was observed. Standard guidelines were followed. The three LEP detainees volunteered to speak to inspectors via use of a language line telephonic services. The exit interviews took place in a confidential setting. Each detainee was asked about conditions of confinement, food services, medical services, legal access and availability of facility staff and ICE staff. There were no issues or concerns. Average length of stay for the three detainees...
was reported to be twelve days.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector [Signature]

**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
**STANDARD 2.2. CUSTODY CLASSIFICATION SYSTEM**  
(Key: E)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm, and contributes to orderly facility operations, by requiring a formal classification process for managing and separating detainees based on verifiable and documented data.

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</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> Each facility shall develop and implement a system for classifying detainees in accordance with this detention standard. Facilities may rely on the ICE Custody Classification Worksheet, adopt the ICE custody classification recommendation generated by an ICE Field Office when one is provided, or use a similar locally established classification system (subject to ICE/ERO approval), as long as the classification criteria are objective and uniformly applied, and all procedures meet ICE/ERO requirements.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. Facility staff review the Risk Classification Assessment (RCA) information provided by ICE/ERO. The classification criteria are objective and uniformly applied.</td>
</tr>
<tr>
<td>2. Staff shall reference facts and other objective, credible evidence documented in the detainee’s A-file, ICE automated records systems, criminal history checks, work-folders, or other objective sources of information during the classification process. The classification process includes reassessment/reclassification.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. Verified sources and facts are used during the classification process. The classification process includes reassessment, as required by the standard. Documentation confirmed practice.</td>
</tr>
<tr>
<td>3. <strong>(SPCs/CDFs/D/IGSAs)</strong> The custody classification recommendation generated by an ICE Field Office, when one is provided, or the point total from the ICE Custody Classification Worksheet, will determine the classification level of each detainee.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, the score generated on the ICE Custody Classification Worksheet is used to determine classification assignment.</td>
</tr>
</tbody>
</table>
| 4. The facility classification system includes: Classifying detainees upon arrival.  
  - Separating individuals who cannot be classified upon arrival from the general population.  
  - The first-line supervisor or classification supervisor reviews every classification decision. | Meets Standard | The Classification Housing, Work and Program Plan policy includes component requirements. The classification system requires all detainees to be classified during admission. According to the SDDO, a detainee will not be transported to the facility without classification documents. All classification and reclassification scoring are subject to ICE/ERO and facility supervisory reviews. Documentation confirmed practice. |
### STANDARD 2.2. CUSTODY CLASSIFICATION SYSTEM

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm, and contributes to orderly facility operations, by requiring a formal classification process for managing and separating detainees based on verifiable and documented data.

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<tbody>
<tr>
<td>5. The facility uses information about detainees who may be at risk of victimization or assault in making classification and housing decisions. Detainees who may be at risk of victimization or assault include, but are not limited to, persons with disabilities, persons who are transgender, elderly, pregnant, suffering from a serious medical or mental illness, and victims of torture, trafficking, abuse, or other crimes of violence. Detainees with disabilities are housed in the least restrictive and most integrated setting possible consistent with facility safety and security, and provided an equal opportunity to participate in or benefit from the facility’s programs and activities.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements.</td>
</tr>
<tr>
<td>6. At facilities where applicable, detainees are assigned color-coded uniforms, wristbands, or other means of custody identification to reflect classification levels. In IGSAs a similar system is utilized for each level of classification.</td>
<td>Meets Standard</td>
<td>ICE detainees are assigned a color-coded uniform during admission to designate their scored custody classification level.</td>
</tr>
<tr>
<td>7. <strong>PRIORITY:</strong> Housing assignments are based on classification-level. Low custody detainees may not be commingled with high custody.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. Policy restricts low custody level detainees from commingling with high or medium-high custody level detainees in housing assignments.</td>
</tr>
<tr>
<td>8. <strong>PRIORITY:</strong> Low custody detainees may not have convictions that included an act of physical violence, or any history of assaultive behavior, and may not be housed with any medium custody detainee with a history of assaultive or combative behavior.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. A low custody detainee may not have a felony conviction that includes an act of physical violence and may not be housed with any medium custody detainee with a history of assaultive or combative behavior. Documentation confirmed practice.</td>
</tr>
<tr>
<td>9. Detainee work assignments are based upon classification designations.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
## STANDARD 2.2. CUSTODY CLASSIFICATION SYSTEM  
(Key: E)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm, and contributes to orderly facility operations, by requiring a formal classification process for managing and separating detainees based on verifiable and documented data.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. The classification process includes reassessment/reclassification. The first reassessment is to be completed 60 days to 90 days after the initial assessment.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. The classification process includes reassessments and reclassifications. The first reassessment is completed within sixty to ninety days from posted date.</td>
</tr>
<tr>
<td>11. Subsequent classification reassessments are completed at 90 day to 120 day intervals. Special reassessments are completed within 24 hours before a detainee leaves the Special Management Unit, and at any other time when additional, relevant information becomes known.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. Subsequent reassessments to the first reassessment are completed within ninety to 120 days from the posted date.</td>
</tr>
<tr>
<td>12. The facility classification system shall include procedures for detainees to appeal their classification levels. Classification decisions, along with information on the appeal process, should be provided to the detainee in a language or manner understood by the detainee.</td>
<td>Meets Standard</td>
<td>The Classification Housing, Work and Program Plan policy includes component requirements. The classification system includes appeal procedures for detainees to appeal their assigned classification level. The detainee handbook, distributed during the admission process, informs detainees how to appeal their classification score. Classification decisions and the appeal process are provided to detainees in a language and/or manner they understand.</td>
</tr>
<tr>
<td>13. The Detainee Handbook explains the classification levels, with the conditions and restrictions applicable to each, and the procedures by which a detainee may appeal his or her classification.</td>
<td>Meets Standard</td>
<td>The local handbook provides explanations of classification levels, their respective conditions and restrictions, and the classification appeal procedures.</td>
</tr>
</tbody>
</table>
STANDARD 2.2. CLASSIFICATION SYSTEM – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Initial classifications are completed by ICE/ERO prior to the detainee’s arrival at the facility. All subsequent reclassifications and reassessments are completed by facility classification staff. Detainees are placed in and remain in the appropriate category and are physically separated from detainees with non-compatible classification levels unless facility and/or ICE/ERO sanctioned variances permit otherwise. Classification levels are based on verifiable and documented information. When classifying a detainee, special consideration is given to any factor that would raise the risk of detainee vulnerability, victimization, or assault. This process adheres to the requirements in the Sexual Abuse and Assault Prevention and Intervention standard regarding the assessment of risk for victimization or perpetration of sexual abuse or assault. Reclassification assessments take into account the detainee’s risk of victimization and/or abusiveness and are completed within 24 hours before a detainee is released from the special management unit for an incident of abuse or victimization, per the classification supervisor and on-site ICE/ERO personnel.

To provide access to programs and services, the facility will provide communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees are screened upon admission, or as otherwise required by the standards. Decisions regarding detainees with disabilities, LEP detainees and/or detainees included under any SAAPI/DHS PREA protection or category, are made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

Evaluation of this standard was based on review of the Classification Housing, Work and Program Plan policy, detainee handbook, detention files (classification documents), detainee housing roster, Classification Plan Guidelines and Monthly Classification Reports; interviews with SDDC(b)(5)(8), (b)(7)(C) and observation of required postings, booking area and detention files.

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspector

Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
### STANDARD 2.3. CONTRABAND (Key: F)

This detention standard protects detainees and staff and enhances facility security and good order by identifying, detecting, controlling, and properly disposing of contraband.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY</strong>: The facility follows a written procedure for handling contraband, including the detection, seizure of contraband, disputed ownership, detainee or government property defined as contraband, and the preservation, inventory, and storage of contraband as evidence of a crime.</td>
<td>Meets Standard</td>
<td>Policy includes written procedures that address each of the requirements of this component.</td>
</tr>
<tr>
<td>2. Contraband is retained as evidence for potential disciplinary action or criminal prosecution.</td>
<td>Meets Standard</td>
<td>Hard contraband is turned over to local law enforcement for possible prosecution and for destruction. There was no hard contraband confiscated from detainees during this rating period.</td>
</tr>
<tr>
<td>3. Before confiscating religious items, the Facility Administrator or designated investigator contacts a religious authority.</td>
<td>Meets Standard</td>
<td>Policy requires that the OIC or designee consult with a religious authority prior to confiscating religious items.</td>
</tr>
<tr>
<td>4. Facilities with canine units only use them for contraband detection and not in the presence of ICE detainees.</td>
<td>N/A</td>
<td>The facility does not have or use a canine unit.</td>
</tr>
<tr>
<td>5. Detainees receive notification of contraband rules and procedures in the Detainee Handbook.</td>
<td>Meets Standard</td>
<td>All detainees receive a copy of the local handbook. The local handbook was reviewed and was found to contain the contraband rules and procedures.</td>
</tr>
</tbody>
</table>

### STANDARD 2.3. CONTRABAND – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* *(5000 Character Max)*

The evaluation of this standard was based on review of policy, interview of Administrative Captain, inspection of a contraband storage locker and review of search records and contraband seizures. The shift supervisors are responsible for the handling of contraband items.

Interviews and review of policy confirmed the facility has procedures in place for the preservation, inventory, control and disposition of seized contraband in accordance with policy. The administrative captain stated that contraband which is illegal, such as narcotics, is inventoried and stored at the facility and then turned over to the local law enforcement for storage, possible prosecution, and disposal. There is a secure evidence storage locker in the shift supervisors’ office. No hard contraband was confiscated from an ICE detainee during this inspection period.

When a detainee claims ownership of contraband material, staff inventory and store the item pending verification of ownership and provide the detainee with a copy of the inventory. Once notified, detainees are given the opportunity to prove ownership of the listed items.

Policy states that narcotics and other controlled substances not dispensed or approved by the medical department constitute hard contraband and that medication dispensed or approved by the medical department is hard contraband if found in the possession of a detainee for whom it was not prescribed, or if not used as prescribed. Policy requires employees to consult with the pharmacist or other medical staff when uncertain about whether prescribed medication represents contraband.
**STANDARD 2.3. CONTRABAND – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

Medicine that detainees bring into the facility upon arrival is forwarded to the medical department for disposition.

When personal property items are excessive and the facility holds the property for the detainee until they leave the facility. The detainee can arrange to have property shipped or picked up by friend or family member. A security officer and one additional observer is responsible for the disposal of contraband items once the disposal is approved by the chief of security or higher authority. The disposal of such property is fully addressed in policy and practice and is required to be documented in the evidence log.

Procedures and policy provide detainees with ample opportunity to obtain proof of ownership or appeal the decision through the detainee grievance process.

For disciplinary contraband cases, the OIC defers the decision about property destruction until the disciplinary case is resolved and appeals are satisfied. Approved auxiliary aids, items, or services used by a disabled detainee are not considered contraband.

<table>
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<td>Reviewer Name (Printed): Inspector b(c)</td>
</tr>
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<td>Completion Date: 3/31/2022</td>
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</tbody>
</table>

Reviewer Signature (for printed form submission):
# STANDARD 2.4. FACILITY SECURITY AND CONTROL

This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

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<tr>
<td>1. At least one male and one female staff member are on duty at all times where both males and females are housed.</td>
<td>Meets Standard</td>
<td>The chief of security verified that at least one male and female officer is on duty at all times. Observations during the inspection confirmed this practice.</td>
</tr>
<tr>
<td>2. Comprehensive annual staffing analysis determines staffing needs and plans and is reviewed and updated annually.</td>
<td>Meets Standard</td>
<td>An annual staffing analysis is conducted each year and must be reviewed and approved by the OIC. The most recent staffing analysis occurred in February 2022. The facility is approved for 40 detention officers and there are 5 vacancies.</td>
</tr>
<tr>
<td>3. Essential posts and positions are filled with qualified personnel.</td>
<td>Meets Standard</td>
<td>The chief of security confirmed that all essential posts and positions are filled with qualified personnel. The facility was appropriately staffed during the inspection. Review of shift reports for several days in the reporting period indicated all posts were filled with qualified staff. The facility reported there are fifteen detention officers from other facilities temporarily assigned to this facility. The facility is also using overtime for existing staff to keep all positions filled. During the inspection nine detainees were interviewed and all reported they felt safe at the facility and had good access to staff.</td>
</tr>
<tr>
<td>4. <em>(SPCs/CDFs/DIGSAs) Detainees do not have access to the Control Center.</em></td>
<td>Meets Standard</td>
<td>The administrative captain confirmed that at this IGS facility detainees are not allowed into central control.</td>
</tr>
<tr>
<td>5. Facility security and safety will be monitored and coordinated by a secure, well-equipped, and continuously staffed control center.</td>
<td>Meets Standard</td>
<td>Central control is continuously staffed seven days a week. Central control was observed to be well-equipped and capable of monitoring the security and safety of employees and the facility.</td>
</tr>
</tbody>
</table>
# STANDARD 2.4. FACILITY SECURITY AND CONTROL

This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

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| 6. (SPCs/CDFs/DIGSAs) The facility administrator shall establish procedures to implement the following Control Center requirements:  
  - Round-the-clock communications;  
  - Maintenance of a list of the current home and cellphone number of every staff member assigned to the facility, including administrative/support services staff, Situation Response Teams (SRTs), Hostage Negotiation Teams (HNTs), and applicable law enforcement agencies.  
  - Watch calls (officer safety checks) to the Control Center by all staff ordinarily shall occur every half-hour between 6:00 P.M. and 6:00 A.M. Individual facility policy may designate another post to conduct watch calls. Any exception for staff to not make watch calls as described requires approval of the facility administrator. | Meets Standard | At this IGSA facility, the control center provides round-the-clock communications and maintains a recall list, which includes the current home and cell phone number of every officer, administrative/support services staff, emergency responders and local law enforcement agencies. Watch calls are not conducted every half hour between the hours of 6:00 p.m. and 6:00 a.m. as per the facility administrator. The facility has multiple cameras in place in all staffed areas and there are housing unit control centers staffed 24 hours a day with direct observation of all housing units. |
| 7. The front-entrance officer checks the identification of everyone entering or exiting the facility. | Meets Standard | The front entrance officer checks the identification of everyone entering or exiting the facility. |
| 8. All visits are officially recorded in a visitor logbook. | Meets Standard | A review of documentation and observations during the inspection verified all visitors entering the facility are recorded in the front entrance logbook. |
| 9. The facility has a secure visitor pass system. | Meets Standard | The facility uses color coded visitor passes which are exchanged for visitor’s drivers’ license. Licenses are returned once a visitor leaves the facility. Visitor passes were being utilized during the inspection. |
| 10. Information about routine procedures, emergency situations, and unusual incidents will be continually recorded in permanent post logs and shift reports. | Meets Standard | A review of policy and logs verified the information listed in the component is recorded in permanent logs and shift reports. |
### STANDARD 2.4. FACILITY SECURITY AND CONTROL (Key: G)

This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

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<tr>
<td>11. (SPCs/CDFs/DIGSAs) Housing unit Post Orders in SPCs and CDFs shall follow the event schedule format, for example, &quot;0515 Lights on&quot; and shall direct the assigned officer to maintain a unit log of pertinent information regarding detainee activity. The shift supervisor shall visit each housing area and initial the log on each shift at least once per tour.</td>
<td>Meets Standard</td>
<td>A review of post orders at this IGSA facility indicated that officers follow an event schedule they refer to as a building schedule. The captain verified that shift supervisors visit each housing area at least once every shift. Records reviewed during inspection confirmed shift supervisors visits to all housing units at least once each shift.</td>
</tr>
<tr>
<td>12. Security officer posts shall be located in or immediately adjacent to detainee living areas to permit officers to see or hear and respond promptly to emergency situations.</td>
<td>Meets Standard</td>
<td>Security officer posts are located immediately adjacent to the housing units which allows officers to see and or hear and respond promptly to emergencies.</td>
</tr>
<tr>
<td>13. Detainee movement from one area to another area is controlled by staff.</td>
<td>Meets Standard</td>
<td>Detainee movement from one area to another area is controlled by an officer escort and video monitoring from the control center.</td>
</tr>
<tr>
<td>14. <strong>PRIORITY</strong>: No detainee may ever be given authority over, or be permitted to exert control over, any other detainee.</td>
<td>Meets Standard</td>
<td>Policy, post orders, and training do not allow any detainee to have authority or exert control over any other detainee.</td>
</tr>
<tr>
<td>15. The facility administrator, designated assistant facility administrator, security supervisors, and others designated by the facility administrator shall be required to visit all housing units at least weekly to observe living conditions and interact informally with detainees.</td>
<td>Meets Standard</td>
<td>The administrative captain verified that the facility administrative duty officer is required to visit the housing units at least once each week. Security supervisors visit the housing units on each shift.</td>
</tr>
<tr>
<td>16. The facility has a comprehensive security inspection policy.</td>
<td>Meets Standard</td>
<td>The facility has developed and implemented a comprehensive security policy. Policy was reviewed during the inspection and contains the information to meet the requirements of this standard.</td>
</tr>
</tbody>
</table>
STANDARD 2.4. FACILITY SECURITY AND CONTROL (Key: G)
This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

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<tbody>
<tr>
<td>17. Documentation of security inspections is kept on file.</td>
<td>Meets Standard</td>
<td>Officers assigned to security posts are required to conduct security inspections. The results of these inspections are recorded in the post logbooks and on formalized inspection forms which are forwarded to the shift supervisor and included with the shift commanders report package. Documentation is maintained to verify adherence to policy and was observed during the inspection.</td>
</tr>
</tbody>
</table>

18. Daily procedures include:
- Perimeter alarm system tests.
- Physical checks of the perimeter fence.
- Documenting the results. | Meets Standard | A mobile patrol and central control staff monitor the perimeter. The facility is surrounded by a stun fence that is checked on each shift. Central control staff documents the alarm system tests. |

STANDARD 2.4. FACILITY SECURITY AND CONTROL – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)
In evaluating this standard Quality Assurance Manager [D](B), [D](E) [D](C) Detention Officers [D](B), [D](E) [D](C) Administrative Captain [D](B), [D](E) [D](C) were interviewed; policy was reviewed; and security documentation and logbooks were examined. All inspections are required to be documented.

The previous inspection reported a [b](C) [b](E) The facility continues to take steps to correct the problem. There are eleven new staff members currently attending pre-service training and staff from other facilities continue to be assigned at this facility. The OIC reported that the facility will continue to get staff temporarily assigned from other facilities until they get their full complement of staff hired.

During a recent Office of Detention Oversight (ODO) inspection it was noted that this IGSA facility does not check the insurance carrier for vehicles admitted to the sally port. The sally port entry log was updated to include a column to document the validity of insurance. During this inspection sally port entry logs were examined and indicated the officers have been checking the insurance validity for vehicles being admitted to the facility and recording this information.

The SMU has a sally port entrance that is always operated so that the inner and outer doors cannot be open simultaneously. Tools being taken into the SMU are inventoried by the special housing officer prior to entering. Tools are identified and checked against the inventory upon departing. The OIC has established a procedure to track the arrival and departure of employees and visitors into and out of the facility. The facility has written policy and procedure for searching housing units. Cell and area searches are documented in the housing unit logbook log.

During the inspection toilets and sinks in five cells in three different housing units were checked and they all functioned.
properly. All detainee showers appeared to be in working order. Detainee interviews did not result in any concerns in these areas either.

During this inspection nine detainees were interviewed. Six detainees were interviewed formally and three were interviewed informally. None of the detainees spoke English. The six formal interviews were conducted via language line. Detainees interviewed had been at the facility for time frames ranging from twelve days to four months. All but two of the detainees reported the food at the facility was good or satisfactory. The two detainees who did not like the food were from Turkey and they said "the food was not what they were used to". All the detainees reported they had access to showers, recreation and telephones. One detainee from Turkey stated he could not call his family in Turkey due to the time difference. He was told the staff could probably arrange a call when his family was available; he said "never mind I don't need to call anyway". All of the detainees reported the facility was clean. All detainees reported they felt safe at the facility. Detainees reported they were able to send and receive mail. There were no reported issues of non-working telephones or tablets. Detainees reported they received shoes and clothing upon admission and were able to exchange or get replacements easily. All of the detainees reported they received medical attention upon admission and had no unresolved medical concerns. All of the detainees reported they were treated fairly by staff and that staff were attentive to their needs. A detainee from Turkey reported the drinking water tasted bad. This was relayed to facility staff who reported the water at the facility is "hard but safe and drinkable". Documentation confirmed safety of drinking water. The facility started putting five-gallon thermos water bottles in the housing unit dayroom since drinking fountains were taken out service as a COVID-19 precaution. Each detainee was given the option to bring up any concerns that had not been raised during the interview and the only concern raised by one detainee was that other detainees who had come to facility after he had been were released already and he was not. This information was conveyed to the AFOD for follow up.

Detainees are sufficiently supervised to protect against sexual abuse or assault, any other violence or harassment, and to prevent self-harm. Written procedures are promulgated by the OIC for the effective supervision of detainees, including documented unannounced rounds by supervisors. The security procedures are reviewed at least annually. Video monitoring is used throughout the facility to provide enhanced security for detainees and staff.

Overall Rating: Meets Standard
Reviewer Name (Printed): Inspectors (b)(6) and (b)(7)(C)
Completion Date: 3/31/2022
Reviewer Signature (for printed form submission):
### STANDARD 2.5. FUNDS AND PERSONAL PROPERTY (Key: H)

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility.

**Standard N/A**

Click the button above (IGSA ONLY) 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. (All Line Items and standard will be rated “N/A”)

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</thead>
<tbody>
<tr>
<td>1. All detention facilities are required to have written policies and procedures to:</td>
<td></td>
<td>Policy, procedure, and detainee handbook confirm that all the bulleted requirements of this component are being met.</td>
</tr>
<tr>
<td>• Account for and safeguard detainee property from time of admission until date of release;</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>• Inventory and receipt detainee funds and valuables;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inventory and receipt detainee baggage and personal property (other than funds and valuables);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inventory and audit detainee funds, valuables and personal property;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Return funds, valuables and personal property to detainees being transferred or release; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide a way for a detainee to report missing or damaged property.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. All facilities, at a minimum shall provide:</td>
<td>Meets Standard</td>
<td>Observation and interview with the property officer confirmed that a secure area is located in the intake area. The secured storage area is only accessed by authorized personnel. All other valuables are secured in locked cabinets.</td>
</tr>
<tr>
<td>• A secured locker for holding large valuables, that can be accessed only by designated supervisor(s); and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A baggage and property storage area that is secured when not attended by assigned admissions processing staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The detainee handbook or equivalent shall notify the detainees of facility policies and procedures concerning personal property.</td>
<td>Meets Standard</td>
<td>The facility handbook notifies the detainees of facility policies and procedures concerning personal property. All detainees are required to sign a verification form that they have read and understand personal property procedures.</td>
</tr>
<tr>
<td>4. At admission, staff search and inventory detainee property only in the presence of the detainee, unless instructed otherwise by the facility administrator.</td>
<td>Meets Standard</td>
<td>Staff interviews and a review of documentation confirms that detainee property is searched in the presence of the detainee.</td>
</tr>
<tr>
<td>5. The facility administrator shall establish whether and, how much cash each detainee may have in personal possession while in detention.</td>
<td>Meets Standard</td>
<td>The facility administrative captain stated that detainees are not allowed to possess cash while at this facility.</td>
</tr>
</tbody>
</table>
**STANDARD 2.5. FUNDS AND PERSONAL PROPERTY** (Key: H)

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility.

**Standard N/A**

Click the button above (IGSA ONLY) 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. (All Line Items and standard will be rated “N/A”)

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<tr>
<td><strong>6. Identity documents, such as passports, birth certificates, are held in each detainee’s A-file but, upon request, staff shall provide the detainee a copy of a document, certified by an ICE/ERO official to be a true and correct copy.</strong></td>
<td>Meets Standard</td>
<td>Detainees are provided certified copies of identity documents by ICE/ERO personnel upon request, as confirmed by staff interview and ICE staff. According to the recent Office of Detention Oversight (ODO) report, the facility handbook did not notify detainees that they may request certified copies of identity documents. A review of the facility handbook verified the information as required by this component.</td>
</tr>
<tr>
<td><strong>7. Every housing area shall have lockers or other securable space for storing detainees’ authorized personal property. The amount of storage space shall correspond to the number of detainees assigned to that housing area.</strong></td>
<td>Meets Standard</td>
<td>Detainees are provided a securable storage bag. The amount of storage space provided is adequate for the detainee.</td>
</tr>
<tr>
<td><strong>8. (SPCs/CDFs/DIGSAs) Property discrepancies are immediately reported to the Chief of Security or equivalent.</strong></td>
<td>Meets Standard</td>
<td>Policy requires property discrepancies to be immediately reported to the administrative captain. No property discrepancies have been reported during this inspection period.</td>
</tr>
<tr>
<td><strong>9. PRIORITY: Procedure ensures that:</strong></td>
<td>Meets Standard</td>
<td>Policy, procedures, and observation confirmed procedures are in place to address the bulleted items in this component.</td>
</tr>
<tr>
<td>• Detainee funds and small and large valuables are placed in a secure location;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Medical staff determine the disposition of all medicine accompanying an arriving detainee;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainees are able to keep a reasonable amount of personal property in their possession, provided it poses no threat to detainee safety or facility security; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facilities return funds and valuables to detainees being transferred or released.</td>
<td></td>
<td></td>
</tr>
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**STANDARD 2.5. FUNDS AND PERSONAL PROPERTY**  (Key: H)

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility.

Standard N/A

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<tbody>
<tr>
<td>10. For recordkeeping and accounting purposes, use of the G-589 Property Receipt form is mandatory to inventory any funds removed from a detainee’s possession, and a separate form G-589 is required for each kind of currency and negotiable instrument.</td>
<td>Meets Standard</td>
<td>A G-589 equivalent form, as allowed by the standard, is used to inventory funds removed from incoming detainees. Interviews with the detention lieutenant and officer confirms that detainee funds are deposited into the detainee’s commissary account. Cash is deposited into a drop safe in the intake area and a receipt is generated for the detainee. The receipt is signed by two officers and the detainee.</td>
</tr>
<tr>
<td>11. (SPCs/CDFs/DIGSAs) The supervisory security officer or equivalent shall remove the contents of the drop safe during his or her shift and initial the G-589 accountability log. The supervisor shall:</td>
<td>Meets Standard</td>
<td>Policy addresses the removal of contents from the drop safe. The removal process and accountability for funds mirrors the elements of this component.</td>
</tr>
<tr>
<td>- Verify the correctness of all G-589s or equivalents;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Record the amount of cash and describe each item in the supervisors’ property log; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Verify the proper disposition of funds and valuables by checking the sealed envelopes in the cash box, the property envelopes in the safe, and the safekeeping of all large valuables in the designated secured locked area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. (SPCs/CDFs/DIGSAs) The Facility Administrator has established quarterly audits of baggage and non-valuable property.</td>
<td>Meets Standard</td>
<td>A review of documentation, and interviews with intake staff, confirms that at a minimum quarterly audit of baggage and non-valuable property are being conducted.</td>
</tr>
<tr>
<td>13. All facilities shall report and turn over to ICE/ERO all detainee abandoned property.</td>
<td>Meets Standard</td>
<td>Staff interviews confirm that all abandoned property is reported to ICE for disposition.</td>
</tr>
</tbody>
</table>
### STANDARD 2.5. FUNDS AND PERSONAL PROPERTY (Key: H)

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility.

Standard N/A

Click the button above (IGSA ONLY) 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. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. PRIORITY: Facilities have and follow procedures for reporting and investigating incidents of detainee property loss or damage, and for reimbursing detainees for all validated property losses caused by facility negligence. The senior contract officer immediately notifies the designated ICE/ERO officer of all claims and outcomes.</td>
<td>Meets Standard</td>
<td>Policy and procedure address reporting and investigating detainee property loss or damage and for the reimbursement of detainees for all validated property losses caused by facility negligence. On-site ICE/ERO is notified of any claims of an ICE detainee that their property has been lost or damaged. No cases of property loss or damage has been reported during this inspection period.</td>
</tr>
</tbody>
</table>

### STANDARD 2.5. FUNDS AND PERSONAL PROPERTY – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Policies and procedures are designed to ensure the secure and safe storage of detainee property. Policy requires that detainees are pat searched and their property is searched and inventoried during the admission process to ensure contraband is not introduced into the facility. The facility handbook informs detainees of policies and procedures concerning funds and personal property. Detainees are issued the facility handbook and the ICE National Detainee Handbook during the intake process. Detainees are required to sign for the handbooks to acknowledge receipt. Each detainee is permitted to keep in their possession reasonable quantities of personal property if the items do not pose a threat to the security or good order of the facility.

To prevent overcrowding, detainees are permitted to send extra property to a third party of their choosing. If property is shipped during the detainee’s stay, staff inventories and maintains a record of the detainee’s property being shipped from the facility with a copy of the record being placed in the detainee’s detention file.

Observation of the property room found it to be secure and well organized. The property room contained four metal cabinets that were also found to be secure. The metal cabinets contained detainee valuables, which is audited by staff on a weekly basis. The drop safe containing detainee cash and checks was located in the booking area and found to be secured. Two detention staff are present while money is being placed in the drop safe.

Detainees may file a claim if they believe some of their property is missing and/or damaged. All property loss/damage claims are required to be investigated by a supervisor. The facility does not arbitrarily impose a ceiling on the amount to be reimbursed for a validated claim. The OIC notifies ICE/ERO of all claims and outcomes.

The evaluation of this standard was based on observations; a review of policies and procedures; and interviews with detainees and staff. During the evaluation of this standard Captains [Number], [Name], Lieutenant [Number], [Name] and ten detainees were interviewed.
**STANDARD 2.5. FUNDS AND PERSONAL PROPERTY – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): Inspector</td>
</tr>
<tr>
<td>Completion Date: 3/31/2022</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES
(Key: I)

This detention standard ensures the safety, security, and comfort of detainees temporarily held in hold rooms while awaiting further processing. An individual may not be confined in a facility’s hold room for more than 12 hours.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (SPCs/CDFs/DIGSAs) Each hold room shall contain sufficient seating for the maximum room capacity but shall contain no moveable furniture.</td>
<td>Meets Standard</td>
<td>On-site inspection of hold rooms verified that hold rooms in this IGSA facility contain sufficient seating for the maximum room capacity. No moveable furniture was observed in the hold rooms.</td>
</tr>
<tr>
<td>2. (SPCs/CDFs/DIGSAs) Each hold room shall be equipped with stainless steel, combination lavatory/toilet fixtures with modesty panels, in compliance with the applicable federal and state accessibility standards.</td>
<td>Meets Standard</td>
<td>The hold rooms at this IGSA facility each contain stainless steel toilets and sinks with a modesty panel.</td>
</tr>
<tr>
<td>3. Each hold room shall be well-ventilated and well-lit. Detainees shall have access to potable water in hold rooms.</td>
<td>Meets Standard</td>
<td>Hold rooms are well-ventilated, well-lit, and contain a potable water source.</td>
</tr>
<tr>
<td>4. PRIORITY: Detainees are not held in hold rooms for more than 12 hours.</td>
<td>Meets Standard</td>
<td>A review of policy, staff interviews and documentation verified detainees are not held in hold rooms for more than twelve hours.</td>
</tr>
<tr>
<td>5. Male and female detainees are segregated from each other at all times.</td>
<td>Meets Standard</td>
<td>Only male ICE detainees are currently admitted to this facility. Staff reported when females are admitted they are segregated at all times in booking.</td>
</tr>
<tr>
<td>6. Unaccompanied minors (under 18) and parent(s) or legal guardians accompanied by minor children shall not be placed in hold rooms, unless they have shown or threatened violent behavior, have a history of criminal activity, or have given staff reasonable grounds to expect an escape attempt.</td>
<td>Meets Standard</td>
<td>This IGSA facility does not house juvenile detainees.</td>
</tr>
<tr>
<td>7. Persons exempt from placement in a hold room due to obvious illness, special medical, physical and or psychological needs, or other documented reasons shall be seated in an appropriate area designated by the facility administrator outside the hold room, or in separate rooms, under direct supervision and control, barring an emergency.</td>
<td>Meets Standard</td>
<td>During the initial intake process detainees are screened by medical staff and intake officers. Any detainee meeting the criteria noted in this component would be moved to the medical unit for processing or seated in the general seating area in the intake unit and not placed in a hold room.</td>
</tr>
</tbody>
</table>
### STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES

This detention standard ensures the safety, security, and comfort of detainees temporarily held in hold rooms while awaiting further processing. An individual may not be confined in a facility’s hold room for more than 12 hours.

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<tbody>
<tr>
<td>8. Detainees with open, obvious, apparent, or other identified disabilities, including temporary disabilities, shall be housed in a manner that accommodates their disability and provides for safety, comfort, and security.</td>
<td>Meets Standard</td>
<td>Detainees with temporary or permanent disabilities may not be housed in the hold rooms but are immediately separated and processed while seated in the general seating area or they are moved to the medical unit.</td>
</tr>
<tr>
<td>9. Detainees with disabilities are provided assistance and access to appropriate toilet facilities in the hold room or holding area.</td>
<td>Meets Standard</td>
<td>On-site inspection of hold rooms verified that detainees with disabilities are provided with access to appropriate toilet facilities in the hold rooms.</td>
</tr>
<tr>
<td>10. Detainees are provided with basic personal hygiene items such as water, soap, toilet paper, cups for water, feminine hygiene items, diapers and wipes.</td>
<td>Meets Standard</td>
<td>Detainees are provided appropriate basic personal hygiene items upon admission. Sample hygiene kits provided to detainee were observed during the inspection.</td>
</tr>
<tr>
<td>11. If the hold room is not equipped with toilet facilities, an officer is posted within visual or audible range to allow detainees access to such on a regular basis.</td>
<td>Meets Standard</td>
<td>All of the hold rooms are equipped with toilet facilities.</td>
</tr>
<tr>
<td>12. All detainees are given a pat down search for weapons or contraband before being placed in the hold room.</td>
<td>Meets Standard</td>
<td>The booking officer and administrative captain verified that ICE detainees are pat searched in accordance with facility policy.</td>
</tr>
<tr>
<td>13. Before placing a detainee in a hold room, officers observe and evaluate whether detainees present any open, obvious, or apparent disabilities, mental health concerns, or other special needs. If any such special needs, including any disabilities or concerns, are apparent, officers notify appropriate medical or mental health staff.</td>
<td>Meets Standard</td>
<td>A review of policy and an interview with the booking lieutenant verified that all detainees are observed by an officer and medical staff to screen for obvious mental or physical problems prior to being placed in a hold room. Any concerns noted are made known to appropriate staff.</td>
</tr>
<tr>
<td>14. Each detention facility maintains a detention log for each detainee placed in a hold room.</td>
<td>Meets Standard</td>
<td>A detention log is maintained in the intake area to document each detainee placed in a hold room. Sample log sheets were examined during the inspection.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
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</tr>
<tr>
<td>15. Officers provide a meal to any detainee detained in a hold room for more than six hours. Pregnant women have access to snacks, milk or juice.</td>
<td>Meets Standard</td>
<td>Detainees held in the booking area are provided a meal. The hold room logs used by the facility to track fifteen-minute checks also document when detainees are fed while in the hold rooms. The facility does not house pregnant ICE detainees.</td>
</tr>
<tr>
<td>16. Staff shall ensure that sanitation, temperatures and humidity in hold rooms are maintained at acceptable and comfortable levels. Pregnant women and others with evident medical needs will have temporary access to temperature appropriate clothing and blankets.</td>
<td>Meets Standard</td>
<td>Staff are required to monitor and ensure compliance with the requirements of this component. Pregnant ICE detainees are not housed in this facility.</td>
</tr>
<tr>
<td>17. <strong>PRIORITY</strong>: Officers closely supervise hold rooms through direct supervision, to ensure:</td>
<td>Meets Standard</td>
<td>Staff is located so they can observe and hear any noises or other commotion inside the rooms. Officers visually monitor the hold rooms at irregular intervals of at least fifteen minutes. The fifteen-minute checks are recorded on hold room logs. Logs were examined during the inspection.</td>
</tr>
<tr>
<td>• Continuous auditory monitoring,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Visual monitoring at irregular intervals at least every 15 minutes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Constant surveillance of any detainee exhibiting signs of hostility, depression, or similar behaviors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. The maximum occupancy for the hold room will be posted.</td>
<td>Meets Standard</td>
<td>On-site observation verified that each hold room has its maximum occupancy posted.</td>
</tr>
<tr>
<td>19. When the last detainee has been removed, officers shall ensure the hold room is thoroughly cleaned and inspected.</td>
<td>Meets Standard</td>
<td>Hold rooms are cleaned and inspected on an on-going basis. During the inspection all hold rooms were observed to be clean and orderly. An officer was observed sanitizing one of the hold rooms immediately after detainees were removed from the room.</td>
</tr>
<tr>
<td>20. <strong>(SPCs/CDFs/DIGSAs)</strong> Evacuation procedures shall include posting the evacuation map and advance designation of the officer responsible for removing detainees from the hold room(s) in case of fire and/or building evacuation.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, an evacuation map is posted in the area where the hold rooms are located. In the event of an evacuation, the booking officers are responsible for removing detainees from all hold rooms.</td>
</tr>
</tbody>
</table>
STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

<table>
<thead>
<tr>
<th>Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)</th>
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<tbody>
<tr>
<td>To evaluate this standard Administrative Captain <a href="6">D</a>, <a href="7">D</a>/(C) Booking Lieutenant <a href="6">L</a>, <a href="7">L</a>/(C) Property Officer <a href="6">O</a>, <a href="7">O</a>/(C) and Booking Officers <a href="6">B</a>, <a href="7">D</a>/(C) were interviewed; policy and logs were reviewed; and the following areas in booking were inspected: all hold rooms, showers, property room and medical exam rooms.</td>
</tr>
<tr>
<td>There are three large hold rooms at this facility. They are situated within the secure perimeter and are well-lit and well ventilated. All activating switches are located outside the room(s). Bunks, cots, beds, and other sleeping apparatuses were not observed in the hold rooms. Each hold room has a floor drain. Hold rooms are escape and tamper resistant. Each hold room has two-inch thick, detention-grade, fourteen-gauge steel doors that swing outward, with fourteen-gauge steel doorframes grouted into the surrounding wall. The solid doors are equipped with security glass that meets or exceeds the impact-resistant standard of glass-clad polycarbonate laminate for convenient visual checks.</td>
</tr>
<tr>
<td>Procedures do not allow an officer to enter a hold room unless another officer is outside the door, ready to respond as needed. Detainees who present with obvious illness, special medical, physical, psychological, or other needs, will be seated in an area appropriate to those needs, under direct observation and examined by medical staff.</td>
</tr>
<tr>
<td>Staff immediately contacts medical emergency service when a detainee appears to be in need of urgent medical treatment. If a detainee is removed from a hold room for medical treatment, an officer accompanies and remains with the detainee until medical personnel determine whether the condition requires hospitalization.</td>
</tr>
</tbody>
</table>

| Overall Rating: Meets Standard |
| Reviewer Name [Printed]: Inspector [D](6), [D](7)/(C) |
| Completion Date: 3/31/2022 |

Reviewer Signature (for printed form submission):
### STANDARD 2.7. KEY AND LOCK CONTROL (Key: J)

This detention standard maintains facility safety and security by requiring that keys and locks be properly controlled and maintained.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. All staff shall be trained and held responsible for adhering to proper procedures for the care and handling of keys, including electronic key pads where they are used. Initial training shall be accomplished before staff is issued keys, and key control shall be among the topics covered in subsequent annual training.</td>
<td>Meets Standard</td>
<td>Employees are trained on proper procedures for the care and handling of keys and keypads in pre-service training. Staff interviews and documentation confirmed that key control is among the topics covered in annual training.</td>
</tr>
<tr>
<td>2. Each facility administrator shall establish the position of Security Officer, or at a minimum, assign a staff member the collateral security officer. The Security Officer shall have a written position description that includes duties, responsibilities, and chain of command.</td>
<td>Meets Standard</td>
<td>The reports directly to the chief of security. The key control policy and post orders for this position contain a description of the duties, responsibilities and the chain of command for the position.</td>
</tr>
<tr>
<td>(SPCs/CDFs) The Security Officer is responsible for all administrative duties, including recordkeeping, concerning keys, locks, and related security equipment.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, the key control officer is responsible for all administrative duties including record keeping concerning keys, locks and related security equipment.</td>
</tr>
<tr>
<td>4. The Security Officer shall train and direct employees in key control, including where they are used.</td>
<td>Meets Standard</td>
<td>The sergeant/key control officer reported that training staff provides key control training to employees including where they are used.</td>
</tr>
<tr>
<td>5. The facility maintains inventories of all keys, locks and locking devices.</td>
<td>Meets Standard</td>
<td>The key control officer maintains inventories of all keys, locks and locking devices.</td>
</tr>
<tr>
<td>6. Facility policies and procedures address the issue of compromised keys, locks, and to ensure safe combination integrity.</td>
<td>Meets Standard</td>
<td>Policies and procedures address the issue of compromised keys and locks.</td>
</tr>
<tr>
<td>7. Either shall be used in detainee-accessible areas. are not authorized. are used only in housing units where detainees have individual room keys.</td>
<td>Meets Standard</td>
<td>A review of policy and an on-site inspection verified that are used in detainee-accessible areas. are prohibited in this facility.</td>
</tr>
<tr>
<td>8. The security key control officer shall implement a preventive maintenance program. The security key control officer shall maintain all preventive maintenance records.</td>
<td>Meets Standard</td>
<td>A preventive maintenance program has been implemented. Preventive maintenance records are maintained by the key control officer and were observed during this inspection.</td>
</tr>
</tbody>
</table>
### STANDARD 2.7. KEY AND LOCK CONTROL (Key: J)

This detention standard maintains facility safety and security by requiring that keys and locks be properly controlled and maintained.

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</thead>
<tbody>
<tr>
<td>9. The Security Officer shall implement procedures for identifying every key ring and every key on each key ring, and for preventing keys from being removed from key rings, once issued.</td>
<td>Meets Standard</td>
<td>On-site inspection of key rings verified the items listed in this component are in place.</td>
</tr>
<tr>
<td>10. Emergency keys shall be on hand for every area to or from which entry or exit might be necessary in an emergency.</td>
<td>Meets Standard</td>
<td>The key control sergeant reported that emergency keys are maintained. Emergency keys were observed during the inspection.</td>
</tr>
<tr>
<td>11. The facility has a written policy and implementation procedures to ensure key accountability. Facilities shall use standard system for the issuance and accountability of key rings.</td>
<td>Meets Standard</td>
<td>There is a written policy and implemented procedures for the accountability of all keys and key rings. This facility uses the system which controls accessibility to only authorized staff. The chief of security determines what staff are authorized to access each key ring.</td>
</tr>
<tr>
<td>12. The facility administrator shall establish rules and procedures for authorizing use of restricted keys.</td>
<td>Meets Standard</td>
<td>Restricted keys are issued through the system which controls accessibility to only authorized staff. The chief of security determines what staff are authorized to access each key ring.</td>
</tr>
<tr>
<td>13. Pharmacy keys shall be strictly controlled.</td>
<td>Meets Standard</td>
<td>Pharmacy keys are considered restricted keys and are used by the pharmacy.</td>
</tr>
<tr>
<td>14. Keys to ICE and EOIR (Executive Office for Immigration Review) office and courtroom areas shall similarly be restricted and controlled. If a key is authorized for emergency withdrawal, a copy of the Restricted Key form is to be provided to ICE.</td>
<td>Meets Standard</td>
<td>Keys to ICE offices are issued through the system which controls access to only authorized ICE staff.</td>
</tr>
<tr>
<td>15. Officers shall store all their weapons in individual lockers before entering the facility. The facility administrator shall develop and implement site-specific procedures for controlling gun-locker access.</td>
<td>Meets Standard</td>
<td>The OIC has developed procedures for the control of gun locker access. Gun lockers are used. The gun locker storage system was observed during the inspection. Gun lockers are not accessible to detainees or the public.</td>
</tr>
</tbody>
</table>
### STANDARD 2.7. KEY AND LOCK CONTROL – Reviewer Summary

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

In evaluating this standard, Chief of Security, Control Room Officer (b)(6)(B)(7)(C) and Administrative Captain (b)(6)(E) were interviewed; key control policy was reviewed; key inventories were examined; key rings were examined; and Key Tracer operations were observed. The key control officer is scheduled to attend locksmith training in May 2022. The maintenance supervisor is currently trained for locksmith needs.

The operational key cabinets are located (b)(7)(E) and they are large enough to accommodate all facility key rings, including keys in use. The key cabinets are not accessible to detainees or visitors. Key rings are issued through the use of an (b)(7)(E) for accountability of the key rings. No key or keyring is issued on a 24-hour basis without written authorization from the OIC. Key ring changes are only made after written approval from the OIC. Only the key control officer may add or remove a key from a ring. The splitting of keyrings into separate rings is not allowed.

Detainees are prohibited from handling facility keys except for keys to padlocks for storage lockers issued by the key control officer to detainees upon request.

Issued key rings are required to be securely fastened to a belt with a metal clip or other approved device. Attaching key rings to belt loops or holsters is prohibited, as well as referring to key numbers or other key identification method within earshot of detainees. An employee who leaves the facility with a key ring shall return it immediately upon realizing his/her mistake or when instructed to by the facility. The supervisor staff (b)(7)(E) when keys are not returned in a timely manner. Padlocks and/or chains may not be used on cell doors. Inspection of housing areas confirmed this practice.

Entrance/exit door locks of areas with room capacity of fifty or more meet the standards specified in the Occupational Safety and Environmental Health Manual and the National Fire Protection Association Life Safety Code. The key control officer has procedures in place to protect the integrity of all safe combinations.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): Inspector (b)(6)(E)(7)(C)</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
## STANDARD 2.8. POPULATION COUNTS (Key: K)

This detention standard protects the community from harm and enhances facility security, safety, and good order by requiring that each facility have an ongoing, effective system of population counts and accountability for detainees.

<table>
<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Staff conduct a formal count at least once each 8 hours (no less than three counts per day). At least one of these counts shall be a face to photo count.</td>
<td>Meets Standard</td>
<td>The administrative captain reported that facility policy requires seven formal counts be conducted during each 24-hour period. Formal counts take place on each twelve-hour shift. The 10:00 p.m. count is a face-to-photo count.</td>
</tr>
<tr>
<td>2. Each officer shall make irregular but frequent checks to verify the presence of all detainees in his or her charge.</td>
<td>Meets Standard</td>
<td>Policy requires all officers to make frequent irregular checks of detainees in their area to ensure that all detainees are accounted for.</td>
</tr>
<tr>
<td>3. The facility Control Center shall maintain a master count.</td>
<td>Meets Standard</td>
<td>The master count of the facility is maintained by the control center and booking.</td>
</tr>
<tr>
<td>4. The control officer (or other designated position) maintains an “out-count” record of all detainees temporarily out of the facility.</td>
<td>Meets Standard</td>
<td>The booking officer and control officer maintains the official “out-count” record of all detainees temporarily out of the facility.</td>
</tr>
<tr>
<td>5. An emergency count shall be conducted when there is reason to believe a detainee is missing, or after a major disturbance has occurred.</td>
<td>Meets Standard</td>
<td>An emergency count is required when there is reason to believe a detainee is missing or after a major disturbance. During emergency counts detainees are returned to their cells for a standing face-to-photo count.</td>
</tr>
</tbody>
</table>

### STANDARD 2.8. POPULATION COUNTS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

This standard was evaluated by interviewing Administrative Captain [b](6), [b](7)[c] Lieutenant [b](6), [b](7)[c] and Detention Officers [b](6), [b](7)[c] and [b](6), [b](7)[c] to count policy and count slips were reviewed; and the 10:30 a.m. count on 3/28/2022 was observed on a general population housing unit. After two officers conduct the count, they confirm their count numbers and a signed count slip is sent to the control center.

Count procedures are strictly followed by officers. If the accuracy of a count is in doubt, officers conduct a recount. Officers never rely on a roll call in performing the count. Unaccompanied officers never perform a count in an open area such as a housing unit or in food service. One officer conducts the count while a second officer observes. Officers performing the count have primary responsibility for the count accuracy. Officers were observed to make positive identification of a living body before counting them present. Officers remain in the count area until the count clears.

Detainees do not participate in the count nor the preparation or documentation of the count process. No detainee movement is allowed during the count process. All detainee units/areas are counted simultaneously with all detainees being counted at a specific location. The control center records and verifies the count. If a recount fails to clear, the shift supervisor...
<table>
<thead>
<tr>
<th><strong>STANDARD 2.8. POPULATION COUNTS – Reviewer Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Use following format for dates: mm/dd/yyyy)</td>
</tr>
<tr>
<td>orders an emergency count. Emergency counts are conducted in the same manner as formal counts except all detainees are returned to their housing units for a face-to-photo count.</td>
</tr>
<tr>
<td>Formal counts are conducted to ensure accountability for all detainees, protect the community, and enhance facility security, safety, and good order</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Overall Rating:</strong> Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewer Name (Printed):</strong> Inspector</td>
</tr>
</tbody>
</table>

**Reviewer Signature (for printed form submission):**
## STANDARD 2.9. POST ORDERS (Key: L)

This detention standard protects detainees and staff and enhances facility security and good order by ensuring that each officer assigned to a security post knows the procedures, duties, and responsibilities of that post.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The facility administrator shall ensure that:</td>
<td>Meets Standard</td>
<td>The OIC has procedures in place to comply with all items listed in this component.</td>
</tr>
<tr>
<td>• There are written Post Orders for each security post,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Copies are available to all employees,</td>
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<tr>
<td>• Written facility policy and procedures:</td>
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<td></td>
</tr>
<tr>
<td>o Provide official on-duty time for officers to read the applicable Post Orders when assigned to a post, and</td>
<td></td>
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</tr>
<tr>
<td>o Ensure that officers read those applicable Post Orders prior to assuming their posts.</td>
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</tr>
<tr>
<td>2. Supervisors shall ensure that officers understand the Post Orders, regardless of whether the assignment is temporary, permanent, or due to an emergency.</td>
<td>Meets Standard</td>
<td>Policy and practice require that supervisors review post orders with officers on each shift to ensure that officers understand their post orders. Documentation was observed during the inspection to confirm officers were required to sign off that they read and understand post orders before each shift.</td>
</tr>
<tr>
<td>3. Anyone assigned to an armed post qualifies with the post weapons before assuming post duty.</td>
<td>Meets Standard</td>
<td>The administrative captain confirmed that officers assigned to armed posts must qualify with the weapons assigned to that post. The only armed post is the perimeter patrol officer.</td>
</tr>
<tr>
<td>4. Post Orders for armed posts, and for posts that control access to the institution perimeter, clearly state that:</td>
<td>Meets Standard</td>
<td>The post orders for the armed posts were reviewed and were found to contain clear instructions that any hostage is considered to be under duress, and any orders issued by such a person, regardless of rank, are to be disregarded.</td>
</tr>
<tr>
<td>• Any staff member who is taken hostage is considered to be under duress, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any order issued by such a person, regardless of his or her position of authority, is to be disregarded.</td>
<td></td>
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</tr>
<tr>
<td>5. Specific instructions for escape attempts shall be included in the Post Orders for armed posts.</td>
<td>Meets Standard</td>
<td>The post orders for armed posts were each reviewed and found to contain specific instructions for escape attempts.</td>
</tr>
<tr>
<td>6. Post Orders shall be kept current at all times and formally reviewed at least annually and updated as needed.</td>
<td>Meets Standard</td>
<td>Post orders were reviewed and found to be current and all had been formally reviewed. Post orders are required to be updated annually. Review of post orders confirmed they were last updated and reviewed on 08/12/2021.</td>
</tr>
</tbody>
</table>
# STANDARD 2.9. POST ORDERS (Key: L)

This detention standard protects detainees and staff and enhances facility security and good order by ensuring that each officer assigned to a security post knows the procedures, duties, and responsibilities of that post.

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<tr>
<td>7. Post Orders and logbooks are confidential and must be kept secure at all times and never left in an area accessible to detainees.</td>
<td>Meets Standard</td>
<td>Post orders and logbooks are considered confidential and are kept in a secure area not accessible to detainees. During a recent Office of Detention Oversight (ODO) inspection it was noted that post orders in food service were left unsecured. During this inspection the food service post orders were in a locked desk in the food service area. The officer involved in the ODO finding was verbally counseled regarding the need to secure post orders at all times.</td>
</tr>
<tr>
<td>8. The facility administrator authorizes all Post Orders and changes.</td>
<td>Meets Standard</td>
<td>The OIC authorizes all post order changes.</td>
</tr>
</tbody>
</table>

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### STANDARD 2.9. POST ORDERS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* *(5000 Character Max)*

Evaluation of this standard is based on a review of policies and post orders; checking post orders in various posts in the facility; and interview of Housing Unit Officers (b)(6), Food Service Officers (b)(6), Booking Sergeant (b),(b)(6), Quality Assurance Manager (b)(6), and Administrative Captain (b)(6), (b)(7)(C). Post orders were reviewed and found to be current and to contain the required updates. The post orders contain all of the information and instruction needed to ensure that each officer assigned to a security post knows the procedures, duties and responsibilities of that post.

During a recent ODO inspection at this IGSA facility it was noted that not all post orders were signed and dated by the OIC on each page. During this inspection it was noted that the OIC has initialed and dated each page of the post orders and the chief of security has been tasked with making a monthly check of all post orders to confirm every post has post orders that are signed by the OIC and initialed and dated on each page and that post orders are properly assembled. ODO also noted that housing unit post orders did not include a six-part folder with relevant data for the post. During this inspection it was observed that this was corrected and housing unit post orders had the six-part folder and they are also being checked monthly by the chief of security. ODO also reported the shift supervisor did not consistently initial post orders on all housing units on all shifts. The facility reported this practice is not required by standards for IGSA facilities and the shift supervisor at this facility is required to visit every housing unit on every shift and sign the housing unit logbook. Housing unit logbooks observed during this inspection all included the shift supervisors’ initials on all shifts.

Facility procedures address the development of post orders for non-permanent assignments in advance or as soon as possible after the need arise. Officers are required to familiarize themselves with the duties of the positions and remain aware of changes in operation and duties of that post. The quality assurance manager supervises the preparation of all post orders. The post orders are based on ICE detention standards and policies and facility practices and specify the hours of each post. The housing unit post orders follow the daily event schedule format.

The perimeter patrol officer post order each describe and explain the proper care and safe handling of firearms and the circumstances and conditions under which the use of firearms is authorized.
### STANDARD 2.9. POST ORDERS – Reviewer Summary

*Use following format for dates: mm/dd/yyyy*

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<thead>
<tr>
<th>Overall Rating:</th>
<th>Meets Standard</th>
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<tbody>
<tr>
<td>Reviewer Name (Printed):</td>
<td>Inspector (B18)</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>3/31/2022</td>
</tr>
</tbody>
</table>

The chief of security determines whether post orders need updated between regular annual reviews. Immediately prior to annual reviews security supervisors solicit written suggestions for changes or additions to post orders from ICE/DRO, contract and other affected staff. Security supervisor’s review and comment on suggested changes prior to submitting them to the chief of security for possible inclusion in the post orders. The post order changes are forwarded to the OIC for approval. Emergency changes are made by memorandum and placed in the post orders and these changes are incorporated into the post orders during the next annual review.

The chief of security maintains the post order master file which is available to all officers. Post orders maintained at all posts were observed to be secure from detainee access.

Reviewer Signature (for printed form submission):
### STANDARD 2.10. SEARCHES OF DETAINEES
(Key: M)

This detention standard protects detainees and staff and enhances facility security and good order by detecting, controlling, and properly disposing of contraband.

<table>
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<th>Components</th>
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<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> The facility has written policy and procedures governing searches of detainees and housing or work areas. The policies and procedures include the requirement that staff employ the least intrusive method of body search practicable, based on security concerns involved; and conduct searches without unnecessary force and in ways that preserve the dignity of detainees.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy addresses procedures for searches of detainees, their property, and the common areas of the facility. Policy mandates searches are conducted professionally, which avoids unnecessary force, touching, embarrassment, or indignity to the detainee.</td>
</tr>
<tr>
<td>2. All staff who do housing or work area searches or body searches shall receive initial training regarding search procedure prior to entering on duty, and annual training in effective techniques thereafter.</td>
<td>Meets Standard</td>
<td>Records confirmed staff receive training in search procedures prior to their entry on duty and annually thereafter.</td>
</tr>
<tr>
<td>3. The facility shall establish procedures to ensure all housing units and work areas are searched routinely, but irregularly.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy addresses procedures for conducting routine, irregular searches of housing units and work areas.</td>
</tr>
<tr>
<td>4. Staff shall maintain written documentation of each housing unit search within the individual housing unit.</td>
<td>Meets Standard</td>
<td>Logbook entries, shift reports and OMS records document practice.</td>
</tr>
<tr>
<td>5. Work areas shall be searched each workday by shop supervisors, and these inspections shall be supplemented with periodic searches by designated search teams.</td>
<td>Meets Standard</td>
<td>Work areas are inspected daily by area supervisors or designee. Additional searches are conducted on a random basis, as directed by the shift supervisor and/or chief of security. Records confirmed practice.</td>
</tr>
<tr>
<td>6. Cross-gender pat-down searches of detainees shall not be conducted unless in exigent circumstances. Staff of the same gender as the detainee should perform the strip search of the detainee.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy addresses component requirements. There were no strip searches during the inspection period.</td>
</tr>
<tr>
<td>7. Strip searches are conducted only when there is reasonable belief or suspicion that contraband may be concealed on the person, or a good opportunity for concealment has occurred, and when properly authorized by a supervisor.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy addresses component requirements. There were no strip searches during the inspection period.</td>
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<tr>
<td>Components</td>
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<tr>
<td>8. <strong>PRIORITY:</strong> Strip searches are performed by an officer of the same gender as the detainee.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy requires strip searches be performed by an officer of the same gender as the search subject. There were no strip searches during the inspection period.</td>
</tr>
<tr>
<td>9. Body cavity searches are conducted by designated health personnel only when authorized by the facility administrator (or acting administrator) on the basis of reasonable belief or suspicion that contraband may be concealed in or on the detainee’s person. Body cavity searches are performed in an area that affords privacy from other detainees and from facility staff who are not involved in the search.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy addresses body cavity searches. If a body cavity search is conducted, it will be documented citing justification for the action. It will occur in a private location by authorized medical personnel and must have the approval of the CoreCivic facility administrator and ICE staff. There were no such searches conducted during this inspection period.</td>
</tr>
<tr>
<td>10. “Dry cells” are used for contraband detection only when there is reasonable belief of concealment, with proper authorization, and in accordance with required procedures.</td>
<td>Meets Standard</td>
<td>The Searches of Inmates/Residents and Various Locations policy addresses component requirements. No detainee was housed in “dry cell” status during the inspection period.</td>
</tr>
<tr>
<td>11. The chief of security shall have post orders for closely observing a detainee in dry cell status.</td>
<td>Meets Standard</td>
<td>A Dry Cell Watch Officer post order is on file.</td>
</tr>
</tbody>
</table>
**STANDARD 2.10. SEARCHES OF DETAINEEES – Reviewer Summary**

*Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

A system of regular and periodic searches ensures the control of contraband. Pat searches of detainees and the use metal detector screenings are conducted routinely to control contraband.

To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This is achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees are screened upon admission required by the standards. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse. The facility is compliant with the American with Disabilities Act.

Security staff is trained in the proper procedures for search of cross gender detainees. All searches are conducted in accordance with the DHS PREA regulations and the standard.

Evaluation of this standard was based on review of the Searches of Inmates/Residents and Various Locations policy, search training records, post orders and contraband log; interviews with Captain Chief of Security and Assistant Warden and observation of required searches in kitchen and housing unit.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector  
**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION**  
(Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> Each facility has written policy and procedures for a Sexual Abuse and Assault Prevention and Intervention (SAAPI) Program that includes, at a minimum:</td>
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<tr>
<td>• A zero-tolerance policy for all forms of sexual abuse or assault;</td>
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<tr>
<td>• Procedures for housing detainees in accordance with their classification assessment;</td>
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<td>• Training of all employees, contractors and volunteers on the ICE and facility’s zero tolerance policies and their responsibilities under those policies;</td>
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<tr>
<td>• Detainee notification of the facility’s SAAPI program to include through an orientation, handbook material and facility postings;</td>
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<tr>
<td>• Responsibility of all staff to report allegations or suspicious of sexual abuse;</td>
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<tr>
<td>• Procedures for immediate reporting of any allegation of sexual abuse through the facility’s chain-of-command, and to ICE/ERO,</td>
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<tr>
<td>• as well as a method by which staff can report outside the chain of command;</td>
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<tr>
<td>• Procedures for detainees to report allegations, to include, third party reports and make available to the public information on how to report sexual abuse on behalf of a detainee;</td>
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<tr>
<td>• Procedures to coordinate actions taken by staff first responders, medical and mental health practitioners, investigators and facility leadership in response to sexual abuse;</td>
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<tr>
<td>• Methods for addressing the alleged victim’s future safety, medical, and mental health needs;</td>
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<tr>
<td>• Procedures to include victim advocate services;</td>
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<tr>
<td>• Procedures for investigation and discipline of assailants;</td>
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<tr>
<td>• Procedures to coordinate with ICE and other appropriate investigative agencies to ensure an administrative or criminal investigation is completed for all allegations of sexual abuse;</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>• Follow a uniform evidence protocol during investigations to include forensic medical exam;</td>
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<tr>
<td>• Procedures for coordinating internal administrative investigations with the assigned criminal</td>
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</table>

1. **Policy:**
   - Does the facility have written policy and procedures for a SAAPI Program? Yes
   - Title of facility policy: Sexual Abuse Prevention and Response

2. **Documentation Review:**
   - Verify that the policy and procedures include the bulleted requirements.
   - Describe: An in-depth review of the Sexual Abuse Prevention and Response policy and procedures confirmed that all of the bulleted items listed in this component are addressed.
   - Is the policy publicly posted on the facility’s website? Yes
   - URL: corecivic.com/social-responsibility

3. **Random Sample of Staff Interviews:**
   - Verify that staff can generally describe the policy.
   - Describe: During interview, medical and detention staff was able to describe the SAAPI policy and procedures.

Additional Remarks:
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** *(Key: N)*

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td>investigation entity to ensure non-interference with criminal investigations, as well as coordination with the ICE Office of Professional Responsibility (OPR);</td>
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<tr>
<td>• Procedures for data collection and reporting; and the facility’s requirement to cooperate with all ICE audits and monitoring of facility compliance with sexual abuse and assault policies and standards.</td>
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</table>

This policy is posted on the facility’s public website or otherwise made available to the public.

2. The facility administrator utilizes available community resources to provide victim services and other appropriate support to the fullest extent possible following incidents of sexual abuse or assault. The facility maintains or has attempted to maintain agreements with local and national providers for such support, and attempts are documented.

Meets Standard

1. Policy:
- Are these requirements in facility policy? Yes
- Title of policy and page #: Sexual Abuse Prevention and Response

2. Facility Administrator and SME Interview:
- Verify that a process is in place to use available community resources. Describe: Per the PSA compliance manager, any victimized detainee will be provided information on community service providers that accept referrals and provide legal advocacy and confidential emotional support. The facility has memorandums of understanding (MOUs) in place to provide these services with community providers and hospitals who may be used to treat detainees medically and/or to provide forensic evidence collection.
- Verify whether a process...
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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is in place to maintain agreements with local and national providers. Describe: The facility maintains MOUs with the Rape Crisis Center of Central New Mexico, located in Albuquerque, New Mexico and also with the Albuquerque SANE collaborative to provide medical treatment services and forensic evidence collection.

3. **Documentation Review:**
   - Verify the community resources that are utilized.
     Describe: Information on the Rape Crisis Center of Central New Mexico is posted in the detainee housing units.
   - Verify the agreements with local and national providers or documented attempts to enter agreements.
     Describe: This inspector reviewed the MOU in place with the Rape Crisis Center of Central New Mexico. This MOU was last updated on 08/01/2019. This inspector also reviewed the MOU with the Albuquerque SANE Collaborative. This MOU was last reviewed on 03/10/2022.

4. For every sexual abuse incident in the last 12 months, verify community
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION**  (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td>3. <strong>PRIORITY:</strong> The facility administrator has designated a Prevention of Sexual Assault Compliance Manager for the facility.</td>
<td>Meets Standard</td>
<td>resources were utilized. Describe: The facility had two detainee on detainee sexual abuse allegation incidents during this inspection period. The first incident involved a newly arriving detainee who reported an alleged incident that occurred while he was at a previous facility. Per the PSA compliance manager, the detainee was offered community services for counseling; however, he declined and consequently no community resources were used, as the detainee reported he had addressed his issues with the medical and mental health staff at this facility. The second alleged incident involved a detainee on detainee allegation with accusations of inappropriate touching. This incident was investigated and found to be unsubstantiated. No community resources were used. Additional Remarks:</td>
</tr>
</tbody>
</table>

1. PSA Compliance Manager Interview: The assistant warden is the designated PSA compliance manager.
   - Verify that the PSA Compliance Manager is aware of his/her responsibilities under the facility’s SAAPI program.
   - Describe: An interview with the PSA compliance manager confirmed that he is knowledgeable of
### STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td></td>
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<td>his duties and responsibilities.</td>
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<td>Additional Remarks:</td>
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</table>
| 4. PRIORITY: Training on the facility’s SAAPI Program is included in initial and annual refresher training for employees, volunteers, and contract personnel, and addresses all training topics required by the Detention Standard. The facility maintains written documentation verifying employee, volunteer, and contractor training. |        | 1. Does the facility have a SAAPI training? Yes  
Describe training: The facility conducts SAAPI training for all new hires during their initial orientation and annual refresher training thereafter.  
2. Documentation Review:  
   - Review training logs to verify that employees, volunteers and contract personnel have taken the training during orientation and at least annually thereafter.  
   - Describe: As confirmed per a random review of training files, all employees and volunteers are trained in the SAAP policy and procedures during their initial orientation and in annual refresher training thereafter.  
   - Review the training to verify that it contains all of the bulleted requirements.  
   - Describe: Review of the training curriculum verified that it includes all topics as required by the detention standard.  
3. Random Sample of Staff Interviews:  
   - Verify that a random sample of staff can describe the general |
STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION  
(Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td>requirements of the SAAPI program. Describe: Medical and detention staff who were interviewed were able to describe the general requirements of the program and verified they had received training during their orientation and annual refresher training.</td>
</tr>
</tbody>
</table>

Additional Remarks:

5. **PRIORITY:** Facility staff take steps to ensure meaningful access to all aspects of the facility’s SAAPI program. The facility SAAPI zero tolerance policy, detainee SAAPI orientation and SAAPI education materials are translated/interpreted to a language or manner that the detainee understands to accommodate detainees who are limited English proficiency (LEP).

<table>
<thead>
<tr>
<th></th>
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<th>1. Documentation Review:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>• Verify and list the languages that the zero tolerance policy and SAAPI orientation and education materials have been translated into: The zero-tolerance policy and SAAPI orientation and education materials are available in English, Spanish and Turkish.</td>
</tr>
</tbody>
</table>

2. Random Sample of Staff and SME Interview:

   • Verify that a process is in place to ensure that LEP detainees, including detainees who speak rare languages, understand the facility’s SAAPI program. Describe: A process is in place to ensure limited English proficient (LEP) detainees understand the program through the use of a
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td></td>
<td></td>
<td>professional telephonic language line service, printed materials in the detainee's language and bilingual staff interpreters. Detainee interviews confirmed that three Turkish detainees had received translation services as needed and that they understood the SAAPi information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify that a process is in place to provide interpretation services to an LEP detainee who wants to report sexual abuse.</td>
</tr>
<tr>
<td>Additional Remarks: The facility has bilingual staff and access to a professional language line for interpretation services.</td>
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</table>

6. **PRIORITY:** Facility SAAPi policy and procedures accommodate detainees with disabilities and/or who are limited English proficient (LEP).

1. **Documentation Review:**
- Verify whether the facility’s SAAPi program materials are provided in any alternative formats for detainees with disabilities. Describe: SAAPi program materials are provided in English, Turkish and Spanish. Per policy and procedures, the facility ensures that detainees with disabilities are accommodated as necessary. Information can be provided through direct verbal communication, materials in Braille,
STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td></td>
<td>telephonic language line services for LEP detainees, and/or TTY devices for detainees who are hearing impaired.</td>
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<td></td>
<td></td>
<td>2. Random Sample of Staff and SME Interview:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify that a process is in place to ensure that detainees with disabilities (e.g., blind or low vision; deaf or hard of hearing; and intellectual, psychiatric disabilities) understand the facility’s SAAPI program. Describe: Medical and detention staff interviews verified staff are familiar with the options available to ensure that detainees with disabilities understand the facility’s SAAPI program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify that a process is in place to provide interpretation services to detainees with disabilities who want to report sexual abuse (e.g., a detainee who is deaf). Describe: The facility ensures that detainees with a disability are afforded effective communication, which may include the provision of auxiliary aids such as readers, Braille's formatted documents, audio recordings, and telecommunication devices for deaf persons (TTYs). The facility also provides LEP detainees with</td>
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<td>Components</td>
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<td>language assistance, including bilingual staff and/or professional interpretation and translation services via a language line service. Additional Remarks:</td>
</tr>
</tbody>
</table>

7. The Sexual Assault Awareness Notice, along with the facility PSA compliance manager and local organizations that can assist detainees who have been victims of sexual assault, is posted on all housing unit bulletin boards. The “Sexual Assault Awareness Information” brochure is to be distributed to detainees.

Meets Standard

1. Site Inspection:
   - Verify that the brochure, name of the PSA compliance manager, and local organizations are posted in all housing units.
   - Verify that the name of the manager and names of the organizations are accurate.
   - Verify that the telephones are operable and that the phone numbers are accurate. Yes Describe. Per direct visualization, the name and contact information of the PSA compliance manager, the sexual assault information brochure and information on the local organization are posted in the detainees housing units. This inspector confirmed the detainee telephones are operable and the phone numbers are accurate.

2. SME Interview:
   - Verify that a process is in place to distribute the brochure to detainees. Describe. Detainees receive a copy of the
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td>- brochure during the intake process and sign an acknowledgment of receipt of brochure.</td>
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<tr>
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<td></td>
<td>- Verify that a process is in place to ensure that detainees with disabilities and LEP detainees understand the posted information and the Sexual Assault Awareness Information brochure.</td>
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<tr>
<td></td>
<td></td>
<td>Describe: All detainees, to include detainees with LEP and disabilities, sign an acknowledgment during the intake process, verifying that they understood the SAAPI information and the Sexual Assault Awareness Information brochure.</td>
</tr>
<tr>
<td>3. Detainee Interviews:</td>
<td></td>
<td>- Verify that the majority of interviewees are aware of, and understand the meaning of, the posted information posted and brochure.</td>
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<tr>
<td></td>
<td></td>
<td>Describe. Detainee interviews confirmed detainees understand the information that is posted and the information contained in the brochure.</td>
</tr>
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</table>

8. Detainees are provided the option and method to report any incident of sexual abuse or assault to any staff

<table>
<thead>
<tr>
<th>1. Policy:</th>
<th></th>
<th>- Are these requirements</th>
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Additional Remarks:
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** *(Key: N)*

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<tbody>
<tr>
<td>member or third party (e.g. clergy, attorney, or other individuals with the ability to notify ICE or facility staff).</td>
<td></td>
<td>in facility policy and procedures? Yes</td>
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<tr>
<td></td>
<td></td>
<td>• Title of facility policy and page #: Sexual Abuse Prevention and Response</td>
</tr>
<tr>
<td>2. Site Inspection:</td>
<td></td>
<td>• Verify whether instructions have been provided to detainees on the multiple ways they can report sexual abuse. Describe: The review of policy, direct observation of detainee housing units and interviews with the PSA compliance manager and detainees confirmed detainees are provided instruction on the multiple ways they can report sexual abuse. Instructions are also available in the local and ICE National Detainee Handbooks provided to the detainees during the intake process.</td>
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<td></td>
<td></td>
<td>• Verify where/how detainees able to make private, confidential, or anonymous reports. Describe: Detainees may report any incident of sexual abuse or assault anonymously through utilization of the housing unit telephones and/or written confidential reports submitted to medical staff and/or by someone reporting on their behalf.</td>
</tr>
</tbody>
</table>
| 3. SME Interview: | | • Verify that a process is
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION  (Key: N)

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<td>in place for the facility to receive anonymous, private, verbal, and written reports, as well as reports from third parties. Describe. Per policy, direct observation and an interview with the PSA compliance manager, a process is in place for the facility to receive anonymous, private, verbal, and written reports, as well as reports from third parties. This inspector verified the telephones in the housing units all have current contact information related to reporting and detainees can report incidents by using the tablets in their housing units to submit a confidential report to medical personnel.</td>
</tr>
</tbody>
</table>

4. Random Sample of Staff Interview:
   - Verify that a majority of staff know how a detainee may make a sexual abuse report. Describe: Staff interviewed were able to tell inspector how the detainees can report sexual abuse or assault allegations/incidents in multiple ways.

5. Detainee Interview:
   - Verify that the majority of detainees know how to make a sexual abuse report. Describe: Detainees
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** *(Key: N)*

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<td>interviewed were able to inform the inspector on how to make a sexual abuse report.</td>
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<td>Additional Remarks:</td>
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9. **PRIORITY:** Detainees are screened upon arrival at the facility for potential vulnerabilities to sexually aggressive behavior or tendencies to act out with sexually aggressive behavior.

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<td>• Are these requirements in facility policy and procedures? Yes</td>
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<td>• Title of facility policy and page #: Sexual Abuse Prevention and Response</td>
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<th>2. Site Inspection:</th>
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<td>• Verify that detainees are assessed for risk of sexual aggression and victimization during intake procedure. Describe: A random review of intake forms confirmed that risk assessments for sexual aggressiveness and victimization are conducted during the intake process.</td>
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<th>3. Intake Staff Interview:</th>
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<td>• Verify that a process is in place to assess detainees for sexual aggressiveness and sexual victimization? Describe: Staff interviews and form reviews verified that during the intake process a risk assessment sexual abuse screening tool is performed on each new arrival.</td>
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<th>4. Documentation Review:</th>
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<td>• Review random sample of intake forms to verify</td>
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**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** [Key: N]

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<td>that risk assessments for sexual aggressiveness and sexual victimization are being conducted, and that the housing is appropriate based on the results of the assessment and the risk is documented in the detainee’s A-file. Describe: A random review of intake forms confirmed that risk assessments for sexual aggressiveness and victimization are conducted and detainees are assigned appropriate housing based upon the results of the assessment. The risk assessment is placed in the detainee’s medical file.</td>
</tr>
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</table>

**Additional Remarks:**

10. A detainee who is subjected to sexual abuse or assault is not returned to general population until proper re-classification, taking into consideration any increased vulnerability of the detainee as a result of the sexual abuse or assault, is completed.

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<td>• Is this requirement in facility policy and procedures? Yes</td>
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<td>• Title of Policy and Page #: Sexual Abuse Prevention and Response</td>
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2. Classification Officer Interview:

• Verify that there is a process in place to re-assess detainee victims for any increased vulnerability before returning them to general population.
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** (Key: N)

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<td>Describe: Per the PSA compliance manager and the classification officer, a detainee who is subject to sexual abuse or assault is not returned to the general population until proper reclassification is completed and only after consideration is given to any increased vulnerability.</td>
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<td>3. Documentation Review:</td>
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<tr>
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<td>• For any sexual abuse incidents at the facility in the last 12 months, verify whether the facility re-assessed the detainee before returning him/her to general population. Describe: For the two detainee on detainee alleged incidents that were reported during this inspection period, both detainee victims were assessed by medical and mental health staff and re-classification was performed prior to either detainee being placed back into general population.</td>
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<td>Additional Remarks:</td>
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11. **PRIORITY:** Any detainee who alleges that he/she has been sexually assaulted is offered immediate protection from the assailant and referred for an immediate medical and mental health evaluation and/or clinical assessment.

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<tr>
<th>1. Policy:</th>
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<tbody>
<tr>
<td>• Is this requirement in facility policy and procedures? Yes</td>
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<td>• Title and page #: Sexual</td>
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<tbody>
<tr>
<td>Abuse Prevention and Response</td>
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<tr>
<td>2. Medical and Mental Health Staff Interviews:</td>
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<tr>
<td>• Verify that a process is in place to provide immediate medical and mental health care to detainees who allege sexual abuse.</td>
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<tr>
<td>• Describe: Immediate medical and mental health care is available to all detainees who allege sexual abuse or assault.</td>
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<tr>
<td>3. Documentation Review:</td>
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<tr>
<td>• For any sexual abuse allegation at the facility in the last 12 months, confirm whether the detainee was offered immediate protection and immediately referred for a medical and mental health evaluation.</td>
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<tr>
<td>• Describe: There was one sexual abuse allegation during this reporting period where the incident occurred at another facility. The detainee who reported the alleged incident was immediately seen by medical and mental health staff. There was one alleged detainee on detainee inappropriate touching incident and the detainee victim was offered immediate protection and was evaluated by medical...</td>
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**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** *(Key: N)*

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<td>and mental health staff.</td>
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12. **PRIORITY:** Staff members who become aware of an alleged assault immediately follow the reporting requirements set forth in the written policies and procedures.

   When a detainee(s), employee, contractor, or volunteer is alleged to be the perpetrator, the facility administrator ensures that the incident is promptly referred to the appropriate law enforcement agency having jurisdiction for investigation, and reported to the Field Office Director (FOD). The local government entity or contractor that owns or operates the facility is also notified.

   **Meets Standard**

1. **Policy:**
   - Are these requirements in facility policy and procedures? Yes
   - Title and Page #: Sexual Abuse Prevention and Response

2. **SME Interview:**
   - Verify that a process is in place to report staff sexual abuse to law enforcement, the FOD, and, if applicable, the local government entity or contractor that owns or operates the facility.
   - Describe: Policy requires that any person who becomes aware of an alleged assault immediately follows the reporting requirements outlined in the facility policy and procedures. Prompt notification is made by the warden or assistant warden by sending an email to the AFOD, DFOD and SDDO and to law enforcement agencies when necessary.

3. **Random Sample of Staff Interview:**
   - Verify that a process is in place to report sexual abuse.
   - Describe: Per policy and interviews with medical and detention staff, there is a process in
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

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<td>place to report sexual abuse or assault and staff knew how to report allegations by utilizing the chain-of-command structure. 4. Documentation Review: • For any sexual abuse allegation in the last 12 months, verify that the required reporting protocols were followed. Describe: Interview with the SDDO and review of the detainee victim file verified that required reporting protocols were followed for the two alleged incidents.</td>
</tr>
<tr>
<td>13. The facility uses a coordinated, multidisciplinary team approach to respond to sexual abuse or assault, which includes a medical practitioner, a mental health practitioner, a security staff member, and an investigator from the assigned investigative entity, as well as representatives from outside entities that provide relevant services and expertise.</td>
<td></td>
<td>Meets Standard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Policy: • Are these requirements in facility policy? Yes • Title of policy and page #:Sexual Abuse Prevention and Response 2. SME Interview: • Verify that a process is in place to use a coordinated, multidisciplinary team approach to responding to sexual abuse. Describe: Per the PSA compliance manager, a coordinated, multidisciplinary team approach is used when responding to sexual abuse allegations. The team is normally</td>
</tr>
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Additional Remarks:
### STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

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<td>comprised of the first responders, a shift supervisor/captain, medical and mental health practitioners, the facility investigator, and the PSA compliance manager.</td>
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**Additional Remarks:**

14. Care is taken to place a victimized detainee in a supportive environment that represents the least restrictive housing option possible (e.g. in a different housing unit, transfer to another facility, medical housing, or protective custody), but victims are not held for longer than five days in any type of Administrative Segregation except in highly unusual circumstances or at the request of the detainee.

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<td>• Title of policy and page #: Sexual Abuse Prevention and Response</td>
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<tr>
<td></td>
<td>2. SME Interview:</td>
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<tr>
<td></td>
<td>• Verify that there is a process in place to house detainee victims in the least restrictive housing option available. Describe: Per policy, a victimized detainee is placed in a supportive environment that represents the least restrictive housing option possible.</td>
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<td></td>
<td>• Verify that there is a process in place to generally not house detainee victims in administrative segregation for longer than five days. Describe: Per policy and an interview with the PSA compliance manager, victims will not be held longer than five days in any type of</td>
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</table>
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** (Key: N)
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<td>administrative segregation except in unusual circumstances or at the detainee's request.</td>
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<tr>
<td>3. Random sample of staff Interviews:</td>
<td></td>
<td>• Verify that there is a process in place to generally not house detainee victims in administrative segregation for longer than five days. Describe: Per policy and the PSA compliance manager, victims are not held longer than five days in any type of administrative segregation except in unusual circumstances or at the detainee's request.</td>
</tr>
<tr>
<td>4. Documentation Review:</td>
<td></td>
<td>• For any sexual abuse allegation at the facility in the last 12 months, verify where the detainee was housed. If the detainee was housed in administrative segregation, verify for how long. Describe: Neither detainee victim was ever housed in administrative segregation.</td>
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Additional Remarks:
15. **PRIORITY**: Staff, contractors and volunteers suspected of perpetrating sexual abuse or assault are removed from all duties requiring detainee contact pending the outcome of an investigation.

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<th>1. Policy:</th>
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<td>- Are these requirements in facility policy? Yes</td>
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<tr>
<td></td>
<td>- Title of policy and page #: Sexual Abuse Prevention and Response</td>
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<tr>
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<td>2. SME Interview:</td>
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<td></td>
<td>- Verify that there is a process in place to remove staff, contractors and</td>
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<td>volunteers alleged to have committed sexual abuse from all duties</td>
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<td>requiring detainee contact pending the outcome of the investigation?</td>
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<td>Describe: Per policy and the PSA compliance manager, any staff member,</td>
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<td>volunteer, or contractor suspected of perpetrating sexual abuse or assault</td>
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<td>is removed from all duties requiring detainee contact pending the</td>
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<td>outcome of an investigation.</td>
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<td>3. Documentation Review:</td>
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<td>- For any sexual abuse allegation at the facility involving an alleged</td>
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<td>staff, contractor or volunteer perpetrator in the last 12 months, verify</td>
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<td>whether the alleged perpetrator was removed from all duties requiring</td>
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<td>detainee contact pending the outcome of the investigation.</td>
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<td>Describe: There were no sexual abuse allegations involving staff,</td>
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<td>contractor or volunteer perpetrators during this</td>
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</table>
# STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td>16. Administrative investigations into allegations of sexual abuse or assault are conducted promptly by qualified investigators. The facility has written procedures which establish the coordination of administrative and criminal investigations to ensure any criminal investigation is not compromised.</td>
<td></td>
<td>inspection period. Additional Remarks:</td>
</tr>
</tbody>
</table>

**1. Policy:**
- Does the facility have written procedures for conducting administrative and criminal investigations? Yes
- Title of Procedures: Sexual Abuse Prevention and Response

**2. SME Interview/Documentation Review:**
- Verify that facility investigators are qualified to conduct administrative sexual abuse investigations. Describe: A review of the training certificates verified that the facility investigator received proper training through The MOSS group, DOJ and BOP, which qualified her to conduct administrative sexual abuse investigations.
- Describe the training and qualifications of facility investigators. The training covered interviewing victims, evidence collection, criteria required for administrative action or prosecutorial referrals, and information about effective cross-agency coordination during the investigation process.
- Verify that there is a
STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION  (Key: N)
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<td>process in place to coordinate between the facility's administrative investigations and criminal investigations conducted by outside entities. Describe: Per policy and interviews with the PSA compliance manager and facility investigator, upon conclusion of a criminal investigation, an administrative investigation is conducted where the allegation was substantiated during the criminal investigation. If through the criminal investigation, the accusation was found to be unsubstantiated, the facility will review the available criminal investigation report to determine if an administrative investigation is appropriate and/or necessary.</td>
</tr>
</tbody>
</table>

3. Documentation Review:
   - For any sexual abuse investigations at the facility in the last 12 months, verify whether the investigation was conducted promptly by a qualified investigator. Describe: Review of the detainee case file confirmed the one alleged incident that occurred at the facility was promptly investigated by a
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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</table>
| 17. Information concerning the identity of a detainee victim reporting sexual assault, and the facts of the report itself, are limited to those who have a need-to-know in order to make decisions concerning the detainee-victim’s welfare, and for law enforcement/investigative purposes. | Meets Standard | qualified investigator.  
- If a criminal investigation was initiated at the same time of the facility’s administrative investigation, verify whether the facility coordinated with the criminal investigative entity. Describe: N/A |

**Additional Remarks:**

1. Policy:  
- Is this requirement in facility policy? Yes  
- Title of policy and page #: Sexual Abuse Prevention and Response

2. SME Interview:  
- Verify that there is a process in place to limit information about detainee victims to those who have a need to know. Describe: Per policy and interview with the PSA compliance manager, information concerning identity of the detainee victim reporting a sexual assault and the associated details are limited to those who have a need-to-know.

3. Random Sample of Staff Interviews:  
- Verify that staff are aware of the “need to know” requirement. Describe: The “need-to-
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tbody>
<tr>
<td>18. When possible and feasible, appropriate staff preserve the crime scene, and safeguard information and evidence in coordination with the referral agency and consistent with established evidence-gathering and evidence-processing procedures.</td>
<td>Meets Standard</td>
<td>know” requirement and HIPPA confidentiality are discussed during the employee, contractor, and volunteer initial orientation. Staff interviews confirmed knowledge of the facility’s “need to know” confidentiality requirement.</td>
</tr>
</tbody>
</table>

### Additional Remarks:

1. Policy:
   - Are these requirements in facility policy? Yes
   - Title of policy and page #: Sexual Abuse Prevention and Response

2. Random Sample of Staff Interview:
   - Verify that there is a process in place to preserve the crime scene consistent with established procedures? Describe: Per detention and medical staff interviews, it was confirmed that staff are aware that policy requires the preservation and safeguarding of the crime scene and evidence.

### Additional Remarks:

19. When medically appropriate and at no cost to the detainee, the facility administrator arranges for the victim to undergo a forensic medical examination by external independent and qualified health care professionals.

<table>
<thead>
<tr>
<th>Rating</th>
<th>1. Policy:</th>
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<tbody>
<tr>
<td>Meets Standard</td>
<td>Are these requirements in facility policy? Yes</td>
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</tbody>
</table>
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** *(Key: N)*

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tbody>
<tr>
<td>personnel. The results of the physical examination and all collected physical evidence are provided to the investigative entity.</td>
<td></td>
<td>• Title of policy and page #: Sexual Abuse Prevention and Response</td>
</tr>
</tbody>
</table>

2. Facility Administrator/ Designee Interview:

- Verify that there is a process in place for a victim to undergo a forensic medical exam at no cost to the detainee. Describe: The OIC, in conjunction with medical staff, arranges for the victim to undergo a forensic medical examination, conducted by a sexual assault nurse examiner (SANE) at either the Presbyterian Hospital or the University of New Mexico hospital. These services are provided at no cost to the detainee. Interviews with the PSA compliance manager and HSA and review of current MOUs confirmed this process and practice.

- Verify that there is a process in place to provide any evidence to the investigative entity. Describe: Per policy and an interview with the PSA compliance manager, it was confirmed the results of the forensic medical examination and collected physical evidence are provided to the investigative entity, the Estancia Police Department and/or the Torrance County Sheriff’s office per the Standard requirements.
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td>3. Documentation Review:</td>
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<td>• For any sexual abuse</td>
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<td>• allegations at the facility</td>
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<td>• in the last 12 months,</td>
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<td>• verify whether the</td>
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<td>• detainee was offered a</td>
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<td>• forensic medical exam if</td>
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<td>• medically appropriate and</td>
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<td>• at no cost to the</td>
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<td>• detainee.</td>
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<td>Describe: There were no</td>
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<td>• detainee incidents that</td>
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<td>• necessitated a forensic</td>
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<td>• medical examination</td>
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<td>• during this inspection</td>
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<td>• period.</td>
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<td>Additional Remarks:</td>
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</table>

20. **PRIORITY**: The facility conducts and documents incident reviews at the conclusion of every investigation of sexual abuse or assault to assess and improve prevention and response efforts.

|            |        | 1. Policy: |
|            |        |   • Are these requirements in |
|            |        |   • facility policy? Yes |
|            |        |   • Title of policy and page |
|            |        |   • #:Sexual Abuse |
|            |        |   • Prevention and Response |
|            |        | 2. SME Interview: |
|            |        |   • Verify that a process is in |
|            |        |   • place to conduct incident |
|            |        |   • reviews after every |
|            |        |   • investigation. |
|            |        | Describe: Per policy and the |
|            |        |   • PSA compliance manager, an incident |
|            |        |   • review is completed after |
|            |        |   • every SAAP investigation. |
|            |        |   • Verify that a process is in |
|            |        |   • place to implement |
|            |        |   • recommendations or document reasons for not |
|            |        |   • doing so. |
|            |        | Describe: Per the PSA |
|            |        |   • compliance manager, the |
|            |        |   • facility will implement any |
|            |        |   • recommendations for |

Meets Standard
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td></td>
<td>- Improvement or document its reasons for not doing so at the conclusion of every investigation of sexual abuse or assault in order to assess and improve prevention and response efforts.</td>
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<td></td>
<td>- Verify that a process is in place to forward incident reviews and responses to ICE.</td>
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<td>Describe: Per policy and confirmed by the PSA compliance manager and the SDDO, the incident review and responses are forwarded to ICE.</td>
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<td></td>
<td>3. Documentation Review:</td>
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<td>- For any completed sexual abuse investigation at the facility in the last 12 months, verify whether an incident review was conducted and if there were recommendations, whether any were implemented.</td>
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<tr>
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<td></td>
<td>Describe: An incident review was conducted for the one onsite SAAPI investigation. There were no recommendations suggested.</td>
</tr>
</tbody>
</table>

Additional Remarks:

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21. Victims are provided emergency medical and mental health services and ongoing care as appropriate, including testing for sexually transmitted diseases and infections, prophylactic treatment, emergency contraception, follow-up examinations for sexually transmitted diseases, and referrals for counseling (including crisis intervention counseling). These services

<table>
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<tr>
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<tr>
<td></td>
<td>- Are these requirements in facility policy? Yes</td>
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<tr>
<td></td>
<td>- Title of policy and page #: Sexual Abuse Prevention and Response</td>
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STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION  (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td>are provided without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.</td>
<td></td>
<td>2. SME Interview:</td>
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<tr>
<td></td>
<td></td>
<td>- Verify that there is a process in place to provide emergency medical and mental health services and ongoing care at no cost to the detainee and regardless of the victim’s cooperation with the investigation. Describe: Per the PSA compliance manager and per policy, emergency medical and mental health services are provided at no cost to the detainee regardless of the victim’s cooperation with the investigation.</td>
</tr>
<tr>
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<td>3. Documentation Review:</td>
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<td>- For any sexual abuse allegations at the facility in the last 12 months, verify whether the victim was provided emergency medical and mental health services in accordance with these requirement? Describe: There were no detainee sexual abuse allegations that required emergency medical or mental health services during this inspection period.</td>
</tr>
</tbody>
</table>

Additional Remarks:

22. All case records associated with claims of sexual abuse are maintained in a secure location, consistent with the confidentiality requirements of the Detention Standards on “Medical Care” and “Detention Files.”

|                                                  |        | 1. Policy:                                                                                     |
|                                                  |        | - Are these requirements in facility policy? Yes                                                |
|                                                  | Meets Standard | - Title of policy and page                                                                       |
### STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td></td>
<td># Sexual Abuse Prevention and Response</td>
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<td>2. SME Interview:</td>
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<td>• Verify that there is a process in place to maintain sexual abuse records in a secure location: Per the PSA compliance manager and direct observation, all sexual abuse records are securely stored in a locked cabinet.</td>
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<tr>
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<td>3. Site Inspection:</td>
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<tr>
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<td>• Verify where sexual abuse case records are stored and whether the location is secure and in accordance with detention standards. Describe: Per direct observation, the case files are kept in a locked cabinet stored in the PSA compliance manager’s office.</td>
</tr>
<tr>
<td>23. Upon receiving an allegation that a detainee was sexually abused while confined at another facility, the facility whose staff received the allegation notifies the FOD and the appropriate administrator of the facility where the alleged abuse occurred within 72 hours after receiving the allegation. The notification is documented. If the facility receives such notifications, it ensures the allegation is referred for investigation and reported to the FOD.</td>
<td>Meets Standard</td>
<td>1. Policy:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Are these requirements in facility policy? Yes</td>
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<td></td>
<td></td>
<td>• Title of policy and page # Sexual Abuse Prevention and Response</td>
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<tr>
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<td></td>
<td>2. SME Interview:</td>
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<tr>
<td></td>
<td></td>
<td>• Verify that there is a process in place to report allegations to other facilities and to investigate allegations that were reported by another facility.</td>
</tr>
</tbody>
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STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<td>Describe: Policy establishes a process to investigate allegations reported by another facility. One detainee on detainee alleged incident involved reporting the allegation to another facility where the alleged incident occurred. This inspector was provided access to the report that was submitted to the other facility and the standard requirements were met.</td>
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<tr>
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<td>3. Document Review:</td>
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<td></td>
<td>• If the facility received a report in the last 12 months that a detainee was sexually abused at another facility, verify whether the appropriate reporting requirements were followed and documented. After review of the one incident file, it was confirmed that the PSA compliance manager and facility inspector reviewed the alleged incident that occurred at the other facility and the appropriate reporting requirements were followed and documented according to the Standard requirements,</td>
</tr>
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<td></td>
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<td>• If the facility received a report from another facility in the last 12 months, verify that the facility referred the allegation for investigation and</td>
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</table>
STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (Key: N)

This detention standard requires that facilities that house ICE detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td></td>
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<td>reported it to the FOD. Describe: The facility did not receive any SAAPI sexual abuse allegations from any facility during this inspection period.</td>
</tr>
</tbody>
</table>

Additional Remarks:

24. **PRIORITY:** The facility conducts an annual review of aggregate data regarding sexual abuse investigations and resulting incident reviews and presents the findings to the Field Office Director (FOD) and ICE/ERO HQ for use in determining whether changes are needed to existing policies and practices to further the goal of eliminating sexual abuse.

Meets Standard

1. **Policy:**
   - Are these requirements in facility policy? Yes
   - Title of policy and page #: Sexual Abuse Prevention and Response

2. **SME Interview:**
   - Verify whether there is a process in place to conduct an annual review of aggregate sexual abuse data and to present the findings to the FOD and ICE HQ.
   - Describe: Per interviews with the PSA compliance manager and the SDDO and direct observation of the last annual review meeting notes, it was confirmed reviews of aggregate data regarding sexual abuse or assault incidents are being conducted annually.
   - Findings from this review are presented to the AFOD, DFOD, SDDO and to ICE HQ for use in recommending changes to existing policy and practices to further the goal of eliminating sexual abuse.

3. **Document Review:**
### STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

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<td></td>
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<td>• Verify whether an annual review of sexual abuse data occurred in the last 12 months, and whether it was used to determine whether changes were needed and implemented. Describe: Per direct observation of the meeting notes, it was confirmed that the last annual review of sexual abuse data occurred on 03/10/2022.</td>
</tr>
</tbody>
</table>

Additional Remarks:

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### STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

The facility has a comprehensive sexual abuse and assault prevention and intervention program which outlines the facility’s approach to preventing, detecting, and responding to such conduct. The facility has maintained the Department of Justice Prison Rape Elimination Act (PREA) accreditation since 12/23/2021.

Detainees are screened upon admission. Detainees identified as "high risk" for committing sexual assault are assessed by a mental health provider and treated if indicated.

The facility accepts verbal, written, anonymous, and third-party reports regarding allegations of sexual abuse, assault, or harassment. All reports are taken seriously with a professional response. The facility has a multi-disciplinary Sexual Assault Response Team that responds to allegations and incidents. The PSA compliance manager ensures appropriate classification and monitoring for any retaliation.

When health care services and/or collection of forensic evidence is performed off-site: health care professionals will conduct an examination and make referrals as indicated; evidence will be collected using an approved kit; forensic evidence will be secured, and the chain of custody will be maintained; testing will be conducted for sexually transmitted diseases and infections. As appropriate, prophylactic treatment and follow-up examinations for sexually transmitted diseases will be offered. After the physical examination, a mental health professional will evaluate the need for crisis intervention, counseling, and long-term follow-up. Policy establishes procedures ensuring timely and appropriate responses, evaluation, treatment, and notification of local law enforcement for possible prosecution.

Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any PREA protection or category will be made only after consideration of the disability, language difficulty or PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.
STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION – Reviewer Summary

All detainees interviewed were aware of the unit postings, understood the zero-tolerance policy, and knew how to report sexual abuse or assault.

A review of case files indicates procedures are being followed. The facility had two detainee on detainee sexual abuse allegation incidents during this inspection period. The first incident involved a newly arriving detainee who reported an alleged incident that occurred while he was at a previous facility. Per the PSA compliance manager and case file review, the detainee was offered community services for counseling; however he declined and consequently no community resources were used, as the detainee reported he had addressed his issues with the medical and mental health staff at this facility. The second alleged incident involved detainee on detainee accusations of inappropriate touching. This incident was investigated and found to be unsubstantiated. No community resources were used.

During the November 2021 ODO inspection there were concerns related to the content of the Sexual Abuse Prevention and Response policies. The first concern was that the policy did not include requirements for coordinating with ICE for investigation or referral of incidents to another investigative agency, discipline and prosecution of assailants. The other concern was that policy did not include required reporting through the facility chain of command. Neither of these two concerns were found during this inspection and the policy included all of the Standard requirements.

This was a hybrid inspection; this portion of the review was conducted on-site. Evaluation was conducted via review of policy, procedures, training curriculum, and detainee medical file reviews; and interviews with Health Services Administrator, Infection Control Nurse, and detainees.

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspector

Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
## STANDARD 2.12. SPECIAL MANAGEMENT UNITS (Key: O)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<tr>
<td>1. Written policy and procedures are in place for special management units, including Administrative Segregation and Disciplinary Segregation, as well as documenting the reason(s) for placement and periodic reviews.</td>
<td>Meets Standard</td>
<td>Policy establishes procedures for the operation of a special management unit (SMU), including administrative and disciplinary segregation. Policy requires officers to document the reasons for placement and addresses the frequency of periodic reviews. Staff interviews and documentation reviewed confirms adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>2. The number of detainees confined to each cell or room does not exceed the capacity for which it was designed.</td>
<td>Meets Standard</td>
<td>The cells in the SMU are all doubled bunked and the chief of security stated the facility never assigns more than one detainee per cell.</td>
</tr>
<tr>
<td>3. Cells and rooms are well ventilated, adequately lit, appropriately heated/cooled and maintained in a sanitary condition at all times. Cells are conducive to maintaining a safe and secure environment for all detainees, with particular emphasis on allowing for full visibility and appropriate observation by staff, and wherever possible on eliminating potential safety hazards such as sharp edges and anchoring devices.</td>
<td>Meets Standard</td>
<td>The SMU cells were observed and found to meet the requirements of this component.</td>
</tr>
<tr>
<td>4. Each facility shall issue guidelines concerning the privileges detainees may have in both Administrative and Disciplinary status.</td>
<td>Meets Standard</td>
<td>A review of policy confirmed that specific privileges detainees may have in administrative and disciplinary status are included.</td>
</tr>
<tr>
<td>5. <strong>PRIORITY:</strong> Detainees in SMUs are personally observed at least every 30 minutes in an irregular schedule and more often when warranted.</td>
<td>Meets Standard</td>
<td>The administrative captain stated that detainees in the SMU are observed every thirty minutes. The facility uses a confinement watch log to record the checks. No ICE detainees were in the SMU during the inspection, but records of placements during the rating period confirm this practice.</td>
</tr>
</tbody>
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### STANDARD 2.12. SPECIAL MANAGEMENT UNITS (Key: O)

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<tr>
<td><strong>6. PRIORITY:</strong> A detainee is placed in Administrative Segregation only for non-punitive reasons, when necessary to ensure the safety of detainees or others, the protection of property, or the security or good order of the facility. The facility administrator or designee shall complete the Administrative Segregation Order (Form I-885 or equivalent), detailing the reasons for placing a detainee in Administrative Segregation, before his or her actual placement. A copy of the order shall be immediately provided to the detainee in a language or manner the detainee can understand, unless delivery would jeopardize the safe, secure, or orderly operation of the facility. Copies of records supporting each Special Management Unit placement shall be attached to the Administrative Segregation Order.</td>
<td>Meets Standard</td>
<td>Detainees are placed in administrative segregation only for non-punitive reasons; when necessary to ensure the safety of detainees or others, protect property or the security or good order of the facility. This IGSA completes an administrative segregation placement order that is signed by the facility administrator before a detainee is placed in administrative segregation. A copy of the order is immediately provided to the detainee in a language or manner the detainee can understand.</td>
</tr>
<tr>
<td><strong>7. PRIORITY:</strong> A detainee is placed in protective custody status in Administrative Segregation only when there is documentation and supervisory approval that it is warranted and that no reasonable alternatives are available. Use of Administrative Segregation to protect vulnerable populations, including detainees vulnerable to sexual abuse or assault, shall be restricted to those instances where reasonable efforts have been made to provide appropriate housing and shall be made for the least amount of time practicable, and when no other viable housing options exist, and as a last resort. A detainee’s age, disability, sex, sexual orientation, gender identity, race, color, national origin, or religion may not provide the sole basis for a decision to place the detainee in involuntary segregation. An individualized assessment must be made and documented in each case. Detainees who have been placed in Administrative Segregation for protective custody shall have access to programs, services, visitation, counsel and other services available to the general population to the maximum extent possible.</td>
<td>Meets Standard</td>
<td>Detainees are placed in protective custody status only when there is documentation that such placement is warranted and that no other alternative is available. Policy dictates that detainees are placed in administrative segregation status only for non-punitive reasons, and when necessary to ensure the safety of detainees or others, or for the security or good order of the facility. The captain confirmed that detainees placed in administrative segregation status are provided access to programs and other services to the maximum extent possible.</td>
</tr>
</tbody>
</table>
## STANDARD 2.12. SPECIAL MANAGEMENT UNITS (KEY: O)

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<tbody>
<tr>
<td>8. A detainee will be placed in Disciplinary Segregation only after a finding by a Disciplinary Hearing Panel that the detainee is guilty of a prohibited act or rule violation classified at a “Greatest,” “High,” or “High-Moderate” level, as defined in the Detention Standard on Disciplinary System.</td>
<td>Meets Standard</td>
<td>Policy mandates that only the disciplinary hearing panel (IDP) may place a detainee in disciplinary segregation status after the detainee is found guilty of a prohibited act classified as “Greatest”, “High” or “High-Moderate” level as defined in the detention standard on discipline.</td>
</tr>
<tr>
<td>9. A written order shall be completed and signed by the chair of the IDP (or disciplinary hearing officer) before a detainee is placed into Disciplinary Segregation. A copy of the order shall be immediately given to the detainee in a language or manner the detainee can understand, unless delivery would jeopardize the safety, security, or the orderly operation of the facility.</td>
<td>Meets Standard</td>
<td>The captain and a review of documentation confirmed that a written order is completed and signed by the DHO before a detainee is placed into disciplinary segregation status. A copy of the order is immediately given to the detainee.</td>
</tr>
<tr>
<td>10. Upon a detainee’s release from the SMU, the releasing officer attaches the entire housing unit record to the Administrative Segregation Order or Disciplinary Segregation Order and forwards it to the Chief of Security or equivalent for inclusion in the detainee’s detention file.</td>
<td>Meets Standard</td>
<td>The requirements of this component are addressed in policy. The captain confirmed all records are forwarded to the detention file after release and review. Records reviewed confirmed this practice.</td>
</tr>
<tr>
<td>11. Staff shall complete a special reclassification within 24 hours before a detainee leaves the SMU, following an incident of abuse or victimization, and at any other time when warranted based upon the receipt of additional, relevant information, such as after a criminal act, or if a detainee wins a criminal appeal, is pardoned, or new criminal information comes to light.</td>
<td>Meets Standard</td>
<td>The chief of security verified that a special reclassification is conducted within 24 hours of a detainee’s release from the SMU for detainees who meet the requirements of this component.</td>
</tr>
</tbody>
</table>
**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<td>12. <strong>PRIORITY:</strong> Each facility shall develop and follow written procedures, consistent with this standard, governing the management of its Administrative Segregation unit. These procedures should be developed in consultation with the Field Office Director (FOD) having jurisdiction for the facility. A facility supervisor conducts a review within 72 hours of the detainee’s placement in Administrative Segregation to determine whether segregation is still warranted. The review includes an interview with the detainee, and a written record is made of the decision and the justification. If a detainee is segregated for the detainee's protection, but not at the detainee's request, continued detention requires the authorizing signature of the facility administrator or assistant facility administrator. When a detainee has spent seven days in Administrative Segregation, and every week thereafter for the first 30 days and at least every 10 days thereafter, a facility supervisor conducts a similar review, including an interview with the detainee, and documents the decision and justification.</td>
<td>Meets Standard</td>
<td>Written policy and procedures fully address all of the requirements of this component. The chief of security confirmed that the initial 72-hour reviews are conducted as required by this component. Documentation of reviews was examined during the inspection.</td>
</tr>
<tr>
<td>13. A copy of the decision and justification for each segregation status review is given to the detainee, unless, in exceptional circumstances, this provision would jeopardize security. The detainee is given an opportunity to appeal a review decision to a higher authority within the facility.</td>
<td>Meets Standard</td>
<td>Copies are immediately provided to detainees and they can appeal to a higher authority.</td>
</tr>
<tr>
<td>14. A permanent log is maintained in each SMU to record all activities concerning SMU detainees (meals served, recreation, visitors, etc.). The SMU log records the detainee's name, A-number, housing location, date admitted, reasons for admission, status review dates, tentative release date for detainees in Disciplinary Segregation, the authorizing official, and date released. These logs shall also be used by supervisory staff and other officials to record their visits to the unit.</td>
<td>Meets Standard</td>
<td>A permanent SMU housing unit log is maintained by SMU officers of all detainee activity in the SMU. The facility uses a confinement activity record (CAR), for this purpose. Samples of completed records were examined during the inspection.</td>
</tr>
</tbody>
</table>
## STANDARD 2.12. SPECIAL MANAGEMENT UNITS (Key: O)

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| 15. A separate log is maintained in the SMU that all persons visiting the unit must sign and record:  
  - The time and date of the visit; and  
  - Any unusual activity or behavior of an individual detainee, with a follow-up memorandum sent through the facility administrator to the detainee's file. | Meets Standard | A separate log is maintained in the SMU that persons visiting the unit must sign. The time and date of the visit and any unusual activity or behavior of an individual detainee are recorded in this log. The log was examined during the inspection. |
| 16. A Special Management Housing Unit Record is maintained on each detainee in an SMU, that records:  
  - Whether the detainee ate, showered, recreated, and took any medication; and  
  - Any additional information, such as whether the detainee has a medical condition, or has exhibited suicidal/assaultive behavior. | Meets Standard | An SMU confinement activity record is maintained by officers for each detainee in the SMU. All detainee daily activity is recorded on the records. There were no ICE detainees housed in segregation during this inspection. Records of two placements during the inspection period were examined during this review. |
| 17. Detainees must be evaluated by a medical professional prior to placement in an SMU (or when that is infeasible, as soon as possible and no later than within 24 hours of placement). The assessment should include a review of whether the detainee has been previously diagnosed as having a mental illness and include a disability accommodations review as indicated by health care protocols. | Meets Standard | When a detainee is admitted to the SMU, health care personnel are immediately informed to provide an assessment and review as indicated by health care protocols. Review of facility records confirmed this practice. Both detainee records examined during the inspection had forms indicating the detainee was cleared by medical and mental health staff prior to placement. |
### STANDARD 2.12. SPECIAL MANAGEMENT UNITS (Key: O)

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<tr>
<td><strong>18. PRIORITY:</strong> Detainees with serious mental illness may not be automatically placed in an SMU on the basis of such mental illness. Every effort shall be made to place detainees with serious mental illness in a setting in or outside of the facility in which appropriate treatment can be provided, rather than an SMU, if separation from the general population is necessary.</td>
<td>Meets Standard</td>
<td>Policy states that if a detainee has a serious mental illness, they will not be automatically placed in SMU, but rather will be placed in a setting in or outside of the facility that has the capacity to safely house the detainee. The chief of security verified that any detainee with a serious mental illness must be cleared by mental health staff prior to being housed in the SMU. The form used by medical staff to clear detainees for SMU placement also evaluates mental health concerns.</td>
</tr>
<tr>
<td><strong>19. PRIORITY:</strong> Health care personnel conduct face-to-face medical assessments for every detainee in an SMU at least once daily, and where reason for concern exists, assessments are followed up with a complete evaluation by a qualified medical or mental health professional, and indicated treatment. Medical visits shall be recorded on the SMU housing record or comparable form, and any action taken shall be documented in a separate logbook.</td>
<td>Meets Standard</td>
<td>A review of policy and documentation confirmed that health care personnel visit each detainee in the SMU at least once daily and where reason for concern exists, assessments are followed up with a complete evaluation by a qualified medical or mental health professional with indicated treatment.</td>
</tr>
<tr>
<td><strong>20.</strong> The facility shall provide out-of-cell, confidential psychological assessments and visits for detainees whenever possible, to ensure patient privacy and to eliminate barriers to treatment. Mental health staff shall conduct a face-to-face psychological review of all detainees in an SMU at least once every 30 days.</td>
<td>Meets Standard</td>
<td>The captain confirmed that mental health staff are conducting out-of-cell confidential assessments and visits for detainees in the SMU. Policy requires mental health staff to conduct face-to-face reviews of all detainees at least once every thirty days. The captain stated that detainees are removed from the unit and taken to the medical clinic for mental health assessments.</td>
</tr>
</tbody>
</table>
## STANDARD 2.12. SPECIAL MANAGEMENT UNITS

(Key: O)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<tr>
<td>21. For any detainee with a serious mental illness placed in restrictive housing, mental health staff shall conduct a mental health consultation within 72 hours of the detainee’s placement in restrictive housing; At least weekly, a mental health provider shall conduct face-to-face clinical contact with the detainee, to monitor the detainee’s mental health status, identify signs of deterioration, and recommend additional treatment as appropriate.</td>
<td>Meets Standard</td>
<td>Detainees with a serious mental illness are evaluated prior to their placement in the SMU and are seen weekly by mental health staff. Mental health staff are part of the team that reviews all segregation cases every seven days.</td>
</tr>
<tr>
<td>22. Detainees in SMUs may shave and shower at least three times weekly and receive other basic services (such as laundry, hair care, barbering, clothing, bedding, and linen) on the same basis as the general population.</td>
<td>Meets Standard</td>
<td>Detainees in SMU receive all the services listed in this component.</td>
</tr>
<tr>
<td>23. A detainee shall be removed from segregation if a health care professional concludes that continued segregation is detrimental to the detainee’s medical or mental health.</td>
<td>Meets Standard</td>
<td>Medical and mental health staff can recommend detainee removal from the SMU. Medical and mental health staff are part of the team that review all segregation cases every seven days.</td>
</tr>
<tr>
<td>24. Detainees in Administrative Segregation are provided opportunities to spend time outside their cells (over and above the required recreation periods), for such activities as socializing, watching TV, and playing board games and may be assigned to work details (for example, as orderlies in the SMU).</td>
<td>Meets Standard</td>
<td>Detainees in administrative segregation status are provided two hours of recreation seven days a week. Detainees are allowed to spend time outside their cells over and above two-hour recreation period in the day room watching TV, playing board games, and may also volunteer to be assigned to work details as orderlies in the SMU. These practices confirm the facility receives optimal compliance on this component.</td>
</tr>
<tr>
<td>25. The shift supervisor sees each segregated detainee daily, including weekends and holidays.</td>
<td>Meets Standard</td>
<td>The shift supervisor sees every detainee in the SMU daily, including weekends and holidays.</td>
</tr>
<tr>
<td>26. The facility administrator (or designee) visits each SMU daily.</td>
<td>Meets Standard</td>
<td>The administrative duty officer visits the SMU daily.</td>
</tr>
</tbody>
</table>
| 27. Detainees in SMUs are provided three nutritionally adequate meals per day, ordinarily from the general population menu. | Meets Standard | Detainees in segregation status receive the same meals as those in general population.
**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

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<tr>
<td>28. Only for documented medical or mental health reasons</td>
<td>Meets Standard</td>
<td>Policy addresses all of the issues in this component. The chief of security stated that detainees requiring this type of housing would usually be housed in the medical department.</td>
</tr>
<tr>
<td>are detainees denied such items as clothing, mattress, bedding, linens, or a pillow. If a detainee is so disturbed that he or she is likely to destroy clothing or bedding or create a disturbance risking harm to self or others, the medical department is notified immediately and a regimen of treatment and control instituted by the medical officer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Detainees in a SMU may write, receive letters and other correspondence, the same as the general population.</td>
<td>Meets Standard</td>
<td>Detainees in SMU have the same mail privileges as general population.</td>
</tr>
<tr>
<td>31. Adequate documentation is generated for any restricted or disallowed general visits for a detainee in an SMU who violated visiting rules or whose behavior indicated the detainee would be a threat to the security or good order of the visiting room in the past year. Where visits are restricted or disallowed, a report is filed with the facility administrator and ICE/ERO, and made part of the detainee’s file.</td>
<td>Meets Standard</td>
<td>A review of policy verified documentation and notification of visitation restrictions are required as noted in component. No visitation was denied for any detainee during this reporting period.</td>
</tr>
<tr>
<td>32. Under no circumstances is a detainee permitted to participate in general visitation while in restraints.</td>
<td>Meets Standard</td>
<td>A review of policy and staff interviews verified that detainees are not allowed in general visitation in restraints.</td>
</tr>
<tr>
<td>33. Detainees in protective custody and violent and disruptive detainees are not permitted to use the visitation room during normal visitation hours.</td>
<td>Meets Standard</td>
<td>Detainees who are violent or disruptive are not permitted to use the visiting room during normal visitation hours.</td>
</tr>
<tr>
<td>34. In cases in which a visit would present an unreasonable security risk, visits may be disallowed for a particular violent or disruptive detainee.</td>
<td>Meets Standard</td>
<td>Visitation may be disallowed for the reasons stated in the component.</td>
</tr>
<tr>
<td>35. Ordinarily, detainees in SMUs are not denied legal visitation.</td>
<td>Meets Standard</td>
<td>Detainees in the SMU are ordinarily not denied legal visits.</td>
</tr>
<tr>
<td>36. Detainees in SMUs are allowed visits by members of the clergy or other religious service providers, upon request; unless it is determined a visit presents a risk to safety, security, or orderly operations.</td>
<td>Meets Standard</td>
<td>Detainees are allowed visits by members of the clergy unless the visit presents a security or safety risk.</td>
</tr>
</tbody>
</table>
**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

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<tr>
<td>37. Detainees in SMUs have access to reading materials, including religious materials in English, Spanish, and other languages frequently encountered in the facility population. The Recreation Specialist offers each detainee soft-bound, non-legal books on a rotating basis.</td>
<td>Meets Standard</td>
<td>Detainees in the SMU have access to soft-bound reading materials, including religious materials. The librarian reported she delivers reading material to the SMU.</td>
</tr>
<tr>
<td>38. Detainees in SMUs have access to legal materials, in accordance with the Detention Standard on Law Libraries and Legal Material. Detainees are permitted to retain all personal legal material in the SMU, provided it does not create a safety, security and/or sanitation hazard. Detainee requests for access to legal material in their stored personal property are accommodated as soon as possible and always within 24 hours of a detainee's request.</td>
<td>Meets Standard</td>
<td>A portable computer cart is available for use in the SMU. Detainees can also use facility tablets to access law library material or be escorted to the law library upon request. The computer and tablets are equipped with LexisNexis.</td>
</tr>
<tr>
<td>39. Any denial of access to the law library is always:</td>
<td>Meets Standard</td>
<td>All of the requirements in this component are fully addressed in policy and are followed in practice. The chief of security reported that there have been no denials of access to the law library during the inspection period.</td>
</tr>
<tr>
<td>• Supported by compelling security concerns;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For the shortest period required for security; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fully documented in the SMU housing logbook.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICE/ERO is notified every time law library access is denied.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Recreation for detainees in the SMU is separate from the general population.</td>
<td>Meets Standard</td>
<td>Recreation for detainees in SMU is separate from the general population. There are recreation facilities available on the SMU that are used just for SMU cases.</td>
</tr>
<tr>
<td>41. Detainees in the SMU for administrative reasons are offered at least one hour of recreation per day, outside their cells and scheduled at a reasonable time, at least seven days per week. Detainees in the SMU for disciplinary reasons shall be offered at least one hour of recreation per day, outside their cells and scheduled at a reasonable time, at least five days per week. Where cover is not provided to mitigate inclement weather, detainees are provided weather-appropriate equipment and attire.</td>
<td>Meets Standard</td>
<td>Detainees in administrative segregation are offered at least two hours of recreation a day, outside their cells, seven days per week. Detainees in disciplinary segregation are offered two hours of recreation outside their cells, seven days per week. The facility achieves an optimal level of compliance with this component.</td>
</tr>
</tbody>
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## STANDARD 2.12. SPECIAL MANAGEMENT UNITS

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<td>42. The recreation privilege is denied or suspended only if it would unreasonably endanger safety or security. When a detainee in an SMU is deprived of recreation (or any usual authorized items or activity), a report of the action is forwarded to the facility administrator.</td>
<td>Meets Standard</td>
<td>Policy states that recreation privileges may be denied or suspended for safety and security concerns. Such action requires a report be submitted to the OIC. No detainee recreation was denied during this inspection period.</td>
</tr>
<tr>
<td>43. The case of a detainee denied recreation privileges is reviewed as part of the regular reviews required for all detainees in SMU status. The reviewer documents whether the detainee continues to pose a threat to self, others, or facility security and, if so, why.</td>
<td>Meets Standard</td>
<td>Any denial of recreation privileges would be reviewed and documented as required. During this inspection period, there were no recreation denials imposed on SMU detainees.</td>
</tr>
<tr>
<td>44. Denial of recreation privileges for more than 7 days requires the concurrence of the facility administrator and the health authority. The facility notifies ICE/ERO when a detainee is denied recreation privileges for more than 7 days.</td>
<td>Meets Standard</td>
<td>Policy requires that the OIC and health authority must approve any denial of recreation privileges for more than seven days.</td>
</tr>
<tr>
<td>45. Ordinarily, detainees in Administrative Segregation have telephone access similar to detainees in the general population, in a manner consistent with the special security and safety requirements of an SMU. Detainees in Disciplinary Segregation may be restricted from using telephones to make general calls as part of the disciplinary process; however, ordinarily, they are permitted to make direct and/or free and legal calls as described in the Detention Standard on Telephone Access, except for compelling and documented reasons of safety, security, and good order.</td>
<td>Meets Standard</td>
<td>All detainees in administrative segregation have telephone access similar to detainees in the general population. Detainees in disciplinary segregation who have phone privileges restricted will ordinarily make direct and/or free and legal calls as described in the standard. Any denial of these privileges will be for safety and security reasons and will be documented.</td>
</tr>
<tr>
<td>46. After seven consecutive days in Administrative Segregation, the detainee may exercise the right to appeal to the facility administrator the conclusions and recommendations of any review conducted.</td>
<td>Meets Standard</td>
<td>Policy states that after seven consecutive days in administrative segregation, the detainee has the right to appeal to the OIC the conclusions and recommendations of any review conducted.</td>
</tr>
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<td>47. If a detainee has been in Administrative Segregation for more than 30 days and objects to this status, the facility administrator reviews the case to determine whether that status should continue, taking into account the views of the detainee. A written record is made of the decision and the justification. A similar review is done every 30 days thereafter.</td>
<td>Meets Standard</td>
<td>If a detainee objects to being held in administrative segregation after thirty days policy requires the OIC to review the case and determine whether the status should continue. Policy requires a written record be made of this review and justification. A similar review will be done every thirty days thereafter.</td>
</tr>
<tr>
<td>48. The facility administrator must notify the responsible Field Office Director (FOD) in writing whenever an ICE detainee has been held continuously in segregation for: • 14 days, or 14 days out of any 21 day period; • 30 days; and • At every 30-day interval thereafter.</td>
<td>Meets Standard</td>
<td>The chief of security stated that ICE officials are notified when a detainee has been held in the SMU for fourteen days and thirty days and every thirty days thereafter. The chief of security reported that ICE staff review all SMU placements immediately upon placement and are promptly notified of any changes in detainee status.</td>
</tr>
<tr>
<td>49. The facility administrator must notify the appropriate Field Office Director (FOD) in writing as soon as possible, but no later than 72 hours after the initial placement of an ICE detainee in segregation if: • The detainee has been placed in Administrative Segregation on the basis of a disability, medical or mental illness, or other special vulnerability, or because the detainee is an alleged victim of a sexual assault, is an identified suicide risk, or is on a hunger strike; or • A detainee placed in segregation for any reason has a mental illness, a serious medical illness, a serious physical disability, or is pregnant or recently had a miscarriage.</td>
<td>Meets Standard</td>
<td>The chief of security verified that ICE is notified as required by this component.</td>
</tr>
<tr>
<td>50. The facility administrator must notify the appropriate Field Office Director (FOD) in writing whenever a detainee who has been the subject of a prior notification pursuant to this section is subsequently released from segregation.</td>
<td>Meets Standard</td>
<td>The chief of security verified that ICE is notified as required by this component.</td>
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# STANDARD 2.12. SPECIAL MANAGEMENT UNITS

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<td>51. Time served in pre-disciplinary hearing detention shall be deducted</td>
<td>Meets Standard</td>
<td>The chief of security verified that time served in pre-disciplinary</td>
</tr>
<tr>
<td>from any time ordered by the Institution Disciplinary Panel (IDP).</td>
<td></td>
<td>detention is deducted from any time ordered by the IDP.</td>
</tr>
<tr>
<td>52. A multi-disciplinary committee of facility staff, including</td>
<td>Meets Standard</td>
<td>The chief of security reported that a multidisciplinary</td>
</tr>
<tr>
<td>facility leadership, medical and mental health professionals, and security</td>
<td></td>
<td>committee meets weekly. This committee is composed of a facility</td>
</tr>
<tr>
<td>staff, shall meet weekly to review all detainees currently housed in the</td>
<td></td>
<td>administrator, chief of security, chief of unit management, medical</td>
</tr>
<tr>
<td>facility’s SMU. During the meeting, the committee shall review</td>
<td></td>
<td>and mental health staff. ICE staff participate in weekly reviews</td>
</tr>
<tr>
<td>each detainee individually to ensure all staff are aware of the</td>
<td></td>
<td>when available. The committee meets weekly to review the cases</td>
</tr>
<tr>
<td>detainee’s status, current behavior, and physical and mental health, and</td>
<td></td>
<td>of all detainees housed in the SMU. The weekly reviews take into</td>
</tr>
<tr>
<td>to consider whether any change in status is appropriate. Upon the</td>
<td></td>
<td>consideration the detainee’s status, behavior, physical and mental</td>
</tr>
<tr>
<td>request of the Field Office Director (FOD), the facility administrator</td>
<td></td>
<td>health, and makes a recommendation for change of status accordingly.</td>
</tr>
<tr>
<td>shall permit ICE/EROS personnel to participate in the weekly meetings,</td>
<td></td>
<td>Copies of review findings are sent to the facility ICE staff. Samples</td>
</tr>
<tr>
<td>either in person or by teleconference.</td>
<td></td>
<td>of weekly reviews conducted during the report period were examined</td>
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<td></td>
<td></td>
<td>during the inspection.</td>
</tr>
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### STANDARD 2.12. SPECIAL MANAGEMENT UNITS – Reviewer Summary

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

This standard was evaluated by interviewing Library, Administrative Captain, Chief of Security, and SMU Sergeant. Policy was reviewed; case records for three SMU placements during the inspection period were examined; and documentation of the required reviews, reports and notices were examined.

At the time of the inspection there were no detainees assigned to the SMU. During the inspection period one detainee was placed in protective custody status and two detainees were placed in administrative and then disciplinary segregation. Records of all three cases were reviewed. The facility reported no detainees were held in the SMU in administrative or disciplinary segregation in excess of sixty days during the inspection period.

Written policy and procedure are in place to control and secure the SMU entrance. Food carts are escorted by officers. Permanent housing logs are maintained to record specific data on detainees upon admission to and release from the unit, and for supervisory staff to record their visits to the unit.

Detainees in the SMU are provided with adequate services and recreation in a clean, secure, and well-maintained...
STANDARD 2.12. SPECIAL MANAGEMENT UNITS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

environment. Visiting privileges, telephone privileges and meals for detainees in SMU, except for documented security concerns, are identical to the general population. Health care personnel shall be immediately informed when a detainee is admitted to an SMU and shall conduct an assessment and review of the detainees medical and mental health status and care needs.

The facility provides communication assistance to detainees with disabilities and detainees who are limited in their English proficiency (LEP). The facility provides detainees with disabilities effective communication assistance. The facility will also provide detainees who are LEP with language assistance, including bilingual staff or professional interpretation and translation services, to provide them with meaningful access to its programs and activities.

Management, supervisory and medical personnel visit the SMU daily. These personnel communicate information to a detainee in a language or manner the detainee can understand. Written materials are generally translated into Spanish. Oral interpretation or assistance is provided to any detainee who speaks another language in which written material has not been translated or who is illiterate.

Detainees are not placed in segregation solely based on age, disability, sex, sexual orientation, gender identity, race, color, religion or national origin. Detainees are not placed in segregation based on their vulnerabilities to sexual or other types of abuse or assault unless other placements or options are not sufficient or available. The facility also coordinates with the ICE in considering whether a less restrictive housing or custodial option is appropriate and available, including return to the general population, or transfer to a facility better suited to the needs of the detainee.

Detainees do not stay in pre-hearing status for longer than the maximum term permitted for the most serious offense charged. Pre-hearing segregation time is deducted from the disciplinary sanction.

Seriously mentally ill detainees are given a mental health consultation within 72 hours of placement into the SMU and are seen weekly by a mental health provider for the duration of their stay in the SMU. Training in the identification and management of mentally ill detainees, such as identification of signs of mental health decomposition, interacting with mentally ill detainees and de-escalation techniques is provided to the staff assigned to the SMU.

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspecter [Redacted]
Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
# STANDARD 2.13. STAFF-DETAINEE COMMUNICATION (Key: P)

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

This standard also requires the posting of hotline informational posters from the Department of Homeland Security (DHS) Office of the Inspector General (OIG).

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. PRIORITY:</strong> ICE/ERO detainees shall have frequent informal access to and interaction with key facility staff members, in a language or manner they can understand. Detainee requests and staff responses are translated to accommodate detainees with special assistance needs, including limited English proficiency.</td>
<td>Meets Standard</td>
<td>The Communication of Information to Inmates/Detainees policy addresses component requirements. Detainees have frequent informal access to and interaction with key facility staff in languages they understand. A language line translation service is used when needed. Documentation confirmed key facility staff conduct both scheduled and frequent unannounced visits to detainee housing areas to monitor overall living conditions and to listen and respond to detainee concerns.</td>
</tr>
<tr>
<td><strong>2. Facility shall provide communication assistance to detainees with disabilities and/or who are limited English proficient (LEP.) When language services are needed, the facility uses language assistance, including bilingual staff competent in the language or professional interpretation and translation services.</strong></td>
<td>Meets Standard</td>
<td>The Communication of Information to Inmates/Detainees policy addresses component requirements. Policy includes the provision of communication assistance to detainees with disabilities and/or who are limited in English proficiency. Detention officers were observed using the language line to communicate with detainees during release. Bilingual staff were observed communicating with detainees in the housing units.</td>
</tr>
</tbody>
</table>
## STANDARD 2.13. STAFF-DETAINEE COMMUNICATION

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

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<tbody>
<tr>
<td>3. Facility staff shall conduct scheduled visits to address detainees’ personal concerns and monitor living conditions.</td>
<td>Meets Standard</td>
<td>The Communication of Information to Inmates/Detainees policy addresses component requirements. Documentation confirmed key facility staff and counselors conduct both scheduled and frequent unannounced visits to detainee housing areas to monitor overall living conditions and to listen and respond to detainee concerns.</td>
</tr>
<tr>
<td>4. The local supplement to the detainee handbook shall include contact information for the ICE/ERO Field Office and the scheduled hours and days that ICE/ERO staff is available to be contacted by detainees at the facility. The same information shall be posted in the living areas (or “pods”) of the facilities. Posted contact information shall be updated quarterly or more frequently as necessary to reflect changes in ICE/ERO personnel.</td>
<td>Meets Standard</td>
<td>During the previous inspection, this component was rated Does Not Meet Standard because contact information for the ICE field office and the schedule of ICE staff housing unit visits was not posted in the housing units. During this inspection, required postings were observed. Quarterly updates were documented.</td>
</tr>
</tbody>
</table>
### STANDARD 2.13. STAFF-DETAINEE COMMUNICATION

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

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<tr>
<td>5. <strong>PRIORITY</strong>: Detainees may submit written questions, requests, grievances or concerns to ICE/ERO staff, using the detainee request form, a local IGSA form, or a sheet of paper. Facilities must also allow any ICE/ERO detainee dissatisfied with the facility’s response to file a grievance appeal and communicate directly with ICE/ERO.</td>
<td>Meets Standard</td>
<td>Detainee request forms can be submitted electronically via a housing unit tablet or on a paper form that is available in the housing unit. Writing instruments and envelopes for detainees to submit written questions, requests, grievances, or concerns to ICE are also available from the housing unit staff, at no charge. The detainee request forms are placed in a locked ICE drop box. Access to the mailboxes is restricted to ICE/ERO personnel. ICE officers empty the drop boxes Monday through Friday. Electronic submissions to ICE staff are confidentially delivered. Any detainee dissatisfied with their request response may file a grievance.</td>
</tr>
</tbody>
</table>

| 6. Each facility administrator shall: | Meets Standard | The Communication of Information to Inmates/Detainees policy addresses component requirements. Bullet number two is Not Applicable: only ICE/ERO staff have access to the secure drop boxes. Electronic requests may be sent confidentially to an ICE official. Secure ICE drop boxes were observed. ICE personnel have keys to the drop box. The drop box is emptied Monday through Friday. |
| - Ensure that adequate supplies of detainee request forms, envelopes, and writing implements are available. | | |
| - Have written procedures to promptly route and deliver detainee requests to the appropriate ICE/ERO officials by authorized personnel (not detainees) without reading, altering, or delaying such requests. | | |
| - Ensure that the standard operating procedures accommodate detainees with special assistance needs based on, for example, disability, illiteracy, or limited English proficiency. When language services are needed, the facility should use qualified interpretation services when an employee needs to communicate with a limited English proficient person. | | |
| - Ensure that each facility provides a secure dropbox for ICE detainees to correspond directly with ICE management, and that only ICE personnel have access to the dropbox. | | |
# STANDARD 2.13. STAFF-DETAINEE COMMUNICATION

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

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<tr>
<td>7. In facilities with ICE/ERO on-site presence: The ICE/ERO staff member receiving the request shall normally respond in person or in writing as soon as possible and practicable, but no longer than within 3 business days of receipt.</td>
<td>Does Not Meet Standard</td>
<td>The facility has on-site presence. The log revealed detainee requests were not consistently answered within three business days</td>
</tr>
<tr>
<td>8. In facilities without ICE/ERO on-site presence, each detainee request shall be forwarded to the ICE/ERO office of jurisdiction within two business days.</td>
<td>N/A</td>
<td>The facility has on-site presence.</td>
</tr>
<tr>
<td>9. All requests to ICE/ERO staff shall be recorded in a logbook (or electronic logbook) specifically designed for that purpose. At a minimum, the log shall record:</td>
<td>Meets Standard</td>
<td>Detainee requests are recorded in a format that supports adherence to component requirements.</td>
</tr>
<tr>
<td>- Date of receipt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Detainee’s name;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Detainee’s A-number;</td>
<td></td>
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<tr>
<td>- Detainee’s nationality;</td>
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</tr>
<tr>
<td>- Name of the staff member who logged the request;</td>
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</tr>
<tr>
<td>- Date the request, with staff response and action, was returned to the detainee;</td>
<td></td>
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<tr>
<td>- Any other pertinent site-specific information, including detention condition complaints;</td>
<td></td>
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<tr>
<td>- Specific reasons why the detainee’s request is urgent and requires a faster response; and</td>
<td></td>
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<tr>
<td>- The date the request was forwarded to ICE/ERO and the date it was returned.</td>
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</tr>
<tr>
<td>10. As required by the ICE/ERO Detention Standard on Detainee Handbook, each facility’s handbook (or supplement) shall advise detainees of the procedures to submit written questions, requests, or concerns to ICE/ERO staff, as well as the availability of assistance to prepare such requests.</td>
<td>Meets Standard</td>
<td>The facility handbook explains the procedures for detainees to submit a written question, request or concern to ICE/ERO staff. All detainees receive a copy of the local handbook during intake.</td>
</tr>
<tr>
<td>11. The facility administrator shall ensure that OIG Hotline posters are posted in every housing unit and in appropriate common areas (recreation areas, dining areas, processing areas, etc.).</td>
<td>Meets Standard</td>
<td>OIG hotline posters were observed and are posted in each housing unit and other common areas.</td>
</tr>
</tbody>
</table>
STANDARD 2.13. STAFF-DETAINEE COMMUNICATION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)
Detainees have access to formal and informal contact with facility and ICE officers via verbal and written communication. The detainee telephone services are tested daily by housing unit officers and unit management staff and by ICE staff during their scheduled visits. Telephone serviceability worksheets verified ICE weekly checks.

In addition to scheduled visits, ICE employees conduct visits to the housing units and other areas of the facility to informally observe living and working conditions and encourage informal communication among staff and detainees.

To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees are screened upon admission or as otherwise required by the standards. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

Detainee requests and staff responses are translated as needed for detainees and accommodations are made for LEP detainees and detainees with disabilities or literacy limitations to ensure understanding.

Evaluation of this standard was based on review of Communication of Information to Inmates/ Detainees policy, handbooks, electronic tablet logs telephone serviceability worksheets, Facility Visit Liaison Sheets and housing unit sign-in logs (verifying staff visits); observations of facility staff and ICE staff visiting and interacting with detainees in a language and manner understood by detainees (language line service and bilingual staff); and interviews with Deportation Officer( b)(6); and AFOD( b)(7)(C)

Deportation Officer( b)(6); SDDO( b)(6); ( b)(7)(C)

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspector( b)(6);( b)(7)(C)
Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
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<tr>
<th>Components</th>
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<tbody>
<tr>
<td>1. The use of tools, keys, medical equipment and culinary equipment is controlled.</td>
<td>Meets Standard</td>
<td>The use of tools, keys, medical equipment and culinary equipment is controlled through inventories in each department.</td>
</tr>
<tr>
<td>2. <strong>PRIORITY:</strong> There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.</td>
<td>Meets Standard</td>
<td>The chief of security is responsible for overall tool control procedures and an inspection system to ensure accountability. There is a designated tool control officer who has the daily responsibility for ensuring that tool control procedures are followed by all departments and employees.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY:</strong> Each facility administrator shall develop and implement a written tool control and storage system to include a tool classification system, and there are policies and procedures in place to ensure that all tools are properly marked and readily identifiable.</td>
<td>Meets Standard</td>
<td>There is a tool control and storage system in place which includes a tool classification system. Procedures are in place to ensure that all tools are properly marked and identifiable.</td>
</tr>
<tr>
<td>4. The facility has developed and implemented a tool classification system.</td>
<td>Meets Standard</td>
<td>All tools are classified as either restricted or non-restricted.</td>
</tr>
<tr>
<td>5. Tool inventories are required for:</td>
<td>Does Not Meet Standard</td>
<td>The tool control officer stated there is no electronics shop and recreation has no tools. All other departments noted in this component are required to have tool inventories. Inventories were observed in all areas during this inspection. The medical SME reported that there were ten lancets in a satellite exam room that were unaccounted for on any inventory. The HSA modified the procedures for the process of tracking the issuance and use of lancets in the future. The chief of security was also advised.</td>
</tr>
<tr>
<td>• Facility Maintenance Department</td>
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<tr>
<td>• Medical Department</td>
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<tr>
<td>• Food Service Department</td>
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<td></td>
</tr>
<tr>
<td>• Electronics Shop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Recreation Department</td>
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<tr>
<td>• Armory</td>
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</tbody>
</table>
### STANDARD 2.14. TOOL CONTROL (Key: O)

This detention standard protects detainees, staff, contractors, and volunteers from harm and contributes to orderly facility operations by maintaining control of tools, culinary utensils, and medical and dental instruments, equipment, and supplies.

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<tbody>
<tr>
<td>6. (SPCs/CDFs) The new tools shall be issued only after the Tool Control Officer has marked and inventoried them. Inventories that include any portable power tools shall provide brand name, model, size, description, and inventory control/AMIS number.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, policy requires that no tool is issued until it has been marked and added to the appropriate inventory by the tool control officer. The tool control officer reported it is standard practice at the facility to have all new tools delivered to the tool control officer for marking and inventory before they are placed in service. Power tools are inventoried using the brand name, model and description.</td>
</tr>
<tr>
<td>7. The facility administrator shall schedule, and establish procedures for, the quarterly inventoring of all tools.</td>
<td>Meets Standard</td>
<td>The tool control officer reported that quarterly and periodic unannounced inventories of all tools are conducted. Copies of the inventories are maintained by the chief of security and the tool control officer. The tool control officer stated that daily inventories are conducted of all tools stored in the maintenance tool room. The kitchen staff inventory tools twice daily and inventories of medical instruments are in place.</td>
</tr>
<tr>
<td>8. (SPCs/CDFs) Tool inventories shall be numbered and posted conspicuously on all corresponding shadow boards, toolboxes, and tool kits. While all posted inventories must be accurate, only the Master Tool Inventory Sheet in the office of the chief of security requires the certifiers' signatures.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, policy requires the elements listed in this component. Interview of the tool control officer, onsite inspection and a review of documentation confirmed practice is consistent with policy.</td>
</tr>
<tr>
<td>9. The facility administrator shall develop and implement procedures governing lost tools.</td>
<td>Meets Standard</td>
<td>Policy includes specific procedures governing lost tools.</td>
</tr>
</tbody>
</table>
STANDARD 2.14. TOOL CONTROL (Key: Q)

This detention standard protects detainees, staff, contractors, and volunteers from harm and contributes to orderly facility operations by maintaining control of tools, culinary utensils, and medical and dental instruments, equipment, and supplies.

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</tr>
</thead>
<tbody>
<tr>
<td>10. (SPCs/CDFs) When a restricted or non-restricted tool is missing or lost, staff shall notify the chief of security in writing as soon as possible. When the tool is a restricted (Class “R”) tool, staff shall inform the shift supervisor orally immediately upon discovering the loss. Any detainee(s) who may have had access to the tool shall be held at the work location pending completion of a thorough search. The facility administrator shall implement quarterly evaluations of lost/missing tool files.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, policy requires that any lost restricted or non-restricted tool be reported as soon as possible to the chief of security. If a restricted tool is lost, employees are required to inform the shift supervisor immediately. Policy requires the facility administrator to implement quarterly evaluations of lost/missing tool files.</td>
</tr>
<tr>
<td>11. All visitors, including repair and maintenance workers who are not ICE/ERO or facility employees, shall submit to an inspection and inventory of all tools, tool boxes, and equipment that could be used as weapons before entering and leaving the facility. The contractor shall maintain a copy of the tool inventory with them while inside the facility.</td>
<td>Meets Standard</td>
<td>Policy requires that all visitors and vendors/repair workers must submit to an inspection and inventory of all tools and equipment before entering and leaving the facility. The contractor must maintain a copy of the tool inventory with them while inside the facility. Copies of previously completed vendor tool inventories from throughout the inspection period were examined during the inspection.</td>
</tr>
</tbody>
</table>

STANDARD 2.14. TOOL CONTROL – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

This standard was evaluated by interviewing Tool Control Officer Sergeant [Name], Chief of Security [Name], Administrative Captain [Name], Maintenance Supervisor [Name], Food Service Director [Name], and Health Service Administrator [Name]; policy was reviewed; tool rooms and tool control procedures were inspected; tool inventories were checked and samples of inventories of tools brought into the facility by contractors were examined. Inventory control and storage of tools in all departments were checked during the inspection.

Staff removes all tools from work areas at the end of each workday for safekeeping in a secure tool room. The amount of acetylene allowed into the facility is limited to a day’s supply. At the end of each workday, all acetylene tanks are secured outside the secured perimeter.

The tool control officer has established written procedures for marking tools, making them identifiable, and a tool-storage system that ensures accountability. Commonly used tools are on a shadow board so that a tool’s disappearance will not escape attention. Tools not adaptable to shadow boards are kept in a locked tool room. Individual toolboxes used daily are secured in the tool room. The tool control officer maintains copies of all tool inventory sheets.

The new tools are not issued until the tool control officer has marked and inventoried them. The facility has procedures in place for the issuance of tools to staff and control of ladders, extension cords and ropes. No tools are issued to detainees. All broken or worn-out tools shall be surveyed and destroyed in accordance with the written procedures approved by the OIC.
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<thead>
<tr>
<th><strong>STANDARD 2.14. TOOL CONTROL – Reviewer Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Use following format for dates: mm/dd/yyyy)</em></td>
</tr>
<tr>
<td>Department heads are responsible for tool control in their area of responsibility. The staff member assigned tools is responsible for the control of tools daily. All contractor tools are inventoried upon their arrival and before departure from the facility.</td>
</tr>
<tr>
<td>The control of all tools protects detainees, staff, contractors and volunteers from harm and contributes to orderly facility operations</td>
</tr>
</tbody>
</table>

| **Overall Rating**: Meets Standard | (b) |
| **Reviewer Name (Printed)**: Inspector |                |
| **Completion Date**: 3/31/2022 |

**Reviewer Signature (for printed form submission):**
STANDARD 2.15. USE OF FORCE AND RESTRAINTS (Key: R)

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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</thead>
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<tr>
<td>1. <strong>PRIORITY</strong>: Staff use physical force only as a last resort after all reasonable efforts to otherwise resolve a situation have failed, and use only the degree of force necessary to gain control of the situation, employing confrontation avoidance techniques and the use-of-force continuum.</td>
<td>Meets Standard</td>
<td>Policy requires that employees use physical force only as a last resort and after all reasonable efforts to resolve a situation have failed. Only the degree of force necessary can be used to gain control of the situation.</td>
</tr>
<tr>
<td>2. <strong>Staff:</strong></td>
<td>Meets Standard</td>
<td>The use-of-force policy addresses the items listed in this component. The chief of security confirmed that practice is consistent with policy. Documentation reviewed also confirms practice complies with policy and standards.</td>
</tr>
<tr>
<td>- Does not use force as punishment;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Attempts to gain the detainee's voluntary cooperation before resorting to force;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Uses only as much force as necessary to control the detainee; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Uses restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>PRIORITY</strong>: All officers receive training in self-defense, confrontation avoidance techniques and the use of force to control detainees. Specialized training is given to officers ensuring they are certified in all devices including chemical agents, approved for use.</td>
<td>Meets Standard</td>
<td>A review of training records confirmed that during pre-service and annual training all personnel are instructed in self-defense, confrontation avoidance techniques and the use of force to control detainees. The chief of security confirmed that any officer authorized to use chemical agents, O/C, is trained and certified in their use. Training records were observed during the inspection.</td>
</tr>
<tr>
<td>4. <strong>PRIORITY</strong>: Staff will consult with medical staff prior to a calculated use of force regarding the following:</td>
<td>Meets Standard</td>
<td>A review of policy verified that staff are required to consult with medical concerning the items listed in the component prior to a calculated use-of-force incident.</td>
</tr>
<tr>
<td>- Use of pepper spray/non-lethal weapons;</td>
<td></td>
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<tr>
<td>- Pregnant detainees or detainees in post-delivery recuperation;</td>
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<tr>
<td>- Detainees with wounds or cuts; and</td>
<td></td>
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</tr>
<tr>
<td>- Detainees with special needs, to include detainees with physical, intellectual, and/or developmental disabilities and detainees with a mental health condition that may impair their ability to understand the situation.</td>
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</tr>
</tbody>
</table>
# STANDARD 2.15. USE OF FORCE AND RESTRAINTS
(Key: R)

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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<tr>
<td>5. Special precautions are taken when restraining pregnant detainees, consistent with the Detention Standard on Medical Care (Women). Medical personnel are consulted.</td>
<td>Meets Standard</td>
<td>Pregnant detainees are not currently housed at this facility.</td>
</tr>
<tr>
<td>6. Intermediate force weapons, when not in use, are stored in areas where access is limited to authorized personnel and to which detainees have no access.</td>
<td>Meets Standard</td>
<td>Intermediate force weapons are stored in areas not accessible to unauthorized personnel, including detainees. Intermediate force weapons are stored.</td>
</tr>
<tr>
<td>7. When the detainee is in isolated location where there is no immediate threat to the detainee or others (e.g., a locked cell, a range), staff must try to resolve the situation without resorting to force.</td>
<td>Meets Standard</td>
<td>A review of policy verified that staff must first attempt to resolve a situation without the use of force before resorting to force when a detainee is in an isolated location where there is no immediate threat.</td>
</tr>
<tr>
<td>8. The facility subscribes to the prescribed confrontation avoidance procedures. The ranking detention official, health professionals, and others confer before every calculated use of force.</td>
<td>Meets Standard</td>
<td>This facility subscribes to the prescribed confrontation avoidance procedures. Policy requires that ranking detention officials, health care staff, and others confer to assess the situation before each calculated use-of-force incident.</td>
</tr>
<tr>
<td>9. When a detainee must be forcibly moved and/or restrained and there is time for a calculated use of force, staff use the use of force team technique.</td>
<td>Meets Standard</td>
<td>Policy requires the use-of-force team technique to be used in any calculated use-of-force incident.</td>
</tr>
<tr>
<td>10. Staff members are trained in the performance of the use-of-force team technique.</td>
<td>Meets Standard</td>
<td>All staff is trained in the use-of-force team technique.</td>
</tr>
</tbody>
</table>
### STANDARD 2.15. USE OF FORCE AND RESTRAINTS (Key: R)

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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<tr>
<td>11. PRIORITY: All use of force incidents are documented and reviewed. Staff prepare a use of force form that identifies the detainee(s), staff, and others involved, describes the incident, and documents the location of strikes if intermediate force weapons are used. All calculated use of force incidents are properly audio- visually documented and forwarded for review. Use of Force documentation at a minimum, shall include the medical examination through the conclusion of the incident. All calculated uses of force incidents must be audio-visually recorded in its entirety from the beginning of the incident to its conclusion.</td>
<td>Meets Standard</td>
<td>Policy requires that all use-of-force incidents are documented and reviewed. Employees are required to prepare a use-of-force form that speaks to all of the requirements of this component. All calculated use-of-force incidents are required to be audio- visually documented in their entirety from beginning to conclusion and then are forwarded for review. There was one immediate use of force during this reporting period and no calculated uses of force.</td>
</tr>
<tr>
<td>12. Staff shall store and maintain audio-visual recording equipment under the same conditions as “restricted” tools.</td>
<td>Meets Standard</td>
<td>A review of policy and inspection verified that audiovisual recording equipment is maintained and accounted for as a &quot;restricted&quot; tool.</td>
</tr>
</tbody>
</table>
| 13. Standard procedures associated with using four/five point restraints include:  
  - Soft (nylon/leather) restraints.  
  - Dressing the detainee appropriately for the temperature.  
  - A bed, mattress, and blanket/sheet.  
  - Checking the detainee at least every 15 minutes.  
  - Logging each check.  
  - Repositioning detainee often enough to prevent soreness or stiffness.  
  - Medical evaluation of the restrained detainee twice per eight-hour shift.  
  - When qualified medical staff are not immediately available, staff position the detainee "face-up." | N/A | Per the chief of security, detainees are not placed in four/five-point restraints. |
| 14. In immediate use of force situations, officers contact medical staff once the detainee is under control. | Meets Standard | In immediate use-of-force situations officers contact medical staff once the detainee is under control. |
STANDARD 2.15. USE OF FORCE AND RERAINTS (Key: R)
This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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<tr>
<td>15. The shift supervisor monitors the detainee’s position/condition every two hours. He/she allows the detainee to use the restroom at these times under safeguards.</td>
<td>N/A</td>
<td>Per the chief of security, detainees are not placed in four/five-point restraints.</td>
</tr>
<tr>
<td>16. All detainee checks are logged.</td>
<td>N/A</td>
<td>Per the chief of security, detainees are not placed in four/five-point restraints.</td>
</tr>
<tr>
<td>17. When any detainee is restrained for more than eight hours, the facility administrator shall telephonically notify the Assistant Field Office Director (FOD) and provide updates every eight hours until the restraints are removed.</td>
<td>N/A</td>
<td>Per the chief of security, detainees are not placed in four/five-point restraints.</td>
</tr>
<tr>
<td>18. It is standard practice to review any use of force and the non-routine application of restraints.</td>
<td>Meets Standard</td>
<td>All use-of-force incidents and non-routine applications of restraints are required, by policy, to be reviewed. ICE staff along with medical staff participate on the review team.</td>
</tr>
</tbody>
</table>

STANDARD 2.15. USE OF FORCE AND RERAINTS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)
The evaluation of this standard was based on review of facility policy; interviews with Chief of Security, Administrative Captain, review of training records; physical inspection of the facility including armory and control center and review of the documentation for one immediate use-of-force case that occurred in the reporting period.

There was one incident involving the use of force on an ICE detainee during this inspection period. All documentation for the incident was reviewed including video documentation and the after-action review.

The use of Tasers is not permitted and there are no Tasers in the facility or the armory. The only chemical agent approved for use is Oleoresin Capsicum/pepper spray (OC). The facility has CS gas in their armory and policy prohibits the use of this intermediate force weapon on detainees. There were no uses of O/C since the last inspection. The chief of security stated the facility does not use O/C. Use-of-force incident documentation is maintained by the chief of security.

Following any use-of-force incident, an after-action review team consisting of senior administrators, ICE representation and medical supervisors convene to gather relevant information, determine whether policy and procedures were followed, make recommendations for improvement, if any, and complete an after-action report. This report is forwarded to the OIC for final review and approval.

Staff is trained and required to only use the level of force necessary and reasonable to gain control of a detainee; however, depending on circumstances, staff may escalate or de-escalate through the use-of-force continuum. All new officers are trained on the use-of-force team techniques, confrontation avoidance and facility use-of-force policy during pre-service.
### STANDARD 2.15. USE OF FORCE AND RESTRAINTS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

training and annually thereafter.

Acts and techniques such as neck restraints; using batons to apply chokeholds; intentional baton strikes to head, groin, solar plexus, kidneys, or spinal column are prohibited.

Officers are authorized to use immediate use of force when a detainee’s behavior constitutes a serious and immediate threat to self, staff, another detainee, property, or security and the orderly operation of the facility. The supervisor inspects the areas of blood or other body-fluid spillage after a use-of-force incident. Only ICE approved restraint equipment is authorized to restrain detainees; officers use ambulatory restraints where possible. All incidents involving the use of force is required to be documented including chemical agents and non-routine application of restraints.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector

**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
Section III: ORDER

Disciplinary System
**STANDARD 3.1. DISCIPLINARY SYSTEM** (Key: S)
This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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1. **PRIORITY:** The facility has a written disciplinary system using progressive levels of reviews and appeals. Written disciplinary policy and procedures shall clearly define detainee rights and responsibilities. The facility’s disciplinary system should have have graduated scales of offenses and disciplinary sanctions as provided in PBNDS 2011, Standard 3.1. The policy, procedures and rules shall be reviewed at least annually.

<table>
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<tr>
<th>Meets Standard</th>
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</table>

1. **Policy:**
   - Does the facility have a written disciplinary system policy? Yes
   - Title of facility policy: Resident Rules and Discipline

2. **Documentation Review:**
   - Verify that the disciplinary system has a progressive level of reviews and appeals. Describe: The disciplinary policy contains progressive levels of reviews and appeals.
   - Verify that the policy clearly defines detainee rights and responsibilities. Describe: The disciplinary policy and the detainee handbook clearly define detainee rights and responsibilities.
   - Verify that the policy has graduated scales of offenses and disciplinary sanctions as provided in PBNDS 2011, Standard 3.1. Describe: The disciplinary process has graduated scales of offenses and sanctions.
   - Verify that the policy was reviewed in the last 12 months. Describe: The disciplinary policy was last reviewed on 12/17/2021.

Additional Remarks:

2. Detainees will receive translation or interpretation services throughout the investigative, disciplinary, and appeal process, including accommodation for detainees who are limited English proficient, detainees who are illiterate, detainees who are deaf or hard of hearing, or

| Meets Standard |

1. **Policy:**
   - Are these requirements in facility policy? Yes
   - Title of policy and
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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| detainees with other special needs. | Meets Standard | 1. Policy:  
- Are these requirements in facility policy? Yes  
- Title of policy and page #:Resident Rules and Discipline  
2. Mental Health Provider |

3. When a detainee has a diagnosed mental illness or mental disability, or demonstrates symptoms of mental illness or mental disability, a mental health professional evaluates the detainee’s competence to participate in the disciplinary hearing, any impact the detainee’s mental illness may have had on his or her responsibility for the charged behavior, and information about any known

#:Resident Rules and Discipline

2. Random Sample of Staff Interview:
   - Verify that a process is in place to provide translation or interpretation services to LEP detainees throughout the disciplinary process.
   - Describe: The disciplinary hearing officer (DHO) confirmed that he uses translation services or a staff translator whenever necessary to allow detainees to fully participate in the hearing process.
   - Verify that a process is in place to communicate any written documentation to detainees who are illiterate or detainees who are deaf or hard of hearing.
   - Describe: An interview with DHO and policy review verified that means are available to assist in communicating with detainees who are illiterate, hard of hearing, or deaf.

Additional Remarks:
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)
This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>mitigating factors in regard to the behavior.</td>
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<td>Interview:</td>
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<td>• Verify that a process is in place to evaluate a detainee with a known or suspected</td>
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<td>mental illness prior to the disciplinary hearing.</td>
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<td>Describe: The disciplinary policy contains written direction addressing this issue.</td>
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<td>The DHO verified that any detainee with a known or suspected mental illness would</td>
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<td>be evaluated prior to a disciplinary hearing.</td>
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<td></td>
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<td>• Verify that a process is in place to consider whether a detainee is mentally</td>
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<td>competent to participate in the disciplinary process.</td>
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<td>Describe: The disciplinary policy states that mental health staff shall determine</td>
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<td>if a detainee is mentally competent to participate in the hearing process.</td>
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<td>• Verify that a process is in place to provide input on the effects of the proposed</td>
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<td>sanction on the detainee’s treatment or recovery plan.</td>
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<td>Describe: The disciplinary policy requires that mental health staff would evaluate</td>
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<td>and provide input regarding the effects of the proposed sanction on the detainee’s</td>
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<td>treatment or recovery plan.</td>
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**STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)**

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>recovery plan. Policy states that staff would take no disciplinary action against a detainee that mental health professionals judged to be incompetent.</td>
</tr>
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</table>

3. Random Sample of Security Staff Interview:

- Verify that a process is in place to consult a mental health provider regarding the competence of a detainee with a known or suspected mental illness prior to the disciplinary hearing. Describe: An interview with the disciplinary hearing officer (DHO) and captain and policy review verified a process is in place to consult with a mental health provider prior to a hearing, if necessary.

- Verify that a process is in place to terminate disciplinary hearing if a medical authority finds the detainee to be mentally incompetent. Describe: The DHO confirmed the disciplinary process would be terminated if a medical authority found a detainee to be mentally incompetent. Additionally, policy does not allow the process to move forward if the detainee is found to be mentally incompetent.
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<td></td>
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<td>• Verify that a process is in place to consult a mental health provider on the effects of the proposed sanction on the detainee’s treatment or recovery plan. Describe: The DHO and captain reported the facility would consider input from medical and mental health staff on what impact the proposed sanction would have on the detainee or any part of the detainee’s recovery plan prior to a decision being made.</td>
</tr>
</tbody>
</table>

4. **PRIORITY:** A detainee shall remain in Disciplinary Segregation for no more than 30 days per incident, except in extraordinary circumstances, such as incidents involving violations of offenses 100 through 109 listed in the “Greatest” offense category in Appendix 3.1.A, and his/her status shall be reviewed by the facility |

1. **Policy:**
   - Are these requirements in facility policy? Yes
   - Title of policy and page #: Resident Rules and
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>administrator after the first 30 days and each 30 days thereafter, to determine whether continued detention in Disciplinary Segregation is warranted.</td>
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<tr>
<td>While a detainee may be charged with multiple prohibited acts and may receive multiple sanctions for one incident, sanctions arising from a single incident shall run concurrently.</td>
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</tbody>
</table>
| 2. Facility Administrator Interview:  
  - Verify that there is a process in place to review the status of detainees in disciplinary segregation every 30 days, and to consider whether segregation remains warranted.  
  Describe: Facility policy requires that detainees in disciplinary segregation are reviewed every seven days. The chief of security confirmed that all SMU cases are reviewed every seven days.  
  3. Documentation review:  
    - Review random sample of disciplinary segregation placements in the last 12 months to verify the length of the disciplinary segregation placement and to verify that multiple sanctions for one incident were served concurrently and the sanction imposed is consistent with the disciplinary violation(s).  
    Describe: There were two disciplinary segregation placements during the inspection period. Records reviewed indicated the cases were reviewed every seven days and the sanctions imposed were in compliance with the requirements of the standard. |        | Discipline                                                      |
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)
This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<tr>
<td>5. Staff may not impose or allow imposition of the following sanctions:</td>
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<td>Additional Remarks:</td>
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<td>corporal punishment; deprivation of food services (to include use of</td>
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<tr>
<td>Nutraloaf or “food loaf”); deprivation of clothing, bedding, or items of</td>
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<td>personal hygiene; deprivation of correspondence privileges; deprivation</td>
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<tr>
<td>of legal access and legal materials; or deprivation of indoor or outdoor</td>
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<td>recreation, unless such activity creates a documented unsafe condition.</td>
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<tr>
<td>Meets Standard</td>
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</table>

1. Policy:
   - Are these requirements in facility policy? Yes
   - Title of policy and page #: Resident Rules and Discipline

2. Random Sample of Staff Interview:
   - Verify that there is a process in place to ensure that the prohibited sanctions are not imposed. Describe: The DHO and the captain stated that the sanctions listed in this component are not authorized. Additionally policy specifically precludes these sanctions.

Additional Remarks:

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<th>Components</th>
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<tr>
<td>6. Time served in segregation pending the outcome of the proceedings</td>
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<td>Additional Remarks:</td>
</tr>
<tr>
<td>shall be credited to the number of days to be spent in the segregation</td>
<td></td>
<td></td>
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<tr>
<td>unit after an adverse decision is announced.</td>
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<td></td>
</tr>
<tr>
<td>Meets Standard</td>
<td></td>
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</table>

1. Policy:
   - Is this requirement in facility policy? Yes
   - Title of policy and page #: Resident Rules and Discipline

2. Random Sample of Staff Interview:
   - Verify that there is a process in place to credit time served in        |
   | segregation pending the outcome of the disciplinary proceedings. Describe:|
   | Policy                      |
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td></td>
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<td>requires and the captain confirmed that detainees are given credit for time served in segregation pending the outcome of the disciplinary proceedings.</td>
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<td>3. Documentation review:</td>
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<td></td>
<td>• Review a random sample of disciplinary segregation placements in the last 12 months to verify that detainees received credit for time served pending the outcome of the disciplinary proceedings.</td>
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<td>Describe: A review of documentation verified that time served in segregation pending outcome of a disciplinary hearing was credited to imposed time to serve.</td>
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<td>Additional Remarks:</td>
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7. **PRIORITY:** The facility’s supplemental detainee handbook issued to each detainee upon admittance shall provide notice of the facility’s rules of conduct and prohibited acts, the sanctions imposed for violations of the rules, the disciplinary severity scale, the disciplinary process and the procedure for appealing disciplinary findings. Copies of the rules of conduct, rights, and disciplinary sanctions shall be provided to all detainees and posted in English, Spanish, and/or other languages spoken by significant numbers of detainees, as follows:

- Disciplinary Severity Scale;
- Prohibited Acts;
- Sanctions.

|            |        | Meets Standard |
|            |        | 1. Policy: |
|            |        | • Is this requirement in facility policy? Yes |
|            |        | • Title of policy and page #:Detainee Handbook |
|            |        | 2. Documentation review: |
|            |        | • Review the supplemental detainee handbook to ensure that the requirements are incorporated. |
|            |        | Describe: The local handbook was reviewed and was found to address all the requirements of this component. |
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>• List of the number of languages the detainee handbook is translated into: Three languages, English, Turkish and Spanish.</td>
</tr>
<tr>
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<td>3. SME Interview/Documentation Review:</td>
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<tr>
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<td>• Identify any languages spoken by significant number of detainees to verify whether the disciplinary rules have been translated into any such languages.</td>
</tr>
<tr>
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<td></td>
<td>Describe: The primary languages spoken by the detainees housed in the facility during this inspection were English, Turkish or Spanish.</td>
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<tr>
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<td>4. Random Sample of Staff Interview:</td>
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<tr>
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<td>• Verify that there is a process in place to communicate the rules of conduct, rights, and disciplinary system to detainees who speak rare languages or have other special needs who may not be able to read or understand the detainee handbook or postings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describe: The captain and DHO stated that the language line would be used to communicate with detainees and to translate the rules of conduct, rights and sanctions to detainees who speak rare languages.</td>
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<td>5. Site Inspection:</td>
</tr>
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## STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td></td>
<td></td>
<td>• Verify that copies of the rules of conduct, rights, and disciplinary system are posted in English, Spanish, and other language spoken by significant numbers of detainees. Describe: Observation of housing unit postings confirmed the rules of conduct, rights, and the disciplinary system are posted in English and Spanish inside the detainee housing units.</td>
</tr>
</tbody>
</table>
| 8. **PRIORITY**: Incident reports are investigated within 24 hours of the incident by an officer who had no involvement in the incident. Low or moderate infractions are adjudicated by a Unit Disciplinary Committee (UDC). Unresolved cases and cases involving serious charges are forwarded by the UDC, or sent directly from the investigating officer, to the Institution Disciplinary Panel (IDP) for adjudication. | Meets Standard | 1. **Policy**:  
• Is this requirement in facility policy? Yes  
• Title of policy and page #: Resident Rules and Discipline  
2. **SME Interview**:  
• Verify that there is a process in place to investigate incident reports within 24 hours by an officer who had no involvement. Describe: Interview of the DHO and captain and review of the disciplinary policy confirmed that incident reports are required to be investigated within 24 hours by a security supervisor who had no involvement in the incident.  
• Verify that there is a |
**STANDARD 3.1. DISCIPLINARY SYSTEM** (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>process in place to have low or moderate infractions adjudicated by a UDC. Describe: Policy and practice provides a process for the UDC to adjudicate minor infractions. • Verify that there is a process in place to have serious charges sent to and adjudicated by an IDP. Describe: Policy requires the IDP to adjudicate major infractions. 3. Documentation review: • Review a random sample of disciplinary incident reports from the last 12 months to verify that they were investigated within 24 hours of the incident. Describe: A review of five disciplinary incident reports verified investigations were completed within 24 hours. In one case the investigation was not completed within 24 hours. The facility reported the delay was due to the need for the reporting staff to rewrite the report and the investigation was delayed one day. The chief of security will review this requirement with security supervisors to ensure this problem does not reoccur. Additional Remarks:</td>
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9. For detainees in the Institution Disciplinary Panel (IDP) process, the IDP shall be conducted within 48 hours after

| 9. For detainees in the Institution Disciplinary Panel (IDP) process, the IDP shall be conducted within 48 hours after | Meets Standard | 1. Policy: |
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

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<tr>
<td>the conclusion of the investigation or the conclusion of the UDC hearing, unless the detainee requests more time to gather evidence or otherwise prepare a defense. If the detainee is being held in segregation, the delay shall not exceed 72 hours, barring an emergency.</td>
<td></td>
<td>Is this requirement in facility policy? Yes Title of policy and page #: Resident Rules and Discipline 2. SME Interview: • Verify that a process is in place to conduct the IDP within 48 hours after the investigation or UDC concluded or within 72 hours if the detainee is held in segregation, barring an emergency. Describe: The disciplinary policy requires that the time frame requirements of this component are met. Interview of the DHO and captain verified that hearings are conducted as required. 3. Documentation review: • Review a random sample of disciplinary segregation records from the last 12 months to verify that the IDP occurred within 48 hours after the investigation or UDC concluded or within 72 hours if the detainee is held in segregation, barring an emergency. Describe: Five disciplinary packets were reviewed and it was determined that the hearing was completed within the required timeframes.</td>
</tr>
</tbody>
</table>
**STANDARD 3.1. DISCIPLINARY SYSTEM** *(Key: S)*

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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| 10. The detainee is advised in writing of his/her right, if applicable, to an initial hearing before the Unit Disciplinary Committee (UDC) and/or the Institution Disciplinary Panel (IDP) within 24 hours of his/her notification of charges. The detainee is provided a copy of the Incident Report and notice of charges at least 24 hours before the start of any disciplinary proceedings. | | 1. Policy:  
- Is this requirement in facility policy? Yes  
- Title of policy and page  
  #: Resident Rules and Discipline  
2. SME Interview:  
- Verify that a process is in place to provide detainees with a copy of the incident report and notice of charges 24 hours before the start of any disciplinary hearings.  
Describe: Interview of the DHO and review of the disciplinary policy confirmed that the investigating officer is required to provide detainees a copy of the incident report and charges at least 24 hours prior to the hearing.  
- Verify that a process is in place to ensure LEP detainees and detainees with communication-related disabilities receive the incident report and notice of charges in a manner or language they understand.  
Describe: Policy requires that LEP detainees are provided translation services so they can meaningfully participate in the process. The DHO confirmed the language line is used to perform this function. |

Meets Standard
**STANDARD 3.1. DISCIPLINARY SYSTEM** (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>Remarks:</td>
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11. The investigating officer advises the detainee of his/her right to remain silent at every stage of the disciplinary process, and ensures that he/she has a complete listing of detainee rights.

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<td>2. SME Interview:</td>
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Meets Standard
**STANDARD 3.1. DISCIPLINARY SYSTEM** (Key: S)
This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<tr>
<td></td>
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<td>• Verify that a process is in place to ensure that detainees receive a complete listing of rights and are advised of the right to remain silent at every stage. Describe: Interview of the DHO and review of policy confirmed that officers are required to advise the detainee of the notices contained in this component. Sample disciplinary records reviewed indicated detainees were advised of their rights during the investigation process.</td>
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<tr>
<td></td>
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<td>• Verify that a process is in place to ensure LEP detainees and detainees with communication-related disabilities are provided a complete listing of detainee rights and advised of the right to remain silent at every stage in a manner or language they understand. Describe: The disciplinary policy sets forth a process to provide LEP detainees a listing of detainee rights and the right to remain silent during the process. Staff translators and the facility language line are used to accomplish this. Disciplinary forms contain a section where the detainee signs stating they had received of copy of the detainee rights and the right to remain silent.</td>
</tr>
</tbody>
</table>

Additional Remarks:
**STANDARD 3.1. DISCIPLINARY SYSTEM** (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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</table>
| 12. **PRIORITY**: A staff representative is made available upon request for all detainees facing an IDP disciplinary hearing. Detainees also have the option of receiving assistance from another detainee of their selection rather than a staff representative, subject to approval from the facility administrator. |        | 1. Policy:  
- Is this requirement in facility policy? Yes  
- Title of policy and page #: Resident Rules and Discipline  

2. Facility Administrator Interview:  
- Verify that a process is in place to ensure that detainees may request assistance from a staff representative or from another detainee, subject to the approval.  
  
Describe: Interview of the DHO and captain and review of policy confirmed that detainees may request the assistance of a staff representative or assistance from another detainee.  

3. Documentation review:  
- Review a random sample of disciplinary records from the last 12 months to verify that a staff representative or requested detainee representative was provided upon request to assist the detainee in the investigative process.  
  
Describe: Five disciplinary report packages were reviewed and confirmed detainees were provided the opportunity to request staff assistance. |

Meets Standard
**STANDARD 3.1. DISCIPLINARY SYSTEM** *(Key: S)*

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<td>Additional Remarks:</td>
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13. A staff representative is automatically provided for detainees who are illiterate, limited-English proficient, or without means of collecting and presenting essential evidence.

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<th>1. Policy:</th>
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<tr>
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<td>- Title of policy and page #: Resident Rules and Discipline</td>
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<th>2. Facility Administrator/SME Interview:</th>
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<td>- Verify that a process is in place to ensure that detainees who are illiterate, LEP, or otherwise needs special assistance are automatically provided a staff representative.</td>
</tr>
<tr>
<td>- Describe: Policy requires a staff assistant be provided when a detainee meets the criteria specified in this component. The DHO and the captain stated that if a detainee met the criteria noted in this component a staff representative would automatically be provided.</td>
</tr>
</tbody>
</table>

Additional Remarks:
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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| 14. The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons are documented. | Meets Standard | 1. Policy:  
- Is this requirement in facility policy? Yes  
- Title of policy and page #: Resident Rules and Discipline  
2. Facility Administrator/SME Interview:  
- Verify that a process is in place to permit hearing postponements or continuances and document any reasons for doing so. Describe: The disciplinary policy allows for the postponement of hearings. Policy requires and the DHO confirmed that any postponement would be fully documented.  
Additional Remarks: |
| 15. (b)(7)(E) | Meets Standard | (b)(7)(E) |
**STANDARD 3.1. DISCIPLINARY SYSTEM** *(Key: S)*

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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**Additional Remarks:**
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<tr>
<td>16. All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required to the Unit Disciplinary Committee (UDC) or directly to the Institution Disciplinary Panel (IDP).</td>
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<td>1. Policy:</td>
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<td>• Is this requirement in written policy? Yes</td>
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<td>• Title of policy and page #: Resident Rules and Discipline</td>
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<td>2. Facility Administrator/SME Interview:</td>
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<td>• Verify that a process is in place to complete and distribute all relevant forms to the UDC or IDP.</td>
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<td>Describe: Policy requires, and the DHO confirmed, that the facility complies with the standard requirements that all completed forms and reports are distributed as appropriate. The DHO reported he performs this duty for all disciplinary cases.</td>
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<td>3. Documentation Review:</td>
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<td>• Review a random sample of disciplinary reports from the last 12 months to verify that all of the forms relevant to the incident, investigation, and committee/panel reports were completed and distributed as appropriate. Describe: Review of completed rule violation reports confirmed that all relevant forms were distributed as required.</td>
</tr>
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Additional Remarks:
### STANDARD 3.1. DISCIPLINARY SYSTEM – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

The evaluation of this standard was based on review of facility policy; interviews with Disciplinary Hearing Officer (DHO)

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<th>Sergeant</th>
<th>(b)(6), (d)(7)(C)</th>
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The facility has a comprehensive disciplinary process which affords detainees their due process rights and levels of appeals. The local handbook provides detainees a comprehensive overview of the disciplinary process. The DHO handles all low and moderate infractions and an IDP adjudicates major rule violations.

Disciplinary action may not be capricious or retaliatory nor based on race, religion, national origin, sex, sexual orientation, disability, or political beliefs. The shift supervisor reviews all incident reports before going off duty. The investigating officer has a supervisory rank.

Detainees with LEP and disabilities are provided assistance and/or accommodations to ensure that they can meaningfully participate in all aspects of the disciplinary process. The disciplinary process is adjusted according to the mental competence of a detainee, as diagnosed or directed by an appropriate health care professional. Such adjustments include, but are not limited to, the provision of assistance to the detainee throughout all phases of the process; mitigation of certain behaviors; imposition of or relief from certain sanctions; ruling a detainee incompetent due to the inability to assist in their own defense or the inability to distinguish right from wrong; and postponement of a hearing.

**Overall Rating:** Meets Standard

| Reviewer Name (Printed): Inspector | Completion Date: 3/31/2022 |

| Reviewer Signature (for printed form submission): |
Section IV: CARE

Food Service
Hunger Strikes
Medical Care
Medical Care (Women)
Personal Hygiene
Suicide Prevention and Intervention
Terminal Illness, Advance Directives, and Death
Disability Identification, Assessment, and Accommodation
**STANDARD 4.1. FOOD SERVICE** (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<th>Components</th>
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| 1. PRIORITY: The food service program shall be under the direct supervision of an experienced food service administrator (FSA) who is responsible for:  
- Planning, controlling, directing, managing, and evaluating food service;  
- Managing budget resources;  
- Establishing standards of sanitation, safety and security;  
- Developing nutritionally adequate menus and evaluating detainee acceptance of them;  
- Developing specifications for the procurement of food, equipment, and supplies; and  
- Establishing a training program that ensures operational efficiency and a high quality food service program. | Meets Standard | During the previous inspection this component was rated Does Not Meet Standard because there was no observation or documentation to confirm sanitation, safety, and security standards. During this inspection all the requirements of this component were met. The Trinity Group operates the dietary, which is currently under the direction of the food service director (FSD), who is ServSafe certified and has twenty years of food service experience. All the requirements of this component are the responsibility of the FSD. |
| 2. The knife cabinet must be equipped with an approved locking device. Knives must be physically secured to workstations for use outside a secure cutting room. Any detainee using a knife outside a secure area must receive direct staff supervision. | Meets Standard | The food service department does not use knives. Items such as dough cutters, spoons, ladles and spatulas are secured in a locked cabinet on a shadow board and accessible by the FSD or assigned detention officer. All dough cutters checked out are tethered to a work station. The facility is equipped with a secure cutting room. |
| 3. Special procedures govern the handling of food items that pose a security threat. | Meets Standard | During the previous inspection this component was rated Does Not Meet Standard because the dry storage room was not secure while detainees were present in the area. A bag of salt within the "security threat food items" locker was left open, exposing the content to pests and/or environmental contaminants. During this inspection all areas containing food items that may be a security threat were secured. |
| 4. The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date. | Meets Standard | A review of documentation confirms that the FSD reviews and approves the food service detainee volunteer job descriptions annually. |
### STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<th>Components</th>
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| 5. During orientation and training session(s), the cook supervisor or equivalent explains and demonstrates:  
  - Safe work practices and methods.  
  - Safety features of individual products/pieces of equipment.  
  - Training covers the safe handling of hazardous material[s] the detainee are likely to encounter in their work. | Rating: Meets Standard  
Remarks: A review of documentation for detainee confirms that orientation and training sessions include the requirements of this component. |
| 6. The cook supervisor documents all training. | Rating: Meets Standard  
Remarks: The FSD provided documents to ensure the requirements of this component were met. |
| 7. Detainees assigned to the food service department shall have a neat and clean appearance. | Rating: Meets Standard  
Remarks: Policy requires that detainees be dressed appropriately and have a neat and clean appearance. Observation of food service staff and detainees confirm they have a neat and clean appearance. |
| 8. Detainees are served three meals every day, at least two of which are hot meals. No more than 14 hours elapse between the last meal served and the first meal of the following day. | Rating: Meets Standard  
Remarks: Detainees are served meals at 5:00 a.m., 11:00 a.m. and 4:30 p.m., which meet the requirement of this component. |
| 9. Meals shall always be prepared, delivered, and served under staff supervision. | Rating: Meets Standard  
Remarks: During the previous inspection this component was rated Does Not Meet Standard because trays were observed unsupervised in a corridor with detainees in the proximity. During this inspection, trays were observed being plated, delivered, and served under direct staff supervision. |
## STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<td>10. <strong>PRIORITY:</strong> Before and during the display, service and transportation of food, sanitary guidelines are observed, with hot foods maintained at a temperature of at least 140 F degrees (120 degrees in food trays) and foods that require refrigeration maintained at 41 F degrees or below.</td>
<td>Meets Standard</td>
<td>Observation and documentation confirm that sanitary requirements are maintained in the food service program. Food temperatures were taken during the serving of lunch meals and indicated proper temperatures are being maintained. The meal included fajita meat at 161 degrees; rice at 167 degrees; and beans at 171 degrees. The cold item for the lunch meal was coleslaw which was 40 degrees. During the cooking, serving, and plying process, food temperatures are taken and recorded a minimum of two times: once when the food is taken out of the ovens and again on the serving line.</td>
</tr>
<tr>
<td>11. Servers must wear food grade plastic gloves and hair nets whenever there is direct contact with a food or beverage. Serving food without use of utensils is strictly prohibited.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated. Does Not Meet Standard because detainees were observed wearing plastic gloves that were not rated as food grade. During this inspection food grade plastic gloves were being utilized. Observation verified that staff wear hair nets while plating satellite trays. Policy prohibits the serving of food without the use of utensils.</td>
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</table>
### STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<tr>
<td>12. Utensils shall be sanitized as often as necessary to prevent cross-contamination and other food-handling hazards during food preparation and service.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because food service staff were observed checking temperatures of different hot food items without sanitizing the thermometer in between readings. During this inspection food service staff sanitized the thermometer between hot foods being checked. Observation of food preparation areas confirmed that utensils are sanitized to prevent cross-contamination and other food handling hazards.</td>
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<tr>
<td>13. If the facility does not have enough equipment to maintain the minimum or maximum temperature required for food safety, the affected items (for example, salad bar staples such as lettuce, meat, eggs, cheese) must be removed and discarded after two hours at room temperature.</td>
<td>Meets Standard</td>
<td>The FSD confirmed that the facility kitchen has adequate equipment to maintain appropriate food temperatures.</td>
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<td>14. Food shall be delivered from one place to another in covered containers.</td>
<td>Meets Standard</td>
<td>Observation of food delivery on units confirmed they were delivered in covered containers.</td>
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<tr>
<td>15. If food carts are delivered to housing units by detainees, they must be locked unless they are under constant supervision of staff. All food safety procedures (sanitation, safe-handling, storage, etc.) apply without exception to food in transit.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because food trays were observed unsupervised in a corridor. During this inspection all trays leaving the kitchen were under constant supervision.</td>
</tr>
<tr>
<td>16. <strong>PRIORITY:</strong> A registered dietitian shall conduct a complete nutritional analysis that meets U.S. Recommended Daily Allowances (RDA), at least annually, of every master-cycle menu planned by the FSA. The dietitian must certify menus before they are incorporated into the food service program.</td>
<td>Meets Standard</td>
<td>A review of documentation confirms that a nutritional analysis of each menu used in the facility is conducted annually by a registered dietitian. Trinity Group uses Margaret Gionta, with a current license not scheduled to expire until 11/17/2022. This analysis and certification are conducted before the menu is incorporated into the food service program.</td>
</tr>
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</table>
## STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<td>17. The CS or equivalent ensures that items on the master-cycle menu are prepared and presented according to approved recipes.</td>
<td>Meets Standard</td>
<td>The FSD confirmed that master cycle menu items are prepared in accordance with this component.</td>
</tr>
<tr>
<td>18. The CS or equivalent has the authority to change menu items if necessary, documenting each substitution, along with its justification, with a copy to the FSA. Menu substitutions will be in accordance with dietician approved substitution guidelines.</td>
<td>Meets Standard</td>
<td>The FSD confirmed that food service personnel have the authority to change menu items, if necessary. Changes of each substitution are documented along with the justification for the change. Documentation of the change is maintained by the FSD. Substitutions are of the same nutritional value as the original item on the menu.</td>
</tr>
<tr>
<td>19. Food service staff and detainee workers involved in cooking shall ensure that potentially hazardous foods are cooked at the required safe temperatures, as listed in the Detention Standard on Food service.</td>
<td>Meets Standard</td>
<td>A review of the daily food temperature log entries confirms that food service staff monitor and record food temperatures to ensure proper safe temperatures are being maintained.</td>
</tr>
<tr>
<td>20. Facilities are required to provide detainees requesting a religious diet a reasonable and equitable opportunity to observe their religious dietary practice by offering a Common Fare Menu. Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the chaplain or food service administrator (FSA). The chaplain or religious services coordinator and/or the facility administrator issue specific written instructions for the implementation of the religious diet within 10 business days of verification.</td>
<td>Meets Standard</td>
<td>Religious diets are provided through the use of a religious diet/kosher/vegetarian menu. Detainees requesting religious diets are referred to the assistant warden. Written policy and procedures are in place to ensure that religious diet requests are accommodated within ten days of verification. Interviews with the assistant warden of operations and FSD confirm compliance.</td>
</tr>
<tr>
<td>Components</td>
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<tr>
<td>21. The facility administrator, or his/her designee, consults with the local Field Office Director (FOD) prior to denying the request for a religious diet or prior to removing a detainee from a religious diet program.</td>
<td>Meets Standard</td>
<td>Interviews with the FSD and assistant warden confirms that requests for religious diets are not denied without a valid reason. The assistant warden is consulted prior to denying a request for a religious diet or removing a detainee from a religious diet. The rationale used for determining detainee eligibility for a religious diet does not pose a substantial burden on the detainee or consist of lengthy questionnaires or numerous interviews. Policy requires that the OIC and FOD will be consulted prior to denying a religious diet request or the removal of a detainee from the religious diet program. There have been no such requests during this inspection period, per the FSD and assistant warden.</td>
</tr>
<tr>
<td>22. Denial or removal from a religious diet is documented with the date and reason, and is approved by the facility administrator. The documentation also includes the date of FOD concurrence.</td>
<td>Meets Standard</td>
<td>Interviews with the FSD and assistant warden confirm that if a detainee is removed from a religious diet, documentation would include approval from the OIC and the FOD. There were no cases of detainees being removed from a religious diet during this inspection period.</td>
</tr>
<tr>
<td>23. (SPCs/CDFs) Once a religious diet has been approved, the FSA shall issue, in duplicate, a special-diet identification card.</td>
<td>Meets Standard</td>
<td>In this IGSA facility, a special identification card is not used to indicate the detainee’s special diet. However, religious trays are marked appropriately so staff can identify for each detainee. Detainees are also issued wrist bands to correspond to special diets.</td>
</tr>
</tbody>
</table>
### STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

<table>
<thead>
<tr>
<th>Components</th>
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<tbody>
<tr>
<td>24. The common fare menu shall be based on a 14 day cycle. The menus must be certified as exceeding minimum daily nutritional requirements. Hot entrees shall be offered daily.</td>
<td>Meets Standard</td>
<td>The common fare/religious diet menu is based on a fourteen-day cycle and has been certified by a registered dietician as exceeding minimum daily nutritional requirement. The menu includes hot entrees offered at least daily. The common fare menu also includes a menu for the ten federal holidays.</td>
</tr>
<tr>
<td>25. The chaplain, in consultation with local religious leaders if necessary, shall develop the ceremonial meal schedule for the following calendar year and provide it to the facility administrator.</td>
<td>Meets Standard</td>
<td>The former chaplain and FSD developed a ceremonial meal schedule, which was provided to the OIC.</td>
</tr>
<tr>
<td>26. The Common Fare Program shall accommodate detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year, such as Ramadan, Passover, and Lent.</td>
<td>Meets Standard</td>
<td>The facility recognizes all major religious ceremonial observances and accommodates detainees abstaining from particular foods or fasting for religious purposes at those prescribed times of year. The common fare/religious diet menu is available to accommodate detainees during these observances.</td>
</tr>
<tr>
<td>27. Detainees with certain conditions – chronic or temporary; medical, dental, and/or psychological – shall be prescribed special diets as appropriate.</td>
<td>Meets Standard</td>
<td>The FSD confirmed that detainees requiring special diets are accommodated in consultation with medical staff.</td>
</tr>
<tr>
<td>28. The sanitary standards, including proper temperature maintenance, are required in the food service department also apply to satellite meals, from preparation to actual delivery.</td>
<td>Meets Standard</td>
<td>Policy, procedures, and observation of meals confirms that proper sanitary standards and temperatures are being maintained for satellite meals.</td>
</tr>
<tr>
<td>29. Food for satellite meals must be prepared and held at the proper temperatures until served. Satellite tray meals must be delivered and served within two hours of food being plated.</td>
<td>Meets Standard</td>
<td>Observation, temperature logs, production worksheets, and interviews with the FSM confirm that meals are prepared and held at the proper temperatures in sanitary conditions. Satellite meals are served within thirty minutes of being plated.</td>
</tr>
<tr>
<td>30. In segregation units, food rations shall not be reduced or changed or otherwise used as a disciplinary tool.</td>
<td>Meets Standard</td>
<td>Interview with the FSD and menu documentation confirmed that food rations are not changed or reduced in the special management unit.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
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<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>31. Sack meals shall be provided for detainees being transported from the</td>
<td>Meets Standard</td>
<td>The FSD confirmed that nutritional quality sack meals will be provided for detainees being transported.</td>
</tr>
<tr>
<td>facility, and detainees arriving or departing between scheduled meal hours,</td>
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<tr>
<td>and detainees in the SMU, as provided in the standard. Sack meals shall</td>
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<tr>
<td>be of the same nutritional quality as other meals prepared by the food</td>
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<tr>
<td>service.</td>
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</tr>
<tr>
<td>32. The food service staff instruct detainee volunteers on:</td>
<td>Meets Standard</td>
<td>A review of documentation confirms detainees employed received training that includes the bulleted items listed in this component. Interviews with the FSD and a review of documentation confirms that staff are trained on the elements of this component as well.</td>
</tr>
<tr>
<td>- Personal cleanliness and hygiene;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sanitary techniques for preparing, storing, and serving food, and;</td>
<td></td>
<td></td>
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<tr>
<td>- The sanitary operation, care, and maintenance of equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. All food service personnel, including staff and detainees, shall</td>
<td>Meets Standard</td>
<td>A review of documentation confirms that food service personnel and detainees receive pre-employment medical examinations prior to assignment.</td>
</tr>
<tr>
<td>receive a pre-employment medical examination. The Cook Foreman or detention</td>
<td></td>
<td></td>
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<tr>
<td>staff assigned to food service shall inspect all detainee food service</td>
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<tr>
<td>workers on a daily basis at the start of each work period. Detainees who</td>
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<td>exhibit signs of illness, skin disease, diarrhea (admitted or suspected),</td>
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<td></td>
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<tr>
<td>or infected cuts or boils shall be removed from the work assignment and</td>
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<tr>
<td>immediately referred to Health Services for determination of duty fitness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. The food service department complies with food safety and sanitation</td>
<td>Meets Standard</td>
<td>The New Mexico Environment Department conducts annual reviews of the food service operation. The most recent review was conducted on 09/14/2021.</td>
</tr>
<tr>
<td>requirements as prescribed by the governing health inspection authority,</td>
<td></td>
<td></td>
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<tr>
<td>applicable laws and contract provisions.</td>
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</tr>
<tr>
<td>35. All facilities shall meet environmental standards for safety and</td>
<td>Meets Standard</td>
<td>Observation and documentation confirms environmental standards for safety and sanitation are being maintained.</td>
</tr>
<tr>
<td>sanitation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<tr>
<td>36. The FSA shall develop a schedule for the routine cleaning of equipment consistent with the information obtained from manufacturers or local distributors, the National Sanitation Foundation International (NSF) standards or equivalent standards of other agencies about the operation, cleaning, and care of equipment.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because observation of food service areas and equipment revealed these areas to be below established standards. Specifically, rust was observed in a mixer and range hoods, floors, and sinks were in need of cleaning. During this inspection the facility had purchased a new mixer and all areas observed including range hoods, floors, and sinks were within acceptable sanitation guidelines. A review of documentation indicates that the cleaning schedule for equipment is consistent with industry standards such as the National Sanitation Foundation International.</td>
</tr>
<tr>
<td>37. Spray or immersion dishwashers or devices – including automatic dispensers for detergents, wetting agents, and liquid sanitizer – shall be maintained in good repair. Utensils and equipment placed in the machine must be exposed to all cycles.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because the dishwasher was found to be operating below required temperatures. During this inspection the dishwasher was maintaining appropriate temperatures for the use of liquid sanitizer. A review of temperature logs, as well as, observation of the three-compartment sink, confirms proper temperatures are attained and sanitizing procedures are being followed.</td>
</tr>
</tbody>
</table>
### STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<tr>
<td>38. Adequate, sanitary, properly equipped, and conveniently located toilet facilities shall be provided for all food service staff and detainee workers.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because the detainee toilet was observed to be below sanitary standards. Specifically, floors, sinks, and toilets were in need of cleaning; there was no hand soap; and hot water was not readily available. There were also several areas that had been graffitied. During the previous inspection a detainee was observed leaving the bathroom while wearing gloves and proceeded to his work area until staff intervened at the direction of the inspector. During this inspection the kitchen and staff restroom were found to be sanitary and properly equipped. The staff restroom is located outside the kitchen in the administration area. All detainees and staff working in the kitchen were observed to meet component requirements.</td>
</tr>
<tr>
<td>39. The FSA is responsible for pest control in the food service department. Air curtains or comparable devices shall be used on outside doors where food is prepared, stored, or served to protect against insects and other rodents.</td>
<td>Meets Standard</td>
<td>Documentation provided confirms that Ecolab provides monthly exterminating services that include preventative spraying for indigenous pests.</td>
</tr>
<tr>
<td>40. The facility shall implement written procedures requiring administrative, medical, and/or dietary personnel to conduct the weekly inspections of all food service areas, including dining, storage, equipment, and food-preparation areas.</td>
<td>Meets Standard</td>
<td>Weekly inspections of all food service areas are conducted and documented by the FSD, safety manager (SM), and assistant warden (AW). Documentation was reviewed during this inspection.</td>
</tr>
</tbody>
</table>
**STANDARD 4.1. FOOD SERVICE** (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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| **41. PRIORITY:** Staff shall check refrigerator and water temperatures daily and record the results. The FSA or designee will verify and document requirements of food and equipment temperatures.  
The FSA or CS shall inspect food service areas at least weekly. | Meets Standard | During the previous inspection this component was rated Does Not Meet Standard because dish machine temperatures were not maintained or logged. During this inspection a review of documentation confirms that food service staff check and document refrigerator/freezer and water temperatures daily. Weekly inspections are conducted and documented by the FSM and assistant FSM. |
| **42. An independent, external inspector shall conduct annual inspections to ensure that the food service facilities and equipment meet governmental health and safety codes.** | Meets Standard | The New Mexico Environment Department conducts annual reviews of the food service operation. The most recent review was conducted on 09/14/2021. |
| **43. The FSA shall develop a cleaning schedule for each food service area and post it for easy reference.** | Meets Standard | Observation confirmed that cleaning schedules are posted for each food service area. |
| **44. Each FSA shall establish procedures for storing, receiving, and inventorying food.** | Meets Standard | Policy establishes procedures for storing, receiving, and inventorying food. |
| **45. Store all products at least six inches from the floor and sufficiently far from walls to facilitate pest-control measures.** | Meets Standard | During the previous inspection this component was rated Does Not Meet Standard because a large bag of carrots was observed on the floor in a walk-in-cooler. During this inspection observation confirmed that storage areas are organized to ensure that all goods are stored at least six inches off the floor and away from walls to facilitate pest control measures. |
### STANDARD 4.1. FOOD SERVICE (Key: T)
This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

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<tr>
<td>46. Perishables shall be stored at 35-40 F degrees to prevent spoilage and other bacterial action, and maintain frozen foods at or below zero degrees.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because frozen items were observed thawing in standing water within a sink, rather than running water. During this inspection observation of all storage areas confirm that all the requirements of this component are being met.</td>
</tr>
<tr>
<td>47. Inventory levels are established, monitored and periodically adjusted to correct excesses or shortages.</td>
<td>Meets Standard</td>
<td>Documentation provided indicates that the facility maintains a fourteen-day minimum food supply. Inventory levels are established, monitored, and periodically adjusted to correct excesses or shortages.</td>
</tr>
</tbody>
</table>

### STANDARD 4.1. FOOD SERVICE – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* (5000 Character Max)

The food service department is operated by Trinity Services Group, Inc. Detainees are hired to work in the kitchen under the direct supervision of staff. Based on the information provided, the facility is providing detainees a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

The food service department is furnished with the necessary equipment to prepare and present meals in accordance with industry standards, per the FSD. The FSD ensures sanitary guidelines are established and that food temperatures are maintained within health and safety requirements. A review of food temperatures (hot/cold), refrigerator and freezer temperature log books revealed temperatures are consistently within the prescribed industry standard.

Food service employees receive pre-employment physicals prior to being assigned to the job. All detainees must also be cleared by the medical department prior to working in food service. Policy requires that detainees are to be monitored each day for duty fitness. Policy requires that any detainee exhibiting any signs of a health concern is removed from the area and referred to the medical department.

Manufacturer’s information about the operation, cleaning and care of the equipment is maintained by the FSD. Documentation provided, confirms that the information was used to develop the cleaning and sanitation procedures of the equipment. The FSD and safety manager indicated that all equipment was installed in accordance with the manufacturer’s recommendations and approved engineering practices. A sink with three labeled compartments, all with hot and cold water, is utilized for manually washing, rinsing and sanitizing pots, pans, utensils and equipment. Sanitizing solutions used in the three-compartment sink was reported to be maintained at prescribed levels. During this inspection the dishwasher was maintaining appropriate temperatures for the use of liquid sanitizer. A review of temperature logs confirms proper temperatures are attained and sanitizing procedures are being followed.

A review of inspection reports and observation confirm that general safety guidelines are being followed. Light fixtures, vent covers and similar equipment are attached to the walls and ceilings and in good repair. A fixed fire suppression system is
**STANDARD 4.1. FOOD SERVICE – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

Installed in the hoods over the grills. An external, qualified company inspects each system as required. The fire suppression system is equipped with an audible alarm and is connected to the control center’s annunciator panel. Hoods are cleaned as required and equipment has automatic shut-offs.

Observation provided showed that preparation, serving and storage areas are clean and neat, with no evidence of pest infestation. Interviews with the fire safety manager and the FSD, confirms only those chemicals and hazardous materials required for sanitary maintenance of the food service area are used and are stored and maintained accordingly. Observations show that adequate rest room facilities are available and are equipped with hot and cold water, trash receptacle, soap and towels.

The serving line was observed on three occasions during the inspection period. All hot and cold food temperatures was found to be in the required ranges. Staff checking the temperatures was sanitizing the thermometer each time prior to another food items being checked. All of the food being served was in accordance with the approved menu. During the inspection a plate was actually taken off the serving line and tasted for quality. The food was palatable and very tasty. The quantity of food on each plate was sufficient and in accordance with the menu.

The evaluation of this standard was based on a review of documentation provided in the form of policy, sanitation inspection reports, temperature logs, menu analysis, observations, and interviews with staff and detainees. During the review of this standard Food Service Director[3][6], [6][7][7][C] Lieutenant[3][6], [6][7][7][C] were interviewed.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector[3] [6]

**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
## STANDARD 4.2. HUNGER STRIKES (Key: U)

This detention standard protects detainees’ health and well-being by monitoring, counseling and providing appropriate treatment to any detainee who is on a hunger strike.

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<tr>
<th>Components</th>
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<tbody>
<tr>
<td>1. All staff receive initial and annual training on recognizing the signs of a hunger striker and on the procedures for referral for medical assessment. Medical staff receive training in hunger-strike evaluation and treatment and remain up-to-date on these techniques.</td>
<td>Meets Standard</td>
<td>All personnel receive initial and annual refresher training on recognizing the signs of a hunger strike and procedures for referral of the hunger striker to medical personnel for evaluation. Medical personnel are kept up to date on hunger strike evaluation and treatment through annual training. A review of training logs and curriculum confirmed the training content meets the Standard requirements.</td>
</tr>
<tr>
<td>2. Procedures for identifying and referring to medical staff a detainee suspected or announced to be on a hunger strike shall include obtaining from qualified medical personnel an assessment of whether the detainee’s action is reasoned and deliberate or the manifestation of a mental illness.</td>
<td>Meets Standard</td>
<td>Policy includes procedures for identifying and referring hunger strikers to medical personnel. A referral to mental health is also initiated to assess whether the detainee’s action is reasoned and deliberate or the manifestation of a mental illness.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY:</strong> Facility immediately reports via the chain of command a hunger strike to ICE/ERO.</td>
<td>Meets Standard</td>
<td>Per policy, the HSA, and the SDDO, hunger strikers are immediately reported to ICE.</td>
</tr>
<tr>
<td>4. <strong>PRIORITY:</strong> Staff shall consider any detainee observed to have not eaten for 72 hours to be on a hunger strike, and shall refer him or her to the clinical medical authority for evaluation and management.</td>
<td>Meets Standard</td>
<td>Staff consider the definition of a hunger strike as follows: a detainee observed to have not eaten for 72 hours or a detainee who declares a hunger strike. In either case, the striker is referred to the clinical medical authority (CMA) for evaluation and management.</td>
</tr>
<tr>
<td>Components</td>
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<tr>
<td>5. During the initial evaluation of a detainee on a hunger strike, medical staff shall:</td>
<td></td>
<td>Protocol on the initial medical evaluation of a hunger striker includes all the bulleted items listed in this component. Medical personnel will initially perform a physical assessment, which includes all the bulleted items listed in this component. If the hunger strike continues, weight and vital signs are taken by medical personnel once every 24 hours and documented in the medical record. Other indicated laboratory tests are conducted as ordered by the physician. A hunger strike monitoring form is utilized to document all results and is placed in the detainee’s medical record. A qualified mental health professional evaluates the detainee within seventy-two hours or the next business day, whichever is sooner.</td>
</tr>
<tr>
<td>- Measure and record height and weight;</td>
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<td></td>
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<tr>
<td>- Measure and record vital signs;</td>
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<tr>
<td>- Perform urinalysis;</td>
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<td>- Conduct psychological/psychiatric evaluation;</td>
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<tr>
<td>- Examine general physical condition; and</td>
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<tr>
<td>- If clinically indicated, proceed with other necessary studies.</td>
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<tr>
<td>Medical staff record the weight and vital signs and repeat other procedures as medically indicated of a hunger-striking detainee at least once every 24 hours. Medical staff shall record all examination results in the detainee's medical file.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>6. A signed Refusal of Treatment form is required of every detainee who rejects medical evaluation or treatment. If the detainee will not cooperate by signing, staff shall note this on the “Refusal of Treatment” form. Any detainee refusing medical treatment will be monitored by medical staff to evaluate whether the hunger strike poses a risk to the detainee's life or permanent health.</td>
<td>Meets Standard</td>
<td>A detainee who refuses treatment must sign a Refusal of Treatment form. If a detainee refuses treatment and refuses to sign, a notation is written on the form and witnessed by two staff members. Medical personnel monitor the detainee to evaluate whether the hunger strike poses a risk to the detainee's life and document repeated treatment attempts and counseling in the medical record.</td>
</tr>
</tbody>
</table>
## STANDARD 4.2. HUNGER STRIKES (Key: U)

This detention standard protects detainees’ health and well-being by monitoring, counseling and providing appropriate treatment to any detainee who is on a hunger strike.

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<tr>
<td>7. After the hunger strike, medical staff shall provide appropriate medical and mental health follow-up care. Only the clinical medical authority may order a detainee’s release from hunger strike treatment and shall document that order in the detainee’s medical record. A notation will be made in the detention file when the detainee has ended the hunger strike.</td>
<td>Meets Standard</td>
<td>Per the health services administrator (HSA), medical and mental health staff provide appropriate medical and mental health follow-up care. Per policy, only the clinical medical authority may order a detainee’s release from a hunger strike. The order is documented in the medical record and a notation is made in the detention file.</td>
</tr>
<tr>
<td>8. After consultation with the clinical medical authority, the facility administrator may require staff to measure and record food and water intake and output until terminated by the clinical medical authority. An IHSC Hunger Strike Form or equivalent must be used.</td>
<td>Meets Standard</td>
<td>Protocols may require staff to measure and record food and fluid intake as well as output until such monitoring is terminated by the physician. A hunger strike form is used for documenting these results.</td>
</tr>
<tr>
<td>9. Unless otherwise directed by the medical authority, staff physically deliver three meals per day to the detainee’s room, regardless of the detainee’s response to a verbally offered meal and document those meal offers.</td>
<td>Meets Standard</td>
<td>Detention officers physically deliver three meals per day to the detainee regardless of the detainee’s response. The officers document the delivery of the meals on the appropriate monitoring form and document any food or fluid consumption by the detainee.</td>
</tr>
<tr>
<td>10. Provide an adequate supply of drinking water or other beverages.</td>
<td>Meets Standard</td>
<td>Per policy, staff members provide an adequate supply of drinking water and other beverages.</td>
</tr>
<tr>
<td>11. Remove from the detainee’s room all food items not authorized by the clinical medical authority.</td>
<td>Meets Standard</td>
<td>All food items not authorized by the CMA are removed from the detainee’s room.</td>
</tr>
</tbody>
</table>
STANDARD 4.2. HUNGER STRIKES

This detention standard protects detainees’ health and well-being by monitoring, counseling and providing appropriate treatment to any detainee who is on a hunger strike.

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<tr>
<td>12. Before involuntary medical treatment is administered, staff shall make reasonable efforts to educate and encourage him or her to accept treatment voluntarily. Involuntary medical treatment shall be administered in accordance with established guidelines and applicable laws and only after the clinical medical authority determines the detainee’s life or health is at risk.</td>
<td>Meets Standard</td>
<td>Per policy, a hunger-striking detainee is provided counseling regarding the risks of a hunger strike and is encouraged to accept treatment voluntarily. If involuntary medical treatment is required, it would be provided in accordance with established guidelines and applicable laws and only after the CMA determines the detainee’s life or health is at risk. The detainee will be transferred to a hospital or another ICE facility that is equipped to provide the necessary medical treatment.</td>
</tr>
</tbody>
</table>

STANDARD 4.2. HUNGER STRIKES – Reviewer Summary

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Policy establishes procedures for the identification, referral, monitoring, and management of any detainee who is on a hunger strike. Detainees on hunger strike protocol are placed in an observation room in the medical unit. Medical personnel measure and record height, weight, and vital signs, perform a urinalysis and laboratory studies as indicated. The initial medical assessment includes referral to a mental health professional to determine whether the detainee’s action is reasoned and deliberate or the manifestation of mental illness, within 72 hours or sooner. If a detainee engaging in a hunger strike has been previously diagnosed with a mental condition or is incapable of giving informed consent due to age or illness, appropriate medical/administrative action is taken in the best interest of the detainee. Health care providers follow hunger strike monitoring and management protocols. However, monitoring and management would be individualized based on the detainee’s past health history and current physical findings.

Only qualified medical personnel may modify or enhance standard treatment protocols. If medically necessary, detainees are transferred to a community hospital or a detention facility appropriately equipped for treatment. Records are maintained of all interactions with the striking detainee, the provision of food, attempted and successfully administered medical treatment, and communications between the CMA, OIC, and ICE.

If clinical assessment and laboratory results indicate a weakening condition that threatens the life or long-term health of the detainee, a physician may recommend involuntary treatment. Any involuntary medical treatment is approved by ICE and requires a court order. A detainee requiring involuntary treatment would be transferred to an appropriate facility.

Adherence to policy cannot be verified since no detainees were placed on hunger strike status during this inspection period.

This was a hybrid inspection; this portion of the review was conducted on-site. Evaluation was conducted via review of policy, procedures and training curriculum; and interviews with Health Service Administrator, Infection Control Nurse, Assistant Warden. Overall Rating: Meets Standard
### STANDARD 4.2. HUNGER STRIKES – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

<table>
<thead>
<tr>
<th>Reviewer Name (Printed):</th>
<th>Inspector</th>
<th>Completion Date: 3/31/2022</th>
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<tbody>
<tr>
<td>[Name]</td>
<td>[Signature]</td>
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</tr>
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Reviewer Signature (for printed form submission):
## STANDARD 4.3. MEDICAL CARE  
(Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<th>Components</th>
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<tbody>
<tr>
<td>1. Every facility shall directly or contractually provide its detainee population:</td>
<td>Meets Standard</td>
<td>Medical, mental health, and dental services are provided by CoreCivic. A review of ICE detainee medical records confirmed the services provided include all the bulleted items listed in this component. Presbyterian Hospital or University of New Mexico hospital are utilized when hospitalization or emergency referral of detainees is needed. Language Line Solutions and/or competent bilingual staff provide language services for detainees with limited English proficiency.</td>
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<td>- Initial medical, mental health, and dental screening,</td>
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<td>- Medically necessary and appropriate medical, dental and mental health care and pharmaceutical services</td>
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<td>- Comprehensive, routine and preventive health care, as medically indicated</td>
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<td>- Emergency care, specialty health care,</td>
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<td>- Timely responses, mental health care,</td>
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<td>- Hospitalization as needed within the local community, and</td>
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<td>- Bilingual staff competent in the language or professional language services necessary for detainees with limited English proficiency during any medical or mental health appointment, sick call, treatment, or consultation.</td>
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<tr>
<td>2. A designated health services administrator (HSA) or equivalent in non-IHSC staffed detention facilities shall have overall responsibility for health care services pursuant to a written agreement, contract, or job description. The HSA is a physician or health care professional and shall be identified to detainees. When the HSA is other than a physician, final clinical judgment shall rest with the facility's designated clinical medical authority. In no event should clinical decisions be made by non-clinicians.</td>
<td>Meets Standard</td>
<td>The health services administrator (HSA) is the designated administrative health authority and has overall responsibility for health care services. The physician is the designated clinical medical authority (CMA) and is responsible for final clinical judgment. Clinical decisions are only made by qualified clinicians.</td>
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## STANDARD 4.3. MEDICAL CARE (Key: V)

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<td>3. <strong>PRIORITY:</strong> All facilities shall provide a medical staff and sufficient support personnel to meet these Standards. A staffing plan, which is reviewed at least annually, identifies the positions needed to perform the required services.</td>
<td>Meets Standard</td>
<td>The current staffing plan was reviewed and it verified that the facility has sufficient medical staff and support personnel positions to enable employees to provide the medical, mental health and dental services required by this standard. The staffing plan is reviewed annually and the last review was conducted on 01/01/2022. There are currently thirty-one approved full-time employee positions (FTEs), including medical, mental health and dental personnel. Currently there are twelve vacancies. The facility is utilizing multiple online hiring websites, billboards, job fairs, incentives, and online recruiting from CoreCivic.</td>
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<tr>
<td>4. <strong>PRIORITY:</strong> All health care staff must be verifiably licensed, certified, credentialed, and/or registered in compliance with applicable state and federal requirements. Health care personnel only perform duties for which they are credentialed by training, licensure, certification, job descriptions, and/or written standing or direct orders by personnel authorized by law to give such orders.</td>
<td>Meets Standard</td>
<td>A copy of the licenses and certifications of health care personnel were reviewed and found to be current. Health care personnel only perform duties according to their training and licensure, certification, job descriptions, and/or written standing orders or direct orders by personnel authorized by law to give such orders.</td>
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<tr>
<td>5. The facility administrator, in collaboration with the clinical medical authority and HSA, negotiates and maintains arrangements with nearby medical facilities or health care providers to provide required health care not available within the facility, as well as identifying custodial officers to transport and remain with detainees for the duration of any off-site treatment or hospital admission.</td>
<td>Meets Standard</td>
<td>The facility maintains arrangements with Presbyterian Hospital and the University of New Mexico Hospital to provide specialty care not available within the facility. Procedures are in place for transport of detainees for off-site treatment and/or hospital admission.</td>
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| **6. PRIORITY:** Each facility shall have written plans that address the management of infectious and communicable diseases, including prevention, education, identification, surveillance, immunization (when applicable), treatment, follow-up, isolation (when indicated), and reporting to local, state, and federal agencies. Plans shall include:  
- Coordination with the ICE Health Service Corps (IHSC);  
- Coordination with public health authorities;  
- Ongoing education for staff and detainees;  
- Control, treatment and prevention strategies;  
- Protection of individual confidentiality;  
- Media relations;  
- Procedures for the identification, surveillance, immunization, follow-up and isolation of patients;  
- Manage infectious diseases and report them to local and/or state health departments in accordance with established guidelines and applicable laws; and  
- Management of bio-hazardous waste and decontamination of medical and dental equipment that complies with applicable laws and Detention Standard on Environmental Health and Safety. | Meets Standard | Per interviews with the infection control RN and the HSA, and review of the facility plans, it was confirmed established plans address the management of infectious and communicable diseases. The written plans include all of the requirements listed in this component. The facility has implemented a COVID-19 response plan with appropriate education, screening, reporting, and isolation beds as required. There were no COVID-19 positive detainees on-site during this inspection. |
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<td>7. <strong>Priority:</strong> All new arrivals shall receive TB screening within 12 hours of intake and using methods in accordance with CDC guidelines.</td>
<td></td>
<td>Per detainee medical record reviews, it was confirmed that initial intake and tuberculosis (TB) screening is completed by nursing staff, however it is not consistently completed within twelve hours of admission as required by the Standard. The November 2021 ODO inspection noted several medical record reviews were identified with initial intake screenings not being conducted within the twelve-hour time frame and consequently TB screenings were not done in the twelve-hour time frame. Since that inspection, the facility changed practice to include utilization of a Continuous Quality Improvement Document (CQI), which began on 01/30/2022 and subsequent nurse training for PPD and intake requirements, which occurred on 02/14/2022. The facility last met regarding these changes in practice on 03/31/2022.</td>
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<td>Meets Standard</td>
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<tr>
<td>8. Annual or periodic TB testing shall be implemented in accordance with CDC guidelines. Annual TB screening method should be appropriately selected with consideration given to the initial screening method conducted or documented during intake.</td>
<td></td>
<td>Annual or periodic TB testing is implemented in accordance with CDC guidelines. All new arrivals who are transferred without a recent or current TB test receive TB testing on admission, during the intake process. Detainee medical chart reviews validated this practice.</td>
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<td>9. Detainees with symptoms suggestive of TB, or with suspected or confirmed active TB disease based on clinical and/or laboratory findings, shall be placed in a functional airborne infection isolation room with negative pressure ventilation and promptly evaluated for TB disease. Patients with suspected active TB shall remain in airborne infection isolation until determined by a qualified provider to be noncontagious in accordance with CDC guidelines.</td>
<td>Meets Standard</td>
<td>Per policy and interview with the infection control RN, it was confirmed detainees with symptoms suggestive of TB will be immediately placed in a negative pressure isolation room. Confirmed active TB cases shall remain in this room until determined by a qualified provider to be noninfectious in accordance with the CDC guidelines. The facility has one functional negative pressure room.</td>
</tr>
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</table>
| 10. For all confirmed and suspected active tuberculosis cases, designated medical staff shall report:  
  - All cases to local and/or state health departments within one working day of meeting reporting criteria and in accordance with established guidelines and applicable laws;  
  - All cases to the ICE Health Service Corps (IHSC) within one working day; and  
  - Any movement of TB patients, including hospitalizations, facility transfers, releases, or removals/deportations to the local and/or state health department and IHSC. | Meets Standard | All confirmed and suspected active TB cases are reported to local and/or state health departments and the IHSC Public Health, Safety, and Preparedness Unit within one working day by the infection control nurse. Notification would also be provided for any movement, including hospitalization, facility transfer or release/deportation of the patient. |
| 11. PRIORITY: Designated medical staff shall notify IHSC of any ICE detainee with a significant communicable disease and of any contact or outbreak investigations involving ICE detainees exposed to a significant communicable disease without known immunity. Significant communicable diseases include, but are not limited to, varicella (chicken pox), measles, mumps, pertussis (whooping cough), and typhoid. | Meets Standard | The infection control nurse reports to the IHSC Public Health, Safety, and Preparedness Unit all cases of significance and of any contact or outbreak investigations of ICE detainees exposed to a communicable disease without known immunity. This includes varicella, measles, mumps, pertussis, and typhoid fever. |
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<td>12. Facilities must develop a plan to ensure the highest degree of confidentiality regarding HIV status and medical condition.</td>
<td>Meets Standard</td>
<td>Per policy and procedure review, it was confirmed the facility's established confidentiality plan has language ensuring the highest degree of confidentiality regarding a detainee's HIV status and medical condition. All facility staff are trained in HIPAA confidentiality during orientation.</td>
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<td>13. When current symptoms are suggestive of HIV infection, clinical evaluation shall determine the medical need for isolation.</td>
<td>Meets Standard</td>
<td>Per policy and interview with the HSA and the infection control nurse, when current symptoms are suggestive of HIV infection, the need for isolation is based on the clinical evaluation of each case.</td>
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<td>14. Each facility shall establish a plan to address exposure to blood-borne pathogens, including reporting.</td>
<td>Meets Standard</td>
<td>Through inspector review of the blood-borne pathogen plan, it was confirmed the blood-borne pathogen exposure control plan includes reporting requirements.</td>
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<tr>
<td>15. The facility shall provide each detainee, upon admittance, a copy of the detainee handbook and local supplement, in which procedures for access to health care services are explained; access to health care services, sick call and a medical grievance process shall be included in the orientation curriculum for newly admitted detainees.</td>
<td>Meets Standard</td>
<td>During intake, detainees are provided a copy of the local detainee handbook, which includes information on how to access health care services, sick call, and the medical grievance process. Detainees are also informed of these services through the orientation program. Detainee interviews and booking officer interviews confirmed this practice.</td>
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<tr>
<td>16. Detainees shall not be used for interpretation services during any medical or mental health service. Interpretation and translation services by other detainees shall only be provided in an emergency medical situation.</td>
<td>Meets Standard</td>
<td>Detainees are not used for interpretation services during any medical or mental health service unless in an emergency medical situation.</td>
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<td>17. Facilities shall post signs in medical intake areas in the major languages spoken by the detainee population listing what language assistance is available during any medical or mental health treatment, diagnostic test, or evaluation.</td>
<td>Meets Standard</td>
<td>Per direct observation, a language identification guide, which explains what language assistance is available, is posted in the intake area and the HSU.</td>
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<td>18. <strong>PRIORITY:</strong> Medical, dental, and mental health interviews, examinations, and procedures shall be conducted in settings that respect detainees' privacy.</td>
<td>Meets Standard</td>
<td>Health care interviews, examinations and procedures; mental health interviews and examinations; and dental visits are conducted in a manner that provides privacy for the detainees. The medical unit has four adequately equipped examination rooms and one dental treatment room and the mental health department has private interview treatment areas. There are three additional medical exam rooms located outside of the medical unit.</td>
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<td>19. A holding/waiting area shall be located in the medical facility that is under the direct supervision of custodial officers. A detainee toilet and drinking fountain shall be accessible from the holding/waiting area.</td>
<td>Meets Standard</td>
<td>A waiting room in the medical unit is under the direct supervision of a detention officer. The waiting area has access to drinking water. A toilet is accessible from the waiting room.</td>
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<td>20. Medical records shall be kept separate from detainee detention records and stored in a securely locked area within the medical unit.</td>
<td>Meets Standard</td>
<td>The medical unit utilizes an electronic medical record, which is user ID and password protected and restricts access to authorized medical personnel.</td>
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| 21. If there is a specific area, separate from other housing areas, where detainees are admitted for health observation and care under the supervision and direction of health care personnel, consideration shall be given to the detainee’s age, gender, medical requirements and custody classification, and the following minimum standards shall be met:  
  - Physician at the facility or on call 24 hours per day;  
  - Qualified health care personnel on duty 24 hours per day when patients are present;  
  - All patients within sight or sound of a staff member;  
  - Medical housing record that is a separate and distinct section of the complete medical record; and  
  - Compliance with all established guidelines and applicable laws.  
Facilities are expected to provide detainees in medical housing access to other services such as telephone, legal access and materials consistent with their medical condition. | N/A        | The medical unit does not have infirmary services. There are four rooms designated as observation rooms in the medical unit. |
| 22. Prior to placing a mentally ill detainee in medical housing, a determination shall be made by a medical or mental health professional that placement in medical housing is medically necessary. | Meets Standard | Per interviews with the HSA and nursing staff and through policy review, it was confirmed a determination will be made by medical or mental health personnel as to the medical necessity for placing a mentally ill detainee in a medical observation room. |
| 23. **PRIORITY**: Each facility shall have and comply with written policy and procedures for the management of pharmaceuticals that include procurement, inventory, prescription, dispensing, and secure storage and disposal of all prescription and nonprescription medicines. | Meets Standard | The written pharmacy policy and procedures were reviewed. They address all the items listed in this component. Inventories are conducted every shift. Daily inventory logs were reviewed. All pharmaceuticals are maintained in secure storage areas. |
| 24. The facility administrator and HSA shall jointly approve any non-prescription medications that are available to detainees outside of health services and they shall jointly review the list annually at a minimum. | N/A        | Non-prescription medications are not available to detainees outside of health services. |
| 25. **PRIORITY**: Initial medical, dental, and mental health screening shall be done within 12 hours of arrival by a health care provider or a detention officer specially trained to perform this function. | Meets Standard | Per detainee medical record reviews, it was confirmed that initial medical, dental and MH intake screenings were not being conducted within the 12-hour |
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<td>The screening shall inquire into the following:</td>
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<td>time frame. The facility changed practice, to include utilization of a Continuous Quality Improvement Document (CQI), which began on 01/30/2022 and subsequent nurse training for intake screen requirements, which occurred on 02/14/2022. The facility last met regarding these changes in practice on 03/31/2022.</td>
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<td>• Any past history of serious infectious or communicable illness, and any treatment or symptoms;</td>
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<td>• Current illness and health problems, including communicable diseases;</td>
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<td>• Pain assessment;</td>
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<td>• Current and past medication;</td>
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<td>• Allergies;</td>
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<td>• Past surgical procedures;</td>
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<td>• Symptoms of active TB or previous TB treatment;</td>
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<td>• Dental problems;</td>
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<td>• Use of alcohol and other drugs;</td>
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<td>• Possibility of pregnancy;</td>
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<td>• Other relevant health problems identified by the CMA responsible for screening inquiry;</td>
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<td>• Observation of behavior, including state of consciousness, mental status, appearance, conduct, tremor, sweating;</td>
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<td>• History of suicide attempts or current suicidal/homicidal ideation or intent;</td>
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<td>• Observation of body deformities and other physical abnormalities;</td>
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<td>• A transgender detainee’s gender self-identification and history of transition-related care, when a detainee self-identifies as transgender;</td>
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<td>• Past hospitalizations;</td>
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<td>• Chronic illness (including, but not limited to, hypertension and diabetes);</td>
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<td>• Dietary needs; and</td>
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<td>• Any history of physical or sexual victimization and when the incident occurred.</td>
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26. If screening is performed by a detention officer, the facility shall maintain documentation of the officer’s special training, and the officer shall have available for reference the training syllabus, to include education on patient confidentiality of disclosed information.

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<td>N/A</td>
<td>Medical screening is performed only by medical personnel.</td>
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<td>27. <strong>PRIORITY:</strong> Any detainee indicating a known acute or emergent medical condition or demonstrating a clinically significant finding as a result of initial screening shall be evaluated by a qualified, licensed health care provider as quickly as possible, but in no later than two working days.</td>
<td>Meets Standard</td>
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<td>28. <strong>PRIORITY:</strong> If at any time during the screening process there is an indication of need, or request for, mental health services, the HSA must be notified within 24 hours. The clinical medical authority, HSA, or other qualified licensed health care provider shall ensure a full mental health evaluation if indicated. If a detainee discloses a history of sexual victimization or abuse during a medical or mental health intake screening, whether it occurred in an institutional setting or in the community, a referral to a qualified, licensed healthcare provider shall be made immediately.</td>
<td>Meets Standard</td>
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<tr>
<td>29. All facilities shall have policies and procedures to ensure the initial health screening and assessment is documented and transfer medical records are reviewed no later than 12 hours after arrival at the facility.</td>
<td>Meets Standard</td>
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<td>30. <strong>PRIORITY:</strong> Upon completion of the in-processing health screening form, the detention officer shall immediately notify medical staff when one or more positive responses are documented. Medical staff will then assess the priority for treatment (for example, Urgent, Today, or Routine).</td>
<td>N/A</td>
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<td><strong>31. PRIORITY:</strong> Limited-English proficient detainees and detainees who are deaf or hard of hearing will be provided interpretation or translation services or other assistance as needed for medical care activities. Language assistance may be provided by a bilingual staff member competent in the language or by a professional service, such as a telephone interpretation service.</td>
<td>Meets Standard</td>
<td>Limited-English proficient detainees will be provided interpretation or translation by utilizing bilingual staff or the language line service provided by Language Line Solutions. Two TTY systems are available for communicating with detainees who have hearing impairments.</td>
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<tr>
<td><strong>32.</strong> The clinical medical authority shall establish guidelines for evaluation and treatment of new arrivals who require detoxification.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, the clinical medical authority, who is a physician, has established guidelines for the evaluation and treatment of newly arrived detainees who require detoxification.</td>
</tr>
<tr>
<td><strong>33. PRIORITY:</strong> Each facility’s health care provider shall conduct a comprehensive health assessment, including a physical examination and mental health screening, on each detainee within 14 days of the detainee’s arrival unless more immediate attention is required due to an acute or identifiable chronic condition. If such documentation exists of such a health assessment within the previous 90 days, the facility health care provider upon review may determine that a new appraisal is not required. Physical examinations shall be performed by a physician, physician assistant, nurse practitioner, RN (with documented training provided by physician) or other healthcare provider permitted by law.</td>
<td>Meets Standard</td>
<td>A review of detainee medical records confirmed physical assessments are conducted within fourteen days of the detainee’s arrival unless more immediate attention is required for detainees with acute or chronic conditions. Physical assessments are completed by the physician or mid-level practitioner and if a mid-level practitioner performs the physical exam, the physician reviews the assessment and signs off on it.</td>
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| 34. A detainee’s request to see a health care provider of a particular gender is accommodated whenever possible. Otherwise, detainees are provided same sex chaperones if requested.
A same-gender chaperone shall be provided, even in the absence of a request by the detainee, when a medical encounter involves a physical examination of sensitive body parts, to include breast, genital, or rectal examinations, by a provider of the opposite gender. | Meets Standard | Per interviews with the HSA and nursing staff, it was confirmed a detainee’s request to see a health care provider of a particular gender will be accommodated whenever possible. However, if the request cannot be accommodated, detainees will be provided with same gender chaperones. When the medical encounter involves a physical examination of sensitive body parts (breast, genital, or rectal examinations) by a provider of the opposite sex, a chaperone will always be provided. |
| 35. The facility administrator and clinical medical authority shall ensure that the Field Office Director (FOD) is notified as soon as practicable of any detainee housed at the facility who is determined to have a serious physical or mental illness or to be pregnant, or have medical complications related to advanced age, but no later than 72 hours after such determination. The written notification shall become part of the detainee’s health record file. | Meets Standard | The HSA, in conjunction with the OIC, ensures the FOD and the SDDO receive notifications within 72 hours of any detainee housed at the facility who has serious physical or mental illness, or has complications related to advanced age. This notification is added to the detainee's health record. Interviews with the SDDO and the HSA confirmed this practice. |
| 36. **PRIORITY:** Where a detainee has a serious medical or mental health condition or otherwise requires special or close medical care, medical staff complete a Medical/Psychiatric Alert form (IHSC-834) or equivalent, and file the form in the detainee’s medical record. Where medical staff furthermore determine the condition to be serious enough to require medical clearance of the detainee prior to transfer or removal, medical staff also place a medical hold on the detainee using the Medical/Psychiatric Alert form (IHSC-834) or equivalent, which serves to prevent ICE from transferring or removing the detainee without the prior clearance of medical staff at the facility. The facility administrator receives notice of all medical/psychiatric alerts or holds, and notifies ICE/ERO of any medical alerts or holds placed on a detainee that is to be transferred. | Meets Standard | Per policy and procedure, when a detainee has a serious medical or mental health condition or otherwise requires special or close medical care, medical personnel complete an equivalent IHSC-834 Medical/Psychiatric Alert form and file it in the detainee’s medical record. The OIC receives notice of all alerts and holds, and notifies ICE when a hold may impact the transfer of a detainee. Interview with the SDDO confirmed this reporting practice. |
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<td><strong>37. PRIORITY:</strong> The facility performs mental health intake screenings, as well as mental health evaluations based on screening results, the comprehensive health assessment, medical documentation, or subsequent observations, that include prior history of mental health treatment, medications, drug use, suicidal tendencies and abuse, observations of current physical and intellectual condition, and recommendations for any appropriate medical or custodial treatment. If the practitioner is not a mental health provider and further referral is necessary, the detainee will be evaluated by a mental health provider within the next business day. Detainees are appropriately referred to a mental health provider for diagnosis, treatment, and/or intervention, and transferred to licensed mental health facilities where detainee mental health needs exceed the capabilities of the facility.</td>
<td>Meets Standard</td>
<td>The facility performs mental health intake screenings, as well as mental health evaluations based on screening results, the comprehensive health assessment, medical documentation, or subsequent observations, that include prior history of mental health treatment, medications, drug use, suicidal tendencies and abuse, observation of current physical and intellectual condition, and recommendations for any appropriate medical or custodial treatment. Review of detainee medical records confirmed that detainees are appropriately referred to a mental health provider for diagnosis, treatment, and/or intervention, and transferred to licensed mental health facilities if the detainee’s needs exceed the capabilities of the facility.</td>
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<td><strong>38. PRIORITY:</strong> Any detainee referred for mental health treatment shall receive a comprehensive evaluation by a licensed mental health provider as clinically necessary no later than 72 hours after the referral, or sooner if necessary. The provider shall develop an overall treatment/management plan that may include transfer to a mental health facility if the detainee’s mental illness or developmental disability needs exceed the treatment capability of the facility.</td>
<td>Meets Standard</td>
<td>Per detainee medical chart reviews and review of policy and procedures, it was confirmed any detainee referred for mental health treatment will receive a comprehensive evaluation by a licensed mental health provider as soon as possible, but no later than 72 hours of the referral. A treatment plan will be developed by the provider in conjunction with the detainee. The plan may consider transfer to a mental health facility if the detainee’s mental health or disability needs exceed the capabilities of the medical unit.</td>
</tr>
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### STANDARD 4.3. MEDICAL CARE
(Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental healthcare, including emergency services.

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<tr>
<td>39. Any detainee prescribed psychiatric medications must be regularly evaluated by a duly-licensed and appropriate medical professional, at least once a month, to ensure proper treatment and dosage.</td>
<td>Meets Standard</td>
<td>Per detainee medical record review, any detainee receiving psychiatric medications is evaluated by a psychiatrist or physician monthly to ensure proper treatment and dosage.</td>
</tr>
<tr>
<td>40. The facility has a mental health staffing component on call to respond to the needs of the detainee population 24 hours a day, seven days a week.</td>
<td>Meets Standard</td>
<td>The facility has mental health staff on call to respond to the needs of the detainee population when mental health professionals are not on site.</td>
</tr>
<tr>
<td>41. The clinical medical authority may place in medical isolation a detainee who is at high risk for violent behavior because of a mental health condition. The clinical medical authority must provide for reassessment on a daily basis the need for continued medical isolation for the health and safety of the detainee.</td>
<td>Meets Standard</td>
<td>Per the HSA, the CMA may place a detainee at high risk for violent behavior because of a mental health condition in isolation. Medical personnel will conduct daily assessments to determine the need for continued isolation for the health and safety of the detainee.</td>
</tr>
</tbody>
</table>
| 42. **PRIORITY:** The facility shall have written procedures for restraints for medical or mental health purposes that specify:  
  - The conditions under which restraints may be applied;  
  - The types of restraints to be used;  
  - The proper use, application, and monitoring of restraints;  
  - Requirements for documentation, including efforts to use less restrictive alternatives; and  
  - After-incident review. | Meets Standard | Written policy and procedure address the use of therapeutic restraints which include all the bulleted points. Per the HSA, therapeutic restraints are not used at this facility. |
**STANDARD 4.3. MEDICAL CARE** (Key: V)

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| **43. PRIORITY:** Involuntary administration of psychotropic medications to detainees shall comply with established guidelines and applicable laws and only pursuant to the specific, written and detailed authorization of a physician. Absent declared medical emergency, before psychotropic medication is involuntarily administered, it is required that the HSA contact ERO Management, who shall contact respective DHS/ICE Chief Counsel. The authorizing physician shall:  
- Review the medical record of the detainee and conduct a medical examination;  
- Specify the reasons for and duration of therapy and whether the detainee has been asked if he or she would consent to such medication;  
- Specify the medication to be administered, the dosage, and the possible side effects of the medication;  
- Document that less restrictive intervention options have been exercised without success;  
- Detail how the medication is to be administered;  
- Monitor the detainee for adverse reactions and side effects; and  
- Prepare treatment plans for less restrictive alternatives as soon as possible. | Meets Standard | Written policy and procedure address the involuntary administration of psychotropic medications and include all the requirements of the component. Per the HSA, the involuntary administration of psychotropic medications would not be performed at the facility. Any detainee requiring forced medication or treatment would be transferred to a community hospital or to another ICE facility that is equipped to meet the detainee's needs. |
| **44. A detainee that is in ICE custody for over a year continuously shall receive health examinations on an annual basis. Detainees shall have access to age and gender appropriate exams annually, including rescreening for tuberculosis.** | Meets Standard | Per policy and interview with the HSA, ICE detainees who are in custody for over a year receive health examinations, which include age and gender appropriate exams, and rescreening for TB on an annual basis. |
**STANDARD 4.3. MEDICAL CARE** (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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| 45. An initial dental screening exam shall be performed within 14 days of the detainee’s arrival.  
  - Emergency dental treatment shall be provided for immediate relief of pain, trauma and acute oral infection.  
  - Routine dental treatment may be provided to detainees in ICE custody for whom dental treatment is inaccessible for prolonged periods because of detention for over six (6) months. Dental exams and treatment are provided only by licensed dental personnel. | Meets Standard | A review of ICE detainee medical records and interviews with the HSA and the dentist confirmed that an initial dental screening is conducted during intake. A comprehensive dental screening is conducted during the detainee’s physical examination and is within fourteen days of the detainee’s arrival. Routine dental treatment may be provided to detainees in detention for over six months. Dental treatment is only provided by licensed dental personnel. The facility employs a licensed dentist on-site. |
| 46. **PRIORITY:** Each facility shall have a sick call procedure that allows detainees the unrestricted opportunity to freely request health care services (including mental health and dental services) provided by a physician or other qualified medical staff in a clinical setting.  
  This procedure shall include:  
  - Clearly written policies and procedures;  
  - Sick call process will be communicated in writing and verbally to detainees during their orientation;  
  - Regularly scheduled “sick call” times will be established and communicated to detainees; and  
  - All facilities must have an established procedure in place to ensure that all sick call requests are received and triaged by appropriate medical personnel within 24 hours after the detainee submits the request. In an urgent situation, the housing unit officer shall notify medical personnel immediately.  
  All detainees, including those in Special Management Units, regardless of classification, shall have access to sick call. | Meets Standard | Through chart reviews and direct observation of sick call and policy review, it was confirmed that the facility allows detainees the unrestricted opportunity to freely request medical, mental health, and dental services. Sick call is held seven days a week. Requests are made through the tablet located in each of the housing units. The detainees are also allowed to request sick call services through a paper request. All the requests are triaged daily by medical staff. Detainees are seen based on the urgency of need. In an urgent situation, the detainee will be seen immediately. Medical personnel also conduct daily checks on each detainee in the segregation unit. |
**STANDARD 4.3. MEDICAL CARE** (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<tr>
<td>47. If the procedure uses a written request slip, the slip shall be</td>
<td>Meets</td>
<td>The health care request procedure uses an electronic tablet or a written request form available in English and Spanish. LEP detainees may use a professional language line or bilingual staff for assistance as needed to complete a request slip. There are two TTY systems available for those detainees who are deaf or hard of hearing.</td>
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<tr>
<td>provided in English and the most common languages spoken by the detainee</td>
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<td>population of that facility. Limited-English proficient detainees and</td>
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<td>detainees who are deaf or hard of hearing will be provided</td>
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<td>interpretation/translation services or other assistance as needed to</td>
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<td>complete a request slip.</td>
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<td>48. Medical personnel shall review the request slips and determine when</td>
<td>Meets</td>
<td>Medical personnel review the health care request slips and triage the requests based on the acuity of the problem. The medical unit maintains a permanent record for all sick call requests.</td>
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<tr>
<td>the detainee will be seen based on acuity of the problem. All facilities</td>
<td>Standard</td>
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<td>shall maintain a permanent record of all sick call requests.</td>
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<td>49. PRIORITY: Each facility shall have a written emergency services plan</td>
<td>Meets</td>
<td>Medical personnel are on site 24 hours a day, seven days a week. Contact information for medical and/or a mental health on-call providers is posted in the health services unit. Emergency medical services (EMS) are activated when indicated by calling 911. All detention personnel and medical staff receive cardiopulmonary resuscitation (CPR), automated electronic defibrillator (AED), and emergency first aid training annually. Training requirements were confirmed per review of training logs and training curriculum. The facility also has security procedures in place for the immediate transfer of detainees in need of emergency medical care.</td>
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<td>for the delivery of 24-hour emergency health care.</td>
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<td>A plan shall be prepared in consultation with the facility’s clinical</td>
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<td>medical authority or the HSA. The plan will include the following:</td>
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<td>• An on-call physician, dentist, and mental health professional, or</td>
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<td>designee, that are available 24 hours per day;</td>
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<tr>
<td>• A list of telephone numbers for local ambulances and hospital services</td>
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<td>available to all staff;</td>
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<tr>
<td>• An automatic external defibrillator (AED) will be maintained for use at</td>
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<td>each facility and accessible to staff;</td>
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<tr>
<td>• All detention and medical staff shall receive cardio pulmonary</td>
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<td>resuscitation (CPR, AED), and emergency first aid training annually; and</td>
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<td>• Security procedures that ensure the immediate transfer of detainees</td>
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<td>for emergency medical care.</td>
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**STANDARD 4.3. MEDICAL CARE** *(Key: V)*

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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| 50. **PRIORITY:** Training is provided to all detention and health care personnel at least annually by a responsible medical authority in cooperation with the facility administrator, and includes:  
  - Responding to health-related situations within four (4) minutes;  
  - Recognizing of signs of potential health emergencies and the required responses;  
  - Administering first aid, AED and cardiopulmonary resuscitation (CPR);  
  - Obtaining emergency medical assistance through the facility plan and its required procedures;  
  - Recognizing signs and symptoms of mental illness and suicide risk;  
  - The facility’s established plan and procedures for providing emergency medical care including, when required, the safe and secure transfer of detainees for appropriate hospital or other medical services, including by ambulance when indicated. | Meets Standard | Per review of training logs and training curriculum, it was confirmed the emergency response training includes all the bulleted items listed in this component and it is conducted at least annually by a responsible medical authority in cooperation with the facility administrator. |
| 51. The designated health authority and facility administrator shall determine the contents, number, location(s), use protocols, and procedures for monthly inspections of first aid kits. | Meets Standard | The designated health authority and the OIC have determined the contents, number, locations(s), use protocols, and procedures for inspection of the first aid kits. There are twenty first-aid/spill kits located throughout the facility. Each kit has a safety seal and once the seal is broken the contents are replenished and the safety seal is replaced. The facility safety manager conducts weekly/monthly inspections on the kits and replenishes them as needed. |
| 52. Distribution of medication (including over the counter) shall be in accordance with specific instructions and procedures established by the HSA in consultation with the CMA. Written records of all medication given to or refused by detainees shall be maintained. Detainees may not deliver or administer medications to other detainees. | Meets Standard | Medications are distributed according to an authorized provider order. Per medical record review, written records of all medication given to or refused by detainees are maintained in an electronic medication record. Detainees do not deliver or administer medications to other detainees. |
## STANDARD 4.3. MEDICAL CARE (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<td>53. If prescribed medication must be delivered at a specific time when medical staff is not on duty, it may only be distributed by detention officers who have received proper training by the HSA or designee, where it is permitted by state law to do so. The facility shall maintain documentation of the training given any officer required to distribute medication, and the officer shall have available for reference the training syllabus or other guide or protocol provided by the health authority.</td>
<td>N/A</td>
<td>Medical staff are on-site 24 hours a day consequently only medical staff distributes medications at this facility.</td>
</tr>
<tr>
<td>54. Qualified health care personnel shall provide detainees health education and wellness information.</td>
<td>Meets Standard</td>
<td>Detainee medical chart reviews and interview with the HSA confirm health education and wellness information are provided by qualified medical personnel.</td>
</tr>
<tr>
<td>55. The clinical medical authority for each facility must have a plan to notify ICE in writing of any detainee with special needs. The written notification must become part of the detainee’s health record file.</td>
<td>Meets Standard</td>
<td>The HSA notifies the OIC and the OIC notifies ICE personnel of any detainee that has special needs. The HSA ensures written notification becomes part of the detainee’s medical record.</td>
</tr>
<tr>
<td>56. Consistent with the Standard 4.8 “Disability Identification, Assessment, and Accommodation” and IHSC Detainee Covered Services Package, detainees are provided medical prosthetic devices or other impairment aids, such as eyeglasses, hearing aids, or wheelchairs. A written treatment plan is also developed and approved by the appropriate qualified licensed health care provider.</td>
<td>Meets Standard</td>
<td>Consistent with the Disability Identification Assessment, and Accommodation Standard, detainees will be provided medical prosthetic devices or other impairment aids as needed, except when such provisions would impact the security or safety of the facility. A detailed, written treatment plan is developed by the appropriate qualified licensed health care provider and becomes a part of the detainee’s medical record.</td>
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## STANDARD 4.3. MEDICAL CARE (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<td>57. <strong>PRIORITY:</strong> When a detainee requires close medical supervision, including chronic and convalescent care, a written treatment plan that includes access to health care and other personnel regarding care and supervision, shall be developed and approved by the appropriate qualified licensed health care provider, in consultation with the patient, with periodic review.</td>
<td>Meets Standard</td>
<td>Per policy and as documented in detainee medical records, detainees requiring close medical supervision, including chronic and convalescent care, are provided a written treatment plan, developed and approved by the provider, in consultation with the patient. The appropriate health care provider periodically reviews and revises the plan as needed.</td>
</tr>
<tr>
<td>58. Transgender detainees who were already receiving hormone therapy when taken into ICE custody shall have continued access. All transgender detainees shall have access to mental health care, and other transgender-related health care and medication based on medical need. Treatment shall follow accepted guidelines regarding medically necessary transition-related care.</td>
<td>Meets Standard</td>
<td>Per policy, the care of transgender detainees encompasses the requirements of the component. Per the HSA, during this inspection period there have been no known transgender detainees housed at the facility.</td>
</tr>
<tr>
<td>59. The facility Health Services Administrator (HSA) must ensure that a plan is developed that provides for continuity of medical care in the event of a change in detention placement or status. Upon transfer to another facility, the medical provider shall ensure that the detainee’s detailed medical care summary and at least 7 day (or, in the case of TB medications, 15 day; and HIV/AIDS medications, 30 day) supply of medication shall accompany the detainee. Upon release from ICE custody, the detainee shall receive up to a 30 day supply of medication as ordered by the prescribing authority and a copy of his or her detailed medical care summary. If a detainee is on prescribed narcotics, the clinical health authority shall make a determination regarding continuation, based on assessment of the detainee. The HSA must ensure that a continuity of treatment care plan is developed and a written copy provided to the detainee prior to removal.</td>
<td>Meets Standard</td>
<td>In the event of a change in detention placement or status, a detailed medical care summary is completed, and medications are provided in accordance with the requirements of this component. A copy of the complete medical record does not accompany the detainee unless the receiving facility requests it. Detainees released from ICE custody receive up to a thirty-day supply of medication and a copy of their medical records upon their request. Per policy, if the detainee is on prescribed narcotics, the physician, based on the detainee’s medical condition, determines if the narcotic treatment needs are to be continued. The medical personnel ensure a written copy of the treatment care plan is provided to the detainee prior to removal.</td>
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### STANDARD 4.3. MEDICAL CARE (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<tr>
<td><strong>60. PRIORITY:</strong> Documented informed consent, consistent with standards of the jurisdiction, is obtained from a detainee before medical treatment is administered. If a detainee refuses consent to treatment, medical staff explain the medical risks if treatment is declined and document their efforts in the detainee’s medical record.</td>
<td>Meets Standard</td>
<td>The review of medical records confirmed that a signed general informed consent is obtained during the intake process. In addition, consents for specific medical or dental procedures and administration of psychotropic medication are obtained as the need arises. If a detainee refuses to consent to treatment, medical personnel explain the medical risks associated with the refusal. Documentation regarding the staff’s efforts is documented in the detainee’s medical record. If the detainee refuses to sign the refusal form, two staff members must sign as witnesses to the refusal.</td>
</tr>
<tr>
<td><strong>61. If a detainee refuses treatment and the clinical medical authority or designee determines that the treatment is necessary, ICE/ERO shall be consulted in determining whether involuntary treatment shall be pursued. Involuntary treatment is a decision made only by medical staff under strict legal restrictions. Prior to any contemplated action involving non-emergent involuntary medical treatment, DHS / ICE respective Chief Counsel will be consulted.</strong></td>
<td>Meets Standard</td>
<td>Per the HSA, if a detainee refuses a medically necessary treatment, ICE will be consulted before any contemplated action involving involuntary medical treatment. Involuntary treatment is a decision made only by medical professionals under strict legal restrictions. Per the HSA, involuntary medications are not administered at this facility.</td>
</tr>
</tbody>
</table>
| **62. PRIORITY:** The HSA shall maintain a complete health record on each detainee that is:  
  - Organized uniformly in accordance with appropriate accrediting body standards;  
  - Available to all practitioners and used by them for health care documentation;  
  - Properly maintained and safeguarded in a securely locked area within the medical unit separately from other detention records. | Meets Standard | There is a complete electronic medical record for each detainee that is organized and used by medical practitioners for health care documentation. It is user ID and password protected. It is kept separate from detention records. |
| **63. All medical providers, as well as detention officers and staff, shall protect the privacy of detainees’ medical information in accordance with established guidelines and applicable laws. These protections apply, not only to records maintained on paper, but also to electronic records where they are used. Staff training must** | Meets Standard | All employees are trained in medical information confidentiality. Access to health care records is restricted to authorized medical personnel. The facility utilizes an electronic |
### STANDARD 4.3. MEDICAL CARE (Key: V)

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<td>emphasize the need for confidentiality and procedures must be in place to limit access to health records to only authorized individuals and only when necessary.</td>
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<td>medical record and it is user ID and password protected.</td>
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<tr>
<td>64. The HSA shall provide the facility administrator and designated staff information that is necessary:</td>
<td>Meets Standard</td>
<td>The HSA provides the OIC and designated staff with detainee information related to health and safety concerns, classification issues, voluntary work assignments, and for management purposes.</td>
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<td>• To preserve the health and safety of the detainee, other detainees, staff, or any other person;</td>
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<td>• For administrative and detention decisions such as housing, voluntary work assignments, security, and transport;</td>
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<tr>
<td>• For management purposes such as audits and inspections.</td>
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<tr>
<td>65. Copies of health records shall be released by the HSA directly to a detainee or their designee, at no cost to the detainee, within a reasonable timeframe after receipt by the HSA of a written authorization from the detainee.</td>
<td>Meets Standard</td>
<td>Per the HSA, a detainee wanting copies of his medical records completes a release of information form. Medical records are released directly to a detainee or designee within a reasonable time frame and free of charge.</td>
</tr>
<tr>
<td>66. Detainees who indicate they wish to obtain copies of their medical records shall be provided with the appropriate request form. ICE/ERO, or the facility administrator, shall provide limited-English proficient detainees and detainees who are deaf or hard of hearing with interpretation or translation services or other assistance as needed to make the written request and assist in transmitting the request to the facility HSA.</td>
<td>Meets Standard</td>
<td>Detainees are provided with the appropriate request form and assistance as necessary in obtaining copies of their medical records.</td>
</tr>
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<td>67. <strong>PRIORITY:</strong> The HSA shall be given advance notice prior to the release, transfer, or removal of a detainee, so that medical staff may determine and provide for any medical needs associated with the transfer, release, or removal.</td>
<td>Meets Standard</td>
<td>The HSA is given advance notice of the detainee movement so that medical staff may prepare for medical needs associated with the transfer, release, or removal.</td>
</tr>
<tr>
<td>68. <strong>PRIORITY:</strong> Upon receiving notification that a detainee is to be transferred, appropriate medical staff at the sending facility notify the facility administrator of any medical/psychiatric alerts or holds that have been assigned to the detainee, as reflected in the detainee’s medical records. The facility administrator notifies ICE/ERO of any medical alerts or holds placed on a detainee that is to be transferred. Those detainees who are currently placed in a medical hold status are evaluated and cleared by a licensed independent practitioner prior to transfer or removal. In addition, the CMA or designee informs the facility administrator in</td>
<td>Meets Standard</td>
<td>The OIC is notified when a transferring detainee has a medical/psychiatric alert or hold or requires a medical escort. An interview with the SDDO confirmed the OIC notifies ICE. Detainees placed on a medical/psychiatric hold status are evaluated and cleared by a licensed practitioner prior to transfer or removal from the</td>
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### STANDARD 4.3. MEDICAL CARE (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<td>writing if the detainee’s medical or psychiatric condition requires a medical escort during transfer or removal.</td>
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<td>facility.</td>
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**69.** When a detainee is transferred within the ICE Health Service Corps (IHSC) system, ICE ensures that:
- Form USM-553, or equivalent Medical Transfer Summary, and a copy of the detainee’s full medical record accompanies the detainee; and
- The detailed medical care summary is placed in a sealed envelope or other container labeled with the detainee’s name and A-number and marked "MEDICAL CONFIDENTIAL."

When a detainee is transferred to an IGSA detention facility, the sending facility shall ensure that the Transfer Summary accompanies the detainee. A copy of the detailed medical care summary accompanies each detainee during transfer.

A transfer summary form will be completed for each detainee when they are transferred. This form will accompany the detainee being transferred. The summary will include all the items listed in this component. The form and a copy of pertinent medical records will accompany the detainee. The standard does not require a complete medical record to be sent with the detainee unless requested. The medical record will be placed in a sealed envelope, labeled with the detainee’s name and A-number and marked "Confidential Medical Records".

**70.** Upon removal or release from ICE custody, the detainee shall be provided medication, referrals to community-based providers as medically appropriate, and a detailed medical care summary. This summary should include instructions that the detainee can understand and health history that would be meaningful to future medical providers. The summary shall include, at a minimum, the following items:
- Patient identification;
- Tuberculosis (TB) screening results (including results date) and current TB status if TB disease is suspected or confirmed;
- Current mental, dental, and physical health status, including all significant health issues, and highlighting any potential unstable issues or conditions which require urgent follow-up;
- Current medications, with instructions for dose, frequency, etc., with specific instructions for medications that must be administered en route;
- Any past hospitalizations or major surgical procedures;
- Recent test results, as appropriate;
- Known allergies;
- Any pending medical or mental health evaluations, tests, procedures, or treatments for a serious

Per an interview with the HSA and nursing staff and review of discharge summary forms, it was confirmed, upon release from ICE custody, the detainees are provided with up to a thirty-day supply of medication, referrals to community providers when applicable, and a detailed medical summary. The summary form includes all the items listed in this component.
### STANDARD 4.3. MEDICAL CARE (Key: V)

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

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<td>medical condition scheduled for the detainee at the sending facility, in the case of patients with communicable disease and/or other serious medical needs, detainees being released from ICE custody are given a list of community resources, at a minimum;</td>
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<td>• Copies of any relevant documents as appropriate;</td>
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<tr>
<td>• Printed instructions on how to obtain the complete medical record; and</td>
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<tr>
<td>• The name and contact information of the transferring medical official.</td>
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</table>

71. Detainees will not participate in medical, pharmaceutical or cosmetic research while under the care of ICE detention facilities. This does not preclude the use of approved clinical trials that may be warranted for a specific detainee’s diagnosis or treatment when recommended and approved by the clinical medical director. Such measures require documented informed consent.

| | Meets Standard | Per policy, detainees will not participate in medical, pharmaceutical, or cosmetic research. This does not preclude the use of approved clinical trials that may be warranted to treat a specific diagnosis when recommended and approved by the clinical medical director. Any detainee who wishes to participate in a clinical trial would have to sign and informed consent. |

72. **PRIORITY:** The HSA shall implement a system of internal review and quality assurance that includes data analysis, a multidisciplinary committee with regular monitoring of health service outcomes, and assessment of ongoing education and training needs.

| | Meets Standard | The HSA has implemented a system of internal review and quality assurance consistent with this component. The system consists of a multidisciplinary committee which meets regularly to discuss the topics in this component. The last meeting was conducted on 03/24/2022. |

73. The HSA shall implement an intra-organizational, external peer review program for all independently licensed medical professionals. Reviews are conducted at least annually.

| | Meets Standard | Through direct observation of documentation and an interview with the HSA, it was confirmed all independently licensed medical professionals participate in an external peer review program and the reviews are conducted annually. |
STANDARD 4.3. MEDICAL CARE

This detention standard ensures that detainees have access to appropriate and necessary medical, dental, and mental health care, including emergency services.

<table>
<thead>
<tr>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>74. The facility shall provide sufficient bathing facilities which are physically accessible for detainees with disabilities as required by applicable disability standards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rating</th>
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<tbody>
<tr>
<td>Meets Standard</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks (5000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per direct observation, it was confirmed that each housing unit has sufficient bathing facilities which are physically accessible for detainees with disabilities as required by the disability standard.</td>
</tr>
</tbody>
</table>

STANDARD 4.3. MEDICAL CARE – Reviewer Summary

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The facility ensures that detainees have access to appropriate and necessary medical, dental, and mental health care. Medical, mental health and dental services are provided by CoreCivic. The facility is currently accredited by the American Correctional Association (ACA), the National Commission on Correctional Health Care (NCCHC) and the DOJ PREA.

Intake screenings are conducted by qualified medical personnel. Screening of LEP detainees is conducted utilizing bilingual staff or using a professional translation service. Hearing impaired detainees are provided assistance as needed for medical care activities. Detainees whose intake, classification, or other assessment indicates sexual victimization or abuse are immediately referred to a qualified medical or mental health care professional. A follow-up evaluation for medical reasons occurs within two working days. Mental health follow-up occurs no later than 72 hours of the referral. Detainees will be provided medical prosthetic devices and impairment aids as needed.

Per the HSA, when tuberculosis (TB) treatment is indicated, multi-drug, anti-TB therapy is administered using directly observed therapy (DOT). Active TB disease is ruled out before treatment for latent TB infection is initiated. There is a written plan to address the management of hepatitis A, B, and C, and HIV. Detainees may request hepatitis and HIV testing at any time.

Medical personnel provide all detainees diagnosed with HIV/AIDS medical care consistent with national recommendations and guidelines. Medical and pharmacy suppliers will ensure that all FDA medications currently approved for the treatment of HIV/AIDS are accessible. Detainees with active tuberculosis are evaluated for possible HIV infection. New HIV-positive diagnoses will be reported to government bodies according to state and local laws and requirements; the HSA is responsible for ensuring that all applicable state requirements are met.

A copy of the pharmaceutical management policy was reviewed. It includes a formulary; procedures for obtaining non-formulary medications; prescription practices; perpetual inventory; medication administration error reports; training; and storage in a secure area. The medication storage area has limited access and only to authorized medical staff. It has a solid door with a high security lock. Detainees are not charged for any medical services to include pharmaceuticals dispensed by medical personnel.

Per policy, detainees experiencing severe alcohol intoxication or drug and/or alcohol withdrawals are immediately transferred to the emergency department for treatment. The emergency medical services plan includes provisions for expedited entrance to and exit from the facility. Non-medical personnel contact medical personnel when questioning the need for emergency care. Emergency response equipment is available.

Per policy, separate informed consent is obtained for use of psychotropic medications. Detainee treatment questions are answered by medical personnel. Refusals are reviewed to determine reasons for refusal. The written authorization for release of health information is retained in the medical record. Laboratory results are made available to detainees post transfer or
**STANDARD 4.3. MEDICAL CARE – Reviewer Summary**

*Use following format for dates: mm/dd/yyyy*

<table>
<thead>
<tr>
<th>release. Inactive medical records are retained.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The November 2021 ODO inspection had a concern that the clinical medical authority did not review the comprehensive health assessments to determine the priority for treatment. The PBNDS 2011 standard does not require the CMA to review the comprehensives health assessment when it is performed by a nurse practitioner.</td>
</tr>
<tr>
<td>Optimal levels of compliance were noted as the facility is accredited by NCCHC, dated 02/02/2022.</td>
</tr>
<tr>
<td>This was a hybrid inspection; this portion of the review was conducted on-site. Evaluations were conducted via review of policy, procedures, training curriculum, and detainee medical files; and interviews with Health Service Administrator (b)(6); (b)(7)(C)</td>
</tr>
<tr>
<td>and detainees.</td>
</tr>
</tbody>
</table>

**Overall Rating:** Meets Standard

<table>
<thead>
<tr>
<th>Reviewer Name (Printed): Inspector</th>
<th>Completion Date: 3/21/2022</th>
</tr>
</thead>
</table>

**Reviewer Signature (for printed form submission):**
**STANDARD 4.4. MEDICAL CARE (WOMEN)** (Key: W)
This detention standard ensures that female detainees in U.S. Immigration and Customs Enforcement (ICE) custody have access to appropriate and necessary medical and mental health care.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1. **PRIORITY:** In addition to the medical, mental health, and dental services provided to every detainee as required by standard “4.3 Medical Care,” the facility directly or contractually provides its female detainees with access to:  
  - Pregnancy services, including pregnancy testing, routine or specialized prenatal care, postpartum follow up, lactation services, and abortion services, as outlined herein;  
  - Counseling and assistance for pregnant women in keeping with their express desires in planning for their pregnancy, whether they desire abortion, adoptive services, or to keep the child;  
  - Mental health assessments for all detainees who have recently given birth, miscarried, or terminated a pregnancy; and  
  - Routine, age-appropriate, gynecological health care services, including women’s specific preventive care. | Meets Standard | Per the health services administrator (HSA) and per policy review it was confirmed that female detainees have access to routine, age-appropriate gynecological and obstetrical health care assessments and preventative women's health services as medically appropriate to include the bulleted items in this component. There are currently no female detainees at this facility. |
| 2. Within 12 hours of arrival, during their initial medical screening, all female detainees shall receive information on services related to women's health care as provided for in this standard and standard “4.3 Medical Care.” | Meets Standard | Per policy review and interview with the HSA, all female detainees shall receive information on services related to women’s health care per the standard requirements.                                           |
| 3. If the initial medical intake screening indicates the possibility of pregnancy, recent sexual assault, violence or history of mental health illness, an initial health appraisal shall be completed as soon as possible, but no more than 24 hours after arrival. | Meets Standard | Per policy, a comprehensive health assessment is completed within 24 hours of arrival if the intake screening indicates the possibility of pregnancy, recent sexual assault, violence, or a history of mental illness. |
| 4. A detainee’s request to see a health care provider of a particular gender is accommodated, whenever possible. Otherwise, detainees are provided same sex chaperones if requested.  
  A same-gender chaperone shall be provided, even in the absence of a request by the detainee, when a medical encounter involves a physical examination of sensitive body parts, to include breast, genital, or rectal examinations, by a provider of the opposite gender. | Meets Standard | Policy review confirmed a request to see a health care provider of a particular gender is accommodated, whenever possible. A same-gender chaperone is provided when a medical exam involves a sensitive body part by a provider of the opposite gender.                                          |
| 5. All initial health assessments of female detainees include a thorough evaluation and assessment of the reproductive system. In addition to the criteria listed on the health assessment form, the evaluation inquires about the following: | Meets Standard | Per policy, initial health assessments of female detainees include a thorough evaluation of the reproductive system and all the bulleted items in this                                                                 |

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FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
G-324A PBNDS 2011 (2016 Revisions) Detention Inspection Worksheet
2022-ICLI-00045 11727
**STANDARD 4.4. MEDICAL CARE (WOMEN)** (Key: W)

This detention standard ensures that female detainees in U.S. Immigration and Customs Enforcement (ICE) custody have access to appropriate and necessary medical and mental health care.

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<tbody>
<tr>
<td>• Pregnancy testing aged 18-56 and documented results;</td>
<td></td>
<td>component.</td>
</tr>
<tr>
<td>• If the detainee is currently nursing (breastfeeding);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Use of contraception;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reproductive history (number of pregnancies, number of live births, number of spontaneous/elective abortions, pregnancy complications, etc.);</td>
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<tr>
<td>• Menstrual cycle;</td>
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<tr>
<td>• History of breast and gynecological problems;</td>
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<td></td>
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<tr>
<td>• Family history of breast and gynecological problems; and</td>
<td></td>
<td></td>
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<tr>
<td>• Any history of physical or sexual victimization and when the incident occurred.</td>
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<tr>
<td>A pelvic and breast examination, pap test, baseline mammography, and sexually transmitted disease (STD) screening are offered and provided as deemed appropriate or necessary by the medical provider.</td>
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</tbody>
</table>

6. The medical provider will identify any special needs (e.g., diet, housing, or other accommodations such as the provision of additional pillows) and inform all necessary custody staff and facility authorities. If a pregnant detainee has been identified as high risk, the detainee shall be referred, as appropriate, to a physician specializing in high risk pregnancies.

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<tr>
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<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
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<tbody>
<tr>
<td>6. The medical provider will identify any special needs (e.g.,</td>
<td><strong>Meets Standard</strong></td>
<td>Special needs and other</td>
</tr>
<tr>
<td>7. Female victims of sexual abuse are granted immediate access</td>
<td><strong>Meets Standard</strong></td>
<td>Per policy and interview with the HSA, female victims of sexual abuse are granted immediate access to emergency medical treatment and crisis intervention services. Detainees are referred to Providence hospital or to the University of New Mexico hospital for forensic evidence gathering and further treatment. Information on local, state, and/or national organizations that provide crisis intervention services is given to the detainees as needed and is posted in all detainee housing units.</td>
</tr>
<tr>
<td>to emergency medical treatment and crisis intervention services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The facility provides access by giving detainees the current</td>
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<tr>
<td>mailing addresses and telephone numbers, including toll-free</td>
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<tr>
<td>hotline numbers, of local, state and/or national organizations</td>
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<td>that provide these services.</td>
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</tbody>
</table>
### STANDARD 4.4. MEDICAL CARE (WOMEN) (Key: W)

This detention standard ensures that female detainees in U.S. Immigration and Customs Enforcement (ICE) custody have access to appropriate and necessary medical and mental health care.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</thead>
<tbody>
<tr>
<td>8. Upon request, appropriately trained medical personnel within their scope of practice provide detainees with non-directive (impartial) advice and consultation about family planning and birth control, and where medically appropriate, prescribe and dispense birth control.</td>
<td>Meets Standard</td>
<td>Access to medical and mental health professionals that provide impartial consultation about family planning and birth control is available upon request. Medical personnel prescribe and dispenses birth control medications if medically indicated.</td>
</tr>
<tr>
<td>9. PRIORITY: A pregnant woman or woman in post-delivery recuperation is not restrained absent truly extraordinary circumstances that render restraints absolutely necessary as documented by a supervisor or directed by the on-site medical authority. Restraints are never permitted on women who are in active labor or delivery. Restraints are not considered an option unless one or more of the following applies:</td>
<td>Meets Standard</td>
<td>Policy, procedure, and practice prohibit the use of restraints on female detainees during active labor and delivery. Any deviation would be based on documented, serious security risks as bulleted.</td>
</tr>
<tr>
<td>• A medical officer has directed the use of restraints for medical reasons;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Credible, reasonable grounds exist to believe the detainee presents an immediate and serious threat of hurting herself, staff, or others; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reasonable grounds exist to believe the detainee presents and immediate and credible risk of escape that cannot be reasonably minimized through any other method.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. In the rare event that restraints are used, medical staff determine the safest method and duration for the use of restraints, and the least restrictive restraints necessary shall be used. No detainee known to be pregnant shall be restrained in a face-down position with four-point restraints, on her back, or in a restraint belt that constricts the area of the pregnancy. All attempts are made to ensure that the detainee is placed on her left side if she is immobilized.</td>
<td>Meets Standard</td>
<td>In the rare event that restraints are used, medical personnel would determine the safest method and duration of the restraint. Per policy no pregnant detainee would be restrained in a face-down position with four-point restraints, on her back, or in a restraint belt that constricts the area of the pregnancy. There have been no pregnant detainees housed at this facility during this inspection period.</td>
</tr>
<tr>
<td>11. The facility administrator shall ensure that the Field Office Director (FOD) is notified, as soon as practicable, of any female detainee determined to be pregnant, but no later than 72 hours after such determination, consistent with the notification requirements in Standard “4.3 Medical Care.”</td>
<td>Meets Standard</td>
<td>Per the HSA, the OIC would send notification immediately to ICE once a pregnancy has been confirmed.</td>
</tr>
</tbody>
</table>
### STANDARD 4.4. MEDICAL CARE (WOMEN) – Reviewer Summary

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Intake screening will occur within twelve hours of admission to the facility. Female detainees whose intake, classification, or other assessment indicates sexual victimization or abuse will be immediately referred to a qualified medical or mental health care professional. A follow-up evaluation for medical reasons will occur within two working days. Mental health follow-up will occur no later than 72-hours from the referral. The FOD will be notified as soon as possible when a pregnant detainee is identified.

Per policy, preventative services specific to women are offered for routine age-appropriate screenings, including breast examinations, pap smears, STD testing, and mammograms. Policy ensures that female detainees have access to appropriate and necessary medical and mental health care promptly to include pregnancy services and female health care.

Adherence to policy cannot be verified since no female ICE detainees have been housed at the facility during this inspection period. The facility contract changed 01/01/2022 to include housing of female detainees.

This was a hybrid inspection; this portion of the inspection was conducted on-site. Evaluation was conducted via review of policy, procedures and training curriculum; and staff interviews with Health Service Administrator, Infection Control Nurse, Health Coordinator, Assistant OIC and SDDO.

| Overall Rating: Meets Standard |
|-------------------|------------------|
| **Reviewer Name (Printed):** Inspector | **Completion Date:** 3/31/2022 |

Reviewer Signature (for printed form submission):
STANDARD 4.5. PERSONAL HYGIENE  (Key: X)

This detention standard ensures that each detainee is able to maintain acceptable personal hygiene practices through the provision of adequate bathing facilities and the issuance and exchange of clean clothing, bedding, linens, towels, and personal hygiene items.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each detention facility shall have a written policy and procedures for the regular issuance and exchange of clothing, bedding, linens, towels, and personal hygiene items.</td>
<td>Meets Standard</td>
<td>Policy includes procedures for the issuance and exchange of clothing, bedding, linens, towels, and personal hygiene.</td>
</tr>
<tr>
<td>2. Clothing or shoes that are lost, unserviceable, indebly stained, or bear offensive or otherwise unauthorized markings should be discarded and replaced as soon as practicable.</td>
<td>Meets Standard</td>
<td>The administrative captain confirmed that clothing items including shoes, sheets, and blankets are discarded and replaced immediately.</td>
</tr>
<tr>
<td>3. All new detainees shall be issued clean, indoor/outdoor temperature-appropriate, size appropriate, presentable clothing during in-processing at no cost to the detainee. The standard issue of clothing is at least two uniform shirts and two pairs of uniform pants or two jumpsuits; two pairs of socks; two pairs of underwear; two brassieres, as appropriate; and one pair of facility-issued footwear.</td>
<td>Meets Standard</td>
<td>All detainees upon arrival will receive three uniforms, three pairs of underwear and t-shirts, one pair of gym shorts, laundry bag, five pairs of socks, one pair of gym shoes, and one pair of shower shoes. All clothing is issued at no cost to the detainees.</td>
</tr>
<tr>
<td>4. Each detainee assigned to a special work area shall be clothed in accordance with the requirements of the job and, when appropriate, provided protective clothing and equipment.</td>
<td>Meets Standard</td>
<td>An observation of work assignments confirmed that detainees are issued appropriate clothing in accordance with the requirement of this standard.</td>
</tr>
<tr>
<td>5. Staff shall provide male and female detainees personal hygiene items appropriate for their gender, including at a minimum, one bar of bath soap (or equivalent), comb, tube of toothpaste, toothbrush, bottle of shampoo (or equivalent), container of skin lotion, and feminine hygiene items, and shall replenish supplies as needed. The distribution of hygiene items shall not be used as reward or punishment.</td>
<td>Meets Standard</td>
<td>The administrative captain confirmed that all detainees are issued personal hygiene items upon arrival including all the items listed in this component. Hygiene items are located on each housing unit and are reissued as needed.</td>
</tr>
<tr>
<td>6. Razors must be strictly controlled. Disposable razors will be provided to detainees on a daily basis. Razors will be issued and collected daily by staff.</td>
<td>Meets Standard</td>
<td>The housing unit officers will distribute and collect disposable razors in each housing unit on a daily basis.</td>
</tr>
<tr>
<td>7. Female detainees shall be issued and may retain feminine hygiene items as needed.</td>
<td>Meets Standard</td>
<td>The facility is not currently housing female detainees. However, if female detainees arrive, they will be issued feminine hygiene items as needed.</td>
</tr>
</tbody>
</table>
## STANDARD 4.5. PERSONAL HYGIENE (Key: X)

This detention standard ensures that each detainee is able to maintain acceptable personal hygiene practices through the provision of adequate bathing facilities and the issuance and exchange of clean clothing, bedding, linens, towels, and personal hygiene items.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>8. Detainees shall be provided an adequate number of toilets 24 hours per day that can be used without staff assistance when detainees are confined to their cells or sleeping areas.</td>
<td>Meets Standard</td>
<td>Observation of detainee housing units confirmed that all cells are equipped with toilets and sinks.</td>
</tr>
<tr>
<td>9. An adequate number of washbasins with temperature controlled hot and cold running water 24 hours per day.</td>
<td>Meets Standard</td>
<td>Observation of detainee housing units confirmed that an adequate number of sinks with hot and cold water are available 24 hours a day.</td>
</tr>
<tr>
<td>10. Operable showers that are thermostatically controlled to temperatures between 100 and 120 degrees Fahrenheit, to ensure safety and promote hygienic practices.</td>
<td>Meets Standard</td>
<td>Observation and temperature checks of housing unit showers provided temperatures between 100- and 120- degrees Fahrenheit. All showers observed were operable.</td>
</tr>
<tr>
<td>11. Detainees with disabilities shall be provided the facilities and support needed for self-care and personal hygiene in a reasonably private environment in which the individual can maintain dignity.</td>
<td>Meets Standard</td>
<td>The facility currently has no detainees with disabilities but policy addresses the requirements of this component.</td>
</tr>
</tbody>
</table>
| 12. **PRIORITY:** Detainees shall be provided with clean clothing, linen and towels on the following basis:  
  - A daily change of socks and undergarments. An additional exchange of undergarments shall be made available to detainees if necessary for health or sanitation reasons;  
  - At least twice weekly exchange of outer garments (with a maximum of 72 hours between changes);  
  - At least weekly exchange of sheets, towels, and pillowcases;  
  - An additional exchange of bedding, linens, towels, or outer garments shall be made available to detainees if necessary for health or sanitation reasons, and more frequent exchanges of outer garments may be appropriate, especially in hot and humid climates. | Meets Standard | Policy, observation, and interview with the administrative captain confirmed that detainees receive all of the bulleted items listed in this component. |

### STANDARD 4.5. PERSONAL HYGIENE – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* (5000 Character Max)

The facility provides detainees with clean clothing, bedding, linens, and towels upon entering the facility. Clothing and linens are exchanged in accordance with the standard. All clothing items issued including socks, undergarments, outer garments, sheets, and towels are in the amounts that exceed the standard. The kitchen staff work with property staff to ensure all of their workers have appropriate and clean clothing that is changed out daily.

During times of inclement weather all detainees are issued a denim jacket.
## STANDARD 4.5. PERSONAL HYGIENE – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

During the inspection process at least twenty detainees were observed to have clean and appropriate clothing in accordance with this standard. Also, walking through the living units all detainees had linens and blankets in accordance with policy and within the guidelines of this standard. At this facility, detainees are allowed to exchange clothing seven days a week.

The evaluation of this standard is based on policy, procedures, documentation, observation, and staff interviews. During the evaluation of this standard, Captain [D](B). [B](D)[C] was interviewed.

<table>
<thead>
<tr>
<th>Overall Rating:</th>
<th>Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name [Printed]:</td>
<td>Inspector <a href="B">D</a>.</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>3/31/2022</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION *(Key: Y)*

This detention standard protects the health and well-being of ICE detainees through a comprehensive Significant Self-Harm and Suicide Prevention and Intervention Program that minimizes risk.

<table>
<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Priority:</strong> The facility has a written suicide prevention and intervention program that is reviewed and approved by the clinical health authority, approved and signed by the administrative health authority and Facility Administrator and reviewed annually. At a minimum, the Program shall include procedures to address suicidal detainees. Key components of this program include:</td>
<td></td>
<td>1. Policy:</td>
</tr>
<tr>
<td>• Staff training;</td>
<td></td>
<td>• Does the facility have a written suicide prevention policy: Yes</td>
</tr>
<tr>
<td>• Identification;</td>
<td></td>
<td>• Title of facility policy: Suicide Management</td>
</tr>
<tr>
<td>• Referral;</td>
<td></td>
<td>2. Documentation Review:</td>
</tr>
<tr>
<td>• Evaluation;</td>
<td></td>
<td>• Verify that the policy was approved by the clinical health authority, the administrative health authority, and the facility administrator. Describe: Per policy review, the written suicide management plan was approved by the clinical health authority (CMA), the administrative health authority (HSA), and the facility administrator.</td>
</tr>
<tr>
<td>• Treatment;</td>
<td></td>
<td>• Verify that the policy was reviewed in the last 12 months. Describe: The policy was reviewed in the past twelve months.</td>
</tr>
<tr>
<td>• Housing;</td>
<td></td>
<td>• Verify that the policy and procedures include the bulleted requirements.</td>
</tr>
<tr>
<td>• Monitoring;</td>
<td></td>
<td>• Describe: A review of the policy and procedures verified that all the listed items in this component are addressed.</td>
</tr>
<tr>
<td>• Consistent communication between medical, mental health, and correctional staff;</td>
<td></td>
<td>3. Clinical Health Authority and Administrative Health Authority Interviews:</td>
</tr>
<tr>
<td>• Intervention;</td>
<td></td>
<td>• Verify that a process is in place to review the policy annually.</td>
</tr>
<tr>
<td>• Notification and reporting;</td>
<td></td>
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<tr>
<td>• Review; and</td>
<td></td>
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<tr>
<td>• Debriefing.</td>
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</table>

Meets Standard
**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** (Key: Y)

This detention standard protects the health and well-being of ICE detainees through a comprehensive Significant Self-Harm and Suicide Prevention and Intervention Program that minimizes risk.

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Describe: An annual review process is in place.</td>
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<tr>
<td></td>
<td></td>
<td>• Verify that the interviewees can generally describe the policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describe: The HSA, random medical staff and the mental health coordinator were able to describe the bulleted items in the component and answered questions on suicide prevention and intervention appropriately.</td>
</tr>
</tbody>
</table>

**2. The facility shall establish and maintain a multidisciplinary suicide prevention committee which, at a minimum, comprises representatives from custody, mental health, and medical staff. The committee shall meet on at least a quarterly basis to provide input regarding all aspects of the facility’s suicide prevention and intervention program, including suicide prevention policies and staff training. The committee shall convene following any suicide attempt to review and, if necessary, assist in the implementation of corrective actions.**

<table>
<thead>
<tr>
<th>Remarks</th>
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<tbody>
<tr>
<td></td>
<td>Meets Standard</td>
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</tbody>
</table>

**1. Does the facility have a multidisciplinary suicide prevention committee? Yes**

**2. Is the committee comprised of custody, mental health, and medical staff? Yes**

**3. Documentation Review / Interviews:**

- Verify the frequency and dates that the committee has met in the last 12 months. Describe topics discussed and meeting dates: The committee meets at least quarterly. The dates of the last two meeting were 10/13/2021 and 03/16/2022. Topics of discussions include: Suicide watches, suicide attempts, suicide training and prevention plan review, self-harm incidents, signs and
### STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION

This detention standard protects the health and well-being of ICE detainees through a comprehensive Significant Self-Harm and Suicide Prevention and Intervention Program that minimizes risk.

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<tbody>
<tr>
<td></td>
<td></td>
<td>symptoms of a suicidal person and any mental health concerns related to watches and completion of daily welfare checks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. If the facility has had a suicide attempt in the last 12 months, did the committee meet following the suicide attempt? Yes Describe:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Did the committee assist in implementing any corrective actions? No Describe: No corrective action was required as the policy and procedures were followed and there were no issues.</td>
</tr>
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<td></td>
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<td>Additional Remarks:</td>
</tr>
</tbody>
</table>

3. **PRIORITY:** All facility staff who interact with and/or are responsible for detainees are trained, during orientation and at least annually on the facility’s Suicide Prevention and Intervention Program, to include:

- Why the environments of detention facilities are conducive to suicidal behavior;
- Standard first aid training, cardiopulmonary resuscitation (CPR) training and training in the use of emergency equipment;
- Liability issues associated with detainee suicide;
- Recognizing verbal and behavioral cues that indicate potential suicide;
- Demographic, cultural, and precipitating factors of suicidal behavior;
- Responding to suicidal and depressed detainees;
- Communication between correctional and health care personnel;
- Necessary referral procedures;
- Housing observation and suicide-watch procedures;
- Follow-up monitoring of detainees who have attempted suicide; and
- Reporting and written documentation procedures.

<p>| 1. Does the facility have a suicide prevention and intervention training? Yes Describe training: All detention and health care personnel are trained during initial orientation and receive annual training on the facility’s suicide prevention and intervention program. The training program contains information on all of the bulleted items listed in this component. |
| 2. <strong>Documentation Review:</strong> Review training logs to verify that staff have taken the training during orientation and at least once in the last 12 months. Describe: Review of training logs verified that staff have taken the |</p>
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<tr>
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</thead>
<tbody>
<tr>
<td>training during their initial orientation and at least once in the last twelve months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Review the training to verify that it contains all of the bulleted requirements. Describe: Review of the suicide prevention and intervention training curriculum verifies that the staff training program includes all of the bulleted items listed in this component.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Random Sample of Staff Interviews:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Verify that a random sample of staff can describe the general requirements of the suicide prevention program. Describe: Random medical and detention staff interviews confirmed knowledge of the suicide prevention program.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Remarks:

4. Evaluation by a mental health provider of detainees who are identified as being “at risk” for significant self-harm or suicide will be documented in the medical record and include:
   • Relevant history;
   • Environmental factors;
   • Lethality of suicide plan;
   • Psychological factors;
   • A determination of level of suicide risk;
   • Level of supervision needed;
   • Referral/transfer for inpatient care (if needed);
   • Instructions to medical staff for care; and

Meets Standard

1. Policy:
   • Are these requirements in facility policy? Yes
   • Title of policy and page #:Suicide Management

2. Mental Health Provider Interview:
   • Verify that the evaluation for at risk detainees includes the bulleted information
**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** (Key: Y)

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<tr>
<td>* Reassessment time frames.</td>
<td></td>
<td>and that documentation procedures are followed. Describe: Interviews with the MH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>coordinator and the HSA and review of the MH evaluation form confirm that the evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>includes all the items listed in this component.</td>
</tr>
</tbody>
</table>

3. Documentation review:
   - Review medical records for detainees identified as being “at risk” to verify the bulleted information is included in their medical file. Describe: A random review of the medical records of detainees identified as “at risk” confirms all the information required in this component are included.

Additional Remarks:

5. Detainees who are placed on suicide watch are to be re-evaluated by appropriately trained and qualified medical staff on a daily basis and this re-evaluation is documented in the detainee’s medical record. Only the mental health professional, clinical medical authority, or designee may terminate a suicide watch after a current suicide risk assessment is completed.

| 1. Policy:                                      |        | Meets Standard                                                                        |
|                                               |        |                                                                                       |
| • Are these requirements in facility policy? Yes |        |                                                                                       |
| • Title of policy and page #:Suicide Management |        |                                                                                       |

2. Medical Staff Interview:
   - Verify training and qualifications of medical staff. Describe: All medical staff are properly licensed and/or credentialed, and are current in the required suicide management.
**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** (Key: Y)

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<tr>
<td>training.</td>
<td></td>
<td>• Verify that a process is in place to conduct and document daily re-evaluations for detainees on suicide precautions. Describe: Per policy and practice, medical and mental health staff conduct and document daily re-evaluations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify that a process is in place to only terminate suicide precautions after a suicide risk assessment is completed. Describe: Only the mental health professional, clinical medical authority, or designee is authorized to terminate a suicide watch and then only after a suicide risk assessment is completed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Documentation review:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For any detainees placed on suicide precautions in the last 12 months, review their medical records to verify that daily re-evaluations occurred by a trained and qualified medical staff member. Describe: Per random review of detainee suicide watches for the last twelve months, it was confirmed daily re-evaluations occurred by trained and qualified medical staff.</td>
</tr>
</tbody>
</table>
### STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION (Key: Y)

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<tbody>
<tr>
<td></td>
<td></td>
<td>• For each case in the last 12 months, verify whether the appropriate provider conducted a suicide risk assessment before terminating suicide precautions. Describe: Per review of suicide watches for the last twelve months, it was confirmed a suicide risk assessment was completed prior to terminating a suicide watch.</td>
</tr>
</tbody>
</table>

**Additional Remarks:**

6. **PRIORITY:** Suicidal detainees should be closely supervised in a setting that minimizes opportunities for self-harm. The isolation room designed for evaluation and treatment must be free of objects or structural elements that could facilitate a suicide attempt, and security staff shall ensure that the area for suicide observation is initially inspected so that there are no objects that pose a threat to the detainee’s safety.

<table>
<thead>
<tr>
<th>1. Policy:</th>
<th>2. Site Inspection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are these requirements in facility policy? Yes</td>
<td>• Verify that the room used for suicide precautions is free of objects or structural elements that could facilitate a suicide attempt. Describe the room(s): The facility has one room designated for suicide watch. The room has been approved by medical staff for this purpose. Direct observation by the on-site inspector of the suicide watch room verified that it is free of objects or structural elements that could facilitate a suicide attempt.</td>
</tr>
</tbody>
</table>

Meets Standard
## STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION

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<tbody>
<tr>
<td></td>
<td></td>
<td>attempt. Detention staff inspect the room prior to the detainee's placement to ensure there are no objects that pose a threat to the detainee's safety.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Random Sample of Security Staff Interview:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify that a process is in place to inspect and remove any objects that may pose a threat from areas that detainees are placed on suicide precautions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describe: Interviews with two detention officers confirmed the suicide watch room is inspected by detention staff and it is confirmed that it is free of any objects or structural elements that could facilitate a suicide attempt prior to placing a detainee in the room.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Remarks:</td>
</tr>
</tbody>
</table>

7. A suicidal detainee may be placed in the Special Management Unit only if space has been approved for this purpose by medical staff and such space allows for unobstructed observation. The facility administrator shall immediately notify ICE of such placement and indicate what level of monitoring the facility is providing. The facility administrator shall also work with ICE and the medical authority to identify alternative placements, including transfer of the detainee to a facility that can provide appropriate housing.

1. Policy: |
• Are these requirements in facility policy? Yes |
• Title of policy and page #: Suicide Management |

2. Medical Staff Interview: |
• Verify whether the facility uses the SMU for suicide precautions, and if so, whether a process is in place to approve it for such use. |
Describe: According to the HSA, the SMU is not used for detainees placed on suicide precautions. |
<table>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Facility Administrator Interview:</td>
<td></td>
<td>- Verify whether a process is in place to notify ICE and work with ICE to find alternative placements. Describe: Per interview with the SDDO, it was confirmed there is a process in place for the OIC to notify ICE and work with ICE to find alternative placements as needed.</td>
</tr>
<tr>
<td>4. Medical Authority Interview:</td>
<td></td>
<td>- Verify whether a process is in place to work with ICE to find alternative placements. Describe: Per interview with the SDDO and the HSA, it was confirmed there is a process in place for the OIC to notify ICE and work with ICE to find alternative placements as needed.</td>
</tr>
<tr>
<td>5. Site Inspection:</td>
<td></td>
<td>- Verify whether the approved space in the SMU allows for unobstructed observation and is free of objects or structural elements. Describe: Per the HSA, suicidal detainees are not placed in the SMU.</td>
</tr>
<tr>
<td>8. A detainee placed in a special isolation room designed for evaluation and treatment must receive continuous one-to-one monitoring, documented every 15 minutes or more frequently if necessary. Detainees not placed in an isolated confinement setting</td>
<td>Meets Standard</td>
<td>Additional Remarks:</td>
</tr>
</tbody>
</table>
**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** *(Key: Y)*

This detention standard protects the health and well-being of ICE detainees through a comprehensive Significant Self-Harm and Suicide Prevention and Intervention Program that minimizes risk.

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</thead>
</table>
| must receive documented close observation at staggered intervals not to exceed 15 minutes. | #: Suicide Management | 2. Random Sample of Security Staff Interview:  
- Verify that a process in place to conduct and document proper observation procedures for both isolated and non-isolated settings.  
Describe: Per training curriculum review, it was confirmed that security staff is trained in the proper observation procedures as required by the standard.  
3. Site Inspection:  
- If a detainee is currently on suicide precautions at the facility, verify whether security staff are following proper observation procedures.  
Describe: No detainee is currently on suicide precautions. Interviews with two detention officers confirm security staff follows proper observation procedures.  
4. Document Review:  
- For any detainee placed on suicide precautions in an isolated setting in the last 12 months, verify that one-to-one monitoring was documented every 15 minutes.  
Describe: Per detainee medical record reviews, it was confirmed that one-to-one monitoring was documented at least every fifteen minutes.  
- For any detainee placed |
### STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION

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<td></td>
<td>on suicide precautions in a non-isolated setting in the last 12 months, verify that close observation was documented at staggered intervals not to exceed 15 minutes. Describe: Per detainee medical record reviews, it was confirmed that one-to-one monitoring was documented at least every fifteen minutes.</td>
</tr>
</tbody>
</table>
| 9. All detainees on suicide precautions are checked at least every 8 hours by clinical staff, and provided daily mental health treatment by a qualified clinician. | Meets Standard | 1. Policy:  
- Are these requirements in facility policy? Yes  
- Title of policy and page #: Suicide Management  
2. Clinical Staff Interviews:  
- Verify that a process is in place to check on detainees on suicide precautions at least every 8 hours. Describe: Per the HSA and nursing staff interviews, it was confirmed that detainees on suicide watch receive a wellness check by clinical staff at least every eight hours.  
3. Interview with Qualified Clinician:  
- Verify that a process is in place to provide daily mental health treatment to detainees on suicide precautions. Describe findings: Per interviews with the HSA and the MH coordinator and review of the |
**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** *(Key: Y)*

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<td></td>
<td></td>
<td>schedule, there is a process in place to provide daily mental health treatment to detainees on suicide watch.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Document Review:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For any detainee placed on suicide precautions in the last 12 months, review medical record to verify 8 hour checks by clinical staff and daily mental health treatment by a qualified clinician. Describe: The review of medical records confirmed that welfare checks were conducted by nursing staff at least every eight hours and daily mental health treatment was provided by a qualified clinician. During the previous inspection, this component was rated Does Not Meet Standard because Sunday MH coverage was not available. The facility reviewed the MH schedule and revised it to meet the standard requirements. The current practice and MH schedule provide staffing for the required MH checks seven days a week.</td>
</tr>
<tr>
<td></td>
<td>Meets Standard</td>
<td>Additional Remarks:</td>
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<tr>
<td>10. Detainees are provided suicide smocks to wear when clinically indicated, and under no circumstances are held without clothing. A decision whether to provide</td>
<td></td>
<td>1. Policy:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Are these requirements in</td>
</tr>
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**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** *(Key: Y)*

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<tbody>
<tr>
<td>Underwear to detainees in suicide smocks shall be made by the clinical medical authority. The facility may allow suicidal detainees under constant one-to-one monitoring to wear the standard issue clothing, minus any shoe laces, belts, or other accessories that could be used by a detainee to commit suicide or self-harm.</td>
<td></td>
<td>facility policy? Yes - Title of policy and page #: Suicide Management</td>
</tr>
<tr>
<td>2. Clinical Medical Authority Interview:</td>
<td></td>
<td>- Verify that a process is in place to ensure that decisions regarding suicide smocks and other clothing is made based on the clinical indications. Describe: Per mental health and medical staff interviews, detainees are provided suicide-resistant smocks and blankets. Additional clothing is based on individual clinical indications and determined by the CMA and MH coordinator.</td>
</tr>
</tbody>
</table>

Additional Remarks:

11. The facility must have procedures in place that enable a detainee on suicide watch to avoid exposing himself or herself to nonmedical staff of the opposite gender. Suicidal detainees shall be allowed to shower, perform bodily functions, and change clothing with as much privacy as possible under the continuous observation of staff. The privacy standards apply whether the viewing occurs in a cell or elsewhere.

Meets Standard

1. Policy:  
   - Are these requirements in facility policy? Yes  
   - Title of policy and page #: Suicide Management  
2. Security Staff Interview:  
   - Verify that a process is in place to provide detainees on suicide precautions with as much privacy as possible to shower, perform bodily functions, and change clothing. Describe: Interviews with two detention officers who were conducting 1:1 suicide watches on non-ICE detainees, confirmed that detainees on suicide precautions are provided
### STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION

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<td></td>
<td></td>
<td>as much privacy as possible to shower, perform bodily functions, and change clothing where the officer can still visualize the detainee. The officer assigned will be of the same gender as the detainee being observed.</td>
</tr>
<tr>
<td>Additional Remarks:</td>
<td></td>
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</tr>
</tbody>
</table>

12. Following a suicide attempt, security staff shall initiate and continue appropriate life-saving measures until relieved by arriving medical personnel. A critical incident debriefing shall be provided to all affected staff and detainees within 24 to 72 hours after the critical incident.

**Meets Standard**

1. Policy:
   - Are these requirements in facility policy? Yes
   - Title of policy and page #: Suicide Management

2. Security Staff Interview:
   - Verify that a process is in place to provide life-saving measures. Describe: Per a detention officer interview, staff would initiate and continue appropriate life-saving measures.

3. Facility Administrator Interview (or designee):
   - Verify that a process is in place to conduct a critical incident debriefing after each critical incident. Describe: Per the MH and HSA interviews, a critical incident debriefing is completed after any suicide or serious attempt.

4. Interview / Document Review:
   - For any suicide or serious suicide attempt in the last 12 months, verify whether a critical incident
## STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION

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<tr>
<td>13. Following a suicide or serious suicide attempt, the facility should offer appropriate mental health services to other detainees who may have been affected.</td>
<td></td>
<td>debriefing was provided to all affected staff and detainees within 24 to 72 hours. Describe: There was one suicide attempt during this inspection period and per the HSA it was not a serious attempt. MH staff offered counseling to detainees and staff and followed up as needed.</td>
</tr>
</tbody>
</table>

**Additional Remarks:**

1. Policy:
   - Are these requirements in facility policy? Yes
   - Title of policy and page #: Suicide Management

2. Mental Health Provider Interview(s):
   - Verify that a process is in place to provide appropriate mental health services to affected detainees. Describe: There was one suicide attempt during this inspection period and per the HSA it was not a serious attempt. MH staff offered counseling to detainees and staff and followed up as needed.

3. Interview / Document Review:
   - For any suicide or serious suicide attempt in the last 12 months, verify whether mental health treatment was provided to detainees who may have been affected. Describe: There was one suicide attempt during
**STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION** *(Key: Y)*

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<td>this inspection period and per the HSA it was not a serious attempt. MH staff offered counseling to detainees and staff and followed up as needed.</td>
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</table>

Additional Remarks:

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14. In the event of a suicide attempt or a completed suicide, all appropriate ICE and IHSC officials shall be notified through the chain of command. The victim’s family and appropriate outside authorities, as appropriate, shall also be immediately notified.

Medical staff shall complete an Incident Report Form within 24 hours.

Meets Standard

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<tbody>
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</tr>
<tr>
<td>- Title of policy and page #: Suicide Management</td>
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</table>

<table>
<thead>
<tr>
<th>2. Medical Staff Interview(s):</th>
</tr>
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<tbody>
<tr>
<td>- Verify that a process is in place for medical staff to complete the Incident Report Form within 24 hours.</td>
</tr>
<tr>
<td>Describe: Per the HSA and policy review, processes are in place for the medical staff to complete incident reports as soon as feasible, but not later than 24-hours.</td>
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<thead>
<tr>
<th>3. Facility Administrator Interview (or designee):</th>
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</thead>
<tbody>
<tr>
<td>- Verify that a process is in place to notify ICE, including IHSC, and, as appropriate, the victim’s family and outside authorities.</td>
</tr>
<tr>
<td>Describe: Per the HSA and the SDDO, the OIC notifies ICE and IHSC. ICE notifies the victim’s family and outside authorities.</td>
</tr>
</tbody>
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<tr>
<th>4. Document Review:</th>
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<tbody>
<tr>
<td>- For any suicide or suicide attempt in the last 12</td>
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## STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION

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<td>months, verify whether the appropriate notification requirements were followed and forms completed. Describe: The appropriate notification requirements were followed and forms were completed for the one suicide attempt.</td>
</tr>
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<td>Additional Remarks:</td>
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</table>

15. **PRIORITY**: All detainees discharged from suicide observation should be re-assessed within 72 hours and then periodically at intervals prescribed by the treatment plan and consistent with the level of acuity by an appropriately trained and qualified mental health professional.

<table>
<thead>
<tr>
<th>Meets Standard</th>
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</table>

1. **Policy**:
- Are these requirements in facility policy? Yes
- Title of policy and page #: Suicide Management

2. **Mental Health Staff Interview(s)**:
- Verify that a process is in place for mental health staff to develop a treatment plan and reassess detainees released from suicide precautions within 72 hours and then per treatment plan. Describe: Per interview with the MH staff and detainee file reviews, it was confirmed that detainees discharged from suicide observation will be re-assessed within 72 hours and then periodically at intervals determined by the qualified MH professional.
- Verify that the a process is in place to provide post-discharge treatment by a trained and qualified
STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION  (Key: Y)

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mental health professional. The review of medical records and interview with the MH coordinator and HSA confirmed detainees discharged from suicide observation were reassessed by a mental health professional within 72 hours and then periodically at intervals prescribed by the treatment plan and consistent with their level of acuity.

3. Document Review:
   - For any detainee placed on suicide precautions in the the last 12 months, verify whether a treatment plan was developed and appropriate reassessments were conducted.
   
   Additional Remarks:

<table>
<thead>
<tr>
<th>16. Every completed suicide shall be subject to a mortality review process.</th>
<th>1. Policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets Standard</td>
<td>Are these requirements in facility policy? Yes</td>
</tr>
<tr>
<td></td>
<td>Title of policy and page #: Suicide Management</td>
</tr>
<tr>
<td></td>
<td>2. Facility Administrator (or designee):</td>
</tr>
<tr>
<td></td>
<td>Verify that a process is in place to conduct a mortality review process</td>
</tr>
</tbody>
</table>
STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION (Key: Y)

This detention standard protects the health and well-being of ICE detainees through a comprehensive Significant Self-Harm and Suicide Prevention and Intervention Program that minimizes risk.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>after each completed suicide. Describe: Per policy, a mortality review and psychological autopsy will be conducted after a completed suicide.</td>
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<tr>
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<td></td>
<td>3. Interview / Document Review:</td>
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<td></td>
<td>• For any completed suicide in the last 12 months, verify whether a mortality review process was conducted. Describe: There have been no completed suicides in the last twelve months.</td>
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<td></td>
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<td>Additional Remarks:</td>
</tr>
</tbody>
</table>

STANDARD 4.6. SIGNIFICANT SELF-HARM AND SUICIDE PREVENTION AND INTERVENTION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Established policies and procedures on suicide prevention and intervention are geared to protect the detainee’s health and well-being. Staff are provided adequate training in recognizing potential signs and situations of risk, proper intervention, emergency life support procedures, and treatment. Detainees thought to be suicidal will be immediately placed on suicide precautions under direct observation and a referral for further mental health evaluation will be initiated.

Any staff member can place a detainee on suicide watch status, but only the mental health provider or the physician can remove a detainee from watch status.

After discharge from suicide watch, detainees will be re-assessed by a qualified mental health care provider and a plan of care will be developed, which will include strategies and interventions to be followed by staff and the detainee if suicidal ideation reoccurs; strategies for improved functioning; and regular follow-up appointments based on level of acuity.

If medical and/or mental health staff determines that a detainee is in an imminent risk of bodily injury, they may recommend hospitalization for the purposes of further evaluation and treatment. Any detainee who is believed to need to be restrained due to self-harming will be transferred to a mental health facility in the community.

Policy and training support effective management of detainees at risk for suicide including appropriate identification, evaluation and documentation on their management. One suicide attempt occurred at this facility during this inspection period. The incident involved a detainee who committed self-harm by superficially cutting himself. Detention staff arrived first on the scene and stayed with the detainee until the arrival of medical staff. The detainee was transported to the medical unit and his injuries were cleansed and disinfected. His wounds were very superficial and did not require emergency transport outside of the facility. Medical and mental health staff provided treatment per the Standard requirements.
Optimum levels of compliance have been achieved by the facility. The facility’s provision of preventative supervision, treatment and therapeutic follow-up for clinically suicidal detainees or detainees at risk for significant self-harm conforms with the standards set by the National Commission on Correctional Health Care (NCCHC), as evidenced by the facility’s accreditation by the NCCHC dated 02/02/2022.

This was a hybrid inspection; this portion of the review was conducted on-site. Evaluation was conducted via review of policy, procedures, training curriculum, and detainee medical file reviews; and interviews with Health Service Administrator(b)(6), (b)(7)(C).

Overall Rating: Meets Standard

Reviewer Name [Printed]: Inspector(b)(6)  Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
### STANDARD 4.7. TERMINAL ILLNESS, ADVANCE DIRECTIVES, AND DEATH (Key: Z)

This detention standard ensures that each facility’s continuum of health care services addresses terminal illness and advance directives, and provides specific guidance in the event of a detainee’s death.

Standard N/A

Click the above button if the facility does not accept ICE detainees who are severely or terminally ill. ALWAYS complete all references to detainee death and related notifications. (All Line Items and standard will be rated “N/A”)

<table>
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<tr>
<th>Components</th>
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<tbody>
<tr>
<td>1. When a detainee’s medical condition becomes life-threatening, he/she is transferred to an appropriate off-site medical or community facility, if necessary. The facility’s clinical medical authority or health services administrator immediately notifies the facility administrator and/or ICE/ERO Field Office Director (FOD) of the detainee’s condition both verbally and in writing, describing the detainee’s illness and prognosis. The facility administrator or designee immediately notifies ICE/ERO and IHSC.</td>
<td>Meets Standard</td>
<td>If a detainee’s medical condition exceeds the capabilities of the facility, the HSA notifies the OIC and ICE and ICE coordinates arrangements for transfer to an appropriate off-site facility.</td>
<td></td>
</tr>
<tr>
<td>2. The Field Office Director (FOD) or designee shall immediately notify (or make reasonable efforts to notify) the detainee’s next-of-kin of the medical condition and status, the detainee’s location, and the visiting hours and rules at that location, in a language or manner which they can understand.</td>
<td>Meets Standard</td>
<td>Per policy and the SDDO, when a detainee becomes seriously or terminally ill, medical personnel notify ICE of the detainee’s medical condition. ICE notifies the next of kin regarding the detainee’s status, location, and visiting restrictions.</td>
<td></td>
</tr>
<tr>
<td>3. Once a detainee is diagnosed as having a terminal illness or remaining life expectancy of less than one year, medical staff offer the detainee access to forms or other related materials on Advance Directives or Living Wills. When the detainee is at an off-site facility, that facility is expected to assist the detainee in completing an Advance Directive and/or Living Will. All facilities shall use the State Advance Directive form (in which the facility is located) for implementing Living Wills and Advance Directives.</td>
<td>Meets Standard</td>
<td>Per policy, detainees having a terminal illness or a remaining life expectancy of less than one year would be offered access to the state of New Mexico’s advance directive and living will forms. When the detainee is housed in an off-site facility, the off-site facility is expected to assist the detainee in completing appropriate forms.</td>
<td></td>
</tr>
<tr>
<td>4. When the terms of the advanced directive must be implemented the medical professional overseeing the detainee’s care will contact the appropriate ICE/ERO representative.</td>
<td>Meets Standard</td>
<td>Per the SDDO, if the terms of an advance directive must be implemented, ICE personnel would be notified immediately.</td>
<td></td>
</tr>
</tbody>
</table>
### STANDARD 4.7. TERMINAL ILLNESS, ADVANCE DIRECTIVES, AND DEATH  (Key: Z)

This detention standard ensures that each facility’s continuum of health care services addresses terminal illness and advance directives, and provides specific guidance in the event of a detainee’s death.

Click the above button if the facility does not accept ICE detainees who are severely or terminally ill. ALWAYS complete all references to detainee death and related notifications. (All Line Items and standard will be rated “N/A”)

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<tr>
<td>5. Each facility holding detainees shall establish written policy and procedures governing DNR orders in accordance with the laws of the state in which the facility is located.</td>
<td>Meets Standard</td>
<td>Policy addresses do not resuscitate (DNR) orders in accordance with the laws of the state of New Mexico. Any detainee arriving with a DNR order or any detainee whose health condition warrants a DNR order will be immediately transferred to a facility capable of providing the necessary medical care.</td>
</tr>
<tr>
<td>6. Health care will continue to be provided consistent with the DNR order.</td>
<td>Meets Standard</td>
<td>Policy requires that health care be provided consistent with the DNR order, until transfer to another facility is completed.</td>
</tr>
<tr>
<td>7. The detainee's medical file shall include documentation validating the DNR order.</td>
<td>Meets Standard</td>
<td>Per policy and the HSA, an entry is placed in the detainee's medical file to document the receipt of a validated DNR order. The electronic medical record would have an alert to notify staff of the DNR order.</td>
</tr>
<tr>
<td>8. The facility shall follow written procedures for notifying attending medical staff of the DNR order.</td>
<td>Meets Standard</td>
<td>Policy details the procedures for facility medical staff to notify attending medical staff of a detainee's DNR order. Per the HSA, the detainees electronic medical record would have a &quot;red flag alert&quot;.</td>
</tr>
<tr>
<td>9. The facility has procedures to address the issues of organ donation by detainees.</td>
<td>Meets Standard</td>
<td>Policy clearly establishes procedures for organ donation by detainees.</td>
</tr>
<tr>
<td>10. Each facility shall have written policy and procedures, that are followed to notify ICE/ERO officials, next-of-kin, and consulate officials of a detainee's death while in custody.</td>
<td>Meets Standard</td>
<td>Per the SDDO and written policy, ICE would notify next-of-kin and consulate officials of a detainee's death while in custody.</td>
</tr>
<tr>
<td>11. Within seven calendar days of the date of notification (in writing or in person), the family shall have the opportunity to claim the remains.</td>
<td>Meets Standard</td>
<td>Per the SDDO, the family will have seven calendar days of the date of notification to claim the remains.</td>
</tr>
</tbody>
</table>
STANDARD 4.7. TERMINAL ILLNESS, ADVANCE DIRECTIVES, AND DEATH (Key: Z)

This detention standard ensures that each facility's continuum of health care services addresses terminal illness and advance directives, and provides specific guidance in the event of a detainee's death.

Standard N/A

Click the above button if the facility does not accept ICE detainees who are severely or terminally ill. ALWAYS complete all references to detainee death and related notifications. (All Line Items and standard will be rated “N/A”)

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<tr>
<td>12. If family members cannot be located or decline orally or in writing to claim the remains, ICE/ERO shall notify the consulate.</td>
<td>Meets Standard</td>
<td>Per the SDDO, if family members cannot be located or decline orally or in writing to claim the remains, ICE/ERO shall notify the appropriate consulate.</td>
</tr>
<tr>
<td>14. The facility's written procedures for autopsies shall address, at a minimum:  - Contacting the local coroner or medical examiner, in accordance with established guidelines and applicable laws;  - Scheduling the autopsy;  - Identifying the person who will perform the autopsy;  - Obtaining the official death certificate; and  - Transporting the body to the coroner or medical examiner's office.</td>
<td>Meets Standard</td>
<td>Policy and procedures for autopsies establish procedures addressing all the bulleted items of the component.</td>
</tr>
<tr>
<td>15. Medical staff shall arrange for the approved autopsy to be performed by the local coroner or medical examiner in accordance with established guidelines and applicable laws.</td>
<td>Meets Standard</td>
<td>Medical personnel request an autopsy following all applicable New Mexico state guidelines and laws.</td>
</tr>
</tbody>
</table>

STANDARD 4.7. TERMINAL ILLNESS, ADVANCE DIRECTIVES, AND DEATH – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Policy and procedures are in place to ensure a continuum of health care services. Detainees requesting to execute advance directives are referred to mental health providers for an evaluation of individual competency to make such decisions. Those determined to be incompetent to make end-of-life decisions will be referred to the court system through the facility's mental health director.

Should a detainee’s condition warrant the consideration of DNR orders, the detainee will be immediately transferred to the nearest medical facility capable of providing this advanced level of care. Advance directive guidelines include having a living will other than the generic form made available by medical staff; appointing another individual to make advance decisions for the detainee; and having a private attorney prepare the documents at the detainee's expense.

Procedures for organ donation include: the organ recipient is an immediate family member; no blood or blood products are donated; all costs are at the expense of the detainee; the detainee signs a statement documenting his decision to donate the organ to a specific family member, his understanding of the risks, that the decision is undertaken without coercion or duress, and that the government is not responsible for any resulting medical complications or financial obligations; medical staff will
**STANDARD 4.7. TERMINAL ILLNESS, ADVANCE DIRECTIVES, AND DEATH – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

assist in the preliminary medical evaluation and the facility coordinates arrangements for the donation. There has been no organ donation request during this reporting period.

The facility turns over the property of a deceased detainee to ICE within a week. ICE gives the property of deceased detainees to the next-of-kin within two weeks unless it is being held as part of an investigation. ICE may assist the family with transporting the remains to a location in the U.S. If neither family nor the consulate claims the remains, ICE schedules an indigent’s burial, after contacting the Department of Veterans Affairs to determine burial benefits. The chaplain may advise the OIC about religious considerations in remains disposition. ICE does not authorize cremation or donation of the remains for medical research. The original death certificate is sent to the person who claims the remains and a certified copy will be placed in the A-file.

This was a hybrid inspection; this portion of the inspection was conducted on-site. Evaluation was conducted via review of policy and procedures; and interviews with Health Service Administrator (b)(6), (b)(7)(C), (b)(8), (b)(7)(C)

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
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</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): Inspector (b)(6)</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMMODATION  
(Key: AQ)
This detention standard protects against disability discrimination by ensuring that detainees with a disability have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks (1000 Char Max)</th>
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</thead>
<tbody>
<tr>
<td>1. The facility has written policy and procedures, including reasonable timelines, for reviewing detainees’ requests for accommodations related to a disability and for providing accommodations (including interim accommodations), modifications, and reassessments. These policies and procedures are consistent with the processes outlined in the Disability Identification, Assessment, and Accommodation standards, as well as comply with all applicable federal, state or local laws or regulations related to nondiscrimination and accommodation for individuals with disabilities.</td>
<td>Meets Standard</td>
<td>The Disability Identification, Assessment, and Accommodation policy includes a reasonable timeline for reviewing detainee requests for accommodations related to a disability and for providing accommodation (including interim accommodation), modification and reassessment. Policy is consistent with the process outlined in the Disability Identification, Assessment and Accommodation standard and complies with all applicable federal, state or local laws and regulations related to nondiscrimination and accommodation for individuals with disabilities.</td>
</tr>
<tr>
<td>2. Where an accommodation is granted, facility policy or procedures ensure that all relevant facility staff, including facility security staff, receive timely notification and, as needed, instructions for successful implementation of the accommodation. These procedures will also account for any applicable privacy and confidentiality considerations.</td>
<td>Meets Standard</td>
<td>Written procedures ensure that all facility staff, including security staff, receive timely notification and, as needed, instructions for successful implementation of the accommodation. The procedures account for any applicable privacy and confidentiality.</td>
</tr>
<tr>
<td>3. The facility has a designated Disability Compliance Manager to assist facility personnel in ensuring compliance with the Disability Identification, Assessment, and Accommodation standards and all applicable federal, state, and local laws related to accommodation of detainees with disabilities. The Disability Compliance Manager is the Health Services Administrator, a member of the medical staff, or someone with relevant knowledge, education, and/or experience.</td>
<td>Meets Standard</td>
<td>The assistant warden and the HSA are the designated disability compliance managers. They ensure compliance with the standard and all applicable federal, state and local laws.</td>
</tr>
</tbody>
</table>
# STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMODATION (Key: AO)

This detention standard protects against disability discrimination by ensuring that detainees with a disability have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities.

<table>
<thead>
<tr>
<th>Components</th>
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</thead>
<tbody>
<tr>
<td>4. Methods of facility identification of detainees with a disability and/or request for accommodation include:</td>
<td>Meets Standard</td>
<td>The facility uses the following methods to identify detainees with a disability or request for accommodation: Detainee formal or informal verbal or written requests; third-party information; medical or intake screenings; or through direct observation. Per policy, detainees with cognitive, intellectual, or developmental disabilities receive appropriate assistance even if not requested by the detainee.</td>
</tr>
<tr>
<td>• Detainee formal or informal (i.e., verbal or written) requests for accommodations or assistance;</td>
<td></td>
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</tr>
<tr>
<td>• Consideration of third party information of a detainee with a disability or a detainee’s need for an accommodation; and</td>
<td></td>
<td></td>
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<tr>
<td>• Medical or intake screenings or through direct observation. The facility staff provides appropriate assistance to detainees with cognitive, intellectual or developmental disabilities even if not explicitly requested.</td>
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</tr>
<tr>
<td>5. The facility will engage in an interactive and individualized process that considers the detainee’s needs and gives primary consideration to the preferences of the detainee with a disability, as outlined in this standard.</td>
<td>Meets Standard</td>
<td>Per detainee medical file reviews and disability compliance managers, it was confirmed that the facility engages in an interactive and individualized process that considers the detainee’s needs and preferences per the standard requirements.</td>
</tr>
<tr>
<td>6. Detainees with disabilities shall generally be permitted to keep assistive devices (including such aids as canes and crutches) with them at all times, including in general population. A detainee’s disability or need for accommodations may not provide the sole basis for a decision to place the detainee apart from the general population. An individualized assessment must be made in each case, and the justification for the placement documented.</td>
<td>Meets Standard</td>
<td>Per policy and confirmed by the disability compliance managers, detainees with disabilities are permitted to keep assistive devices with them at all times, regardless of their housing assignment. The policy clearly states that a detainee's disability or need for accommodations may not provide the sole basis to place the detainee apart from general population. Justification for the placement of a detainee apart from general population due to a disability or need of an accommodation will be documented.</td>
</tr>
</tbody>
</table>
**STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMMODATION** *(Key: AO)*

This detention standard protects against disability discrimination by ensuring that detainees with a disability have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities.

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<tr>
<td>7. The facility takes appropriate steps to allow for effective communication with detainees with disabilities to afford them an equal opportunity to participate in, and enjoy the benefits of, the facility’s programs and activities. Steps to ensure effective communication may include the provision and use of auxiliary aids or services for detainees with vision, hearing, sensory, speech, and manual impairments, as needed.</td>
<td>Meets Standard</td>
<td>Per policy and confirmed by the disability compliance managers, the facility ensures effective communication with detainees with a disability to afford them with equal opportunity to participate in the facility’s programs and activities. Steps to ensure effective communication may include the use of auxiliary aids for detainees with vision, hearing, sensory, speech, and manual impairments. The facility has two functioning TTY systems to use for the hearing impaired, and bilingual staff interpreters or use of a professional language translation line for LEP detainees.</td>
</tr>
<tr>
<td>8. When disability accommodations requiring medical expenditures are pending ICE authorization, the facility shall provide interim accommodations that would afford the detainee access to its programs and activities.</td>
<td>Meets Standard</td>
<td>Per policy, when the disability accommodations require medical expenditures needing approval from ICE, the facility will consider whether interim accommodations may be provided to afford the detainee access to programs and activities. Per direct observation, it was confirmed the facility maintains a supply of durable medical equipment to provide interim accommodations such as crutches, wheelchairs, canes and walkers.</td>
</tr>
<tr>
<td>9. The facility maintains a multidisciplinary team that consists of two or more facility staff, including a healthcare professional and additional facility staff with requisite knowledge of and/or responsibility for compliance with disability policies and procedures.</td>
<td>Meets Standard</td>
<td>The facility maintains a multidisciplinary team that consists of the HSA, the assistant OIC and the SDDO.</td>
</tr>
</tbody>
</table>
### STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMODATION

This detention standard protects against disability discrimination by ensuring that detainees with a disability have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities.

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</table>
| 10. The multidisciplinary team evaluates all requests or referrals which include:  
  a. Mobility and communication impairments;  
  b. Denials of accommodation requests;  
  c. Detainees who have filed grievances about the accommodation of their disabilities or impairments;  
  d. Complex requests or requests best addressed by staff from more than one discipline; and  
  e. Detainees whose cases are otherwise determined by facility staff to be appropriate for referral to the team. | Meets Standard | Per policy and practice, the multidisciplinary team evaluates all referrals and requests including all the listed items in this component. |
| 11. If there is a delay (more than 5 working days) in determining whether to approve an accommodation request or in providing the detainee with an approved accommodation, the facility provides to the detainee interim accommodations. | Meets Standard | Per policy and confirmed by the disability compliance managers, if there is a delay in determining whether to approve an accommodation request or in providing the detainee with an approved accommodation, the multidisciplinary team will consider whether there are any interim accommodations that would afford the detainee access to its programs and activities pending the final disposition of the request or the provision of approved accommodation. The facility will provide to the detainee any such interim accommodations it identifies. Per the disability compliance managers, when available, the facility provides the detainee with interim accommodations pending final evaluation of the accommodation request. |
| 12. An initial re-assessment of approved accommodations must be completed within 30 days of the original assessment by the multidisciplinary team. | Meets Standard | Per the disability compliance managers, a re-assessment of approved accommodations is completed within thirty days of the original multidisciplinary team assessment. |
### STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMMODATION

This detention standard protects against disability discrimination by ensuring that detainees with a disability have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities.

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<td>13. All denials by the multidisciplinary team of a request for accommodation related to a disability are approved by the facility administrator or assistant facility administrator. Detainees are provided written notification of final decisions on his or her request for accommodation, regardless of whether the accommodation requires further approval by ICE. Notification is provided in a language or manner the detainee can understand. All relevant staff are notified of approved accommodations, taking into account applicable privacy and confidentiality considerations.</td>
</tr>
<tr>
<td>Rating</td>
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<tr>
<td>Meets Standard</td>
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<tr>
<td>Remarks (1000 Char Max)</td>
</tr>
<tr>
<td>Per policy, any denial by the multidisciplinary team of a request for accommodation related to a disability must be approved by the facility administrator or assistant facility administrator. The facility will provide the detainee a written notification of the final decision on his request for an accommodation, regardless of whether an accommodation was granted or denied, and regardless of whether the accommodation requires further approval by ICE. Where an accommodation is granted, all relevant facility staff receives notification and, as needed, instructions for successful implementation of the accommodation, taking into account applicable privacy and confidentiality laws. Detainees are provided a written notification of the final decision. Relevant staff is notified of approved accommodations, allowing for privacy and confidentiality considerations.</td>
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<tr>
<td>14. The facility maintains written documentation of the reasonable accommodation process within the detainee’s medical and/or detention file. This documentation includes:</td>
</tr>
<tr>
<td>• Date of initial assessment interview;</td>
</tr>
<tr>
<td>• Summary of detainee’s request (including date of request) or facility observation;</td>
</tr>
<tr>
<td>• Finding of disability and impairment limits;</td>
</tr>
<tr>
<td>• Facility decisions on requested accommodations;</td>
</tr>
<tr>
<td>• Provision and date of aids and services;</td>
</tr>
<tr>
<td>• Copies of written notifications provided to the detainee; and</td>
</tr>
<tr>
<td>• Results and dates of reassessments, if applicable.</td>
</tr>
<tr>
<td>Rating</td>
</tr>
<tr>
<td>Meets Standard</td>
</tr>
<tr>
<td>Remarks (1000 Char Max)</td>
</tr>
<tr>
<td>Per policy and confirmed by the disability compliance coordinators, written documentation of the reasonable accommodation process is maintained in the detainee’s medical and detention files. The documentation contains all the items listed in this component.</td>
</tr>
</tbody>
</table>
STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMODATION  
(Key: AQ)

This detention standard protects against disability discrimination by ensuring that detainees with a disability have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities.

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| 15. The facility notifies the Field Office Director (FOD) as soon as practicable, but no later than 72 hours, after the multidisciplinary team has completed its review of the needs of any detainee with a communication or mobility impairment. These notifications include, at a minimum:  
- The nature of the detainee’s disability or impairment;  
- The accommodation requested by the detainee; and  
- The facility’s plan to accommodate the detainee.  
The facility notifies the FOD in writing within 72 hours of any final denial by the facility administrator or assistant facility administrator of any accommodations request, and includes their justification. | Meets Standard | A review of the established procedure includes all the requirements listed in this component. Per the HSA, the SDDO and FOD are notified within 72 hours of final approval or denial of the disability accommodation request. This procedure was confirmed in an interview with the SDDO. |
| 16. All new staff, contractors, and volunteers receive training on the facility’s Disability and Reasonable Accommodations procedures as part of the Initial Orientation training required by Standard 7.3.  
Facility annual refresher training includes the facility’s Disability and Reasonable Accommodations procedures. | Meets Standard | All new staff, contractors, and volunteers receive training on the facility’s Disability and Reasonable Accommodation policy and procedures during their initial orientation and annually thereafter. A review of training logs confirmed this practice and all staff were found to be current in their training. |
| 17. The facility orientation program notifies and informs detainees about the facility’s disability accommodations policy, including their right to request reasonable accommodations and how to make such a request.  
The facility posts documents for detainee awareness in detainee living areas and in the medical unit, as requested by the local ICE/ERO Field Office. | Meets Standard | The facility video orientation program notifies and informs detainees about the facility's disability accommodations policy. Direct visualization confirmed housing unit postings include information on how to request disability accommodations. |

STANDARD 4.8. DISABILITY IDENTIFICATION, ASSESSMENT, AND ACCOMODATION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The facility's policy and procedures favorably act to prevent disability discrimination and ensure that detainees with disabilities have an equal opportunity to take part in and access the facility's programs, services, and activities. The facility engages in an interactive process that considers the detainee's needs taking into account the preferences of the detainee with a disability and will provide reasonable accommodations. Detainees with disabilities who are limited in English proficiency will be afforded access to its programs and activities through language aid. Physical access to programs and activities will be in the least restrictive setting. Detainees needing assistive devices shall normally be allowed to keep them at all times unless security and safety concerns would prevent the detainee from using the device. A detainee's disability may not provide the sole basis for the facility's decision to place the detainee apart from the general population.
<table>
<thead>
<tr>
<th>Facility staff receive training on reasonable accommodations policies and procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This was a hybrid inspection; this portion of the inspection was conducted on-site. Evaluation was conducted via review of policy, procedures, and training documentation. The evaluation of this standard also included staff interviews with Health Service Administrator:</td>
</tr>
<tr>
<td>[Signature]</td>
</tr>
<tr>
<td>Overall Rating: Meets Standard</td>
</tr>
<tr>
<td>Reviewer Name (Printed): Inspector:</td>
</tr>
<tr>
<td>Completion Date: 3/31/2022</td>
</tr>
<tr>
<td>Reviewer Signature (for printed form submission):</td>
</tr>
</tbody>
</table>
Section V: ACTIVITIES

Correspondence and Other Mail
Escorted Trips for Non-Medical Emergencies
Marriage Requests
Recreation
Religious Practices
Telephone Access
Visitation
Voluntary Work Program
# STANDARD 5.1. CORRESPONDENCE AND OTHER MAIL (Key: AA)

This detention standard ensures that detainees shall be able to correspond with their families, the community, legal representatives, government offices, and consular officials consistent with the safe and orderly operation of the facility.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each facility shall have written policy and procedures concerning detainee correspondence and other mail.</td>
<td>Meets Standard</td>
<td>The Correspondence Procedures policy addresses component requirements.</td>
</tr>
</tbody>
</table>
| **2. PRIORITY:** A detainee is considered "indigent" if he or she has less than $15.00 in his or her account. Indigent detainees will be permitted to mail a reasonable amount of mail each week at government expense, as determined by ICE/ERO, including the following:  
  - An unlimited amount of special correspondence or legal mail, within reason;  
  - At least three pieces of general correspondence; and  
  - Packages as deemed necessary by ICE. | Meets Standard | The Correspondence Procedures policy addresses component requirements. A detainee with less than a $15.00 commissary account balance is considered indigent. Weekly, indigent detainees are permitted to mail out, at no cost, a reasonable amount of special correspondence or legal mail, general correspondence, and packages/parcels, as required by the component and approved by the shift supervisor or designee. |
| 3. The facility shall notify detainees of its rules on correspondence and other mail through the Detainee Handbook, or supplement, provided to each detainee upon admittance, and shall post those rules in each housing area. | Meets Standard | The rules on correspondence and other mail are included in the local detainee handbook that detainees receive during the intake process. This information was observed posted in the housing units. |
| 4. The facility shall provide key information to detainees in languages spoken by any significant portion of the facility’s detainee population. Oral interpretation or assistance shall be provided to any detainee who speaks another language in which written material has not been translated or who is illiterate. | Meets Standard | Key information is provided in English and Spanish, the languages spoken by the majority of the detainees. Other languages were observed in translated formats. |
| **5. PRIORITY:** Detainee correspondence and other mail shall be delivered to the detainee and to the postal service on regular schedules.  
  - Incoming correspondence shall be distributed to detainees within 24 hours (one business day) of receipt by the facility.  
  - Outgoing correspondence shall be delivered to the postal service no later than the day after it is received by facility staff or placed by the detainee in a designated mail depository, excluding weekends and holidays. | Meets Standard | The Correspondence Procedures policy addresses component requirements. Documentation confirmed mail is delivered to detainees and the postal service within the timelines stipulated by this component. |
**STANDARD 5.1. CORRESPONDENCE AND OTHER MAIL**  
(Key: AA)

This detention standard ensures that detainees shall be able to correspond with their families, the community, legal representatives, government offices, and consular officials consistent with the safe and orderly operation of the facility.

<table>
<thead>
<tr>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. All facilities shall implement procedures for the inspection of all incoming general correspondence and other mail (including packages and publications) for contraband in the presence of the detainee (unless otherwise authorized by the facility administrator).</td>
</tr>
<tr>
<td>Rating</td>
</tr>
<tr>
<td>Does Not Meet Standard</td>
</tr>
<tr>
<td>Remarks (1000 Char Max)</td>
</tr>
<tr>
<td>All general correspondence and other mail is opened and inspected for contraband before it is delivered to the detainee. Documentation was not available to confirm the practice was authorized by the facility administrator. Document was provided during the inspection.</td>
</tr>
</tbody>
</table>

| 7. All facilities shall implement procedures for inspecting incoming special correspondence and legal mail for contraband in the presence of the detainee. Detainees shall sign a logbook upon receipt of special correspondence and/or legal mail to verify that the special correspondence or legal mail was opened in their presence. Incoming special correspondence and legal mail may not be read. |
| Rating |
| Meets Standard |
| Remarks (1000 Char Max) |
| Procedure requires that legal/special correspondence is delivered to the detainee and then opened and inspected for contraband in their presence. The detainee signs a form attesting to these actions. Documentation confirmed practice. |

| 8. Outgoing special correspondence and legal mail shall not be opened, inspected, or read. |
| Rating |
| Meets Standard |
| Remarks (1000 Char Max) |
| Outgoing correspondence is sealed by the detainee. Correspondence is not opened, inspected, or read by facility personnel, per the mailroom clerk. |

| 9. All facilities shall implement policies and procedures addressing acceptable and non-acceptable mail. |
| Rating |
| Meets Standard |
| Remarks (1000 Char Max) |
| The Correspondence Procedures policy includes component requirements. |

| 10. When an officer finds an item that must be removed from a detainee’s mail, he or she shall make a written record. |
| Rating |
| Meets Standard |
| Remarks (1000 Char Max) |
| Any item removed from detainee correspondence and/or other mail is documented by the individual removing the item. Documentation confirmed practice. |

| 11. Prohibited items discovered in the mail shall be handled as follows:  
- A receipt shall be issued to the detainee for all cash, which shall be safeguarded and credited to the detainee’s account in accordance with the Detention Standard on Funds and Personal Property.  
- Identity documents, such as passports, birth certificates, etc., shall be placed in the detainee’s A-file. Upon request, the detainee shall be provided with a copy of the document, certified by an ICE/ERO officer to be a true and correct copy. |
| Rating |
| Meets Standard |
| Remarks (1000 Char Max) |
| The Correspondence Procedures policy addresses component requirements. Domestic currency may be credited to a detainee’s account through deposit into the visitors’ entrance lobby kiosk or may be mailed. Receipts are issued for all account transactions. |
**STANDARD 5.1. CORRESPONDENCE AND OTHER MAIL** (Key: AA)

This detention standard ensures that detainees shall be able to correspond with their families, the community, legal representatives, government offices, and consular officials consistent with the safe and orderly operation of the facility.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. The facility shall provide a postage allowance at government expense to all detainees, if the facility does not have a system for detainees to purchase stamps.</td>
<td>N/A</td>
<td>Detainees are permitted to purchase postage from the commissary each week.</td>
</tr>
<tr>
<td>13. The facility shall provide writing paper, envelopes, and writing implements at no cost to ICE detainees.</td>
<td>Meets Standard</td>
<td>Writing paper, envelopes, and writing implements are provided to detainees at no charge. The supplies are readily available for distribution from the mail cart during mail delivery (Monday through Friday).</td>
</tr>
<tr>
<td>14. All facilities shall have written policy and procedures regarding mail privileges for detainees housed in a Special Management Unit.</td>
<td>Meets Standard</td>
<td>The Correspondence Procedures policy requires detainees in special management units have the same mail privileges as detainees housed in general population.</td>
</tr>
</tbody>
</table>

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**STANDARD 5.1. CORRESPONDENCE AND OTHER MAIL – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Incoming priority mail, overnight mail, certified mail, and deliveries from a private package service are recorded. Packages and publications are subject to certain restrictions. Detainees are not permitted to send or receive packages without the prior approval of the facility administrator or designee. Reading of the mail must be authorized by the facility administrator. There has been no such authorization during the inspection period.

Incoming special/legal correspondence is opened and inspected for contraband in the presence of the detainee and the detainee signs for its receipt. All outgoing correspondence and other mail are received and processed sealed. Outgoing mail is only opened and inspected if it is addressed to another detainee or there is reason to believe that it may present a threat to the facility or others. The quantity of correspondence a detainee may send or receive at his own expense is not limited, within reason. The detainee handbook includes standard required language. The recent Office of Detention Oversight (ODO) inspection cited missing correspondence language in the local handbook. During this inspection, the handbook was observed to include required language.

Rejected mail is handled in accordance with the established procedure. Detainees may appeal the rejection of correspondence.

Correspondence to or from the media is handled as special correspondence if properly identified as such. Detainees may not receive compensation or anything of value for correspondence with the media and may not act as a reporter or publish under a byline.

The facility provides assistance to any detainee without legal representation who requests certain services in connection with a legal matter (notary public, certified mail, etc.) if the detainee has no outside resource to provide the assistance. When timely communication through the mail is not possible, a reasonable amount of communication by means of a facsimile device between the detainee and designated legal representative will be permitted, with facility administrator or designee approval. There have been no such requests during the inspection period.
STANDARD 5.1. CORRESPONDENCE AND OTHER MAIL – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Communication assistance is provided when explaining correspondence and other mail policies, rules, and procedures to detainees with disabilities and/or limited English proficiency through the use of audio/visual materials, telephone equipment, translation services, staff intervention, and/or other auxiliary aids including, but not limited to, those listed in the standard. All communication to detainees is provided in a manner they can understand.

Evaluation of this standard was based on review of the Correspondence Procedures policy, Searches of Inmates/ Detainees and Various Locations policy, Detainee Property policy, Rejection of General Correspondence documents, prohibited items list and detainee handbook; interviews with Mailroom Clerk and Quality Assurance Manager and observation of mail processing and posting of required documents.

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspector

Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
# STANDARD 5.2. TRIPS FOR NON-MEDICAL EMERGENCIES

This detention standard permits detainees to maintain ties with their families through emergency staff-escorted trips into the community to visit critically ill members of the immediate family or to attend their funerals.

**Standard N/A**

Click the above button if all ICE Non-Medical Emergency Escorted Trips are handled only by the ICE Field Office or Sub-Office in control of the detainee case. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
</table>
| 1. On a case-by-case basis, and with approval of the respective Field Office Director (FOD), the facility administrator may allow a detainee, under ICE/ERO staff escort:  
  - To visit a critically ill member of his or her immediate family;  
  - To attend an immediate-family member’s funeral and/or wake;  
  - To attend a family-related state court proceeding. |        | N/A                     |
| 2. Facility staff assist detainees in preparing requests for non-medical emergency trip requests. The Field Office Director (FOD) is the approving official for all non-medical escorted trips. |        | N/A                     |
| 3. Escorts shall ensure that detainees with physical or mental disabilities are provided reasonable accommodations in accordance with security and safety concerns. |        | N/A                     |

## STANDARD 5.2. TRIPS FOR NON-MEDICAL EMERGENCIES – Reviewer Summary

*Use following format for dates: mm/dd/yyyy*

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

All trips for non-medical emergencies are handled by ICE/ERO staff.

**Overall Rating:** N/A

**Reviewer Name (Printed):** [Inspection]

**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
STANDARD 5.3. MARRIAGE REQUESTS  (Key: AC)
This detention standard ensures that each marriage request from an ICE/ERO detainee receives a case-by-case review, based on internal guidelines for approval of such requests.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All facilities shall have in place written policy and procedures to</td>
<td>Meets Standard</td>
<td>Policy and detainee handbook explain the procedures for a marriage request.</td>
</tr>
<tr>
<td>enable eligible ICE/ERO detainees to marry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. A detainee, or his or her legal representative, may submit the</td>
<td>Meets Standard</td>
<td>The SDDO confirmed that the detainee may submit a request for approval to marry. The facility chaplain will assist the detainee with the marriage process.</td>
</tr>
<tr>
<td>request for permission to marry to the facility administrator or Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Director (FOD) in writing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The Field Office Director (FOD) or Facility Administrator considers</td>
<td>Meets Standard</td>
<td>The SDDO confirmed that all marriage requests are considered on a case-by-case basis.</td>
</tr>
<tr>
<td>detainee marriage requests on a case-by-case basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The facility administrator or designated Field Office staff shall</td>
<td>Meets Standard</td>
<td>The SDDO confirmed that the detainee will be notified in a timely manner of a place and time for the ceremony.</td>
</tr>
<tr>
<td>notify the detainee in a timely manner of a time and place for the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ceremony.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Once the marriage has taken place, the facility administrator shall</td>
<td>Meets Standard</td>
<td>The assistant warden and SDDO confirmed that after the ceremony all original documents will be placed in the detainees A-file. During this inspection period there has been no marriages.</td>
</tr>
<tr>
<td>forward original copies of all documentation to the detainee's A-file</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and maintain copies in the facility's detention File.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STANDARD 5.3. MARRIAGE REQUESTS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Interviews with the SDDO and Assistant Warden verified that all the requirements within the standard on detainee marriages are initiated by the detainee and then processed through facility staff. Detainees are informed about the marriage request procedures through the local and National Detainee Handbooks.

A review of policy and interviews with employees indicated that detainees are allowed the opportunity to marry and that requests are considered on a case-by-case basis. Detainees may seek legal assistance throughout the marriage application process. Guidelines for denying a detainee's marriage request includes the following: the detainee is not legally eligible to be married; the detainee is not mentally competent, as determined by a qualified medical practitioner; the intended spouse has not affirmed, in writing, his/her intent to marry the detainee; the marriage would present a threat to the security or orderly operation of the facility; or there are compelling government interests for denying the request. A detainee may file an appeal to the FOD if the request is denied.

When a request is approved, the following guidelines are followed: the detainee, legal representative or other individual acting on the detainee's behalf will make all the marriage arrangements, including, but not limited to blood tests, obtaining marriage license, and retaining an official to perform the marriage ceremony. ICE personnel do not participate in making marriage arrangements nor serve as witnesses in the ceremony. The marriage does not interrupt nor stay any hearing, transfer to another facility or removal from the United States. Transfers do not occur solely to prevent a marriage. All arrangements are consistent with the security and orderly operation of the facility according to the following stipulations: the ceremony may take place inside the facility; all expenses relating to the marriage are borne by the detainee or person acting...
**STANDARD 5.3. MARRIAGE REQUESTS – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

on the detainee’s behalf; and the ceremony is private with no media publicity and only individuals essential for the marriage ceremony attend. The OIC has the right of final approval concerning the time, place and manner of all arrangements.

The evaluation of this standard was due to policy, procedures, detainee handbooks, and staff interviews. During the review of this standard ICE SDDO and Assistant Warden were interviewed.

| Overall Rating: | Meets Standard |
| Reviewer Name (Printed): | Inspector | Completion Date: 3/31/2022 |
| Reviewer Signature (for printed form submission): |
## STANDARD 5.4. RECREATION (Key: AD)

This detention standard ensures that each detainee has access to recreational and exercise programs and activities, within the constraints of safety, security, and good order.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  The facility provides an indoor recreation program.</td>
<td>Meets Standard</td>
<td>Indoor recreation areas including a large gym was observed.</td>
</tr>
<tr>
<td>2.  The facility provides an outdoor recreation program.</td>
<td>Meets Standard</td>
<td>Two large outdoor recreation areas were observed.</td>
</tr>
<tr>
<td>3.  <strong>PRIORITY:</strong> If outdoor recreation is available at the facility, each detainee shall have access for at least one hour daily, at a reasonable time of day, weather permitting. Detainees shall have access to clothing appropriate for weather conditions. If only indoor recreation is available, detainees shall have access for at least one hour each day to a large recreation room with exercise equipment and access to natural sunlight. All detainees participating in outdoor recreation shall have access to drinking water and toilet facilities.</td>
<td>Meets Standard</td>
<td>Detainees are provided indoor and outdoor recreation opportunities on an alternating basis in accordance with the recreation schedules posted in housing units. Weather appropriate clothing is supplied, and detainees have access to water and toilet facilities.</td>
</tr>
<tr>
<td>4.  If a detainee is housed for more than 10 days in a facility that provides neither indoor nor outdoor recreation, he or she may be eligible for a voluntary transfer to a facility that does provide recreation. Likewise, if a detainee is housed for more than three months in a facility that provides only indoor recreation, he or she may be eligible for a voluntary transfer to a facility that also provides outdoor recreation.</td>
<td>N/A</td>
<td>Indoor and outdoor recreation facilities are provided.</td>
</tr>
<tr>
<td>5.  <strong>PRIORITY:</strong> All facilities shall have an individual responsible for the development and oversight of the recreation program. Every facility with a rated capacity of 350 or more detainees shall employ a full-time recreation specialist with special training in implementing and overseeing a recreation program, who assesses the needs and interests of the detainees.</td>
<td>Meets Standard</td>
<td>The facility recreation coordinator is responsible for development and oversight of the recreation programs. Documentation was provided to verify that recreation is diverse and meets the interests of the detainees.</td>
</tr>
<tr>
<td>6.  All facilities shall provide recreational opportunities for detainees with disabilities.</td>
<td>Meets Standard</td>
<td>The recreation coordinator confirmed that when necessary recreational opportunities will be utilized for detainees with disabilities.</td>
</tr>
<tr>
<td>7.  Exercise areas shall offer a variety of equipment. Weight training, if offered, must be limited to fixed equipment. Free weights are prohibited.</td>
<td>Meets Standard</td>
<td>Observation of recreation areas confirmed a variety of equipment to include handball, basketball, weight machines, and walking/running areas. All equipment was fixed and no free weights were present.</td>
</tr>
<tr>
<td>8.  Cardiovascular exercise shall be available to detainees for whom outdoor recreation is unavailable.</td>
<td>Meets Standard</td>
<td>Outdoor recreation is available providing cardiovascular exercise.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks (1000 Char Max)</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>------------------------</td>
</tr>
<tr>
<td>9. <strong>PRIORITY:</strong> Dayrooms in general population housing units shall offer board games, television, and other sedentary activities. Detention personnel shall supervise dayroom activities, distributing games and other recreation materials daily.</td>
<td>Meets Standard</td>
<td>Observation of detainee dayrooms confirmed the requirements of this component.</td>
</tr>
<tr>
<td>10. Recreational activities shall be based on the facility’s size and location. With the facility administrator’s approval, recreational activities may include limited-contact sports, such as soccer, basketball, volleyball, and table games, and may extend to intramural competitions among units.</td>
<td>Meets Standard</td>
<td>Outdoor recreational activities include basketball, soccer, and handball. Limited intramural competition among detainees is provided, per the recreation coordinator due to COVID-19 concerns. Staff supervise all recreational activities.</td>
</tr>
<tr>
<td>11. Recreation areas shall be under continuous supervision by staff equipped with radios or other communication devices to maintain contact with the Control Center.</td>
<td>Meets Standard</td>
<td>An observation of recreation areas confirmed that staff are equipped with radios and maintain continuous supervision.</td>
</tr>
<tr>
<td>12. <strong>PRIORITY:</strong> Recreation for detainees housed in the SMU shall be separate from the general population. Detainees in the SMU for administrative reasons shall be offered at least one hour of exercise opportunities per day, seven days a week, outside their cells, and outdoors when practicable, and scheduled at a reasonable time. Detainees in the SMU for disciplinary reasons shall be offered at least one hour of recreation per day, five days per week, outside their cells, and outdoors when practicable, and scheduled at a reasonable time. Where cover is not provided to mitigate inclement weather, detainees shall be provided weather-appropriate equipment and attire.</td>
<td>Meets Standard</td>
<td>Interviews with staff, policy, documentation, and observation confirmed that detainees being housing in SMU are offered recreation two hours per day, seven days a week outside their cells. The detainees also receive additional hour a day in the dayroom area. During the time of this inspections no detainees were housed in SMU. All other requirements of this component are being met.</td>
</tr>
<tr>
<td>13. Each detainee in a Special Management Unit (SMU) shall be offered access to exercise opportunities and equipment outside the living area and outdoors, when practicable, unless documented security, safety or medical considerations dictate otherwise.</td>
<td>Meets Standard</td>
<td>The recreation coordinator confirmed that detainees housed in the SMU will be given exercise opportunities and equipment outside the living area. The facility has had no documented cases during the inspection period regarding detainees being denied recreation due safety, security, or medical considerations.</td>
</tr>
</tbody>
</table>
### STANDARD 5.4. RECREATION (Key: AD)

This detention standard ensures that each detainee has access to recreational and exercise programs and activities, within the constraints of safety, security, and good order.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>14. When a detainee in an SMU is deprived of recreation (or any usual authorized items or activity), a written report of the action is forwarded to the facility administrator. Denial of recreation must be evaluated daily by a shift supervisor.</td>
<td>Meets Standard</td>
<td>A review of facility policy verifies the requirements of this component. During this inspection period there were no documented cases of a detainee being denied recreation.</td>
</tr>
<tr>
<td>15. When recreation privileges are suspended, the disciplinary panel or facility administrator shall provide the detainee written notification, documentation of the reason for the suspension, any conditions that must be met before restoration of privileges, and the duration of the suspension provided the requisite conditions are met for its restoration.</td>
<td>Meets Standard</td>
<td>A review of facility policy verifies the requirements of this component. During this inspection period there were no documented cases of detainees being denied recreation.</td>
</tr>
<tr>
<td>16. The case of a detainee denied recreation privileges shall be reviewed at least once each week as part of the reviews required for all detainees in SMU status.</td>
<td>Meets Standard</td>
<td>A review of facility policy verifies the requirements of this component. During this inspection period there were no documented cases of detainees being denied recreation.</td>
</tr>
<tr>
<td>17. Denial of recreation privileges for more than 7 days requires the concurrence of the facility administrator and a health care professional.</td>
<td>Meets Standard</td>
<td>A review of facility policy verifies the requirements of this component. During this inspection period there were no documented cases of detainees being denied recreation.</td>
</tr>
<tr>
<td>18. The facility shall notify the ICE/ERO Field Office in writing when a detainee’s denied recreation privileges exceeds 7 days.</td>
<td>Meets Standard</td>
<td>The facility policy verified that if a detainee is denied recreation privileges for more than seven days ICE/ERO will be notified in writing. The facility has no documented cases. The facility policy verified that if a detainee is denied recreation privileges for more than seven days ICE/ERO will be notified in writing.</td>
</tr>
</tbody>
</table>

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**STANDARD 5.4. RECREATION – Reviewer Summary**

*(Use following format for dates: mm/dd/yyyy)*

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Detainees have access to recreational and exercise programs and activities within the constraints of safety and security. Detainees are provided access to indoor and outdoor recreation with all recreation being under constant staff supervision.

The recreational coordinator oversees the programs and ensure they are operated in an orderly, safe and secure manner. Detainees are not required to forgo basic law library privileges for recreation privileges. Staff search the recreation areas before and after each use to detect altered or damaged equipment, hidden contraband, and security breaches. All recreational issued equipment is checked for damage and general condition by recreational staff.
STANDARD 5.4. RECREATION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Detainees housed in administrative or disciplinary status are afforded a minimum of one hour of recreation daily; however, practice indicates each are afforded two hours daily. Detainees also receive one hour a day in the dayroom which is optimal compliance. Weather appropriate clothing is provided.

The quality of life concerning the detainee population was reflected in the recreation program. The evaluation of this standard was due to policy, documentation, housing logs, staff, and detainee interviews. During the evaluation of this standard Recreational Coordinator [B](B) [D](I) [T][C] and ten detainees were interviewed.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): Inspector <a href="I">B</a> <a href="C">D</a> [T][C]</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 5.5. RELIGIOUS PRACTICES

This detention standard ensures that detainees of different religious beliefs are provided reasonable and equitable opportunities to participate in the practices of their respective faiths, constrained only by concerns about safety, security, and the orderly operation of the facility.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PRIORITY: Detainees have opportunities to engage in practices of their religious faiths (including observance of important holy days, observance of special diets, and use of personal religious property) consistent with safety, security, and the orderly operation of the facility. Attendance at all religious activities is voluntary.</td>
<td>Meets Standard</td>
<td>Policy and procedures are in place that provide detainees with the opportunity to engage in practices of their religious faiths, consistent with the safety, security, and the orderly operation of the facility. Due to COVID-19 restrictions, detainees are not allowed to congregate other than in the housing units in small groups. Participation in all religious activities is voluntary.</td>
</tr>
<tr>
<td>2. Efforts shall be made to allow for religious practice in a manner that does not adversely affect detainees not participating in the practice. Detainees cannot be required to participate in or attend a religious activity in order to receive a service of the facility or participate in other, nonreligious activities.</td>
<td>Meets Standard</td>
<td>Detainees are allowed to practice in a manner that does not affect detainees not participating in the practices. Detainees are not required to participate in or attend a religious activity in order to receive a service of the facility. Due to COVID-19 restrictions, detainees are limited to meeting in smaller groups within their housing units.</td>
</tr>
<tr>
<td>3. Religious activities shall be open to the entire detainee population, without discrimination based on a detainee’s race, ethnicity, religion, national origin, gender, sexual orientation, or disability. Language services shall be provided to detainees who have limited English proficiency to ensure they have meaningful access to religious activities. Consistent with the standards on disability accommodation and as needed, accommodations are provided to detainees with disabilities to provide them with equal access to religious services. Interpreters and/or translators are admitted when necessary to assist religious providers.</td>
<td>Meets Standard</td>
<td>Policy and procedures allow for religious activities to be open to the entire detainee population, without discrimination. Due to COVID-19 restrictions, religious services are limited to small group meetings within their respective housing units. Additional accommodations are provided to detainees with special communication needs to allow the detainee access to religious services should they wish to participate.</td>
</tr>
<tr>
<td>4. Facility records shall reflect the limitation or discontinuance of a religious practice along with the reason for such limitation or discontinuance.</td>
<td>Meets Standard</td>
<td>Religious services have been limited due to COVID-19 restrictions.</td>
</tr>
</tbody>
</table>
## STANDARD 5.5. RELIGIOUS PRACTICES (Key: AE)

This detention standard ensures that detainees of different religious beliefs are provided reasonable and equitable opportunities to participate in the practices of their respective faiths, constrained only by concerns about safety, security, and the orderly operation of the facility.

<table>
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<tbody>
<tr>
<td>5. <strong>PRIORITY:</strong> A facility religious services coordinator manages and coordinates religious activities for detainees, which are augmented and enhanced by community clergy, contractors, volunteers, and groups that provide individual and group assembly religious services and counseling that the facility religious services coordinator cannot personally deliver.</td>
<td></td>
<td>The chaplain normally supervises and coordinates religious activities for detainees. Due to the position being vacant the assistant warden is handling the chaplain duties. The chaplain would normally be assisted by community religious volunteers that augment and enhance religious services provided to the detainees. Due to COVID-19 restrictions, religious volunteers are currently not able to enter the facility. All religious volunteers must pass a background investigation.</td>
</tr>
<tr>
<td>6. The chaplain or other religious coordinator shall have physical access to all areas of the facility to serve detainees.</td>
<td>Meets Standard</td>
<td>The chaplain would have physical access to all areas of the facility.</td>
</tr>
<tr>
<td>7. All facilities shall designate adequate space for religious activities that is sufficient to accommodate the needs of all religious groups in the detainee population fairly and equitably.</td>
<td>Meets Standard</td>
<td>According to the assistant warden religious services would be accommodated in the library and visiting room. Small group studies are also permitted in day rooms.</td>
</tr>
<tr>
<td>8. The chaplain or religious services coordinator shall not ordinarily schedule religious services to conflict with meal times.</td>
<td>Meets Standard</td>
<td>The assistant warden verified that religious services would be scheduled as not to interfere with meal times.</td>
</tr>
<tr>
<td>9. When recruiting citizen volunteers, the chaplain or religious services coordinator and other staff shall be cognizant of the need for representation from all cultural and socioeconomic parts of the community.</td>
<td>Meets Standard</td>
<td>The assistant warden verified that all the requirements of this component would be met.</td>
</tr>
<tr>
<td>10. Detainees who are members of faiths not represented by clergy may conduct their own services, provided they do not interfere with facility operations.</td>
<td>Meets Standard</td>
<td>Detainees are allowed to conduct their own faith-based services in small groups within their housing unit.</td>
</tr>
<tr>
<td>11. If requested by a detainee, the chaplain or religious services coordinator or designee shall facilitate arrangements for pastoral visits by a clergyperson or representative of the detainee’s faith.</td>
<td>Meets Standard</td>
<td>Policy and procedures address pastoral visits to detainee population. Normally, these types of requests are coordinated by the chaplain. Due to COVID-19 restrictions visits continue to be suspended.</td>
</tr>
</tbody>
</table>
# STANDARD 5.5. RELIGIOUS PRACTICES

This detention standard ensures that detainees of different religious beliefs are provided reasonable and equitable opportunities to participate in the practices of their respective faiths, constrained only by concerns about safety, security, and the orderly operation of the facility.

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<tr>
<td>12. Detainees may make a request for the introduction of a new component</td>
<td>Meets Standard</td>
<td>The acting chaplain reviews all requests for introduction of new components to the religious services program. A detainee may be asked to provide additional information, which would be used by the acting chaplain and OIC when deciding whether to include the practice.</td>
</tr>
<tr>
<td>13. Each facility shall have written policy and procedures to facilitate</td>
<td>Meets Standard</td>
<td>Policy outlines the procedures for the proper observance of religious holy days. The assistant warden or chaplain would work with detainees to accommodate their religious needs.</td>
</tr>
<tr>
<td>detainee observance of important holy days, consistent with maintaining</td>
<td></td>
<td></td>
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<tr>
<td>safety, security and orderly operations, and the chaplain shall work with</td>
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<tr>
<td>detainees to accommodate proper observances.</td>
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</tr>
<tr>
<td>14. Each facility administrator shall allow detainees access to personal</td>
<td>Meets Standard</td>
<td>Personal religious property that can be retained by detainees, includes, but is not limited to, rosaries, soft cover religious texts, prayer beads, prayer rugs, headgear and shawls. Any other request would be reviewed by the assistant warden or chaplain and approved within the constraints of safety and security of the facility.</td>
</tr>
<tr>
<td>religious property, both during religious services and throughout the</td>
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<tr>
<td>facility, as is consistent with safety, security and orderly operation of</td>
<td></td>
<td></td>
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<tr>
<td>the facility.</td>
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</tr>
<tr>
<td>15. When a detainee’s religion requires special food services, daily or</td>
<td>Meets Standard</td>
<td>A review of documentation and interviews with the food service director confirms that food service accommodates detainee’s dietary religious needs through special religions diets and/or menu modifications or serving meals at unusual hours.</td>
</tr>
<tr>
<td>during certain holy days or periods that involve fasting, restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>diets, etc., staff shall make all reasonable efforts to accommodate those</td>
<td></td>
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<tr>
<td>requirements (for example, modifying the detainee’s menus to exclude</td>
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<td></td>
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<tr>
<td>certain foods or food combinations, or providing the detainee’s meals at</td>
<td></td>
<td></td>
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<tr>
<td>unusual hours).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. The chaplain or religious services coordinator shall develop the</td>
<td>Meets Standard</td>
<td>The chaplain, or assistant warden until the position is filled, will develop the religious schedule for the year and submit to the OIC.</td>
</tr>
<tr>
<td>religious fast schedule for the calendar year and provide it to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>facility administrator or designee.</td>
<td></td>
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</tr>
</tbody>
</table>

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FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

G-324A PB NDS 2011 (2016 Revisions) Detention Inspection Worksheet

2022-ICLI-00045 11779
STANDARD 5.5. RELIGIOUS PRACTICES – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)
The religious program provides detainees the opportunity to participate in their respective religious faiths. The program also recognizes holy days and offers special meals. Per policy, the facility does not disparage the religious beliefs of a detainee nor coerce or harass a detainee to change religious affiliation. The chaplain would normally oversee the religious needs of the detainee population but the position is vacant. The assistant warden is currently maintaining the chaplain duties.

ICE does not require a detainee to profess a religious belief. Detainees can designate any or no religious preference during in processing. With a written request to the programs manager, a detainee can request to change their designation at any time and the change will be affected in a timely fashion. In the interest of maintaining the security of the facility and to prevent abuse or disrespect by detainees of religious practices or observances, changes in declarations of religious preferences are monitored. When a determination of a request to allow a detainee to participate in specific religious activities is under consideration, the information contained both on the initial classification and the detainee’s religious designation is considered. During the intake process officers enter the religious designation. When a request for change of religious preference is approved, the classification officer is responsible for making the necessary change in the detention file.

COVID-19 restrictions have resulted in the facility not using the multi-purpose room for services. Large congregational meetings are prohibited. Detainees may meet in small groups to hold religious studies and prayer groups in their respective housing units, chapel or multi-purpose rooms. Social distancing is required as well as the wearing of masks at all times. All pastoral visits and community religious volunteers’ visits have been suspended due to COVID-19.

Evaluation of this standard is based on review of policy, procedures, documentation, and interviews with detainees and staff. During evaluation of this standard Assistant Warden [Name] and ten detainees were interviewed.

Overall Rating: Meets Standard
Reviewer Name (Printed): Inspector [Name]
Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
# STANDARD 5.6. TELEPHONE ACCESS (Key: AF)
This detention standard ensures that detainees may maintain ties with their families and others in the community, legal representatives, consulates, courts, and government agencies, by providing them reasonable and equitable access to telephone services.

<table>
<thead>
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<th>Components</th>
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</tr>
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<tbody>
<tr>
<td>1. To ensure sufficient access, each facility shall provide at least one operable telephone for every 25 detainees.</td>
<td>Meets Standard</td>
<td>Observation confirmed a ratio of one telephone for every nine detainees. The facility achieves an optimal level of compliance with this component.</td>
</tr>
<tr>
<td>2. PRIORITY: Each facility shall ensure that detainees have access to reasonably priced telephone services. Contracts for such services shall comply with all applicable state and federal regulations and be based on rates and surcharges commensurate with those charged to the general public. Any variations shall reflect actual costs associated with the provision of services in a detention setting.</td>
<td>Meets Standard</td>
<td>Talton Communication, Inc. (Talton) is responsible for the detainee telephone system. Telephone rate schedule is posted in each housing unit. A domestic telephone call costs $0.07 to $0.11 per minute, contingent on a pre-paid or collect call; and international rates cost between $0.15 to $0.35 per minute, depending on the country called. The Talton contract adheres to all applicable state and federal regulations.</td>
</tr>
<tr>
<td>3. Each facility shall maintain detainee telephones in proper working order. Designated facility staff shall inspect the telephones daily, promptly report out-of-order telephones to the repair service and ensure that required repairs are completed quickly. Facility staff shall notify detainees and the ICE/ERO free legal service providers of procedures for reporting problems with telephones.</td>
<td>Meets Standard</td>
<td>Telephones are checked daily by housing unit officers and weekly by ICE/ERO staff during scheduled visits to ensure they are in good working order. Out-of-order concerns are promptly reported to a Talton representative for corrective action. Service requests are routinely monitored by the assistant OIC to ensure timely repairs. ICE/ERO free legal service providers are aware of the repair procedures.</td>
</tr>
<tr>
<td>4. Facility staff is responsible for ensuring on a daily basis that telephone systems are operational and that the free telephone number list is posted. Any problems identified must immediately be logged and reported to the appropriate facility and ICE staff personnel.</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses component requirements. Housing unit officers inspect telephones and required postings on every shift. The list of free telephone numbers is posted near all telephones. Officers document telephone issues in the logbook and report them to their supervisor. ICE officers are notified of any telephone issues.</td>
</tr>
</tbody>
</table>
### STANDARD 5.6. TELEPHONE ACCESS (Key: AF)
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<tr>
<td>5. Each facility shall have a written policy on the monitoring of detainee telephone calls. If telephone calls are monitored, the facility shall include a recorded message on its phone system stating that all telephone calls are subject to monitoring. At each monitored telephone, place a notice that states that detainee calls are subject to monitoring. A detainee’s call to a court, a legal representative, OIG, or CRCL, or for the purposes of obtaining legal representation, may not be electronically monitored.</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses telephone call monitoring. Detainees are informed of telephone monitoring during the admission process, through postings above the wall mounted telephones and by the docking stations for the electronic tablets. An audio message is broadcast through the receiver/device prior to each call connection. Monitoring does not occur on telephone calls to the parties listed in the component.</td>
</tr>
<tr>
<td>6. Each facility shall provide telephone access rules in writing to each detainee upon admission, and shall post these rules and telephone access hours where detainees may easily see them, in Spanish and other languages spoken by significant segments of the limited English proficient population where practicable. Updated telephone and consulate lists, along with a list of card and calling rates, shall be posted in the detainee housing units. Translation and interpretation services shall be provided as needed.</td>
<td>Meets Standard</td>
<td>During the previous inspection, this component was rated Does Not Meet Standard because the required postings were not current. Telephone access rules and access hours are described in the local detainee handbook. Detainees receive handbooks during the intake process. Telephone access rules are posted in the housing units. Telephone and consulate lists and telephone calling rates were observed to be posted in the housing units. All required postings were current. A translation service is available, if necessary.</td>
</tr>
<tr>
<td>7. Each facility administrator shall establish and oversee rules and procedures that provide detainees reasonable and equitable access to telephones during established facility “waking hours.”</td>
<td>Meets Standard</td>
<td>The facility administrator has established procedures to provide detainees with daily access to telephones from 4:00 a.m. to midnight, except during counts, meal times, and emergency situations.</td>
</tr>
<tr>
<td>8. Detainees are afforded a reasonable degree of privacy for legal phone calls.</td>
<td>Meets Standard</td>
<td>Private settings are available for legal calls. The phones are available in the attorney visitation area and asylum interview conference rooms.</td>
</tr>
</tbody>
</table>
### STANDARD 5.6. TELEPHONE ACCESS (Key: AF)

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<tbody>
<tr>
<td>9. A procedure exists to assist a detainee who is having trouble placing a confidential call.</td>
<td>Meets Standard</td>
<td>Facility staff or an ICE staff will assist a detainee who is having trouble placing a confidential call.</td>
</tr>
<tr>
<td>10. The facility provides the detainees with the ability to make non-collect (special access) calls, as well as international calls.</td>
<td>Meets Standard</td>
<td>Detainees are permitted to place direct or free calls upon request. Documentation confirmed practice. The custody resource manager, deportation officers and facility staff schedule calls. Current pro bono contact information was observed to be posted in housing units.</td>
</tr>
<tr>
<td>11. Even if telephone service is generally limited to collect calls, each facility shall permit detainees to make direct or free calls to the offices and individuals required by the standard. Updated lists need to be posted in the detainee housing units.</td>
<td>Meets Standard</td>
<td>Detainees are not required to complete a request form to make a direct/free telephone call. Talton provides each detainee thirteen free ten-minute calls every Monday. Any unused calls expire Sunday night.</td>
</tr>
<tr>
<td>12. If detainees are required to complete request forms to make direct or free calls, facility staff must assist them as needed, especially illiterate or non-English speaking detainees.</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses component requirements. The OIG contact number was called and confirmed the speed dial system was working properly. Detainees are permitted to call all of the parties referred to in this component at no cost to them or the receiving party. ICE/ERO staff ensures all contact information posted in the housing units is current. Indigent detainees receive the same telephone privileges as non-indigent detainees.</td>
</tr>
<tr>
<td>13. PRIORITY: All detainees are able to call their consulate, the DHS Office of the Inspector General, the ICE/OPR Joint Intake Center, and any organization on the ICE/ERO-provided list of free legal service providers at no charge to the detainee or receiving party. The Field Office Director (FOD) will ensure that all information is kept current and provided to each facility. Updated contact lists are posted in the detainee housing units. Indigent detainees are afforded the same telephone access and privileges as detainees in the general population. The indigent detainee may also request a free call to immediate family or others in personal or family emergencies or for a compelling need (to be interpreted liberally).</td>
<td>Meets Standard</td>
<td>Detainee telephone calls to their legal representatives are unrestricted in frequency and duration.</td>
</tr>
</tbody>
</table>
## STANDARD 5.6. TELEPHONE ACCESS (Key: AF)

This detention standard ensures that detainees may maintain ties with their families and others in the community, legal representatives, consulates, courts, and government agencies, by providing them reasonable and equitable access to telephone services.

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<tr>
<td>15. The facility has a system for taking and delivering emergency detainee telephone messages.</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses component requirements. When staff receives an emergency telephone message, the caller’s name and telephone number is obtained and given to the detainee as soon as possible. Documentation confirmed practice.</td>
</tr>
<tr>
<td>16. The facility shall take and deliver telephone messages to detainees as promptly as possible. When facility staff receive an emergency telephone call for a detainee, the caller’s name and telephone number will be obtained and promptly given to the detainee. The detainee shall be permitted to promptly return the emergency call at their own cost within the constraints of security and safety. The facility shall enable indigent detainees to make a free return emergency call.</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses component requirements. Documentation confirmed practice.</td>
</tr>
<tr>
<td>17. The facility engages in an interactive and individualized process that considers whether a detainee with a disability needs any additional accommodation to access facility telephones. The facility shall provide a TTY device or Accessible Telephone (telephones equipped with volume control and telephones that are hearing-aid compatible for detainees who are deaf or hard of hearing). Accommodations shall also be made for detainees with speech disabilities, to include devices to communicate with individuals outside the detention facility.</td>
<td>Meets Standard</td>
<td>Two TTY devices are available in the medical services area. Detainees with speech, communication, and/or other disabilities are provided attendant services and/or special equipment to assist in the completion of their telephone calls. The device has not been used during the inspection period.</td>
</tr>
<tr>
<td>18. Even where telephone access is reasonably restricted for detainees in Special Management Units, detainees and their legal counsel shall nevertheless be accommodated in order for them to be able to communicate effectively with each other. Telephone access for legal calls, courts, government offices (including the DHS OIG and the DHS JIC) and embassies or consulates shall not be denied.</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses component requirements. Documentation confirmed practice. Detainees in the special management unit (SMU) are permitted to place telephone calls to legal representatives, courts, government offices, DHS OIG, JIC, embassies, and/or consulates. No detainees were housed in the SMU during the inspection.</td>
</tr>
</tbody>
</table>
**STANDARD 5.6. TELEPHONE ACCESS** (Key: AF)

This detention standard ensures that detainees may maintain ties with their families and others in the community, legal representatives, consulates, courts, and government agencies, by providing them reasonable and equitable access to telephone services.

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<tr>
<td>19. Detainees in Disciplinary Segregation may be restricted from using telephones to make general calls as part of the disciplinary process. Even in Disciplinary Segregation, however, detainees shall have some access for special purposes.</td>
<td>Meets Standard</td>
<td>Detainees in disciplinary segregation may have their general calls restricted pending behavioral concerns. However, they will have open access to make special direct/access telephone calls via a portable telephone.</td>
</tr>
<tr>
<td>20. Generally, detainees in Administrative Segregation should receive the same telephone privileges that are available to detainees in the general population, subject to any safety and security considerations that may exist.</td>
<td>Meets Standard</td>
<td>Detainees in administrative segregation status have the same telephone privileges as general population detainees, unless documented safety and security concerns prevail.</td>
</tr>
<tr>
<td>21. Upon a detainee’s request, facility staff shall make special arrangements to permit the detainee to speak by telephone with an immediate family member detained in another facility.</td>
<td>Meets Standard</td>
<td>Detainees are permitted to place a telephone call to an immediate family member detained in another facility, if approved by ICE/ERO. There were no such requests during the inspection period.</td>
</tr>
<tr>
<td>22. <strong>LYON AGREEMENT:</strong> When a detainee requests a direct or free Legal Call to an attorney, court, or government agency or demonstrates a compelling need for other direct or free calls, access is granted within 24 hours of the request and ordinarily within 8 facility waking hours. Further delays may be justified by extraordinary circumstances.</td>
<td>Meets Standard</td>
<td>Detainee telephone call requests for direct or free legal telephone calls are ordinarily granted within eight waking hours but always within 24 hours. If delays beyond that timeline occur, documentation will cite reasons for the delay. There were no such delays during the inspection period. Documentation confirmed practice.</td>
</tr>
<tr>
<td>23. <strong>LYON AGREEMENT:</strong> The facility documents and reports to ICE/ERO any delays in responding to requests for free or direct Legal Calls beyond 8 facility waking hours.</td>
<td>Meets Standard</td>
<td>Requests for direct legal calls are responded to, usually immediately, by housing unit officers. Any response delayed by more than eight facility waking hours would be documented. On-site ICE officers would be made aware of the delay. There have been no such delays requiring a report to ICE officials during this inspection period.</td>
</tr>
</tbody>
</table>
STANDARD 5.6. TELEPHONE ACCESS (Key: AF)
This detention standard ensures that detainees may maintain ties with their families and others in the community, legal representatives, consulates, courts, and government agencies, by providing them reasonable and equitable access to telephone services.

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<tr>
<td><strong>24. LYON AGREEMENT:</strong> Detainees are provided private settings for Legal Calls such that calls cannot be overheard by officers, other staff, or other detainees.</td>
<td>Meets Standard</td>
<td>Detainees may submit a request to place a legal call from a private conference room. Documentation confirmed practice.</td>
</tr>
<tr>
<td><strong>25. LYON AGREEMENT:</strong> The facility has a system for taking and delivering telephone messages to detainees, including but not limited to attorney messages, other messages related to a detainee’s legal case, and emergency messages, and ensures the timeliness of such message delivery.</td>
<td>Meets Standard</td>
<td>Detainee telephone messages are routed through the unit management team or designee. Messages are promptly delivered to the detainees. Documentation confirmed practice.</td>
</tr>
<tr>
<td><strong>26. LYON AGREEMENT:</strong> The facility provides translation and interpretation services to detainees who are unable to read written telephone access rules in the languages provided.</td>
<td>Meets Standard</td>
<td>A telephonic language line is used to provide translation and interpretation services. Observation and documentation confirmed practice.</td>
</tr>
<tr>
<td><strong>27. LYON AGREEMENT:</strong> Detainees in segregation or other environments with limited physical access to telephones have reasonable and equitable access to telephones during waking hours (i.e., they can request telephone calls and receive them in a timely manner).</td>
<td>Meets Standard</td>
<td>The Access to Telephones policy addresses component requirements. Detainees in a segregation status are provided access to telephones upon request. There were no detainees housed in segregation during the inspection.</td>
</tr>
</tbody>
</table>

STANDARD 5.6. TELEPHONE ACCESS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** (Record significant facts, observations, other sources used, etc.) (5000 Character Max)
The facility permits reasonable and equitable access to telephones permitting detainees to maintain established relationships and conduct legal business via the telephone. Unit telephones are available to detainees during normal waking hours, seven days per week. Facility staff and ICE staff perform regular inspections of the telephone system. Talton provides each detainee thirteen free ten-minute telephone calls per week.

The facility permits detainees to make direct calls to the local immigration court and the Board of Immigration Appeals; to Federal and State courts where the detainee is or may become involved in a legal proceeding; to consular officials; to legal service providers, in pursuit of legal representation or to engage in consultation concerning their expedited removal case; to a government office, to obtain documents relevant to their immigration case; to address a personal or family emergency; or when the detainee can otherwise demonstrate a compelling need.

Current contact information for pro bono legal services and consulates was observed posted in the housing units. To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees are screened upon admission or as otherwise required by the standards. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after
**STANDARD 5.6. TELEPHONE ACCESS – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

Evaluation of this standard was based on review of the Access to Telephones policy, telephone logs, telephone rates, emergency telephone call logs, segregation logs, serviceability reports, telephone work order emails, legal call log and detainee handbook; interviews with Assistant Wardens; detainees and SDDO observation of telephone banks, private attorney-client rooms and required postings. The OIG telephone was tested for serviceability. No detainee expressed a concern or issue with telephone service.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewer Name (Printed):</strong> Inspector</td>
</tr>
<tr>
<td><strong>Completion Date:</strong> 3/31/2022</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 5.7. VISITATION (Key: AG)

This detention standard ensures that detainees shall be able to maintain morale and ties through visitation with their families, the community, legal representatives, and consular officials, within the constraints of safety, security, and good order of the facility.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. There is a written visitation procedure, schedule, and hours for general visitation.</td>
<td>Meets Standard</td>
<td>The Visitation policy addresses component requirements. Written visitation procedure, schedule, and hours for general visitation have been established; however, due to COVID-19 restrictions, all on-site visitation was suspended in March 2020. Video-visits are available to detainees through the electronic tablets located on the housing units for a fee. The facility has initiated the Phased Return to Social Visitations Plan.</td>
</tr>
<tr>
<td>2. Each facility administrator shall decide whether to permit contact visits, as is appropriate for the facility’s physical plant and detainee population.</td>
<td>Meets Standard</td>
<td>Contact visits are permitted for general and legal visitation unless there is a documented security concern. There were no legal visits during the inspection.</td>
</tr>
<tr>
<td>3. A facility administrator may temporarily restrict visiting when necessary to ensure the security and good order of the facility. Each restriction or denial of visits shall be documented in writing, including the duration of and reasons for the restriction.</td>
<td>Meets Standard</td>
<td>The Visitation policy addresses component requirements. General visitation has been suspended since 03/13/2020 due to COVID-19 restrictions. The facility has initiated the Phased Return to Social Visitations Plan.</td>
</tr>
<tr>
<td>4. Each facility shall:</td>
<td>Meets Standard</td>
<td>The visitation schedule and procedures are available at the facility and telephonically. This information is also available at the entrance to the facility. All information is available in English and Spanish.</td>
</tr>
<tr>
<td>- Make the schedule and procedures available to the public, both in written form and telephonically.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Post that information in the visitor waiting area in English, Spanish, and, where practicable, other major languages spoken in the facility, as well as in each housing unit where detainees can easily see them.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. PRIORITY: General visitation is permitted during set hours on Saturdays, Sundays, and holidays, and, to the extent practicable, the facility also establishes visiting hours on weekdays and during evening hours. The facility accommodates the scheduling needs of visitors for whom scheduled visiting hours pose a hardship. The number of visitors a detainee receives and the length of visits are limited only by reasonable constraints of space, scheduling, staff availability, safety, security, and good order.</td>
<td>Meets Standard</td>
<td>During the previous inspection, this component was rated Does Not Meet Standard because general visitation has been suspended since 03/13/2020 due to COVID-19 restrictions. The facility has initiated the Phased Return to Social Visitations Plan.</td>
</tr>
</tbody>
</table>
### STANDARD 5.7. VISITATION (Key: AG)

This detention standard ensures that detainees shall be able to maintain morale and ties through visitation with their families, the community, legal representatives, and consular officials, within the constraints of safety, security, and good order of the facility.

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<tbody>
<tr>
<td>6. Each facility shall maintain a log of all general visitors, and a separate log of legal visitors.</td>
<td>Meets Standard</td>
<td>Separate written logs are maintained for general visitors and legal visitors.</td>
</tr>
<tr>
<td>7. If the facility establishes and maintains a dress code for visitors, it shall be made available to the public.</td>
<td>Meets Standard</td>
<td>The dress code for visitors is posted in the reception lobby.</td>
</tr>
<tr>
<td>8. The facility’s visiting areas shall be appropriately furnished and arranged, and as comfortable and pleasant as practicable.</td>
<td>Meets Standard</td>
<td>The areas for visitation were observed during the inspection. The areas are appropriately furnished with tables and chairs and present a comfortable and pleasant environment.</td>
</tr>
<tr>
<td>9. <strong>PRIORITY:</strong> The facility’s written rules shall specify time limits for visits. Visits should be for the maximum period practicable but not less than one hour with special consideration given to family circumstances and individuals who have traveled long distances.</td>
<td>Meets Standard</td>
<td>During the previous inspection, this component was rated Does Not Meet Standard because general visitation has been suspended since 03/13/2020 due to COVID-19 restrictions. The facility has initiated the Phased Return to Social Visitation Plan. The Visitation policy includes component requirements.</td>
</tr>
<tr>
<td>10. Facilities should have provisions to allow for contact or non-contact visitation with minor children, stepchildren and foster children. Facilities that allow visitations by minor children, stepchildren and foster children should try to facilitate contact visitation when possible. Facilities should allow detainees to see their minor children as soon as possible after admission. Generous time allotments for visitation with minor children are recommended. At facilities where there is no provision for visits by minors, ICE arranges for visits by children, stepchildren, and foster children on request, within the first 30 days.</td>
<td>Meets Standard</td>
<td>The Visitation policy includes component requirements. The facility permits contact visits with minor children who are accompanied by an adult. General visitation has been suspended since 03/13/2020 due to COVID-19 restrictions. The facility has initiated the Phased Return to Social Visitation Plan.</td>
</tr>
<tr>
<td>11. Written procedures shall detail the limits and conditions of contact visits in facilities permitting them.</td>
<td>Meets Standard</td>
<td>The Visitation policy includes component requirements. General visitation has been suspended since 03/13/2020 due to COVID-19 restrictions. The facility has initiated the Phased Return to Social Visitation Plan.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks (1000 Char Max)</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>------------------------</td>
</tr>
<tr>
<td>12. While in Administrative or Disciplinary Segregation status, a detainee ordinarily retains visiting privileges.</td>
<td>Meets Standard</td>
<td>Detainees in disciplinary or administrative segregation status are permitted the same visiting privileges as general population detainees, unless safety concerns contraindicate.</td>
</tr>
<tr>
<td>13. <strong>Priority:</strong> Legal visitation is available seven (7) days a week, including holidays. Legal visitation hours provide for a minimum of eight (8) hours per day on regular business days, and a minimum of four (4) hours per day on weekends and holidays.</td>
<td>Meets Standard</td>
<td>Legal visits are permitted seven days a week, including holidays, from 8:00 a.m. to 4:00 p.m. Legal visits may be scheduled during other hours if needed.</td>
</tr>
<tr>
<td>14. Private consultation rooms are available for meetings with legal representatives or legal assistants. There is a mechanism for the detainee and his/her legal representative or assistant to exchange documents, even when contact visitation rooms are unavailable.</td>
<td>Meets Standard</td>
<td>Private consultation rooms were observed. Rooms are available for visits with legal representatives. Documents may be exchanged as needed.</td>
</tr>
<tr>
<td>15. Legal representatives and assistants are subject to a non-intrusive search - such as a pat-down search of the person or a search of the person’s belongings - at any time for the purpose of ascertaining the presence of contraband.</td>
<td>Meets Standard</td>
<td>Legal representatives and assistants are required to clear a metal detector and any item brought into the facility is x-rayed.</td>
</tr>
<tr>
<td>16. The current list of pro bono legal organizations is posted in the detainee housing areas and other appropriate areas.</td>
<td>Meets Standard</td>
<td>A current list of pro bono legal organizations is posted in the housing units and law library.</td>
</tr>
<tr>
<td>17. Facility visitation procedures shall cover law enforcement officials requesting interviews with detainees. Facilities will notify and seek approval from ICE ERO of any proposed law enforcement officer visit with a detainee.</td>
<td>Meets Standard</td>
<td>The Visitation policy includes component requirements. Law enforcement officials requesting interviews with detainees are required to have prior approval from ICE. There have been no such requests during the inspection period.</td>
</tr>
<tr>
<td>18. Former ICE/ERO detainees, individuals with criminal records and individuals in deportation proceedings shall not be automatically excluded from visiting. Individuals in any of these categories must so notify the facility administrator before registering for visitation privileges.</td>
<td>Meets Standard</td>
<td>The Visitation policy includes component requirements. ICE approval is required for these visits. There have been no such requests during the inspection period.</td>
</tr>
</tbody>
</table>
# STANDARD 5.7. VISITATION – Reviewer Summary

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

General visits have been suspended since 03/13/2020 due to COVID-19 restrictions. Detainees are provided 130 minutes of free telephone time each week to maintain contact with family/friends. The Phased Return to Social Visitation Plan has been initiated by the facility. General visits are currently restricted to tablet video visits. COVID-19 safety protocols are mandatory for on-site visits. No adult visitor is admitted without a current government-issued photo identification. Legal representatives must present credentials validating their positions, and their person and property are subject to search.

Legal visitors may be accompanied by interpreters. Legal visitors are not required to know the detainee’s A-number to visit, and policy permits legal visitors to call ICE before the visit to determine if the detainee is at the facility. Visitation officers visually observe legal visits but are not able to hear conversations. Legal visits may continue through meals and counts.

Per ICE, all requirements of the standard are adhered to for news media visits and interviews. Policy outlines consular visitation procedures, visits from representatives of community organizations, law enforcement officials, media, medical service providers, former detainees or Aliens in Proceedings, business visitors, and rules regarding animal visits.

Visitors are not permitted to give money directly to a detainee, but they may deposit funds directly into the entrance lobby kiosk, post it through approved websites, or mail in approved currency forms to the business office for credit to a selected commissary account. All account transactions generate a receipt, which is provided to the detainee/visitor.

To provide access to programs and services, the facility will provide communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees are screened upon admission or as otherwise required by the standards. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, are made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

Evaluation of this standard was based on review of the Visitation policy, Legal Rights of Detainees policy, Entry/Exit Procedures, visitation logs, policies, detainee handbook and training records; interviews with Legal Visit Officer [b](6), [b](7)[(C)]; and observation of legal visit/telephone conference rooms, required postings and electronic tablets.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): Inspector <a href="6">b</a>, <a href="7">b</a>[(G)]</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
## STANDARD 5.8. VOLUNTARY WORK PROGRAM (Key: AH)

This detention standard provides detainees opportunities to work and earn money while confined, subject to the number of work opportunities available and within the constraints of safety, security, and good order of the facility. While not legally required to do so, ICE/ERO affords working detainees basic Occupational Safety and Health Administration (OSHA) protections.

Standard N/A

Click the above button if ICE detainees are not authorized to work at the IGSA facility. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Detainees who are physically and mentally able to work shall be provided the opportunity to participate in a voluntary work program.</td>
<td>Meets Standard</td>
<td>Detainees who are physically and mentally able are allowed to work in the kitchen and housing units.</td>
</tr>
<tr>
<td>2. The detainee’s classification level shall determine the type of work assignment for which he/she is eligible. Generally, high custody detainees shall not be given work opportunities outside their housing units/living areas.</td>
<td>Meets Standard</td>
<td>The detainee’s classification level is used to determine placement in the work program. High custody detainees do not work outside their housing unit. The facility currently has no High custody detainees.</td>
</tr>
<tr>
<td>3. ICE detainees may not work outside the secure perimeter of non-dedicated IGSA facilities.</td>
<td>Meets Standard</td>
<td>The assistant warden confirmed that no ICE detainees are allowed to work outside the secure perimeter.</td>
</tr>
<tr>
<td>4. The facility administrator shall develop site-specific rules for selecting work detail volunteers in a facility procedure that will include a voluntary work program agreement.</td>
<td>Meets Standard</td>
<td>The OIC developed site specific rule for selecting work detail volunteers.</td>
</tr>
<tr>
<td>5. Detainees shall not be denied voluntary work opportunities on the basis of such factors as a detainee’s race, religion, national origin, gender, sexual orientation or disability.</td>
<td>Meets Standard</td>
<td>The policy prohibits detainees from being denied voluntary work opportunities based on the conditions described in this component.</td>
</tr>
<tr>
<td>6. The facility allows, where possible, detainees with disabilities to participate in the voluntary work program in appropriate work assignments. The facility provides reasonable accommodations and modifications to its policies, practices, and/or procedures to ensure that detainees with disabilities have an equal opportunity to access, participate in, and benefit from the voluntary work programs.</td>
<td>Meets Standard</td>
<td>The facility handbook and policy describe the voluntary work program. Detainees with disabilities are normally allowed to participate in the voluntary work program.</td>
</tr>
<tr>
<td>7. Detainees who participate in the volunteer work program are required to work according to a fixed schedule that does not exceed 8 hours daily, 40 hours weekly.</td>
<td>Meets Standard</td>
<td>Policy confirms that detainees do not work over eight hours daily or forty hours weekly.</td>
</tr>
<tr>
<td>8. Detainees shall receive monetary compensation for work completed in accordance with the facility’s standard policy of at least $1.00 (USD) per day.</td>
<td>Meets Standard</td>
<td>Detainees assigned to work in housing units earn $1.00 daily while those assigned to food service can earn $2.00 per day.</td>
</tr>
</tbody>
</table>
**STANDARD 5.8. VOLUNTARY WORK PROGRAM** (Key: AH)

This detention standard provides detainees opportunities to work and earn money while confined, subject to the number of work opportunities available and within the constraints of safety, security, and good order of the facility. While not legally required to do so, ICE/ERO affords working detainees basic Occupational Safety and Health Administration (OSHA) protections.

Standard N/A

Click the above button if ICE detainees are not authorized to work at the IGSA facility. (All Line Items and standard will be rated "N/A")

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<tbody>
<tr>
<td>9. The facility administrator shall establish procedures for informing detainee volunteers about on-the-job responsibilities and reporting procedures.</td>
<td>Meets Standard</td>
<td>Detainees are informed of the on-the-job responsibilities and reporting procedures. This process is documented.</td>
</tr>
<tr>
<td>10. When a detainee is removed from a work detail, staff place the written justification for the action in the detainee’s detention file. Detainees are permitted to file a grievance to the facility administrator or local Field Office Director (FOD) if they believe they were unfairly removed from work.</td>
<td>Meets Standard</td>
<td>Policy and interview with the assistant warden confirmed that when a detainee is removed from a work detail, written documentation of the circumstances and reason for removal will be placed in the detainee's file. Detainees are free to use the grievance process to complain if they feel they were unfairly removed from the work assignment.</td>
</tr>
<tr>
<td>11. All detention facilities shall comply with all applicable health and safety regulations and standards, to include training.</td>
<td>Meets Standard</td>
<td>A review of training documentation indicates that detainees receive instruction on health and safety standards/regulations.</td>
</tr>
<tr>
<td>12. The facility administrator shall ensure that all department heads, in collaboration with the facility’s safety/training officer, develop and institute appropriate training for all detainee workers.</td>
<td>Meets Standard</td>
<td>Documentation reviewed and staff interviews confirm that detainee workers are properly trained for each task they are assigned to complete.</td>
</tr>
<tr>
<td>13. Upon a detainee’s assignment to a job or detail, the supervisor shall provide thorough instructions regarding safe work methods and, if relevant, hazardous materials.</td>
<td>Meets Standard</td>
<td>A review of documentation indicates that training of safe work methods and working with hazardous materials provided to detainees participating in the volunteer work program.</td>
</tr>
<tr>
<td>14. The facility shall provide detainees with safety equipment that meets OSHA and other standards associated with the task performed.</td>
<td>Meets Standard</td>
<td>Policy and observation verify that personal protective equipment is available.</td>
</tr>
<tr>
<td>15. The facility administrator shall implement procedures for immediately and appropriately responding to on-the-job injuries, including immediate notification of ICE/ERO.</td>
<td>Meets Standard</td>
<td>Policy requires that on-site ICE/ERO staff be notified immediately of a detainee injury.</td>
</tr>
</tbody>
</table>
STANDARD 5.8. VOLUNTARY WORK PROGRAM – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Detainees are provided the opportunity to work and earn money, one or two dollars per day, subject to the number of work opportunities available and within the constraints of safety, security and good order. Policy mandates the voluntary work program operate in compliance with codes and regulations of all applicable federal, state, or local work safety laws and regulations. Detainees receive appropriate training as required prior to starting their assignments. Detainees are also medically cleared prior to working in the kitchen.

Detainees participating in the voluntary work program are required to sign a voluntary work program agreement before commencing each new assignment. Completed agreements are filed in the detainee’s detention file. A detainee who believes that there was insufficient justification to reject their placement in the program or believes they can perform essential functions of the work assignment may file a grievance.

Detainees can be removed from work assignments for various reasons that include unsatisfactory performance, physical inability to do the work, prevention of injury and removal sanctions imposed by the Institutional Disciplinary Panel. Detainees may file a grievance if they believe they were unfairly removed from their work assignment.

Evaluation of this standard was based on review of policy, documentation, and observation of detainees working. During the evaluation of this standard Assistant Wardens **(b)(6), (b)(7), (C)** were interviewed.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector **(b)(8), (b)(7), (C)**

**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
Section VI: JUSTICE

Detainee Handbook
Grievance System
Law Libraries and Legal Material
Legal Rights Group Presentations
# STANDARD 6.1. DETAINEE HANDBOOK (Key: A1)

This detention standard requires that, upon admission, every detainee be provided comprehensive written orientation materials that describe such matters as the facility’s rules and sanctions, disciplinary system, mail and visiting procedures, grievance system, services, programs, and medical care, in English, Spanish, and other languages and that detainees acknowledge receipt of those materials.

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</tr>
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<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> Upon admission to a facility, as part of the orientation program, each detainee shall be provided a copy of the ICE National Detainee Handbook and that facility’s local supplement to the handbook.</td>
<td>Meets Standard</td>
<td>Documentation and interview with the administrative captain confirmed that detainees are issued a facility and ICE National Detainee Handbook. Detainees are required to sign to confirm they have received both handbooks.</td>
</tr>
<tr>
<td>2. The facility administrator shall ensure that the local supplement is translated into Spanish and, where practicable, any other language spoken by significant numbers of limited-English proficient detainees in that facility. Oral interpretation or assistance shall be provided to any detainee who speaks another language in which written material has not been translated or who is illiterate.</td>
<td>Meets Standard</td>
<td>A review of the facility handbook confirmed that it is translated into Spanish. Detainees are also given access to a language line when needed. Oral interpretation and assistance is provided to detainees including those who are illiterate.</td>
</tr>
<tr>
<td>3. Staff shall require each detainee to verify, by signature, receipt of the handbook and maintain that acknowledgement in the detainee’s detention file.</td>
<td>Meets Standard</td>
<td>A review of documentation confirms that detainees sign upon receipt of the handbook. The signature receipt is placed in the detainee’s detention file.</td>
</tr>
<tr>
<td>4. If a detainee cannot read or does not understand the language of the handbook, the facility administrator shall arrange for the orientation materials to be read to the detainee, provide the material using audio or video tapes in a language the detainee does understand, or provide a translator or interpreter within a reasonable amount of time.</td>
<td>Meets Standard</td>
<td>The facility provides a supplemental orientation video in English and Spanish. The administrative captain confirmed that for detainees who do not understand English or Spanish, an interpreter will be provided during.</td>
</tr>
<tr>
<td>5. The facility administrator shall provide a copy of the ICE National Detainee Handbook and the local supplement to every staff member who has contact with detainees, and cover their contents in initial and annual staff training.</td>
<td>Meets Standard</td>
<td>Documentation and interview with the administrative captain confirm that staff are trained and receive a copy of the facility and ICE National Detainee Handbook.</td>
</tr>
<tr>
<td>6. The facility administrator shall appoint a committee to review the local supplement annually and recommend changes. While the handbook does not have to be immediately revised and reprinted to incorporate every change, the facility administrator shall establish procedures for immediately communicating such changes to staff and detainees.</td>
<td>Meets Standard</td>
<td>An annual review of the local supplement is conducted by an appointed committee. Revisions are made as necessary. Changes are relayed to detainees through postings in the housing units or on the tablets until new handbooks are printed. Employees are notified via posted notices.</td>
</tr>
</tbody>
</table>
**STANDARD 6.1. DETAINEE HANDBOOK** *(Key: A1)*

This detention standard requires that, upon admission, every detainee be provided comprehensive written orientation materials that describe such matters as the facility’s rules and sanctions, disciplinary system, mail and visiting procedures, grievance system, services, programs, and medical care, in English, Spanish, and other languages and that detainees acknowledge receipt of those materials.

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<tbody>
<tr>
<td>7. <strong>PRIORITY:</strong> The detainee handbook (local supplement) shall address the following issues:</td>
<td></td>
<td>A review of the detainee handbook confirmed that all bulleted items in this component are included.</td>
</tr>
<tr>
<td>• The rules, regulations, policies and procedures with which every detainee must comply;</td>
<td></td>
<td></td>
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<tr>
<td>• Detainee rights and responsibilities;</td>
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<td></td>
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<tr>
<td>• Procedures for requesting interpretive services for essential communication;</td>
<td></td>
<td></td>
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<tr>
<td>• The facility’s services and programs;</td>
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<td></td>
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<td>• The facility’s classification system;</td>
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<tr>
<td>• Medical care;</td>
<td></td>
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<tr>
<td>• The facility’s zero tolerance policy for all forms of sexual abuse and assault;</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>• The facility’s rules of conduct and prohibited acts, the disciplinary scale, the sanctions imposed for violations of the rules, the disciplinary process, the procedure for appealing disciplinary findings, and detainees’ rights in the disciplinary system (as required by Standard 3.1);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Information about the facility’s grievance system, including medical grievances (as required by Standard 6.2);</td>
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</tr>
<tr>
<td>• The facility’s policies on telephone access and on the monitoring of telephone calls, if telephone calls are monitored;</td>
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<td></td>
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<tr>
<td>• The facility’s visitation rules and hours;</td>
<td></td>
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</tr>
<tr>
<td>• Rules and procedures governing access to the law library (as required by Standard 6.3) and to legal counsel;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Content and procedures of the facility’s rules on legal rights group presentations, and the availability of legal orientation programs;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The facility’s rules on correspondence and other mail (including information on correspondence procedures as required by Standard 5.1);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The facility’s policies and procedures related to personal property (as required by Standard 2.5);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The facility’s marriage request procedures;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contact information for the ICE/ERO Field Office and the scheduled hours and days that ICE/ERO staff is available to be contacted by detainees at the facility;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procedures to submit written questions, requests, or concerns to ICE/ERO staff, as well as the availability of assistance to prepare such requests.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STANDARD 6.1. DETAINEE HANDBOOK – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Detainees receive the facility handbook and ICE National Detainee Handbook during the intake process. Detainees are required to sign for both handbooks acknowledging receipt of and an understanding of the handbook’s content. A review of the handbook confirms it describes the facility’s rules and sanctions, disciplinary system, mail and visiting procedures, grievances system, services, programs, and medical care.

The handbooks address how to report allegations of abuse and civil rights violations, along with violations of officer misconduct, directly to ICE management or the DHS Office of Inspector General. Written procedures are in place for handling emergency grievances and urgent access to legal counsel and the law library as well as medical grievances.

Written procedures are in place for handling emergency grievances and urgent access to legal counsel and the law library as well as medical grievances.

The handbooks are free from derogatory or insensitive statements about detainee religion or culture.

Evaluation of this standard was based on review of the handbooks; and interviews with staff and detainees. During the evaluation of this standard Administrative Captains \( b(6), b(7)c \) and ten detainees were interviewed.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector \( b(6), b(7)c \)  
**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
STANDARD 6.2. GRIEVANCE SYSTEM  (Key: AJ)
This detention standard protects a detainee’s rights and ensures they are treated fairly by providing a procedure for them to file both informal and formal grievances, which shall receive timely responses relating to any aspect of their detention, including medical care.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PRIORITY: Each facility shall have written policy and procedures for a</td>
<td>Meets Standard</td>
<td>Review of documentation, policy, and staff interviews confirm that all of the bulleted items required by this component are being met.</td>
</tr>
<tr>
<td>detainee grievance system that:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Establishes a procedure for any detainee to file a formal grievance;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Establishes a procedure to track or log all ICE detainee grievances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>separately from other facility populations;</td>
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<tr>
<td>• Establishes reasonable time limits for:</td>
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<tr>
<td>o Processing, investigating, and responding to grievances;</td>
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<tr>
<td>o Convening a grievance committee (or actions of a single designated</td>
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<tr>
<td>grievance officer) to review formal complaints; and</td>
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<tr>
<td>o Providing written responses to detainees who filed formal grievances,</td>
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<td>including the basis for the decision.</td>
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<td>• Ensures a procedure in which all medical grievances are received by the</td>
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<td>administrative health authority within 24 hours or the next business</td>
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<td>day, with a response from medical staff within five working days,</td>
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<td>where practicable;</td>
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<tr>
<td>• Establishes a special procedure for time-sensitive, emergency grievances,</td>
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<td>including having a mechanism by which emergency medical grievances are</td>
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<td>screened as soon as practicable by appropriate personnel;</td>
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<tr>
<td>• Ensures each grievance receives appropriate review;</td>
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<td>• Provides at least one independent appeal that excludes individuals</td>
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<td>previously involved in the decision making process for the same</td>
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<td>grievance;</td>
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<tr>
<td>• Includes guarantees against reprisal; and</td>
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<tr>
<td>• Ensures information, advice, and directions are provided to detainees</td>
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<tr>
<td>in a language or manner they can understand, or that interpretation/</td>
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</tr>
<tr>
<td>translation services are utilized.</td>
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</tr>
<tr>
<td>2. Detainees are informed about the facility’s informal and formal</td>
<td>Meets Standard</td>
<td>The handbook describes the formal and informal grievance systems and procedures. The facility provides assistance to detainees who need assistance pursuing a grievance.</td>
</tr>
<tr>
<td>grievance system in a language or manner they understand, to include,</td>
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<tr>
<td>assisting detainees with disabilities, special needs, serious mental</td>
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<td>illness, known intellectual or developmental disabilities, or who are</td>
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<tr>
<td>blind or have low vision in preparing and pursuing a grievance.</td>
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</tbody>
</table>
**STANDARD 6.2. GRIEVANCE SYSTEM** (Key: AJ)

This detention standard protects a detainee’s rights and ensures they are treated fairly by providing a procedure for them to file both informal and formal grievances, which shall receive timely responses relating to any aspect of their detention, including medical care.

<table>
<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3. The grievance section of the handbook explains all steps in the grievance process.</td>
<td>Meets Standard</td>
<td>The grievance section of the handbook explains the grievance process in detail. Detainees with special needs are helped in a way they can comprehend the information pertaining to the grievance system.</td>
</tr>
<tr>
<td>4. Written procedures allow for the informal oral presentation and resolution of grievances. A detainee is free to bypass or terminate the informal grievance process at any point and proceed directly to the formal grievance stage.</td>
<td>Meets Standard</td>
<td>Procedures encourage the informal resolution of grievances. Detainees can bypass or terminate the informal grievance process at any point and pursue a formal grievance.</td>
</tr>
<tr>
<td>5. Detainees may submit a formal written grievance to a Grievance Officer at any time during, after, or in lieu of lodging an information complaint. To prepare a grievance, a detainee may obtain assistance from another detainee, the housing officer or other facility staff, family members, legal representatives, or non-governmental organizations.</td>
<td>Meets Standard</td>
<td>All detainees have access to the grievance process and may seek help when needed from other detainees or staff. Illiterate, disabled and non-English speaking detainees are accommodated as needed.</td>
</tr>
<tr>
<td>6. Formal written grievances regarding medical care shall be submitted directly to medical personnel designated to receive and respond to medical grievances at the facility.</td>
<td>Meets Standard</td>
<td>The detainee handbook informs detainees that formal written grievances regarding medical care are submitted directly to medical staff designated to receive and respond to medical grievances. Detainees are provided information regarding the means to submit medical grievances directly to medical or to place the grievance directly into the medical mailbox.</td>
</tr>
<tr>
<td>7. Each facility shall implement written procedures for identifying and handling a time-sensitive emergency grievance that involves an immediate threat to a detainer’s health, safety or welfare.</td>
<td>Meets Standard</td>
<td>Policy, handbook, and interviews with the grievance coordinator confirms the facility defines emergency grievances and has written procedures for the identification and handling of these complaints. Employees receive training on emergency grievances during pre-service and annual refresher training.</td>
</tr>
</tbody>
</table>
**STANDARD 6.2. GRIEVANCE SYSTEM** (Key: AJ)

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<tr>
<td>8. All staff will be trained to appropriately respond to emergency grievances in an expeditious matter.</td>
<td>Meets Standard</td>
<td>Interview with the learning and development manager, and a review of training files, confirms that employees receive training on emergency grievances during initial orientation and annual refresher training.</td>
</tr>
<tr>
<td>9. A designated Grievance Officer (GO) shall conduct the initial adjudication of a grievance. The detainee shall have the option to file an appeal with a Grievance Appeals Board (GAB) if dissatisfied with a GO decision, and with the facility administrator if dissatisfied with a GAB decision. At all stages, detainees shall receive a decision on the grievance within five days of receipt of the appeal by the reviewing entity.</td>
<td>Meets Standard</td>
<td>Review of documentation and interview with the grievance coordinator confirms she conducts the initial adjudication of any grievances received. Policy and procedures are in place to allow detainees to file appeals as outlined in the component. At all stages of the grievance process, detainees receive a decision on the grievance within five days of receipt of the appeal by the reviewing entity.</td>
</tr>
<tr>
<td>10. Facilities shall allow any ICE/ERO detainee dissatisfied with the facility’s response to a grievance, or fearing retaliation, to appeal to or communicate directly with ICE/ERO.</td>
<td>Meets Standard</td>
<td>Policy, handbooks, and interviews with the grievance coordinator and HSA confirms this avenue is available for detainees fearing retaliation.</td>
</tr>
<tr>
<td>11. <strong>PRIORITY:</strong> Each facility shall maintain a Detainee Grievance Log. The documentation shall include: the date the grievance was filed, the name of the detainee that filed the grievance, the nature of the grievance, the date the decision was provided to the detainee, and the outcome of the adjudication. A copy of the grievance disposition shall be placed in the detainee’s detention file and provided to the detainee. Medical grievances are maintained in the detainee’s medical file.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because copies of all grievances were not being placed in the detainee’s detention file. During this inspection, documentation confirmed a detainee log was being maintained and all grievance dispositions are placed in the detainee detention file. All other requirements of this component are met.</td>
</tr>
</tbody>
</table>
**STANDARD 6.2. GRIEVANCE SYSTEM**  
(Key: AJ)

This detention standard protects a detainee’s rights and ensures they are treated fairly by providing a procedure for them to file both informal and formal grievances, which shall receive timely responses relating to any aspect of their detention, including medical care.

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<tbody>
<tr>
<td>12. <strong>PRIORITY:</strong> Upon receipt, facility staff must forward all detainee grievances containing allegations of staff misconduct to a supervisor or higher-level official in the chain of command. While such grievances are to be processed through the facility’s established grievance system, CDFs and IGSA facilities must also forward a copy of any grievances alleging staff misconduct to ICE/ERO in a timely manner.</td>
<td>Meets Standard</td>
<td>Policy, procedures and interview with the grievance coordinator confirms that grievances alleging staff misconduct are required to be forwarded to ICE/ERO. There was a total of nineteen grievances alleging staff misconduct during this inspection period. Two of the staff misconduct grievance were substantiated with appropriate disciplinary action taken. A review of documentation confirms that these grievances were processed through the facility’s grievance system and forwarded to ICE/ERO via email in a timely manner.</td>
</tr>
<tr>
<td>13. <strong>Staff shall not harass, discipline, punish, or otherwise retaliate against a detainee who files a complaint or grievance or who contacts the Inspector General.</strong> Immediately following any indication or allegation of retaliation, the facility and ICE/ERO shall conduct an investigation of alleged acts of retaliation in a timely manner, and take all steps necessary to remedy any retaliation determined to have occurred.</td>
<td>Meets Standard</td>
<td>Interview with the grievance coordinator and a review of policy, procedures, and training files, confirms that personnel are prohibited from harassing, disciplining, punishing or retaliating against a detainee who files a complaint, or contacts OIG. Policy mandates that investigations of alleged acts of retaliation be conducted by the facility and ICE/ERO in a timely manner to remedy any retaliation determined to have occurred.</td>
</tr>
</tbody>
</table>

**STANDARD 6.2. GRIEVANCE SYSTEM – Reviewer Summary**  
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Policies and procedures are in place that protect detainee rights and ensure detainees are treated fairly by providing a way to file formal grievances and appeals and to receive timely responses. Written procedures describe the handling requirements of emergency grievances and the urgent access to legal counsel and the law library. The policy requires that detainees receive timely responses to all aspects of their detention, including medical care. Policy establishes a reasonable time limit for processing, investigating and responding to grievances. The informal grievance resolution process offers detainees the opportunity to resolve their cause for complaint before resorting to the more formal grievance. All grievance materials are available in English and Spanish. Detainees are also allowed to file grievances electronically on a tablet. Instructions are provided in the handbook.
## STANDARD 6.2. GRIEVANCE SYSTEM – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Translation and interpretation services are available as needed. Procedures are in place to ensure that detainees with disabilities, LEP detainees, and detainees with literacy limitations are helped to file a formal grievance. Formal grievance procedures are communicated to detainees in a language and manner they understand. Grievances alleging sexual abuse or assault and the accompanying decisions will be forwarded to the FOD upon completion of the grievance process.

The facility has grievance officers for both medical and non-medical grievances; the HSA for medical and the grievance coordinator for non-medical. Both are independent of each other and maintain separate logs as required. Detainees are provided a means to submit medical grievances directly to the medical department. Detainees are instructed via the detainee handbook to deposit all medical grievances in the medical grievance mail box in each of the housing units. Policy and procedures require that medical grievances will be received by the administrative health authority within 24 hours or the next business day, with a response from medical staff within five working days, where practicable.

Policy requires that upon receipt, facility staff must forward all detainee grievances containing allegations of staff misconduct to a supervisor or higher-level official in the chain of command. Policy requires that the facility must also forward a copy of any grievances alleging staff misconduct to ICE/ERO in a timely manner. Interviews with the grievance officers and a review of documentation reveals that there were 19 grievances filed alleging staff misconduct with two being substantiated. All allegations of staff misconduct were investigated and forwarded to ICE/ERO. The facility had a total of 50 grievances during this inspection period.

The evaluation of this standard was based on review of policy, grievances, logs and interviews with detainees and staff.

During the evaluation of this standard Grievance Coordinator [D(6); D(7); C] and Learning and Development Manager [D(6); D(7); C] were interviewed.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector [D(6); D(7); C]  
**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
## STANDARD 6.3. LAW LIBRARIES AND LEGAL MATERIALS (Key: AK)

This detention standard protects detainees’ rights by ensuring their access to courts, counsel, and comprehensive legal materials.

<table>
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<tr>
<th>Components</th>
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<tr>
<td>1. Each facility shall provide a properly equipped law library in a designated, well-lit room that is reasonably isolated from noisy areas and large enough to provide reasonable access to all detainees who request its use. It shall be furnished with a sufficient number of tables and chairs to facilitate detainees’ legal research and writing.</td>
<td>Meets Standard</td>
<td>The law library is located in a large well-lit room. The area is quiet and furnished with adequate tables and chairs to accommodate capacity and use demands.</td>
</tr>
<tr>
<td>2. <strong>PRIORITY:</strong> Each detainee shall be permitted to use the law library for a minimum of five hours per week and may not be forced to forego his or her minimum recreation time to use the law library.</td>
<td>Meets Standard</td>
<td>The Library Services policy includes component requirements. The law library schedule permits each detainee to use the law library for a minimum of five hours per week. Detainees do not forego basic law library privileges for recreation privileges.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY:</strong> The law library shall provide an adequate number of computers with printers, photocopiers and sufficient writing implements, paper, and related office supplies to enable detainees to prepare documents for legal proceedings, special correspondence, or legal mail. Typewriters, with replacement ribbons, carbon paper, and correction tape may be temporarily substituted for computers and printers only until such time as the facility can provide computers and printers, and if approved by ICE/ERO. Each facility administrator shall designate an employee to inspect the equipment at least daily and ensure it is in good working order and to stock sufficient supplies.</td>
<td>Meets Standard</td>
<td>The main law library is equipped with four computer workstations programmed with LexisNexis, two typewriters, printers and copier. Additionally, two computers programmed with LexisNexis are located in satellite locations. All computers have word processing capabilities. Copies of casework are printed by the law librarian or designee as requested; there is no charge for the service. A sufficient inventory of office supplies was observed. The law library aide is responsible for the daily inspection of law library equipment and office supply inventory to ensure they are in good working order and sufficiently stocked.</td>
</tr>
<tr>
<td>4. Detainees are provided with the means to save legal work in a private electronic format for future use.</td>
<td>Meets Standard</td>
<td>Detainees are provided a flash drive to save legal work.</td>
</tr>
<tr>
<td>5. The facility subscribes to updating services where applicable and legal materials requiring updates are the most current version.</td>
<td>Meets Standard</td>
<td>LexisNexis software is installed on all law library computers when quarterly updates are provided by ICE/ERO. LexisNexis was updated 03/30/2022.</td>
</tr>
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</table>
## STANDARD 6.3. LAW LIBRARIES AND LEGAL MATERIALS (Key: AK)

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<tr>
<td>6. Each facility administrator shall designate a facility law library coordinator to be responsible for updating legal materials, inspecting them weekly, maintaining them in good condition and replacing them promptly as needed.</td>
<td>Meets Standard</td>
<td>The law library aide is responsible for adhering to all component requirements.</td>
</tr>
<tr>
<td>7. <strong>PRIORITY:</strong> The law library contains all materials listed in Appendix 6.3.A: “List of Legal Reference Materials for Detention Facilities” and any materials provided to the facility by ICE/ERO. As an alternative to obtaining and maintaining the paper-based publications in Appendix 6.3.A, a facility may substitute the Lexis/Nexis publications on CD ROM. Any materials listed in Appendix 6.3.A which are not loaded onto the Lexis/Nexis CD ROM must be maintained in paper form. If materials are provided on CD-ROM or in another electronic format, technical assistance shall be provided.</td>
<td>Meets Standard</td>
<td>Detainees have access to the LexisNexis electronic library which provides all materials listed in Appendix 6.3.A. The LexisNexis law library is available in English and Spanish. The latest edition of LexisNexis software was installed into each LexisNexis computer workstation. Technical assistance is provided by the law library aide, if requested.</td>
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<tr>
<td>8. An up-to-date list of the law library’s holdings, including the date and content of the most recent updates of all legal materials available to detainees in print and electronic media, are posted in the law library.</td>
<td>Meets Standard</td>
<td>All documents contained in LexisNexis are listed in the index on the computer and posted in the law library.</td>
</tr>
<tr>
<td>9. Outside persons and organizations may submit published or unpublished legal material for inclusion in a facility’s law library. If the material is in a language other than English, an English translation must be provided. Outside unpublished material is forwarded and reviewed by ICE prior to inclusion.</td>
<td>Meets Standard</td>
<td>The Library Services policy includes component requirements. According to the SDDO, legal materials may be submitted from an outside person or organization, with prior ICE authorization. An English translation must be provided for any materials submitted in a language other than English. There have been no such requests during the inspection period.</td>
</tr>
<tr>
<td>10. Detainees who require legal material not available in the law library may make a written request to the facility law library coordinator, who shall inform the Field Office of the request as soon as possible.</td>
<td>Meets Standard</td>
<td>The Library Services policy includes component requirements. Detainees may make a request to the library aide for legal materials not available in the law library. The request is forwarded to ICE staff upon receipt. There have been no such requests during the inspection period.</td>
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## STANDARD 6.3. LAW LIBRARIES AND LEGAL MATERIALS (Key: AK)

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<tr>
<td>11. The facility shall ensure that detainees can obtain, at no cost to the detainee, photocopies of legal material and special correspondence when such materials are reasonable and necessary for a legal proceeding involving the detainee. Detainees shall also be permitted to photocopy grievances, letters regarding conditions of confinement, disciplinary decisions, special needs forms, or other documents that are relevant to the presentation of any type of immigration proceeding.</td>
<td>Meets Standard</td>
<td>Documentation confirmed photocopies of legal materials, legal work, and other documents as described in the component are provided upon request, free of charge.</td>
</tr>
<tr>
<td>12. Facility staff provide assistance to detainees in accessing legal materials where needed (e.g. orientation to written or electronic media and materials; assistance in accessing related programs, forms, and materials).</td>
<td>Meets Standard</td>
<td>The law library aide or a member of the unit management team provides any assistance needed. Documentation confirmed practice. The law library aide visits each housing unit daily to respond to requests.</td>
</tr>
<tr>
<td>13. The facility permits detainees to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents.</td>
<td>Meets Standard</td>
<td>Detainees are permitted to assist one another in the research and preparation of their casework.</td>
</tr>
<tr>
<td>14. The facility makes efforts to assist illiterate, Limited English Proficient (LEP), and have disabilities in using the law library.</td>
<td>Meets Standard</td>
<td>Requests for materials in other languages are forwarded to the law library aide who coordinates with ICE staff. LexisNexis provides detainees with a Spanish tutorial that instructs them on locating relevant materials. Facility personnel assist illiterate and disabled persons in using the law library.</td>
</tr>
<tr>
<td>15. Detainees with disabilities, illiterate detainees, and detainees with limited English proficiency who request assistance or otherwise indicate difficulty with the legal materials, are provided assistance beyond access to a set of English-language law books.</td>
<td>Meets Standard</td>
<td>The Library Services policy includes component requirements. The law library aide verified that detainees with limited English proficiency would be provided assistance. Documentation of language line translation verified practice.</td>
</tr>
<tr>
<td>16. The facility shall permit a detainee to retain all personal legal material upon admittance to the general population or Administrative or Disciplinary Segregation units, unless this would create a safety, security or sanitation hazard. Stored legal materials are accessible within 24 hours of a written request. Detainees with scheduled immigration hearings within 72 hours are provided access to their personal legal materials to the extent practicable.</td>
<td>Meets Standard</td>
<td>The Library Services policy includes component requirements.</td>
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</table>
### STANDARD 6.3. LAW LIBRARIES AND LEGAL MATERIALS

**Key: AK**

This detention standard protects detainees’ rights by ensuring their access to courts, counsel, and comprehensive legal materials.

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<tr>
<td>17. Detainees housed in Administrative and Disciplinary Segregation units have the same law library access as the general population, unless compelling security concerns require limitations.</td>
<td>Meets Standard</td>
<td>The Library Services policy includes component requirements. Detainees in administrative and disciplinary segregation status have the same law library and/or legal material access as detainees in general population status.</td>
</tr>
</tbody>
</table>
| 18. Denial of access to the law library must be:  
  - Supported by compelling security concerns;  
  - For the shortest period required for security;  
  - Fully documented in the Special Management Unit housing logbook; and  
  - Documented, with reasons listed, in the detention file.  
The facility shall notify the Field Office every time access is denied and send a copy of the proper documentation. | Meets Standard | The Library Services policy includes component requirements. If a detainee is denied access to the law library, the action will adhere to the requirements listed in this component. There were no such denials imposed during this inspection period. |
| 19. The facility shall provide assistance to any unrepresented detainee who requests a notary public, certified mail, or other such services to pursue a legal matter, if the detainee is unable do so through a family member, friend, or community organization. | Meets Standard | The Library Services policy includes component requirements. The unit manager or designee will provide services upon request. |
| 20. Staff shall not permit a detainee to be subjected to reprisals, retaliation or penalties because of a decision to seek judicial or administrative relief or investigation of any matter. | Meets Standard | The Library Services policy includes component requirements. |

### STANDARD 6.3. LAW LIBRARIES AND LEGAL MATERIALS – Reviewer Summary

*Use following format for dates: mm/dd/yyyy*

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Detainees’ rights are protected by ensuring their access to courts, counsel, and current legal materials. Each detainee can research their legal status and is provided with the necessary equipment and materials to do so. The facility has seven LexisNexis computers throughout. The latest software update has been installed on all LexisNexis computers. Photocopies of a detainee’s casework are provided at no charge. The law library aide inspects photocopied law library documents to ensure they are licit; these documents are not read. Copy requests are only denied if the documents pose a security risk, a threat to orderly operations, violation of any law or regulation, and/or the request is abusive or excessive.

Indigent detainees are provided free envelopes for domestic mail related to their legal matters and for correspondence to a legal representative, a potential legal representative, or any court. Requests to send international mail at no cost are reviewed on a case-by-case basis by the law library aide and ICE/ERO staff.

ICE determines the acceptance of outside published materials submitted for inclusion into the law library based on the usefulness of the materials and space limitations. There have been no such requests during the inspection period.

The local detainee handbook, law library, and housing unit postings provide law library information regarding its rules,
STANDARD 6.3. LAW LIBRARIES AND LEGAL MATERIALS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

procedures, accessible hours, and information to request additional time in the law library and how to access legal materials.

To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees are screened upon intake or as otherwise required by the standard. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

Evaluation of this standard was based on review of the Library Services policy, Detainee Access to Courts and Counsel policy, Correspondence Procedures policy, Visitation policy, library logs and handbook content; observation of library equipment, supplies and law library; and interviews with Library Aides, Detention Counselor (b)(6), (b)(7)(C) LexisNexis was manipulated for operability. LexisNexis is available on the electronic tablets.

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspector (b)(6) Completion Date: 3/31/2022

Reviewer Signature (for printed form submission):
**STANDARD 6.4. LEGAL RIGHTS GROUP PRESENTATIONS** (Key: AL)

This detention standard protects detainees’ rights by providing all detainees access to information presented by authorized persons and organizations for the purpose of informing them of U.S. immigration law and procedures.

Standard N/A

Click the above button if No Group Presentations were conducted within the past 12 months. (All Line Items and standard will be rated “N/A”)

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<td>1. If upon notification by the Field Office Director (FOD) that a group presentation on legal rights has been approved, the facility administrator shall telephone the listed contact person to arrange a mutually acceptable date and time for the presentation according to the standard.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2. <strong>PRIORITY:</strong> At least 48 hours before a scheduled presentation, facility staff shall display the informational posters provided by the presenter in each housing unit, and provide a sign-up sheet for detainees who plan to attend. Detainees that fail to sign up shall not be deprived of the opportunity to attend a presentation for that reason.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3. Limited English proficient (LEP), illiterate, or disabled detainees are notified about legal rights presentations in a language or manner they understand.</td>
<td>N/A</td>
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<tr>
<td>4. The facility shall ensure that presentations are open to all detainees, regardless of the presenter’s intended audience, except when a particular detainee’s attendance would pose a security risk. Detainees in Segregation are notified in advance of a presentation and provided the opportunity to attend. If the attendance of a detainee in segregation would pose a security risk, facility staff shall make arrangements with the presenters to offer a separate presentation and individual consultation to the detainee.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>5. One or more legal assistants may help the presenter with a presentation.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>6. The presenters will have at least one hour for the presentation and additional time for a question-and-answer session. ICE/ERO and/or facility staff may observe and monitor presentations, assisted by interpreters as necessary. ICE/ERO and facility personnel will not interrupt a presentation, except for security purposes or if the allotted time has expired.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>7. If approved in advance by ICE/ERO, presenters may distribute brief written materials that inform detainees of U.S. immigration law and procedure. The request for approval of a presentation must list any published or unpublished materials proposed for distribution, and the requestor must provide a copy of any unpublished material, with a cover page.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
STANDARD 6.4. LEGAL RIGHTS GROUP PRESENTATIONS (Key: AL)
This detention standard protects detainees’ rights by providing all detainees access to information presented by authorized persons and organizations for the purpose of informing them of U.S. immigration law and procedures.

Standard N/A

Click the above button if No Group Presentations were conducted within the past 12 months. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Following a group presentation, the facility shall permit presenters to meet with small groups of detainees to discuss their cases as long as meetings do not interfere with facility security and orderly operations.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>9. The facility may discontinue or temporarily suspend group presentations by any or all presenters, if they: • Pose an unreasonable security risk; • Interfere substantially with the facility’s orderly operation; • Deviate materially from approved presentation materials or procedures; or if • The facility is operating under emergency conditions.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10. PRIORITY: If ICE/ERO approves an electronic presentation submitted by qualified individuals or organizations, the facility shall provide regularly scheduled and announced opportunities for detainees in the general population to view or listen to the electronic presentation(s). Each facility shall present only ICE/ERO-approved electronic presentations on detainee legal rights.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>11. The facility shall provide detainees who are in Administrative or Disciplinary Segregation for more than one week with at least one opportunity to view pre-approved presentation(s) during their placement in segregation, unless precluded by security concerns regarding a particular detainee.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>12. The facility shall maintain electronically-formatted presentations and equipment in good condition.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>13. Limited English Proficient (LEP), illiterate, or disabled detainees are notified about legal rights presentations in a language and manner they understand.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD 6.4. LEGAL RIGHTS GROUP PRESENTATIONS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)
No group legal rights presentations were conducted during this inspection period.

Overall Rating: N/A
<table>
<thead>
<tr>
<th>Reviewer Name [Printed]: Inspector b)(6), b)(7)(C)</th>
<th>Completion Date: 3/31/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Signature (for printed form submission):</td>
<td></td>
</tr>
</tbody>
</table>
Section VII: ADMINISTRATION & MANAGEMENT

Detention Files
News Media Interviews and Tours
Staff Training
Transfer of Detainees
# STANDARD 7.1. DETENTION FILES (Key: AM)

This detention standard contributes to efficient and responsible facility management by maintaining, for each detainee booked into a facility for more than 24 hours, a file of all significant information about that detainee. This standard also addresses security for electronic files.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For every new arrival whose stay will exceed 24 hours, a designated officer shall create a detainee detention file.</td>
<td>Meets Standard</td>
<td>The Inmate/Resident/Student Files policy addresses component requirements. A detention file is created for each detainee upon admission.</td>
</tr>
<tr>
<td>2. The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.</td>
<td>Meets Standard</td>
<td>The Inmate/Resident/Student Files policy addresses component requirements. Each detention file contains originals or copies of detainee photographs, classification documents, personal property inventory records and receipts, and other documents generated or received during the admissions process.</td>
</tr>
<tr>
<td>3. The detention files are located and maintained in a secured area.</td>
<td>Meets Standard</td>
<td>Detention files are maintained in a lockable cabinet located in the records room, a restricted access area.</td>
</tr>
<tr>
<td>4. Each detention file remains active during the detainee’s stay. When the detainee is released from the facility, staff add copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent and other documentation.</td>
<td>Meets Standard</td>
<td>The Inmate/Resident/Student Files policy addresses component requirements. Detention files remain active during the detainee’s stay. Archived detention files confirmed practice.</td>
</tr>
<tr>
<td>5. At a minimum, a logbook entry recording the file’s removal from the cabinet shall include:</td>
<td>Does Not Meet Standard</td>
<td>The logbook did not include required record entries. During the inspection, the classification supervisor created a logbook which included required entries.</td>
</tr>
<tr>
<td>• The detainee’s name and A-File number;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Date and time removed;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reason for removal;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signature of person removing the file, including title and department;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Date and time returned; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signature of person returning the file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Electronic record-keeping systems and data are protected from unauthorized access.</td>
<td>Meets Standard</td>
<td>Electronic recordkeeping systems and data are password protected.</td>
</tr>
</tbody>
</table>
### STANDARD 7.1. DETENTION FILES – Reviewer Summary

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

A detention file is created and securely stored for each newly admitted detainee during intake. The chief of unit management ensures the intake unit has all necessary supplies and equipment to process detainees, and that all equipment is maintained in good working order. Approved personnel have access to detention files on an as needed basis, and for official purposes only. Information is only released to an outside third party when the detainee has signed a release of information consent form consistent with state and federal regulations, and ICE has approved the request. There have been no such requests during the inspection period.

Evaluation of this standard was based on review of Inmate/Resident/Student Files policy, detention files and sign-out log; interview with Classification Supervisor and observation of the secure records room.

**Overall Rating:** Meets Standard

<table>
<thead>
<tr>
<th>Reviewer Name [Printed]: Inspector</th>
<th>Completion Date: 3/31/2022</th>
</tr>
</thead>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 7.2. INTERVIEWS AND TOURS (Key: AN)

This detention standard ensures that the public and the media are informed of events within the facility’s areas of responsibility through interviews and tours.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interviews by reporters, other news media representatives, non-</td>
<td>Meets Standard</td>
<td>The Inmate/Resident Contact with News Media policy addresses component</td>
</tr>
<tr>
<td>governmental organizations, academics, and parties not included in other</td>
<td></td>
<td>requirements. Requests for interviews as described in the</td>
</tr>
<tr>
<td>visitation categories in the Detention Standard on Visitation shall</td>
<td></td>
<td>component must be approved by the field office director (FOD). If</td>
</tr>
<tr>
<td>be permitted access to facilities only by special arrangement and with</td>
<td></td>
<td>approved, the ICE field office will coordinate the interview with</td>
</tr>
<tr>
<td>prior approval of the respective ICE/ERO Field Office Director (FOD).</td>
<td></td>
<td>the facility administrator. There have been no such requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>during the inspection period.</td>
</tr>
<tr>
<td>2. News media organizations shall abide by the policies and procedures</td>
<td>Meets Standard</td>
<td>The Inmate/Resident Contact with News Media policy addresses component</td>
</tr>
<tr>
<td>of the facility being visited or toured. Media representatives must</td>
<td></td>
<td>requirements. Visiting news media organizations must abide</td>
</tr>
<tr>
<td>obtain advance permission from the facility administrator and Field</td>
<td></td>
<td>by policies and procedures and obtain advance permission from the</td>
</tr>
<tr>
<td>Office Director (FOD) before taking photographs in or of any facility.</td>
<td></td>
<td>El Paso FOD before conducting interviews and/or taking photographs in</td>
</tr>
<tr>
<td>The facility administrator shall advise both media representatives</td>
<td></td>
<td>or of the facility. There have been no tours scheduled during the</td>
</tr>
<tr>
<td>and detainees that use of any detainee’s name, identifiable photo, or</td>
<td></td>
<td>inspection period.</td>
</tr>
<tr>
<td>recorded voice requires his or her prior permission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Media representatives shall obtain a signed release from the detainee</td>
<td>Meets Standard</td>
<td>The Inmate/Resident Contact with News Media policy addresses component</td>
</tr>
<tr>
<td>before photographing or recording his or her voice. The original of the</td>
<td></td>
<td>requirements. Before any detainee can be recorded, quoted, and/or</td>
</tr>
<tr>
<td>form is to be filed in the detainee’s A-file with a copy in the facility's</td>
<td></td>
<td>photographed, the detainee is required to sign the ICE Press Release/</td>
</tr>
<tr>
<td>Detention File.</td>
<td></td>
<td>Interview Authorization Form and/or the local consent/release forms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>authorizing the activity, per the SDDO and PIO. These forms are filed in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the detainee's A-file and detention file. There have been no interviews/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tours scheduled during the inspection period.</td>
</tr>
<tr>
<td>4. Detainees should not be pressured or coerced out of granting a</td>
<td>Meets Standard</td>
<td>The Inmate/Resident Contact with News Media policy addresses component</td>
</tr>
<tr>
<td>personal interview request, nor should the facility in any way</td>
<td></td>
<td>requirements.</td>
</tr>
<tr>
<td>retaliate against a detainee for lawful communication with a member of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the media or a member of the public.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STANDARD 7.2. INTERVIEWS AND TOURS (Key: AN)

This detention standard ensures that the public and the media are informed of events within the facility’s areas of responsibility through interviews and tours.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. A press pool may be established when the Public Affairs Officer, Field Office Director (FOD) and facility administrator determine that the volume of interview requests warrants such action.</td>
<td>Meets Standard</td>
<td>The Inmate/Resident Contact with News Media policy addresses component requirements. Press pools are handled by the CoreCivic (facility contractor/operator public information officer) and El Paso FOD/AOR public information officer. There have been no press pools established during the inspection period.</td>
</tr>
<tr>
<td>6. If a tour or visit by a non-governmental organization or other stakeholders is approved by ICE/ERO, the facility shall post both the ICE sign-up sheet and the ICE stakeholder tour/visit notification flyer at least 48 hours in advance of the tour or visitation in appropriate locations (e.g. message boards, housing areas). Facility staff permit NGO or stakeholder access to pre-identified detainees and/or detainees who have signed up in advance to speak with the stakeholder.</td>
<td>Meets Standard</td>
<td>The Inmate/Resident Contact with News Media policy addresses component requirements. There have been no interviews/tours scheduled during the inspection period.</td>
</tr>
</tbody>
</table>

STANDARD 7.2. INTERVIEWS AND TOURS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The public and the media will be informed of events within the facility’s area of responsibility through interviews and tours. The privacy of detainees and staff, including the right of a detainee to not be photographed or recorded, is protected. Media representatives, media visitors, tours, personal interviews, press pools, and visits by NGOs are coordinated and approved by the El Paso field office director. The public and the media are not denied access based on their political or editorial viewpoints. Before a tour, the facility administrator and ICE/ERO staff will explain the terms and guidelines of the interview/tour to the participants. There were no tours or media interviews conducted at the facility during this inspection period.

To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities including, but not limited to, those aids listed in the standard. All detainees will be screened upon intake or as otherwise required by the standard. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

Evaluation of this standard was based on review on the Inmate/Resident Contact with News Media policy; and interviews with Public Information Officer (PIO) (b)(6); (b)(7)(C)

Overall Rating: Meets Standard

Reviewer Name (Printed): Inspector \( (6) \)

Completion Date: 3/31/2022
<table>
<thead>
<tr>
<th>STANDARD 7.2. INTERVIEWS AND TOURS – Reviewer Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Use following format for dates: mm/dd/yyyy)</td>
</tr>
<tr>
<td>Reviewer Signature (for printed form submission):</td>
</tr>
</tbody>
</table>
### STANDARD 7.3. STAFF TRAINING (Key: AO)

This detention standard ensures that facility staff, contractors, and volunteers are competent in their assigned duties by requiring that they receive initial and ongoing training.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The facility conducts appropriate orientation, initial training, and annual training for all staff, contractors, and volunteers with appropriate assessment measures.</td>
<td>Meets Standard</td>
<td>Policy and interviews with the learning and development manager confirm the facility has a comprehensive training program for staff, contractors, and volunteers that includes pre-service and in-service training, orientation, and assessment measures.</td>
</tr>
<tr>
<td>2. The amount and content of training is consistent with the duties and function of each individual and the degree of direct supervision that individual receives.</td>
<td>Meets Standard</td>
<td>A review of staff training records reveals staff receive training specific to the position they hold in the facility. The records also confirmed that training includes security and all non-security staff.</td>
</tr>
<tr>
<td>3. At least one qualified individual with specialized training for the position coordinates and oversees the staff development and training program. At a minimum, training personnel complete a 40-hour training-for-trainers course.</td>
<td>Meets Standard</td>
<td>During the previous inspection this component was rated Does Not Meet Standard because the learning and development manager (LDM) had not completed a training-for-trainers course. The LDM has now completed a training-for-trainers course. The LDM has also completed a corporate &quot;on boarding&quot; course which prepares the LDM for the administration of the training program. The LDM is a certified instructor in CPR.</td>
</tr>
<tr>
<td>4. Training is governed and guided by a training plan that is reviewed and approved annually by the facility administrator.</td>
<td>Meets Standard</td>
<td>The training plan was updated and approved on 02/16/2022.</td>
</tr>
<tr>
<td>5. Training shall be conducted by trainers certified in the subject matter.</td>
<td>Meets Standard</td>
<td>Record review supports specialty training is accomplished by certified trainers.</td>
</tr>
<tr>
<td>6. Each trainee shall be required to pass a written or practical examination to ensure the subject matter has been mastered.</td>
<td>Meets Standard</td>
<td>Interview with the LDM and documentation reviewed confirm that all trainees are given two written examinations prior to being placed on the job.</td>
</tr>
<tr>
<td>7. The formal training received by each trainee shall be fully documented in permanent training records.</td>
<td>Meets Standard</td>
<td>A review of employee training records confirmed the requirement of this component.</td>
</tr>
<tr>
<td>8. Each new employee, contractor, and volunteer is provided an orientation prior to assuming duties.</td>
<td>Meets Standard</td>
<td>All bulleted training subjects are included in the orientation for</td>
</tr>
</tbody>
</table>
### STANDARD 7.3. STAFF TRAINING (Key: AO)

This detention standard ensures that facility staff, contractors, and volunteers are competent in their assigned duties by requiring that they receive initial and ongoing training.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>tailored specifically for staff, contractors, and volunteers, the orientation programs include, at a minimum:</td>
<td></td>
<td>new staff, contractors and volunteers. The orientation training is completed prior to the employee, contractor or volunteer assuming their duties. Due to COVID-19, volunteers are currently prohibited from entering the facility.</td>
</tr>
<tr>
<td>• ICE/ERO detention standards;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cultural and language issues, including requirements related to limited English proficient detainees;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Requirements related to detainees with disabilities and special-needs detainees;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Code of ethics;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Drug-free workplace;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Emergency plans and procedures;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signs of suicide risk, suicide precautions, prevention, and intervention;</td>
<td></td>
<td></td>
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<tr>
<td>• Use of force;</td>
<td></td>
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<tr>
<td>• Key and lock control;</td>
<td></td>
<td></td>
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<tr>
<td>• Tour of the facility;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff rules and regulations;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sexual abuse/sexual misconduct awareness and reporting; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hostage situations and staff conduct if taken hostage.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Employees and contractors who have minimal detainee contact and no significant responsibilities involving detainees receive initial and annual training that includes:

- ICE/ERO detention standards updates;
- Cultural and language issues including requirements related to limited English proficient detainees;
- Requirements related to detainees with disabilities and special needs detainees;
- Code of ethics;
- Staff rules and regulations;
- Key and lock control;
- Signs of suicide risk, suicide precautions, prevention, and intervention;
- Drug-free workplace;
- Health-related emergencies;
- Emergency plans and procedures;
- Sexual abuse and sexual misconduct awareness; and
- Hostage situations and staff conduct if taken hostage.

9. Meets Standard Documentation confirms that all employees and contractors receive training in accordance with all bulleted items in this component.

10. Professional and support employees (including                      Meets Standard Documentation confirms that all
### STANDARD 7.3. STAFF TRAINING (Key: AO)

This detention standard ensures that facility staff, contractors, and volunteers are competent in their assigned duties by requiring that they receive initial and ongoing training.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>contractors) who have regular or daily detainee contact will receive initial and annual training on the following subjects, at a minimum:</td>
<td></td>
<td>professional and support employees have received training in accordance with all bulleted items in this component.</td>
</tr>
<tr>
<td>• ICE/ERO detention standards;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cultural and language issues including requirements related to limited English proficient detainees;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Requirements related to detainees with disabilities and special needs detainees;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Security procedures and regulations;</td>
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</tr>
<tr>
<td>• Sexual harassment and sexual misconduct awareness (including the contents of Standard 2.11);</td>
<td></td>
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<tr>
<td>• Appropriate conduct with detainees;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Code of Ethics;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Health-related emergencies;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Drug-free workplace;</td>
<td></td>
<td></td>
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<tr>
<td>• Supervision of detainees;</td>
<td></td>
<td></td>
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<tr>
<td>• Signs of hunger strike;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signs of suicide risk, suicide precautions, prevention, and intervention;</td>
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<td></td>
</tr>
<tr>
<td>• Use-of-force regulations;</td>
<td></td>
<td></td>
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<tr>
<td>• Hostage situations and staff conduct if taken hostage;</td>
<td></td>
<td></td>
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<tr>
<td>• Report writing;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainee rules and regulations;</td>
<td></td>
<td></td>
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<tr>
<td>• Key and lock control;</td>
<td></td>
<td></td>
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<tr>
<td>• Rights and responsibilities of detainees;</td>
<td></td>
<td></td>
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<tr>
<td>• Safety procedures;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Emergency plan and procedures;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interpersonal relations;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Communication skills;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cardiopulmonary resuscitation (CPR)/First aid; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Counseling techniques.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Full-time health care employees receive, in addition to the training areas above, instruction in the following:

- Medical grievance procedures and protocols;
- Emergency medical procedures;
- Occupational exposure;
- Personal protective equipment;
- Bio-hazardous waste disposal; and
- Overview of the detention operations.

<table>
<thead>
<tr>
<th>Meets Standard</th>
</tr>
</thead>
</table>

An interview with the LDM and HSA along with documentation reviewed confirm that all health care employees receive training on all bulleted items in this component.
## STANDARD 7.3. STAFF TRAINING (Key: AO)

This detention standard ensures that facility staff, contractors, and volunteers are competent in their assigned duties by requiring that they receive initial and ongoing training.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>**12. Security personnel will receive, in addition to the training</td>
<td>Meets Standard</td>
<td>Documentation reviewed confirmed that all employees received training on all bulleted</td>
</tr>
<tr>
<td>areas above, training on the following subjects, at a minimum:</td>
<td></td>
<td>items in this component.</td>
</tr>
<tr>
<td>• Searches of detainees, housing units, and work areas;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Self-defense techniques; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Use-of-force regulations and tactics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**13. Situation Response Teams (SRTs) receive specialized training</td>
<td>Meets Standard</td>
<td>This facility maintains an Emergency Response Team (ERT) and Special Operations</td>
</tr>
<tr>
<td>in relevant topics before undertaking their assignments, such as:</td>
<td></td>
<td>Response Team (SORT). Initial training is provided off-site by corporate trainers and</td>
</tr>
<tr>
<td>• Identifying signs of mental health decompensation;</td>
<td></td>
<td>meets all the training requirements of this component.</td>
</tr>
<tr>
<td>• Techniques for more appropriate interactions with mentally ill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>detainees;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The impact of isolation;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• De-escalation techniques.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**14. PRIORITY: Personnel authorized to use firearms receive training</td>
<td>Meets Standard</td>
<td>Documentation reviewed confirmed that all authorized staff using firearms receive</td>
</tr>
<tr>
<td>that covers their use, safety, and care and constraints on their use --</td>
<td></td>
<td>training prior to assuming an armed post. All staff trained in the use of firearms</td>
</tr>
<tr>
<td>before being assigned to a post involving their possible use.</td>
<td></td>
<td>receive annual in-service training.</td>
</tr>
<tr>
<td>All personnel authorized to use firearms demonstrate competency in their</td>
<td></td>
<td></td>
</tr>
<tr>
<td>use at least annually.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**15. PRIORITY: Personnel authorized to use chemical agents receive</td>
<td>Meets Standard</td>
<td>Documentation reviewed confirmed that prior to use of chemical agents all authorized</td>
</tr>
<tr>
<td>training in the use of chemical agents and in the treatment of</td>
<td></td>
<td>staff receive training and have been exposed.</td>
</tr>
<tr>
<td>individuals exposed to a chemical agent before being assigned to a post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>involving their possible use.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD 7.3. STAFF TRAINING – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

The training plan ensures all staff, contractors, and volunteers are provided appropriate pre-service and in-service training. Personnel are encouraged to continue their education and professional development to better their leadership and correctional skills. The training is designed to provide staff, contractors, and volunteers with appropriate training prior to entering the facility and having contact with the detainee population. A review of training files indicates that an accurate and complete record of formal training is maintained.

Due to COVID-19 restrictions volunteers are not currently allowed into the facility for training.

The facility certified ERT and SORT teams have received an additional forty hours of specialized training in firearms and chemical agents. All security staff are initially trained in weapons and chemical agents during pre-service and in-service training.

The evaluation of this standard was based on a review of the training policy, curriculum, training files, and interviews. During
<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): Inspector</td>
</tr>
<tr>
<td>Completion Date: 3/31/2022</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
### STANDARD 7.4. DETAINEE TRANSFERS
(Key: AP)

This detention standard is written to ensure that transfers of detainees from one facility to another are accomplished in a manner that ensures the safety and security of the staff, detainees, and the public; and that the process relating to transfers of detainees is carried out professionally and responsibly with respect to notifications, detainee records, and the protection of detainee funds and property.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
</table>
| **1. The sending facility ensures that:**  
  - Specific plans and time schedules are not discussed with the detainee prior to transfer.  
  - The detainee is notified of the transfer immediately prior to departing the facility, in a language or manner he/she can understand.  
  - The detainee is not permitted to make or receive any phone calls, or have contact with any detainee in the general population, until he/she reaches the destination facility. | Meets Standard | The Detainee Release/Removal/Transfer Procedures policy addresses component requirements. |
| **2. The sending facility shall ensure that the detainee acknowledges at the time of transfer, in writing, that:**  
  - He or she has received the transfer destination information;  
  - It is his or her responsibility to notify family members if so desired, upon admission into the receiving facility; and  
  - He or she may place a domestic phone call, at no expense to the detainee, upon admission into the receiving facility. | Meets Standard | The Detainee Release/Removal/Transfer Procedures policy addresses component requirements. Detainees are provided with written transfer notification that includes the required information. Documentation confirmed practice. Notification documentation was reviewed. |
| **3. A detainee may not be transferred from any facility without the appropriate Form I-203 or I-216 or equivalent authorizing the detail.** | Meets Standard | Forms I-203 and I-216 are used to authorize transfers. Documentation confirmed practice. |
| **4. The facility health care provider shall be notified sufficiently in advance of the transfer that medical staff may determine and provide for any associated medical needs.** | Meets Standard | Per the Health Services Administrator (HSA), the medical services staff are provided sufficient advance notice of transfers. |
### STANDARD 7.4. DETAINEE TRANSFERS (Key: AP)

This detention standard is written to ensure that transfers of detainees from one facility to another are accomplished in a manner that ensures the safety and security of the staff, detainees, and the public; and that the process relating to transfers of detainees is carried out professionally and responsibly with respect to notifications, detainee records, and the protection of detainee funds and property.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
</table>
| 5. When a detainee is transferred within the ICE Health Service Corps (IHSC) system, ICE/ERO shall ensure that:  
  - Form USM-553, or equivalent Medical Transfer Summary, and a copy of the detainee’s complete medical care summary accompanies the detainee; and  
  - The complete medical care summary is placed in a sealed envelope or other container labeled with the detainee’s name and A-number and marked “MEDICAL CONFIDENTIAL.”  
When a detainee is transferred to an IGSA detention facility, the sending facility shall ensure that the Transfer Summary accompanies the detainee. A copy of the detailed medical care summary accompanies each detainee during transfer. | Meets Standard | There are no IHSC staff at this facility. According to the HSA, a medical summary accompanies all transferring detainees; transfers are handled according to the component requirements. Documentation confirmed practice. |
| 6. The sending facility’s medical staff shall prepare a Transfer Summary that must accompany the transferee. The IHSC Form 849 or equivalent, or the Medical Transfer Summary attached as Appendix 4.3.C, which mirrors IHSC Form 849, may be used by facilities to ensure compliance with these standards, provided it shows:  
  - Patient identification;  
  - Tuberculosis (TB) screening results (including results date) and current TB status if TB disease is suspected or confirmed;  
  - Current mental, dental, and physical health status, including all significant health issues, and highlighting any potential unstable issues or conditions which require urgent follow-up;  
  - Current medications, with instructions for dose, frequency, etc., with specific instructions for medications that must be administered en route;  
  - Any past hospitalizations or major surgical procedures;  
  - Recent test results, as appropriate;  
  - Known allergies;  
  - Any pending medical or mental health evaluations, tests, procedures, or treatments for a serious medical condition scheduled for the detainee at the sending facility. In the case of patients with communicable disease and/or other serious medical needs, detainees being released from ICE custody are given a list of community resources, at a | Meets Standard | According to the HSA, medical staff prepare a transfer summary for each detainee, which includes required information. |
### STANDARD 7.4. DETAINEE TRANSFERS

(Key: AP)

This detention standard is written to ensure that transfers of detainees from one facility to another are accomplished in a manner that ensures the safety and security of the staff, detainees, and the public; and that the process relating to transfers of detainees is carried out professionally and responsibly with respect to notifications, detainee records, and the protection of detainee funds and property.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>minimum;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Copies of any relevant documents as appropriate;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The name and contact information of the transferring medical official.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Transportation staff may not transport a detainee without the required Transfer Summary, which is essential for detainee safety while in transit.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>8. Upon receiving notification that a detainee is to be transferred, appropriate medical staff at the sending facility shall notify the facility administrator of any medical/psychiatric alerts or holds that have been assigned to the detainee, as reflected in the detainee’s medical records. The facility administrator shall notify ICE/ERO of any medical/psychiatric alerts or holds placed on a detainee that is to be transferred.</td>
<td>Meets Standard</td>
<td>The HSA is responsible for notifying the OIC or designee, ICE/ERO, and the HSA counterpart at the receiving facility of any transferring detainee's medical and/or psychiatric alerts or holds.</td>
</tr>
<tr>
<td>9. If a detainee has been placed in a medical hold status, the detainee must be evaluated and cleared by a licensed independent practitioner prior to transfer. If the evaluation indicates that transfer is medically appropriate but that health concerns associated with the transfer remain, medical staff at the sending facility shall notify ICE and shall provide ICE requested information and other assistance, to the extent practicable, to enable ICE to make appropriate transfer determinations.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
### STANDARD 7.4. DETAINEE TRANSFERS
(Key: AP)

This detention standard is written to ensure that transfers of detainees from one facility to another are accomplished in a manner that ensures the safety and security of the staff, detainees, and the public; and that the process relating to transfers of detainees is carried out professionally and responsibly with respect to notifications, detainee records, and the protection of detainee funds and property.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
</table>
| 10. **PRIORITY:** Prior to transfer, medical personnel shall provide the transporting officers instructions and, if applicable, medication(s) for the detainee’s care in transit. Detainees shall be transferred with, at a minimum, 7 days’ worth of prescription medications (a 15 day supply of TB medications and a 30 day supply of HIV medications) to ensure continuity of care throughout the transfer and subsequent intake process. Medications shall:  
  - Be placed in a property envelope with the detainee’s name and A-number, and appropriate administration instructions on it;  
  - Accompany the transfer; and  
  - If unused, be turned over to the receiving medical personnel. | Meets Standard | Transport officers are provided with only the information necessary to assist in the safe transport of a detainee. To ensure continuity of care throughout the transfer process, a detainee is provided a minimum seven-day supply of their prescription medications, fifteen-day supply of TB medications and a thirty-day supply of HIV/AIDS medication, when applicable, according to the HSA. Medications are placed in a properly marked envelope, as prescribed in the component. Medications accompany the detainee in the transport vehicle. Procedure requires unused medication to be turned over to an appropriate staff member at the receiving jurisdiction. |
| 11. Before transfer, the sending facility shall return all funds and small valuables to the detainee and close out all forms G-589 (or local IGSA funds and valuables receipts) in accordance with the Detention Standard on Funds and Personal Property. | Meets Standard | Before transfer, property, funds, and valuables are returned to detainees. All local property forms are closed out during release processing. Procedures adhere to the requirements of the Funds and Personal Property standard. |
| 12. After admission into the receiving facility or Field Office, all detainees must be given the documented opportunity to make one domestic three-minute phone call at no cost to the detainee. The responsible processing supervisor or his/her designee shall ensure that the detainee is promptly informed that he/she may notify interested persons of the transfer. | Meets Standard | During intake processing, detainees are offered a free telephone call to announce their arrival at this facility, per the intake officer. Documentation confirmed practice. |
**STANDARD 7.4. DETAINEE TRANSFERS – Reviewer Summary**

*(Use following format for dates: mm/dd/yyyy)*

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

The transfer of detainees from one facility to another is professionally and responsibly managed concerning notifications, detainee records, safety and security concerns, and protection of detainee funds and personal property. Detainee transfers are conducted following the required notification, safety, and medical requirements specified in the standard.

Communication assistance is provided when explaining detainee transfers to detainees with disabilities and/or limited English proficiency through the use of audio/visual materials, telephone equipment, translation services, staff intervention, and/or other auxiliary aids including but not limited to those aids listed in the standard.

Evaluation of this standard was based on review of the Detainee Release/Removal/Transfer Procedures policy, Property Receipt records, OMS generated release reports, Inmate/Resident Trust Accounts policy, Transfer and Community Release policy, Inmate/Resident Property policy, active detention files, inactive detention files and medical summary forms; interviews with HSA(8), (9)(7)(C) and observation of the booking/release area.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** Inspector [Name]

**Completion Date:** 3/31/2022

**Reviewer Signature (for printed form submission):**
**DOCUMENT CHECK**

The document check should be run upon completion of the review form and PRIOR to submission to DHS-ICE. This check will help ensure the form is ready for upload to DHS-ICE systems. Errors indicate issues were found with specific data entered into the form. Items Not Rated indicate there were line items found on the form which remain in a “Not Rated” status. This action will also update the table of contents.

**The check will take several minutes to complete, during which the screen will flash.**

<table>
<thead>
<tr>
<th>Review Document Issue Summary</th>
<th>Ratings check complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Document: Run Check</td>
<td>Error(s) Found: 0</td>
</tr>
<tr>
<td>Errors:</td>
<td>Items Not Rated: 0</td>
</tr>
<tr>
<td>No Errors Found</td>
<td></td>
</tr>
</tbody>
</table>

**Items Not Rated:**

**All Items Rated**

*Run Indicator:* ✗
# U.S. Immigration and Customs Enforcement

## Facility Significant Incident Summary (SIS)

### Facility Information

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Torrance County Detention Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Facility Administrator:</td>
<td>(0)(6); (0)(7)(C)</td>
</tr>
<tr>
<td>Facility Operator:</td>
<td>CoreCivic</td>
</tr>
<tr>
<td>Date Current Contract Started:</td>
<td>05/15/2019</td>
</tr>
<tr>
<td>Contract Number:</td>
<td>70CDCR19DIG000009</td>
</tr>
</tbody>
</table>

### Inspection Information

<table>
<thead>
<tr>
<th>Current Inspection Dates:</th>
<th>From: 03/29/2022</th>
<th>To: 03/31/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Rating:</td>
<td>Meets Standards</td>
<td></td>
</tr>
<tr>
<td>Previous Inspection Completion Date:</td>
<td>07/29/2021</td>
<td></td>
</tr>
<tr>
<td>Previous Rating:</td>
<td>Does Not Meet Standards</td>
<td></td>
</tr>
<tr>
<td>SIS Comments:</td>
<td>All incident information is recorded on this form and detailed on the G324 or Cover Letter. Sections F and G are based on intake/need. The inspection period (180-day reinspection) is from 07/30/2022 through 03/31/2022.</td>
<td></td>
</tr>
</tbody>
</table>

ICE HQ USE ONLY: (Do Not Edit)

<table>
<thead>
<tr>
<th>Form Key:</th>
<th>41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Date:</td>
<td>4/22/2020</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

* Enter date fields in format MM/DD/YYYY. Enter year only fields in format YYYY.
* If a field is not applicable, please leave it empty DO NOT USE N/A.
  Include any comments in SIS Comments on the first page.
### A: Accreditation Certificates

<table>
<thead>
<tr>
<th>Accreditation</th>
<th>Yes/No</th>
<th>Date of Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Correctional Association (ACA)</td>
<td>Yes</td>
<td>11/10/2021</td>
</tr>
<tr>
<td>National Commission on Correctional Health Care (NCCHC)</td>
<td>Yes</td>
<td>02/02/2022</td>
</tr>
<tr>
<td>Joint Commission on Healthcare</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Department of Justice Prison Rape Elimination Act (PREA)</td>
<td>Yes</td>
<td>12/23/2021</td>
</tr>
</tbody>
</table>

If there are other accreditations list here:

### B: Legal Action(s) (Copies must be attached)

<table>
<thead>
<tr>
<th>Action Description</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Facility is under Court Order or Class Action Finding</td>
<td>None</td>
</tr>
<tr>
<td>The Facility has Significant Litigation Pending</td>
<td>None</td>
</tr>
</tbody>
</table>

### C: Facility History

<table>
<thead>
<tr>
<th>Category</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Built</td>
<td>1990</td>
</tr>
<tr>
<td>Year Last Remodel or Upgrade Completed</td>
<td>2020</td>
</tr>
<tr>
<td>Future Construction Planned</td>
<td>No</td>
</tr>
</tbody>
</table>

#### Items Below Apply to Total Facility Bedspace (all bed types including ICE)

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Bedspace</td>
<td></td>
</tr>
<tr>
<td>Future Bedspace (# New Beds only)</td>
<td></td>
</tr>
</tbody>
</table>

#### Items Below Apply to ICE Only Facility Bedspace

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current ICE Bedspace</td>
<td></td>
</tr>
<tr>
<td>Future ICE Bedspace (# New Beds only)</td>
<td></td>
</tr>
</tbody>
</table>

### D: Total Facility Population

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Facility Intake for Previous 12 Months</td>
<td></td>
</tr>
<tr>
<td>Total ICE Intake for Previous 12 Months</td>
<td></td>
</tr>
<tr>
<td>Total ICE Mandays for Previous 12 Months</td>
<td></td>
</tr>
</tbody>
</table>

### E: Number of Beds by Classification Level (ICE Beds Only)

<table>
<thead>
<tr>
<th>Type</th>
<th>L-1 (Low)</th>
<th>L-2 (Medium)</th>
<th>L-3 (High)</th>
<th>Medical</th>
<th>Segregation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### F: ICE Facility Capacity

<table>
<thead>
<tr>
<th>Type</th>
<th>Rated</th>
<th>Operational</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>b(7)(E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### G: Total Facility Capacity

<table>
<thead>
<tr>
<th>Type</th>
<th>Rated</th>
<th>Operational</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>b(7)(E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does Facility hold Juveniles Offenders 16 and Older as Adults?: **No**

### H: Average Daily Population

<table>
<thead>
<tr>
<th>Type</th>
<th>ICE</th>
<th>USMS</th>
<th>Other (i.e. Local Jail Inmates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>b(7)(E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### I: Facility Staffing Levels

- **Authorized Correctional/Security Positions (FTE):**
  - Number Currently: b(7)(E)

- **Correctional/Security Position(s) Vacant:**
- **Authorized Medical Staff Positions (FTE):**
- **Medical Staff Position(s) Vacant:**
- **Authorized Non-Correctional Positions (FTE):**
- **Non-Correctional Position(s) Vacant:**
  - Number in the Previous 12 Months

- **Correctional/Security Staff Who Left Employment:**
  - b(7)(E)
- **Correctional/Security Staff Hired:**
- **Medical Staff Who Left Employment:**
- **Medical Staff Hired:**
- **Number of Non-Correctional Staff Who Left Employment:**
- **Number of Non-Correctional Staff Hired:**

### J: EMDD (electro-muscular disruption device, e.g. taser) Usage

- **The Facility had EMDD on premises during inspection:** **No**
- **If there are comments regarding the use of EMDD at the Facility, enter them here:**
**Facility Incidents**

The following information must be completed prior to the scheduled inspection dates. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of ICE and its detained population. Failure to provide this information will delay the processing of this report and possibly reduce the number of detainees at your facility and/or could lead to possible sanctions.

Complete the following items for each month going back the previous 12 months in the boxes provided below. For example, if the inspection is on May 3, 2019, then the months that should be filled out should be from May 2018 through April 2019. Numbers only.

- Definitions are included in Appendix A.
- The majority of the items below pertain to ICE detainees only, as identified in the headings for each category. The only items which include non-ICE detainees (e.g., local/state or other Federal inmates) are sexual assault allegations (marked with an *) and the items on Page 7 (i.e., deaths, segregation, critical incidents and contraband).

<table>
<thead>
<tr>
<th>Physical Assaults/Fights (ICE Only)</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainee physical assault on staff – with serious injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Detainee physical assault on staff – no serious injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Detainee on detainee physical assault/fight – with serious injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Detainee on detainee physical assault/fight – no serious injury</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disciplinary (ICE Only)</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary infractions</td>
<td>0</td>
<td>0</td>
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*includes gang fights, organized hunger strikes, work stoppages, hostage situations, major fires, or other large-scale incidents
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APPENDIX A - Definitions

Administrative segregation: A non-punitive form of separation from the general population to ensure the safety of detainees or others, the protection of property, or the security or good order of the facility, as determined by a facility administrator or supervisor. Administrative segregation may be available, among other reasons, for detainees awaiting investigations or hearings for violations of facility rules, detainees scheduled for release, removal, or transfer within 24 hours, and, under more limited circumstances, detainees who require protective custody or separation from the general population for medical reasons.

Attempted Escape: a detainee or an inmate did something that was a substantial step toward escaping from custody, mere preparation would not be considered a substantial step toward committing the crime of attempted escape. A person missing a count because they were not in the specified location during the count, but are still on the grounds of the facility should not be counted as an attempted escape. Some examples of attempted escape are an overt act to break out of custody, such as trying to break free from an escorting Officer when at an outside clinic or damaging facility plant features to gain access to the outside (i.e. tunneling, scraping bars or walls to create egress).

Average daily population (ADP): The average daily population is based on the Manday count. For every detainee in a facility for the midnight count corresponds to one Manday. The ADP is the number of Mandays for a given time period, divided by the number of days in that time period.

Calculated use of force: Calculated use of force occurs in situations where the detainee is disruptive and is not complying with verbal directions. If a detainee is in a location where there is no immediate threat to the detainee or others (for example, a locked cell or range), staff shall take the time to assess the possibility of resolving the situation without resorting to force. Calculated use of force typically involves specially trained staff and needs to be authorized in advance by the facility administrator (or designee).

Chemical use of force: The use of chemical agents, such as pepper spray, to temporarily immobilize or incapacitate a detainee in order to bring a situation under control.

Detainee physical assault on staff: This includes one or more detainees engaging in an act of violence against a staff member(s) with the intention to harm through force or violence. The item labeled with serious injury required urgent/immediate medical attention and restricted usual activities for the staff member(s).

Disciplinary infractions: Enter the number of charges for each month, not the number of detainees charged. For example, if one incident incurred five charges, enter five not one. This is also the case for disciplinary infractions found guilty.

Disciplinary segregation: A punitive form of separation from the general population used for disciplinary reasons that is available only after a formal finding that the detainee is guilty of a serious prohibited act or rule violation.

Facility operator: This can be either a public or private entity, such as GEO, CoreCivic or a Sheriff etc.
**Formal grievance:** A written complaint by a detainee regarding custody treatment, medical treatment, policies and procedures, or other unsatisfactory conditions of confinement.

**Hunger strike:** A voluntary fast undertaken as a means of protest or manipulation, regardless if the detainee actually declares that he or she is on a hunger strike. Staff are required to refer any detainee who is observed to have not eaten for 72 hours for medical evaluation and monitoring.

**Immediate use of force:** This occurs when staff must respond without delay to a situation because a detainee’s behavior constitutes a serious and immediate threat to self, staff, another detainee, property, or the security and orderly operation of the facility.

**Manday(s):** A measure of bed space use by detainees. The Manday count is based on whether a detainee is in the facility for the midnight count. For every detainee in a facility for the midnight count, that corresponds to one Manday. The book-in day is counted as a manday. The book-out day is not counted as a manday. A detainee may occupy two mandays on one calendar day if he is booked-in and booked-out from one facility and booked in at another facility on the same day.

**Non-lethal weapons:** Examples of non-lethal weapons are a collapsible steel baton, a straight or riot baton, taser or impact munitions. Do not include OC (pepper spray) under the use of force and restraints; incidents where non-lethal weapons were used; OC (pepper spray) should be counted under the uses of force with chemical agents.

**Outside medical referrals:** This includes medical appointments, non-emergency referrals, or specialty appointments.

**Physical assault(s):** This includes one or more detainees or inmates engaging in an act of violence against another ICE detainee or staff member with the intention to harm through force or violence. The items labeled with serious injury required urgent/immediate medical attention and restricted usual activities.

**Sexual abuse and assault:** Sexual abuse or assault involves one or more detainees or inmates who, by force, coercion, or intimidation, engages in or attempts to engage in a sexual act. This includes touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing. Sexual abuse of an ICE detainee by a staff member, contractor, or volunteer includes the above and also indecent, profane or abusive language aimed at coercing or pressuring a detainee to engage in a sexual act; repeated sexual statements or comments; display of his or her uncovered genitalia, buttocks, or breast in the presence of a detainee; and voyeurism, which is defined as the inappropriate visual surveillance of a detainee for reasons unrelated to official duties. For a more detailed definition, refer to the Department of Homeland Security regulation 6 CFR Part 115 titled “Standards To Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities.”

**Staff misconduct:** Any incident or allegation of staff misconduct if that misconduct relates to treatment of ICE detainees, to the security or safety of the facility, or to compliance with detention standards or the provisions of the facility’s contract with ICE.
ICE Uniform Corrective Action Plan

ICE HQ USE ONLY: *If edits are required, contact ICE HQ for an updated form.

<table>
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<tr>
<th>Inspection Date: 3/31/2022</th>
<th>DETLOC: TOORANM</th>
<th>Inspection Purpose: Follow-up</th>
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<td>Inspection Type: N/A</td>
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Facility Name
TORRANCE COUNTY DETENTION FACILITY

Address
209 COUNTY ROAD 49

City: ESTANCIA

State: NM

Zip Code: 87016

County
TORRANCE

UCAP Document Key: [b]/[7]/[E]

Form Key: [b]/[7]/[E]

Form Revision Date: 10/28/2020

Document Name: [b]/[7]/[E]

Report Produced On: 4/12/2022

FIELD OFFICE USE: Field Office Response Required

*Date of Final Submission: (Use following format for dates: mm/dd/yyyy)
**Department of Homeland Security**  
Immigration and Customs Enforcement: Office of Enforcement and Removal Operations

**Instructions for Corrective Action Response**

Provide a detailed description of the corrective action taken by the facility to address each of the deficiencies identified in the review. Please ensure that each corrective action corrects the noted deficiency to the fullest extent possible. In the event a deficiency cannot be corrected within the authorized timeline, an explanation is required in the “Corrective Action” column. The explanation should include a work around solution while pending final resolution, and an approximate completion date. If an extension is needed, the Field Office must contact the appropriate DMD staff member with this request in advance of the specified timelines for submission.

*Exceptions to this timeline may be granted for necessary construction and staffing requirements but will require an estimated completion date and temporary “work around” as part of the approved UCAP. Serious life and safety issues must be corrected immediately.*

**Field Office Response Required for all components in this section, please enter a Projected Completion Date OR Date Completed (not both):**

### Correspondence and Other Mail (Key: AA)

This detention standard ensures that detainees shall be able to correspond with their families, the community, legal representatives, government offices, and consular officials consistent with the safe and orderly operation of the facility.

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<th>Corrective Action</th>
<th>Projected Completion Date</th>
<th>Date Completed</th>
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<td>All facilities shall implement procedures for the inspection of all incoming general correspondence and other mail (including packages and publications) for contraband in the presence of the detainee (unless otherwise authorized by the facility administrator). (Key: AA06)</td>
<td>All general correspondence and other mail is opened and inspected for contraband before it is delivered to the detainee. Documentation was not available to confirm the practice was authorized by the facility administrator. Document was provided during the inspection.</td>
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### Detention Files (Key: AM)

This detention standard contributes to efficient and responsible facility management by maintaining, for each detainee booked into a facility for more than 24 hours, a file of all significant information about that detainee. This standard also addresses security for electronic files.

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| 2        | At a minimum, a logbook entry recording the file’s removal from the cabinet shall include:  
- The detainee’s name and A-File number;  
- Date and time removed;  
- Reason for removal;  
- Signature of person removing the file, including title and department;  
- Date and time returned; and  
- Signature of person returning the file. (Key: AM05) | The logbook did not include required record entries. During the inspection, the classification supervisor created a logbook which included required entries. |                   |               |               |

### Environmental Health and Safety (Key: B)
**Department of Homeland Security**  
**Immigration and Customs Enforcement: Office of Enforcement and Removal Operations**

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

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<th>Item No.</th>
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| 3        | Environmental health and safety conditions shall be maintained at a level that meets recognized standards of safety and hygiene, including those from the:  
  - American Correctional Association,  
  - Occupational Safety and Health Administration,  
  - Environmental Protection Agency,  
  - Food and Drug Administration,  
  - National Fire Protection Association's Life Safety Code, and  
  - National Center for Disease Control and Prevention. (Key: B01) | During the previous inspection this component was rated Does Not Meet Standard because environmental health and safety conditions were maintained at a level below the recognized safety and hygiene of the organizations listed in this component. During this inspection facility sanitation in the medical satellite and sanitation offices did not meet minimal sanitation requirements. This is a repeat finding. It should be noted that all of the areas found in need of improvement have been cleaned and now meet requirements of this component. |                   |                           |               |
| 4        | (Medical Operations) The Health Services Administrator conducts medical-facility inspections daily. (Key: B25) | During this inspection the HSA stated that she is not currently conducting medical-facility inspections daily.                                                                                                                         |                   |                           |               |

**Staff-Detainee Communication (Key: P)**

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

This standard also requires the posting of hotline informational posters from the Department of Homeland Security (DHS) Office of the Inspector General (OIG).

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<td>In facilities with ICE/ERO on-site presence: The ICE/ERO staff member receiving the request shall normally respond in person or in writing as soon as possible and practicable, but no longer than within 3 business days of receipt. (Key: P07)</td>
<td>The facility has on-site presence. The log revealed detainee requests were not consistently answered within three business days</td>
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**Tool Control (Key: Q)**

This detention standard protects detainees, staff, contractors, and volunteers from harm and contributes to orderly facility operations by maintaining control of tools, culinary utensils, and medical and dental instruments, equipment, and supplies.

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<th>Item No.</th>
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| 6        | Tool inventories are required for:  
  - Facility Maintenance Department  
  - Medical Department  
  - Food Service Department  
  - Electronics Shop  
  - Recreation Department  
  - Armory (Key: Q0S) | The tool control officer stated there is no electronics shop and recreation has no tools. All other departments noted in this component are required to have tool inventories. Inventories were observed in all areas during this inspection. The medical SME reported that there were ten lances in a satellite exam room that were unaccounted for on any inventory. The HSA modified the procedures for the process of tracking the issuance and use of lances in the future. The chief of security was also advised. |                   |                           |               |
This UCAP has been reviewed and concurred with by an ERO field office official equivalent to an AFOD or above.

*Reviewer Name:  
*Reviewed Date: 

*Reviewer Title:  

Electronic Signature (Optional)  
Use View Signatures to Sign (Note: if View Signatures option does not appear, save and close the document, then re-open the document)

X
March 31, 2022

TO:  Acting Assistant Director Custody Management

FROM:  Lead Compliance Inspector
The Nakamoto Group, Inc.

SUBJECT:  180 Day Follow-Up/Annual Inspection of the Torrance County Detention Facility

The Nakamoto Group, Inc. performed a hybrid 180 Day Follow-Up/Annual Inspection for compliance with the ICE Performance-Based National Detention Standards (PBNDS) 2011 of the Torrance County Detention Facility in Estancia, New Mexico during the period of March 29-31, 2022. This is an IGSA facility.

The annual inspection was performed under the guidance of Inspector 3, Lead Compliance Inspector. Team members were:

<table>
<thead>
<tr>
<th>Subject Matter Field</th>
<th>Team Member</th>
</tr>
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<tbody>
<tr>
<td>Detainee Rights</td>
<td>Inspector</td>
</tr>
<tr>
<td>Security</td>
<td>Inspector</td>
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<tr>
<td>Medical Care</td>
<td>Inspector</td>
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<td>Medical Care</td>
<td>Inspector</td>
</tr>
<tr>
<td>Safety</td>
<td>Inspector</td>
</tr>
</tbody>
</table>

Type of Inspection

This is a scheduled 180 day follow-up inspection which is performed to determine overall compliance with the ICE PBNDS 2011 for Over 72-hour facilities. The facility received a rating of Does Not Meet Standards during the July 2021 inspection.

Inspection Summary

The Torrance County Detention Facility is currently accredited by:
- The American Correctional Association (ACA) – Yes
- The National Commission on Correctional Health Care (NCCHC) – Yes
- The Joint Commission (TJC) – No
- Prison Rape Elimination Act (PREA) – Yes

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 2021 annual inspection and the 2022 180 day follow-up inspection:
## 2021 Annual Inspection

<table>
<thead>
<tr>
<th>Meets Standards</th>
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<tr>
<td>Does Not Meet Standards</td>
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<tr>
<td>Repeat Finding</td>
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<tr>
<td>Not Applicable</td>
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</table>

## 2022 Annual Inspection

<table>
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<tr>
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<tr>
<td>Repeat Finding</td>
<td>0</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>3</td>
</tr>
</tbody>
</table>

The inspection team identified six (6) deficient components in the following five (5) standards:

- Environmental Health and Safety – 2, one of which is a repeat deficiency
- Staff-Detainee Communication – 1
- Tool Control – 1
- Correspondence and Other Mail – 1
- Detention Files – 1

### Facility Snapshot/Description

The Torrance County Detention Center is a medium-security, multi-jurisdictional facility, owned and operated by CoreCivic. The facility is located in Estancia, New Mexico approximately fifty miles southeast of Albuquerque, New Mexico. The facility, which was constructed in 1990, has a rated capacity of 47 beds. The facility currently houses adult male detainees of all classification levels for ICE and the U.S. Marshals Service and male and female detainees for Torrance County. The total count on the first day of the inspection was 57 to include 34 male detainees. ICE detainees are not housed with non-ICE detainees. The average length of stay for an ICE detainee was reported to be 44 days.

The facility encompasses a total of 67 acres surrounding the facility. Central control maintains operational control over all exterior and interior security doors and gates. Camera monitors, which are monitored from central control, provide secondary visual observation to all zones and points of egress. The entire facility is equipped with sprinkler systems and electronically controlled and monitored security and safety systems.

Five housing units are divided into sub-sections for a total of eight separate living areas that are configured into cell and dormitory designs. Five of the living areas are further divided into four sub-sections containing either 28 beds each. Two dormitory living areas contain 24 beds each. Each living area has a common dayroom equipped with fixed table/chair units for detainees to eat their meals, play games, and gather for conversation. Electronic tablets are available for all detainees to send and receive emails, play games, read books, participate in video visits (for a fee), send requests directly to facility staff and ICE/ERO personnel, and file grievances. Tablets also include: LexisNexis, local handbook, posted announcements, bulletins, GettingOut Messaging, music, workout videos, and a variety of additional applications.

Housing unit control centers provide supervision of unit living areas. Roving officers provide personal interaction and wellness checks. Each cell contains direct communication to the unit control center via intercoms. A separate special management unit (SMU) is maintained. There were no ICE detainees housed in the SMU during the inspection.
The facility is equipped with a large gymnasium and two outdoor yard areas. Outdoor recreational activities are available including handball, basketball, and soccer. The gymnasium area is equipped for handball, basketball, and volleyball.

Prior to COVID-19 protocols, the facility offered contact visitation; however, due to COVID-19 all general visitation has been suspended. Each week detainees are provided with 130 minutes of free telephone service to maintain contact with family and friends. The facility is committed to the Phased Return to Social Visitation Plan.

No less than 33 detainees were interviewed by inspectors. Eleven informal interviews were conducted when inspectors visited the housing units. Twenty-two formal interviews were conducted including three exit interviews. There were no substantive complaints regarding recreation, telephone services, availability of ICE officers, availability of facility staff, availability of hygiene items/clothing, and/or conditions of confinement. All detainees confirmed receipt of the local handbook and National Detainee Handbook. The detainees, without exception, stated “facility staff treated them with respect and that they felt safe at the facility”. The detainees knew how to file a grievance. None of the detainees had contacted the OIG.

Medical concerns were researched by the Medical SME:

**Detainee One** complained he had asthma and recent surgery (showed inspector a band-aid on his lower abdomen), and stated he was not receiving proper medical follow-up treatment during his stay at the facility. Review of detainee health record was done and his complaints were not substantiated. It was noted that he did not have an asthma diagnosis; rather he had a shortness of breath diagnosis and he had tested positive for COVID-19 on 02/28/2022. He saw a mid-level provider on 03/22/2022 for the shortness of breath and was prescribed an albuterol inhaler and a chest x-ray was ordered. The test was negative for any upper respiratory conditions. He did not have a recent surgery; rather he had a gallbladder removal surgery several years before coming to the facility. He received a band-aid from someone on his housing unit and placed it over his surgical incision site and claimed “it was bleeding”. He was taken to the medical unit and there was no noted drainage on the band-aid. This detainee has had seventeen visits to medical services during March 2022. He was scheduled to see the Nurse Practitioner during day two of the inspection for follow-up on his chest x-ray results.

**Detainee Two** informed the inspector that he had been experiencing heart palpitations and nausea and he was not receiving care from medical staff other than lab tests and he had not been notified of the results. Review of his medical record confirmed when he complained of heart palpitations, he was assessed by a mid-level provider and an EKG test was done; test was normal. The mid-level provider referred him to a cardiologist off-site for further evaluation and ordered lab tests to include tests for his thyroid condition. The labs were drawn and showed he needed an adjustment to his thyroid medication which was done. When he went out to see the cardiologist, a Holter monitor was applied to assess his heart palpitations. The monitor was sent to the cardiologist for review. The facility is currently awaiting results of the monitoring from the cardiologist. From February 1 through March 30, 2022, the detainee has been seen by the medical department 23 times. His last visit was 03/28/2022 where he complained of heart palpitations again. He was assessed and another EKG was done; test was normal.

**Detainee Three** told the inspector that he had been experiencing heart palpitations and nausea and that he had not been seen by medical staff. Review of his medical record confirmed he complained of these issues on 03/27/2022 and he was escorted to the medical unit right away. An EKG was done; test was normal. Labs were drawn during the same visit. The lab results were back on 03/30/2022. Detainee was scheduled the same day to discuss lab results.
LEP detainees gave no indications, nor made any claims, that they were not safe. They further did not complain about any issues with access to services or communication in the housing units. Detention staff were observed on numerous occasions using the language line services to communicate with detainees. During one LEP interview, a language line was utilized as the detainee only spoke Turkish. The detainee stated that the food was “really bad because it’s not something he is used to eating”. He also stated that he has not had any real medical issues but doesn’t feel the 24-hour policy regarding sick call is good. He would not elaborate. The detainee stated that he “receives recreation but not enough”. He stated that he has not filed any grievances and feels staff treat him really good as “they are very good people”. One detainee stated that “he only gets thirty to 45 minutes a day of recreation but in most cases, he refuses to go outside”. Documentation confirmed recreation is offered in accordance with PBNDS 2011 standards.

Another detainee, who was interviewed with the language line, stated “he does not feel culturally safe in prison”. He stated that “he doesn’t like the way they cook the food and only eats the cake”. He stated that “the facility should have a Turkish chef”. The Safety SME confirmed that the portions and caloric content of the meals were within the requirements of the standards. The Safety SME observed meal preparation and plating. According to the Safety SME, meals looked appetizing and plentiful in accordance with the dietician approved menu. The Safety SME sampled the meals and found them to be very palatable. The detainee stated that he gets at least an hour a day recreation and enjoys the outside. He stated that he has not had much to do with the medical department. He stated he has filed no grievances and no other issues. He also stated that the push button on his toilet was not working. The maintenance supervisor responded to the complaint. The toilet worked.

Detainees interviewed had been housed at the facility for time frames ranging from twelve days to four months. All but two of the detainees reported the food at the facility was good or satisfactory. The two detainees who did not like the food were from Turkey and they said "the food was not what they were used to". All the detainees reported they had access to showers, recreation and telephones. One detainee from Turkey stated he could not call his family in Turkey due to the time difference. The detainee was offered a call when his family was available; he said "never mind I don’t need to call anyway". All of the detainees reported the facility was clean. Detainees reported they were able to send and receive mail. There were no reported issues of non-working telephones or tablets. Detainees reported they received shoes and clothing upon admission and were able to exchange or get replacements easily. All of the detainees reported they received medical attention upon admission and had no unresolved medical concerns (with the exception of the three detainees listed above). All of the detainees reported they were treated fairly by staff and that staff were attentive to their needs. A detainee from Turkey reported “the drinking water tasted bad”. This was relayed to facility staff who reported the water at the facility is "hard but safe and drinkable". Documentation confirmed safety of drinking water.

No detainee reported any issues with the OIG telephone service. Only one of the detainees had filed a grievance.

Food service is provided by Trinity Services Group, Inc. All other services are provided by CoreCivic. Detainees are not charged co-pay fees for medical, dental, or mental health services.

Areas of Concern/Significant Observations

The inspection was conducted as a hybrid. Four inspectors conducted the inspection on-site. The other inspector was unable to personally observe practices and procedures within the facility but was able to interview staff and review files.
Optimal compliance levels were identified in Medical Care - the facility is accredited by ACA and NCCHC; Telephone Access - the housing units are providing telephones at a ratio of one phone for every ten detainees; Recreation - special management unit (SMU) detainees in administrative segregation status are provided outdoor recreation daily for two hours, and SMU detainees in disciplinary segregation status are provided outdoor recreation daily for one hour; Use of Force and Restraints - use of force audiovisual records are retained by the facility for at least one year after litigation or any investigation has concluded or been resolved; and Significant Self-Harm and Suicide Prevention and Intervention - prevention/treatment and therapeutic aftercare for suicidal detainees or detainees at risk for self-harm are within NCCHC standards.

The most recent staffing analysis occurred in February 2022. The previous inspection reported a high number of staff vacancies. Eleven new staff members are currently attending pre-service training. The staffing plan includes 112 detention officers. During the inspection, thirty vacancies were cited. The chief of security confirmed that all essential posts and positions are filled with qualified personnel. The facility was appropriately staffed during the inspection. Review of shift reports for several days in the inspection period indicated all posts were filled with qualified staff. Fifteen detention officers from other facilities are temporarily assigned and overtime of full-time staff is used to keep essential positions filled. Staffing has been an issue for at least nine months, encompassing two inspections and a Technical Assessment Review; yet the facility still has thirty vacancies. Clearly their recruitment and retention efforts are unsatisfactory.

In the Medical Services Department, 31 full-time employee positions (FTE’s) are authorized including medical, mental health, and dental personnel. Currently there are twelve vacancies. The facility is utilizing multiple online hiring websites, billboards, job fairs, monetary incentives, and an online recruiter from CoreCivic.

**Recommended Rating and Justification**

The Lead Compliance Inspector recommends that the facility receive a rating of Meets Standards. The facility complies with the ICE Performance-Based National Detention Standards (PBNDS) 2011 unless unobserved practices and conditions are contrary to what was reported to the inspection team. No standard was found Does Not Meet Standard and three (3) standards were Not Applicable (N/A). All remaining forty (40) standards were found to Meet Standards.

**LCI Assurance Statement**

The findings of compliance and non-compliance are accurately and completely documented on the G-324 Inspection Form and are supported by documentation in the inspection file. An out brief was conducted with the facility. In addition to the Nakamoto Group Inspection Team, the following participated:

- **ICE Officials** - AFOD (b)(6), (b)(7)(C)
- **Facility staff** - Managing Director (b)(6), (b)(7)(C) and Deputy Managing Director of Operations (b)(6), (b)(7)(C), Quality Assurance Manager (b)(6), (b)(7)(C), HS (b)(6), (b)(7)(C)

Page 5 of 6
Due date: May 22, 2022 COB

Date Issued: 4/22/2022

SUBJECT: The annual detention inspection (Nakamoto) report for the Torrance County Detention Facility, completed on March 31, 2022 in Estancia, NM has been received - UCAP due COB 7/07/2022

Comments: See tasking call up is due COB May 22, 2022

☐ AFOD CAP/FOT ☐ AFOD Removals ☐ AFOD
☐ AFOD ABQ ☐ AFOD ☐ A/OIC & AOIC
☐ AFOD MSPT ☐ AFOD ND/FAMU, FOJC
☐ AFOD ☐ SDDO ☐
Greetings,
Here is the additional requested information.
Questions: 3, 4, 6
7-We do not receive a weekly written report. We conduct a weekly TEAMS meeting.
8-There have been no incidents found in the last six months

16-Need more explanation for this request. What are the forms you’re needing. Can you please advise.

Thank you,

Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452-4

From: [redacted]
Sent: Tuesday, February 1, 2022 2:16 PM
To: [redacted]
Cc: [redacted]
Subject: OIG REQUEST FOR ICE/ERO PRODUCTION OF DOCUMENTS

Good Afternoon,
Please see attached information for requested documents:
1,2,5,9,10,11,12,13,14,15,17,18,20

The rest to follow.

Thank you,

Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452-
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.
P00014

3. EFFECTIVE DATE
See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY
CODE
7OCDCR

7. ADMINISTERED BY (If other than Item 6)
CODE
ICE/DCR

DETENTION COMPLIANCE AND REMOVALS
U.S. Immigration and Customs Enforcement
Office of Acquisition Management
801 I ST NW, (D)(6), (D)(7)(C)
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

TORRANCE, COUNTY OF
ATTN (D)(6), (D)(7)(C)
PO BOX 48
ESTANCIA NM 870160048

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/OFFER NO.
7OCDCR19DIG000009

10B. DATED (SEE ITEM 13)
05/15/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/OFFER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE
☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ B. THE ABOVE NUMBERED CONTRACT/OFFER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, approval date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)

X IAW the Terms and Conditions of 70COCR19DIG000009

E. IMPORTANT: Contractor ☐ is not. ☑ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 095746517
COR: (D)(6), (D)(7)(C)
ACOR: (D)(6), (D)(7)(C)
Contract Specialist: (D)(6), (D)(7)(C)
Contracting Officer: (D)(6), (D)(7)(C)

ice.dhs.gov

The purpose of this modification is to memorialize Contract Discrepancy Report (CDR) 12-21-2020 as attached. The invoice for December 2020 shall be deducted (D)(4) of the total invoice amount. Subsequent monthly invoices shall be deducted (D)(4) from the total invoice amount until the performance requirements detailed in the CDR are satisfied. The Government reserves the right, in accordance with the CDR, to increase the monthly invoice deduction Continued ...

Exception as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

3.3.2021

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Printed by GSA
FAR (48 CFR) 50.243

2022-ICLI-00045 11851
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<td>up to 10%</td>
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</table>

Period of Performance: 05/15/2019 to 05/14/2024
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

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NOTHING FOLLOWS
Attachment B – Contract Discrepancy Report

CONTRACT DISCREPANCY REPORT

Report Number: [b](7)(E) Date: 12/21/2020

1. CONTRACT NUMBER
70CDCR19DIG000009

2. TO: (Contractor and Manager Name)

Torrance County Detention Facility
Torrance County
Core Civic
Michael Sedwick – Warden

3. FROM: (Name of COTR)
[b](6), (0)(7)(C)

Contract Officers Representative

DATES

CONTRACTOR NOTIFICATION
12/21/2020
CONTRACTOR RESPONSE DUE
BY
12/30/2021
RETURNED BY CONTRACTOR

ACTION COMPLETE

4. DISCREPANCY OR PROBLEM (Describe in Detail: include reference to PBN’s. Directive: Attach continuation sheet if necessary.)

The Torrance County Detention Facility (TCDF) located in Estancia, NM has been identified as being in violation of the Performance Basic National Detention Standards 2011 (PBNS 2011) and the signed ICE/EEO contractual agreement 70CDCR19DIG000009, which includes the standards of the IGSA articles, PWS, CQP, and QASP. It has been discovered that the facility medical staffing is not in line with the agreed upon contractual staffing plan and the facility has critical medical staffing shortages. It has also been discovered that the Chief Medical Officer has not been dedicated to the Torrance contract and has been supporting multiple facilities at the same time, which has resulted in very limited coverage. The following PBNS standards are in violation PBNS 4.3, Medical Care. The following IGSA Articles that are in violation are Article 8 - Medical Services, Article 20 - Incident Reporting, and Article 32 - QASP.

TECHNICAL REPRESENTATIVE (COTR)

[b](6), (0)(7)(C)

7. FROM: (Contractor)

[b](6), (0)(7)(C)

Detaining Warden
Torrance County Detention Facility

8. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. ATTACH CONTINUATION SHEET IF NECESSARY. (Use applicable J.A. program procedures or new J.A. procedures.)

- Attached -

9. SIGNATURE OF CONTRACTOR REPRESENTATIVE
[b](6), (0)(7)(C)

10. DATE

12-29-2020

11. GOVERNMENT EVALUATION OF CONTRACTOR RESPONSE/RESOLUTION PLAN: (Acceptable response plan, partial acceptance of response plan, rejection: attach continuation sheet if necessary)

The Government does not accept the CoreCivic response dated 12/29/2020 as a proper remedy to the medical staffing shortages and has provided a Rejection Notice response dated 01/29/2021 (See Attachment #2 Below).

12. GOVERNMENT ACTIONS (Payment withholding, cure notice, show cause, other:)

In accordance with IGSA 70CDCR19DIG000009, Attachment 7(a), Performance Requirements, p. 2 "Workforce Integrity," the Government shall deduct [b](4) from each monthly invoice beginning from December 2020 until a minimal staffing amount of 85% is achieved in accordance with the IGSA, Staffing Plan and until the Government is otherwise satisfied that the staffing requirements set forth in this CDR have been satisfactorily addressed, to include dedicated facility staffing.

CLOSE OUT

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<th>NAME AND TITLE</th>
<th>SIGNATURE</th>
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<td>Contracting Officer</td>
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</table>

B-1
ATTACHMENT #2

CONTRACT DISCREPANCY REPORT (CDR)

CDR Continuation

January 26, 2021

From: [REDACTED] — COR

To: [REDACTED] — Acting Warden, Torrance County Detention Facility

Subject: CDR Response Rejection Notice

CDR Report Number: [REDACTED]

On December 29, 2020, a response to [REDACTED] was submitted on behalf of CoreCivic and the Torrance County Detention Facilities (TCDF) Acting Warden to the COR. The Contractor’s CDR response is rejected because it does not properly address the Medical staffing issue and concerns brought up in the CDR.

1. There is no explanation for the Chief Medical Officer, another Doctor, and a Nurse Practitioner providing part time medical service at the TCDF because of shared medical care/coverage at other ICE detention facilities.

2. The staffing information provided by CoreCivic does not show all the medical staffing shortfalls and the vacancy percentages are much higher than indicated. These shortages greatly affect the overall operational capability of the facility with any Detainee population increase. The average reported Detainee numbers and percentages are much lower than indicated in the CoreCivic response. ICE is paying for a guaranteed minimum with an associated level of staff support, not a reduced staff based on current population levels. Examples of these discrepancies are as follows:

- There are [REDACTED] medical staffing position vacancies that are not listed in the CoreCivic response. The Psychiatrist, each Mental Health Coordinators, and each Mental Health Counselors. All services are provided through tele psych services.
- The actual medical staffing level is around 44.92% and far less than 95% staffing levels indicated in the response.
- The total medical staff positions are supposed to be 34.77 and not the listed 33.77.
- The daily populations have been averaging below [REDACTED] and not [REDACTED] Detainees average in the response. Currently [REDACTED]
ICE clearance process. Although it is impossible to make guarantees when positions will be filled, CoreCivic is allocating additional human and financial resources to help fill the vacancies at TDCF, including over 209 in targeted recruiting advertisements, and we expect to fill the majority of the vacant positions within the next 90 days. In fact, one nurse practitioner started on February 1, 2021, and the Mental Health Coordinator, who has been on an approved leave of absence, is projected to return to work on February 8, 2021. In addition, candidates have accepted offers for 207 of the currently vacant medical positions, and they are expected to begin work upon completion of the clearance process. To help identify qualified candidates for the remaining positions, CoreCivic also is offering a referral bonus of 204 to existing staff.

Although CoreCivic acknowledges that TDCF has multiple vacancies in the Health Services department and is currently below the contractually required 95% staffing levels for all positions, we would like to clarify the contractual staffing requirements at TDCF. The rejection notification indicates that "the total medical staff positions are supposed to be 407 and not the listed 404." It appears that ICE may be referring to CoreCivic's internal staffing plan at TDCF (typically labeled as an "operational staffing plan"). In some instances, CoreCivic's operational staffing plan includes minor additions to the staffing levels beyond what is required under the contract staffing plan. However, CoreCivic is only contractually obligated to fill the positions included in the contract staffing plan. The current contract staffing plan for TDCF is included as Attachment 9 ICE CONTRACT STAFFING PATTERN (attached for your reference) to the original Intergovernmental Service Agreement (IGSA) dated May 15, 2019. As reflected in CoreCivic's original response, the contract staffing plan currently allocates 209 total positions to TDCF's Health Services department. In addition, the two Mental Health Counselor positions noted on the contract staffing plan are not included in the overall count of 207 total Health Services positions. Rather, they are noted as "PRN." PRN is an abbreviation of the Latin phrase "pro re nata," and is used as shorthand in the Health Services and pharmaceutical communities for "as needed" or "as the situation arises." As indicated on the contract staffing plan, the positions do not count towards (or against) TDCF's total staffing levels, as the positions are only filled if and when needed. With the current daily ICE population at TDCF averaging below 204 detainees, we do not believe these positions are currently needed.

In addition, our original response noted that 407 (or approximately 72%) of the 404 staff positions allocated to the Health Services Department were filled at the time we submitted the response. We believe that statement was accurate based on the contract staffing plan and the information above. Under the contract staffing plan, only 407 Mental Health Coordinator position is required. The Mental Health Coordinator position is filled, although the staff member currently is on approved leave pursuant to the federal Family Medical Leave Act (FMLA), with which we are contractually and statutorily required to comply. In addition, the part-time Psychiatrist position at TDCF is currently filled, and the associated psychiatric services are provided remotely via tele-health.

In summary, CoreCivic acknowledges and sincerely regrets that staffing levels at TDCF are below contractual requirements. CoreCivic is committed to filling the vacant positions as quickly as possible, and we remain committed to providing the ICE detainees in our care with appropriate levels of medical, mental, and dental care consistent with all PBNI and other applicable standards. We value our long-term partnership with ICE, and we appreciate the opportunity to respond to your concerns and for ICE's consideration of the information presented above. Based on our record of consistently providing appropriate levels of medical, mental health, and dental care to ICE detainees throughout the period of the vacancies, CoreCivic respectfully requests that the proposed deduction of the monthly invoice be reduced to 404.

Sincerely,

Acting Warden
Torrance County Detention Facility
VIA EMAIL

February 2, 2021

Contracting Officer Representative
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
n.dhs.gov

RE: CDR Response Rejection Notice
Contract Discrepancy Report # [b](7)(E)
IGSA No. 70CDCR19DIG000009
Torrance County Detention Facility

On behalf of CoreCivic and the Torrance County Detention Facility (TCDF), I am writing in response to the U.S. Immigration and Customs Enforcement (ICE) Contract Discrepancy Report (CDR) [b](7)(E) rejection notice, dated January 26, 2021, regarding medical staff vacancies. We value our partnership with ICE, and we appreciate the opportunity to respond and supplement our original response to the CDR.

As noted in our original response, CoreCivic acknowledges and regrets that we have not been able to fill the Health Services vacancies at TCDF in a more timely manner. CoreCivic recognizes that it is contractually responsible for maintaining the staffing levels identified in the contract's staffing pattern and that we are subject to a deduction of up to [b](4) from our monthly invoice for failing to fill positions within 120 days if the overall staffing level at the facility is below 90%.\(^1\) Despite the vacancies, CoreCivic's Deputy Regional Director of Health Services recently reviewed TCDF's electronic medical record (EMR) and medical logs and confirmed that sick calls, physical exams, chronic care clinics, mental health evaluations, mental health clinics, and dental clinics are up to date, completed timely, and have not been behind. The facility has been able to continue to deliver quality medical services as a result of several actions taken by CoreCivic to ensure the continuity of care, including the assignment of CoreCivic's Chief Medical Officer, to the facility as the interim physician and medical director. Through direct delivery of medical care, oversight of the nurse practitioner, availability of evening and weekends, and approval of telehealth services as needed, the ICE detainees have continued to receive high quality medical care, with no negative outcomes. As CoreCivic has provided appropriate levels of medical, mental health, and dental care for the ICE detainee population at TCDF throughout the period of the vacancies, CoreCivic respectfully requests that the proposed deduction of the monthly invoice be reduced to 5%.

In addition, CoreCivic has been working, and will continue to work, diligently to fill the vacant positions as quickly as possible. Human Resources staff at TDCF, along with support from talent acquisition staff at CoreCivic's Facility Support Center, continue to recruit applicants, conduct interviews, and assist selected candidates complete the

\(^1\) Article 2, Section D Staffing of the Intergovernmental Service Agreement (IGSA) dated May 15, 2019, states in part, "Failure to fill any individual position within 120 days of the vacancy may result in a deduction from the monthly invoice, if the vacancy in combination with other vacancies regardless of duration brings staffing levels below 95%." Further, IGSA Attachment 7(a) Performance Requirements Summary states in part, "Staffing Pattern Compliance Within % of required (Contract) Read together, we believe ICE may issue deductions of up to [b](4) of the monthly invoice when the overall staffing level at TCDF falls below [b](4) of the contract staffing pattern and one or more positions are not filled within 120 days of becoming vacant. Admittedly, TCDF currently falls below this threshold.
Subject: CDR Response Rejection Notice

Continuation

- Corporate medical staff have been floating between Torrance, Cibola, and other facilities. This practice of charging full price at each facility and providing part time coverage at best leads to violations in PSU security procedures. I have been having problems with the same Corporate floating medical staff trying to come into the facility without any security clearance or a clearance assigned to another facility.

3. The pending PSU investigation are not an excuse for not filling key or any other position. The Health Services Administrator (HSA) is an example of a key medical position being cleared and granted EOD but could not come to final terms with CoreCivic. This individual was supposed to start training on January 4, 2021. This is time and effort that counts against CoreCivic for not filling this position. All CoreCivic employee PSU security screening requests are processed promptly upon receipt. Key staffing positions are processed with an expedited processing request to better support the facility operations. Multiple CoreCivic medical staff employees had successfully completed PSU processing, but declined the position after being cleared to work on the contract by PSU. The PSU screening delays come from employees starting and not finishing the process requirements or decide after the process has started, that they do not wish to continue with employment. This is a daily challenge to keep up with all the CoreCivic PSU security requests and in process status. The medical staff positions are not staffed in accordance with the contract staffing plan or currently capable of supporting the Detainee guaranteed minimum population level. The PBNDS audits do not verify staffing levels against the contract requirements and is not a valid measurement of success, which brings into question the true validity of the recent inspection results.

4. This CDR may be expanded to include other staffing areas that are currently showing critically shortages. The TCDF is not at 95% staffing levels across the board and a comprehensive plan needs to be developed to meet these shortages.
Subject: CDR Response Rejection Notice

Continuation

5. The ability of the TCDF to provide the contracted support is critical to the overall and integrated El Paso ICE Area of Responsibility requirements. The current medical staffing shortfalls places in question the TCDF operational capability.

(b)(6), (b)(7)(C)

COR
January 5, 2021

From: COR

To: Acting Warden, Torrance County Detention Facility

Subject: CDR Response Rejection Notice

CDR Report Number:

On December 29, 2020, a response to CDR was submitted on behalf of CoreCivic and the Torrance County Detention Facilities (TCDF) Acting Warden to the COR. The Contractor’s CDR response is rejected because it does not properly address the Medical staffing issue and concerns brought up in the CDR.

1. There is no explanation for the Chief Medical Officer, another Doctor, and a Nurse Practitioner providing part time medical service at the TCDF because of shared medical care/coverage at other ICE detention facilities.

2. The staffing information provided by CoreCivic does not show all the medical staffing shortfalls and the vacancy percentages are much higher than indicated. These shortages greatly affect the overall operational capability of the facility with any Detainee population increase. The average reported Detainee numbers and percentages are much lower than indicated in the CoreCivic response. ICE is paying for a guaranteed minimum with an associated level of staff support, not a reduced staff based on current population levels.

3. The pending PSU investigation are not an excuse for not filling key or any other position. The Health Services Administrator (HSA) is an example of a key medical position being cleared and granted EOD but could not come to final terms with CoreCivic. This individual was supposed to start training on January 4, 2021. This is time and effort that counts against CoreCivic for not filling this position. All CoreCivic employee PSU security screening requests are processed promptly upon receipt. Key staffing positions are processed with an expedited processing request to better support the facility operations. Multiple CoreCivic medical staff employees had successfully completed PSU processing, but declined the position after being cleared to work on the contract by
Subject: CDR Response Rejection Notice
Continuation

PSU. The PSU screening delays come from employees starting and not finishing the process requirements or decide after the process has started, that they do not wish to continue with employment. This is a daily challenge to keep up with all the CoreCivic PSU security requests and in process status. The medical staff positions are not staffed in accordance with the contract staffing plan or currently capable of supporting the Detainee guaranteed minimum population level. The PBNDS audits do not verify staffing levels against the contract requirements and is not a valid measurement of success, which brings into question the true validity of the recent inspection results.

4. This CDR may be expanded to include other staffing areas that are currently showing critically shortages. The TCDF is not at 95% staffing levels across the board and a comprehensive plan needs to be developed to meet these shortages.

5. The ability of the TCDF to provide the contracted support is critical to the overall and integrated El Paso ICE Area of Responsibility requirements. The current medical staffing shortfalls places in question the TCDF operational capability.
VIA EMAIL

December 29, 2020


@ice.dhs.gov

IGSA No. 70CDCR19DIG000009
Torrance County Detention Facility

On behalf of CoreCivic and the Torrance County Detention Facility (TCDF), I am writing in response to the U.S. Immigration and Customs Enforcement (ICE) Contract Discrepancy Report number [Contract Discrepancy Report number], dated December 21, 2020, regarding the medical staff vacancies. We value our partnership with ICE, and we appreciate the opportunity to respond to your concerns and communicate how we are working to fill the vacancies noted in the CDR.

Attached is the current ICE Contract Staffing Pattern for TCDF, and below is a summary of the contract staffing pattern for the Health Services Department, along with the existing vacancies in Health Services (as of December 24, 2020) and the status on filling those positions.

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<th>Total Vacant</th>
<th>Days Vacant*</th>
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<td>CLINICAL SUPERVISOR</td>
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<td>RN - Infectious Disease / CQI</td>
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<tr>
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*Note: The status includes the current actions being taken to fill the vacancies and the expected timeline for resolution.
As indicated above, under the ICE Contract Staffing Pattern (approximately 72%) of the staff positions allocated to the Health Services Department are filled, with nine positions currently vacant. The status on filling each of the vacant positions is included in the chart above. Please note that CoreCivic's Chief Medical Officer (CMO) has been onsite at TCDF for at least 20 hours per week performing duties as the interim Physician since the Physician position became vacant, and as of December 21, 2020, the CMO will be onsite for at least 40 hours per week until the position is filled. In addition, the Clinical Supervisor will continue performing duties as the acting Health Services Administrator (HSA) until that position is filled.

We regret that we have been unable to fill the Health Services vacancies at TCDF in a more timely manner, but we are continuing to work diligently to fill the positions as quickly as possible. Three recent candidate selections were unable to obtain ICE clearances, and Human Resources staff at TDCF, along with support from talent acquisition staff at CoreCivic’s Facility Support Center (headquarters), continue to actively recruit applicants to fill the vacant Health Services positions and complete the ICE clearance process. Recent recruiting activities for the Health Services positions at TDCF include:

- Utilizing top-rated and industry-leading Indeed for both sponsored (paid) and non-sponsored job postings
- Utilizing DirectEmployers to post our open positions to over 1,000 syndicated diversity, veteran, disability, and college/alumni search engines and local niche sites
- Utilizing CareerArc to post our open positions to a variety of social networks, including targeted postings through Facebook and expansive postings through LinkedIn
- Utilizing additional applicant recruiting and job posting agencies for targeted job postings, including Neuvoo, ZipRecruiter, ExperiencedRN, Facebook, Jobs2Careers, USA Today, Adzuna, Jobcase and Monster PPC
- Utilizing automated messaging to potential applicants who visit our CoreCivic Careers website (which is powered by SmashFly – an industry leading, fully featured, enterprise recruiting software system)
- Utilizing direct messaging (emails, texts, etc.) from our in-house medical recruiters to our network of internally identified potential applicants and candidate databases such as Indeed, CareerBuilder and LinkedIn
- Utilizing non-digital sources -- Pandora, NM Nurse Newsletter, NM Board of Nursing, and Radio.com
- Utilizing RecruitiFi, a crowdsourcing recruiting platform that provides employers a cost effective way to source talent by letting them select and post jobs privately to up to 250 expert recruiters
- Continuous outreach to larger markets such as Albuquerque, Santa Fe, and Clines Corners

In addition to actively recruiting to fill the vacant positions, please note that CoreCivic has continued to maintain appropriate levels of medical, mental, and dental care for the ICE detainee population at TCDF throughout the period of these vacancies. CoreCivic’s Deputy Regional Director of Health Services recently reviewed TDCF’s electronic medical record (EMR) and medical logs and confirmed that sick calls, physical exams, chronic care clinics, mental health evaluations, mental health clinics, and dental clinics are up to date, completed timely, and have not been behind. In addition, no medical grievances have been filed during this period. Moreover, we respectfully ask that ICE consider that over the past 90+ days, the average daily population of ICE detainees at TDCF has been approximately 1,014 detainees, which represents approximately 6% of the 17,174 total beds allocated to ICE at the facility.

Accordingly, even with the vacancies noted above, Health Services staff have been able to ensure that the ICE detainee population housed at TCDF continue to have access to a continuum of health care services, including screening, prevention, health education, diagnosis, and treatment, at a level that meets or exceeds the ICE 2011 Performance Based National Detention Standards (PBNDS), as well as other applicable healthcare standards and requirements. In fact, during TCDF’s most recent annual PBNDS audit conducted in October 2020, the facility was found to be compliant with all applicable PBNDS medical care standards. Nevertheless, CoreCivic recognizes that
it is contractually responsible for maintaining the staffing levels identified in the contract's staffing pattern and that we are subject to a deduction from the monthly invoice for failing to fill any individual position within 120 days of the vacancy if the overall staffing level at the facility is below 95%.

In closing, we regret that we have not been able to fill the Health Services vacancies at TCDF in a more timely manner, but we are continuing to work diligently to fill the positions as quickly as possible. In the meantime, we remain committed to providing the ICE detainees in our care with appropriate levels of medical, mental, and dental care consistent with all PBNDS and other applicable standards. We appreciate the opportunity to review our Health Services operations and respond to the concerns identified in the CDR. We value our long-term partnership with ICE, and we will continue to take the steps necessary to provide the ICE detainees in our care with a safe, secure, and humane environment, which is consistent with ICE's expectations.

We welcome your feedback, so please contact me if you have questions or wish to see any additional actions taken.

Respectfully,

[Signature]

[Name]
Acting Warden
Torrance County Detention Facility
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. P00016

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/ PURCHASE REG. NO.

5. PROJECT NO. (if applicable)

6. ISSUED BY CODE 70CDCR

7. ADMINISTERED BY (if other than item 6) CODE ICE/DCR

DETENTION COMPLIANCE AND REMOVALS
U.S. Immigration and Customs Enforcement
Office of Acquisition Management
801 I ST NW, (b)(6). (b)(7)(C)
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (As, street, county, State and ZIP Code)
TORRANCE COUNTY OF
PO BOX 48
ESTANCIA NM 870160048

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/OFFER NO.

10B. DATED (SEE ITEM 13)

05/15/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/OFFER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO, (Specify authority). THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 15A.

B. THE ABOVE NUMBERED CONTRACT/OFFER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.100(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X IAW the Terms and Conditions of 70CDCR19DIG000009

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _______________ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 095746517

CONTACT INFORMATION

COR: (b)(6). (b)(7)(C)

ACOR: (b)(6). (b)(7)(C)

Contract Specialist/Contracting Officer: (b)(6). (b)(7)(C)

@ice.dhs.gov

The purpose of this modification is to memorialize additional action taken as a result of Contract Discrepancy Report (CDR) (b)(7)(E) The invoice for May 15, 2021 - May 30, 2021 and subsequent monthly invoices shall be deducted by (b)(4) from the total invoice amount Continued ...
until the performance requirements detailed in the CDR are satisfied. The Government reserves the right, in accordance with the CDR, to decrease the monthly invoice deduction back down to $0.04 as deemed appropriate by the Contracting Officer.

Period of Performance: 05/15/2019 to 05/14/2024

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

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NOTHING FOLLOWS
Attachment B – Contract Discrepancy Report

CONTRACT DISCREPANCY REPORT

Report Number: CDR 12-21-2020

1. CONTRACT NUMBER
70CDCR19DIG000009

Date: 12/21/2020

2. TO: (Contractor and Manager Name)
Torrance County Detention Facility
Torrance County
Core Civic

3. FROM: (Name of COTR)
(d)(6), (d)(7)(C)
Contract Officers Representative

DATES

CONTRACTOR NOTIFICATION
12/21/2020

CONTRACTOR RESPONSE DUE

RETURNED BY CONTRACTOR

ACTION COMPLETE

BY
12/30/2021

4. DISCREPANCY OR PROBLEM
(Describe in Detail. Include reference in PWS. Directve: Attach continuation sheet if necessary.)
The Torrance County Detention Facility (TCDF) located in Estancia, NM has been identified as being in violation of the Performance Basic National Detention Standards 2011 (PBND 2011) and the signed ICE/ERO contractual agreement 70CDCR19DIG000009, which includes the standards of the IGSA articles, PWS, QCP, and QASP. It has been discovered that the facility medical staffing is not in line with the agreed upon contractual staffing plan and the facility has critical staffing shortages. It has also been discovered that the Chief Medical Officer has not been dedicated to the Torrance contract and has been supporting multiple facilities at the same time, which has resulted in very limited coverage. The following PBNDs standards are in violation PBND 4.3, Medical Care. The following IGSA Articles that are in violation are Article 6 - Medical Services, Article 20 - Incident Reporting, and Article 32 - QASP.

5. SIGNATURE OF CONTRACTING OFFICER
TECHNICAL REPRESENTATIVE (COTR)

(d)(6), (d)(7)(C)

7. FROM: (Contractor)

(d)(6), (d)(7)(C)

8. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. ATTACH CONTINUATION SHEET IF NECESSARY. (Cite applicable O.A. program procedures or new A.W. procedures.)

- Attached -

9. SIGNATURE OF CONTRACTOR REPRESENTATIVE

(d)(6), (d)(7)(C)

10. DATE
12/30/2020

11. GOVERNMENT EVALUATION OF CONTRACTOR RESPONSE/RESOLUTION PLAN: (Acceptable response plan, partial acceptance of response plan, rejection, attach continuation sheet if necessary)
The Government does not accept the CoreCivic response dated 12/29/2020 as a proper remedy to the medical staffing shortfalls and has provided a Rejection Notice response dated 01/29/2021 (See Attached).

12. GOVERNMENT ACTIONS (Payment withholding, cure notice, show cause, other.)
Staffing Pattern Compliance within 10% of required (Contract) (Above 85% Staffing Levels (d)(7)(E))
The CDR that cites the identified violations of the ALDF Standards associated with Workforce Integrity and PWS (contract) sections permits the Contract Officer to withhold or deduct up to (d)(4) of a monthly invoice until the Contract Officer determines there is full compliance with the standard or section. The deductions will begin with the December 2020 invoice.

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<th>SIGNATURE</th>
<th>DATE</th>
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<td>(d)(6), (d)(7)(C)</td>
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<td>CONTRACTING OFFICER</td>
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B-1
Attachment B – Contract Discrepancy Report

**CONTRACT DISCREPANCY REPORT**

**Report Number:** [Redacted]  
**Date:** 12/21/2020

2. **TO:** (Contractor and Manager Name)  
   Torrance County Detention Facility  
   Torrance County  
   Warden

3. **FROM:** (Name of COTR)  
   [Redacted]  
   Contract Officers Representative

**DATES**

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4. **DISCREPANCY OR PROBLEM** (Describe in Detail. Include reference in PWS / Directive. Attach continuation sheet if necessary.)

   The Torrance County Detention Facility (TCDF) located in Estancia, NM has been identified as being in violation of the Performance Basic National Detention Standards 2011 (PBDDS 2011) and the signed ICE/ERO contractual agreement 70CDCR19DIG000009, which includes the standards of the IGSA articles, PWS, QCP, and QASP. It has been discovered that the facility medical staffing is not in line with the agreed upon contractual staffing plan and the facility has critical medical staffing shortages. It has also been discovered that the Chief Medical Officer has not been dedicated to the Torrance contract and has been supporting multiple facilities at the same time, which has resulted in very limited coverage. The following PBDDS standards are in violation PBDDS 4.3, Medical Care. The following IGSA Articles that are in violation are Article 6 - Medical Services, Article 20 - Incident Reporting, and Article 32 - QASP.

5. **SIGNATURE OF CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE (COTR)**

6. **FROM:** (Contractor)

8. **CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. ATTACH CONTINUATION SHEET IF NECESSARY.** (Cite applicable Q.A. program procedures or new A.W. procedures.)

9. **SIGNATURE OF CONTRACTOR REPRESENTATIVE**

10. **DATE**

11. **GOVERNMENT EVALUATION OF CONTRACTOR RESPONSE/RESOLUTION PLAN:** (Acceptable response/plan, partial acceptance of response/plan, rejection: attach continuation sheet if necessary)

12. **GOVERNMENT ACTIONS** (Payment withholding, cure notice, show cause, other.)

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<tr>
<td>CONTRACTING OFFICER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B-1
January 26, 2021

From: [Redacted] - COR

To: [Redacted] - Acting Warden, Torrance County Detention Facility

Subject: CDR Response Rejection Notice

CDR Report Number: [Redacted]

On December 29, 2020, a response to CDR [Redacted] was submitted on behalf of CoreCivic and the Torrance County Detention Facilities (TCDF) Acting Warden to the COR. The Contractor’s CDR response is rejected because it does not properly address the Medical staffing issue and concerns brought up in the CDR.

1. There is no explanation for the Chief Medical Officer, another Doctor, and a Nurse Practitioner providing part time medical service at the TCDF because of shared medical care/coverage at other ICE detention facilities.

2. The staffing information provided by CoreCivic does not show all the medical staffing shortfalls and the vacancy percentages are much higher than indicated. These shortages greatly affect the overall operational capability of the facility with any Detainee population increase. The average reported Detainee numbers and percentages are much lower than indicated in the CoreCivic response. ICE is paying for a guaranteed minimum with an associated level of staff support, not a reduced staff based on current population levels. Examples of these discrepancies are as follows:

• There are medical staffing position vacancies that are not listed in the CoreCivic response. The Psychiatrist, each Mental Health Coordinators, and each Mental Health Counselors. All services are provided through tele psych services.
• The actual medical staffing level is around 44.92% and far less than 95% staffing levels indicated in the response.
• The total medical staff positions are supposed to be and not the listed
• The daily populations have been averaging below and not Detainees average in the response. Currently

2022-ICLI-00045 11868
• Corporate medical staff have been floating between Torrance, Cibola, and other facilities. This practice of charging full price at each facility and providing part time coverage at best leads to violations in PSU security procedures. I have been having problems with the same Corporate floating medical staff trying to come into the facility without any security clearance or a clearance assigned to another facility.

3. The pending PSU investigation are not an excuse for not filling key or any other position. The Health Services Administrator (HSA) is an example of a key medical position being cleared and granted EOD but could not come to final terms with CoreCivic. This individual was supposed to start training on January 4, 2021. This is time and effort that counts against CoreCivic for not filling this position. All CoreCivic employee PSU security screening requests are processed promptly upon receipt. Key staffing positions are processed with an expedited processing request to better support the facility operations. Multiple CoreCivic medical staff employees had successfully completed PSU processing, but declined the position after being cleared to work on the contract by PSU. The PSU screening delays come from employees starting and not finishing the process requirements or decide after the process has started, that they do not wish to continue with employment. This is a daily challenge to keep up with all the CoreCivic PSU security requests and in process status. The medical staff positions are not staffed in accordance with the contract staffing plan or currently capable of supporting the Detainee guaranteed minimum population level. The PBNDS audits do not verify staffing levels against the contract requirements and is not a valid measurement of success, which brings into question the true validity of the recent inspection results.

4. This CDR may be expanded to include other staffing areas that are currently showing critically shortages. The TCDF is not at 95% staffing levels across the board and a comprehensive plan needs to be developed to meet these shortages.
5. The ability of the TCDF to provide the contracted support is critical to the overall and integrated El Paso ICE Area of Responsibility requirements. The current medical staffing shortfalls places in question the TCDF operational capability.
From: ODO_Inspection_Data
Sent: Tue, 21 Sep 2021 14:12:36 +0000
To: ELP-Taskings; ODO_Inspection_Data
Cc: (b)(6); (b)(7)(C)
Subject: RE: Final: Follow-up Compliance Inspection Torrance County Detention Facility - Final Report

Received, thank you!

V/R

[Section Chief]

U.S. Immigration and Customs Enforcement
Office of Professional Responsibility
Office of Detention Oversight
4050 Alpha Road
Farmers Branch, TX 75244
Cell: (972) 589

From: ELP-Taskings @ice.dhs.gov>
Sent: Monday, September 13, 2021 9:00 AM
To: ODO_Inspection_Data @ice.dhs.gov>
Cc: [b)(6); (b)(7)(C) @ice.dhs.gov>; [b)(6); (b)(7)(C) @ice.dhs.gov>; ELP-Taskings @ice.dhs.gov>
Subject: Final: Follow-up Compliance Inspection Torrance County Detention Facility - Final Report

Good morning,

Attached is the El Paso Field Office submission.

Thank you,

Special Assistant
El Paso Field Office

Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
desk: 915-856
11541 Montana Avenue
El Paso, TX 79936
ice.dhs.gov
Greetings,

On behalf of Assistant Director, Inspections and Detention Oversight, the Office of Detention Oversight (ODO) has completed the report for the inspection of the Torrance County Detention Facility, in Estancia, New Mexico, which took place May 3-7, 2021. The report and transmittal memo are available here.

Additionally, please send the approved Uniform Corrective Action Plan addressing ODO’s deficiencies by September 19, 2021, to @ice.dhs.gov.

Please let me know if you have any questions or concerns.

V/R

Section Chief
U.S. Immigration and Customs Enforcement
Office of Professional Responsibility
Office of Detention Oversight
4050 Alpha Road
Farmers Branch, TX 75244
Cell: (972) 589-1541

(i) This e-mail and any files transmitted with it are confidential and intended solely for the use of the intended recipient(s). If you have received this e-mail in error, please notify the sender immediately and delete this e-mail and any associated files from your system. (ii) Views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of CoreCivic. (iii) The recipient should check this e-mail and any attachments for the presence of viruses. The company accepts no liability for errors or omissions caused by e-mail transmission or any damage caused by any virus transmitted by or with this e-mail. This email has been scanned for content and viruses by the Symantec Email Security.cloud service.
# Uniform Corrective Action Plan

## ICE Uniform Corrective Action Plan (ODO Reviews)

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Torrance County Detention Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street and Name)</td>
<td>209 County Road 49</td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Estancia, NM 87016</td>
</tr>
<tr>
<td>County</td>
<td>Torrance</td>
</tr>
<tr>
<td>Date[s] of Facility Review</td>
<td>May 3-7, 2021</td>
</tr>
<tr>
<td>Complete and Return to ICE HQ No Later Than:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Corrective Action Plan Assigned to (Signed by AFOD or Higher)</th>
<th>Acting Deputy Field Office Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Final Submission:</td>
<td>09/10/2021</td>
</tr>
</tbody>
</table>

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

Report produced on June 24, 2013

1
Instructions for Corrective Action Response

Provide a detailed description of the corrective action taken by the facility to address each of the deficiencies identified in the Office of Detention Oversight review. Please ensure that each corrective action corrects the noted deficiency to the fullest extent possible. In the event a deficiency cannot be corrected within the authorized timeline, an explanation is required in the “Corrections Made” column. The explanation should include a work around solution while pending final resolution, and an approximate completion date. If an extension is needed, the Field Office must contact the appropriate DMD staff member with this request in advance of the specified timelines for submission.

*Exceptions to this timeline may be granted for necessary construction and staffing requirements, but will require an estimated completion date and temporary “work around” as part of the approved UCAP. Serious life and safety issues must be corrected immediately.

<table>
<thead>
<tr>
<th>ICE Uniform Corrective Action Plan</th>
<th>Torrance County Detention Facility (ELP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td><strong>Deficiency</strong></td>
</tr>
<tr>
<td>SECURITY ADMISSIONS AND RELEASE (FS&amp;C) (V)(H)(1)(9)(c)</td>
<td>ODO reviewed five detainee release files and found no Order to Release form (Form I-203) in two out of five release files (Deficiency [X] [Y])</td>
</tr>
<tr>
<td></td>
<td>ODO reviewed five detainee release files and found one out of five release files did not contain a copy of the detainee’s property inventory form (Deficiency [Z])</td>
</tr>
</tbody>
</table>


2 “The detainee shall check his/her property against the original personal property inventory form. If all property is correctly accounted for, the detainee shall sign the inventory sheet, a copy of which the officer shall place in the detainee’s detention file.” See ICE PBNDS 2011 (2013 Errata), Standard, Admission and Release, Section (V)(H)(9)(c).

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)
Report produced on June 24, 2013
<table>
<thead>
<tr>
<th></th>
<th>account for Forms I-203 / I-216.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On 05/20/2021, TCDF</td>
<td>On 05/20/2021, TCDF implemented an intake file checklist that includes verifying the presence of detainee property inventory forms. Ex #1 page 8</td>
</tr>
<tr>
<td>implemented an intake file checklist that includes verifying the presence of detainee property inventory forms. Ex #1 page 8</td>
<td>On 05/25/2021, TCDF conducted a final verification by records staff that all release documentation is present prior to filing the records. Ex. #1 page 16</td>
</tr>
<tr>
<td>On 05/25/2021, TCDF</td>
<td>Effective 06/10/2021, TCDF staff began notifying ICE/ERO of any discrepancies with Forms I-203/I-216.</td>
</tr>
<tr>
<td>conducted a final</td>
<td>On 06/22/2021, TCDF Chief of Unit Mgmt. conducted refresher training with Receiving</td>
</tr>
<tr>
<td>verification by records</td>
<td></td>
</tr>
<tr>
<td>TCDF staff began</td>
<td></td>
</tr>
<tr>
<td>On 06/22/2021, TCDF</td>
<td></td>
</tr>
<tr>
<td>TCDF Chief of Unit Mgmt.</td>
<td></td>
</tr>
<tr>
<td>conducted refresher</td>
<td></td>
</tr>
<tr>
<td>training with Receiving</td>
<td></td>
</tr>
</tbody>
</table>

*FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)*

*Report produced on June 24, 2013*
| Department of Homeland Security  
| Immigration and Customs Enforcement  
| Office of Enforcement and Removal Operations |

| | | | |
| --- | --- | --- |
| | | | |

| 2. CUSTODY CLASSIFICATION SYSTEM (V)(K) | ODO reviewed the facility's detainee handbook and found no explanation of the classification levels with the conditions and restrictions applicable to each. Specifically, the handbook did not include an explanation of a high-classification level with the conditions and restrictions (Deficiency [Box]) | Effective 08/09/2021, TCDF added a supplement to the Detainee Handbook to address the classification levels with the conditions and restrictions applicable to each. A copy of the supplement will be provided to existing detainees and issued with the Detainee Handbook to all new arrivals during the intake process. Exhibit 2 (p. 9) | 08/09/2021 |

---

3 “The ICE Detainee Handbook standard section on classification shall include: …
- An explanation of the classification levels, with the conditions and restrictions applicable to each.
- The procedures by which a detainee may appeal his or her classification.” See ICE PBNDS 2011 (2013 Errata), Standard, Custody Classification System, Section (V)(K).

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Report produced on June 24, 2013
3. **FUNDS AND PERSONAL PROPERTY**  

**ODO reviewed the facility’s detainee handbook and found no procedures for filing a claim for lost or damaged property**  
(Deficiency [b](7)(E)  

**ODO reviewed the facility’s detainee handbook and found no notification to detainees on how to access personal funds to pay for legal services**  
(Deficiency [b](7)(E)  

**ODO reviewed seven personal property forms and found seven out of seven forms did not indicate the detainee’s time of admission**  
(Deficiency [b](7)(E)  

| Effective 08/09/2021, TCDF created a supplement to the Detainee Handbook to address the procedures for filing a claim for lost or damaged property and notification to detainees on how to access personal funds to pay for legal services. A copy of the supplement will be provided to existing detainees and issued with the Detainee Handbook to all new arrivals during the intake process. Exhibit 2 (pp. 7-8 & 21) | 08/09/2021 |

---

4 “The detainee handbook or equivalent shall notify the detainees of facility policies and procedures related to personal property, including: … 5. the procedure for filing a claim for lost or damaged property.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(C)(5).

5 “The detainee handbook or equivalent shall notify the detainees of facility policies and procedures related to personal property, including: … 6. access to detainee personal funds to pay for legal services.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(C)(6).

6 “The personal property inventory form must contain the following information at a minimum: 1. date and time of admission.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(I)(1).

---

Report produced on June 24, 2013
<table>
<thead>
<tr>
<th></th>
<th>On 06/17/2021, TCDF implemented a computer-generated Order Management System (OMS) property form which include a section to indicate the detainee's date &amp; time of admission. Exhibit 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On 06/22/2021, TCDF Chief of Unit Mgmt. conducted training with R&amp;D staff on the proper completion of the OMS property form, specifically addressing entry of detainee's date &amp; time of admission. The training was documented on a Form 4-2A, Training/Activity Attendance Roster. Exhibit 4</td>
</tr>
</tbody>
</table>
| CARE FOOD SERVICES (V)(G)(5)(V)(K)(1) | **ODO reviewed photographs of bread used for kosher trays and found the facility did not purchase bread labeled “pareve” or “parve” (Deficiency).** | After further research, TCDF confirmed the bread in use at that time for kosher trays was Parve, however, it was not labeled as Parve. On 05/18/2021, TCDF changed bread products for kosher trays to a product that is clearly labeled as Parve. Exhibit 5  
On 05/04/2021, TCDF’s food vendor was provided instruction on proper special handling instructions that must be annotated on purchase orders. The food vendor implemented the coding change resulting in purchase order. | 05/18/2021 |

---

7 Only bread and margarine labeled “pareve” or “parve” shall be purchased for the kosher tray.” See ICE PBNDS 2011 (2013 Errata), Standard, Food Service, Section (V)(G)(5).
<p>| annotation compliance on 05/04/2021. Communication to the vendor, directing that purchase orders contain special handling requirements for delivery of controlled items shall be retained with each applicable purchase order. The TCDF Food Service Director shall inspect all purchase orders for controlled items prior to facility entry for a period of 2 months, beginning 05/2021, to monitor compliance. This review will be documented by initialing the purchase order(s) containing special handling instructions for delivery of controlled-food items or &quot;hot item.&quot; |</p>
<table>
<thead>
<tr>
<th>5. MEDICAL CARE (V)(I)</th>
<th></th>
<th>Exhibit 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ODO</strong> reviewed 12 detainee medical records and found no reviews to assess priority of treatment by the clinical medical authority in 7 out of 12 records (Deficiency [D(7)[E]).</td>
<td></td>
<td>On 05/20/2021, the TCDF Health Services Administrator conducted refresher training with the facility Nurse Practitioner regarding the requirement to submit all completed health assessments to the Certified Medical Assistants (CMAs) to review priority of treatment. The training was documented on a Form 4-2A, Training/Activity Attendance Roster. Exhibit 7</td>
</tr>
</tbody>
</table>

On 05/21/2021, formal disciplinary action was issued to the responsible staff member. Effective 05/20/2021, a 60-day Continuous Quality Improvement
(CQI) study was implemented to monitor compliance. Results of the study will be documented in the quarterly CQI meeting and provided to the Health Services Administrator. Further non-compliance will result in additional training, counseling, and/or progressive disciplinary action, as appropriate.
Office of Detention Oversight
Follow-Up Compliance Inspection

Enforcement and Removal Operations
ERO El Paso Field Office

Torrance County Detention Facility
Estancia, New Mexico

May 3-7, 2021
FOLLOW-UP COMPLIANCE INSPECTION
of the
TORRANCE COUNTY DETENTION FACILITY
Estancia, New Mexico

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### FOLLOW-UP COMPLIANCE INSPECTION TEAM MEMBERS

<table>
<thead>
<tr>
<th>Team Lead</th>
<th>ODO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Team Lead</td>
<td>ODO</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
</tbody>
</table>
FACILITY OVERVIEW

The U.S. Immigration and Customs Enforcement (ICE) Office of Professional Responsibility (OPR) Office of Detention Oversight (ODO) conducted a follow-up compliance inspection of the Torrance County Detention Facility (TCDF) in Estancia, New Mexico, from May 3 to 7, 2021.\(^1\) This inspection focused on the standards found deficient during ODO’s last inspection of TCDF from November 30 to December 3, 2020. The facility opened in May 2019 and is owned and operated by CoreCivic. The ICE Office of Enforcement and Removal Operations (ERO) began housing detainees at TCDF in August 2019 under the oversight of ERO’s Field Office Director in El Paso (ERO El Paso). The facility operates under the Performance-Based National Detention Standards (PBNDS) 2011 (2013 Errata).\(^2\)

ERO has assigned deportation officers (DO) and a detention services manager to the facility. A TCDF warden handles daily facility operations and manages detention personnel. Trinity Food Service provides food services, and CoreCivic provides medical care and commissary services at the facility. The facility does not hold any accreditations from any outside entities.

<table>
<thead>
<tr>
<th>Capacity and Population Statistics</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE Detainee Bed Capacity(^3)</td>
<td>(b)(7)(E)</td>
</tr>
<tr>
<td>Average ICE Detainee Population(^4)</td>
<td></td>
</tr>
<tr>
<td>Male Detainee Population (as of May 3, 2021)</td>
<td></td>
</tr>
<tr>
<td>Female Detainee Population (as of May 3, 2021)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

During its last inspection, in Fiscal Year (FY) 2021, ODO found 3 deficiencies in the following areas: Facility Security and Control (2) and Special Management Units (1).

---

\(^1\) This facility holds male detainees with low, medium-low, medium-high, and high-security classification levels for periods longer than 72 hours.

\(^2\) On January 12, 2021, ERO Custody Management informed ODO TCDF had not changed to PBNDS 2011 (Revised 2016) and to inspect the facility in accordance with PBNDS 2011 (2013 Errata).

\(^3\) Data Source: ERO Facility List Report as of May 3, 2021.


\(^5\) Per the ERO Facility List Report of May 3, 2021, TCDF had an FY 2020 average daily population of 191 detainees, and hence justification for ODO to schedule TCDF for an inspection in FY 2021. Although the facility’s population count during the inspection was less than 10, the facility has a current contract to house ICE detainees, serving as further justification for ODO to continue with the inspection.
FOLLOW-UP COMPLIANCE INSPECTION PROCESS

ODO conducts oversight inspections of ICE detention facilities with an average daily population of [REDacted] or more detainees, and where detainees are housed for longer than 72 hours, to assess compliance with ICE National Detention Standards. These inspections focus solely on facility compliance with detention standards that directly affect detainee life, health, safety, and/or well-being. In FY 2021, to meet congressional requirements, ODO began conducting follow-up inspections at all ICE ERO detention facilities, which ODO inspected earlier in the FY.

While follow-up inspections are intended to focus on previously identified deficiencies, ODO will conduct a complete review of several core standards, which include but are not limited to Medical Care, Hunger Strikes, Suicide Prevention, Food Service, Environmental Health and Safety, Emergency Plans, Use of Force and Restraints/Use of Physical Control Measures and Restraints, Admission and Release, Classification, and Funds and Personal Property. ODO may decide to conduct a second full inspection of a facility in the same FY based on additional information obtained prior to ODO’s arrival on-site. Factors ODO will consider when deciding to conduct a second full inspection will include the total number of deficiencies cited during the first inspection, the number of deficient standards found during the first inspection, the completion status of the first inspection’s UCAP, and other information ODO obtains from internal and external sources ahead of the follow-up compliance inspection. Conditions found during the inspection may also lead ODO to assess new areas and identify new deficiencies or areas of concern should facility practices run contrary to ICE standards. Any areas found non-compliant during both inspections are annotated as “Repeat Deficiencies” in this report.

ODO was unable to conduct an on-site inspection of this facility, as a result of the COVID-19 pandemic and instead, conducted a remote inspection of the facility. During this remote inspection, ODO interviewed facility staff, ERO field office staff, and detainees, reviewed files and detention records, and was able to assess compliance for at least 90 percent or more of the ICE national detention standards reviewed during the inspection.
# FINDINGS BY PERFORMANCE-BASED NATIONAL DETENTION STANDARDS 2011 (2013 ERRATA) MAJOR CATEGORIES

<table>
<thead>
<tr>
<th>Part 1 – Safety</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health and Safety</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>Part 2 – Security</td>
<td></td>
</tr>
<tr>
<td>Admission and Release</td>
<td>2</td>
</tr>
<tr>
<td>Custody Classification System</td>
<td>1</td>
</tr>
<tr>
<td>Facility Security and Control</td>
<td>0</td>
</tr>
<tr>
<td>Funds and Personal Property</td>
<td>3</td>
</tr>
<tr>
<td>Special Management Units</td>
<td>0</td>
</tr>
<tr>
<td>Use of Force and Restraints</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>Part 4 – Care</td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>2</td>
</tr>
<tr>
<td>Medical Care</td>
<td>1</td>
</tr>
<tr>
<td>Hunger Strikes</td>
<td>0</td>
</tr>
<tr>
<td>Significant Self-harm and Suicide Prevention and Intervention</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>Total Deficiencies</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

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6 For greater detail on ODO’s findings, see the *Follow-Up Compliance Inspection Findings* section of this report.
DETAINEE RELATIONS

There were only seven detainees assigned to the facility, who all voluntarily agreed to participate in ODO interviews. None of the detainees made allegations of discrimination, mistreatment, nor abuse. Most detainees reported satisfaction with facility services except for the concern listed below. ODO conducted detainee interviews via video teleconference.

Staff-Detainee Communication: One detainee stated all documents he received were in English, which he does not understand, and had requested a Spanish-speaking translator.

- Action Taken: ODO interviewed the assigned DO and found ERO El Paso did know of this detainee’s need for translation services. ERO El Paso provided document translation for the detainee and instructed the detainee how to request future translation services.

FOLLOW-UP COMPLIANCE INSPECTION FINDINGS

SAFETY

ENVIRONMENTAL HEALTH AND SAFETY (EHS)

ODO interviewed the safety manager (SM) and found the facility had not received annual fire inspections since July 2019 due to COVID-19 protocols. The SM provided ODO documentation showing the facility’s requests for annual inspections in 2020 and 2021, which showed the city fire marshal declined. ODO cited this as an Area of Concern.

SECURITY

ADMISSION AND RELEASE (AR)

ODO reviewed five detainee release files and found no Order to Release form (Form I-203) in two out of five release files (Deficiency [O/7/E]).

ODO reviewed five detainee release files and found one out of five release files did not contain a copy of the detainee's property inventory form (Deficiency [P/I/E][8]).

8 “The detainee shall check his/her property against the original personal property inventory form. If all property is correctly accounted for, the detainee shall sign the inventory sheet, a copy of which the officer shall place in the detainee’s detention file.” See ICE PBNDS 2011 (2013 Errata), Standard, Admission and Release, Section (V)(H)(9)(c).
CUSTODY CLASSIFICATION SYSTEM (CCS)

ODO reviewed the facility’s detainee handbook and found no explanation of the classification levels with the conditions and restrictions applicable to each. Specifically, the handbook did not include an explanation of a high-classification level with the conditions and restrictions (Deficiency [07](E)).

ODO reviewed the facility’s assigned detainees’ color-coded uniforms in three different colors, based on classification levels with medium-high and high classifications wearing the same colors. The facility assigned uniforms as follows: dark green for low, chocolate brown for medium-low, and blue for medium-high/high. However, the facility’s detainee handbook documented the following uniform colors for classification: yellow for low, tan for medium-low, and dark green for medium-high/high. ODO cited this as an Area of Concern.

Funds and Personal Property (FPP)

ODO reviewed the facility’s detainee handbook and found no procedures for filing a claim for lost or damaged property (Deficiency [07](E)).

ODO reviewed the facility’s detainee handbook and found no notification to detainees on how to access personal funds to pay for legal services (Deficiency [07](E)).

ODO reviewed seven personal property forms and found seven out of seven forms did not indicate the detainee’s time of admission (Deficiency [07](E)).

CARE

FOOD SERVICES (FS)

ODO reviewed photographs of bread used for kosher trays and found the facility did not purchase bread labeled “pareve” or “parve” (Deficiency [07](E)).

---

9 “The ICE Detainee Handbook standard section on classification shall include: …
   - An explanation of the classification levels, with the conditions and restrictions applicable to each.
   - The procedures by which a detainee may appeal his or her classification.” See ICE PBNDS 2011 (2013 Errata), Standard, Custody Classification System, Section (V)(K).

10 “The detainee handbook or equivalent shall notify the detainees of facility policies and procedures related to personal property, including: …
   5. the procedure for filing a claim for lost or damaged property.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(C)(5).

11 “The detainee handbook or equivalent shall notify the detainees of facility policies and procedures related to personal property, including: …
   6. access to detainee personal funds to pay for legal services.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(C)(6).

12 “The personal property inventory form must contain the following information at a minimum:

13 Only bread and margarine labeled “pareve” or “parve” shall be purchased for the kosher tray.” See ICE PBNDS 2011 (2013 Errata), Standard, Food Service, Section (V)(G)(5).
ODO reviewed six purchase requests for controlled-food items and found the food service director did not mark the item “hot” in six out of six purchase requests for sugar to signal the need for special handling (Deficiency [14]).

**MEDICAL CARE (MC)**

ODO reviewed 12 detainees medical records and found no reviews to assess priority of treatment by the clinical medical authority in 7 out of 12 records (Deficiency [5]).

**CONCLUSION**

During this inspection, ODO assessed the facility’s compliance with 11 standards under PBNDS 2011 (2013 Errata) and found the facility in compliance with 6 of those standards. ODO found nine deficiencies in the remaining five standards. ODO recommends ERO work with the facility to resolve any deficiencies that remain outstanding in accordance with contractual obligations.

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Standards Reviewed</td>
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<td>Corrective Actions</td>
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---

14 “On the purchase request for potentially dangerous items (e.g., knives, mace, yeast, nutmeg, cloves, and other items considered contraband if found in a detainee’s possession), the FSA shall mark them “hot,” signaling the need for special handling.” See ICE PBNDS 2011 (2013 Errata), Standard, Food Service, Section (V)(K)(1).

15 “The CMA shall be responsible for review of all comprehensive health assessments to assess the priority for treatment.” See ICE PBNDS 2011 (2013 Errata), Standard, Medical Care, Section (V)(I).
MEMORANDUM FOR:    Corey A. Price  
Acting Executive Associate Director  
Office of Enforcement and Removal Operations

FROM:    for  
Assistant Director  
Inspections and Detention Oversight

SUBJECT:  Compliance Inspection  
Torrance County Detention Facility

The ICE Office of Professional Responsibility (OPR), Inspections and Detention Oversight Division (IDO), Office of Detention Oversight (ODO), conducted a follow-up compliance inspection of the Torrance County Detention Facility in Estancia, New Mexico, from May 3-7, 2021. The attached report contains ODO’s findings.

This report documents inspection results and serves as an official record. It is intended to provide senior management with an evaluation of the facility’s compliance with the ICE Performance-Based National Detention Standards 2011 (2013 Errata).

Attached is a PDF file of the facility report for dissemination to your designated field managers. If you wish to discuss the report findings, please have a member of your staff contact Acting Unit Chief OPR ODO, at (202) 732-

Attachment
Hello,

Can I get a corrected 203? 

Thank you.

Records Clerk

CoreCivic
209 E ALAN AYERS RD
ESTANCIA, NM 87016
Phone (505) 38-6469; (505)760
Fax (505)253 0798

CAUTION: This email came from outside the organization. Attachments and links may contain viruses and other malicious software.

Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452-5565; (505)760
TRANSFERS FROM SPC TO Torrance

***APPROVED***

GPS: Please transport and meet and greet with Transcor at ABQ with the following detainees on 06/23/2021. Arrive at the ABQ sub-office by 11am. Please book in/out accordingly. Please drop off files at Otero.

Transcor: Please transport from ABQ to Torrance.

Please see attached l-216s/l-203s

Deportation Officer
El Paso Field Office, El Paso SPC
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Desk: 915-228

From: @beringstraits.com>
Sent: Tuesday, June 22, 2021 12:52 PM
To: EPC-Transportation @ice.dhs.gov>
Cc: GPS-DMU-SUPS @ice.gov onmicrosoft.com>

Subject: ABQ Meet and Greet 6/23/21

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Contact ICE SOC SPAM with questions or concerns.

Sir,


Estimated time of departure is 0800 hours.

Respectfully,

Detention Management Unit Supervisor
Asset Protection & Security
Cell: (915) 497
Office: (915) 228
@associates.ice.dhs.gov
@beringstraits.com
From: [PERSON]@ice.dhs.gov
Sent: Tuesday, June 22, 2021 12:25 PM
To: [PERSON]@associates.ice.dhs.gov; #ELP-EPC-DETENTION-SDDO
Cc: GPS-DMU-SUPS\@ice.gov.onmicrosoft.com; [PERSON]@beringstraits.com
[PERSON]@ice.gov.onmicrosoft.com; [PERSON]@beringstraits.com
[PERSON]@ice.gov.onmicrosoft.com; [PERSON]@bsnc.net
[PERSON]@ice.dhs.gov
[PERSON]@ice.gov.onmicrosoft.com; [PERSON]@beringstraits.com
[PERSON]@ice.gov.onmicrosoft.com; [PERSON]@bsnc.net
Subject: RE: CANCELLATION: DOMESTIC ESCORT (NETHERLANDS) 6-22-2021

| ATTENTION - EXTERNAL EMAIL | - This email originated from outside the organization. Use caution opening attachments or hyperlinks. If you are unsure of the email, please contact the IT department for further guidance.

Please proceed with the Meet and Greet to Torrance.

Can you please assist with the transportation request.

Respectfully,

[PERSON] Supervisory Detention and Deportation Officer, Custody Management Unit
El Paso Field Office, TDY El Paso Processing Center
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
(Office) 915-225-\[PERSON]\[PERSON] 8915 Montana Ave.
El Paso, Texas 79925

From: [PERSON]@associates.ice.dhs.gov
Sent: Tuesday, June 22, 2021 11:06 AM
To: #ELP-EPC-DETENTION-SDDO
Cc: GPS-DMU-SUPS\@ice.gov.onmicrosoft.com; [PERSON]@beringstraits.com
[PERSON]@ice.gov.onmicrosoft.com; [PERSON]@beringstraits.com
Subject: FW: CANCELLATION: DOMESTIC ESCORT (NETHERLANDS) 6-22-2021

Flight was canceled.
Thank you!

From: @ice.dhs.gov
Sent: Friday, June 18, 2021 7:22 AM
To: @corecivic.com>
Subject: RE: ***FINAL UPDATE***************06-18-21 transfer from TCDF to ABQ sub-office

Here you go.

Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Contact ICE SOC SPAM with questions or concerns.

Good morning,

Can I get a corrected 203? (b)(5)

Thank you,

From: @corecivic.com>
Sent: Friday, June 18, 2021 7:07 AM
To: @ice.dhs.gov>
Subject: RE: ***FINAL UPDATE***************06-18-21 transfer from TCDF to ABQ sub-office

From: TorranceNotify@transcor.com; @ice.dhs.gov; TorranceNotify@ice.dhs.gov; b(6); b(7)(C)
From: #ELP-ABQ-COORD-NOTIFY@ice.dhs.gov; b(6); b(7)(C)
Here you go....

Thank you

Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452-0628

From: b(6), b(7)(C) @transcor.com>
Sent: Friday, June 18, 2021 5:11 AM
To: b(6), b(7)(C) @ice.dhs.gov>
Cc: b(6), b(7)(C) @ice.dhs.gov>
Subject: RE: ***FINAL UPDATE**************06-18-21 transfer from TCDF to ABQ sub-office

Good morning,

Can I get a 203 for this transport please and thank you.

Respectfully,

Transportation Supervisor
TransCor America, LLC
Torrance County
Estancia, New Mexico
Office: 505-345-5678
Cell: 615-456-7890
From: [b](8), [b](7)(C)
Sent: Thursday, June 10, 2021 11:58 AM
To: [b](8), [b](7)(C)
Subject: FW: 90 LM El Paso-Miami
Attachments: Copy of 1 M BTC-Torrance Manifest.xls; Copy of 13 M Krome-Torrance Manifest.xls

Corrected

From: [b](6), [b](7)(C)@ice.dhs.gov
Sent: Thursday, June 10, 2021 11:55 AM
To: [b](6), [b](7)(C)@corecivic.com
Cc: [b](8), [b](7)(C)@transcor.com> [b](8), [b](7)(C)@corecivic.com>
Subject: RE: 90 LM El Paso-Miami

Dear [b](6), [b](7)(C),

here you go...

[b](6), [b](7)(C)
Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452-

From: [b](6), [b](7)(C)@corecivic.com>
Sent: Thursday, June 10, 2021 11:51 AM
To: [b](8), [b](7)(C)@ice.dhs.gov>
Cc: [b](8), [b](7)(C)@transcor.com> [b](8), [b](7)(C)@corecivic.com>
Subject: RE: 90 LM El Paso-Miami

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Contact ICE SOC SPAM with questions or concerns.

Hello,
Can I get corrected 203's for the ones leaving tomorrow. [b](5)

14 detainees departing.

Thank you.

[b](6), [b](7)(C)
These are the detainees going to El Paso airlift tomorrow morning. I will be in at 0100 to get them ready. My team will be in at 0300 to depart at 0330.

Respectfully,

Transportation Supervisor
Transcor America
Torrance County Detention Facility
Office: 505-338-6153
Cell: 615-456-2345

Begin forwarded message:

From: ice.dhs.gov
Date: June 10, 2021 at 11:24:48 AM MDT
To: ice.dhs.gov, @transcor.com
Subject: FW: 90 LM El Paso-Miami

I see you were not added.

Supervisory Detention and Deportation Officer
El Paso Field Office, Albuquerque Sub-office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Office: (505) 452-2345

From: ice.dhs.gov
Sent: Thursday, June 10, 2021 11:15 AM
To: @transcor.com
Cc: @ice.dhs.gov
Subject: RE: 90 LM El Paso-Miami

These are the manifest with the 14 names.

Deportation Officer
INTAKE FILE CHECKLIST

This checklist must be completed at intake. All documentation required must be complete.

NAME: ___________________________ CCA#: ___________________________

DATE: 5/20/21

Please check off each one when completed.

✓ Finger Print Card (USMS and COUNTY)
✓ Biometrics and Photo
✓ Commitment Summary
✓ Receiving and Discharging Checklist (note: only the receiving portion should be completed at intake.)
✓ Disposition of Non-Allowable Property (14-6A, if applicable)
✓ Facility Issued Property Receipt (14-6CC)
✓ Allowable Personal Property Inventory/Receipt (14-6BB, if applicable)
✓ Property Disclaimer (English or Spanish)
✓ Telephone Calls
✓ Mail
✓ Language Preference
✓ Booking Questionnaire
✓ Sexual Violence Screening Tool (14-2B)
✓ Contracting Agency Offense Information (ICE-203/216, TCSO-Arrest Booking Sheet, Inmate Book-In Summary, Offender Booking Summary)
✓ Initial Classification and Orientation
✓ Inmate Intake Checklist

Intake Review by Booking Staff

FOR RECORDS DEPT. USE ONLY

Intake Review by ___________________________
INTAKE FILE CHECKLIST

This checklist must be completed at intake. All documentation required must be complete.

NAME: ________________________________  A#: ________________________________

DATE: 05/31/2021

Please check off each one when completed.

- Finger Print Card (USMS and COUNTY)
- Biometrics and Photo
- Commitment Summary
- Receiving and Discharging Checklist (note: only the receiving portion should be completed at intake.)
- Disposition of Non-Allowable Property (14-6A, if applicable)
- Facility Issued Property Receipt (14-6CC)
- Allowable Personal Property Inventory/Receipt (14-6BB, if applicable)
- Property Disclaimer (English or Spanish)
- Telephone Calls
- Mail
- Language Preference
- Booking Questionnaire
- Sexual Violence Screening Tool (14-2B)
- Contracting Agency Offense Information/ICE 203/216, TCSO Arrest Booking Sheet, Inmate Book-In Summary, Offender Booking Summary, Initial Classification and Orientation
- Inmate Intake Checklist

Intake Review by Booking Staff ________________________________

FOR RECORDS DEPT. USE ONLY

Intake Review by ________________________________
INTAKE FILE CHECKLIST

This checklist must be completed at intake. All documentation required must be complete.

DATE: 7/6/2021

Please check off each one when completed.

XXXX Finger Print Card (USMS and COUNTY)

/ Biometrics and Photo

/ Commitment Summary

/ Receiving and Discharging Checklist (note: only the receiving portion should be completed at intake.)

/ Disposition of Non-Allowable Property (14-6A, if applicable)

/ Facility Issued Property Receipt (14-6CC)

/ Allowable Personal Property Inventory/Receipt (14-6BB, if applicable)

/ Property Disclaimer (English or Spanish)

/ Telephone Calls

/ Mail

/ Language Preference

/ Booking Questionnaire

/ Sexual Violence Screening Tool (14-2B)

/ Contracting Agency Offense Information (ICE-203/216, TCSO-Arrest Booking Sheet, Inmate Book-In Summary, Offender Booking Summary, WIC-420)

/ Initial Classification and Orientation

/ Inmate Intake Checklist

Intake Review by Booking Staff

FOR RECORDS DEPT. USE ONLY

Intake Review by
INTAKE FILE CHECKLIST

This checklist must be completed at intake. All documentation required must be complete.

NAME: ____________________ CCA#: ____________________

DATE: 7/6/2021

Please check off each one when completed.

- [ ] XXXXX Finger Print Card (USMS and COUNTY)
- [ ] Biometrics and Photo
- [ ] Commitment Summary
- [ ] Receiving and Discharging Checklist (note: only the receiving portion should be completed at intake.)
- [ ] Disposition of Non-Allowable Property (14-6A, if applicable)
- [ ] Facility Issued Property Receipt (14-6CC)
- [ ] Allowable Personal Property Inventory/Receipt (14-6BB, if applicable)
- [ ] Property Disclaimer (English or Spanish)
- [ ] Telephone Calls
- [ ] Mail
- [ ] Language Preference
- [ ] Booking Questionnaire
- [ ] Sexual Violence Screening Tool (14-2B)
- [ ] Contracting Agency Offense Information (ICE-203/216, TCSO-Arrest Booking Sheet, Inmate Book-In
Summary, Offender Booking Summary)
- [ ] Initial Classification and Orientation
- [ ] Inmate Intake Checklist

intake Review by Booking Staff ____________________

FOR RECORDS DEPT. USE ONLY

Intake Review by ____________________
### Monthly Meeting Agenda

**Meeting called by:**
Chief

**Type of meeting:**
Monthly Staff Meeting

**Attendees:** Staff

### Agenda Topics

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Open Positions – staffing assignments</td>
</tr>
<tr>
<td>2</td>
<td>Policy 14-6, review</td>
</tr>
<tr>
<td>3</td>
<td>Upcoming Audits</td>
</tr>
<tr>
<td>4</td>
<td>Corona Virus – Sanitation protocols</td>
</tr>
<tr>
<td>5</td>
<td>Intake/Property/Releases/Reviews</td>
</tr>
<tr>
<td>6</td>
<td>Detainee I.D.</td>
</tr>
<tr>
<td>7</td>
<td>Town Halls</td>
</tr>
<tr>
<td>8</td>
<td>E-Learning &amp; PTO usage</td>
</tr>
<tr>
<td>9</td>
<td>Open Discussion</td>
</tr>
</tbody>
</table>

**To promote social distancing, please review and respond if you have any additions.**

Then please stop by my office to sign the 4-2A.

**B8 – Be Communicative** – Communicate in a way that is respectful and courteous, free of profanity and inappropriate language. Practice active listening and solicit feedback, encourage questions and answer them to the best of your ability, or find the answer.

1. We have a unit manager position open, chaplain, and detention counselor. Interviews will be conducted this week for Detention Counselor.

2. Policy review 14-6 – Inmate/Detainee Property – review the policy and the standards regarding property.

3. Our next audit is the ICE audit, July 26th. Make sure we are paying attention to the little things and ensure your areas are ready for inspections.

4. Corona Virus – every area in the facility needs to remain clean and sanitized, please keep up with our processes. Our daily requirements, porters need to clean and sanitize every hour...
from 0600 to final lockdown. Are you or your staff becoming complacent? Flu season is here, we have a rise in Covid-19 cases in the facility, stay aware and pro-active!

5. Intakes/Releases/Review/Property –

a. Review 216/203 to ensure proper paperwork is received
   Documents must have signatures and must state to Torrance and/or from Torrance (if a release)
   a. If incorrect paperwork is received, records staff or supervisor will e-mail ICE for correct documents

b. All property will be inventoried at processing, the property form will be printed (as described in attachment), signed by the inmate/detainee, then signed by a staff member.
   a. The form will automatically have the date and time on the form, the original will be placed in the file, a copy given to the inmate/detainee.
   b. The detainee name, date, agency number, and box number will be documented in the property log.

c. Once the monthly audit is complete, documents will be reviewed and signed, by the Chief, verifying completion.

Every ICE detainee that arrives, with property, will be logged into the property logbook; Name, Agency number, date and time of inventory.

Release:
All released property/valuables will be checked and verified. The inmate/detainee will sign acknowledging receipt, as well as two staff members will verify property and sign acknowledging all property is accounted for and sent with the release.

Audits:
Both on-coming and off-going supervisors shall simultaneously conduct an audit of detainee funds, property envelopes and large valuables, where physical custody of, or access to such items, changes with facility shift changes. This will be documented in the property logbook. (Note: we will officially begin this process on 6-24-2021

Property Audits will be conducted at a minimum quarterly, the property officer and a Supervisor will conduct these audits. The date and time of the audit, staff conducting the audit, and if any discrepancies were found, will be documented in the property logbook.

6. Detainee I.D.'s – ICE detainees will be given an I.D. with his assigned classification level. Please follow the guide provided to print the appropriate I.D.
   Low – Level 1 - Forrest Green
Low-Mod – Level 2 - Brown
Mod-High – Level 3 – Blue/Brown
High – Level 4 - Blue
ICE will still be separated by uniform color and housing assignments.

7. Town halls:

Remember these have to be done (3) three times a week for ICE and once weekly for other populations; must cover PREA (must cover continued education), sanitation, Covid-19, and any facility updates. Please remind the populations that the Covid-19 vaccine is available.

8. E-Learning and annual In-Service:

I understand that we are all busy, find time to complete a minimum of one E-Learning class per day, until complete. Once you and your staff are complete with your E-Learning, send me a list of completion.

Open discussion items:

6-34-2021: Bk requested additional staff to help in booking property.

No other additional infor/comments to add. 6/25/2022
### Training Activity Enrollment / Attendance Roster

**Training Location:** Torrance  
**Curriculum:** (Orientation, Custody, In-Service, Specialized)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>LMS Course Code</th>
<th>Instructor</th>
<th>Time</th>
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<td>06/23/21</td>
<td>Monthly Meeting/Training</td>
<td></td>
<td>Chief(6)(7)(C)</td>
<td>600 - 2000</td>
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</tbody>
</table>

**Print Name:**  
**Signature:**  
**Employee #:**  
**Title:**  
**Facility:**

- [ ] (b)(6)  
- [ ] (b)(7)(C)

**Signature of person entering data into LMS:**

**Training Manager's Signature:**

**Comments:**

(continue comments on reverse side if necessary)
This checklist must be completed at Discharge. All documentation required must be complete.

NAME: ____________________________  CCA#: ____________________________

DATE: 5-25-2021

Please initial each one when completed.

✓ Receiving and Discharging Checklist (note: only the discharge portion should be completed at Discharge.)

✓ Disposition of Non-Allowable Property Closed-Out (14-6A, if applicable)

✓ Facility Issued Property Close-out (14-6CC) (Dated and Condition)

✓ Allowable Personal Property Inventory/Receipt Closed-out (14-6BB, if applicable) Acknowledgement of Reason for Inventory.

✓ Account Transaction Receipt Closed-Out (if applicable)

✓ Detainee Transfer Notification (if applicable)

✓ Contracting Agency Offense Information (ICE-203/216, TCSO-Released Booking Sheet, Inmate Released Summary, Offender Released Summary, USMS 129)

✓ Inmate Discharge Checklist

Release Review by Booking Staff

FOR RECORDS DEPT. USE ONLY

File Close Out Date 7/19/21

Revised 03-04-2020
DIAG FILE CHECKLIST

This checklist must be completed at Discharge. All documentation required must be complete.

NAME ______________________  CCA#: ______________________

DATE: 7-1-21

Please initial each one when completed.

☐ Receiving and Discharging Checklist (note: only the discharge portion should be completed at Discharge.)

☐ Disposition of Non-Allowable Property Closed-Out (14-6A, if applicable)

☐ Facility Issued Property Close-out (14-6CC) (Dated and Condition)

☐ Allowable Personal Property Inventory/Receipt Closed-out (14-6BB, if applicable) Acknowledgement of Reason for Inventory.

☐ Account Transaction Receipt Closed-Out (if applicable)

☐ Detainee Transfer Notification (if applicable)

☐ Contracting Agency Offense Information (ICE-203/216, TCSO-Released Booking Sheet, Inmate Released Summary, Offender Released Summary, USMS 129)

☐ Inmate Discharge Checklist

Release Review by Booking Staff

FOR RECORDS DEPT. USE ONLY

Release Close Out Date 1-19-21

Revised 03-04-2020
DISCHARGE FILE CHECKLIST

This checklist must be completed at Discharge. All documentation required must be complete.

NAME: ________________________  CCA#: ________________________

DATE: 07/18/2021

Please initial each one when completed.

✓ Receiving and Discharging Checklist (note: only the discharge portion should be completed at Discharge.)

✓ Disposition of Non-Allowable Property Closed-Out (14-6A, if applicable)

✓ Facility Issued Property Close-out (14-6CC) (Dated and Condition)

✓ Allowable Personal Property Inventory/Receipt Closed-out (14-6BB, if applicable) Acknowledgement of Reason for Inventory.

✓ Account Transaction Receipt Closed-Out (if applicable)

✓ Detainee Transfer Notification (if applicable)

✓ Contracting Agency Offense Information (ICE-203/216, TCSO-Released Booking Sheet, Inmate Released Summary, Offender Released Summary, USMS 129)

✓ Inmate Discharge Checklist

Release Review by Booking Staff: ________________________

FOR RECORDS DEPT. USE ONLY

File Close Out Date: 07.19.21

Revised 03-04-2020
DISCHARGE FILE CHECKLIST

This checklist must be completed at Discharge. All documentation required must be complete.

NAME ___________________________ CCA#: ___________________________

DATE: ___________________________

Please initial each one when completed.

☐ Receiving and Discharging Checklist (note: only the discharge portion should be completed at Discharge.)

☐ Disposition of Non-Allowable Property Closed-Out (14-6A, if applicable)

☐ Facility Issued Property Close-out (14-6CC) (Dated and Condition)

☐ Allowable Personal Property Inventory/Receipt Closed-out (14-6BR, if applicable) Acknowledgement of Reason for Inventory.

☐ Account Transaction Receipt Closed-Out (if applicable)

☐ Detainee Transfer Notification (if applicable)

☐ Contracting Agency Offense Information (ICE-203/216, TCSO-Released Booking Sheet, Inmate Released Summary, Offender Released Summary, USMS 129)

☐ Inmate Discharge Checklist

Release Review by Booking S__________

FOR RECORDS DEPT. USE ONLY

Revised 03-04-2020
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INTRODUCTION / MISSION

- CoreCivic/Torrance County Detention Facility, (CoreCivic/TCDF) is a private company contracted by Immigration and Customs Enforcement (ICE). The mission of Torrance County Detention Facility is to provide a detention facility that is safe, secure and sanitary for detainees awaiting processing of their administrative hearing.
- ICE will answer your questions regarding the status of your travel and/or immigration documentation. CoreCivic/TCDF is not a part of ICE and has no control over your present situation related to court appearance, deportation matters, etc.

CONTACTING ICE STAFF

- Scheduled hours and days that ICE/ERO staff will be available to you in your unit are Tuesdays and Thursdays between the hours of 09:00am-10:00am. Any changes to this schedule shall be posted in your unit. Local Field Office address: 5441 Watson Drive, Albuquerque, NM 87106 (505) 452-4771.
- The ICE Officer in Charge (OIC), the Assistant Officer in Charge (AOIC) and designated department heads will conduct weekly unannounced (not scheduled) visits to your housing area. The purpose of these visits is to address your personal concerns and observe your living and working conditions. You have the opportunity to submit written questions, requests or concerns to ICE staff utilizing the Immigration Special Correspondence form. The Immigration Special Correspondence form should be placed in the box labeled “ICE” in your housing area and it will be delivered to ICE staff without reading, altering or delay. You may obtain assistance from another detainee, detention housing officer or other facility staff in preparing your request form. The ICE staff receiving your request form will respond as soon as possible but not later than within 72 hours from receiving your request. This procedure is not to be used for submitting formal grievances. (See “Grievance” section.)
- ICE staff will have the keys for the ICE boxes, located in the housing unit. ICE staff will pick up the requests, facility staff do not have access to these boxes.
- For additional contacting information, reference the last page of the handbook.

PURPOSE

- The purpose of this handbook is to explain to you the specific rules, regulations, policies and procedures that must be followed while in custody at this facility. The handbook will also hold you accountable for your actions while in custody at this facility. Therefore, it is each detainee’s responsibility to become familiar with the contents of this handbook.
- A copy of this handbook will be issued to each detainee upon intake and certain sections are posted on the bulletin boards in each housing area as well as on other bulletin boards throughout the facility. All detainees are required to acknowledge by signature, receipt of this handbook. If you have any questions, please ask the officer stationed at your housing area or send a written “Inmate Request” (not to be used for sending requests for information to ICE Staff) to the appropriate departments as listed throughout this handbook and on the bulletin board in your housing unit.

MAILING ADDRESS

- Your Name: ____________________________
- Your Alien Number: ____________________
- Your Housing Location: __________________
- The facility is located at:
  CoreCivic/TCDF
  P.O. Box 837
  Estancia, New Mexico 87016

  To write to the local ICE office the address is:

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Directions are available to visitors and/or attorneys by calling 505-384-2711.

**BASIC DETAINEE RESPONSIBILITIES**

- It is the policy of the CoreCivic/TDCF and ICE to treat detainees with dignity and respect while maintaining a safe, secure, and sanitary detention facility. It is expected that staff will receive your full cooperation while waiting the processing of your case. In the simplest terms, you are expected to:
  1. Follow and obey rules, laws, policies and procedures;
  2. Obey all orders as given by staff members and contract security personnel;
  3. Respect staff and other detainees at all times;
  4. Respect TDCF and government property and the property of others;
  5. Keep yourself, your clothing and living area clean at all times; and
  6. Obey all safety, security, and sanitation rules, policies and procedures.

- If you observe and comply with the above guidelines, you should have no problems while living at this facility awaiting the outcome of your hearing. When addressing staff, you should not refer to them by first name or nickname. You must refer to staff by their rank/title and last name (i.e.; Detention Officer, Shift Supervisor, Dr., Nurse, Mr., and Mrs. Ms). Staff members will address you in the same manner if they know your name. It is unreasonable to expect an officer to know all detainees within the facility by name. However, the officer or staff member will address you in an appropriate manner.

- The following regulations pertain to specific expectations of each detainee to ensure the safety, health and security of each person assigned to this facility. These regulations are not separated from the posted rules of discipline; therefore, any violation may result in sanctions imposed against you. The purpose for separating these rules is to provide you with the opportunity to be aware of specific rules imposed relating to the activities, program and procedures related to living in the housing unit.

**Facility Rules**

1. **TABLES**
   Do not sit on table tops.

2. **THEFT**
   No unauthorized taking of an item of any kind that belongs to someone else, including CoreCivic/TDCF property.

3. **FIGHTING**
   Fighting is not allowed. Sparring, boxing, wrestling and play-fighting are not allowed at this facility.

4. **BED TIME**
   Regular bedtime will be at 10:00pm every night including weekends, you must be in your bed at this time. You will not be allowed to visit with each other after lights are out and must stay in your own bed. No one will be allowed in the dayroom after bedtime except pod orderlies while cleaning. No games of any kind are allowed in the bed area after bedtime.

5. **RESTRICTED AREAS**
   You are not allowed to make physical contact with the bars, doors, glass window area of the dormitories/housing units or the fence in the outside recreation areas.

6. **GAMBLING**
   No gambling of any kind is allowed.

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7. **SELLING or GIVING AWAY OF PERSONAL ARTICLES IS PROHIBITED**
   No black-market activities shall take place. Running a "store" is prohibited (i.e., selling candy, food, clothing radios, etc.)

8. **VERBAL AND PHYSICAL ABUSE**
   Verbal and physical abuse toward staff, detainees or other persons is prohibited and will not be tolerated.

9. **DESTRUCTION OF CoreCivic/TCDF PROPERTY**
   Destruction, alteration, graffiti, unauthorized use or wasting of property belonging to CoreCivic/TCDF or to another person is not allowed.

10. **RADIOS**
    Radios played without earphones will be confiscated as contraband.

11. **RULES AND REGULATIONS**
    You must follow all orders, either written or verbal, given by CoreCivic staff.

12. **Covering/Blocking Windows/Lights**
    Windows/lights of any kind are not to be covered and/or blocked at any time.

**NO SMOKING POLICY**

This is a non-smoking facility. NO CIGARETTES, tobacco, chewing tobacco, smokeless tobacco and/or E-Cigarettes, or smoking paraphernalia of any kind is allowed. Detainees who violate these rules will face disciplinary actions.

**PRISON RAPE ELIMINATION ACT (PREA) – SAAPI (Sexual Abuse & Assault Prevention Intervention)**

Engaging in or pressuring others to engage in sexual activities is not allowed. Criminal or Disciplinary Charges will be filed. Educational Materials regarding these acts are provided upon entry to the facility and are posted in each dormitory/housing unit. Contact any staff member to report activities of this nature. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. Rape and sexual assault are violent acts. Regardless of your age, race, size, ethnicity, or sexual orientation, detainees should have the opportunity to serve their detention with dignity. Transgender and intersex inmates/detainees shall be given the opportunity to shower separately from other inmates/detainees. Following a review of the individual inmate’s needs, a schedule and location will be determined with options to include showering at count time or other designated times.

**TORRANCE COUNTY DETENTION FACILITY HAS A ZERO TOLERANCE FOR ALL FORMS OF SEXUAL ABUSE AND ASSAULT.**

You do not have to tolerate sexual pressure, harassment, manipulation, or assault. Every detainee has a responsibility to eliminate sexual assault and sexual activity. If you are approached, pressured, or assaulted—**report it immediately**. You have several ways in which you can report sexual abuse:

1. Verbally telling any staff member you trust, to include detention officers, deportation officers, chaplains, medical staff or supervisors, the DHS Office of Inspector General, and the Joint Intake Center. Staff member will keep your information confidential and only discuss it with the appropriate officials on a need to know basis.
2. Writing a letter to the Warden/Administrator, sealing and marking it "CONFIDENTIAL".
3. Calling or writing someone outside the facility who can notify facility administrative staff.
4. Call at no expense to you the DHS Office of Inspector General (OIG) at the phone number 202-254-4100 or 1-800-323-8603 / 1-844-889-4357-TTY
5. Contacting their counselor official.
6. Writing the Office of DHS Office of Inspector General MAIL STOP 0305 at the following address:
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7. Contact the ICE Detention Reporting and Information Line: 1-888-351-4024 or 9116# Language assistance is available.
8. Writing letter to Security or Unit Management Staff, sealing and marking it "CONFIDENTIAL".
9. Writing to the Managing Director, Facility Operations at the following address
   5501 Virginia Way
   Brentwood, Tennessee, 37027
To ensure that your environment is safe, if you are aware of another detainee being sexually assaulted or involved in sexual behavior, report it immediately. Consensual sexual conduct between detainees, between detainees and staff, volunteers, or contract personnel is prohibited. Deliberate false allegations can result in disciplinary action and/or prosecution.

You will not be subjected to retaliation, reprisal, harassment, or disciplinary for truthfully reporting abuse or signs of abuse observed. Rape Crisis Center of Central New Mexico located at: 9741 Candelaria Rd. NE Albuquerque, NM 87112. Telephone number: 505-266-7711

INITIAL ADMISSION

❖ You are subject to a search upon admission into the facility and when there is reasonable cause to believe you may have contraband concealed on your person.
❖ We must obtain specific information to ensure that records of your entry are adequately documented. This information will also be utilized so we may classify you to the living area most suited to your individual needs. Such information will include; previous residence, nationality, race, sex, medical history and criminal history, if any.
❖ Identity documents such as Passports, Birth Certificates, etc. will be inventoried then given to your Deportation Officer for placement in your file.
❖ Upon arrival, your clothes, personal property, valuables and funds will be searched and retained by the processing officer for safekeeping. Itemized receipts will be issued to you and one (1) placed in your file for all your clothing, personal property, valuables and funds. It is important that you retain these receipts to claim your properties when you are released.
❖ All personal property and valuables that you bring with you will be inventoried and accounted for. A receipt will be issued to you for these items.
   1. Cash in your possession upon arrival at CoreCivic/TCDF will be inventoried, a receipt issued and then placed in an account for your use at the commissary.
   2. Personal checks in your possession upon arrival to CoreCivic/TCDF will be placed in your property. You will not need money during your stay. If you are found with any money in your possession, it will be confiscated as contraband and you may be subject to disciplinary action.
   3. Upon your discharge from this facility, you are required to turn in all CoreCivic/TCDF property to the officer assigned to the Receiving and Discharge area. After you have confirmed that all items have been accounted for, you will be required to make restitution for lost or damaged property. This includes clothing, bedding and any recreation/leisure time equipment (i.e. games and library books).
   4. Your property and any funds that you have on your accounts will be returned to you prior to departure. You must sign for these items.
   5. Any property that you are not authorized to keep with you will be placed in an appropriate bag assigned to you and locked in a secure storage area. Excess personal property should be mailed out.

❖ Initial Intake Screening:

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a. Each detainee entering the facility will receive an initial medical screening by the clinical staff. At that time, you should discuss any medications that you are taking and any health problems that you are experiencing. Some medications such as heart or diabetic medications will be continued when you arrive.
b. All new arrivals shall receive TB screening by PPD (mantoux method) or chest x-ray. The PPD shall be the primary screening method unless this diagnostic test is contraindicated; then a chest x-ray is obtained.
c. All female detainees will be given a pregnancy test as part of the initial intake screening.

A medical examination will be conducted by a member of Health Services within fourteen (14) days of your arrival. At that time, you should discuss any medications that you are taking and any health problems that you may be experiencing.

Disability, Identification, Assessment, and Accommodation:
The facility’s reasonable accommodations policy is CoreCivic Policy 14-101 Disability, Identification, Assessment, and Accommodation. This policy outlines the necessary processes to ensure that detainees with a disability will have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities. Such participation will be accomplished in the least restrictive and most integrated setting possible, through the provision of reasonable accommodations, modifications, and/or auxiliary aids and services, as necessary, and in a facility that is physically accessible.

❖ A detainee may identify him- or herself as having a disability and/or request a reasonable accommodation at any point during detention.
❖ Detainees may submit a formal or informal (i.e. verbal or written) request for accommodations or assistance to the Disability Compliance Manager.
❖ The processes described in this policy apply to any detainee who has requested an accommodation or auxiliary aid or service, or who has otherwise been identified as potentially needing an accommodation.
❖ Facility staff and Health Services staff will ensure that any need for immediate accommodation is met.
❖ The facility will provide the detainee with written notification of the final decision on his/her request for accommodation, regardless of whether an accommodation was granted or denied, and regardless of whether the accommodation requires further approval by ICE.
❖ Detainees are permitted to raise concerns about disability-related accommodations and/or the accommodations process through the grievance system.

Funds and Personal Property - While at this facility, you are permitted to retain (all items listed must be retained prior to property storage being sealed). All personal property and your assigned living area, are subject to search at any time:
❖ To prevent overcrowding and related storage problems, staff shall encourage detainees to send extra suitcases, televisions and other “soft” (not illegal or dangerous) contraband to a third party of his/her choosing.
❖ If a detainee does not provide an appropriate mailing address within 30 days of entry, the facility may make reasonable accommodations to store the property until the detainee’s removal or release. Ordinarily the amount stored may not exceed 40 pounds.
❖ If a detainee does not provide an appropriate mailing address or is unable to pay the postage, the facility administrator may dispose of the property in accordance with standard “2.3 Contraband,” after providing the detainee with written notice.
❖ ICE Detainees only: In accordance with PBNDS 2011 2.5 Funds and Personal Property, this facility has an automated funds system and does not accept funds through the mail. Any funds received through the

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mail will be returned to sender. Non-U.S. Currency will be inventoried utilizing a G-589 or equivalent
OMS-generated receipt for each currency and placed with the detainee's personal property. The
detainee shall receive a copy of the G-589 or similar OMS-generated receipt.

- Property that has been lost or damaged due to CoreCivic employee negligence will be eligible for claim
  investigation. If you wish to request an investigation of property that has been lost or damaged due to
  CoreCivic employee negligence, you must complete Page 1 of the 14-6D Lost/Damaged/Stolen Property
  Claim and forward it to Unit Management/Property Officer. All claims must be submitted within seven
  (7) calendar days of the incident. Verification of proof of ownership and value must occur immediately
  upon investigation. Items are also pro-rated for "wear and tear". A copy of this policy is available in the
  library.

**Finance**

- Within a reasonable time after your arrival, the Business Office initiates an account for you. Your
  alien number (A-number) will be your account number. If you have money in your possession when
  you arrive, you will be given a receipt and the money will be placed in your account the next business
  day. Currency, of any type, in your possession after intake is considered contraband. The currency
  will be confiscated and disciplinary action may be taken. No currency will be accepted through the
  mail. Any currency received will be returned to the addressee. No currency will be accepted through
  visitation.

To send money, submit an "Authorization to Release Funds" form to your Unit Management Team and a check
will be issued from your account for the amount authorized, if funds are available. All forms can be obtained from
your assigned detention officer.

- All transactions have to be verified before being posted to your account. This process can take up to
  24 hours Monday-Thursday, excluding weekends and holidays.
- If you receive money in the mail, the mail officer, will return the money to the sender. No money will
  be accepted for County inmates at this facility.
- To send money, contact unit management staff to make arrangements to prepare a release of funds.
  You are allowed access to personal funds to pay for legal services. Contact unit management staff if
  you have any questions.

**Property**

1. Legal documents, legal papers, and legal information, within reason. Large amounts of Legal work will be
   stored in the property room, you may only keep legal work and/or documents of the current case you are
   working on. You may request your additional documentation by submitting a facility request to the Intake
   Supervisor.
2. Photos of family, friends and associates, (i.e. not more than ten (10) photos in your possession, (5) x (7) or
   smaller, (may only be placed in designated areas of your assigned sleeping area.
3. Medical prostheses, (i.e. eyeglasses, dentures, etc.),
4. Personal reference materials, (i.e. address/phone book and/or list of relatives, friends and/or other
   correspondents.
5. Radios must be used with earphones at all times, limit one (1) radio per person. No plug in radios
   permitted. Radios played without earphones will be confiscated and placed in your property. No radios or
   earphones are allowed outside of your dormitory/housing unit. Your radio must have your Alien number
   etched on it or it will be considered contraband.
6. A wedding band and a small religious item (including religious jewelry, will be authorized to remain in
   your possession during your stay here. All other jewelry will be inventoried and placed in a safe for
   storage until your release. A receipt will be issued to you for your valuables.

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7. Magazines, books, religious and secular reading material (softbound), and other literature are limited to any combination of five (5) to ensure accumulations do not produce and/or effect fire safety standards. Items may only be received directly from a book store or publisher. No pornographic materials are allowed.

- All food items must be consumed upon being opened to ensure sanitation standards are met. You are allowed to purchase and have in your possession two (2) bowls, one (1) spork and one (1) cup.
- Additional personal property allowed to be retained by detainees must be approved by the Chief of Security or Chief of Unit Management prior to purchase/possession to ensure acceptable sanitation is appropriately maintained.
- All personal items that you are allowed to keep must be stored in your locker. No items are to be attached to the bunk, wall, windows or left on windowsills. All items must be stored in their original container.
- Detainees are responsible for the loss of personal items not safeguarded or stored by CoreCivic/TCDF.
- Clean linens are provided for each person entering the facility to include:
  - two (2) sheets,
  - one (1) towels,
  - one (1) pillowcase,
  - one (1) blanket, and
  - one (1) laundry bag.
- Your initial issue of clothing/linens shall be limited to include (Personal items of clothing, including undergarments and shoes are not permitted);
  - Three (3) uniforms sets (pants and shirts)
  - One (1) pair of shoes (personal shoes are not allowed unless medically authorized)
  - Three (3) t-shirts
  - Three (3) pairs of underwear
  - Three (3) pairs of socks

CLASSIFICATION

- All detainees arrive classified, by ICE and are screened before being admitted into the general population. The classification system will ensure that you are placed in the appropriate category and physically separated from detainees in other categories. You will be housed according to your classification level and issued color-appropriate i.d.’s and uniforms. There are four (4) classification levels at this facility with corresponding I.D. marker colors.
  - Yellow - (Low);
  - Tan - (Medium/Low); and
  - Dark Green - (Medium/High)
  - Blue – (High)

- The basic uniform for detainees shall be distinctive in appearance in order to identify detainees according to their custody level. At CoreCivic/TCDF, the uniform colors are as follows:
  - Low Custody – Yellow
  - Medium Low – Tan
  - Medium/High – Dark Green
  - High - Blue

- Housing Restrictions: Low and Medium Low detainees may be housed together (unless there is a history of assualtive or combative behavior). High and Medium/High detainees may be housed together. Low and Medium High or High detainees are never housed together.
- Medium High will be escorted outside the housing area and may only be in specified common areas with other classifications of detainees.
- High custody detainees will be escorted outside of the housing area and are not permitted to work a job assignment outside of the housing unit. High are considered a greater risk and may only co-mingle or be housed with like classification or Medium-High classification detainees.
- All housing, work assignments and programmatic activities will be decided by the level of classification received.
- After your initial classification, your first review will be within sixty (60) days to ninety (90) days from your arrival date. Thereafter, assessment reviews will be conducted ninety (90) days to one hundred twenty (120) day intervals from your original arrival date.
- APPEALS: All new arrivals classified as Medium/High or High may appeal their classification designation by submitting their appeal on an ICE request to the ICE Staff as outlined in the procedures Section 2 Procedures in this handbook. Written notification of the outcome of the appeal will be made within fifteen (15) business days by the ICE Staff. All other classification appeals should be forwarded to the Chief of Unit Management for review. Written notification of the outcome of the appeal will be made within (15) business days.

**LAUNDRY**

- In order to insure an adequate supply for all detainees, the hoarding of clothing is prohibited. Generally, detainees are not permitted to wash clothing, bedding or other items in their living unit.
- Laundry must be turned in to the in-pod laundry worker by 6:00am. If you must leave the housing unit it is your responsibility to ensure that your laundry is turned in. It will be returned to you before the end of each day. (NOTE: Do not overfill your laundry bag. Ensure that the bags are tightly tied. Leave enough room in the bag for soap and water to flow through as well as heat from the dryer.)
- Clothing/laundering for male and female detainees, will be conducted according to the schedule posted in the dormitory/housing units bulletin boards.

**A laundry schedule is posted in each housing unit, all clothing is required to be sent to be cleaned according to the posted schedule.**

- Any items over these amounts will be considered contraband. Quantities of clothing items include items purchased in the commissary.
- You will be issued a hygiene kit and will be required to take a shower and change into clean uniforms.
- Medical services are provided by the facility to ensure your health is adequately maintained and those problems that occur during your stay at this facility are resolved. The medical services offered and the procedures for obtaining these services are outlined below.

**CLOTHING**

- All issued clothing and I.D.'s will be worn as specified in the following instructions and in no other manner. These requirements are essential to ensure compliance of Security, Hygiene and Conduct within the realm of property for all people.
  1. I.D.'s must be worn at all times. If your I.D. becomes torn, notify the officer in your unit that you need a new one or speak to one of the Classification Officers.
  2. Clothing must be clean and not torn when worn.
  3. The wearing of mixed colored uniforms is not authorized.
  4. Undergarments may be worn without outer garments only while inside the sleeping quarters or in the restroom/shower areas. **NO EXCEPTIONS!**
  5. Shower shoes may be worn only while inside the housing units.

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6. CoreCivic/TCDF issued shoes will be worn at all times when outside the housing units. Personal shoes are not allowed unless medically required or authorized by the Chief of Security/Chief of Unit Management.
7. Hats or other head covers will not be authorized for the general population. Designated detainee workers will be issued the proper head cover when required to be worn only while performing work related duties.
8. Detainees will wear a complete uniform (shirts, pants, shoes) at all times while outside the dormitory/housing unit.
9. Pants will be worn at a point about the waist that prevents the crease of the buttocks from showing despite the length of the shirt.
10. You are not to walk about the facility with your hands inside the waistband of your pants regardless of weather conditions.
11. No article of clothing will be worn in a manner not normally intended for that item (using a shirt as a head band or head cover, etc.)

PERSONAL HYGIENE

- You will be living in a housing unit with other individuals, so personal hygiene is essential. You are expected to bathe daily and to keep your hair clean.
- Personal hygiene items such as soap, toothpaste, toothbrushes, combs, shampoo, skin lotion, and other items will be issued to you upon admission. If you should run out of an item, you may request a replacement from any staff member. Disposable razors will be provided on a daily basis. Razors will be checked out on an as needed basis and returned when you have finished shaving. Disposable razors will not be used by more than one (1) detainee for health and safety reasons meant to protect the detainees and staff. Personal hygiene products will be replenished on an as needed basis. Contact your detention officer when needing hygiene product replacement.
- Detainees leaving to court will be allowed to shave before departing.

BARBERING SERVICE

General population and eligible segregated detainees will receive access to the barber shop, opening at 8a.m. to 4p.m. Monday through Sunday, according to the schedule posted on the bulletin boards in your housing area. The officer stationed in your housing area will call for detainees who wish to have a haircut. For sanitary reasons, the cutting of hair in the dormitory/housing unit is strictly prohibited. No barber will serve any detainee when the skin of the detainee's face, neck, or scalp is inflamed, scaling, contains pus, or is erupted, unless service of such detainee is performed in accordance with the specific authorization of the Health Services Administrator. No person will be served when infested with head lice. It is also prohibited to possess cut hair or clippings, either your own or others.

DETAINEE DRESS CODE

- You are required to keep yourself clean and wear proper clothing/footwear during all activities.
- You are reminded that poor hygiene, poor sanitation and not wearing proper clothing and footwear can cause potential conflict with your peers and others and can have a negative impact upon your health and safety as well as that of those around you.

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Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation.

The Dress Code for daily living and work assignments is the same.

Ordinarily, detainees may wear any hairstyle with the following exceptions:
For safety and hygiene reasons Detainee workers operating machinery will keep their hair in a neat, clean and in a commonly acceptable style.

1. Hairstyles will not interfere with the safety and hygiene requirements.
2. Ordinarily, facial hair may be grown without restriction with the following exceptions;
   • For safety reasons, detainee workers operating machinery may be expected to be clean shaven at all times. These restrictions are a requirement for employment in the above described work assignments and accepting a job in these areas denotes acceptance of the grooming standards for the above described work assignments.

There will be no exceptions to these requirements, even for medical reasons.

• Complete uniforms (pants, shirts, shoes and I.D.‘s) are required to be worn when outside the housing unit.
• T-shirts and shower shoes are allowed in the dayroom areas after 5pm and on weekends/holidays.
• T-shirts are allowed on the recreation yard.
• Headwear is not allowed outside the bed area unless authorized by the proper approving authority.
• Religious apparel may only be worn as approved by the Chaplain.
• No towels, sheets or blankets will be permitted as clothing and are not to be used for cleaning unless designated by staff as such.

Intentional or neglectful damage to CoreCivic/TCDF property (altered, torn, lost ripped, or gratified) will result in disciplinary action and restitution.

INSPECTIONS OF PERSONS AND PROPERTY (Searches)

• Routine unscheduled searches of the facility, detainee’s persons and property will be conducted as deemed necessary.
• Searches are conducted of persons when:
  1. Entering or exiting the housing units;
  2. Leaving the visit area after a visit; and
  3. Entering or exiting other buildings or areas.
• Searches are conducted for the purposes of:
  1. Detecting and preventing the introduction of contraband (i.e.; weapons, drugs, unauthorized clothing items, etc.);
  2. Ensuring that safe and sanitary conditions exist within the facility;
  3. Recovering lost, missing or stolen property; and
  4. Preventing escapes and other disturbances.
• Searches will be conducted in a manner that avoids unnecessary force, embarrassment or indignity to the detainee and is not intended to be punitive in nature.
• Types of Searches Performed at TCDF:
  1. Visual Inspection: A search of a detainee or an area for contraband without physical contact.
  2. Frisk or Pat Search: A search conducted by placement of hands on the detainee’s clothing to feel for weapons/contraband. A thorough search is done of all pockets, collar, jackets waistbands and shoes. Shoes are removed to check socks and bottom of feet.
  3. Shakedown: A physical or visual search of a specific area of the facility.
• CoreCivic/TCDF will conduct mandatory urinalysis testing under the following conditions:
  1. When security staff have reasonable suspicion that a detainee has used or is under the influence of drugs or intoxicants;

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2. When a detainee is found to be in possession of suspected unauthorized drugs or intoxicants or when suspected unauthorized drugs or intoxicants are detected or found in the area controlled, occupied or inhabited by a detainee;

3. When the detainee is observed to be in possession of or using unauthorized drugs or intoxicants, but staff are unable to obtain a sample of the substance;

4. On a random basis, utilizing an appropriate random testing procedure or on a routine basis when detainees return from an outside work detail; or

5. Pursuant to an appropriate random testing procedure, the entire detainee population of the facility, any identifiable program area or any identifiable classification of detainees may be tested.

6. The random testing program will not be used for the purpose or have the effect of harassing or intimidating any individual or group of detainees.

7. Refusal to submit to urinalysis testing will result in severe disciplinary penalties.

**CONTRABAND**

- Items, which are considered to be detrimental to the safe and orderly operation of the facility, are prohibited. Contraband items include but are not limited to:
  1. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives or any other article that, if used or possessed, would endanger the preservation of order in the facility;
  2. Any item which could be used as an aide to escape;
  3. Any item which could be used to disguise or alter the appearance of a detainee;
  4. Any article of clothing or item for personal use or consumption which has not been cleared first through the OIC or purchased by a detainee from the commissary;
  5. Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/video recordings of detainees, staff or government property;
  6. Cigarettes, tobacco, E-cigarettes, or smoking paraphernalia, alcoholic beverages, cardboard boxes and excessive magazines;
  7. Pictures of any kind that have been placed on dormitory/housing unit walls; and
  8. Any item not purchased through authorized channels (commissary).

**LIVING CONDITIONS – General Population**

You are temporally being held at Torrance County Detention Facility (TCDF) that is operated by CoreCivic. You will stay at the facility until (ICE) Immigration and Customs Enforcement Agency determines it is time to transfer you to another facility. The facility cannot make the determination regarding your release.

TCDF houses an additional contract that includes Torrance County Sheriff's Office (TCSO). At no time will ICE Detainees comingle with TCSO inmates.

The facility is divided into twenty-four (24) housing units, not including medical observation. Each celled housing unit can hold two in each room, up to 40 in each pod. There are two dormitories that have been designed to house multiple detainees in an open type setting, these can house up to 75 in each area.

- Detainees are required to keep their assigned living areas clean at all times. Your bed must be made immediately upon waking and remain made when not in use and all personal property must be and organized. It is in your best interest to maintain a clean living area and avoid many of the problems associated with unsanitary living conditions.
- Padlocks are available at no charge for indigent detainees, and sold to non-indigent detainees through the facility Warehouse Manager. If you would like a padlock, submit a written request to the Unit Manager or Warehouse Manager.

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Each housing unit has sufficient areas for showers, toilet facilities, dining, dayrooms that allow indoor recreation and are in conformance with ACA requirements. Because of this type of living arrangement, we expect your cooperation by showing other detainees the respect you wish to receive and respecting the property of others. You are also asked to respect the need to share common equipment such as telephones, tables, televisions, recreational games and equipment. If a detainee should be placed in a restrictive housing unit, there are separate housing locations, this area has restricted movement/housing.

SLEEPING AREA/SANITATION

- You are required to keep your bed and immediate area clean and neat. You are also required to make your bed daily before reporting to your work assignment or when you begin your daily routine. When your bed is not in use it must be made! The hanging of sheets, towels, blankets or clothing from sash bars, overhead lights or beds is not permitted.
- Personal effects, to include hygiene items, are to be stored in your property bin. Do not place items on windowsills, windows, bunk, lockers, under a mattress, etc. These items will be confiscated as contraband and removed when left in unauthorized areas. It will be your responsibility to identify and reclaim the items through the appropriate supervisor.
- To ensure cleanliness is maintained, you will be asked to participate in cleaning the dormitories/housing units to include dayroom areas, sleeping areas, restroom area and shower area in cooperation with the housing unit orderlies. While we realize your stay at this facility is temporary, it is your home during this time and we expect your cooperation to keep it safe and clean.
- The dormitories/housing units are cleaned as needed or as directed by a staff member, including after each meal, to ensure proper sanitation and safety. A staff member will issue all equipment, supplies and instructions. It will be your responsibility to ensure that the area around your bed is clean.
- A significant number of showers are provided in each housing unit to allow each detainee an opportunity to shower daily. Please respect the other detainees by cleaning up after you have finished in the area.
- All cleaning supplies will be placed in appropriate storage locations when not in use.

Safety Regulations/Emergency Procedures - The staff at TCDF will make every effort to help ensure your safety while you are here. You must assume some responsibility for helping to make this facility safe. Signs are available to mark hazardous areas wherever they occur. If you spill, clean it up. If you encounter a possible hazard, tell the officer in your area. Don’t assume that problems have been reported. Pay attention to warning signs and use reasonable care in potentially hazardous situations such as wet floors.

1. Detainees must follow all safety regulations, signs, instructions, directions, labels and any training provided.
2. All detainees must attend all safety/emergency training. Detainees must be trained before doing any hazardous task.
3. Detainees must wear personal protective equipment when handling cleaning or other chemicals.
4. Detainees cannot alter items or use an item for other than its intended purpose. Altered items are contraband and will be confiscated.
5. Do not remove the blade from disposable razors.
6. Detainees must immediately clean up any liquid spilled or stay clear of the area until it can be cleaned up.
7. Detainees injured in the housing unit, on the recreation yard, or anywhere else in the facility, must immediately report the injury to the employee on duty in that area.
8. Detainees will not tamper with, prop open, block, or disable any locking device and/or door.
9. Detainees will not hang shirts on the Recreation Yard.
10. Detainees will not reach in the razor wire for any reason.
11. Detainees will not climb any fence for any reason.

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12. Drills are conducted throughout the facility including the living areas. In the event of an emergency or drill detainee are responsible for following all instructions given by staff. Failure to comply will be considered interfering/hindering with facility Safety Regulations.
13. There is an Evacuation Plan/Map posted in every housing unit that shows the emergency evacuation route in case of fire. Do not remove these plans.

**OFFICIAL COUNTS**

- In order to maintain proper accountability of detainees at this facility, official counts are conducted at the following times:
  1. **Formal counts** are conducted at the following times: 3:00a.m., 7:00a.m., 10:30a.m., 3:00p.m., 7:00p.m., 10:00p.m. (picture ID/Roster count – Stand-Up Count), 12:00 a.m.
  2. **Informal counts** are conducted at irregular, unannounced times.

- Detainees are expected to cooperate during each count. The televisions will be turned off and no movement is allowed while the count is being conducted. When Officer’s are counting you must return to and remain seated on your bunk until cleared for movement by the officer. During counts no talking is permitted. Disruptions during counts may result in a lock-down being initiated. Detainees must stand during emergency counts.

**MEALS**

- All meals are nutritionally balanced, pork free, dietician approved, properly prepared and attractively served in wholesome, clean and safe surroundings. To obtain a special diet for religious purposes, send a request stating the religion and the special diet requirements to the Chaplain. Special diets are subject to monitoring for compliance. The use of food, (i.e., withholding of or variation from the standard menu) as a disciplinary measure or reward is prohibited. You will be issued appropriate eating and drinking utensil(s). Menus are posted on the bulletin board in your housing unit.

- For those detainees who require a special diet due to medical reasons, the diet may be requested through Health Services. To be considered, submit a sick call form, to medical. The nurse will then make an appointment for you to see a medical provider who will evaluate your request.

- CoreCivic/TCDF will provide you with three (3) meals per day; breakfast at 5:00am, lunch at 11:00am and dinner at 5:00pm. These are approximate times. Meals and a beverage are served in each housing unit. You are to follow the rules of the detention officers. You’re facility issued I.D. must be shown to collect your meal, no cutting in line, grabbing trays or taking trays to the bed area. You are only allowed one (1) tray per meal, detainees are not permitted to pick up another detainees meal tray. Each detainee is required to pick up their own meal tray.
  1. All food is to be eaten at the tables provided in the housing unit.
  2. You are to eat at the designated time and immediately return your tray to the cart provided.
  3. No outside food will be permitted in the housing unit other than that provided through the kitchen and commissary facilities, unless ordered through "food night" (you must have money in your account to purchase).

4. **MEALS ARE NOT TO BE EATEN IN THE BED AREA.**
5. DO NOT put meal trays in the microwaves. DO NOT put foil items in the microwaves.
6. Microwaves are to be cleaned after each use.
7. You will have a total of twenty (20) minutes to eat each meal.
8. No food from meals will be stored in lockers or locker boxes.

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TABLETS

- Tablets are available for use in general population and administrative segregation. You will be able to listen to music, download movies, send messages to your friends / family, and have video visitation (at your expense). The tablets have free access to Lexis Nexis, to send requests, and to submit grievances.
- Inmates/Detainees will be allowed to use the tablet within the housing unit. Tablets are available to use when housing phones are turned on. Tablets are available on a first come, first serve basis.
- You will not be able to use the tablet, for visitation, when we are in count or there is an emergency situation or after final lockdown.
- Tablet charging areas will open at 4:00am through 10:00pm, Sunday thru Thursday and until midnight Friday and Saturday.
- The docking station will be kept secure, with the tablet charging.
- All video visits will be initiated by the inmate/detainee. The video will not work if it is not on the docking station.
- Video visitation will not be allowed during counts or emergency situations.
- If any inappropriate behavior is conducted during the visit, your visit will be terminated and the visitor may be blocked.
- Only one person (inmate/detainee) is allowed to be on a video visit, unless prior approval is given from a Unit Manager/Investigator or ADO Staff.

Failure to follow this directive may result in a misconduct/disciplinary report.
It is important to know, this is a privilege and not a right, if you are misusing the tablets or destroying them we will hold the inmate/detainee accountable.
Please note, anytime your time or use is terminated, you will not be reimbursed for the time used.

**Tablet Sessions are monitored**
*Any misuse may result in losing access.*

*Video visits and/or pictures will be blocked if; any nudity, gang affiliation, weapons, or drugs are viewed.*
*You are required to be fully clothed during video visits or in the dayroom areas.*

ACCESS TO TELEPHONES

- The housing units have been equipped with telephones. These telephones have been provided so you can communicate with friends and/or relatives.
- Upon your arrival, the Processing Officer will issue you a PIN number, this will allow you a one time, free 3 minute phone call. This pin number will be active through out your stay at the facility.
- The telephone calls can be made collect or you may elect to participate in the prepaid calling system. This system allows you to purchase phone minutes through the commissary.
- Your family or friends may also deposit money to your phone account by calling Talton
- To increase the volume on the telephones, press the star (*) button, or volume, while you are talking.
- **Incoming calls will not be received on these telephones, nor is three (3)-way calling available.**
- To respect the privacy of others, we ask that you quietly wait your turn, as the telephones will be used on a first-come-first-serve basis. If you need assistance, ask the officer assigned to your area.
- **All phone calls are subject to monitoring and/or recording.** To obtain an unmonitored call to a court, a legal representative or for the purposes of obtaining legal representation, submit a Request form to your Detention Counselor.

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The telephone numbers to inquire about the status of your case as well as the numbers to a majority of consulates have been made available to you at no charge. (Consult your housing unit bulletin board for a list of numbers).

In the event that you are unable to contact your attorney or consulate using the housing unit phones, you may submit a request form to any of your Unit Management Team for alternative telephone access.

TDD telephone machines are available for the hearing impaired.

When telephone demand is high you are expected to limit your telephone calls to twenty (20) minutes to permit others the same telephone privileges, but will be allowed to continue your call if you desire as soon as the demand allows.

The telephones are available for your use from wake-up time until bed time, phones will be off turned during count times.

When facility staff receives an emergency telephone call for a detainee, the caller’s name and telephone number shall be obtained and promptly given to the detainee.

You will be permitted to promptly return an emergency call within the constraints of security and safety of the facility.

**RELIGIOUS SERVICES**

- All detainees will have access to religious resources, services, instructions and counseling on a voluntary basis. All detainees will be extended the amount of freedom and opportunity necessary for pursuing any legitimate religious belief or practice within the constraints of security and safety conditions.
- Religious services are provided through the Chaplaincy Office and through services provided by community volunteers. These services may include individual counseling, group prayer, bible study and various religious organizational church/worship services. Times may begin from 8:30a.m. to 8:30p.m., a schedule of the days and times of each regularly scheduled service is posted on the bulletin board in your housing unit. These services are open to all who wish to attend with regard to space limitations and security concerns.
- Religion-based educational programs and special activities are also available according to the activity schedule posted on the bulletin board in your housing unit.
- Religious materials from various faiths are available upon request.

**COMMISSARY**

- Commissary will be open for your use Monday – Friday according to posted schedules in your housing unit, except on commissary inventory days.
- Commissary orders are to be completed and placed in the mail box located in each housing unit. The order form must be properly completed in ink, with your name, housing unit number and Alien number, in order to receive commissary on that day. (WRITE LEGIBLY). All order forms must be received by 7:30am on the day of commissary.
- Commissary items are subject to limitations and/or changes without notification.

**VOLUNTARY WORK PROGRAM**

Detainees may have opportunities to work and earn money while confined, subject to the number of work opportunities available and within the constraints of the safety, security and good order of the facility. Detainees shall be able to volunteer for work assignments but otherwise shall not be required otherwise.
to work, except to do personal housekeeping. (5.8 2011 PBNDS).

- Every effort will be made to provide you with an opportunity to participate in the voluntary work program.
- Detainees will receive compensation for work completed.
- You will not be permitted to work in excess of eight (8) hours daily, or forty (40) hours weekly.
- You will be required to sign a voluntary work program statement and receive necessary training.
- Detainees that participate in the volunteer work program are required to work according to an assigned work schedule and unexcused absence from work or unsatisfactory work performance could result in removal from the voluntary work program. No detainee will have supervision/control over any other detainee.
- You are asked to perform tasks associated with the daily operation of the facility. Such tasks may include general sanitation, as well as other tasks. Under no circumstances will you be forced to take part in the work program.
- Your eligibility to work will be determined by ICE and TCDF staff. If you desire to be placed on a work program, send an Inmate Request form to the responsible Shift Supervisor or Department Head who will forward your name for consideration. Please remember that there are not enough job assignments for each person, therefore, we ask for your patience and cooperation.
- If Detainees are given an assignment, that is outside their scope of duties, report the information to a staff member or staff supervisor.

LIBRARY / LAW LIBRARY

- The library at this facility contains standard library materials found in a school or community library. The needs, interest and abilities of the majority of detainees is carefully considered, the library collection developed accordingly. The Library books are available by completing a request and selecting from a provided list of available books. Once submitted, the Library staff will deliver the requested book(s) to you no later than the following day, Monday-Friday, excluding weekends and holidays. Requests submitted on the weekends will be processed the following business day.
- One (1) general reading book may be checked out, for seven (7) days. The item must be returned before checking out additional material. It is important that you take care of the books and return them timely so other detainees have the opportunity to read and enjoy them. All books must be returned before your release from the facility, in the same condition they were received.
- Personal reading time will be given Monday-Sunday, in the Programs room. Reading time will be offered for an hour each day, to ensure all detainees have the opportunity to read quietly. You may not request an extended time, due to other programs offered. Days and times for reading hour will be posted in your assigned housing area.
- Reference materials, legal materials and magazines are not to be taken out of the library.
- The law library is available for all detainees to use, during their housing units’ scheduled time. A schedule is posted in each of the housing units. When more time is needed, a written request may be submitted to the library staff. The request will be answered in a timely manner, usually by the next business day upon receiving the request. The law library at this facility contains self help reference materials that ICE has determined to be essential in providing you with information relevant to immigration law and proceedings. This information is accessible on the computers in the library in the Lexis/Nexis Program. The instructions for accessing the Lexis/Nexis Program are posted above the computers in the Law Library.
- All detainees in the Facility will have access to the tablets in their Housing Unit seven days a week. The tablets have the Legal program, Lexis Nexis on them. If a typewriter and/or copies are needed or any other legal materials are needed, a request is to be submitted to the Library or Unit Team staff.
- All detainees in Restricted Housing have access to a tablet which contains the Lexis Nexis Legal program. There is also a mobile unit with the Lexis Nexis that is kept in the Restricted Housing Unit and available to them. If they need copies of legal materials, notary services or anything else related to their legal need, they
may submit a request form to the Library or Unit Team staff. General library books will be offered on a weekly basis.

- If you need additional reference materials not maintained in the law library, you may submit a request to the library, stating the name and type of material needed. Your request will be forwarded to ICE for approval.
- If you find library material missing or damaged, notify the library coordinator by submitting a request to the recreation department.
- The Law Library hours begin at 7:30 a.m. to 2:45 p.m., according to the posted schedule, on the bulletin board in the housing units. Extra Law Library time (beyond the five-hours-per-week) is available by submitting a request to the Librarian and/or the Library Aide. Detainees with court deadlines will be given priority.
- All detainees will sign in and out of the Library.
- Computers: computers are available in the Law Library for preparation of legal documents ONLY. Violators are subject to disciplinary actions. Printers will be provided during your law library session to print legal documents for the preparation of your case.

VISITATION

- TCDF provides an opportunity for you to have one (1) visit per week (Sunday-Tuesday and Thursday-Saturday) for up to (2) hour of contact visitation with family and friends. Times will vary according to the schedule. If there are more visitors than can be accommodated in the visiting room, it may be necessary to limit visits to lesser periods of time. Visiting times can also be shortened due to security risks, count, or other unanticipated events.
- For approval for visits on days that are not scheduled for your housing unit or for extended visits due to long distance travel or other extenuating circumstances, submit a Special Visit Form to the Chief of Unit Management.
- If visitor(s) bring children (eighteen (18) years of age or under) they are expected to remain under the direct supervision of the adult visitor(s) so they will not disturb others who have visitor(s). Only two (2) adults and two (2) minor children (ages eighteen (18) and under) will be allowed to visit at a time, as space is limited.
- You should discourage visitors from bringing large quantities of hand carried items. The visitor(s) may be required to leave certain items in a locker or in their vehicle. All visitors and item(s) are subject to search.
- You will need to notify visitors of these hours and procedures and that they must bring a government issued picture I.D. (for ages eighteen (18) and up) in order to be allowed to visit.
- Visitors must be in appropriate and socially acceptable attire. The following clothing is PROHIBITED: SHORTS, ABOVE knee MINI-SKIRT, SHORT DRESSES, TANK TOPS, SLEEVELESS SHIRTS, and ANY SEE-THROUGH CLOTHING, open toe shoes, or heels higher than 2 inches are not allowed during visitation.
- Visitation schedules, as well as rules for visitation, are posted in your housing unit.
- Visitors are not allowed to give you any items, money, or paperwork.

ATTORNEY VISITS

- General attorney visitation hours are Monday – Friday, 8 a.m. to 4 p.m. and are available Saturday and Sunday if needed.
- If necessary, you will be given the option to meet with your legal representative during meal hours and you will be provided with a menu tray or a sack meal.
- You are allowed to receive legal documents only from your attorney once approved by appropriate supervisory personnel.
- If you have made an appointment to meet with an attorney, legal representative or paralegal from an organization, legal firm or other association or company, it is your responsibility to cancel the appointment if you do not intend to keep the appointment. Appointment cancellations will not be accomplished on your behalf by, or through an officer or another.

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A list of pro bono (free) legal organizations will be posted in all detainee housing areas and other appropriate areas. If you wish to see a representative or paralegal from that organization, it is your responsibility to contact them for an appointment.

You may contact them by mail or phone to request their assistance.

If you have questions concerning the status of your case call #222 from the housing unit phones or submit a Request form to ICE, place it in the ICE mailbox.

GROUP RIGHTS PRESENTATIONS

“Know Your Rights” (KYR) / "Legal Orientation Programs" (LOP) are given by volunteer legal representatives. You will be given the opportunity to attend one of these presentations once you have been assigned housing. Attendance is voluntary and only limited by space available and security concerns of the facility.

Presentations shall occur in the facility visitation room.

Detainees in Special Management Unit (SMU) shall be given notification of scheduled presentations.

Notification of scheduled presentations shall be posted in your unit at least 48 hours prior to occurrence. You must indicate your interest in attending by signing up on the posted sign-up sheets in your unit.

These presentations cover general information and are not intended to give specific legal advice.

MARRIAGE

Request for marriage must be sent to the Warden. If denied, the request will be reviewed by ICE officials who may uphold or reverse the Warden's denial. You must be able to provide documentation of the following:

1. You are legally eligible to marry in this state; and
2. Your intended spouse has affirmed, in writing, his/her intent to marry you. (This must accompany your request.)

CORRESPONDENCE

Mail will be picked up and delivered Monday – Friday (excluding holidays).

You may send or receive mail from anyone you know personally. You may place your unsealed outgoing letters in the box in your housing unit marked “MAIL”.

All incoming and outgoing mail must be properly addressed and include your name, Immigration A# and housing unit/bed number. If all information is not included, mail will be returned.

Drawing on the front of your outgoing envelopes is prohibited due to postal regulations.

“Special correspondence” is defined as written communication to or from private attorneys and other legal representatives, government attorneys, judges, courts, embassies and consulates, the President and Vice President of the United States, members of Congress, the Department of Justice, including the Office of the Inspector General, the Department of Homeland Security, U.S. Immigration and Customs Enforcement, ICE Health Services Corps, the Office of Enforcement and Removal Operations, the DHS Office for Civil Rights and Civil Liberties, and the DHS Office of the Inspector, grievance officers, outside healthcare professionals, and news media representatives. If you receive incoming special correspondence, it will be opened in your presence (unless otherwise authorized by the Warden) and inspected for physical contraband. Staff will neither read nor copy special correspondence. If you do not accept the letter or permit the letter to be inspected, in your presence, it will be returned to the sender. Correspondence will only be treated as “special” if the title and office of the sender or addressee are clearly identified on the envelope, indicating without a doubt that the correspondence is “special” as defined above.

You will not be allowed to receive or send packages without advance arrangements and prior approval from the Chief of Security. The postage for sending packages and oversized or overweight mail will be your responsibility.

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Incoming and outgoing mail, with the exception of special correspondence or legal mail, shall be opened and inspected for contraband, and to intercept cash, checks, and money orders. In accordance with PBNDS 2011 2.5 Funds and Personal Property, this facility has an automated funds system and does not accept funds through the mail. Any funds received through the mail will be returned to sender.

All envelopes containing outgoing regular mail should be sent to the mailroom unsealed and ready for inspection.

All incoming and outgoing packages will be opened in your presence (unless otherwise authorized by the Warden) and inspected for contraband. Contraband includes, but is not limited to the following: materials that depict, describe or encourage activities that could lead to physical violence such as materials dealing with the subjects of self-defense or survival, weaponry, armaments, explosives, or incendiary devices; information regarding escape plots, plans to commit illegal activities or to violate ICE rules or facility guidelines; information regarding the production of drugs or alcohol; sexually explicit material; threats, extortion, obscenity, or gratuitous profanity; a code; stamps, envelopes and blank paper; phone cards; photos larger than 5x7; books and magazines (if approved, they must be received directly from the publisher); or other contraband as outlined in this handbook. A package received without prior approval is considered contraband.

Identity documents such as passports, birth certificates, etc., are contraband and may be used by ICE as evidence or as otherwise appropriate. You are not allowed to keep an identity document in your possession. You will be provided a copy of the document, certified by an ICE officer to be a true and correct copy.

When correspondence or packages are rejected, you will receive a written notice explaining the reasons for rejection.

When you are released from the facility, your incoming mail will be sent to the forwarding address you provide to the officers during your intake/release. If you do not provide a forwarding address, your mail will be endorsed, “No Forwarding Address, Return to Sender”. All such mail will be returned to the Post Office.

To obtain paper, writing implements and envelopes for your personal use, submit an Inmate/Detainee Request form to the Unit Team.

Postage stamps may be purchased from the commissary for outgoing mail. Indigent detainees will be allowed postage to mail an unlimited amount of special correspondence or legal mail, within reason; three pieces of general correspondence; and/or packages deemed necessary by ICE. To be considered indigent you must have maintained a balance of $15.00 or less on your CoreCivic/TCDF account for the past 10 days.

**NOTARY, COPIES AND RELEASE OF FUNDS**

- **NOTARY** - Notary assistance may be obtained by sending a request to the Unit Team. You will be contacted as soon as possible to accomplish the task.
- **COPIES** - Request for copies of legal material should be forwarded to the Unit Team.
- **RELEASE OF FUNDS** – Request for Release of Funds Form (2-5A) should be submitted to the Unit Management Team for approval. You will not be allowed to send or transfer money from your account to other detainees account within CoreCivic/TCDF.

**DETAINEE DISCIPLINE**

In a facility where many individuals live together in a relatively small amount of space, it is extremely important that order and discipline be maintained. Discipline and order are not only for the benefit of the staff, but also for the safety and welfare of you and all other detainees. While many problems can be solved informally through counseling, disciplinary measures must occasionally be imposed.

**Disciplinary Severity Scale and Prohibited Acts:**

**Appendix 3.1.A: Offense Categories**

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I. “Greatest” Offense Category

A. Prohibited Acts

100 Killing

101 Assaulting any person (includes sexual assault)

102 Escape from escort; escape from a secure facility

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity [e.g., a riot or an escape]; otherwise the charge is classified as Code 222, 223 or 322))

104 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, escape tool, device or ammunition

105 Rioting

106 Inciting others to riot

107 Hostage-taking

108 Assaulting a staff member or any law enforcement officer

109 Threatening a staff member or any law enforcement office with bodily harm

B. Sanctions

1. Initiate criminal proceedings

2. Disciplinary transfer (recommend)

3. Disciplinary segregation (up to 60 days)

4. Make monetary restitution, if funds are available

5. Loss of privileges (e.g., commissary, vending machines, movies, recreation, etc.)

II. “High” Offense Category

A. Prohibited Acts

200 Escape from unescorted activities open or secure facility, proceeding without violence

201 Fighting, boxing, wrestling, sparring and any other form of physical encounter, including horseplay that causes or could cause injury to another person, except when part of an approved recreational or athletic activity

202 Possession or introduction of an unauthorized tool

203 Loss, misplacement or damage of any restricted tool

204 Threatening another with bodily harm

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205 Extortion, blackmail, protection and demanding or receiving money or anything of value in return for protection against others, avoiding bodily harm or avoiding a threat of being informed against
206 Engaging in sexual acts
207 Making sexual proposals or threats
208 Wearing a disguise or mask
209 Tampering with or blocking any lock device
210 Adulterating of food or drink
211 Possessing, introducing, or using narcotics, narcotic paraphernalia or drugs not prescribed for the individual by the medical staff
212 Possessing an officer’s or staff member’s clothing
213 Engaging in or inciting a group demonstration
214 Encouraging others to participate in a work stoppage or to refuse to work
215 Refusing to provide a urine sample or otherwise cooperate in a drug test
216 Introducing alcohol into the facility
217 Giving or offering an official or staff member a bribe or anything of value
218 Giving money to, or receiving money from, any person for an illegal or prohibited purpose (e.g., introducing/conveying contraband)
219 Destroying, altering, or damaging property (government or another person’s) worth more than $100
220 Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
222 Possessing or introducing an incendiary device (e.g., matches, lighter, etc.)
223 Engaging in any act that could endanger person(s) and/or property

B. Sanctions
1. Initiate criminal proceedings
2. Disciplinary transfer (recommend)
3. Disciplinary segregation (up to 30 days)
4. Make monetary restitution, if funds are available
5. Loss of privileges (e.g., commissary, vending machines, movies, recreation, etc.)
6. Change housing
7. Remove from program and/or group activity
8. Loss of job
9. Impound and store detainee’s personal property

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10. Confiscate contraband
11. Restrict to housing
12. Warning

III. “High Moderate” Offense Category

A. Prohibited Acts
   300 Indecent exposure
   301 Stealing (theft)
   302 Misusing authorized medication
   303 Loss, misplacement or damage of a less restricted tool
   304 Lending property or other item of value for profit/increased return
   305 Possessing item(s) not authorized for receipt or retention and not issued through regular channels
   306 Refusing to clean assigned living area
   307 Refusing to obey the order of a staff member or officer (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: continuing to riot is Code 105—Rioting; continuing to fight Code 201—Fighting; refusing to provide a urine sample, Code 215—Refusing to provide a urine sample or otherwise cooperate in a drug test).
   308 Insolence toward a staff member
   309 Lying or providing false statement to staff
   310 Counterfeiting, forging or other unauthorized reproduction of money proceedings or other official document or item (e.g., security document, identification card, etc.); may be categorized as greater or lesser offense, depending on the nature and purpose of the reproduction (e.g., counterfeiting release papers to effect escape—Code 102 or 200).
   311 Participating in an unauthorized meeting or gathering
   312 Being in an unauthorized area
   313 Failing to stand count
   314 Interfering with count
   315 Making, possessing, or using intoxicant(s)
   316 Refusing a breathalyzer test or other test of alcohol consumption
   317 Gambling
   318 Preparing or conducting a gambling pool
   319 Possessing gambling paraphernalia
   320 Unauthorized contact with the public
321 Giving money or another item of value to, or accepting money or another item of value from, anyone, including another detainee, without staff authorization

322 Destroying, altering, or damaging property (government or another person’s) worth equal to or less than $100

323 Signing, preparing, circulating, or soliciting support for group petitions that threaten the security or damaging property (government or another person’s) worth equal to or less than $100

323 Signing, preparing, circulating, or soliciting support for group petitions that threaten the security or orderly operation of the facility.

B. Sanctions

1. Initiate criminal proceedings
2. Disciplinary transfer (recommend)
3. Disciplinary segregation (up to 72 hours)
4. Make monetary restitution, if funds are available
5. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)
6. Change housing
7. Remove from program and/or group activity
8. Loss of job
9. Impound and store detainee’s personal property
10. Confiscate contraband
11. Restrict to housing unit
12. Reprimand
13. Warning

IV. “Low Moderate” Offense Category

A. Prohibited Acts

400 Possessing property belonging to another person
401 Possessing unauthorized clothing
402 Malingering; feigning illness
403 Smoking where prohibited
404 Using abusive or obscene language
405 Tattooing, body piercing or self-mutilation
406 Unauthorized use of mail or telephone (with restriction or temporary suspension of the abused privileges often the appropriate sanction)
407 Conduct with a visitor in violation of rules and regulations (with restriction or temporary suspension of visiting privileges often the appropriate sanction)
408 Conducting a business
409 Possessing money or currency, unless specifically authorized
410 Failing to follow safety or sanitation regulations
411 Unauthorized use of equipment or machinery
412 Using equipment or machinery contrary to posted safety standards
413 Being unsanitary or untidy; failing to keep self and living area in accordance with posted standards

B. Sanctions

1. Loss of privileges, commissary, vending machines, movies, recreation, etc.
2. Change housing
3. Remove from program and/or group activity
4. Loss of job
5. Impound and store detainee’s personal property
6. Confiscate contraband
7. Restrict to housing unit
8. Reprimand
9. Warning

The detainee will be provided with a copy of the report at the conclusion of the disciplinary hearing.

Institution Disciplinary Panel (IDP)

- Shall conduct formal hearing on Incident Reports referred from investigations or UDCs and may impose higher level sanctions for "greatest" and "high" level prohibited acts.
- Detainees before the IDP shall be afforded a staff representative, upon request, or automatically if the detainee is illiterate, has limited English language skills or otherwise needs special assistance.

Unit Disciplinary Committee (UDC)

- The UDC committee will conduct hearings and, to the best extent possible, shall informally resolve cases involving high moderate or low moderate charges in in accordance with the list of charges and related sanctions.
- The UDC committee will offer the detainee the right to due process, which includes the rights to:
  - Remain silent at any stage of the disciplinary process;
  - Have a UDC hearing within 24 hours after the conclusion of the investigations, unless the detainee:
    - Waiver the notification period and requests an immediate hearing, or
    - Requests more time to gather evidence or otherwise prepare a defense;
  - Attend the entire hearing (excluding committee deliberations), or waive the right to appear.
  - Present statements and evidence, including witness testimony on his/her own behalf; and
  - Appeal the committee’s determination through the detainee grievance process

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The detainee will receive copies of:
  - The UDC decision which will contain the reason for the disposition and sanctions imposed; or
  - Written notification of charges and hearing before the IDP

**Staff Representation for the IDP**

- The facility administrator shall upon the detainee's request, assign a staff representative to help prepare a defense prior to the commencement of the IDP. This help shall be automatically provided for detainees who are illiterate, have limited English-language skills, or who are without means of collecting and presenting essential evidence. Detainees shall also have the option of receiving assistance from another detainee of their selection, subject to approval from the facility administrator.

**CONFIDENTIAL INFORMANTS** – the UDC or IDP shall disclose as much confidential information as may be disclosed without jeopardizing the safety and security of facility staff and other persons, and shall include in the hearing record the factual basis for finding the information reliable.

**SANCTIONS** – range from the withholding of privilege(s) to segregation.

- While a detainee may be charged with multiple prohibited acts and may receive multiple sanctions for one incident, sanctions arising from a single incident shall run concurrently.

**APPEAL** – Detainees can appeal disciplinary decisions through a formal grievance system.

**EXPUNGEMENT** – If a detainee is found not guilty of an offense, major or minor, either after the hearing or the appeal, all reference to that offense will be removed from their file.

**CRIMINAL MISCONDUCT** – Torrance County Detention Facility, in coordination with the Field Office Director, shall work with prosecutors and other law enforcement officials to ensure that detainees who engage in serious criminal activity, including violence against staff and other detainees, face criminal prosecutions when appropriate.

At Torrance County Detention Facility, detainees are not subjected to personal abuse, corporal punishment, personal injury, disease, property damage, or harassment. Inmate property is protected. Detainees cannot supervise or be in charge of other detainees.

**GRIEVANCE PROCEDURES**

- CoreCivic/TCDF provides a means for all detainees to address complaints regarding facility conditions, treatment, medical care and policies and procedures. Most matters can and should be resolved directly and promptly between the detainee and staff.

- **MEDICAL GRIEVANCES**: Medical grievances must be placed in the box marked "Medical" or "Sick Call". All detainees have access to an informal resolution process to resolve their complaints. At any time the informal resolution process has not provided successful resolution of the complaint or in the event of an emergency grievance, detainees may use the formal grievance process. All complaints will be assessed in a fair and impartial manner. Resolution in the best interest of the detainee and the facility is the primary goal.

- You can invoke the grievance procedure regardless of disciplinary, classification, or other administrative decisions to which you may be subject.

- You may not submit a grievance on behalf of another detainee; however, assistance from a staff member or another detainee may be provided when necessary to communicate the problem on the grievance form. Grievances are considered special correspondence.

- You will not be subject to retaliation, reprisal, harassment, or discipline for use or participation in the informal resolution process or grievance process. Any allegations of this nature will be thoroughly investigated by the Warden.

- If it is determined by the Warden that you are deliberately abusing the grievance system through excessive filing of grievances and/or repeated refusal to follow procedures, the Warden may suspend your right to file

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additional grievances until all pending grievances have been resolved. Continued abuse may result in an adverse action initiated against you.

- With the exception of emergency grievances, you should utilize the informal resolution process concerning questions, disputes, or complaints prior to the submission of a formal grievance. You may orally present your complaint to any staff member at any time of the event or submit the CoreCivic form, 14-5A Informal Resolution Form to the housing officer or unit staff.

- While you are free to bypass or terminate the informal grievance process, and proceed directly to the formal grievance stage, you are encouraged to utilize the informal process and allow the complaint to be resolved at the lowest level since complaints should be, whenever possible, resolved through direct contact with the staff responsible for the particular issue and with two-way communication encouraged between staff and detainees.

  - If you are not satisfied with the results of the informal resolution process, you may submit a 14-5B ICE Detainee Grievance Form to the Grievance Officer by placing it in the box marked "Grievance" in the housing unit. The Grievance Officer will check the grievance mail boxes daily, excluding weekends and holidays. The appropriate department head will act on the grievance within five (5) working days through informal or formal resolution and provide you with a written response.

  - When filing a grievance, if a detainee needs assistance in preparing a grievance or needs assistance due to impairments or disabilities, or interpretation/translation services, detainees with limited English proficiency (LEP) and assistance with limited literacy, request assistance from a staff member.

  - If you do not accept the department head’s solution, a Grievance Appeals Board (GAB) will convene to study the grievance within five (5) working days of the detainee’s appeal. Within five (5) working days of reaching a decision, the GAB will provide you with a response to the grievance, in writing.

  - If you disagree with the Grievance Appeals Board (GAB), you may appeal to the Warden.

  - The Warden, and in some cases the Field Office Director (and/or designee) shall review the finding of the Grievance Appeals Board (GAB) will provide you with a written decision within five (5) days of receiving the appeal.

- A copy of all grievances will be maintained in your detention file.

- If you submit a grievance for review and you are released/deported, efforts to resolve the grievance will normally continue. It is your responsibility to notify the Grievance Officer of your release/deportation and provide a forwarding address and any other pertinent information.

**EMERGENCY GRIEVANCES** – Detainees can file an emergency grievance for incidents that involve an immediate threat to health, safety, or welfare, and will receive a written response in a timely manner.

- There is no time limit on when you may submit a grievance regarding an allegation of sexual abuse.

- At any point you have the right to file a complaint directly to the Department of Homeland Security (DHS) OIG about staff misconduct, physical or sexual abuse or civil rights violations; complaints may be filed by calling the DHS OIG Hotline at 1-800-323-8603, or you may write to:
  
  Department of Homeland Security  
  Washington, D.C. 20528  
  Attn: Office of the Inspector General

**NON-GRIEVABLE MATTERS** - The following matters are not grievable by detainees through the grievance procedure:

1. State and Federal Court decisions;
2. State and Federal laws and regulations;
3. Final decisions on grievances;

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4. Contracting agency (ICE) policies, procedures, decisions or matters (i.e., institutional transfers, release/deportations decisions, etc.);
5. Property issues (all property issues must be addressed in accordance with property procedures); and
6. No grievance may be submitted on behalf of another.

SEGREGATION/SHORT STAY UNIT

Administrative Segregation
1. Intended for detainees with special housing requirements;
2. Pending investigation/hearing of prohibited acts(s);
3. Medical observation;
4. Pending a transfer or release within twenty-four (24) hours;
5. Security risk; or
6. Protective custody.

Disciplinary Segregation
1. Special housing unit for detainees who;
2. Are a serious disruption to general population;
3. Require additional physical confines; or
4. Have received a sanction by the Institutional Disciplinary Panel.

Programs and Services
1. Programs and Services as offered to general population are available to administrative segregation.
2. Detainees in Administrative Segregation will be offered at least two (2) hours of recreation or exercise opportunities per day, seven (7) days a week. Detainees in Disciplinary Segregation will be offered one (1) hour of recreation or exercise opportunity per day, seven (7) days a week.
3. The Law Library is available during Restricted Housing scheduled time. If there is a security concern, a mobile LexisNexis computer will be taken to the Restricted Housing Unit for detainees to use during their scheduled time. If more time is needed, submit a written request to the library staff. Photocopies, notary services, and all other law library needs are available to detainees by request to Library or Unit Team staff.
4. The General Library is available on a weekly basis.
5. Medical Care/Sick Call for segregated detainees will be provided by Health Services staff through daily rounds.
6. CoreCivic/TCDF provides an opportunity for you to have one (1) visit per week (Monday through Sunday) for up to one (1) hour of contact visitation with family and friends. Disruptive conduct by either party will result in the termination of the visit and may have an adverse affect on future visits.
7. Detainees in segregation will be allowed to attend religious services if security is not compromised. If necessary, the Chaplain will minister to detainees in segregation or, upon special request and considering security concerns, arrangements can be made for religious volunteers of your faith to conduct one-on-one services.
8. Personal hygiene items are available upon request from the segregation housing officer. Showers are available and should be taken advantage of on Mondays, Wednesdays and Fridays between the hours of 8:00am and 4:00pm.
9. Mail will be picked up from segregation by 8:30am Monday – Friday except on holidays. Mail will handled for segregation detainees in the same manner as general population detainees.

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10. Detainees in segregation will be allowed to attend Group Legal Rights Presentations, if security is not compromised. If it becomes necessary, presentations may be made to individuals in segregation, pending agreement with the presenter and security can be maintained. If a detainee in segregation cannot attend for this reason, and both he/she and the presenter(s) so request, alternative arrangements will be made.

11. Prior to being released from segregation, detainees will be re-evaluated/reclassified to ensure that they have been properly classified and are housed in an appropriate housing unit.

12. Laundry will be picked up, washed and returned to segregated detainees according to the same schedule as set for general population.

13. All other services not specifically mentioned in this section regarding segregation will be subject to the same access procedures as outlined for general population detainees.

MEDICAL CARE - Health Services provides medical care to detainees at this facility. If you are ill or in need of medical attention, you must submit a sick call form. Ask any staff member for a form, describe your medical issue, keep completed sick call form with you and hand to the nurse when you are called to the sick call clinic. Do not place in a box or hand to non-medical staff. If it is an emergency, you must notify your Housing Unit Officer, who will contact the medical staff.

SICK CALL

✓ Sick call at CoreCivic/TCDF is provided by Health Services staff to all detainees, from the time of admission to the time of release in order to provide continuous medical care.
✓ Clinic Hours - The clinic will be open and nursing staff available twenty-four (24) hours a day. The facility health care providers schedule appointments Monday through Friday and may schedule appointments on weekends/holidays. Sick call hours are per posted schedules, seven (7) days per week.

ACCESS TO MEDICAL SERVICES

✓ Routine Medical Services - If you are experiencing non-emergency medical problems, submit a sick call form – request a form from a staff member. If the need exists, medical will schedule you to see medical personnel. Appointments are scheduled according to medical necessity.
✓ Emergency Medical Services - If you are experiencing an emergency medical problem, notify the officer stationed in your area. The nursing staff will be notified and appropriate action will be taken by them to resolve your medical problems. Trained staff is available to administer emergency first aid and life saving techniques. Nursing staff and doctors are always available through on-call services.
✓ Chronic Care Services - The clinic provides chronic care services to those detainees who require medication renewals, treatments and follow-up care for specific illnesses (i.e. high blood pressure, diabetes, heart conditions, asthma, etc.). These services are provided on a regular basis.
✓ Living wills are available through Health Services upon request.
✓ DO NOT come to the clinic without prior permission. The detention officer in your housing unit must call the clinic first to obtain prior approval for you to visit the clinic.
✓ Mental Health Services - If you are experiencing mental health problems, follow the procedures outlined above under routine/emergency services. You will be seen by a health care provider who will determine if a mental health referral is needed.
✓ Dental Services - If you are experiencing dental health problems, follow the procedures outlined above under routine/emergency medical services. You will be seen by the health care provider who will determine if a dental referral is needed. Provisions will be made for emergency dental needs.
✓ Medication
1. KOP (Keep on Person) medications are medications that detainees are allowed to keep in their possession. KOP medication must be stored and secured in your locker. Medications found in your locker
or property that was not prescribed to you will be confiscated as contraband and disciplinary action will be taken. Detainees found to be not taking their medications as instructed, or sharing your medication will be taken off KOP status and will receive their medications under supervision of the nursing staff. Medication removed from the KOP package will be confiscated as contraband. KOP pill line is Monday, Tuesday, Thursday, and Friday afternoons.

2. Non-KOP medications are dispensed at pill call daily at the following times: 8:00am and 8:00pm.

❖ AIDS/HIV Education / Testing - Testing for AIDS/HIV are available and education services are provided to all detainees. You may request these services from the medical staff at sick call sign-up.

Pill Line (Med-Line) - The location is the Medical Department Window, between C-20 and C-30 Slider. However, location of med-line may change due to the needs of the facility.

- Inmates are responsible to report to med-line when called. Detention Officers or Staff Members will announce Med-Line in the Housing Unit. You will be given a few minutes to be ready by the door, to be searched. You must be in full uniform, shirt tucked in, with your ID badge.
- If you are not prescribed Medication, you cannot go to Med-Line. This is not a time to roam the halls or request to see the Nurse/ No sick call.
- You must present your ID badge in order to receive your medications. All medications will be taken in front of the Nurse and/or a Security Staff member, who will inspect your mouth and hands to ensure you have swallowed your medication.
- A disciplinary report may be issued to anyone hiding or taking another inmate’s medication.

RECREATION

❖ Recreation activities are provided as a means to release built-up energy and to help you keep in good physical condition. Outdoor/Indoor Recreation is offered daily, between 7:45a.m. And 4:00 p.m. on a rotating basis depending on your posted schedule.

❖ In-pod recreation facilities - The Recreation Coordinator will be scheduling specific activities for your pleasure and development. We ask that you cooperate and participate in these activities; some will be new and different.

❖ TELEVISIONS have been placed in each housing unit for your entertainment and should be shared to ensure each person has an opportunity to view programs of interest. While we have no specific rules governing what programs will be viewed, we expect each of you to be considerate (i.e.; Spanish/English language programs) and avoid unnecessary problems regarding its usage. In the event a problem develops, the officer in your housing unit will resolve the problem and may decide to discontinue usage until the situation can be resolved.

1. Television viewing and dayroom recreation activities may begin at 5:00am wake-up and will end at bedtime 10:00pm seven days a week. You are cautioned not to begin viewing a program that will end after the designated viewing hours, because the television will be turned off at the designated time.

2. Televisions will be turned off during official counts, Final Lockdown, cleaning of housing areas and when it interferes with other facility operations.

3. At the end of a program, a vote may be taken to choose which program to watch next. The majority vote rules. The channel will not be changed during a program if someone is watching the television. Do not vote on a program and then leave the area.

4. The volume of the televisions will be kept at a reasonable level so as to not disturb other detainees or facility operations.

5. Televisions are not to be removed from their locations or tampered with for any reason.

❖ LEISURE TIME ACTIVITIES - This facility provides leisure time activities in the dormitories/housing units for your entertainment, as well as for physical and mental development. Leisure time activities include table games, cards, television, pull up bars etc. You are asked to handle these items with care and to be considerate

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of others who may wish to use them. Persons that have been discovered abusing these items may be disciplined in accordance with specific guidelines established by this facility and be required to make restitution for damaged items.

1. The use of these leisure time items will be handled on a first-come first-serve basis to ensure that each person has an equal opportunity to use them.
2. To obtain additional recreational supplies, ask a recreation staff member.
3. We expect you to take care of supplies and equipment issued and for you to return the items after use. You will be held accountable for any recreational or leisure time item until it has been returned.

❖ **Access to Outside Recreation** - All detainees, weather permitting, will be provided at a minimum, one hour of out of housing recreation daily.
   1. Outdoor recreation activities may include basketball, soccer, handball, track and cardiovascular exercise equipment.
   2. DO NOT SIT AGAINST THE FENCE or hang clothes on it when in outside recreation.
   3. The recreation schedule for all housing units is rotated daily for fair and equal access. You will be advised when it is your housing unit’s turn to go.
   4. Detainees who worked during the day and who are unable to attend recreation with their housing unit will be provided recreational opportunities at the end of the day upon verification of their work attendance.
   5. T-shirts must be worn at all times during inside/outside recreation.

❖ **Recreation may be cancelled at any time for security reasons and due to inclement/adverse weather conditions. Your cooperation is appreciated.**

**LEGAL FILE**

Your legal file is an Immigration legal record commonly called an “A” file maintained by the ICE Deportation Department for each individual. This “A” file contains your legal transactions and documentation pertaining to your case; including but not limited to identification cards, photos, passports and immigration history.

**DETENTION FILE**

❖ Your detention file is maintained by CoreCivic/TCDF for each individual and contains no less than the following:
   1. Facility Disciplinary Actions;
   2. Behavior Reports;
   3. Funds, Valuables and Property Receipts;
   4. Detainee’s Written Requests, Complaints and Issues;
   5. Response to the aforementioned requests; and
   6. Special Housing Unit Records.

**RIGHTS AND RESPONSIBILITIES**

❖ You have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.
   ○ You have the responsibility to know and abide by them.
     1. The right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage and harassment;
     2. The right of freedom from discrimination based on race, religion, national origin, gender, sexual orientation, physical or mental ability, or political beliefs;
     3. The right to pursue a grievance in accordance with procedures provided in the detainee handbook, without fear of retaliation;

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Updated August 6, 2021
4. The right to pursue a grievance in accordance with standard "6.2 Grievance System" and procedures provided in the detainee handbook.
5. The right to correspond with persons or organizations, consistent with safety, security and the orderly operation of the facility; and
6. The right to due process, including the prompt resolution of a disciplinary matter.

- You have the right to health care which includes nutritious meals, proper bedding and clothing. A laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment at no cost to you.
  - It is your responsibility not to waste food, to follow the laundry and shower schedules, to maintain neat and clean living quarters and to seek medical care as needed.

- You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.
  - It is your responsibility to conduct yourself properly during visits and to not accept or pass contraband.

- You have the right to unrestricted and confidential access to the courts by correspondence.
  - You have the responsibility to present honestly and fairly your petitions, questions and problems to the courts.

- You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government.
  - It is your responsibility to obtain the services of an attorney honestly and fairly.

- You have the right to have access to reading materials for your own enjoyment. These materials may include approved magazines.
  - It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of the same benefit.

- You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through legal assistance programs.
  - It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other detainees to the use of the materials.

- You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers.
  - It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal rights to use this material.

- You have the right to participate in a work program as far as resources are available, and in keeping with your interest, needs and abilities.
  - You have the responsibility to take advantage of activities which may help you live a successful and abiding life within the Facility and in the community. You will be expected to abide by the regulations governing the use of such activities.

- You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States.
  - It is your responsibility to seek and provide evidence for your defense.

- If you are not an exclusion case and eligible, you have the right to be released on bond until your scheduled administrative hearing.
  - It is your responsibility to seek methods of payments for your bond.

- You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, membership in a social group or political opinion.
  - It is your responsibility to prepare and submit the proper forms accurately.

- You have the right to request voluntary departure if statutorily eligible prior to a hearing but if you request voluntary departure you waive your right to a hearing.
  - It is your responsibility to inform an ICE Officer that you request voluntary departures.

Updated August 6, 2021
You have the right to have an interpretative service if you do not understand the orientation language in which it is written.
  - *It is your responsibility to contact CoreCivic staff members to request the interpretative service.*

Additional ICE Contact Information:

**OIG**
Office of Inspector General
U.S. Department of Health & Human Services
ATTN: HOTLINE
PO Box 23489
Washington, DC 20026
Phone: (800) HHS-TIPS [(800) 447-8477]
Fax: (800) 223-8164
TTY: (800) 377-4950

**OPR**
U.S. Department of Justice
Office of Professional Responsibility
950 Pennsylvania Ave, NW, Suite 3266
Washington, DC 20530-0001
By Phone: 202-514-3365
By Fax: 202-514-5050
By Email: opr.complaints@usdoj.gov
Website: https://www.justice.gov/opr

**JIC-Joint Intake Center for ICE**

- Calling the toll-free Joint Intake Center Hotline at **1-877-2INTAKE** or sending a fax to **(202) 344-3390**;
- Sending an e-mail message to Joint.Intake@dhs.gov;
- Writing to the Joint Intake Center at P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044;
- Calling the DHS Office of Inspector General (OIG) at **1-800-323-8603** or **1-844-889-4357 (TTY)**; or sending a fax to **(202) 254-4297**;
- Accessing the online DHS OIG Complaint/Allegation Form; or

I have inspected the receipt and I believe it to be true and accurate property.

Signature certifies that I have carefully inspected the entire list of property and that I have no other items in my possession. I understand that should any of the issued items I received be damaged (other than normal use), destroyed, or missing, I may be held liable for the replacement costs. I further certify that I have no legal recourse against the facility upon signing this receipt.
**Name:** (b)(6), (b)(7)(C)  
**Location:** TORRANCE COUNTY DETENTION CENTER  
**Property:** All Property For An Inmate  
**Date:** 06/17/2021 3:25

<table>
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<th>Category</th>
<th>Description</th>
<th>Style</th>
<th>Color</th>
<th>Orig. Property ID</th>
<th>Disposition</th>
<th>Rel. Disposition</th>
<th>Release Date/Time</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Inmate</td>
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<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>CLOTHING</td>
<td>SHIRT</td>
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<td>WHT</td>
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<td>Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>CLOTHING</td>
<td>PANTS</td>
<td></td>
<td>BLU</td>
<td></td>
<td>Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>CLOTHING</td>
<td>UNDERWEAR (LA ROPA INTERIOR)</td>
<td></td>
<td>BLK</td>
<td></td>
<td>Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>CLOTHING</td>
<td>SOCKS (CALCETINES)</td>
<td></td>
<td>WHT</td>
<td></td>
<td>Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>SHOES</td>
<td>SHOES (ZAPATOS)</td>
<td></td>
<td>GRY</td>
<td></td>
<td>Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>CLOTHING</td>
<td>SWEATER</td>
<td></td>
<td>GRY</td>
<td></td>
<td>Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>09/17/21 02:18</td>
<td>MISCELLANEOUS</td>
<td>MISCELLANEOUS</td>
<td></td>
<td>MUL</td>
<td></td>
<td>Seized</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I have inspected the receipt and I believe it to be true and accurate property.

**Inventory Staff Printed Name:** (b)(6), (b)(7)(C)  
**Inventory Staff Signature:**  
**Staff Witness Printed Name:**  
**Staff Witness Signature:**

Signature certifies that I have carefully inspected the entire list of property and that I have no other items in my possession. I further understand that should any of the issued items I received be damaged (other than normal use), destroyed, or missing, I may be charged the replacement costs. I further certify that I have no legal recourse against the facility upon signing this receipt.
Name: (b)(6), (b)(7)(C)
Location: TORRANCE COUNTY DETENTION CENTER
Property: All Property For An Inmate
Date: 07/14/2021 1:42

Agency #
(b)(6), (b)(7)(C)

Booking #
(b)(6), (b)(7)(C)

Admit Date
07/13/2021 15:33

Current Housing
(b)(6), (b)(7)(C)

STRAP #:

VALUEABLE #:

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<th>Description</th>
<th>Style</th>
<th>Color</th>
<th>Property ID</th>
<th>Orig. Disposition</th>
<th>Rel. Disposition</th>
<th>Release Date/Time</th>
<th>Released To</th>
</tr>
</thead>
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</tr>
<tr>
<td>1</td>
<td>07/14/21 00:38</td>
<td>CLOTHING</td>
<td>T-SHIRT (PLAYERA)</td>
<td></td>
<td>BLU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inmate</td>
</tr>
<tr>
<td>1</td>
<td>07/14/21 00:38</td>
<td>CLOTHING</td>
<td>PANTS</td>
<td></td>
<td>GRY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Seized</td>
</tr>
<tr>
<td>1</td>
<td>07/14/21 00:38</td>
<td>CLOTHING</td>
<td>SOCKS (CALCETINES)</td>
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<td></td>
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<td>1</td>
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<td>WHT</td>
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<td>Seized</td>
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<td>1</td>
<td>07/14/21 00:38</td>
<td>CLOTHING</td>
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<td>RED</td>
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<td>Seized</td>
</tr>
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<td>1</td>
<td>07/14/21 00:38</td>
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<td>SANDALS (SANDALIAS)</td>
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<td>BLK</td>
<td></td>
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<td>Seized</td>
</tr>
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</table>

I have inspected the receipt and believe it to be true and accurate property.

INVENTORY STAFF PRINTED NAME:

INVENTORY STAFF SIGNATURE:

STAFF WITNESS PRINTED NAME:

STAFF WITNESS SIGNATURE:

Part II  BAGGAGE CHECK

Signature certifies that I have carefully inspected the entire list of property and that I have no other items in my possession. I further understand that should any of the issued items I received be damaged (other than normal wear), destroyed, or missing, I may be charged
Name: (b)(6), (b)(7)(C)
Location: TORRANCE COUNTY DETENTION CENTER
Property: All Property For An Inmate
Date: 07/02/2021 10:35

<table>
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<th>Agency #</th>
<th>Admit Date</th>
<th>Current Housing</th>
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<td>(b)(6), (b)(7)(C)</td>
<td>07/02/2021 03:56</td>
<td>(b)(6), (b)(7)(C)</td>
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<table>
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<th>Category</th>
<th>Description</th>
<th>Style</th>
<th>Color</th>
<th>Property ID</th>
<th>Orig. Disposition</th>
<th>Rel. Disposition</th>
<th>Release Date/Time</th>
<th>Released To</th>
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<td>Inmate</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>07/02/21 09:29</td>
<td>MISCELLANEOUS BOOKS</td>
<td>MUL</td>
<td>Seized</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>07/02/21 09:29</td>
<td>HYGIENE ITEMS HYGIENE</td>
<td>MUL</td>
<td>Inmate</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>07/02/21 09:29</td>
<td>CLOTHING SHORTS</td>
<td>GRY</td>
<td>Inmate</td>
<td></td>
<td></td>
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<tr>
<td>1</td>
<td>07/02/21 09:29</td>
<td>ELECTRONICS RADIO</td>
<td>CLR</td>
<td>Inmate</td>
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<tr>
<td>2</td>
<td>07/02/21 09:31</td>
<td>CLOTHING SHIRTS</td>
<td>GRY</td>
<td>Seized</td>
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<td>07/02/21 09:31</td>
<td>CLOTHING SWEATER</td>
<td>GRY</td>
<td>Seized</td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

I have inspected the receipt and I believe it to be true and accurate property.

(b)(6), (b)(7)(C)

Part II BAGGAGE CHECK

(b)(6), (b)(7)(C)

INVENTORY STAFF PRINTED NAME:

INVENTORY STAFF SIGNATURE:

STAFF WITNESS PRINTED NAME:

STAFF WITNESS SIGNATURE:

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### Training Activity Enrollment / Attendance Roster

**Training Location:** Torrance

**Date:** 06/23/21  
**Topic:** Monthly Meeting/Training

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>LMS Course Code</th>
<th>Instructor</th>
<th>Start</th>
<th>End</th>
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<tbody>
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<td>06/23/21</td>
<td>Monthly Meeting/Training</td>
<td></td>
<td>Chief</td>
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**Print Name:**  
**Signature:**  
**Employee #:**

<table>
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<tr>
<th>S/5</th>
<th>TCFD</th>
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<tbody>
<tr>
<td>503</td>
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<tr>
<td>610</td>
<td>TCDF</td>
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<td>M4</td>
<td>TCDF</td>
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<td>TCDF</td>
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<td>D10</td>
<td>TCDF</td>
</tr>
<tr>
<td>S15</td>
<td>TCDF</td>
</tr>
<tr>
<td>060</td>
<td>TCDF</td>
</tr>
<tr>
<td>01C</td>
<td>TCDF</td>
</tr>
</tbody>
</table>

**Facility:**

<table>
<thead>
<tr>
<th>(b)(6), (b)(7)(C)</th>
</tr>
</thead>
</table>

** JE INK ONLY **

**Print Name**

**Signature of person entering data into LMS:**  
**Training Manager's Signature**

**Comments:**

(continue comments on reverse side if necessary)
From: Torrence Co Detent@trinityservicesgroup.com>
Sent: Tuesday, May 18, 2021 11:32 AM
To: Torrence Co Detent@trinityservicesgroup.com>
Subject: FW: 1-22A CAP ICE ODO Contingency Inspection May 2021 Food Service
Attachments: 01-22A CAP ICE ODO Contingency Inspection May 2021 Food Service; edits.docx; IMG_2595.jpg

CAUTION: This email came from outside the organization. Attachments and links may contain viruses and other malicious software.

From: @trinityservicesgroup.com>
Sent: Tuesday, May 18, 2021 11:05 AM
To: trinityservicesgroup.com>
Cc: trinityservicesgroup.com>
Subject: RE: 1-22A CAP ICE ODO Contingency Inspection May 2021 Food Service

Here is the CAP for Torrence and below is the info for the Parve bread from Bimbo. We can start ordering the bread below for Kosher diets as of now at Torrence.

Bimbo added the following Kosher bread. Your team should be able to order starting this week. Any questions please let us know.

<table>
<thead>
<tr>
<th>PRODUCTNUM</th>
<th>PROD_NAME</th>
<th>UPC</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>003253</td>
<td>SL CL WHITE 20Z</td>
<td>7294560133 006</td>
<td></td>
</tr>
<tr>
<td>002823</td>
<td>SL CL HNYWHE 20Z</td>
<td>7294560136 000</td>
<td></td>
</tr>
</tbody>
</table>

Thanks,
CAUTION: This email came from outside the organization. Attachments and links may contain viruses and other malicious software.

From: Torrence Co Detent @trinityservicesgroup.com>
Sent: Monday, May 24, 2021 1:18 PM
To: Torrence Co Detent @trinityservicesgroup.com; Torrence Co Detent @trinityservicesgroup.com
CC: sl cl white 7294560133 - Kosher certificate.pdf; sl hny wheat 7294560136 - Kosher certificate.pdf

Subject: FW: Kosher Bread- Torrance NM
Attachments: sl cl white 7294560133 - Kosher certificate.pdf; sl hny wheat 7294560136 - Kosher certificate.pdf

Good Morning,

Can you please send these Kosher Certificates to the ICE Auditor for the Kosher Parve bread from Bimbo?

Thanks,

Purchasing Manager-Food Service
Trinity Services Group
477 Commerce Blvd.
Oldsmar, Fl. 34677
Work 813-475-0138
Cell 813-758-7323
Email address: Torrence Co Detent @trinityservicesgroup.com

From: Torrence Co Detent @grupobimbo.com>
Sent: Monday, May 24, 2021 2:59 PM
To: Torrence Co Detent @trinityservicesgroup.com; Torrence Co Detent @trinityservicesgroup.com
CC: sl cl white 7294560133 - Kosher certificate.pdf; sl hny wheat 7294560136 - Kosher certificate.pdf

Subject: RE: Kosher Bread- Torrance NM

Hi,

Please let me know if these do not work. Thanks...

From: Torrence Co Detent @trinityservicesgroup.com>
Sent: Monday, May 24, 2021 12:36 PM
To: Torrence Co Detent @grupobimbo.com
CC: Torrence Co Detent @grupobimbo.com

1
Good Morning —

The ICE auditor is asking for the Kosher Certificate for the bread below. Can you please send the Kosher Parve Certificate for these?

Thanks,

---

Purchasing Manager-Food Service
Trinity Services Group
477 Commerce Blvd.
Oldsmar, Fl. 34677.
Work 813-477-5600
Cell 813-752-2545
Email address: kelsie@trinityservicesgroup.com

From: kelsie@trinityservicesgroup.com
Sent: Wednesday, May 12, 2021 1:46 PM
To: kelsie@trinityservicesgroup.com
Cc: graciela@grupobimbo.com
Subject: Kosher Bread - Torrance NM

Hi —

We added the following Kosher bread. Your team should be able to order starting next week. Any questions please let us know. Have a great day.

<table>
<thead>
<tr>
<th>PRODUCTNUM</th>
<th>PROD_NAME</th>
<th>UPC</th>
<th>COST</th>
</tr>
</thead>
<tbody>
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<td>b(4)</td>
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<tr>
<td>002823</td>
<td>SL CL HNYWHE 20Z</td>
<td>7294560136 000</td>
<td></td>
</tr>
</tbody>
</table>

National Account Manager, Foodservice  •  +1 854-854-54
1255 Business Center Dr. • Horsham PA 19044
graciela@grupobimbo.com

---

Aviso de Privacidad y Confidencialidad // Privacy and Confidentiality Notice // Avis de confidentialité:
https://privacy.grupobimbo.com/

Aviso de Privacidad y Confidencialidad // Privacy and Confidentiality Notice // Avis de confidentialité:
https://privacy.grupobimbo.com/
CAUTION: This email came from outside the organization. Attachments and links may contain viruses and other malicious software.

From: Kellogg Supply Net (kellogg supply.net) Sent: Wednesday, May 5, 2021 6:59 PM
To: Trinity Services Group (trinityservicesgroup.com)
Subject: RE: Add

Received your order and add ons. I will also make the notations on the invoice for the sugar.

Assistant Director Institutional Sales
Cell 602 478 @kellogg supply.net

CAUTION: External sender.

For TCDF I need Parboiled Rice 5 50lbs. Bags, Also need Sugar Cookie Mix 3 50lbs. Bags Please and thank you.

Have a great day,

TCDF AFSD
505-384-
Good morning.

I need you to add Granulated Sugar, one 50 lbs. bag, to my order May 11, 2021 delivery date. Also, please be advised this is a controlled item in the Correctional Facility. You need to have special handling instruction. Also need instruction on the drivers. On the “Uniform Straight Bill of Lading” paper thank you.
**Uniform Straight Bill of Lading**

**DATE** 5/11/2021

**TO:**
Consignee: Torrance CCA
Street: 209 Co Rd
Destination: ESTANCIA NM

**FROM:**
Shipper: KSC, LLC
Street: 4427 W BUCKEYE RD
Origin: Phoenix AZ

<table>
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<th>Item #</th>
<th>Kind of Packaging, Description of Articles Special Marks and Exceptions</th>
<th>Weight</th>
<th>Subject to correction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This (v) voice contain hot</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INVOICE:**

**SeAL:**

---

**Driver is required to assist**

This is to certify that the above named material is property classified, described, packaged, marked and labeled, and is in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Shipper agrees that payment for this Bill of Lading may be made by KSC to shipper directly to any broker or intermediary acting as Shipper's Agent. Shipper designates as Agent for payment. In the event KSC tenders payment to Shipper's Agent, Shipper agrees to release KSC and Consignee from all liability for payment, once made to Shipper's Agent. In the event of any damage to the contents shown on this Bill of Lading, Shipper agrees that Shipper and Shipper's Agent shall be jointly and severally responsible to KSC for damages caused. Shipper and Shipper's Agent also agree that KSC may withhold future payments to Shipper and/or Shipper's Agent until the cost of any damage is recouped.

**CONSIGNEE RECEIVING SIGNATURE**

Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable. Otherwise the rate classifications and rules that have been established by the carrier and are available to the shipper, on request, shall apply as well as all applicable state and federal regulations.

**SHIPPER**
KSC
**PER SIGNATURE**

**DATE/TIME**
May 11, 2021

---

**AFFIX PRO NUMBER STICKER**

**TORRANCE**

---

2022-ICLI-00045  11957
## Trinity Services Group, Inc.
477 Commerce Blvd
Oldsmar, FL 34677
813-854-8717

## TSG - CCA Torrance
209 East Allen Avers
Estancia, NM 87015
505-364-8717

--- SALES ---

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>UPC</th>
<th>EACH PRICE</th>
<th>QTY</th>
<th>SOLD QTY</th>
<th>EXT</th>
<th>PROMO</th>
<th>TOTAL</th>
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<td>35/16oz</td>
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<td>12</td>
<td>Cheese Mozz Shredded</td>
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<td>9941032</td>
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**Bill To**

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<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
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</thead>
<tbody>
<tr>
<td>Imit Cheddar Cheese Shred</td>
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<tr>
<td>Tomato Puree</td>
<td>5/10CAN</td>
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<tr>
<td>3 Comp. Styrofoam Container</td>
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</tr>
<tr>
<td>Film Wrap 12&quot;</td>
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<td></td>
</tr>
<tr>
<td>Film Wrap 18&quot;</td>
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<tr>
<td>Trash Liner 40x46</td>
<td>10/25CA</td>
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**Sales Totals**

**Invoice Total**

VIA EDI-850 FROM INV LOAD: CCA Torrance

**Total Amount Due**

**Paid**

S-11-21
**Uniform Straight Bill of Lading**

**DATE**: 6/7/2021

**TO:**
- **Consignee**: Torrance CCA
- **Street**: 209 Co Rd
- **Destination**: ESTANCIA NM
- **Zip Code**: 87016

**FROM:**
- **Shipper**: KSC, LLC
- **Street**: 4427 W BUCKEYE RD
- **Origin**: Phoenix AZ
- **Zip Code**: 85043

**Route**

<table>
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<tr>
<th>Pieces</th>
<th>Item #</th>
<th>Kind of Packaging, Description of Articles</th>
<th>Weight (subject to correction)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>pallets</td>
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</tbody>
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**Invoice Control**

- Items that require specific handling: [Redacted]

**Driver is required to assist**

**Shippers Certification**

**Placards Required?** | **Placards Provided?**
---|---
Per | Yes | Yes |

**Shippers agrees that payment for this Bill of Lading may be made by KSC to shipper directly to any broker or intermediary acting as Shipper's Agent. Shipper Designates ___ ___ ___ as Agent for payment. In the event KSC seeks payment to Shipper's Agent, Shipper agrees to release KSC and Consignee from liability for payment, once made to Shipper's Agent. In the event of any damage to the contents shown on this Bill of Lading, Shipper agrees that Shipper and Shipper's Agent shall be jointly and severally responsible to KSC for damages caused. Shipper and Shipper's Agent also agree that KSC may withhold future payments**

**NOTE:** The agreed or declared value of property is hereby specifically stated by the shipper to be not exceeding $ _____ per cwt.

**Per SIGNATURE:**
- **SHIPPER**: KSC
- **DATE/TIME**: June 7, 2021

**Note:** The text above contains redacted information and is not fully legible.
**Trinity Services Group, Inc.**  
477 Commerce Blvd  
Oldsmar, FL 34677  
813-854-7768

**TSG - CCA Torrance**  
209 East Allen Ayers  
Estancia, NM 87016  
505-364-7171

---

**ITEM #** | **DESCRIPTION** | **UPC** | **EACH PRICE** | **QTY** | **U/C QT** | **EXT** | **PROMO** | **TOTAL**
---|---|---|---|---|---|---|---|---
90020 | Granulated Sugar | (b)(6), (b)(7)(C) | 1/50LB |  |  |  |  |  
90242 | Brown Sugar | (b)(6), (b)(7)(C) | 1/50LB |  |  |  |  |  
90532 | Powdered Sugar | (b)(6), (b)(7)(C) | 1/50LB |  |  |  |  |  
94571 | La Fina Bulk Salt | (b)(6), (b)(7)(C) | 1/25LB |  |  |  |  |  

**SALES TOTALS**

**INVOICE TOTAL**

FROM INV LOAD: (b)(6), (b)(7)(C) - CCA Torrance

---

**CHARGE**

**TOTAL AMOUNT DUE**

CUSTOMER COPY

Printed: 06/04/2021 18:17:43

---

Paid 6-10-21
Training Location: Torrance  
Curriculum: Health Assessment Signage to CMA required for NP’s  
(Orientation, Custody, In-Service, Specialized)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>LMS Course Code</th>
<th>Instructor</th>
<th>Time</th>
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<td>Health Assessment Sign. to CMA required for NP's</td>
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<td>(b)(6), (b)(7)(C)</td>
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<table>
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<tr>
<th>Print Name/Signature</th>
<th>Emp #</th>
<th>Title</th>
<th>Facility</th>
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<tbody>
<tr>
<td>(b)(6), (b)(7)(C)</td>
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<td></td>
<td></td>
</tr>
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Signature of person entering data into LMS: ___________________________  
Learning and Development Manager’s Signature: ________________________

Comments:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Proprietary Information – Not for Distribution – Copyrighted – Property of CoreCivic
2022-ICLI-00045  11962
# Uniform Corrective Action Plan

**ICE Uniform Corrective Action Plan (ODO Reviews)**

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Torrance County Detention Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street and Name)</td>
<td>209 County Road 49</td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Estancia, NM 87016</td>
</tr>
<tr>
<td>County</td>
<td>Torrance</td>
</tr>
<tr>
<td>Date[s] of Facility Review</td>
<td>May 3-7, 2021</td>
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Complete and Return to ICE HQ No Later Than:

<table>
<thead>
<tr>
<th>Facility Corrective Action Plan Assigned to (Signed by AFOD or Higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Deputy Field Office Director</td>
</tr>
</tbody>
</table>

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

Report produced on June 24, 2013
**Instructions for Corrective Action Response**

Provide a detailed description of the corrective action taken by the facility to address each of the deficiencies identified in the Office of Detention Oversight review. Please ensure that each corrective action corrects the noted deficiency to the fullest extent possible. In the event a deficiency cannot be corrected within the authorized timeline, an explanation is required in the “ Corrections Made” column. The explanation should include a work around solution while pending final resolution, and an approximate completion date. If an extension is needed, the Field Office must contact the appropriate DMD staff member with this request in advance of the specified timelines for submission.

*Exceptions to this timeline may be granted for necessary construction and staffing requirements, but will require an estimated completion date and temporary “work around” as part of the approved UCAP. Serious life and safety issues must be corrected immediately.*

<table>
<thead>
<tr>
<th>ICE Uniform Corrective Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torrance County Detention Facility (ELP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard</th>
<th>Deficiency</th>
<th>Corrections Made</th>
<th>Date Corrected</th>
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</thead>
<tbody>
<tr>
<td>1. SECURITY ADMISSIONS AND RELEASE (FS&amp;C) (V)(H)(1)(9)(c)</td>
<td>ODO reviewed five detainee release files and found no Order to Release form (Form I-203) in two out of five release files (Deficiency [checkmark]). ODO reviewed five detainee release files and found one out of five release files did not contain a copy of the detainee's property inventory form (Deficiency [checkmark]).</td>
<td>On 05/07/2021, TCDF staff conducted an audit of current detainee files to account for Forms I-203 / I-216 forms. On 05/20/2021, TCDF supervisory staff began reviewing files to</td>
<td>06/22/2021</td>
</tr>
</tbody>
</table>

---


2 “The detainee shall check his/her property against the original personal property inventory form. If all property is correctly accounted for, the detainee shall sign the inventory sheet, a copy of which the officer shall place in the detainee’s detention file.” See ICE PBNDS 2011 (2013 Errata), Standard, Admission and Release, Section (V)(H)(9)(c).
account for Forms I-203 / I-216.

On 05/20/2021, TCDF implemented an intake file checklist that includes verifying the presence of detainee property inventory forms. Ex #1 page 8

On 05/25/2021, TCDF conducted a final verification by records staff that all release documentation is present prior to filing the records. Ex. #1 page 16

Effective 06/10/2021, TCDF staff began notifying ICE/ERO of any discrepancies with Forms I-203/I-216.

On 06/22/2021, TCDF Chief of Unit Mgmt. conducted refresher training with Receiving
<table>
<thead>
<tr>
<th>2. CUSTODY CLASSIFICATION SYSTEM (V)(K)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ODO</strong> reviewed the facility’s detainee handbook and found no explanation of the classification levels with the conditions and restrictions applicable to each. Specifically, the handbook did not include an explanation of a high-classification level with the conditions and restrictions (Deficiency BRK[D]).</td>
</tr>
</tbody>
</table>

---

3 “The ICE Detainee Handbook standard section on classification shall include: …
- An explanation of the classification levels, with the conditions and restrictions applicable to each.
- The procedures by which a detainee may appeal his or her classification.” See ICE PBNDS 2011 (2013 Errata), Standard, Custody Classification System, Section (V)(K).

---

Effective 08/09/2021, TCDF added a supplement to the Detainee Handbook to address the classification levels with the conditions and restrictions applicable to each. A copy of the supplement will be provided to existing detainees and issued with the Detainee Handbook to all new arrivals during the intake process. Exhibit 2 (p. 9)
**3. FUNDS AND PERSONAL PROPERTY**

<table>
<thead>
<tr>
<th>ODO reviewed the facility’s detainee handbook and found no procedures for filing a claim for lost or damaged property (Deficiency (V)(7)(E))</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Effective 08/09/2021, TCDF created a supplement to the Detainee Handbook to address the procedures for filing a claim for lost or damaged property and notification to detainees on how to access personal funds to pay for legal services. A copy of the supplement will be provided to existing detainees and issued with the Detainee Handbook to all new arrivals during the intake process. Exhibit 2 (pp. 7-8 &amp; 21)</td>
</tr>
</tbody>
</table>

---

4 “The detainee handbook or equivalent shall notify the detainees of facility policies and procedures related to personal property, including: …
5. the procedure for filing a claim for lost or damaged property.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(C)(5).

5 “The detainee handbook or equivalent shall notify the detainees of facility policies and procedures related to personal property, including: …
6. access to detainee personal funds to pay for legal services.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(C)(6).

6 “The personal property inventory form must contain the following information at a minimum:
1. date and time of admission.” See ICE PBNDS 2011 (2013 Errata), Standard, Funds and Personal Property, Section (V)(I)(1).
<p>| | On 06/17/2021, TCDF implemented a computer-generated Order Management System (OMS) property form which include a section to indicate the detainee's date &amp; time of admission. Exhibit 3 |
| | On 06/22/2021, TCDF Chief of Unit Mgmt. conducted training with R&amp;D staff on the proper completion of the OMS property form, specifically addressing entry of detainee's date &amp; time of admission. The training was documented on a Form 4-2A, Training/Activity Attendance Roster. Exhibit 4 |</p>
<table>
<thead>
<tr>
<th>4. CARE FOOD SERVICES (V)(G)(5)(V)(K)(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODO reviewed photographs of bread used for kosher trays and found the facility did not purchase bread labeled “pareve” or “parve” (Deficiency: 6X7(4)(E)). ODO reviewed six purchase requests for controlled-food items and found the food service director did not mark the item “hot” in six out of six purchase requests for sugar to signal the need for special handling (Deficiency: 6X7(4)(E)). After further research, TCDF confirmed the bread in use at that time for kosher trays was Parve, however, it was not labeled as Parve. On 05/18/2021, TCDF changed bread products for kosher trays to a product that is clearly labeled as Parve. Exhibit 5.</td>
</tr>
</tbody>
</table>

| 05/18/2021 |

---

7 Only bread and margarine labeled “pareve” or “parve” shall be purchased for the kosher tray.” See ICE PBNDS 2011 (2013 Errata), Standard, Food Service, Section (V)(G)(5).
annotation compliance on 05/04/2021. Communication to the vendor, directing that purchase orders contain special handling requirements for delivery of controlled items shall be retained with each applicable purchase order. The TCDF Food Service Director shall inspect all purchase orders for controlled items prior to facility entry for a period of 2 months, beginning 05/2021, to monitor compliance. This review will be documented by initialing the purchase order(s) containing special handling instructions for delivery of controlled-food items or "hot item."
## 5. MEDICAL CARE (V)(I)

ODO reviewed 12 detainee medical records and found no reviews to assess priority of treatment by the clinical medical authority in 7 out of 12 records (Deficiency 7K).

<table>
<thead>
<tr>
<th>Exhibit 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>On 05/20/2021, the TCDF Health Services Administrator conducted refresher training with the facility Nurse Practitioner regarding the requirement to submit all completed health assessments to the Certified Medical Assistants (CMAs) to review priority of treatment. The training was documented on a Form 4-2A, Training/Activity Attendance Roster. Exhibit 7</td>
</tr>
<tr>
<td>07/20/2021</td>
</tr>
</tbody>
</table>

On 05/21/2021, formal disciplinary action was issued to the responsible staff member.

Effective 05/20/2021, a 60-day Continuous Quality Improvement Plan was initiated.
(CQI) study was implemented to monitor compliance. Results of the study will be documented in the quarterly CQI meeting and provided to the Health Services Administrator. Further non-compliance will result in additional training, counseling, and/or progressive disciplinary action, as appropriate.
From: ELP-Taskings
Sent: Wed, 30 Dec 2020 17:50:00 +0000
To: HQ-DSCU-Taskings
Cc: ELP-Taskings

Subject: Final: ODO inspection report for the TORRANCE COUNTY DETENTION facility completed on July 30, 2020-UCAP


Attached is the El Paso Field Office submission.

Thank you,

[Signature]

Special Assistant
El Paso Field Office

Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
desk: 915-856- (b)(6)-(b)(7)(C)
11541 Montana Avenue, (b)(6).
El Paso, TX 79936
(b)(6)-(b)(7)(C) @ice.dhs.gov

From: HQ-DSCU-Taskings
Sent: Tuesday, October 27, 2020 7:10 AM
To: ELP-Taskings
Cc: ELP-Taskings
HQ-DSCU-Taskings

Subject: ODO inspection report for the TORRANCE COUNTY DETENTION facility completed on July 30, 2020-UCAP

Greetings ELP,

The ODO inspection report for the TORRANCE COUNTY DETENTION facility completed on July 30, 2020 in Estancia, NM been received.

Using the attached UCAP, please record all corrective actions taken, to include projected completion dates. Note: each corrective action must be accompanied by validating documentation and annotate the corresponding documentation with the corresponding deficiency. Failure to provide this information will result in the rejection of your UCAP.
Upon completion, please have an Assistant Field Office Director or higher sign and certify the UCAP is complete and accurate Due date: 1/11/2021.

Please do not hesitate contacting me at any time should you have any questions.

Detention and Deportation Officer
Custody Management Division
500 12th St., SW
Washington, DC 20536
Desk: 202-736-9160

CONFIDENTIALITY NOTICE: Warning: This document is UNCLASSIFIED/FOR OFFICIAL USE ONLY (U/FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information, and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. No portion of this report should be furnished to the media, either.
## ICE Uniform Corrective Action Plan (ODO Reviews)

<table>
<thead>
<tr>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Torrance County Detention Facility</strong></td>
</tr>
<tr>
<td>Address (Street and Name)</td>
</tr>
<tr>
<td>209 COUNTY ROAD 49</td>
</tr>
<tr>
<td>City, State and Zip Code</td>
</tr>
<tr>
<td>Estancia, NM 87016</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>Torrance</td>
</tr>
<tr>
<td>Date[s] of Facility Review</td>
</tr>
<tr>
<td><strong>July 30, 2020</strong></td>
</tr>
<tr>
<td>Complete and Return to ICE HQ No Later Than:</td>
</tr>
<tr>
<td>1/11/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility Corrective Action Plan Assigned to (Signed by AFOD or Higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)(6), (b)(7)(C)</td>
</tr>
<tr>
<td>(A)DFOD</td>
</tr>
<tr>
<td>Date of Final Submission</td>
</tr>
<tr>
<td><strong>December 30, 2020</strong></td>
</tr>
</tbody>
</table>
Department of Homeland Security  
Immigration and Customs Enforcement  
Office of Enforcement and Removal Operations

**Instructions for Corrective Action Response**

Provide a detailed description of the corrective action taken by the facility to address each of the deficiencies identified in the Office of Detention Oversight review. Please ensure that each corrective action corrects the noted deficiency to the fullest extent possible. In the event a deficiency cannot be corrected within the authorized timeline, an explanation is required in the “Corrections Made” column. The explanation should include a work around solution while pending final resolution, and an approximate completion date. If an extension is needed, the Field Office must contact the appropriate DMD staff member with this request in advance of the specified timelines for submission.

*Exceptions to this timeline may be granted for necessary construction and staffing requirements, but will require an estimated completion date and temporary “work around” as part of the approved UCAP. Serious life and safety issues must be corrected immediately.*

| ICE Uniform Corrective Action Plan  
Torrance Detention Facility (ELP) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
</tr>
<tr>
<td>1. ADMISSION AND RELEASE (Y)(E)</td>
</tr>
</tbody>
</table>

*FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)*  
*Report produced on June 24, 2013*
2. SPECIAL MANAGEMENT UNITS (V)(A)(2)

ODO reviewed 12 detainee files and found two out of 12 detainee files contained incomplete administrative segregation (AS) orders. Beginning October 27, 2020, the Classification Supervisor shall attend Confinement Review Committee each week and review the SMU file for accuracy and compliance. For any discrepancies identified, the Chief of Security is immediately notified and shall ensure corrective action is taken as needed. *Please see Exhibit 1 for supporting documentation.*

10-27-2020

3. SPECIAL MANAGEMENT UNITS (V)(A)(3)(a-b)

ODO reviewed 12 detainee detention files and found two out of 12 detainees placed in the special management unit did not receive status reviews within 72-hours of placement, and one detainee did not receive a 7-day status review. **Corrective Action:** The facility initiated corrective action during the review. On July 28, 2020, the facility administrator and chief of security issued a written directive to all security supervisors regarding written AS orders and subsequent status reviews in accordance with the standard.

The Administrative Duty Officer ensure that detainees assigned to SMU are reviewed within 72 hours and that 7 day status reviews are conducted for all detainees assigned. On December 3, 2020, the ADO logbook was adjusted to include this oversight designation. *Please see Exhibit 2 for supporting documentation.*

12-03-2020

---

*FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)*

Report produced on June 24, 2013
### 4. MEDICAL CARE (V)(M)

<table>
<thead>
<tr>
<th>4. MEDICAL CARE (V)(M)</th>
<th>Exhibit 3 for supporting documentation.</th>
<th>11-05-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODO reviewed 15 medical records and found one out of 15 medical records did not contain documentation the clinical medical authority reviewed a comprehensive health assessment completed by a nurse practitioner in order to assess priority for treatment.</td>
<td>Beginning August 5, 2020, any time a comprehensive health assessment is completed by the Nurse Practitioner requires a treatment plan, the assessment will be submitted to the Site Medical Director for oversee and signature. On August 5, 2020, the Clinical Nurse Supervisor educated the Physician and Nurse Practitioner on this process, which was documented on a 4-2A Training Activity Enrollment/Attendance Roster. Please see Exhibit 4 for supporting documentation.</td>
<td></td>
</tr>
</tbody>
</table>

Beginning August 5, 2020, Continuous Quality Improvement studies were completed through November 5, 2020, to monitor compliance. Results of the CQI studies were tracked by the CQI
| 5. MEDICAL CARE (V)(D) | ODO reviewed 15 medical records and found one out of 15 medical records did not contain a signed informed consent form for antidepressants prescribed to the detainee. | Nurse and reported in the QA meetings. Please see Exhibit 4a for supporting documentation. | Beginning August 5, 2020, informed consent specific to the psychotropic medication prescribed will be provided to each detainee and signed by the detainee and Physician. The Physician will email the signed consent form to the medical records clerks to be scanned into the medical record. On August 5, 2020, the Clinical Nurse Supervisor conducted training with all mental health providers on this process, which was documented on a 4-2A Training/Activity Attendance Roster. Please see Exhibit 5 for supporting documentation. Beginning August 5, 2020, Continuous Quality Improvement studies were completed through | 11-05-2020 |
6. **MEDICAL CARE (V)(D)**

ODO reviewed 15 medical records and found one out of 15 medical records contained documentation the detainee was evaluated by a registered nurse, who prescribed a medication that was not covered in the nursing protocols, nor did she receive an order from a provider.

On August 5, 2020, the Clinical Nurse Supervisor conducted one-on-one training with the responsible Registered Nurse. The training was documented on a 4-2A Training Activity Enrollment/Attendance Roster. Please see Exhibit 6a for supporting documentation.

On August 5, 2020, the Clinical Nurse Supervisor conducted training with all Registered Nurses who complete sick call regarding compliance with nursing protocols. The training was documented on a 4-2A Training/Activity Attendance Roster. Please see Exhibit 6a for supporting documentation.
see Exhibit 6 for supporting documentation.

Beginning August 20, 2020, Continuous Quality Improvement studies were completed through October 15, 2020, to monitor compliance. Results of the CQI studies were tracked by the CQI Nurse and reported in the QA meetings. Please see Exhibit 6b for supporting documentation.
Office of Detention Oversight
Compliance Inspection

Enforcement and Removal Operations
ERO El Paso Field Office

Torrance County Detention Facility
Estancia, New Mexico

July 27-30, 2020
# COMPLIANCE INSPECTION
of the
TORRANCE COUNTY DETENTION FACILITY
Estancia, New Mexico

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<td>Medical Care</td>
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</table>
## COMPLIANCE INSPECTION TEAM MEMBERS

<table>
<thead>
<tr>
<th>Team Lead</th>
<th>ODO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections and Compliance Specialist</td>
<td>ODO</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
<tr>
<td>Contractor</td>
<td>Creative Corrections</td>
</tr>
</tbody>
</table>
FACILITY OVERVIEW

The U.S. Immigration and Customs Enforcement (ICE) Office of Professional Responsibility (OPR) Office of Detention Oversight (ODO) conducted a compliance inspection of the Torrance County Detention Facility (TCDF) in Estancia, New Mexico, from July 27 to 30, 2020.\(^1\) The facility opened in 2019 and is owned and operated by CoreCivic. The ICE Office of Enforcement and Removal Operations (ERO) began housing detainees at TCDF in 2019 under the oversight of ERO's Field Office Director (FOD) in El Paso (ERO El Paso). The facility operates under the Performance-Based National Detention Standards (PBNDS) 2011 (Revised 2016).

ERO has assigned a part time detention services manager to the facility. TCDF's warden handles daily facility operations and is supported by personnel. Trinity Food Service provides food services, CoreCivic provides medical care and commissary services at the facility. At the time of inspection, the facility held no accreditations from outside entities.

<table>
<thead>
<tr>
<th>Capacity and Population Statistics</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE Detainee Bed Capacity(^2)</td>
<td><a href="7">8</a>(E)</td>
</tr>
<tr>
<td>Average ICE Detainee Population(^3)</td>
<td><a href="7">8</a>(E)</td>
</tr>
<tr>
<td>Male Detainee Population (as of 7/27/2020)</td>
<td>N/A</td>
</tr>
<tr>
<td>Female Detainee Population (as of 7/27/2020)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

This inspection serves as TCDF’s first ODO inspection.

---

1 This facility holds male detainees with low, medium-low, medium-high, and high security classification levels for periods longer than 72 hours.
3 Ibid.
COMPLIANCE INSPECTION PROCESS

ODO conducts oversight inspections of ICE detention facilities with an average daily population greater than ten, and where detainees are housed for longer than 72 hours, to assess compliance with ICE national detention standards. These inspections focus solely on facility compliance with detention standards that directly affect detainee life, health, safety, and/or well-being.\(^4\)

ODO identifies violations of ICE detention standards, ICE policies, or operational procedures as “deficiencies.” ODO also highlights instances in which the facility resolves deficiencies prior to completion of the ODO inspection. Where applicable, these corrective actions are annotated with “C” under the Compliance Inspection Findings section of this report.

Upon completion of each inspection, ODO conducts a closeout briefing with facility and local ERO officials to discuss preliminary findings. A summary of these findings is shared with ERO management officials. Thereafter, ODO provides ICE leadership with a final compliance inspection report to: (i) assist ERO in developing and initiating corrective action plans; and (ii) provide senior executives with an independent assessment of facility operations. ODO’s findings inform ICE executive management in their decision-making to better allocate resources across the agency’s entire detention inventory.

ODO was unable to conduct an on-site inspection of this facility, as a result of the COVID-19 pandemic, and instead, conducted a remote inspection of the facility. During this remote inspection, ODO interviewed facility staff, ERO field office staff, and detainees, reviewed files and detention records, and was able to assess compliance for at least 90 percent or more of the ICE national detention standards reviewed during the inspection.

\(^4\) ODO reviews the facility’s compliance with selected standards in their entirety.
# FINDINGS BY PERFORMANCE-BASED NATIONAL DETENTION STANDARDS 2011 (REVISED 2016) MAJOR CATEGORIES

<table>
<thead>
<tr>
<th>PBNDS 2011 (Revised 2016) Standards Inspected&lt;sup&gt;5&lt;/sup&gt;</th>
<th>Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1 – Safety</strong></td>
<td></td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Part 2 – Security</strong></td>
<td></td>
</tr>
<tr>
<td>Admission and Release</td>
<td>1</td>
</tr>
<tr>
<td>Custody Classification System</td>
<td>0</td>
</tr>
<tr>
<td>Funds and Personal Property</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Abuse and Assault Prevention and Intervention</td>
<td>0</td>
</tr>
<tr>
<td>Special Management Units</td>
<td>2</td>
</tr>
<tr>
<td>Staff-Detainee Communication</td>
<td>0</td>
</tr>
<tr>
<td>Use of Force and Restraints</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>Part 4 – Care</strong></td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>0</td>
</tr>
<tr>
<td>Medical Care</td>
<td>3</td>
</tr>
<tr>
<td>Significant Self-harm and Suicide Prevention and Intervention</td>
<td>0</td>
</tr>
<tr>
<td>Disability Identification, Assessment, and Accommodation</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>Part 5 – Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td>0</td>
</tr>
<tr>
<td>Religious Practices</td>
<td>0</td>
</tr>
<tr>
<td>Telephone Access</td>
<td>0</td>
</tr>
<tr>
<td>Visitation</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Part 6 – Justice</strong></td>
<td></td>
</tr>
<tr>
<td>Grievance Systems</td>
<td>0</td>
</tr>
<tr>
<td>Law Libraries and Legal Material</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Total Deficiencies</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<sup>5</sup> For greater detail on ODO’s findings, see the *Compliance Inspection Findings* section of this report.

---

Office of Detention Oversight
July 2020

Torrance County Detention Facility
ERO El Paso

2022-ICLI-00045  11987
DETAINEE RELATIONS

ODO interviewed 12 detainees, who each voluntarily agreed to participate. None of the detainees made allegations of discrimination, mistreatment, or abuse. Most detainees reported satisfaction with facility services except for the concerns listed below. ODO attempted to conduct detainee interviews via video teleconference; however, the facility was not able to accommodate this request due to technology issues. As such, the detainee interviews were conducted via telephone.

*Food Service:* Several detainees stated the food was cold, flavorless, and the portions were too small.

- **Action Taken:** ODO was unable to sample the meal as it was a virtual contingency inspection; however, the facility provided a picture of a detainee lunch with a thermometer in the tray as it was being served which the temperature was within the PBNDS sanitary guidelines.

*Medical Care:* One detainee stated sick call requests take weeks to be seen by medical staff.

- **Action Taken:** ODO reviewed the detainee’s medical file and found he was seen by medical staff within 24-48 hours of submitting a sick call request.
COMPLIANCE INSPECTION FINDINGS

SECURITY

ADMISSION AND RELEASE (A&R)

ODO reviewed 12 detainee files and found six out of 12 detention files did not contain a signed Order to Detain (Form I-203) (Deficiency 05/7/21).

SPECIAL MANAGEMENT UNITS (SMU)

ODO reviewed 12 detainee files and found two out of 12 detainee files contained incomplete administrative segregation (AS) orders (Deficiency 05/7/21).

ODO reviewed 12 detainee detention files and found two out of 12 detainees placed in the special management unit did not receive status reviews within 72-hours of placement, and one detainee did not receive a 7-day status review (Deficiency 05/7/21).

Corrective Action: The facility initiated corrective action during the review. On July 28, 2020, the facility administrator and chief of security issued a written directive to all security supervisors regarding written AS orders and subsequent status reviews in accordance with the standard.

USE OF FORCE AND RESTRAINTS (UOF&R)

ODO reviewed seven UOF&R files and determined after-action review teams conducted thorough and timely reviews; however, after action review forms do not contain dates of the reviews, making it difficult to determine if reviews were completed within required timeframes. ODO notes this as an Area of Concern.

Adequate documentation to include the written test, Kronos timesheet, and instructor written confirmation, were available for ODO to confirm a shift supervisor who administered oleoresin capsicum (OC) during a calculated use of force was trained and certified; however, ODO noted the official training record for the employee does not reflect OC certification. ODO also notes this as an Area of Concern.

Audiovisual recording devices (camcorders) used at the facility do not display date and time.

6 “An Order to Detain or an Order to Release the detainee (Form I-203 or I-203a), bearing the appropriate ICE/ERO Authorizing Official signature, must accompany each newly arriving detainee.” See ICE PBNDS 2011, Standard, Admission and Release, Section (V)(E).

7 “A written order shall be completed and approved by the facility administrator or designee before a detainee is placed in administrative segregation, except when exigent circumstances make such documentation impracticable. In such cases, an order shall be prepared as soon as possible.” See ICE PBNDS 2011, Standard, Special Management Units, Section (V)(A)(2).

8 “A supervisor shall conduct a review within 72 hours of the detainee’s placement in administrative segregation to determine whether segregation is still warranted...A supervisor shall conduct an identical review after the detainee has spent seven days in administrative segregation...” See ICE PBNDS 2011, Standard, Special Management Units, Section (V)(A)(3)(a-b).
stamps on the recordings. ODO notes this as **Area of Concern** as well.

**CARE**

**MEDICAL CARE (MC)**

ODO reviewed 15 medical records and found one out of 15 medical records did not contain documentation the clinical medical authority reviewed a comprehensive health assessment completed by a nurse practitioner in order to assess priority for treatment (Deficiency 09715).

ODO reviewed 15 medical records and found one out of 15 medical records did not contain a signed informed consent form for antidepressants prescribed to the detainee (Deficiency 09716).

ODO reviewed 15 medical records and found one out of 15 medical records contained documentation the detainee was evaluated by a registered nurse, who prescribed a medication that was not covered in the nursing protocols, nor did she receive an order from a provider (Deficiency 09717).

TCDF’s health services department management of COVID-19 was noted as a **Best Practice**. Specifically, the facility’s development of the strong infectious disease public health program for the management of COVID-19, to include screening; surveillance; education; prevention; isolation and/or quarantine; hospitalization if needed; and reporting to the local/state health department.

**CONCLUSION**

During this inspection, ODO assessed the facility’s compliance with 18 standards under PBNDS 2011 (Revised 2016) and found the facility in compliance with 15 of those standards. ODO found 6 deficiencies in the remaining three standards. ODO commends facility staff for their responsiveness during this inspection and notes there was one instance where staff initiated immediate corrective action during the inspection.

ODO recommends ERO work with the facility to resolve any deficiencies that remain outstanding in accordance with contractual obligations.

---

9 “…The CMA shall be responsible for review of all comprehensive health assessments to assess the priority for treatment.” See ICE PBNDS 2011, Standard, Medical Care, Section (V)(M).
10 “…Consent forms and refusals shall be documented and placed in the detainee’s medical file.” See ICE PBNDS 2011, Standard, Medical Care, Section (V)(D).
11 “…Health care personnel perform duties within their scope of practice for which they are credentialed by training, licensure, certification, job descriptions, and/or written standing or direct orders by personnel authorized by law to give such orders.” See ICE PBNDS 2011, Standard, Medical Care, Section (V)(D).
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<td>Repeat Deficiencies</td>
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# Training Activity Enrollment / Attendance Roster

**Training Location:** Library  
**TCDF**  
**Curriculum:** Specialty

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<th>Date</th>
<th>Topic</th>
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**Print Name** | **Signature** | **Employee #** | **Title** | **Facility** |
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**Signature of person entering data into LMS**  
**Training Manager's Signature**

(continue comments on reverse side if necessary)
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Print Name: 
Signature: 
Employee #: 
Title: 
Facility: 

(b)(6), (b)(7)(C)

Signature of person entering data into LMS: 
Training Manager's Signature: 

(continue comments on reverse side if necessary)
# Training Activity Enrollment / Attendance Roster

**Training Location:** Library  
**Curriculum:** Specialty  
**Facility or Site:** TCDF

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**Print Name:**  
**Signature:**  
**Employee #:**  
**Title:**  
**Facility:**

- ITD
- TCDF
- NWP
- TCDF
- NWP
- TCDF

**JE INK ONLY**

**Signature of person entering data into LMS**

**Training Manager's Signature**

(continue comments on reverse side if necessary)
# Training Activity Enrollment / Attendance Roster

## Training Location: Library
(Platform or Site)

## Curriculum: Specialty
TCDF

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<td>TCDF</td>
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</tbody>
</table>

## Signature of person entering data into LMS

## Training Manager's Signature

(continue comments on reverse side if necessary)
As requested.

Good morning

Attached are the signed copies.

Deportation Officer
Detained/Asylum/Removals/
DHS/ICE/ERO/ELP/ABQ
5441 Watson Drive SE
Albuquerque, NM 87106
Desk (505)452-4859
Fax: (505)452-4859

@ice.dhs.gov

CAUTION: This email came from outside the organization. Attachments and links may contain viruses and other malicious software.
From: @corecivic.com
Sent: Monday, August 3, 2020 8:26 AM
To: @ice.dhs.gov
Cc: @dhs.gov
Subject: RE: 08-04-2020 Full Release from TCDF to the Albuquerque Sub-Office by 4:00a.m.

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Contact ICE SOC SPAM with questions or concerns.

Torrance CoreCivic copies. Could you please email a signed 216/203.

Thank you

From: @ice.dhs.gov
Sent: Monday, August 3, 2020 7:45 AM
To: TorranceNotify@corecivic.com, @transcor.com
Cc: @ice.dhs.gov

Subject: 08-04-2020 Full Release from TCDF to the Albuquerque Sub-Office by 4:00a.m.

CAUTION: This email came from outside the organization. Attachments and links may contain viruses and other malicious software.

Good morning,

Please make arrangements to transfer the detainee listed on the attached I-216 and I-203 from TCDF to the Albuquerque Sub-Office on Tuesday 08-04-2020 by 4:00a.m.

Torrance Medical:

Please ensure the detainee have the adequate amount of medicine, 7 day supply for regular prescription medication, -15 day supply of TB medication for TB cases, and -30 day supply of HIV medication for HIV patients, have the attached COVID-19 checklist filled out and send a copy along with the medical transfer summary, annotate the time last medical dosage was administered, if medication is required.

Thank you,

Deportation Officer
Detained/Asylum/Removals/
DHS/ICE/ERO/ELP/ABQ
5441 Watson Drive SE
Albuquerque, NM 87106
Desk (505)45

Cell: 505-333
(i) This e-mail and any files transmitted with it are confidential and intended solely for the use of the intended recipient(s). If you have received this e-mail in error, please notify the sender immediately and delete this e-mail and any associated files from your system. (ii) Views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of CoreCivic. (iii) The recipient should check this e-mail and any attachments for the presence of viruses. The company accepts no liability for errors or omissions caused by e-mail transmission or any damage caused by any virus transmitted by or with this e-mail. This email has been scanned for content and viruses by the Barracuda Email Security System.
Looks good AW. Thank you

Team,

The ADO Logbook has been modified to include necessary oversight of RHU placements and paperwork. Also, a section that you have completed your daily COVID checklist. *Please acknowledge this with an email response to me so I can add it to an ODO Corrective Action Plan. Thank you!
acknowledged

From: [email]
Sent: Thursday, December 3, 2020 1:22 PM
To: [email], [email], [email], [email]
Cc: [email]
Subject: ADO Duty Logbook adjustment

Team,

The ADO Logbook has been modified to include necessary oversight of RHU placements and paperwork. Also, a section that you have completed your daily COVID checklist. *Please acknowledge this with an email response to me so I can add it to an ODO Corrective Action Plan. Thank you!
ADO on Duty:  

Unit 100  MTWFSS  R&D  MTWFSS  Main. Shop  MTWFSS  
Unit 200  MTWFSS  Kitchen  MTWFSS  Admin  MTWFSS  
Unit 300  MTWFSS  Central  MTWFSS  Perimeter  MTWFSS  
Unit 400  MTWFSS  Mental H.  MTWFSS  Late Night  MTWFSS  
Unit 500  MTWFSS  Laundry  MTWFSS  Sat. visit  MTWFSS  
Unit 600  MTWFSS  Medical  MTWFSS  Sun. visit  MTWFSS  
Unit 700  MTWFSS  Library  MTWFSS  Asylum  MTWFSS  
Unit 800  MTWFSS  Visitation  MTWFSS  Live Roster  MTWFSS  
West GYM  MTWFSS  Rec. Yard  MTWFSS  

Meal Monitoring  
Breakfast  MTWFSS  COVID Checklist  MTWFSS  
Lunch  MTWFSS  
Dinner  MTWFSS  

Hospital Admissions: (date admitted)  
Detainee/Inmate Name:  
Agency & Custody Number:  
Hospital:  
Room #:  
9-18 J: Yes/No  

ICE Detainee RHU Admissions: (date admitted)  
Detainee Name:  
File Review:  
I-285 Submitted to ICE:  
72 Hour review Completed:  
7 day review:  
Copy to Detainee:  
Unusual Events/Comments:  

(b)(5), (b)(7)(C)  

Assistant Warden  
Torrance County Detention Facility  
P.O. Box 837  
Estancia, NM 87016  
(505) 404  
Endiial Ext.
# Training/Activity Attendance Roster

**Training Location:** TCDF  
**Curriculum:** Comprehensive Health Assessment

<table>
<thead>
<tr>
<th>Date</th>
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Signature of person entering data into LMS

Learning and Development Manager’s Signature

Comments:

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(continue comments on reverse, if needed)
interpretation or translation services or other assistance as needed for medical care activities.

Language assistance may be provided by another medical staff member competent in the language or by a professional service, such as a telephone interpretation service.

K. Substance Dependence and Detoxification

All detainees shall be evaluated through an initial screening for use of and/or dependence on mood- and mind-altering substances, alcohol, opiates, hypnotics, sedatives, etc. Detainees who report the use of such substances shall be evaluated for their degree of reliance on and potential for withdrawal from the substance.

The CMA shall establish guidelines for evaluation and treatment of new arrivals who require detoxification.

Detainees experiencing severe or life-threatening intoxication or withdrawal shall be transferred immediately to an emergency department for evaluation.

Once evaluated, the detainee will be referred to an appropriate facility qualified to provide treatment and monitoring for withdrawal, or treated on-site if the facility is staffed with qualified personnel and equipment to provide appropriate care.

L. Privacy and Chaperones

1. Medical Privacy

Medical and mental health interviews, screenings, appraisals, examinations, procedures, and administration of medication shall be conducted in settings that respect detainees’ privacy.

2. Same-Gender Providers and Chaperones

A detainee’s request to see a health care provider of the same gender should be considered; when not feasible, a same-gender chaperone shall be provided.

When care is provided by a health care provider of the opposite gender, a detainee shall be provided a same-gender chaperone upon the detainee’s request.

A same-gender chaperone shall be provided, even in the absence of a request by the detainee, when a medical encounter involves a physical examination of sensitive body parts, to include breast, genital, or rectal examinations, by a provider of the opposite gender.

Only medical personnel may serve as chaperones during medical encounters and examinations.

M. Comprehensive Health Assessment

Each facility’s health care provider shall conduct a comprehensive health assessment, including a physical examination and mental health screening, on each detainee within 14 days of the detainee’s arrival unless more immediate attention is required due to an acute or identifiable chronic condition. Physical examinations shall be performed by a physician, physician assistant, nurse practitioner, RN (with documented training provided by a physician) or other health care practitioner as permitted by law.

Facility medical personnel are encouraged to use the form “Physical Examination/Health Appraisal” attached as Appendix 4.3.B when conducting the comprehensive health assessment.

If documentation exists of such a health assessment within the previous 90 days, the facility health care provider upon review may determine that a new appraisal is not required.

The CMA shall be responsible for review of all comprehensive health assessments to assess the priority for treatment.

Detainees diagnosed with a communicable disease shall be isolated according to national standards of medical practice and procedures.

N. Medical/Psychiatric Alerts and Holds

Where a detainee has a serious medical or mental
Comprehensive Health Assessment Requirements

- PBNDS 2011 ICE detention standards state that the CMA is required to review all comprehensive health assessments to assess the priority for treatment. This is found in section 4.3, paragraph M.
- NP \[\text{(D)(6), (D)(7)(C)}\] have been made aware of this requirement and will be implemented on all health assessments going forth.
- NP \[\text{(D)(6), (D)(7)(C)}\] has been trained on the process of having her health assessments forms setup for a co-sign option which will be sent to Dr. \[\text{(D)(6), (D)(7)(C)}\] for review.
- Dr. \[\text{(D)(6), (D)(7)(C)}\] has been trained on the process of how to access any documentation that has been sent to him that will need to be reviewed and to sign as co-signer.
## 14 Day Physical completion

### Facility Name:
- Torrance Correctional Center

### Reviewers Name:
- [Redacted]

### Date Range for collection of information:
- 8/13/20 - 10/19/20

### Date Reported (CQI Meeting):
- 10/15/2020

### Total # of records audited:
- 6

### Data Collected and reported by:
- [Redacted]

### Screen Results

![Screen Results Graph](image)

### EVALUATION

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### Overall Compliance
- 100%
# Training/Activity Attendance Roster

## Training Location: TCF (Facility or Site)

## Curriculum: Informed Consent/Refusal of Care (Orientation, Custody, In-Service, Specialized)

<table>
<thead>
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## Signature (BLUE INK ONLY)

(b)(6), (b)(7)(C)

## Instructor (PRINT Name)

(b)(6), (b)(7)(C)

## Signature of person entering data into LMS

<table>
<thead>
<tr>
<th>Comments:</th>
<th>Learning and Development Manager's Signature</th>
</tr>
</thead>
</table>

(continue comments on reverse, if needed)
Informed Consent for Psychotropic Medications

- Policy 13-49 Informed consent/refusal of care, 13-79.4 section A, goes over policy regarding what situations a consent form must be signed.
- All inmates/detainees must sign an informed consent specific to the psychotropic medication that they are being prescribed.
- The informed consent must be also signed by Dr. [redacted]. Once signed by detainee/inmate, fax over to her and she will send back to medical records to be scanned into their chart.
- Medical record clerks will complete daily checks on Dr. [redacted]'s schedule and ensure all appointments are reviewed and consents have been received for any new medication orders.
- Any missing consent forms for psychotropic medications will be addressed immediately.
13-49.1 POLICY:
Patient inmates/residents have the right to informed consent, bodily integrity, and right to refuse treatment, examinations, and/or procedures.

13-49.2 AUTHORITY:
CoreCivic Company Policy

13-49.3 DEFINITIONS:

Informed Consent – Voluntary consent or agreement to a treatment, examination, or procedure by the patient or guardian after the patient or guardian receives the facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, exam, or procedure and prognosis if the proposed action is not undertaken.

Inmate/Resident – Any adult or juvenile, male or female housed in a CoreCivic facility. Inmates/residents may also be referred to as detainees, prisoners, or offenders depending on classification and in accordance with facility management contracts.

Legally Incompetent – An inmate/resident from whom a court has removed the power to make decisions regarding his/her own treatment and for whom the court has appointed a legal guardian or conservator to make such decisions.

Licensed Independent Practitioners (LIP) – Physicians, Physician's Assistant, Advanced Registered Nurse Practitioner, Dentist, and Psychiatrist. Each LIP shall perform duties according to the state scope of practice guidelines.

Qualified Health Care Professional (QHCP) – Includes physicians, physician assistants, nurse practitioners, nurses, dentists, mental health professionals, and others who by virtue of their education, credentials, and experience are permitted by law within the scope of their professional practice acts to evaluate and care for patients.

Qualified Mental Health Professionals (QMHP) – Includes psychiatrists, psychologists, psychiatric social workers, psychiatric nurses and others whom by virtue of their education, credentials and experience are permitted by law to evaluate and care for the mental health needs of patients.

13-49.4 PROCEDURES:

PROCEDURES INDEX

<table>
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<th>SECTION</th>
<th>SUBJECT</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>B</td>
<td>Refusal of Treatment</td>
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<tr>
<td>C</td>
<td>Forced Treatment</td>
</tr>
<tr>
<td>D</td>
<td>Information Communication</td>
</tr>
</tbody>
</table>
A. INFORMED CONSENT

1. Routine Treatments

A signed consent is not required for routine examinations or treatments provided in the Health Services Department such as those provided during sick call, chronic care clinic, etc.

**AT THIS FACILITY, ICE DETAINEES WILL SIGN THE CORECIVIC 13-50D HEALTH CARE GENERAL CONSENT FORM PRIOR TO INITIAL SCREENING.**

2. The appropriate informed consent (see attached forms) will be obtained for patient inmates/residents receiving the following:

   a. Psychotropic medications;
   b. Dental treatment/surgery;
   c. HIV blood testing; and/or
   d. Minor surgical procedures.

**IN ACCORDANCE WITH ICE PERFORMANCE-BASED NATIONAL DETENTION STANDARD (PBENDS) 4.3 MEDICAL CARE, HEALTH CARE PRACTITIONERS SHOULD EXPLAIN ANY RULES ABOUT MANDATORY REPORTING AND OTHER LIMITS TO CONFIDENTIALITY IN THEIR INTERACTIONS WITH DETAINEES. INFORMED CONSENT SHALL BE OBTAINED PRIOR TO PROVIDING TREATMENT (ABSENT MEDICAL EMERGENCIES). CONSENT FORMS AND REFUSALS SHALL BE DOCUMENTED AND PLACED IN THE DETAINEE’S MEDICAL FILE.**

3. Special Procedures

   a. Prior to initiation of any invasive exam, treatment, or medical procedure, placement on chronic psychotropic medication, dental extraction, or surgical procedure, the LIP will explain (in a language understood by the patient inmate/resident) the exam, treatment, or procedure alternatives, risks, and problems associated with the recuperation and probability of success.

   b. Patient inmates/residents entering the facility on verified prescription medication(s) that require informed consent, will continue to receive the medication in a timely manner as prescribed, or acceptable alternate medications as clinically indicated, until next available LIP appointment.

   c. The patient inmate/resident will sign a 13-49A Consent to Operation, Diagnostic or Special Treatment Procedure authorizing the exam, treatment, or procedure prior to receiving any invasive procedure or treatment beyond that of venipuncture.

   d. The completed form will be placed in the medical record.

4. If the patient inmate/resident is unable to make rational decisions in regard to the specific medical procedure in question due to a physical or mental incapacity, non-emergency procedures will be handled as follows:

   a. Mental Incapacity

      The patient inmate/resident will be evaluated by two (2) QMHP or LIPs or a combination thereof to determine competence in granting informed consent. If these evaluations conclude that the patient inmate/resident lacks the ability to
grant informed consent, then both evaluations will be presented to the Warden/Administrator to pursue a court order to declare the patient inmate/resident "legally incompetent" and have a court-appointed conservator named.

b. Physical Incapacity

The patient inmate/resident is to be evaluated by two (2) independent LIPs expressing their diagnoses and professional opinions as to the inability of the patient inmate/resident to give informed consent and why the procedure is necessary to prevent deterioration of the patient inmate/resident’s health. These recommendations will be presented to the Warden/Administrator along with a request to pursue a court order to declare the patient inmate/resident "legally incompetent" and have a court-appointed conservator named.

c. Minor Patient Inmate/Resident

When a minor patient inmate/resident appears to the health care provider to be incapable of consenting to a non-emergency treatment or procedure for any reason, the health care provider will attempt to obtain written consent of the minor’s parent or guardian. If the parent, guardian, or, where applicable, contracting agency designee is unavailable, or in the opinion of the health care provider, wrongfully refuses treatment for the minor, QHCP will ask the Warden/Administrator to pursue appointment of a legal guardian to provide consent to the minor’s treatment.

5. Emergency Situations

The informed consent requirement may be waived for an emergency clinical situation that requires immediate medical or psychiatric intervention to prevent serious harm to the patient inmate/resident or others.

B. REFUSAL OF TREATMENT

1. In cases where the patient inmate/resident refuses examination, treatment, or medical procedures, a 13-49B Refusal to Accept Medical Treatment will be completed. The QHCP must advise the patient inmate/resident of the potential health consequences of this refusal and sign as a witness.

a. The patient inmate/resident will be escorted to the Health Services Department, at a time convenient for the security staff, to sign the 13-49B. Under certain circumstances, it is acceptable for the QHCP to go to the patient inmate/resident’s housing location to obtain the signature. It is never acceptable to document “No Show”, without documented justification.

b. If the patient inmate/resident refuses to sign the form, the health care provider will document “patient refuses to sign” and their own signature on the form. In addition, a second signature is required as a witness.

c. In addition to placing the 13-49B into the patient inmate/resident’s medical record, full documentation will be made in the 13-58B Progress Notes by the health care provider. If the patient inmate/resident refuses to go to the Health Services Department, security staff may initiate appropriate disciplinary action (e.g. refusal to follow an order). QHCP will not initiate the disciplinary action.

2. A competent patient inmate/resident may refuse diagnostic and treatment recommendations, but may be placed in specialized housing when the patient inmate/resident’s condition is a danger or potential danger to the patient inmate/resident, staff, or population, as in the case of infectious diseases.
3. IN ACCORDANCE WITH ICE PBNDS 4.3 MEDICAL CARE, ADDITIONAL PROCEDURES ARE:

   a. IF A DETAINEE REFUSES TREATMENT, MEDICAL STAFF SHALL ENSURE THAT THE DETAINEE'S QUESTIONS REGARDING THE TREATMENT ARE ANSWERED BY APPROPRIATE MEDICAL PERSONNEL. EVERY EFFORT WILL BE MADE TO INVOLVE TRUSTED INDIVIDUALS SUCH AS CLERGY OR FAMILY MEMBERS SHOULD A DETAINEE REFUSE TREATMENT.

   b. THE LIP AND FACILITY ADMINISTRATOR SHALL LOOK INTO REFUSALS OF TREATMENT TO ENSURE THAT SUCH REFUSALS ARE NOT THE RESULT OF MISCOMMUNICATION OR MISUNDERSTANDING.

   c. IF AN ICE DETAINEE REFUSES TREATMENT AND THE LIP DETERMINES THAT TREATMENT IS NECESSARY, ICE/JERO SHALL BE CONSULTED IN DETERMINING WHETHER INVOLUNTARY TREATMENT SHALL BE PURSUED.

   d. DETAINEES WHO REFUSE EXAMINATION OR TREATMENT MAY BE SEGREGATED FROM THE GENERAL POPULATION WHEN SUCH SEGREGATION IS DETERMINED MEDICALLY NECESSARY BY THE LIP. SEGREGATION SHALL ONLY BE FOR MEDICAL REASONS THAT ARE DOCUMENTED IN THE MEDICAL RECORD, AND MAY NOT BE USED FOR PUNITIVE PURPOSES. SUCH SEGREGATION SHOULD ONLY OCCUR AFTER A DETERMINATION BY A MENTAL HEALTH PROFESSIONAL HAS TAKEN PLACE THAT SHOWS THE SEGREGATION SHALL NOT ADVERSELY AFFECT THE DETAINEE'S MENTAL HEALTH.

C. FORCED TREATMENT

1. Treatment beyond that required for maintaining the life of a patient inmate/resident (except in the case of an advance directive or living will) will not be forced by QHCP, absent a court order, with the exception of involuntary psychotropic medication which will be handled in accordance with CoreCivic Policy 13-9, Compulsory (Involuntary) Medication of Mentally Ill Inmates/Residents.

2. In all cases involving forced treatment of a patient inmate/resident, complete documentation will be included in the medical record. The Regional Director, Health Services will be notified of any forced treatments.

D. INFORMATION COMMUNICATION

Form interpretations for this policy are limited to English and Spanish. Should a different language be necessary, CoreCivic will provide translation services (i.e Language Line, interpreters) and will document this in the medical record.

13-49.5 REVIEW:

The Chief Medical Officer or qualified designee will review this policy on an annual basis.

13-49.6 APPLICABILITY:

All CoreCivic Facilities (Provided contractual requirements do not mandate otherwise)

13-49.7 APPENDICES:

None
13-49.8 ATTACHMENTS:

13-49A Consent to Operation, Diagnostic, or Special Treatment Procedure – English and Spanish
13-49B Refusal to Accept Medical Treatment - English and Spanish
13-49C Informed Consent (Anxiolytics/Sedatives/Hypnotics) – English and Spanish
13-49D Informed Consent (Lithium) – English and Spanish
13-49E Informed Consent (Antipsychotics) – English and Spanish
13-49F Informed Consent (Antidepressants) – English and Spanish
13-49G Informed Consent (Anticonvulsants) – English and Spanish
13-49H Informed Consent for Endodontic Treatment – English and Spanish
13-49I Informed Consent for Extraction of Teeth – English and Spanish
13-49J Information and Informed Consent for Dental Surgery - English and Spanish
13-49K Informed Consent for HIV-Blood Testing – English and Spanish
13-58B Progress Notes

13-49.9 REFERENCES:

CoreCivic Policy 13-9
CoreCivic Policy 13-58
ACA 4-4397M/4-ALDF-4D-15M
4-4368M/4-ALDF-4C-27M
NCCHC P-I-05/J-I-05
JCAHO RI.1.40
RI.2.10
RI.2.20
RI.2.30
RI.2.40
RI.2.70
RI.2.90
RI.3.10

ICE 2011 PERFORMANCE-BASED NATIONAL DETENTION STANDARDS (WITH 2013 ERRATA AND 2016 REVISIONS)

- 4.3 MEDICAL CARE
### Mental Health Consent for Psychotropics

**Facility Name:** Torrance Correctional Center

**Reviewers Name:** RN, CNS

#### Date Range for collection of information
8/5/20–10/15/20

#### Date Reported (CQI Meeting)
10/15/2020

**Total # of records audited**
9

**Data Collected and reported by**

---

### Screen Results

![Graph showing screen results]

---

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**Overall Compliance** 93%

![Table showing overall compliance results]
# Training/Activity Attendance Roster

## Training Location: TCDF  
(Facility or Site)

## Curriculum:  
(Sick Call, Nursing Protocols, Orientation, Custody, In-Service, Specialized)

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### Instructor Signature (BLUE INK ONLY)

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### Instructor (Print Name)

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**Signature of person entering data into LMS**

**Learning and Development Manager's Signature**

**Comments:**

---

(continue comments on reverse, if needed)

---

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2022-ICLI-00045  12014
Sick Call Nursing Protocols

- Nurses must stick within allowed scope of practice, our scope does not allow us to prescribe medications, including OTC's.
- Nursing protocols are established with standing orders approved by providers which allows specific medications in that protocol to be ordered. Those are the only ones approved without getting a provider order.
- If a provider order is obtained to order a medications outside what the protocol allows, the nurse must put the LIP's name that received the order from, medications name, dose, and duration in the protocol. Once this nursing protocol has been completed and signed, the nurse must send a task while still in form to have the provider co-sign, this makes the order valid.
- If a verbal order is received over the phone a progress note must be documented starting with TORB (telephone order read back) and who got order form, what order is (dose, medication), durations. Once the progress note is saved, again while still in note must create task and select on co-sign to send to a provider for review.
13-77.1 POLICY:

Inmate/resident patients have access to care to meet their serious medical, dental, and mental health needs. *(NCCHC P-A-01E/J-A-01E)* All aspects of health care services will be coordinated and monitored from admission to discharge to provide for the physical and mental well-being of the population.

*IN ACCORDANCE WITH ICE PERFORMANCE-BASED NATIONAL DETENTION STANDARD (PBNDS) 4.4 MEDICAL CARE (WOMEN), MEDICAL AND MENTAL HEALTH INTERVIEWS, SCREENINGS, APPRAISALS, EXAMINATIONS, PROCEDURES, AND ADMINISTRATION OF MEDICATION SHALL BE CONDUCTED IN SETTINGS THAT RESPECT DETAINEES’ PRIVACY IN ACCORDANCE WITH SAFE AND ORDERLY OPERATIONS OF THE FACILITY.*

13-77.2 AUTHORITY:

CoreCivic Company Policy

13-77.3 DEFINITIONS:

Anesthesia Services – Local or non-local insensibility, as to pain and other sensation, induced by certain interventions of anesthetic agents to permit the performance of surgery of other painful procedures.

- **Local**
  
  Local anesthesia is the temporary loss of sensation or pain in one (1) part of the body produced by a topically applied or injected anesthetic agents without depressing the level of consciousness.

- **Non-Local**
  
  > General – Loss of the ability to perceive pain associated with loss of consciousness, produced by anesthetic agents.
  
  > Conscious Sedation – A minimally depressed level of consciousness induced by the administration of pharmacological agents in which a patient retains the ability to independently and continuously maintain an open airway and a regular breathing pattern, and to respond appropriately and rationally to physical stimulation and verbal commands. Conscious sedation may be induced by parenteral or oral medications or combination thereof.

Elective Therapy – A treatment, procedure, or surgical procedure not requiring immediate attention and therefore planned for the patient’s convenience.

Licensed Independent Practitioner (LIP) – Physicians, Physician Assistant, Advanced Registered Nurse Practitioner, Dentist, and Psychiatrist. Each LIP shall perform duties according to the state of scope practice guidelines.
Qualified Health Care Professional (QHCP) – Includes physicians, physician assistants, nurse practitioners, nurses, dentists, mental health professionals, and others who by virtue of their education, credentials, and experience are permitted by law within the scope of their professional practice acts to evaluate and care for patients.

13-77.4 PROCEDURES:

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<td>Organ Donations by Inmate/Resident Patients</td>
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<td>C</td>
<td>Blood Donations</td>
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<td>D</td>
<td>Elective Therapy/Treatment</td>
</tr>
<tr>
<td>E</td>
<td>Anesthesia</td>
</tr>
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</table>

A. CONTINUITY OF CARE

Continuity of care is required from admission to transfer or discharge from the facility, including referral to community based providers, when indicated. (4-4347/4-ALDF-4G-04)

1. The following health care services will be provided at each facility:
   a. Medical and dental services;
   b. Mental health services;
      IN ACCORDANCE WITH ICE PERFORMANCE-BASED NATIONAL DETENTION STANDARD (PBNDS) 4.4 MEDICAL CARE (WOMEN). IN ADDITION TO MENTAL HEALTH SERVICES OFFERED TO ALL DETAINEES, MENTAL HEALTH ASSESSMENTS SHALL BE OFFERED TO ANY DETAINEE WHO HAS GIVEN BIRTH, MISCARRIED OR TERMINATED A PREGNANCY IN THE PAST 45 DAYS.
   c. Nursing;
   d. Personal hygiene;
   e. Dietary services; and
   f. Health education.

   IN ACCORDANCE WITH ICE PBNDS 4.4 MEDICAL CARE (WOMEN) AND CONSISTENT WITH THE PROVISIONS IN PBNDS 4.3 “MEDICAL CARE,” A DETAINEE’S REQUEST TO SEE A HEALTH CARE PROVIDER OF THE SAME GENDER SHOULD BE CONSIDERED; WHEN NOT FEASIBLE, A SAME-GENDER CHAPERONE SHALL BE PROVIDED.

   • WHEN CARE IS PROVIDED BY A HEALTH CARE PROVIDER OF THE OPPOSITE GENDER, A DETAINEE SHALL BE PROVIDED A SAME-GENDER CHAPERONE UPON THE DETAINEE’S REQUEST.
   
   • A SAME-GENDER CHAPERONE SHALL BE PROVIDED, EVEN IN THE ABSENCE OF A REQUEST BY THE DETAINEE, WHEN A MEDICAL ENCOUNTER INVOLVES A PHYSICAL EXAMINATION OF SENSITIVE BODY PARTS, TO INCLUDE BREAST, GENITAL, OR RECTAL EXAMINATIONS, BY A PROVIDER OF THE OPPOSITE GENDER. ONLY MEDICAL PERSONNEL MAY SERVE AS CHAPERONES DURING MEDICAL ENCOUNTERS AND EXAMINATIONS.

2. Hospitalization and specialty care are available to inmate/resident patients in need of these services. (NCCHC P-D-05/J-D-05)
3. Health care services will be offered through the following:
   a. Established Sick-Call Systems;
   b. Screenings;
   c. Chronic Care Clinics;
   d. Dental Care;
   e. Mental Health Care;
   f. Off-Site Care and Consultation;
   g. Observation Care;
   h. Emergency Care; and
   i. Health Education Programs.

4. Clinicians orders are evidence-based and are implemented in a timely manner.

5. Deviations from standards of practice are clinically justified, documented, and shared with the patient.

6. Diagnostic tests are reviewed by the clinician in a timely manner.

7. Treatment plans are modified as clinically indicated by diagnostic tests and treatment results.

8. Treatment plans, including test results, are shared and discussed with patients.

9. Patients are seen by a QHCP upon return from a hospitalization, urgent care, or emergency department visit to ensure proper implementation of the discharge orders and to arrange appropriate follow-up.

10. Recommendations from specialty consultations are reviewed and acted upon by the clinician in a timely manner.

11. If changes in treatment recommendations are clinically indicated, justification for the alternative treatment plan is documented and shared with the patient.

12. Chart reviews are done to assure that appropriate care is ordered and implemented and that care is coordinated by all health staff, including medical, dental, mental health, and nursing. Health records should be reviewed by the facility’s qualified health care professional upon arrival from outside health care entities, including those from inside the correctional system (4-4347).

13. The responsible physician determines the frequency and content of periodic health assessments based on protocols promulgated by nationally recognized professional organizations.

14. Health care services (treatments/procedures/consultations) not available within the confines of the facility’s medical program will be provided off-site.

15. QHCP will review the inmate/resident patient’s medical information upon arrival from outside health care entities.

16. IN ACCORDANCE WITH ICE PBNDs 4.3 MEDICAL CARE, ADDITIONAL PROCEDURES ARE:
   a. ON OCCASION, MEDICAL AND/OR MENTAL HEALTH EXAMINATIONS BY A PRACTITIONER OR EXPERT NOT ASSOCIATED WITH ICE OR THE FACILITY MAY PROVIDE AN ICE DETAINEE WITH INFORMATION
USEFUL IN ADMINISTRATIVE PROCEEDINGS.

b. IF AN ICE DETAINEE SEeks AN INDEPENDENT MEDICAL OR MENTAL HEALTH EXAMINATION, THE DETAINEE OR HIS/HER LEGAL REPRESENTATIVE SHALL SUBMIT TO THE FIELD OFFICE DIRECTOR A WRITTEN REQUEST THAT DETAILS THE REASON FOR SUCH AN EXAMINATION, AS LONG AS SUCH EXAMINATION SHALL NOT PRESENT AN UNREASONABLE SECURITY RISK. REQUESTS FOR INDEPENDENT EXAMINATIONS SHALL BE RESPONDED TO AS QUICKLY AS PRACTICABLE. IF A REQUEST IS DENIED, THE FIELD OFFICE DIRECTOR SHALL ADVISE THE REQUESTER IN WRITING OF THE RATIONALE.

c. NEITHER ICE/ERO NOR THE FACILITY SHALL ASSUME ANY COSTS OF THE EXAMINATION, WHICH WILL BE AT THE ICE DETAINEE'S EXPENSE. THE FACILITY SHALL PROVIDE A LOCATION FOR THE EXAMINATION BUT NO MEDICAL EQUIPMENT OR SUPPLIES AND THE EXAMINATION MUST BE ARRANGED AND CONDUCTED IN A MANNER CONSISTENT WITH MAINTAINING THE SECURITY AND GOOD ORDER OF THE FACILITY.

B. ORGAN DONATION BY INMATE/RESIDENT PATIENTS

The following procedure will be adhered to for organ donation by inmate/resident patients, unless otherwise contractually indicated.

1. Organ donation is only permitted when the recipient is a member of the inmate/resident patient donor’s immediate family (parents, siblings, and biological children).

2. Hospitalizations or fees involved will not be at CoreCivic’s expense, including all costs associated with guarding the inmate/resident patient at off-site facilities.

3. The inmate/resident patient must sign a statement indicating the desire to donate an organ to a specific relative. The statement must include the following:
   a. The inmate/resident patient's understanding of the possible dangers of the operation;
   b. The inmate/resident patient's agreement to participate of his/her own free will; and
   c. That CoreCivic will not be held responsible for any complications or financial responsibilities relating to the organ donation.

4. The Health Services Department will coordinate, in conjunction with security, classification, and case management, procedures involving such things as transportation, custody, classification, compatibility determinations, evaluation, hospitalization, furlough status, etc.

5. Any exceptions to the procedures outlined in this policy must be reviewed by the CoreCivic Chief Medical Officer, who has the authority to consider variations on a case-by-case basis.

6. AT THIS FACILITY, CONTRACTUAL REQUIREMENT FOR ORGAN DONATION BY INMATE/RESIDENT PATIENTS ARE:

   IN ACCORDANCE WITH ICE PBNDS 4.7 TERMINAL ILLNESS, ADVANCE DIRECTIVES AND DEATH:
   • ALL COSTS ASSOCIATED WITH THE ORGAN DONATION (E.G.
C. BLOOD DONATIONS

Inmate/resident patients may not donate blood or blood products, unless otherwise authorized by contractual requirements.

IN ACCORDANCE WITH ICE PBNDS 4.7 TERMINAL ILLNESS, ADVANCE DIRECTIVES AND DEATH, THE DETAINEE MAY NOT DONATE BLOOD OR BLOOD PRODUCTS.

D. ELECTIVE THERAPY/TREATMENT (4-4398/4-ALDF-4D-16)

Elective procedures will be evaluated on a case-by-case basis and must include decision-making processes for elective surgery needed to correct a substantial functional deficit or if an existing pathological process threatens the well-being of the inmate/resident patient over a period of time. The facility LIP will provide a case presentation to the Chief Medical Officer, or designee, if a case is referred for treatment or surgery.

E. ANESTHESIA

1. Local anesthesia services, as defined by this policy, may be performed in any CoreCivic Health Services Department.
2. Non-local anesthesia services are not be performed in any CoreCivic Health Services Department.

13-77.5 REVIEW:

The Chief Medical Officer or qualified designee will review this policy on an annual basis.

13-77.6 APPLICABILITY:

All CoreCivic Facilities (Provided contractual requirements do not mandate otherwise)

13-77.7 APPENDICES:

None

13-77.8 ATTACHMENTS:

None

13-77.9 REFERENCES:

ACA 4-4398/4-ALDF-4C-04
4-4398/4-ALDF-4D-16
JCAHO PC.5.10

ICE 2011 PERFORMANCE-BASED NATIONAL DETENTION STANDARDS (WITH 2013 ERRATA AND 2016 REVISIONS)

- 4.3 MEDICAL CARE
- 4.4 MEDICAL CARE (WOMEN)
- 4.7 TERMINAL ILLNESS, ADVANCE DIRECTIVES AND DEATH
13-71.1 POLICY:
The issuance of and compliance with direct medical orders by licensed Health Services staff will be consistent with applicable statutes, standards, and protocols governing treatment of patient inmates/detainees. CoreCivic will comply with all applicable state law and appropriate medical practice with regard to direct medical orders and establish a basic set of treatment guidelines within accepted general standards of care. *(ACI 4-4382, 4-4376; 4-ALDF-4D-03)*

13-71.2 AUTHORITY:
CoreCivic Company Policy

13-71.3 DEFINITIONS:

Direct Medical Orders – Written instructions to licensed nursing staff by a legally authorized practitioner directing a specific action/treatment to be carried out.

Health Services Administrator (HSA) – A person who, by virtue of education, experience, or certification, is capable of assuming responsibility for arranging all levels of health care and assessing quality and accessibility of health services for patient inmates/detainees and serves as the facility Health Authority with final clinical judgment resting with the responsible physician.

Provider Protocols – Guidelines for provider evaluation and management of a specific set of symptoms/conditions. Such protocols describe actions/treatments based on generally accepted standards of care and which are within legal limitations of the individual provider’s license, and do not confer any additional privileges upon the user of the protocol. *(ACI 4-4382, 4-4376; 4-ALDF-4D-03)*

Verbal/Telephone Orders – Instructions from a legally authorized practitioner to licensed nursing personnel that are communicated orally, face-to-face, by telephone, or by other auditory devices.

13-71.4 PROCEDURES:

**PROCEDURES INDEX**

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<th>SECTION</th>
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<td>Patient Care Protocols</td>
</tr>
<tr>
<td>C</td>
<td>Provider Protocols</td>
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A. **DIRECT MEDICAL ORDERS**

Providers who are authorized by law or regulation to issue direct medical orders will:

1. Legibly write and sign all direct medical orders on the 13-71B Physician’s Order Sheet or verbally communicate such orders to appropriately licensed health care personnel and countersign them manually or electronically as soon as possible, but no later than the next available clinic day.

2. Verbal and/or telephone orders should be limited to situations where immediate written or electronic communication is not feasible.
3. Verbal and/or telephone orders should be confirmed, written with authorized abbreviations (refer to 13-58AA Medical Abbreviations), and repeated back to the prescriber.

4. Faxed copies of signed orders can be accepted as signed originals.

5. Modifications to direct medical orders must be authorized by an appropriate Licensed Independent Practitioner (LIP).

B. PATIENT CARE PROTOCOLS

1. The 13-71A CoreCivic Patient Care Protocols have been established by the Facility Support Center Health Services staff and will be maintained and used in every facility’s Health Services Department.

2. When the clinical encounter has a corresponding protocol, the 13-71A CoreCivic Patient Care Protocols are to be used. In addition to the 13-71A CoreCivic Patient Care Protocols, certain medical conditions (e.g. post-seizure activity, head trauma, etc.) may also require the completion of the 13-71D Neurological Assessment when ordered by the physician or as determined by nursing staff.

3. The facility Health Services staff is responsible for verifying that all appropriate staff are thoroughly familiar with the protocols contained in the 13-71A CoreCivic Patient Care Protocols.

4. The 13-71BB Nursing Referral Guidelines will be used to determine whether emergent, urgent, or routine referral is necessary.

5. The facility LIP or Health Services staff may request additional protocols or revisions to existing protocols by contacting the FSC Regional Director, Health Services. Written permission from the FSC Chief Medical Officer must be on file prior to additions/revisions to any protocols.

6. The 13-71A CoreCivic Patient Care Protocols will be reviewed and approved annually by the Chief Medical Officer, facility physician, and HSA. The review will be documented on the 13-71C Annual Review of CoreCivic Patient Care Protocols form.

C. PROVIDER PROTOCOLS

Per state law, physicians who provide supervision of an Advanced Registered Nurse Practitioner or Physician Assistant will have agreed upon protocols that guide treatment decisions.

13-71.5 REVIEW:

This policy will be reviewed annually by the Chief Medical Officer or qualified designee.

13-71.6 APPLICABILITY:

All CoreCivic Safety Facilities

13-71.7 APPENDICES:

13-71BB Nursing Referral Guidelines
13-58AA Medical Abbreviations

13-71.8 ATTACHMENTS:

13-71A1 CoreCivic Patient Care Protocol – Abdominal Pain/Constipation/Diarrhea
13-71A2 CoreCivic Patient Care Protocol – Abrasions/Lacerations
13-71A3 CoreCivic Patient Care Protocol – Alcohol/Drug Use (ACI 4-4376)
13-71A3a CoreCivic Patient Care Protocol – Alcohol Withdrawal Assessment Scoring Guidelines
(CIWA – Ar) (ACI 4-4376)

13-71A4 CoreCivic Patient Care Protocol – Back Pain
13-71A5 CoreCivic Patient Care Protocol – Bites/Stings
13-71A6 CoreCivic Patient Care Protocol – Boil/Furuncle (Ex. MRSA)
13-71A7 CoreCivic Patient Care Protocol – Breathing Difficulties (Ex. Asthma, Shortness of Breath)
13-71A8 CoreCivic Patient Care Protocol – Burns (Other than Sunburn)
13-71A9 CoreCivic Patient Care Protocol – Calluses and Corns
13-71A10 CoreCivic Patient Care Protocol – Chest Pain
13-71A11 CoreCivic Patient Care Protocol – Dental (Ex. Avulsed Tooth, Toothache, Dental Problems)
13-71A12 CoreCivic Patient Care Protocol – Diabetic Symptoms
13-71A13 CoreCivic Patient Care Protocol – Dizziness/Lightheaded (Ex. Vertigo)
13-71A14 CoreCivic Patient Care Protocol – Earache
13-71A15 CoreCivic Patient Care Protocol – Elevated Blood Pressure
13-71A16 CoreCivic Patient Care Protocol – Eye Problems (Ex. Foreign Body or Irritation)
13-71A17 CoreCivic Patient Care Protocol – Genitourinary (GU) Symptoms
13-71A18 CoreCivic Patient Care Protocol – Head Trauma/Injury
13-71A19 CoreCivic Patient Care Protocol – Headache
13-71A20 CoreCivic Patient Care Protocol – Menstrual Cramps (Ex. Dysmenorrhea)
13-71A21 CoreCivic Patient Care Protocol – Nausea/Vomiting
13-71A22 CoreCivic Patient Care Protocol – Neurological Status Change (Ex. Stroke, New Onset Seizure, Acute Behavioral Change)
13-71A23 CoreCivic Patient Care Protocol – Nosebleeds
13-71A24 CoreCivic Patient Care Protocol – Orthopedic Injuries (Ex. Sprains, Strains, Fractures, Dislocations)
13-71A25 CoreCivic Patient Care Protocol – Other Skin Conditions (Ex. Acne, etc.)
13-71A26 CoreCivic Patient Care Protocol – Ectoparasitic Infestation (Ex. Lice and Scabies)
13-71A27 CoreCivic Patient Care Protocol – Pruritic Lesions/Scaling (Ex. Rashes, Poison Ivy, Fungal Skin Infections)
13-71A28 CoreCivic Patient Care Protocol – Sunburn
13-71A29 CoreCivic Patient Care Protocol – Upper Respiratory Complaints (Ex. Runny Nose, Congestion, Common Cold)
13-71A30 CoreCivic Patient Care Protocol – Hemorrhoids
13-71A31 CoreCivic Patient Care Protocol – Post Partum
13-71A32 CoreCivic Patient Care Protocol – Pregnancy
13-71A33 CoreCivic Patient Care Protocol – Seizures
13-71B Physician’s Order Sheet
13-71C Annual Review of CoreCivic Patient Care Protocols
13-71D Neurological Assessment

13-71.9 REFERENCES:

CoreCivic Policy 13-58 Medical Records
American Correctional Association (ACA) Standards for Adult Correctional Institutions (ACI) and Adult Local Detention Facilities (ALDF):
ACI 4-4382M / 4-ALDF-4D-03M
ACI 4-4375M / 4-ALDF-4C-36M
National Commission on Correctional Health Care (NCCHC): P-E-11/J-E-10
The Joint Commission (formerly The Joint Commission on Accreditation of Healthcare Organizations or JCAHO):
MM.3.20
MM.4.10
IM.6.50
LD.5.50
LD.5.60
LD.5.70
LD.5.80
# Training/Activity Attendance Roster

**Training Location:** [Redacted]  
*(Facility or Site)*  

**Curriculum:** [Redacted]  
*(Orientation, Custody, In-Service, Specialized)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>LMS Course Code</th>
<th>Instructor</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(b)(6), (b)(7)(C)</td>
<td>Start 0900  End 1000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Emp #</th>
<th>Title</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>RN</td>
<td>TCPF</td>
</tr>
</tbody>
</table>

1. [Signature (BLUE INK ONLY)]

2. [Instructor (Print Name)]

Signature of person entering data into LMS

Learning and Development Manager's Signature

Comments:

(continue comments on reverse, if needed)

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2022-ICLI-00045  12026
**Nursing Protocol Documentation Process**

- Any order received from the provider outside of the nursing protocol medications will be noted on the protocol form. It will list the provider who gave the order, the medication, the dose and duration of the medication.
- Once complete the nursing protocol and sign will create task while still in form, the task itself will be "cosign note" and assign to the provider who gave the order.
Good afternoon,

Please see the attached preliminary report for ODO’s contingency compliance inspection of the Torrance County Detention Facility, in Estancia, New Mexico, November 30 to December 3, 2020. This report includes our preliminary findings; a final report will follow.

Please let me know if you have any questions or concerns.

V/R

Section Chief
Office of Professional Responsibility - ODO
U.S. Immigration and Customs Enforcement
4050 Alpha Road
Farmers Branch, TX 75244
Cell: (972) 589
OFFICE OF DETENTION OVERSIGHT
TORRANCE COUNTY DETENTION FACILITY
PRELIMINARY REPORT
December 3, 2020

On November 30 – December 3, 2020, the Office of Detention Oversight (ODO) conducted a compliance inspection of Torrance County Detention Facility (TCDF) in Estancia, New Mexico. ODO reviewed TCDF’s compliance with the 2011 Performance Based National Detention Standards (Revised 2016). Following the inspection, ODO discussed the following issues with both Enforcement and Removal Operations (ERO) and TCDF staff during a closeout briefing on December 3, 2020. This document includes preliminary findings and areas requiring immediate attention. This document is not inclusive of all findings; additional findings may appear in ODO’s final report.

Facility Security and Control

• ODO reviewed the facility’s Facility Security and Control (FS&C) program, reviewed the visitor log, and found the facility does not identify time of departure of non-staff visitors (V)(C)(1)(b)(2).

• ODO reviewed the facility’s FS&C program, reviewed the vehicle log, and found the facility does not log the facility employee who is responsible for the on-site vehicle (V)(C)(2)(b).

Special Management Units

• ODO reviewed the facility’s Special Management Units program and found detainee medical evaluations were conducted by a medical professional prior to being placed in segregation; however, the assessment(s) did not include a review of whether the detainee was previously diagnosed as having a mental illness (V)(P).
From: "[Redacted]"
Sent: Wed, 6 Jan 2021 14:55:54 +0000
To: Price, Corey A; Barrera, Staci A; Hott, Russell; Lucero, Enrique M; HSC Taskings; Johnson, Tae D; Price, Corey A
Cc: #OPRISPAD-ODO
Subject: FY 2021 Torrance County Detention Facility Contingency Inspection - Final Report

Good morning,

On behalf of Assistant Director, Inspections and Detention Oversight, the Office of Detention Oversight (ODO) has completed the report for the inspection of the Torrance County Detention Facility in Estancia, New Mexico, which took place November 30-December 3, 2020. The report and transmittal memo are available here.

Additionally, please send the approved Uniform Corrective Action Plan addressing ODO’s deficiencies by April 6, 2021, to @ice.dhs.gov.

Please let me know if you have any questions or concerns.

V/R

Section Chief
U.S. Immigration and Customs Enforcement
Office of Professional Responsibility
Office of Detention Oversight
4050 Alpha Road
Farmers Branch, TX 75244
Cell: (972) 589

2022-ICLI-00045 12030
Attached is the El Paso Field Office submission.

Thank you,

[Redacted]
Special Assistant
El Paso Field Office

Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
desk: 915-856-3277
11541 Montana Avenue
El Paso, TX 79936
@ice.dhs.gov

From: HQ-DCSU-Taskings
Sent: Monday, November 23, 2020 5:35 AM
To: ELP-Taskings
Cc: HQ-DCSU-Taskings

Subject: ICE annual detention inspection report for the TORRANCE COUNTY DETENTION FACILITY completed on 10/1/2020-UCAP

Greetings EL Paso,

The annual detention inspection report for the TORRANCE COUNTY DETENTION FACILITY completed on 10/1/2020, in Estancia, NM has been received. A final rating of Meets Standard has been assigned. Attached, please find a signed copy of the Reviewing Authority Memorandum, Cover Letter, Significant Incident Summary Worksheet, G-324A Inspection Sheet, and Uniform Correction Action Plan (UCAP).
Using the attached UCAP, please record all corrective actions taken, to include projected completion dates. Note: each corrective action must be accompanied by validating documentation. Please clearly label all documentation as to the cited deficiency it is intended to address. For deficiencies for which no validating documentation exists (i.e., training rosters, order forms, work orders, photos), please submit a signed verification letter or memorandum indicating that this deficiency has been corrected. Failure to provide this information will result in the rejection of your UCAP.

Upon completion, please have an Assistant Field Office Director or higher sign and certify the UCAP is complete and accurate. The completed WORD version of the UCAP returned to us for review must be on the attached UCAP only. The last page of the UCAP with a physical signature may be sent as a PDF, however a digital signature is also acceptable.

Due date: 2/4/2021.

Please do not hesitate contacting us at any time should you have any questions.

Detention and Deportation Officer
Custody Management Division/HQ
Enforcement and Removal Operations
US Immigration and Customs Enforcement
500 12th St., SW
Washington, DC 20536
Desk: 202-732-0000

CONFIDENTIALITY NOTICE: Warning: This document is UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy regarding FOUO information and is not to be released to the public or other personnel who do not have a valid "need to know" without prior approval of an authorized DHS official. No portion of this report should be furnished to the media, either.
## ICE Uniform Corrective Action Plan

**ICE HQ USE ONLY:** *If edits are required, contact ICE HQ for an updated form.*

<table>
<thead>
<tr>
<th>Review Date: 10/1/2020</th>
<th>DETLOC: TOORANM</th>
<th>Review Purpose: Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and Return to ICE HQ No Later Than 55 Days From Receipt: 2/4/2021</td>
<td>Review Type: N/A</td>
<td></td>
</tr>
<tr>
<td>Facility Corrective Action Plan Assigned To: ELP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Facility Name
TORRANCE COUNTY DETENTION FACILITY

### Address
209 COUNTY ROAD 49

<table>
<thead>
<tr>
<th>City: ESTANCIA</th>
<th>State: NM</th>
<th>Zip Code: 87016</th>
</tr>
</thead>
</table>

### County
TORRANCE

<table>
<thead>
<tr>
<th>Document Key: <a href="7">b</a></th>
<th>Form Key: <a href="7">b</a></th>
<th>Form Revision Date: 10/12/2020</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Name: <a href="7">b</a></th>
</tr>
</thead>
</table>

**Report Produced On:** 10/14/2020

### FIELD OFFICE USE: Field Office Response Required

*Date of Final Submission:* (Use following format for dates: mm/dd/yyyy)

12/30/2020

---

**FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)**

2022-ICLI-00045 12033
Department of Homeland Security
Immigration and Customs Enforcement: Office of Enforcement and Removal Operations

Instructions for Corrective Action Response

Provide a detailed description of the corrective action taken by the facility to address each of the deficiencies identified in the review. Please ensure that each corrective action corrects the noted deficiency to the fullest extent possible. In the event a deficiency cannot be corrected within the authorized timeline, an explanation is required in the “Corrective Actions” column. The explanation should include a work around solution while pending final resolution, and an approximate completion date. If an extension is needed, the Field Office must contact the appropriate DMD staff member with this request in advance of the specified timelines for submission.

*Exceptions to this timeline may be granted for necessary construction and staffing requirements but will require an estimated completion date and temporary “work around” as part of the approved UCAP. Serious life and safety issues must be corrected immediately.

Field Office Response Required for all components in this section, please enter a Projected Completion Date OR Date Completed (not both):

<table>
<thead>
<tr>
<th>Staff Training (Key: AO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This detention standard ensures that facility staff, contractors, and volunteers are competent in their assigned duties by requiring that they receive initial and ongoing training.</td>
</tr>
<tr>
<td>Item No.</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

This UCAP has been reviewed and concurred with by an ERO field office official equivalent to an AFOD or above.

Field Office Response Required: All fields required, this section for typed entry only, see optional electronic signature section that follows

*Reviewer Name: (b)(6), (b)(7)(C)

*Reviewer Title: Assistant Field Office Director

*Reviewed Date: 12/29/2020

Electronic Signature (Optional)

Use View Signatures to Sign (Note: if View Signatures option does not appear, save and close the document, then re-open the document)
<table>
<thead>
<tr>
<th>b)(6), b)(7)(C)</th>
</tr>
</thead>
</table>
MEMORANDUM FOR:  
Acting Field Office Director  
El Paso Field Office  

FROM:  
Custody Management  

SUBJECT:  
TORRANCE COUNTY DETENTION FACILITY  
Annual Review 2020  

The Annual Review of the TORRANCE COUNTY DETENTION FACILITY completed on October 1, 2020 in Estancia, NM, has been received. A final rating of Meets Standard is assigned.  

The Field Office Director must complete the following actions in accordance with the Detention Management Control Program (DMCP):  

1) Notify the facility of the final rating within five (5) business days of receipt of this memorandum. Notification shall include copies of the Form G-324A Detention Facility Review Form, the G-324A Worksheet, LCI Summary Memorandum, and a copy of this memorandum.  

2) Return the attached Uniform Corrective Action Plan (UCAP) within fifty-five (55) business days to the Headquarters Detention Standards Compliance Unit.  

Should you or your staff have any questions regarding this matter, please contact Deputy Assistant Director, Detention Management Division at (202) 732-  

cc: Official File
# Facility Significant Incident Summary (SIS)

## Facility Information

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Torrance County Detention Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Facility Administrator:</td>
<td>(b)(6), (b)(7)(C) Warden</td>
</tr>
<tr>
<td>Facility Operator:</td>
<td>CoreCivic of Tennessee</td>
</tr>
<tr>
<td>Date Current Contract Started*:</td>
<td>5/15/2019</td>
</tr>
<tr>
<td>Contract Number:</td>
<td>70CDCR19DIG000009</td>
</tr>
</tbody>
</table>

## Inspection Information

<table>
<thead>
<tr>
<th>Current Inspection Dates*:</th>
<th>From: 9/29/2020</th>
<th>To: 10/1/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Rating:</td>
<td>Meets Standards</td>
<td></td>
</tr>
<tr>
<td>Previous Inspection Completion Date*:</td>
<td>11/21/2019</td>
<td></td>
</tr>
<tr>
<td>Previous Rating:</td>
<td>Meets Standards</td>
<td></td>
</tr>
<tr>
<td>SIS Comments:</td>
<td>The figures herein reflect only the first eight months of 2020.</td>
<td></td>
</tr>
</tbody>
</table>

---

**ICE HQ USE ONLY: (Do Not Edit)**

<table>
<thead>
<tr>
<th>Form Key:</th>
<th>Revision Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9(7)</td>
<td>10/17/2019</td>
</tr>
</tbody>
</table>

Notes: *please enter dates in format MM/DD/YYYY
### A: Accreditation Certificates

<table>
<thead>
<tr>
<th>Accreditation Certificate</th>
<th>Does the facility have accreditation(s)?</th>
<th>Type of Accreditation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Correctional Association (ACA)</td>
<td>No</td>
<td>*Date of Last:</td>
</tr>
<tr>
<td>National Commission on Correctional Health Care (NCCHC)</td>
<td>No</td>
<td>*Date of Last:</td>
</tr>
<tr>
<td>Joint Commission on Healthcare</td>
<td>No</td>
<td>*Date of Last:</td>
</tr>
<tr>
<td>Department of Justice Prison Rape Elimination Act (PREA)</td>
<td>No</td>
<td>*Date of Last:</td>
</tr>
</tbody>
</table>

If there are other accreditations list here:

### B: Legal Action(s) (Copies must be attached)

<table>
<thead>
<tr>
<th>The Facility is under Court Order or Class Action Finding:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Facility has Significant Litigation Pending:</td>
<td>None</td>
</tr>
</tbody>
</table>

### C: Facility History

- **Date Built:** 11/1/1990
- **Date of Last Remodel or Upgrade:** 2/15/2020
- **Future Construction Planned:** No
- **Future Construction Date if Applicable:**
- **Current Bedspace:**
- **Future ICE Bedspace (# New Beds only):**
- **Current Total Bedspace:**
- **Future Total Bedspace (# New Beds only):**
- **Date Future ICE Bedspace Available:**
- **Date Future Total Bedspace Available:**

### D: Total Facility Population

<table>
<thead>
<tr>
<th>Total Facility Intake for Previous 12 Months:</th>
<th>0(000000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ICE Intake for Previous 12 Months:</td>
<td>0(000000)</td>
</tr>
<tr>
<td>Total ICE Mandays for Previous 12 Months:</td>
<td>0(000000)</td>
</tr>
</tbody>
</table>

### E: Number of Beds by Classification Level (ICE Beds Only)

<table>
<thead>
<tr>
<th>Type:</th>
<th>L-1 (Low)</th>
<th>L-2 (Medium)</th>
<th>L-3 (High)</th>
<th>Medical</th>
<th>Segregation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
</tr>
<tr>
<td>Adult Female</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
</tr>
</tbody>
</table>

### F: ICE Facility Capacity

<table>
<thead>
<tr>
<th>Type:</th>
<th>Rated</th>
<th>Operational</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
</tr>
<tr>
<td>Adult Female</td>
<td>0(000000)</td>
<td>0(000000)</td>
<td>0(000000)</td>
</tr>
</tbody>
</table>
## G: Total Facility Capacity

<table>
<thead>
<tr>
<th>Type</th>
<th>Rated</th>
<th>Operational</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>0/0/7/E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does Facility hold Juveniles Offenders 16 and Older as Adults?</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## H: Average Daily Population

<table>
<thead>
<tr>
<th>Type</th>
<th>ICE</th>
<th>USMS</th>
<th>Other (i.e. Local Jail Inmates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Male</td>
<td>0/0/7/E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## I: Facility Staffing Levels

| Authorized Correctional/Security Positions (FTE): | Number Currently | 0/0/7/E |
| Correctional/Security Position(s) Vacant:        |                  |        |
| Authorized Medical Staff Positions (FTE):        |                  |        |
| Medical Staff Position(s) Vacant:                |                  |        |
| Authorized Non-Correctional Positions (FTE):     |                  |        |
| Non-Correctional Position(s) Vacant:             |                  |        |

| Correctional/Security Staff Who Left Employment: | Number in the Previous 12 Months | 0/0/7/E |
| Correctional/Security Staff Hired:               |                                  |        |
| Medical Staff Who Left Employment:               |                                  |        |
| Medical Staff Hired:                             |                                  |        |
| Number of Non-Correctional Staff Who Left Employment: |                          |        |
| Number of Non-Correctional Staff Hired:          |                                  |        |
Facility Incidents

The following information must be completed prior to the scheduled inspection dates. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of ICE and its detained population. Failure to provide this information will delay the processing of this report and possibly reduce the number of detainees at your facility and/or could lead to possible sanctions.

Complete the following items for each month going back the previous 12 months in the boxes provided below. For example, if the inspection is on May 3, 2019, then the months that should be filled out should be from May 2018 through April 2019.

- Definitions are included in Appendix A.
- The majority of the items below pertain to ICE detainees only, as identified in the headings for each category. The only items which include non-ICE detainees (e.g. local/state/or other Federal inmates) are sexual assault allegations (marked with an *) and the items on Page 7 (i.e. deaths, segregation, critical incidents and contraband).

<table>
<thead>
<tr>
<th>Physical Assaults/Fights (ICE Only)</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>Detainee physical assault on staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– with serious injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Detainee physical assault on staff</td>
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<tr>
<td>– no serious injury</td>
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</tr>
<tr>
<td>Detainee on detainee physical</td>
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Special Housing Units (ICE Only)

| Detainees placed in administrative segregation | 0 | 0 | 0 | 0 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Detainees placed in disciplinary segregation    | 2 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Detainees placed in segregation for medical reasons | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Detainees placed in segregation for mental health reasons | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Use of Force/Restraints/Strip Searches (ICE Only)

| Immediate use of force incidents | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Calculated use of force incidents | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Uses of force with chemical agents | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incidents where non-lethal weapons were used | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of times 4/5 point restraints were used | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Use of force with serious injury | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Strip Searches | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Page 4 of 9

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

Form G-324A Facility SIS, release date 03/14/2011, update MM/DD/YYYY

2022/03/14 10:45:12040
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*includes gang fights, organized hunger strikes, work stoppages, hostage situations, major fires, or other large-scale incidents
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APPENDIX A - Definitions

Administrative segregation: A non-punitive form of separation from the general population to ensure the safety of detainees or others, the protection of property, or the security or good order of the facility, as determined by a facility administrator or supervisor. Administrative segregation may be available, among other reasons, for detainees awaiting investigations or hearings for violations of facility rules, detainees scheduled for release, removal, or transfer within 24 hours, and, under more limited circumstances, detainees who require protective custody or separation from the general population for medical reasons.

Attempted Escape: a detainee or an inmate did something that was a substantial step toward escaping from custody, mere preparation would not be considered a substantial step toward committing the crime of attempted escape. A person missing a count because they were not in the specified location during the count, but are still on the grounds of the facility should not be counted as an attempted escape. Some examples of attempted escape are an overt act to break out of custody, such as trying to break free from an escorting Officer when at an outside clinic or damaging facility plant features to gain access to the outside (i.e. tunneling, scraping bars or walls to create egress).

Average daily population (ADP): The average daily population is based on the Manday count. For every detainee in a facility for the midnight count corresponds to one Manday. The ADP is the number of Mandays for a given time period, divided by the number of days in that time period.

Calculated use of force: Calculated use of force occurs in situations where the detainee is disruptive and is not complying with verbal directions. If a detainee is in a location where there is no immediate threat to the detainee or others (for example, a locked cell or range), staff shall take the time to assess the possibility of resolving the situation without resorting to force. Calculated use of force typically involves specially trained staff and needs to be authorized in advance by the facility administrator (or designee).

Chemical use of force: The use of chemical agents, such as pepper spray, to temporarily immobilize or incapacitate a detainee in order to bring a situation under control.

Detainee physical assault on staff: This includes one or more detainees engaging in an act of violence against a staff member(s) with the intention to harm through force or violence. The item labeled with serious injury required urgent/immediate medical attention and restricted usual activities for the staff member(s).

Disciplinary infractions: Enter the number of charges for each month, not the number of detainees charged. For example, if one incident incurred five charges, enter five not one. This is also the case for disciplinary infractions found guilty.

Disciplinary segregation: A punitive form of separation from the general population used for disciplinary reasons that is available only after a formal finding that the detainee is guilty of a serious prohibited act or rule violation.

Facility operator: This can be either a public or private entity, such as GEO, CoreCivic or a Sheriff etc.
**Formal grievance:** A written complaint by a detainee regarding custody treatment, medical treatment, policies and procedures, or other unsatisfactory conditions of confinement.

**Hunger strike:** A voluntary fast undertaken as a means of protest or manipulation, regardless if the detainee actually declares that he or she is on a hunger strike. Staff are required to refer any detainee who is observed to have not eaten for 72 hours for medical evaluation and monitoring.

**Immediate use of force:** This occurs when staff must respond without delay to a situation because a detainee’s behavior constitutes a serious and immediate threat to self, staff, another detainee, property, or the security and orderly operation of the facility.

**Manday(s):** A measure of bed space use by detainees. The Manday count is based on whether a detainee is in the facility for the midnight count. For every detainee in a facility for the midnight count, that corresponds to one Manday. The book-in day is counted as a manday. The book-out day is not counted as a manday. A detainee may occupy two mandays on one calendar day if he is booked-in and booked-out from one facility and booked in at another facility on the same day.

**Non-lethal weapons:** Examples of non-lethal weapons are a collapsible steel baton, a straight or riot baton, taser or impact munitions. Do not include OC (pepper spray) under the use of force and restraints: incidents where non-lethal weapons were used; OC (pepper spray) should be counted under the uses of force with chemical agents.

**Outside medical referrals:** This includes medical appointments, non-emergency referrals, or specialty appointments.

**Physical assault(s):** This includes one or more detainees or inmates engaging in an act of violence against another ICE detainee or staff member with the intention to harm through force or violence. The items labeled with serious injury required urgent/immediate medical attention and restricted usual activities.

**Sexual abuse and assault:** Sexual abuse or assault involves one or more detainees or inmates who, by force, coercion, or intimidation, engages in or attempts to engage in a sexual act. This includes touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing. Sexual abuse of an ICE detainee by a staff member, contractor, or volunteer includes the above and also indecent, profane or abusive language aimed at coercing or pressuring a detainee to engage in a sexual act; repeated sexual statements or comments; display of his or her uncovered genitalia, buttocks, or breast in the presence of a detainee; and voyeurism, which is defined as the inappropriate visual surveillance of a detainee for reasons unrelated to official duties. For a more detailed definition, refer to the Department of Homeland Security regulation 6 CFR Part 115 titled “Standards To Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities.”

**Staff misconduct:** Any incident or allegation of staff misconduct if that misconduct relates to treatment of ICE detainees, to the security or safety of the facility, or to compliance with detention standards or the provisions of the facility’s contract with ICE.
# Condition of Confinement Inspection Worksheet

(This document must be attached to each G-324A inspection Worksheet)

This Form is to be used for inspections of Facilities Used Over 72 Hours

---

## ICE Performance-Based National Detention Standards 2011

**Inspection Worksheet for Over 72 Hour Facilities**

### REVIEW TEAM USE: *(Edits Permitted, ALL FIELDS REQUIRED)*

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*If Edits are required, contact ICE HQ for an updated form.*
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INTRODUCTION TO THE G-324A OVER 72 HOUR FACILITY DETENTION INSPECTION WORKSHEETS

The revised Performance-Based National Detention Standards (PBNDS 2011) were designed to better address the needs of ICE’s detainee population while maintaining a safe and secure detention environment for staff and detainees. The revised standards build on the requirements of PBNDS 2008 to improve medical and mental health services, increase access to legal services and religious opportunities, improve communication with detainees with limited English proficiency, improve the process for reporting and responding to complaints, and increase recreation and visitation. The PBNDS 2011 follows the overall structure and organization of the PBNDS 2008, but adds one additional standard to Section 4 on Women’s Medical Care, and applies certain italicized requirements to dedicated inter-governmental service agreement (IGSA) facilities, in addition to service processing centers (SPCs) and contract detention facilities (CDFs).

WHAT IS “PERFORMANCE-BASED”? Unlike “policy and procedures” that focus solely on what is to be done, performance-based policy starts with a focus on the results or outcomes that the required procedures are expected to accomplish. Each performance-based standard has been revised to produce Expected Outcomes that are clearly stated. Each standard reflects the overall mission and purpose of the agency and contributes to the goal that has been articulated.

Expected Practices found in the PBNDS represent what is to be done to accomplish the Expected Outcomes that will meet the Purpose and Scope of the detention standard.

WORKSHEET OVERVIEW Detention Inspection Worksheets are used to assess facility compliance with ICE detention standards. This set of worksheets is derived from the policies and procedures set forth in the PBNDS 2011. The G-324A is for use with facilities that house detainees for over 72 hours.

Various line items in the worksheets have been designated as “Priority.” Priority components replace mandatory components in earlier PBNDS 2008 worksheets, and represent those PBNDS requirements that ICE deems of critical importance for ensuring adequate conditions of confinement and the safety and security of detainees and staff at all ICE authorized detention facilities.
WORKSHEET COMPLETION

Reviewers are required to complete each item within each section of the G-324A Detention Inspection Worksheets. Worksheets are in a uniform format with three columns, with PBNDS purpose and scope stated at the top of the worksheet. Column one contains the relevant standard line item. Column two contains a dropdown menu for each row where a rating can be assigned to a given line item. In addition to rating options for “Meets Standard” and “Does Not Meet Standard,” there is an option for the review team to select “N/A.” The “N/A” rating should be used only rarely and where applicable. In addition, the remarks section for each line item should be filled out in as much detail as possible. If the review team fails to assign a rating to a given line item, the default rating and thus the assigned rating on the worksheet will show as “Not Rated.”

There is also a summary remarks and rating section at the end of each standard that must be completed by the assigned reviewer. The remarks should be filled out with sufficient detail to assist the Review Authority in accurately assessing overall facility compliance to the PBNDS.
Section I: SAFETY

Emergency Plans
Environmental Health and Safety
Transportation (By Land)
**STANDARD 1.1. EMERGENCY PLANS** *(Key: A)*

This detention standard ensures a safe environment for detainees and employees by establishing contingency plans to quickly and effectively respond to emergency situations and to minimize their severity.

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<td>1. Staff are trained to identify signs of detainee unrest.</td>
<td>Meets Standard</td>
<td>A review of photographs and employee training records provided by the facility confirmed that employees are trained to watch for signs of mounting tension among the detainee population, such as a spike in the number of detainee requests and incident reports; sullen, restless and short-tempered behavior; and/or detainees avoiding contact/eye contact with staff members.</td>
</tr>
<tr>
<td>2. All staff receive training in emergency preparedness during their initial orientation, and training on the facility’s emergency plans at least annually.</td>
<td>Meets Standard</td>
<td>A review of photographs and employee training records provided by the facility confirmed that all employees receive training in emergency preparedness during their initial training and receive training on the facility’s emergency plans annually.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY:</strong> The facility shall have in place contingency plans for responding to emergencies, including a locally approved and annually updated evacuation plan.</td>
<td>Meets Standard</td>
<td>A review of documentation and photographs provided by the facility confirmed that the facility has contingency plans for responding to emergencies. The emergency plans include a locally approved evacuation plan that is updated annually. The current evacuation plan was approved and updated on 8/1/2020. The chief of security confirmed that the emergency plans are reviewed and updated, if needed, annually.</td>
</tr>
<tr>
<td>4. Contingency plans shall include procedures for handling special needs detainees during an emergency or evacuation.</td>
<td>Meets Standard</td>
<td>Policy includes specific procedures for handling special needs detainees during an emergency or evacuation.</td>
</tr>
<tr>
<td>5. The facility administrator shall notify facility staff in a timely manner when changes are made to the emergency plan.</td>
<td>Meets Standard</td>
<td>The chief of security confirmed that all employees are notified promptly when changes are made to the emergency plan.</td>
</tr>
<tr>
<td>6. <em>(SPCs/CDFs)</em> Each SPC and CDF shall develop contingency plans.</td>
<td>Meets Standard</td>
<td>This IGSA has developed</td>
</tr>
</tbody>
</table>
# STANDARD 1.1. EMERGENCY PLANS (Key: A)

This detention standard ensures a safe environment for detainees and employees by establishing contingency plans to quickly and effectively respond to emergency situations and to minimize their severity.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>plans with local, State, and Federal law enforcement agencies and formalize those agreements with Memoranda of Understanding (MOUs). The facility administrator shall review and approve contingency plans at least annually.</td>
<td></td>
<td>contingency plans with local, state and federal law enforcement agencies. Up-to-date MOUs are maintained and included in the plans. The OIC reviews and approves contingency plans annually. The facility provided photographs of documentation that verifies adherence to the requirements of this component.</td>
</tr>
<tr>
<td>7. Every plan that is being developed or is final must include a statement prohibiting unauthorized disclosure.</td>
<td>Meets Standard</td>
<td>A review of documentation confirmed that every emergency plan includes the statement required by this component.</td>
</tr>
<tr>
<td>8. The facility shall establish written policy and procedures addressing, at a minimum: chain of command, command post/center, staff recall, staff assembly, emergency response components, use of force, video recording, records and logs, utility shutoff, employee conduct and responsibility, public relations, facility security, etc.</td>
<td>Meets Standard</td>
<td>A review of documentation confirmed that the emergency plans specifically address each of the topics required in this component.</td>
</tr>
<tr>
<td>9. (SPCs/CDFs) The facility shall set up a primary command post outside the secure perimeter that is equipped as per the Emergency Plan standard.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, the conference room, located in the administration area outside the secure perimeter, is designated as the primary emergency command post. The chief of security confirmed that the command post is equipped per the Emergency Plans Standard.</td>
</tr>
<tr>
<td>10. At least one video camera shall be maintained in the Control Center for use in emergency situations.</td>
<td>Meets Standard</td>
<td>Per policy, at least one video camera must be maintained in central control for use in emergencies. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>11. Emergency plans include emergency medical treatment for staff and detainees during and after an incident.</td>
<td>Meets Standard</td>
<td>A review of documentation confirmed that emergency plans include the requirement for emergency medical treatment for employees and detainees during and after an incident.</td>
</tr>
<tr>
<td>12. The FSA shall make contingency plans for providing meals to detainees and staff during an emergency, including access to community resources, which the FSA shall</td>
<td>Meets Standard</td>
<td>The food service director confirmed that contingency plans for providing meals to detainees...</td>
</tr>
</tbody>
</table>

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FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

G-324A PBNS 2011 Detention Inspection Worksheet - Rev: 05/09/2017 – Form Key 25

2022-ICLI-00045  12053
### STANDARD 1.1. EMERGENCY PLANS (Key: A)

This detention standard ensures a safe environment for detainees and employees by establishing contingency plans to quickly and effectively respond to emergency situations and to minimize their severity.

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</tr>
</thead>
<tbody>
<tr>
<td>negotiate during the planning phase.</td>
<td></td>
<td>and employees during an emergency have been developed and that the plans include having access to community resources. Per the food service director, the facility has enough food on hand to last at least fifteen days.</td>
</tr>
<tr>
<td>13. The plan shall include post-emergency procedures.</td>
<td>Meets Standard</td>
<td>Post-emergency procedures are specifically addressed in the emergency plan.</td>
</tr>
<tr>
<td>14. Written procedures cover:</td>
<td></td>
<td>Written procedures have been developed for each of the contingencies required by this component.</td>
</tr>
<tr>
<td>• Work/Food Strike</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>• Fire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Environmental Hazard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainee Transportation System Emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ICE-wide Lockdown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff Work Stoppage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Disturbances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Escapes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bomb Threats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adverse Weather</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Internal Searches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facility Evacuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainee Transportation System Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hostages (Internal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Civil Disturbances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If needed, other site-specific plans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD 1.1. EMERGENCY PLANS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: *(Record significant facts, observations, other sources used, etc.)(5000 Character Max)*

The facility has designated individuals responsible for developing and implementing emergency contingency plans. The parent organization has plans that include procedures for rendering emergency assistance to other facilities in the form of supplies, transportation, and temporary housing, etc.

Policy states that emergency plans will be updated as often as necessary and forwarded to the OIC for approval. The chief of security maintains documentation to confirm that annual reviews are conducted with participation from every department head. A review of documentation confirmed that annual reviews and approval of the plan will be recorded on the master copy of the contingency plan file, even if the review resulted in no changes.

The chief of security confirmed that a master copy of the plan is maintained outside the secure perimeter, along with an itemized list of plans and where they can be located. The chief of security is responsible for developing and implementing
STANDARD 1.1. EMERGENCY PLANS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

emergency contingency plans and determines where copies of the various plans are stored and in what quantity.

A confidential set of emergency plans is in the headquarters of the parent organization. Emergency plans can be reviewed by staff at the designated area where plans are located, and which detainee access is prohibited. The chief of security maintains a check-out system that always accounts for all plans with safeguards against detainee access.

General requirements for emergency plans implementation include policy and procedure for alternative means of reaching the facility; how and when staff notifies nearby residents if a situation could affect them, including the type of emergency, actions being taken, evacuation routes if applicable, and special precautions; types of radio equipment to be utilized during the emergency and the location of battery charging stations.

Plans include procedures for assisting detainees with special needs during an emergency or evacuation. In an emergency, the facility ensures detainees with disabilities and detainees who are limited in their English proficiency (LEP) are provided with effective communication by as many means as possible.

A review of documentation and photographs provided by the facility and employee interviews via telephone confirmed that the facility ensures a safe environment for detainees and employees by having contingency plans in place to effectively respond to any emergency. Employees interviewed via telephone were knowledgeable of the plans and their responsibilities.

Overall Rating: Meets Standard

Reviewer Name [Printed]:

Completion Date: 10/1/2020

Reviewer Signature (for printed form submission):
### STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY

(Key: B)

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
</table>
| 1. Environmental health and safety conditions shall be maintained at a level that meets recognized standards of safety and hygiene, including those from the:  
  - American Correctional Association,  
  - Occupational Safety and Health Administration,  
  - Environmental Protection Agency,  
  - Food and Drug Administration,  
  - National Fire Protection Association's Life Safety Code, and  
  - National Center for Disease Control and Prevention. | Meets Standard | Environmental health and safety conditions are maintained at a level consistent with recognized safety and hygiene standards of the organizations listed in this component. The facility will enter into the American Correctional Association accreditation process in the first quarter of the calendar year 2021. The cleanliness of the housing units was determined through videos furnished by the facility and was determined to be average in most areas. The facility is inspected annually by the Estancia Fire Department. The most recent inspection was conducted on 8/12/2020. |
| 2. A housekeeping plan will be developed for detainee living areas noted in the standards. The facility appears clean and well maintained. | Meets Standard | A housekeeping plan has been developed for the entire facility, including detainee housing units. Based upon pictures provided, overall, the facility appears to be clean and well maintained. |
| 3. The facility has a system for storing, issuing, and maintaining inventories of hazardous materials. | Meets Standard | Based upon interviews with facility personnel and a review of photographs provided by the facility, it appears an organized system of acquisition, use, and dispensing of hazardous chemicals is in place. |
| 4. The Maintenance Supervisor or facility administrator designee shall compile:  
  - An up to date master index of all hazardous substances in the facility and their locations;  
  - A master file of MSDSs; and  
  - A comprehensive, up-to-date list of emergency phone numbers (fire department, poison control center, etc.). | Meets Standard | The master SDS file includes the elements listed in this component. It is maintained in the office of the safety manager (SM). Copies of the master file are maintained in the medical department and central control. The file contains the information required by this component. |
| 5. All personnel using flammable, toxic, and/or caustic substances follow prescribed safety procedures. | Meets Standard | |
# STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY  (Key: B)

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

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</thead>
<tbody>
<tr>
<td>6. The MSDS are readily accessible to staff and detainees in the work areas.</td>
<td>Meets Standard</td>
<td>Based upon interviews with facility personnel and a review of photographs provided, site specific SDS are provided at each location hazardous materials are stored and used. They are readily accessible to personnel and detainees. Detainees do not have access to non-diluted cleaning substances.</td>
</tr>
<tr>
<td>7. Hazardous materials are always issued under proper supervision.</td>
<td>Meets Standard</td>
<td>Chemicals used in the housing units are issued to detainees in a diluted, non-hazardous state. Officers monitor detainees while they are using the cleaning substances. Cleaning chemicals, which have not been diluted, are neither maintained nor stored in the housing units.</td>
</tr>
<tr>
<td>8. All toxic and caustic materials stored in their original containers in a secure area.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>9. Excess flammables, combustibles, and toxic liquids are disposed of properly in accordance with MSDS.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>10. The facility program will be supervised by a person who has been trained in accordance with OSHA standards.</td>
<td>Meets Standard</td>
<td>The SM has completed the OSHA training for general industry. Also, the SM has previous experience in the liquid petroleum field and maintains a license issued from the State of New Mexico to work in that field.</td>
</tr>
<tr>
<td>11. <strong>PRIORITY</strong>: A qualified departmental staff member shall conduct weekly fire and safety inspections.</td>
<td>Meets Standard</td>
<td>The fire safety manager (FSM) and trained shift supervisors conduct and document weekly fire and safety inspections.</td>
</tr>
<tr>
<td>12. Facility maintenance (safety) staff shall conduct monthly inspections.</td>
<td>Meets Standard</td>
<td>Monthly safety inspections are conducted by the SM. Documentation was provided and reviewed.</td>
</tr>
<tr>
<td>13. The facility maintains files of inspection reports, including corrective actions taken.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
# STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY (Key: B)

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

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</tr>
</thead>
<tbody>
<tr>
<td><strong>14. PRIORITY:</strong> The facility has an approved fire prevention, control, and evacuation plan.</td>
<td></td>
<td>The facility is inspected annually by the Estancia Fire Department. The most recent inspection was conducted on 8/12/2020. The plan is reviewed and approved during the annual inspection. The review and approval are documented in a letter to the facility from the Estancia fire chief.</td>
</tr>
<tr>
<td>Meets Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15.</strong> The plan requires:</td>
<td>Meets Standard</td>
<td>The fire prevention, control and evacuation plan address the elements of this component.</td>
</tr>
<tr>
<td>• Monthly fire inspections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fire protection equipment strategically located throughout the facility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Public posting of emergency plan with accessible building/room floor plans.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Exit signs and directional arrows.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• An area-specific exit diagram conspicuously posted in the diagrammed area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16.</strong> Fire drills are conducted and documented quarterly in all facility locations including the administrative area.</td>
<td>Meets Standard</td>
<td>Fire drills are conducted throughout the calendar year. Twenty-five percent of the facility has a fire drill each quarter. The entire facility is drilled annually during this process. The drills are documented and include the retrieval of emergency keys to the area of the drill. The documentation was reviewed during this remote inspection.</td>
</tr>
<tr>
<td>Meets Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>17. PRIORITY:</strong> The facility administrator shall ensure licensed pest-control professionals perform monthly inspections to identify and eradicate rodents, insects and vermin, including a preventative spraying program for indigenous insects.</td>
<td>Meets Standard</td>
<td>Monthly pest control services are provided by a licensed pest control professional. The services are also provided on an as-needed basis. The services include the identification and eradication of rodents, insects, and vermin, as well as a preventative spraying program for indigenous insects.</td>
</tr>
<tr>
<td>Meets Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18. At least annually, a state laboratory shall test samples of drinking and wastewater to ensure compliance with applicable Standards.</td>
<td>Meets Standard</td>
<td>The drinking water is supplied by the City of Estancia and is tested annually, as required. The most recent testing information is dated 6/16/2020. Wastewater services are provided by the City of Estancia.</td>
</tr>
<tr>
<td>19. Emergency power generators are tested as required by emergency plans and manufacturer’s recommendations.</td>
<td>Meets Standard</td>
<td>Emergency generators are run and load tested for one hour each week. Documentation of the test was reviewed during the inspection. The maintenance supervisor stated in an interview that an outside generator service company services the generators annually. The processes follow emergency procedures and manufacturer’s recommendations.</td>
</tr>
<tr>
<td>20. (Medical Operations) Written procedures, to include an exposure-control plan in the event of a needle stick, regulate the handling and disposal of used needles and other sharp objects.</td>
<td>Meets Standard</td>
<td>This component was rated Does Not Meet Standard during the last inspection because disposable dental probes were not being inventoried. Currently, the documentation provided by the facility indicates dental probes and other sharp objects are properly accounted for.</td>
</tr>
<tr>
<td>21. (Medical Operations) Standard cleaning practices include:</td>
<td>Meets Standard</td>
<td>Spill kits are available in various locations throughout the facility.</td>
</tr>
<tr>
<td>- Using specified equipment; cleansers; disinfectants and detergents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- An established schedule of cleaning and follow-up inspections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. (Medical Operations) Spill kits are readily available.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY (Key: B)

This detention standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

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<tbody>
<tr>
<td>24. (Medical Operations) Staff are trained to prevent contact with blood and other body fluids and written procedures are followed.</td>
<td>Meets Standard</td>
<td>Medical personnel receive training in the prevention of contact with blood and other body fluids during the orientation training provided to all facility personnel. This topic is also covered in the forty-hour block training specific to medical personnel.</td>
</tr>
<tr>
<td>25. (Medical Operations) The Health Services Administrator conducts medical-facility inspections daily.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>26. The facility administrator designee shall: conduct special investigations and comprehensive surveys of environmental health conditions, and provide advisory, consultative, inspection, and training services regarding environmental health conditions.</td>
<td>Meets Standard</td>
<td>The SM manages safety and environmental health concerns.</td>
</tr>
<tr>
<td>27. The facility administrator designee for environmental health is responsible for developing and implementing policies, procedures, and guidelines for the environmental health program.</td>
<td>Meets Standard</td>
<td>Policy and procedures are in place that address the environmental health program. The SM is responsible for development and implementation of these programs.</td>
</tr>
</tbody>
</table>

STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) [5000 Character Max]

Policies, procedures, and practices protect detainees, staff members, volunteers, and contractors from injury and illness by maintaining standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

A review of training files, as well as interviews with the SM and the learning and development manager, indicated individuals using hazardous materials are trained and knowledgeable of all prescribed precautions. Pictures of eyewash stations and personal protective equipment throughout the facility were reviewed. Facility personnel is required to report any hazards or spills immediately to a supervisor. All hazardous substances are issued in diluted forms by staff members in the smallest increments and personnel closely monitors detainees working with these substances. Telephonic interviews with the AW, maintenance supervisor and the SM indicated all chemicals, solvents, and other hazardous materials are labeled and maintained in their original container or approved smaller spray containers as specified by OSHA regulations.

The facility has a fire alarm and detection system that includes an automatic sprinkler system for fire suppression in all areas of the facility. The fire prevention, control and evacuation plan, approved by the local fire marshal, includes control of ignition sources; control of combustible and flammable fuel load sources; provision for occupant protection from fire and smoke; and the inspection, testing and maintenance of fire protection equipment per required codes. Fire drills are scheduled so that employees on each shift participate in an annual drill. A review of the fire drill evaluation forms, as well as interviews with the AW and SM, confirmed that fire drills are conducted in all areas of the facility, including the administrative areas. Timed emergency key drills are part of the fire drills. Detainees are evacuated except in areas where safety or security could be jeopardized.
STANDARD 1.2. ENVIRONMENTAL HEALTH AND SAFETY – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

General cleaning procedures, as reported by the SM, AW, and the chief of security provided for the maintenance of the housing units in a clean and sanitary manner. Detainees reported during individual telephonic interviews that the housing units were clean and well maintained.

General cleaning procedures in the medical department, as reported by the HSM, include isolation cleaning, terminal cleaning, blood and body fluid clean-up, and the selection and use of disinfectants. Infectious waste is clearly labeled and doubled-bagged in red bags that are impermeable and specifically designed for biohazardous waste storage. Standard precautions are followed by all personnel when handling untreated infectious waste. Items that pose a security risk, such as sharp instruments, syringes, needles, and scissors are inventoried daily by designated personnel and weekly by the HSA or designee.

The SM stated the barbershops are in separate rooms not used for any other purpose. The floors are smooth, nonabsorbent, and easily cleaned. The walls and ceilings were in good repair. The lavatories have both hot and cold running water. Sanitation regulations are conspicuously posted on the walls. The barbershops have all the equipment and facilities necessary for maintaining sanitary procedures for hair care including all tools being cleaned and effectively disinfected to prevent the transfer of infection associated with scalp diseases.

In that this was a remote inspection, personal observations of the cleanliness and sanitary condition of the facility were not made. Detainees indicated in personal telephonic interviews that the facility reflected an overall positive environment and clean conditions. They expressed no concerns or issues with the conditions of confinement or quality of life. Detainees stated they were satisfied with the sanitary condition in the facility.

The evaluation of this standard was based on a review of policies, documentation, and submitted pictures; interviews with the FSM, SM, assistant warden.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed)</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
**STANDARD 1.3. TRANSPORTATION (BY LAND)** (Key: C)

This detention standard prevents harm to the general public, detainees, and staff by ensuring that vehicles used for transporting detainees are properly equipped, maintained, and operated and that detainees are transported in a secure, safe and humane manner, under the supervision of trained and experienced staff.

Standard N/A

Click the above button if all ICE Transportation is handled only by the ICE Field Office or Sub-Office in control of the detainee case. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Facility Administrator shall develop and implement written policy, procedures and guidelines for the transportation of detainees.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2. Documentation indicating annual inspection of vehicles and annual inspection in accordance with state statutes is available for review.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3. To be assigned to a bus transporting detainees, an officer must have successfully completed the ICE/ERO bus-driver-training program or a comparable approved training program and all local state requirements for a Commercial Driver’s License (CDL).</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4. Supervisors maintain records for each vehicle operator. This includes certificate of completion from bus training program, most current physical exam used to obtain the CDL, and a copy of the CDL.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>5. Maximum driving time (time on the road), for CDL operators, is governed by USDOT.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>6. The transporting officer inspects the vehicle before the start of each detail.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>7. Positive identification of all detainees being transported is confirmed.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>8. The facility ensures that the number of detainees transported does not exceed the vehicle manufacturer’s occupancy level.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>9. Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10. Vehicles used for transporting detainees include equipment appropriate and necessary for transporting detainees with disabilities and special needs.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>11. Meals are provided during long distance transfers. The meals meet the minimum dietary standards, as identified by dieters utilized by ICE.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>12. The facility administrator shall establish the procedures and schedule for sanitizing facility vehicles.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
STANDARD 1.3. TRANSPORTATION (BY LAND) (Key: C)
This detention standard prevents harm to the general public, detainees, and staff by ensuring that vehicles used for transporting detainees are properly equipped, maintained, and operated and that detainees are transported in a secure, safe and humane manner, under the supervision of trained and experienced staff.

Standard N/A

Click the above button if all ICE Transportation is handled only by the ICE Field Office or Sub-Office in control of the detainee case. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Personal property of a detainee transferring to another facility:</td>
<td>N/A</td>
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<tr>
<td>• Is inventoried.</td>
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<td></td>
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<tr>
<td>• Is inspected.</td>
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<tr>
<td>• Accompanies the detainee.</td>
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<tr>
<td>14. Except in emergency situations, a single transportation staff member</td>
<td>N/A</td>
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<tr>
<td>may not transport a single detainee of the opposite gender. Minors shall</td>
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<tr>
<td>be separated from unrelated adults at all times during transport and</td>
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<td>seated in an area of the vehicle near officers and under their close</td>
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<tr>
<td>supervision.</td>
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</tbody>
</table>

STANDARD 1.3. TRANSPORTATION (BY LAND) – Reviewer Summary

(Line following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

All detainee transportation is handled by the ICE field office. TransCor is contracted by ICE to handle the transportation of ICE detainees.

Overall Rating: N/A

Reviewer Name (Printed):

Completion Date: 10/1/2020

Reviewer Signature (for printed form submission):
Section II: SECURITY

Admission and Release
Custody Classification System
Contraband
Facility Security and Control
Funds and Personal Property
Hold Rooms in Detention Facilities
Key and Lock Control
Population Counts
Post Orders
Searches of Detainees
Sexual Abuse and Assault Prevention and Intervention
Special Management Units
Staff-Detainee Communication
Tool Control
Use of Force and Restraints
# STANDARD 2.1. ADMISSION AND RELEASE

(Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The facility has implemented written policies and procedures for the intake and reception of newly arrived detainees and provided them with information about facility policies, rules and procedures.</td>
<td>Meets Standard</td>
<td>Written policies, procedures, and an orientation program for all newly arrived detainees have been established. Intake includes the orientation program that integrates receipt of a National Detainee Handbook, a local handbook, a broadcast of an orientation video, a PREA/SAAPI video, and a Know Your Rights video (English and Spanish). The videos are broadcast in the holding rooms and the housing units; the orientation videos are two hours long. A brief personal question and answer session highlighting facility rules, programs, services, and activities is also delivered to each detainee by a counselor upon arrival at their housing assignment. Detainees sign a form acknowledging receipt for the materials/information. Collectively, the orientation program addresses all policies, rules, and procedures which may impact a detainee during their stay at the facility.</td>
</tr>
<tr>
<td>2. At intake, detainees are searched, and their personal property and valuables checked for contraband, inventoried, receipted, and stored.</td>
<td>Meets Standard</td>
<td>All detainees and their personal property are searched for contraband during intake, per the intake officer. All property is searched in the presence of the detainee then inventoried, receipted, and securely stored in a controlled-access property storage room. Detainees receive a copy of their completed, signed inventory sheets.</td>
</tr>
</tbody>
</table>
**STANDARD 2.1. ADMISSION AND RELEASE** (Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3. Each detainee’s identification documents are secured in the detainee’s A-file.</td>
<td>Meets Standard</td>
<td>Detainee identification documents discovered during intake are confiscated, logged and securely stored until they are handed to ICE/ERO personnel during their next tour of the intake area, which is occurring on an irregular, but at least weekly schedule during COVID-19 conditions. During non-COVID-19 conditions, ICE/ERO maintains office space at the facility on a Monday through Friday schedule.</td>
</tr>
<tr>
<td>4. A medical screening will be conducted to protect the health of the detainee and others in the facility, and the detainee shall be given an opportunity to shower and be issued clean clothing, bedding, towels, and personal hygiene items.</td>
<td>Meets Standard</td>
<td>During intake all detainees are subject to an initial medical screening conducted by a medical professional; they are on-site 24 hours a day and are present for all intakes, per the intake officer. A shower is offered to detainees before changing into their assigned uniform in the intake area. Clean clothing, bedding, towels, linens, and gender-specific personal hygiene items are provided to all detainees during intake, per policy, and the intake officer.</td>
</tr>
<tr>
<td>5. The facility shall comply with applicable federal laws to provide reasonable accommodations for detainees with disabilities and special needs.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>6. Staff shall not routinely require a detainee to remove clothing or require a detainee to expose private parts of his or her body to search for contraband.</td>
<td>Meets Standard</td>
<td>Policy prohibits strip searches unless specifically approved by the OIC. Conditions for such action must present a reasonable suspicion for the presence of contraband. The searches require prior ICE/ERO and OIC approval. There were no detainee strip searches conducted during this inspection period.</td>
</tr>
<tr>
<td>7. Staff shall issue those clothing and bedding items that are appropriate for the facility environment and local weather conditions.</td>
<td>Meets Standard</td>
<td>Issued clothing and bedding items are suitable to the season and facility environment, per the intake officer and chief of unit management.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
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<tr>
<td>----------------------------------------------------------------------------</td>
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<tr>
<td><strong>8.</strong> Staff shall use the documentation accompanying each new arrival for identification and classification purposes. If the classification staff is not ICE/ERO employees ICE/ERO shall provide the information needed for classification. Under no circumstances may non-ICE/ERO personnel have access to the detainees A-File.</td>
<td>Meets Standard</td>
<td>Intake officers use Form I-203 and/or I-216 and other documentation for the identification and classification validation process of all new detainee arrivals. The facility uses the ICE RCA document/score as their governance when assigning a classification level and making a subsequent housing assignment. Facility staff do not have access to detainees' A-files.</td>
</tr>
<tr>
<td><strong>9.</strong> An Order to Detain or Release the detainee (Form I-203 or I-203a), bearing the appropriate ICE/ERO Authorizing Official signature, must accompany each newly arriving detainee.</td>
<td>Meets Standard</td>
<td>Policy dictates an appropriately signed/authorized I-203 and/or I-216 Form is a required document, that must accompany each newly arriving detainee, per the intake officer.</td>
</tr>
<tr>
<td><strong>10.</strong> PRIORITY: Facilities shall have a method to provide ICE/ERO detainees an orientation to the facility as soon as practicable, in a language or manner that detainees can understand. Following the orientation, staff shall conduct a question-and-answer session.</td>
<td>Meets Standard</td>
<td>The orientation program and orientation materials are provided to all new detainees during intake. They are presented in a language and/or manner the detainee can understand. A language line is also available. According to intake officers, questions are answered throughout the intake process to ensure each detainee has a full understanding of what is expected of and available to them during their stay.</td>
</tr>
</tbody>
</table>
### STANDARD 2.1. ADMISSION AND RELEASE (Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>11. The facility shall issue to each newly admitted detainee a copy of the ICE National Detainee Handbook and local supplement that fully describes all policies, procedures, and rules in effect at the facility. The handbook and supplement shall be in English and Spanish.</td>
<td>Meets Standard</td>
<td>Each newly arrived detainee receives a copy of a local handbook and the National Detainee Handbook. The handbooks are available in English and Spanish. Other language needs are accommodated using a language line or other resources. The handbooks describe all policies, procedures, and rules a detainee must adhere to during their stay and the programs and activities in which they may participate. Detainees sign a receipt for the handbooks.</td>
</tr>
<tr>
<td>12. All releases are coordinated with ICE.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>13. Staff complete paperwork/forms for release as required.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>14. The facility returns each detainee’s property upon release, and each detainee receives a receipt for personal property secured by the facility.</td>
<td>Meets Standard</td>
<td>During release processing, detainee signs and receives a copy of a form attesting that all their stored valuables and property have been returned. A copy of any property receipt generated is provided to the detainee.</td>
</tr>
<tr>
<td>15. <strong>PRIORITY:</strong> The facility has a system to maintain accurate records and documentation for admission, orientation, and release.</td>
<td>Meets Standard</td>
<td>Paper and electronic format recordkeeping systems are in place. They are designed to record all admission, orientation, and release documentation generated during a detainee’s stay.</td>
</tr>
</tbody>
</table>
### STANDARD 2.1. ADMISSION AND RELEASE (Key: D)

This detention standard protects the community, detainees, staff, volunteers, and contractors by ensuring secure and orderly operations when detainees are admitted to or released from a facility.

<table>
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</thead>
<tbody>
<tr>
<td>16. PRIORITY: The time, point and manner of release from a facility shall be consistent with safety considerations and shall take into account special vulnerabilities. Facilities that are not within a reasonable walking distance of, or that are more than one mile from, public transportation shall transport detainees to local bus/train/subway stations prior to the time the last bus/train leaves such stations for the day. If public transportation is within walking distance of the detention facility, detainees shall be provided with an information sheet that gives directions to and describes the types of transportation services available.</td>
<td>Meets Standard</td>
<td>Release protocols are written, and processing procedures are in place to ease and protect a detainee's release from the facility. The facility staff provides detainees with transportation to the nearby transportation hub (Albuquerque) if they are leaving the area. Detainees can be released from the facility if pickup arrangements are in place. If inclement weather or special needs/medical accommodations are present, accommodations are made to protect the detainee from the elements until their ride arrives, per the OIC office.</td>
</tr>
</tbody>
</table>
| 17. Facilities must provide transportation for any detainee who is not reasonably able to walk to public transportation due to age, disability, illness, mental health or other vulnerability, or as a result of weather or other environmental conditions at the time of release that may endanger the health or safety of the detainee. | Meets Standard | |}
| 18. Prior to release, the detainee shall be notified of the upcoming release and provided an opportunity to make a free phone call to facilitate release arrangements. | Meets Standard | |}
| 19. Detainees will be provided with a list of legal, medical, and social services that are available in the release community, and a list of shelter services available in the immediate area along with directions to each shelter. | Meets Standard | During release processing, detainees receive a local social services information handout that provides contact information for legal, medical and social services that are available to them in their release community (Albuquerque). Submitted photos confirmed the establishment of the support services list. |}
| 20. Detainees will be released with one set of non-institutionalized, weather-appropriate clothing. | Meets Standard | |}

#### STANDARD 2.1. ADMISSION AND RELEASE – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)
## STANDARD 2.1. ADMISSION AND RELEASE – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* *(5000 Character Max)*

Detainees are pat searched, pass through a metal detector, and experience the (metal detection device) upon intake and their property is searched for contraband in their presence. Strip searches are only conducted when reasonable suspicion for the presence of contraband has been established and then only with prior ICE/ERO and OIC approval. If approved, the search is performed in an area that affords a reasonable degree of privacy. All strip searches will be documented. There were no strip searches conducted during this inspection period.

Officers are provided with adequate training on intake processes, per the annual training plan. Each new detainee is offered a free telephone call during intake to announce their new location; these calls are documented. Detainees are offered a private shower in the intake unit before changing into their issued uniform. Officers of the same gender are available in that area to provide the necessary security.

Communication assistance is provided to LEP detainees when explaining admission and release policies, rules, and procedures through the use of bilingual staff, translation services or other means, or in the form of auxiliary aids for other detainees, including but not limited to those aids listed in the standard. The facility is ADA accessible.

A review of policy, submitted copies/photos of electronic and paper intake documentation, intake procedures, training file records and handbook content and interviews with an intake officer, the chief of unit management and the learning and development manager revealed the community, detainees, staff, volunteers and contractors are protected by ensuring secure and orderly operations when detainees are admitted and released from the facility.

| Overall Rating: Meets Standard |
|______________________________|
| Reviewer Name (Printed):  |
| Completion Date: 10/1/2020 |

Reviewer Signature (for printed form submission):
<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> Each facility shall develop and implement a system for</td>
<td><strong>Meets Standard</strong></td>
<td>The facility uses the ICE RCA instrument, which accompanies each newly admitted detainee, as the authorization for assigning a local classification level. The facility has developed and uses its own ICE Custody Classification Worksheet, which adheres to the requirements of the standard, for all subsequent reclassifications and reassessments. During intake, officers set a subsequent reclassification/reassessment schedule, which is every 60-75 days.</td>
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<tr>
<td>classifying detainees in accordance with this detention standard.</td>
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<tr>
<td>Facilities may rely on the ICE Custody Classification Worksheet, adopt</td>
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<tr>
<td>the ICE custody classification recommendation generated by an ICE Field</td>
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<tr>
<td>Office when one is provided, or use a similar locally established</td>
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<tr>
<td>classification system (subject to ICE/ERO approval), as long as the</td>
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<tr>
<td>classification criteria are objective and uniformly applied, and all</td>
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<tr>
<td>procedures meet ICE/ERO requirements.</td>
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<tr>
<td>2. Staff shall reference facts and other objective, credible evidence</td>
<td><strong>Meets Standard</strong></td>
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<tr>
<td>documented in the detainee’s A-file, ICE automated records systems,</td>
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<tr>
<td>criminal history checks, workfolders, or other objective sources of</td>
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<td>information during the classification process. The classification</td>
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<tr>
<td>process includes reassessment/reclassification.</td>
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<tr>
<td>3. <strong>(SPCs/CDFs/DIGSAs)</strong> The custody classification recommendation</td>
<td><strong>Meets Standard</strong></td>
<td>At this IGSA facility, intake officers use information documents provided by ICE to assist them in validating a detainee’s original ICE classification level.</td>
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<tr>
<td>generated by an ICE Field Office, when one is provided, or the point</td>
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<tr>
<td>total from the ICE Custody Classification Worksheet, will determine</td>
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<tr>
<td>the classification level of each detainee.</td>
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<tr>
<td>4. The facility classification system includes: Classifying detainees</td>
<td><strong>Meets Standard</strong></td>
<td>The facility classification system requires all new detainees to be classified during intake. Detainees who are not or cannot be classified will be separated from the general population until they can be classified. All classification scoring is subject to supervisory review and approval. Documentation supports the practice.</td>
</tr>
<tr>
<td>upon arrival.</td>
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<tr>
<td>• Separating individuals who cannot be classified upon arrival from</td>
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<tr>
<td>the general population.</td>
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<tr>
<td>• The first-line supervisor or classification supervisor reviews</td>
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<tr>
<td>every classification decision.</td>
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</tbody>
</table>
**STANDARD 2.2. CUSTODY CLASSIFICATION SYSTEM** *(Key: E)*

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm, and contributes to orderly facility operations, by requiring a formal classification process for managing and separating detainees based on verifiable and documented data.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Special consideration shall be given to any factor that would raise the risk of vulnerability, victimization or assault. Detainees who may be at risk of victimization or assault include, but are not limited to, persons who are transgendered, elderly, pregnant, physically disabled, suffering from a serious medical or mental illness, and victims of torture, trafficking, abuse, or other crimes of violence.</td>
<td>Meets Standard</td>
<td>The factors identified in the component are addressed in the classification process, policy, and practice; they are considered when validating and determining classification scores, per ICE/ERO and intake and classification officers.</td>
</tr>
<tr>
<td>6. At facilities where applicable, detainees are assigned color-coded uniforms, wristbands, or other means of custody identification to reflect classification levels. In IGSA’s a similar system is utilized for each level of classification.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, detainees are provided color-coded uniforms/wristbands, which are indicative of their scored custody level. Submitted photos revealed an inventory of color uniforms/wristbands that adhere to the stated classification color scheme.</td>
</tr>
<tr>
<td>7. <strong>PRIORITY:</strong> Housing assignments are based on classification-level. Low custody detainees may not be commingled with high custody.</td>
<td>Meets Standard</td>
<td>Housing assignments are based on classification levels. Policy restricts the comingling of low custody level detainees with high or medium-high custody level detainees in housing assignments. ICE detainees are not housed with non-ICE detainees, per the chief of unit management.</td>
</tr>
<tr>
<td>8. <strong>PRIORITY:</strong> Low custody detainees may not have convictions that included an act of physical violence, or any history of assaultive behavior, and may not be housed with any medium custody detainee with a history of assaultive or combative behavior.</td>
<td>Meets Standard</td>
<td>Policy states that low custody detainees may not have a felony conviction that includes an act of physical violence and that they may not be housed with any medium custody detainee with a history of assaultive or combative behavior.</td>
</tr>
<tr>
<td>9. Detainee work assignments are based upon classification designations.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
## STANDARD 2.2. CUSTODY CLASSIFICATION SYSTEM (Key: E)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm, and contributes to orderly facility operations, by requiring a formal classification process for managing and separating detainees based on verifiable and documented data.

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<tr>
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</thead>
<tbody>
<tr>
<td>10. The classification process includes reassessment/reclassification. The first reassessment is to be completed 60 days to 90 days after the initial assessment.</td>
<td>Meets Standard</td>
<td>The classification process includes reassessments and reclassifications. The first reassessment, following the initial classification date, is completed within a 60-75-day window from that posted date, per policy, and the intake/classification officers.</td>
</tr>
<tr>
<td>11. Subsequent classification reassessments are completed at 90 day to 120 day intervals. Special reassessments are completed within 24 hours before a detainee leaves the Special Management Unit, and at any other time when additional, relevant information becomes known.</td>
<td>Meets Standard</td>
<td>Subsequent reassessments to the first reassessment are also completed within a 60-75-day window from that posted date. Special reassessments are completed in adherence to component requirements, per the intake/classification officers.</td>
</tr>
<tr>
<td>12. The facility classification system shall include procedures for detainees to appeal their classification levels. Classification decisions, along with information on the appeal process, should be provided to the detainee in a language or manner understood by the detainee.</td>
<td>Meets Standard</td>
<td>Classification scores can be appealed. The appeal process uses the local grievance system to arbitrate the complaints. Grievance procedures are addressed in the local handbook, which detainees receive during intake. Handbooks are available to detainees in a language and/or manner they can understand. There were no classification appeals filed during this inspection period, per the chief of unit management.</td>
</tr>
<tr>
<td>13. The Detainee Handbook explains the classification levels, with the conditions and restrictions applicable to each, and the procedures by which a detainee may appeal his or her classification.</td>
<td>Meets Standard</td>
<td>The local handbook provides explanations of classification levels, their respective conditions and restrictions, and the classification appeal procedures.</td>
</tr>
</tbody>
</table>

### STANDARD 2.2. CLASSIFICATION SYSTEM – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The classification system ensures that detainees are placed in and remain in the appropriate category and are physically separated from detainees with non-compatible classification levels unless facility and/or ICE/ERO approved variances permit otherwise. Classification is based on verifiable and documented information, per ICE/ERO and facility personnel. ICE detainees are not housed with non-ICE detainees.
<table>
<thead>
<tr>
<th><strong>STANDARD 2.2. CLASSIFICATION SYSTEM – Reviewer Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Use following format for dates: mm/dd/yyyy)</em></td>
</tr>
<tr>
<td>Special consideration is given to any factor that would raise the risk of detainee vulnerability, victimization, or assault, per policy. This process adheres to the requirements in the Sexual Abuse and Assault Prevention and Intervention standard regarding the assessment of risk for victimization or perpetration of sexual abuse or assault. Reclassification assessments consider the detainee's risk of victimization and abusiveness and are completed within 24 hours before a detainee is released from the special management unit for an incident of abuse or victimization, per the classification supervisor.</td>
</tr>
<tr>
<td>When making classification and housing decisions for a transgender or intersex detainee, staff considers the detainee's gender self-identification and an assessment of the effects of placement on the detainee's mental health and well-being safety. A medical or mental health professional is consulted as soon as practicable on these assessments. Placement decisions of transgender or intersex detainees are not based solely on the identity documents, the physical anatomy of the detainee, and/or a detainee's self-identification of their gender, a self-assessment of safety needs is also taken into consideration. Placement and programming assignments for each transgender or intersex detainee are routinely reassessed to review any threats to safety experienced by the detainee, per the classification officer. There were no transgender detainees housed at the facility during the inspection, per the chief of unit management.</td>
</tr>
<tr>
<td>To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities, including but not limited to those aids listed in the Standard. All detainees are screened upon intake or as otherwise required by the standard. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, are made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.</td>
</tr>
<tr>
<td>Review of submitted photos of completed classification instruments, policy, and written classification procedures and interviews with intake and classification officers and the chief of unit management revealed detainees, staff, contractors, volunteers, and the community are protected from harm through a formal and documented classification system that keeps detainees in appropriate custody levels.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewer Name (Printed):</strong></td>
</tr>
<tr>
<td>(D)(6). (D)(7)(C)</td>
</tr>
</tbody>
</table>

**Reviewer Signature (for printed form submission):**
**STANDARD 2.3. CONTRABAND** *(Key: F)*

This detention standard protects detainees and staff and enhances facility security and good order by identifying, detecting, controlling, and properly disposing of contraband.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> The facility follows a written procedure for handling contraband, including the detection, seizure of contraband, disputed ownership, detainee or government property defined as contraband, and the preservation, inventory, and storage of contraband as evidence of a crime.</td>
<td>Meets Standard</td>
<td>Policy outlines the process for disposition and handling of contraband, including the detection and seizure of contraband; disputed ownership; detainee or government property defined as contraband; the preservation, inventory, and storage of contraband as evidence of a crime. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>2. Contraband is retained as evidence for potential disciplinary action or criminal prosecution.</td>
<td>Meets Standard</td>
<td>Per policy, contraband is retained as evidence for potential disciplinary action or criminal prosecution. Per the chief of security, contraband retained as evidence for criminal prosecution is turned over to the appropriate law enforcement authority. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>3. Before confiscating religious items, the Facility Administrator or designated investigator contacts a religious authority.</td>
<td>Meets Standard</td>
<td>Policy includes the requirements of this component. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>4. Facilities with canine units only use them for contraband detection and not in the presence of ICE detainees.</td>
<td>N/A</td>
<td>Per the chief of security, the facility does not have a canine unit.</td>
</tr>
<tr>
<td>5. Detainees receive notification of contraband rules and procedures in the Detainee Handbook.</td>
<td>Meets Standard</td>
<td>All detainees receive a facility-specific detainee handbook as well as the National Detainee Handbook at the time of admittance. The detainee handbook includes contraband rules and procedures. The handbooks are available in both English and Spanish. Documentation is maintained to verify adherence to the requirements of this component.</td>
</tr>
</tbody>
</table>
### STANDARD 2.3. CONTRABBAND – Reviewer Summary

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Policy states that narcotics and other controlled substances not dispensed or approved by the medical department constitute hard contraband and that medication dispensed or approved by the medical department is hard contraband is found in the possession of a detainee for whom it was not prescribed, or if not used as prescribed. Employees consult with the pharmacist or other medical staff when uncertain about whether prescribed medication represents contraband. Medical personnel determine the disposition of any medicine the detainee brings into the facility upon arrival.

The OIC determines when personal property items are excessive and arranges to pay shipping costs to a third party chosen by the affected detainee. The OIC disposes of excess property following policy, after providing the detainee with written notice of the intent to destroy the property and how to prevent that outcome. The OIC determines whether contraband items are destroyed and, upon determination, prepares documentation, describing what is to be destroyed and why.

Detainees are provided with ample opportunity to obtain proof of ownership or appeal the decision through the detainee grievance process. Policy states that for disciplinary contraband cases, the OIC defers the decision about property destruction until the disciplinary case is resolved and appeals are satisfied. At least two employees document in writing that they witnessed the destruction of detainee contraband property. A copy of the property disposal record is placed in the detainee’s detention file.

The facility maintains the contraband evidence log and evidence safe in the captain’s office. Illegal drugs, once they are no longer needed as part of the investigation or the adjudication process, are delivered to the appropriate law enforcement authority. Per the chief of security, during this inspection period hard or dangerous contraband was not found on an ICE detainee.

Per the chief of security, the facility ensures that detainees with disabilities and detainees who are limited in their English proficiency (LEP) are provided with effective communication by as many means as possible. Any facility-approved auxiliary aids, services, or items used by a detainee with a disability are not considered contraband.

A review of documentation and photographs provided by the facility and employee interviews via telephone confirmed that the facility protects detainees and employees and enhances facility security by identifying, detecting, controlling, and properly disposing of contraband.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): [X] (O) (R) (C)</td>
</tr>
<tr>
<td>Completion Date: 10/1/2020</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
## STANDARD 2.4. FACILITY SECURITY AND CONTROL (Key: G)

This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. At least one male and one female staff member are on duty at all times where both males and females are housed.</td>
<td>Meets Standard</td>
<td>Policy includes the requirements listed in this component. The chief of security confirmed practice is consistent with policy and adherence to the requirements of this component.</td>
</tr>
<tr>
<td>2. Comprehensive annual staffing analysis determines staffing needs and plans and is reviewed and updated annually.</td>
<td>Meets Standard</td>
<td>Documentation is maintained by the OIC to confirm that a comprehensive staffing analysis is conducted annually with budgeting and financial administrators and is reviewed and approved by the OIC.</td>
</tr>
<tr>
<td>3. Essential posts and positions are filled with qualified personnel.</td>
<td>Meets Standard</td>
<td>The chief of security confirmed that essential posts and positions are filled with qualified personnel.</td>
</tr>
<tr>
<td>4. (SPCs/CDFS/DIGSAs) Detainees do not have access to the Control Center.</td>
<td>Meets Standard</td>
<td>At this IGS facility, detainees are not authorized to access to central control, per policy.</td>
</tr>
<tr>
<td>5. Facility security and safety will be monitored and coordinated by a secure, well-equipped, and continuously staffed control center.</td>
<td>Meets Standard</td>
<td>Central control is continuously staffed seven days a week.</td>
</tr>
<tr>
<td>6. (SPCs/CDFS/DIGSAs) The facility administrator shall establish procedures to implement the following Control Center requirements:</td>
<td>Meets Standard</td>
<td>At this IGS facility, central control provides round-the-clock communications and maintains a list of the current home/cell phone numbers for those listed in this component. Per the policy, officers are required to make documented watch calls to the central control center every half-hour between the hours of 6:00 p.m. and 6:00 a.m. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>Round-the-clock communications;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of a list of the current home and cellphone number of every staff member assigned to the facility, including administrative/support services staff, Situation Response Teams (SRTs), Hostage Negotiation Teams (HNTs), and applicable law enforcement agencies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watch calls (officer safety checks) to the Control Center by all staff ordinarily shall occur every half-hour between 6:00 P.M. and 6:00 A.M. Individual facility policy may designate another post to conduct watch calls. Any exception for staff to not make watch calls as described requires approval of the facility administrator.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# STANDARD 2.4. FACILITY SECURITY AND CONTROL

This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

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<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7. The front-entrance officer checks the identification of everyone entering or exiting the facility.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, the front entrance officer checks the identification of everyone entering or exiting the facility. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>8. All visits are officially recorded in a visitor logbook.</td>
<td>Meets Standard</td>
<td>Per policy, all visitors are recorded in a visitor logbook maintained by the front entrance officer and the rear gate sally port officer. A review of photographs of the logbooks at each entry location confirmed the practice is consistent with policy.</td>
</tr>
<tr>
<td>9. The facility has a secure visitor pass system.</td>
<td>Meets Standard</td>
<td>Procedures for the secure visitor pass system are included in the policy. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>10. Information about routine procedures, emergency situations, and unusual incidents will be continually recorded in permanent post logs and shift reports.</td>
<td>Meets Standard</td>
<td>Per policy, information about procedures, emergencies, and unusual incidents must be continually recorded in permanent post logbooks and shift reports. A review of photographed shift reports and post logs over the inspection period confirmed that routine procedures, emergencies, and unusual incidents are recorded.</td>
</tr>
<tr>
<td>11. <em>(SPCs/CDFs/DIGSAs)</em> Housing unit Post Orders in SPCs and CDFs shall follow the event schedule format, for example, &quot;0515 Lights on&quot; and shall direct the assigned officer to maintain a unit log of pertinent information regarding detainee activity. The shift supervisor shall visit each housing area and initial the log on each shift at least once per tour.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, the housing unit officers are required to maintain a unit log and follow the event schedule format documenting pertinent information regarding detainee activities, per policy. The shift supervisor visits each housing area and initials the log on each shift. Documentation is maintained to confirm adherence to the requirements of this component.</td>
</tr>
</tbody>
</table>
### STANDARD 2.4. FACILITY SECURITY AND CONTROL  (Key: G)

This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Security officer posts shall be located in or immediately adjacent</td>
<td>Meets Standard</td>
<td>Per the chief of security, security officer posts are located immediately adjacent to the detainee's living areas. This allows officers and supervisors to see, hear, and respond promptly to emergencies.</td>
</tr>
<tr>
<td>to detainee living areas to permit officers to see or hear and respond</td>
<td></td>
<td></td>
</tr>
<tr>
<td>promptly to emergency situations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Detainee movement from one area to another area is controlled by staff.</td>
<td>Meets Standard</td>
<td>Per the chief of security, detainee movement from one area to another is controlled by staff and monitored by security surveillance cameras throughout the facility.</td>
</tr>
<tr>
<td>14. <strong>PRIORITY</strong>: No detainee may ever be given authority over, or be</td>
<td>Meets Standard</td>
<td>The statement that no detainee shall be given authority over other detainees is included in policy. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>permitted to exert control over, any other detainee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. The facility administrator, designated assistant facility administrator,</td>
<td>Meets Standard</td>
<td>Documentation is maintained to verify that supervisory employees and others visit all housing units at least weekly, per policy. Photographs of housing unit logs verified adherence with the requirements of this component.</td>
</tr>
<tr>
<td>security supervisors, and others designated by the facility administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>shall be required to visit all housing units at least weekly to observe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>living conditions and interact informally with detainees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. The facility has a comprehensive security inspection policy.</td>
<td>Meets Standard</td>
<td>The facility has developed and implemented comprehensive security policy.</td>
</tr>
<tr>
<td>17. Documentation of security inspections is kept on file.</td>
<td>Meets Standard</td>
<td>Per policy, officers assigned to security posts are required to conduct security inspections. The results of these inspections are recorded in the post logbooks and on formalized inspection forms which are forwarded to the shift supervisor. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
</tbody>
</table>
STANDARD 2.4. FACILITY SECURITY AND CONTROL (Key: G)
This detention standard protects the community, staff, contractors, volunteers, and detainees from harm by ensuring that facility security is maintained and events which pose risk of harm are prevented.

<table>
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<tr>
<th>Components</th>
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<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Daily procedures include:</td>
<td></td>
<td>Per policy and procedure, documentation is maintained by the chief of security to verify that perimeter alarms system tests and physical checks of the perimeter fence are conducted each shift. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>• Perimeter alarm system tests.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Physical checks of the perimeter fence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Documenting the results.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets Standard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STANDARD 2.4. FACILITY SECURITY AND CONTROL – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* *(5000 Character Max)*
Per policy and procedure, all ICE/ERO employees are required to wear ICE/ERO issued identification cards. To account for employees entering/leaving the facility, every employee is issued an identification card that must be presented to the entrance officer upon entering and when departing the facility. While in the facility, employees must always have the identification card in their possession. To track contract employees, the OIC has established policies and procedures that require all contract employees to have a contract employee identification card that must be presented upon entering and upon departing the facility.

The central control center officer, in conjunction with the sally port entrance officer, coordinate all vehicle traffic entering the vehicle sally port. The rear gate entrance officer checks the driver's credentials, registration of the vehicle, and ensures that all weapons carried by law enforcement officers have been properly secured in a gun locker before entering the secure perimeter. Vehicles are searched and escorted while inside the secure perimeter. Drivers making deliveries are subject to personal search and verbal inquiry about items considered contraband as they enter the facility.

To provide detainees with meaningful access to its programs and activities, the facility ensures that detainees with disabilities and detainees who are limited in their English proficiency (LEP) are provided with effective communication by as many means possible.

Frequent unannounced security inspections are conducted on the day and night shifts to control the introduction of contraband; identify and deter sexual abuse of detainees; ensure facility safety, security, and good order; prevent escapes; maintain sanitary standards; eliminate fire and safety hazards. Staff is prohibited from alerting others that these security inspections are occurring unless such an announcement is related to the legitimate operational functions of the facility. Officers check the inventory of tools entering and leaving the Restricted Housing Unit (RHU).

Employee interviews via telephone and review of documentation and photographs provided by the facility confirmed that the facility protects the community, employees, contractors, volunteers, and detainees from harm by having the policy, operating procedures and the trained workforce necessary to prevent events which create a risk of harm and to ensure security is always maintained.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** [Redacted]  
**Completion Date:** 10/1/2020

**Reviewer Signature (for printed form submission):**
**STANDARD 2.5. FUNDS AND PERSONAL PROPERTY**  
(Key: H)

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility.

Standard N/A

Click the button above (IGSA ONLY) 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. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All detention facilities are required to have written policies and procedures to:</td>
<td>Meets Standard</td>
<td>Policy and procedure address the elements of this component. Personal property and valuables are inventoried and stored in a secure location accessible to designated personnel only.</td>
</tr>
<tr>
<td>• Account for and safeguard detainee property from time of admission until date of release;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inventory and receipt detainee funds and valuables;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inventory and receipt detainee baggage and personal property (other than funds and valuables);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inventory and audit detainee funds, valuables and personal property;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Return funds, valuables and personal property to detainees being transferred or release; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide a way for a detainee to report missing or damaged property.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. All facilities, at a minimum shall provide:</td>
<td>Meets Standard</td>
<td>Personal property and valuables are inventoried and stored in a secure location accessible to designated personnel only.</td>
</tr>
<tr>
<td>• A secured locker for holding large valuables, that can be accessed only by designated supervisor(s); and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A baggage and property storage area that is secured when not attended by assigned admissions processing staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The detainee handbook or equivalent shall notify the detainees of facility policies and procedures concerning personal property.</td>
<td>Meets Standard</td>
<td>The local handbook addresses the policy and procedures for how detainee property is/will be handled and processed.</td>
</tr>
<tr>
<td>4. At admission, staff search and inventory detainee property only in the presence of the detainee, unless instructed otherwise by the facility administrator.</td>
<td>Meets Standard</td>
<td>Detainee property and valuables are searched and inventoried in front of the detainee during intake. Two officers and the detainee sign the inventory document; the detainee receives a copy of the signed document.</td>
</tr>
<tr>
<td>5. The facility administrator shall establish whether and, how much cash each detainee may have in personal possession while in detention.</td>
<td>Meets Standard</td>
<td>Detainees are not allowed to have cash in the possession.</td>
</tr>
<tr>
<td>6. Identity documents, such as passports, birth certificates, are held in each detainee’s A-file but, upon request, staff shall provide the detainee a copy of a document, certified by an ICE/ERO official to be a true and correct copy.</td>
<td>Meets Standard</td>
<td>Detainees are provided certified copies of identity documents by ICE/ERO personnel, upon request.</td>
</tr>
</tbody>
</table>
## STANDARD 2.5. FUNDS AND PERSONAL PROPERTY (Key: H)

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility. 

<table>
<thead>
<tr>
<th>Component</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Every housing area shall have lockers or other securable space for storing detainees’ authorized personal property. The amount of storage space shall correspond to the number of detainees assigned to that housing area.</td>
<td>Meets Standard</td>
<td>This component was rated Does Not Meet Standard during the last inspection because although detainee housing units have securable storage containers assigned to each bed for detainees to store personal property; locks were neither provided nor available for purchase. Currently, locks are provided to detainees and are available for purchase in the commissary. Photographs were provided which showed the locked storage boxes as well as a detainee opening their personal storage box.</td>
</tr>
<tr>
<td>8. (SPCs/CDFs/DIGSAs) Property discrepancies are immediately reported to the Chief of Security or equivalent.</td>
<td>Meets Standard</td>
<td>In this IGSA facility, property discrepancies are immediately reported to the chief of security.</td>
</tr>
<tr>
<td>9. PRIORITY: Procedure ensures that:</td>
<td>Meets Standard</td>
<td>Procedures address the elements of this component, which are incorporated into standard operating procedures. Photographs were provided of the secure storage areas. Interviews with the chief of security, intake lieutenant, and a property officer confirmed the practices are standard operating procedure.</td>
</tr>
<tr>
<td>• Detainee funds and small and large valuables are placed in a secure location;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Medical staff determine the disposition of all medicine accompanying an arriving detainee;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Detainees are able to keep a reasonable amount of personal property in their possession, provided it poses no threat to detainee safety or facility security; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facilities return funds and valuables to detainees being transferred or released.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. For recordkeeping and accounting purposes, use of the G-589 Property Receipt form is mandatory to inventory any funds removed from a detainee’s possession, and a separate form G-589 is required for each kind of currency and negotiable instrument.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
### STANDARD 2.5. FUNDS AND PERSONAL PROPERTY

This detention standard ensures that detainees’ personal property, including funds, valuables, baggage and other personal property, is safeguarded and controlled, and that contraband does not enter a detention facility.

**Standard N/A**

Click the button above (IGSA ONLY) 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. (All Line Items and standard will be rated “N/A”)

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11. (SPCs/CDFs/DIGSAs)</strong> The supervisory security officer or equivalent shall remove the contents of the drop safe during his or her shift and initial the G-589 accountability log. The supervisor shall:</td>
<td></td>
<td>In this IGSA facility, policies and procedures address the elements of this component. Interviews with the chief of security, intake lieutenant, and a property officer confirmed the practices are standard operating procedure.</td>
</tr>
<tr>
<td>• Verify the correctness of all G-589s or equivalents;</td>
<td><strong>Meets Standard</strong></td>
<td></td>
</tr>
<tr>
<td>• Record the amount of cash and describe each item in the supervisors’ property log; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Verify the proper disposition of funds and valuables by checking the sealed envelopes in the cash box, the property envelopes in the safe, and the safekeeping of all large valuables in the designated secured locked area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12. (SPCs/CDFs/DIGSAs)</strong> The Facility Administrator has established quarterly audits of baggage and non-valuable property.</td>
<td><strong>Meets Standard</strong></td>
<td>In this IGSA facility, weekly audits of baggage and non-valuable property are conducted and documented by a property officer. Documentation of the audits was provided and reviewed during the inspection. The property officer explained the process during a telephone interview.</td>
</tr>
<tr>
<td><strong>13. All facilities shall report and turn over to ICE/ERO all detainee abandoned property.</strong></td>
<td><strong>Meets Standard</strong></td>
<td></td>
</tr>
<tr>
<td><strong>14. PRIORITY: Facilities have and follow procedures for reporting and investigating incidents of detainee property loss or damage, and for reimbursing detainees for all validated property losses caused by facility negligence. The senior contract officer immediately notifies the designated ICE/ERO officer of all claims and outcomes.</strong></td>
<td><strong>Meets Standard</strong></td>
<td>Policy and procedures address the process for reporting and investigating incidents of lost or damaged detainee property, and for the reimbursement of validated property losses due to facility negligence. ICE/ERO is immediately notified of all claims.</td>
</tr>
</tbody>
</table>

### STANDARD 2.5. FUNDS AND PERSONAL PROPERTY – Reviewer Summary

*(Use following format for dates: mm/dd/yyyy)*

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FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

G-324A PBNDs 2011 Detention Inspection Worksheet - Rev: 05/09/2017 – Form Key 25

2022-ICLI-00045  12083
**STANDARD 2.5. FUNDS AND PERSONAL PROPERTY – Reviewer Summary**

**(Use following format for dates: mm/dd/yyyy)**

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Personal observations of the inventory process and the secure property room were not made. The facility has policy and procedures in place to ensure that detainee funds, valuables, and property are properly safeguarded, and that contraband does not enter the facility. Each detainee is permitted to keep in their possession reasonable quantities of approved personal property. Small valuables are maintained in tamperproof bags, inside secure cabinets in the controlled access property room. Detainee funds are properly inventoried and documented on a G-589 equivalent form.

To prevent overcrowding and related storage problems, the facility allows detainees to send extra property to the third party of their choosing. If the property is shipped during the detainee’s stay, staff inventories and maintains a record of the detainee’s property being shipped from the facility, with a copy of the record being placed in the detainee’s detention file.

When a detainee is being released from the facility and becomes aware that they are missing property or their property is damaged, they can file a facility’s lost/damaged property claim form. The claim is investigated by a supervisor. The facility does not arbitrarily impose a ceiling on the amount to be reimbursed for a validated claim. The OIC notifies ICE/ERO of all claims and outcomes.

The evaluation of this standard was based upon a review of policies, documentation, and submitted photos and interviews with the property officer, intake lieutenant, and the chief of security.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): (D)(E) (F)(G)</td>
</tr>
</tbody>
</table>

**Reviewer Signature (for printed form submission):**
### STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES

(Key: I)

This detention standard ensures the safety, security, and comfort of detainees temporarily held in hold rooms while awaiting further processing. An individual may not be confined in a facility’s hold room for more than 12 hours.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (SPCs/CDFs/DIGSAs constructed after 1999) Each Hold Room shall contain sufficient seating for the maximum room-capacity but shall contain no moveable furniture.</td>
<td>Meets Standard</td>
<td>In this IGSA facility, photographs provided by the facility of the three hold rooms confirmed that each hold room contains enough seating for the maximum room capacity. None of the hold rooms contained moveable furniture.</td>
</tr>
<tr>
<td>2. (SPCs/CDFs/DIGSAs constructed after 1999) Each Hold Room shall be equipped with stainless steel, combination lavatory/toilet fixtures with modesty panels, in compliance with the Americans with Disabilities Act of 1990.</td>
<td>N/A</td>
<td>This IGSA facility was constructed in 1990; hence, hold rooms are not equipped with stainless steel sinks and toilets with modesty panels. Toilet facilities are available in nearby cells in the intake area and provide detainees access regularly.</td>
</tr>
<tr>
<td>3. Each hold room shall be well-ventilated and well-lit. Detainees shall have access to potable water in hold rooms.</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility of the hold rooms confirmed all hold rooms are well-ventilated and well-lit. There is potable water in each hold room.</td>
</tr>
<tr>
<td>4. <strong>PRIORITY</strong>: Detainees are not held in hold rooms for more than 12 hours.</td>
<td>Meets Standard</td>
<td>The time a detainee is placed in a hold room and the time removed is documented in the confinement watch log. A review of photographed confinement watch log entries confirmed that detainees are not held in hold rooms for more than twelve hours. The intake supervisor confirmed no ICE detainees were held in a hold room for more than twelve hours during this inspection period.</td>
</tr>
<tr>
<td>5. Male and females detainees are segregated from each other at all times.</td>
<td>N/A</td>
<td>Female ICE detainees are not housed in this facility.</td>
</tr>
<tr>
<td>6. Unaccompanied minors (under 18) and parent(s) or legal guardians accompanied by minor children shall not be placed in Hold Rooms, unless they have shown or threatened violent behavior, have a history of criminal activity, or have given staff reasonable grounds to expect an escape attempt.</td>
<td>N/A</td>
<td>Unaccompanied minors are never placed in hold rooms as minors are not housed at this facility.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7. Persons exempt from placement in a Hold Room due to obvious illness,</td>
<td>Meets</td>
<td>Per the intake supervisor,</td>
</tr>
<tr>
<td>special medical, physical and or psychological needs, or other</td>
<td>Standard</td>
<td>medical personnel are consulted when a detainee with obvious illness, special medical, physical and or psychological needs, or other</td>
</tr>
<tr>
<td>documented reasons shall be seated in an appropriate area designated</td>
<td></td>
<td>documented reasons is received at the facility. The chief of security confirmed that detainees with apparent</td>
</tr>
<tr>
<td>by the facility administrator outside the Hold Room, or in separate</td>
<td></td>
<td>disabilities are housed in accordance with the instructions provided by medical personnel.</td>
</tr>
<tr>
<td>rooms, under direct supervision and control, barring an emergency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. To the extent practicable in a hold room situation, detainees with</td>
<td>Meets</td>
<td>Per policy, medical personnel are to be consulted any time a detainee with special needs is received at the facility. The detainees are housed following</td>
</tr>
<tr>
<td>known or readily apparent disabilities, including temporary</td>
<td>Standard</td>
<td>the instructions provided. The intake supervisor confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>disabilities, shall be housed in manner that accommodates their mental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and/or physical condition(s) and provides for their safety, comfort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and security.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Detainees are provided with basic personal hygiene items such as</td>
<td>Meets</td>
<td>The intake supervisor confirmed that detainees are provided with the basic personal hygiene items</td>
</tr>
<tr>
<td>water, soap, toilet paper, cups for water, feminine hygiene items,</td>
<td>Standard</td>
<td>required by this component.</td>
</tr>
<tr>
<td>diapers and wipes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. If the hold room is not equipped with toilet facilities, an officer</td>
<td>N/A</td>
<td>Photographs of the hold rooms provided by the facility confirmed that each is equipped with toilet facilities.</td>
</tr>
<tr>
<td>is posted within visual or audible range to allow detainees access to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>such on a regular basis.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES

This detention standard ensures the safety, security, and comfort of detainees temporarily held in hold rooms while awaiting further processing. An individual may not be confined in a facility’s hold room for more than 12 hours.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. All detainees are given a pat down search for weapons or contraband</td>
<td>Meets Standard</td>
<td>Per policy and procedure, detainees are pat searched for weapons or other contraband before being placed in a hold room. However, due to current COVID-19 safety protocols, detainees are not being pat searched. To check for weapons or other contraband, detainees must pass through a metal detector and sit on the chair before being placed in a hold room. The chief of security confirmed that once the COVID-19 restrictions are lifted, detainees will be pat searched per policy and the requirements of this component.</td>
</tr>
<tr>
<td>12. Before placing a detainee in a room, an officer shall observe each</td>
<td>Meets Standard</td>
<td>The intake supervisor stated that intake officers closely screen and observe each detainee for obvious mental or physical problems before placing them in a hold room.</td>
</tr>
<tr>
<td>individual to screen for obvious mental or physical problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Each detention facility maintains a detention log for each detainee</td>
<td>Meets Standard</td>
<td>Per the intake supervisor, intake officers maintain a confinement watch log for each detainee placed in a hold cell. Photographs, provided by the facility confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>placed in a hold cell.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Officers provide a meal to any detainee detained in a hold room for</td>
<td>Meets Standard</td>
<td>Per policy, officers provide a meal to any detainee held in a hold room for more than six hours. The intake supervisor confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>more than six hours. Pregnant women have access to snacks, milk or juice.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES

This detention standard ensures the safety, security, and comfort of detainees temporarily held in hold rooms while awaiting further processing. An individual may not be confined in a facility’s hold room for more than 12 hours.

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</tr>
</thead>
<tbody>
<tr>
<td>15. Staff shall ensure that sanitation, temperatures and humidity in Hold Rooms are maintained at acceptable and comfortable levels. Pregnant women and others with evident medical needs will have temporary access to temperature appropriate clothing and blankets.</td>
<td>Meets Standard</td>
<td>Officers assigned to the intake area ensure the temperature and humidity in the hold rooms are maintained at comfortable levels. If needed, temporary access to temperature appropriate clothing and blankets is provided. The intake supervisor confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>16. PRIORITY: Officers closely supervise hold rooms through direct supervision, to ensure:</td>
<td>Meets Standard</td>
<td>Per policy and procedure, officers closely supervise hold rooms through direct supervision. This direct supervision ensures that each of the elements listed in this component is consistently addressed. Photographs of intake log entries confirmed that ICE detainees in a hold room are visually monitored at irregular intervals at least every fifteen minutes.</td>
</tr>
<tr>
<td>• Continuous auditory monitoring,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Visual monitoring at irregular intervals at least every 15 minutes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Constant surveillance of any detainee exhibiting signs of hostility, depression, or similar behaviors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. The maximum occupancy for the hold room will be posted.</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility confirmed that the maximum occupancy is posted for each hold room.</td>
</tr>
<tr>
<td>18. When the last detainee has been removed, officers shall ensure the Hold Room is thoroughly cleaned and inspected.</td>
<td>Meets Standard</td>
<td>Per the intake supervisor, hold rooms are thoroughly cleaned and inspected when the last detainee has been removed. A log is maintained to verify adherence to this component’s requirement.</td>
</tr>
<tr>
<td>19. (SPCs/CDFs/DIGSA) Evacuation procedures shall include posting the evacuation map and advance designation of the officer responsible for removing detainees from the Hold Room(s) in case of fire and/or building evacuation.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, an evacuation map is posted in the hold room area. The intake officer in charge is assigned the responsibility for removing detainees from all hold rooms in case of fire and/or building evacuation. Photographs provided by the facility confirmed adherence to the requirements of this component.</td>
</tr>
</tbody>
</table>
### STANDARD 2.6. HOLD ROOMS IN DETENTION FACILITIES – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Under the direct supervision of intake staff, detainees temporarily held in hold rooms are provided with a safe, clean, secure, and comfortable environment.

All services, medical evaluations, classification, and meals, when required, are provided promptly. The facility ensures that detainees with disabilities and detainees who are limited in their English proficiency (LEP) are provided with effective communication by as many means as possible. Per the intake supervisor in charge, officers inspect parcels, suitcases, bags, bundles, boxes, and other property before accepting any item of detainee property.

The intake supervisor confirmed that no officer may enter a hold room unless another officer is stationed outside the door, ready to respond as needed. Officers do not carry firearms, pepper spray, a baton, or any other non-lethal force devices into a hold room. Per policy, detainees will be not permitted to use tobacco products in a hold room.

When a detainee is removed from a hold room for medical treatment, an officer detail will accompany and remain with that detainee until medical personnel determines whether the condition requires hospitalization. Per policy, any detainee with a disability, including temporary disabilities, must be held in a manner that provides for his safety, comfort, and security.

Per the intake supervisor, detainees with obvious, apparent, or other identified disabilities, including temporary disabilities, are housed in a manner that accommodates their disability and provides for safety, comfort, and security. Before placing a detainee in a hold room, an officer will observe and evaluate whether the detainee presents any open, obvious, or apparent disabilities, mental health concerns, or other special needs. If any such special needs, including any disabilities, or concerns are apparent, the officer will notify the appropriate staff.

A review of documentation and photographs provided by the facility and employee interviews via telephone verified that the facility has policy and procedures in place for the temporary detention of detainees awaiting removal, transfer, or other processing into or out of the facility.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):**

**Completion Date:** 10/1/2020

**Reviewer Signature (for printed form submission):**
**STANDARD 2.7. KEY AND LOCK CONTROL** *(Key: J)*

This detention standard maintains facility safety and security by requiring that keys and locks be properly controlled and maintained.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
<th>Remarks <em>(1000 Char Max)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All staff shall be trained and held responsible for adhering to proper procedures for the care and handling of keys, including electronic key pads where they are used. Initial training shall be accomplished before staff is issued keys, and key control shall be among the topics covered in subsequent annual training.</td>
<td>Meets Standard</td>
<td>Documentation and photographs provided by the facility confirmed that all employees are trained and held responsible for adhering to proper procedures for the care and handling of keys and keypads. Initial training must be completed before an employee is issued keys. Key control is among the topics covered in subsequent annual training.</td>
</tr>
<tr>
<td>2. Each facility administrator shall establish the position of Security Officer, or at a minimum, assign a staff member the collateral security officer. The Security Officer shall have a written position description that includes duties, responsibilities, and chain of command.</td>
<td>Meets Standard</td>
<td>The OIC has designated a sergeant as the security key control officer. The security officer has a written post order that includes duties and responsibilities and chain of command. The security officer reports directly to the chief of security. The key control officer attended an approved locksmith training program.</td>
</tr>
<tr>
<td>3. <em>(SPCs/CDFs)</em> The Security Officer is responsible for all administrative duties, including recordkeeping, concerning keys, locks, and related security equipment.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, the chief of security is responsible for the overall management of key control, per policy. Per the chief of security, all administrative duties, including recordkeeping for keys, locks, and related security equipment, have been delegated to the security officer.</td>
</tr>
<tr>
<td>4. The Security Officer shall train and direct employees in key control, including electronic key pads where they are used.</td>
<td>Meets Standard</td>
<td>Per the chief of security, key control training is provided by the security officer and training staff.</td>
</tr>
</tbody>
</table>
### STANDARD 2.7. KEY AND LOCK CONTROL (Key: J)

This detention standard maintains facility safety and security by requiring that keys and locks be properly controlled and maintained.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5. The facility maintains inventories of all keys, locks and locking devices.</td>
<td>Meets Standard</td>
<td>This component was rated Does Not Meet Standard during the last inspection because the facility did not have an inventory for locks and locking devices. Currently, photographs provided by the facility of an inventory log for locks and locking devices confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>6. Facility policies and procedures address the issue of compromised keys, locks, and to ensure safe combination integrity.</td>
<td>Meets Standard</td>
<td>Policy includes specific procedures that address compromised keys, locks, and safe combination integrity.</td>
</tr>
<tr>
<td>7. Either ☐[Y]/☐[E] shall be used in detainee-accessible areas. Grand master-keying systems are not authorized. A master-keying system may be used only in housing units where detainees have individual room keys.</td>
<td>Meets Standard</td>
<td>This component was rated Does Not Meet Standard during the last inspection because ☐[Y]/☐[E] were observed on the doors of the detainee law library. Photographs provided by the facility of the entrance door to the detainee law library confirmed that locking mechanisms on the door are in accordance with the requirements of this component. Per policy, grand master keying systems are not authorized.</td>
</tr>
<tr>
<td>8. The security key control officer shall implement a preventive maintenance program. The security key control officer shall maintain all preventive maintenance records.</td>
<td>Meets Standard</td>
<td>A preventive maintenance program has been implemented. The security officer maintains preventive maintenance records. Documentation is maintained to verify adherence to the requirements of this component.</td>
</tr>
<tr>
<td>9. The Security Officer shall implement procedures for identifying every key ring and every key on each key ring, and for preventing keys from being removed from key rings, once issued.</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility of various key rings verified that keyrings are maintained per the requirements of this component.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks (1000 Char Max)</td>
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<tr>
<td>------------</td>
<td>--------</td>
<td>------------------------</td>
</tr>
<tr>
<td>10. Emergency keys shall be on hand for every area to or from which entry or exit might be necessary in an emergency.</td>
<td>Meets Standard</td>
<td>A set of emergency keys, with keys to every area to or from which entry or exit might be necessary for an emergency, is maintained in the central control center. Each time emergency keys are issued must be documented.</td>
</tr>
<tr>
<td>11. The facility has a written policy and implementation procedures to ensure key accountability. Facilities shall use standard system for the issuance and accountability of key rings.</td>
<td>Meets Standard</td>
<td>Written policies and procedures have been developed and implemented for the accountability and issuance of all security keys and/or key rings. The [ ] an electronic key control cabinet, is used in this facility for storage, issuance, and accountability of keyrings. Vehicle keys are maintained and issued from the central control center.</td>
</tr>
<tr>
<td>12. The facility administrator shall establish rules and procedures for authorizing use of restricted keys.</td>
<td>Meets Standard</td>
<td>Per policy, restricted keys may only be issued to specific staff approved by the OIC. The security officer confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>13. Pharmacy keys shall be strictly controlled.</td>
<td>Meets Standard</td>
<td>Per policy, the pharmacy keys are considered restricted keys. These keys are only issued to authorized medical personnel. The security officer confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>14. Keys to ICE and EOIR (Executive Office for Immigration Review) office and courtroom areas shall similarly be restricted and controlled. If a key is authorized for emergency withdrawal, a copy of the Restricted Key form is to be provided to ICE.</td>
<td>Meets Standard</td>
<td>Keys to ICE offices in the facility are maintained in the [ ] Per the security officer, if a key to an ICE office is authorized for emergency use, a copy of the Restricted Key form is provided to ICE.</td>
</tr>
</tbody>
</table>
### STANDARD 2.7. KEY AND LOCK CONTROL  (Key: J)
This detention standard maintains facility safety and security by requiring that keys and locks be properly controlled and maintained.

<table>
<thead>
<tr>
<th>Components</th>
<th>Rating</th>
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</tr>
</thead>
</table>
| 15. Officers shall store all their weapons in individual lockers before entering the facility. The facility administrator shall develop and implement site-specific procedures for controlling gun-locker access. | Meets Standard | Photographs provided by the facility verified that weapons lockers are located [b](1)[y](1) [
\[b](7)[y](E) 
\[b](7)[y](E) They are under direct supervision and are not accessible to detainees or the public. There are site-specific procedures for controlling gun-locker access. |

### STANDARD 2.7. KEY AND LOCK CONTROL – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Documentation is maintained to verify key accountability procedures are complied with on each shift. Documentation is on file to confirm that the security key control officer completed an approved locksmith training program.

Policy prohibits detainees from handling facility keys. The security key control officer confirmed that keyrings must be securely fastened to a belt with a metal clip or other approved device. Fastening keys to a belt loop is prohibited. Employees do not refer to key numbers or other means of key identification within earshot of a detainee and do not throw nor slide keys to one another.

Per the security officer, all entrance/exit door locks of housing units, work areas, chapels, indoor recreation facilities, and other areas with a room capacity of fifty or more people meet the standards specified in the Occupational Safety and Environmental Health Manual and the National Fire Protection Association Life Safety Code. Doors are equipped with prison-type locking devices modified to function when pressure is applied from inside the room.

Key change requests must be submitted, in writing, to the facility chief of security. With prior approval from the OIC, only the key control officer may add or remove a key from a ring. The splitting of keyrings into separate rings is prohibited.

Employee interviews via telephone and review of documentation and photographs provided by the facility confirmed that the facility has policy and procedures in place to maintain and ensure an efficient system for the use, accountability, and maintenance of all keys and locks.

**Overall Rating:** Meets Standard

**Reviewer Name (Printed):** [b](6). [b](7)[c]  
**Completion Date:** 10/1/2020

**Reviewer Signature (for printed form submission):**
### STANDARD 2.8. POPULATION COUNTS (Key: K)

This detention standard protects the community from harm and enhances facility security, safety, and good order by requiring that each facility have an ongoing, effective system of population counts and accountability for detainees.

<table>
<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Staff conduct a formal count at least once each 8 hours (no less than three counts per day). At least one of these counts shall be a face to photo count.</td>
<td>Meets Standard</td>
<td>Per policy, the staff conducts a minimum of one formal count every eight hours. Every 24 hours a minimum of seven formal counts are conducted. The 10:00 p.m. count is a face-to-photo count. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>2. Each officer shall make irregular but frequent checks to verify the presence of all detainees in his or her charge.</td>
<td>Meets Standard</td>
<td>The requirements of this component are included in post orders and policy. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>3. The facility Control Center shall maintain a master count.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, the central control center and the intake supervisor maintain the master count.</td>
</tr>
<tr>
<td>4. The control officer (or other designated position) maintains an “out-count” record of all detainees temporarily out of the facility.</td>
<td>Meets Standard</td>
<td>The intake supervisor maintains the official out count record of all detainees temporarily out of the facility.</td>
</tr>
<tr>
<td>5. An emergency count shall be conducted when there is reason to believe a detainee is missing, or after a major disturbance has occurred.</td>
<td>Meets Standard</td>
<td>The requirements of this component are included in a policy.</td>
</tr>
</tbody>
</table>

### STANDARD 2.8. POPULATION COUNTS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.) (5000 Character Max)*

Informal counts are conducted when warranted and at random. The chief of security described the specific procedures in clear detail that officers must follow for each count.

Per the chief of security, count procedures are strictly followed by officers. If the accuracy of a count is in doubt, officers conduct a recount. Per policy, when making night counts, officers use flashlights judiciously, but with enough light to make an identification of a living body. Per policy, the officer must not count a detainee based on a part or parts of clothing, hair, shoes or the appearance of a human form.

Counting officers report their count by radio or telephone to the shift supervisor conducting the count and then deliver a signed count slip to the shift supervisor. The shift supervisor verifies the accuracy of the count and the count will be recorded in the intake log and the central control center log. The count numbers are reported to the central control center that will then clear the count. If a recount fails to clear, the shift supervisor conducts a face-to-photo count. Per the chief of security, emergency counts are conducted in the same manner as formal face-to-photo-count and all detainees will be returned to their housing units during such counts. The facility ensures that detainees with disabilities and detainees who are limited in...
<table>
<thead>
<tr>
<th>STANDARD 2.8. POPULATION COUNTS – Reviewer Summary</th>
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</thead>
<tbody>
<tr>
<td><em>(Use following format for dates: mm/dd/yyyy)</em></td>
</tr>
</tbody>
</table>

their English proficiency (LEP) are provided with effective communication by as many means possible.

A review of documentation and photographs provided by the facility and employee interviews via telephone confirmed that the facility has policy and procedures in place to ensure around-the-clock accountability for all detainees.

<table>
<thead>
<tr>
<th>Overall Rating:</th>
<th>Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed):</td>
<td>(X)(O)</td>
</tr>
<tr>
<td>Reviewer Signature (for printed form submission):</td>
<td></td>
</tr>
</tbody>
</table>
## STANDARD 2.9. POST ORDERS (Key: L)

This detention standard protects detainees and staff and enhances facility security and good order by ensuring that each officer assigned to a security post knows the procedures, duties, and responsibilities of that post.

<table>
<thead>
<tr>
<th>Components</th>
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<th>Remarks (1000 Char Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The facility administrator shall ensure that:</td>
<td>Meets Standard</td>
<td>Each of the requirements of this component is addressed in policy. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>- There are written Post Orders for each security post,</td>
<td></td>
<td></td>
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<tr>
<td>- Copies are available to all employees,</td>
<td></td>
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</tr>
<tr>
<td>- Written facility policy and procedures:</td>
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</tr>
<tr>
<td>- Provide official on-duty time for officers to read the applicable Post Orders when assigned to a post, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ensure that officers read those applicable Post Orders prior to assuming their posts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Supervisors shall ensure that officers understand the Post Orders, regarding of whether the assignment is temporary, permanent, or due to an emergency.</td>
<td>Meets Standard</td>
<td>Per the chief of security, shift supervisors are required to comply with the requirements of this component.</td>
</tr>
<tr>
<td>3. Anyone assigned to an armed post qualifies with the post weapons before assuming post duty.</td>
<td>Meets Standard</td>
<td>Transportation officer and perimeter patrol are the only armed posts at this facility. Per policy, all officers assigned to an armed post must be weapons qualified before assuming the post duties. A review of documentation confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>4. Post Orders for armed posts, and for posts that control access to the institution perimeter, clearly state that:</td>
<td>Meets Standard</td>
<td>A review of post orders for armed posts and posts that control access to the facility perimeter included the statements required by this component.</td>
</tr>
<tr>
<td>- Any staff member who is taken hostage is considered to be under duress, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Any order issued by such a person, regardless of his or her position of authority, is to be disregarded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Specific instructions for escape attempts shall be included in the Post Orders for armed posts.</td>
<td>Meets Standard</td>
<td>A review of post orders for armed posts confirmed they contain specific escape instructions.</td>
</tr>
<tr>
<td>6. Post Orders shall be kept current at all times and formally reviewed at least annually and updated as needed.</td>
<td>Meets Standard</td>
<td>Post orders are always kept current, are formally reviewed annually, and are updated as needed. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>7. Post Orders and logbooks are confidential and must be kept secure at all times and never left in an area accessible to detainees.</td>
<td>Meets Standard</td>
<td>Per the chief of security, post orders and logbooks are considered confidential and are kept in a secure area not accessible to detainees.</td>
</tr>
</tbody>
</table>
STANDARD 2.9. POST ORDERS (Key: L)
This detention standard protects detainees and staff and enhances facility security and good order by ensuring that each officer assigned to a security post knows the procedures, duties, and responsibilities of that post.

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<tr>
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</thead>
<tbody>
<tr>
<td>8. The facility administrator authorizes all Post Orders and changes.</td>
<td>Meets Standard</td>
<td>Per policy, the OIC authorizes all post orders and changes. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
</tbody>
</table>

STANDARD 2.9. POST ORDERS – Reviewer Summary
(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Per the chief of security, post orders throughout the facility are reviewed by supervisory staff regularly to ensure they are current and contain the required updates. Post orders reviewed contained detailed information and instruction needed to ensure that each officer assigned to a security post knows the procedures, duties, and responsibilities of that post. Per policy, the OIC will develop post orders for non-permanent assignments (details, temporary housing units, emergency changes, etc.), when necessary. If events preclude planning, the OIC will issue a post order as soon as possible after the need arises. Documentation is maintained to verify that officers familiarize themselves with the duties of the positions and remain aware of changes in operation and duties of that post. The chief of security supervises the preparation of all post orders.

Per policy, post orders are based on ICE detention standards and policies and facility practices and specify the hours of each post. Per policy, the housing unit post orders follow the daily event schedule format.

The chief of security determines whether post orders need updating between regular annual reviews. Immediately before annual reviews, security supervisors solicit written suggestions for changes or additions to post orders from ICE/ERO, contract staff, and other affected staff. Correctional supervisors review and comment on suggested changes before submitting them to the chief of security for possible inclusion in the post orders. The post order changes are forwarded to the OIC for approval. Emergency changes are made by a memorandum and placed in the post orders and the changes are incorporated into the post orders during the next annual review.

The chief of security maintains the post order master file which is available to all officers; post orders maintained on posts are secured from detainee access.

A review of documentation and photographs provided by the facility and employee interviews via telephone confirmed that officers are provided all necessary guidance for carrying out their duties. Post orders have been developed and approved for each fixed post.

Overall Rating: Meets Standard
Reviewer Name (Printed): [Signature]
Completion Date: 10/1/2020
Reviewer Signature (for printed form submission):
**STANDARD 2.10. SEARCHES OF DETAINEES** *(Key: M)*

This detention standard protects detainees and staff and enhances facility security and good order by detecting, controlling, and properly disposing of contraband.

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<thead>
<tr>
<th>Components</th>
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<th>Remarks (1000 Char Max)</th>
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</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> The facility has written policy and procedures governing searches of detainees and housing or work areas. The policies and procedures include the requirement that staff employ the least intrusive method of body search practicable, based on security concerns involved; and conduct searches without unnecessary force and in ways that preserve the dignity of detainees.</td>
<td>Meets Standard</td>
<td>Policy addresses procedures governing searches of detainees, their property, and the common areas of the facility. Policy mandates searches are conducted professionally, which avoids unnecessary force, touching, embarrassment, or indignity to the detainee.</td>
</tr>
<tr>
<td>2. All staff who do housing or work area searches or body searches shall receive initial training regarding search procedure prior to entering on duty, and annual training in effective techniques thereafter.</td>
<td>Meets Standard</td>
<td>All staff who conduct searches are trained in the proper procedures for conducting them during their mandatory pre-service and annual training. The training plan, training curriculum, and training file documentation support the instruction.</td>
</tr>
<tr>
<td>3. The facility shall establish procedures to ensure all housing units and work areas are searched routinely, but irregularly.</td>
<td>Meets Standard</td>
<td>All areas of the facility are searched at least monthly and on an irregular schedule, per the chief of security. Documentation supports the practice and schedule.</td>
</tr>
<tr>
<td>4. Staff shall maintain written documentation of each housing unit search within the individual housing unit.</td>
<td>Meets Standard</td>
<td>All housing unit searches are documented. Documentation supports the practice.</td>
</tr>
<tr>
<td>5. Work areas shall be searched each workday by shop supervisors, and these inspections shall be supplemented with periodic searches by designated search teams.</td>
<td>Meets Standard</td>
<td>Work areas are searched daily by the area’s supervisor. Target work area searches supplement daily searches. The chief of security or shift supervisor selects the areas and assembles a dedicated search team to conduct and document the probes.</td>
</tr>
<tr>
<td>6. Strip searches are conducted only when there is reasonable belief or suspicion that contraband may be concealed on the person, or a good opportunity for concealment has occurred, and when properly authorized by a supervisor.</td>
<td>Meets Standard</td>
<td>Policy requires that strip searches may only be conducted when reasonable suspicion exists that dangerous contraband has been concealed by a detainee, and then only with prior ICE/ERO and OIC approval. No strip searches were conducted on detainees during this inspection period.</td>
</tr>
</tbody>
</table>
### STANDARD 2.10. SEARCHES OF DETAINEES  
(Key: M)

This detention standard protects detainees and staff and enhances facility security and good order by detecting, controlling, and properly disposing of contraband.

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<tr>
<td>7. PRIORITY: Strip searches are performed by an officer of the same gender as the detainee.</td>
<td>Meets Standard</td>
<td>Policy requires that strip searches be performed by an officer of the same gender as the search subject.</td>
</tr>
<tr>
<td>8. Body cavity searches are conducted by designated health personnel only when authorized by the facility administrator (or acting administrator) on the basis of reasonable belief or suspicion that contraband may be concealed in or on the detainee’s person. Body cavity searches are performed in an area that affords privacy from other detainees and from facility staff who are not involved in the search.</td>
<td>Meets Standard</td>
<td>When a body cavity search is conducted it shall be completed by an authorized medical professional in the health care unit or at an off-site medical setting, depending on the situation. Body cavity searches will only be conducted with prior approval by ICE and the Vice President of Operation of CoreCivic (facility operator). There were no body cavity searches conducted during this inspection period.</td>
</tr>
<tr>
<td>9. “Dry cells” are used for contraband detection only when there is reasonable belief of concealment, with proper authorization, and in accordance with required procedures.</td>
<td>Meets Standard</td>
<td>Dry cells are currently an option for use at the facility, per the chief of unit management.</td>
</tr>
<tr>
<td>10. The chief of security shall have post orders for closely observing a detainee in dry cell status.</td>
<td>Meets Standard</td>
<td>A dry cell watch officer post order is on file.</td>
</tr>
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</table>

### STANDARD 2.10. SEARCHES OF DETAINEES – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

Pat searches and metal detector screenings of detainees are conducted routinely to control contraband. All housing units/cells are searched daily, and the common areas of the facility are searched monthly. A search matrix and documentation of the monthly activity is maintained in the chief of security’s office.

To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities, including but not limited to those aids listed in the Standard. All detainees are screened upon intake or as otherwise required by the standard. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse.

A review of policy and search documentation and an interview with the chief of security revealed detainees will be protected through an established search program that detects, controls, and properly disposes of contraband discovered in searches of persons and property.

**Overall Rating:** Meets Standard

**Reviewer Name [Printed]:**

**Completion Date:** 10/1/2020
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Reviewer Signature (for printed form submission):
## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (Key: N)

This detention standard requires that facilities that house ICE/ERO detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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| 1. **PRIORITY:** Each facility has written policy and procedures for a Sexual Abuse and Assault Prevention and Intervention Program that includes, at a minimum:  
- A zero-tolerance policy for all forms of sexual abuse or assault;  
- Measures taken to prevent sexual abuse or assault, including the designation of specific staff members responsible for staff training and detainee education regarding issues pertaining to sexual assault;  
- Procedures for immediate reporting of any allegation of sexual abuse or assault through the facility’s chain-of-command procedure, and to ICE/ERO, including written documentation requirements;  
- Procedures for detainees to report allegations;  
- Measures taken for prompt and effective intervention to address the safety and medical/mental health treatment needs of detainee victims, and to preserve and collect evidence;  
- Procedures for referral of incidents to appropriate investigative agencies (including law enforcement agencies and OPR), and coordination with such entities;  
- Disciplinary sanctions for staff, up to and including termination when staff has violated agency sexual abuse policies; and  
- Data collection and reporting. | Meets Standard | There are written policy and procedures for a sexual abuse and assault prevention and intervention (SAAPI) program that encompass all the bulleted points listed in this component. |
| 2. The facility administrator maintains or attempts to enter into memoranda of understanding (MOU) or other agreements with community service providers or, if local providers are not available, with national organizations that provide legal advocacy and confidential emotional support services for immigrant victims of crime. | Meets Standard | Per the HSA, the facility has an agreement with the University of New Mexico Hospital and a documented MOU with the Rape Crisis Center of Central New Mexico. |
| 3. **PRIORITY:** The facility administrator has designated a Sexual Abuse and Assault Prevention and Intervention Program Coordinator for the facility. | Meets Standard | The OIC has formally designated the Chief of Unit Management as the Prevention of Sexual Assault (PSA) Compliance Manager. |
### STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (Key: N)

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<tr>
<td>4. <strong>Priority:</strong> Training on the facility’s Sexual Abuse and Assault Prevention and Intervention Program is included in initial and annual refresher training for employees, volunteers, and contract personnel, and address all training topics required by the Detention Standard. The facility maintains written documentation verifying employee, volunteer, and contractor training.</td>
<td>Meets Standard</td>
<td>Training is provided and documented as required. The SAAPI PowerPoint presentation was reviewed.</td>
</tr>
<tr>
<td>5. <strong>Priority:</strong> Detainees are informed about the facility’s Sexual Abuse and Assault Prevention and Intervention Program and zero-tolerance policy for sexual abuse and assault through the orientation program and the detainee handbook. Detainee notification, orientation, and instruction must be in a language or manner that the detainee understands.</td>
<td>Meets Standard</td>
<td>Per documentation and photos, detainees are informed about the SAAPI program during intake, via orientation, the National Detainee handbook, the local detainee handbook, the brochure, and postings in the housing units, all in English and Spanish.</td>
</tr>
<tr>
<td>6. The Sexual Assault Awareness Notice, along with the names of the program coordinator and local organizations that can assist detainees who have been victims of sexual assault, is posted on all housing unit bulletin boards. The “Sexual Assault Awareness Information” brochure is distributed to detainees.</td>
<td>Meets Standard</td>
<td>By photo documentation, the Sexual Assault Awareness Notice, with the name of the program coordinator and local organizations, is posted on all housing unit bulletin boards. As reviewed, the brochure, in full, has been incorporated into the National Detainee and local handbooks.</td>
</tr>
<tr>
<td>7. Detainees are provided the option to report any incident of sexual abuse or assault to any staff member, including a designated staff member other than an immediate point-of-contact line officer (e.g. the program coordinator or a mental health specialist).</td>
<td>Meets Standard</td>
<td>Per policy, detainees may report any incident of sexual abuse or assault to any staff member.</td>
</tr>
<tr>
<td>8. <strong>Priority:</strong> Detainees are screened upon arrival at the facility for potential vulnerabilities to sexually aggressive behavior or tendencies to act out with sexually aggressive behavior. Detainees identified as being at risk for sexual victimization are monitored and counseled, and placed in the least restrictive housing that is available and appropriate.</td>
<td>Meets Standard</td>
<td>Per review of medical and detention records, detainees are screened at intake for potential vulnerabilities and tendencies to act out with sexually aggressive behavior. At-risk detainees are monitored and counseled and placed in appropriate housing.</td>
</tr>
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## STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION

(Key: N)

This detention standard requires that facilities that house ICE/ERO detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td>9. A detainee who is subjected to sexual abuse or assault is not returned to general population until proper re-classification, taking into consideration any increased vulnerability of the detainee as a result of the sexual abuse or assault, is completed.</td>
<td>Meets Standard</td>
<td>A detainee who has been subjected to sexual abuse or assault is returned to the general population only after re-classification. Per the PSA compliance manager, one detainee required re-classification before his new housing assignment.</td>
</tr>
<tr>
<td>10. <strong>PRIORITY:</strong> Any detainee who alleges that he/she has been sexually assaulted is offered immediate protection from the assailant and referred for a medical examination and/or clinical assessment for potential negative symptoms.</td>
<td>Meets Standard</td>
<td>Per policy, any detainee who alleges sexual assault is separated from the assailant and referred for medical examination, as clinically indicated.</td>
</tr>
<tr>
<td>11. <strong>PRIORITY:</strong> Staff members who become aware of an alleged assault immediately follow the reporting requirements set forth in the written policies and procedures. When a detainee(s) is alleged to be the perpetrator, the facility administrator ensures that the incident is promptly referred to the appropriate law enforcement agency having jurisdiction for investigation, and reported to the Field Office Director. When an employee, contractor, or volunteer is alleged to be the perpetrator, the facility administrator ensures that the incident is promptly referred to the appropriate law enforcement agency having jurisdiction for investigation, and reported to the Field Office Director. The local government entity or contractor that owns or operates the facility is also notified.</td>
<td>Meets Standard</td>
<td>Written policies and procedures describe reporting requirements as listed in this component. Referrals to law enforcement (Estancia Police Department), the FOD, and others are made.</td>
</tr>
<tr>
<td>12. The facility uses a coordinated, multidisciplinary team approach to responding to sexual abuse, which includes a medical practitioner, a mental health practitioner, a security staff member, and an investigator from the assigned investigative entity, as well as representatives from outside entities that provide relevant services and expertise.</td>
<td>Meets Standard</td>
<td>Per policy and the PSA compliance manager, the facility uses a coordinated, multidisciplinary team including medical and mental health staff, a security staff member, an investigator, and outside entities as needed.</td>
</tr>
<tr>
<td>13. Care is taken to place a victimized detainee in a supportive environment that represents the least restrictive housing option possible (e.g. protective custody), but victims are not held for longer than five days in any type of administrative segregation except in highly unusual circumstances or at the request of the detainee.</td>
<td>Meets Standard</td>
<td>Per policy, victimized detainees are placed in a supportive environment and not held longer than five days in any type of administrative segregation except in unusual circumstances.</td>
</tr>
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**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION** (Key: N)

This detention standard requires that facilities that house ICE/ERO detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td>14. <strong>PRIORITY:</strong> Staff suspected of perpetrating sexual abuse or assault are removed from all duties requiring detainee contact pending the outcome of an investigation.</td>
<td>Meets Standard</td>
<td>Per policy, staff, volunteers, and contractors suspected of perpetrating sexual abuse or assault are removed from all duties requiring detainee contact. One staff member was removed from all duties during the inspection period.</td>
</tr>
<tr>
<td>15. The facility ensures that all investigations into alleged sexual assault are prompt, thorough, objective, fair, and conducted by qualified investigators. Written procedures establish the coordination and sequencing of administrative and criminal investigations to ensure that the latter is not compromised by the former, including the process for conducting internal administrative investigations only after consultation with the assigned criminal investigative entity or after a criminal investigation has concluded.</td>
<td>Meets Standard</td>
<td>Written policy and procedure address the requirements listed in this component.</td>
</tr>
<tr>
<td>16. Information concerning the identity of a detainee victim reporting sexual assault, and the facts of the report itself, are limited to those who have a need-to-know in order to make decisions concerning the detainee-victim’s welfare, and for law enforcement/investigative purposes.</td>
<td>Meets Standard</td>
<td>Per policy, information concerning the detainee victim and facts of the report are limited to those with a need to know.</td>
</tr>
<tr>
<td>17. When possible and feasible, appropriate staff preserve the crime scene, and safeguard information and evidence in coordination with the referral agency and consistent with established evidence-gathering and evidence-processing procedures.</td>
<td>Meets Standard</td>
<td>Policy and procedure require the preservation of the crime scene and evidence. Evidence gathering and processing procedures are followed.</td>
</tr>
<tr>
<td>18. At no cost to the detainee, the facility administrator arranges for the victim to undergo a forensic medical examination by external independent and qualified health care personnel. The results of the physical examination and all collected physical evidence are provided to the investigative entity.</td>
<td>Meets Standard</td>
<td>As clinically indicated, the victim may undergo a forensic medical examination at The University of New Mexico Hospital. The results are given to the investigative agency. No detainees required outside forensic medical exams during the inspection period.</td>
</tr>
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STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (Key: N)

This detention standard requires that facilities that house ICE/ERO detainees act affirmatively to prevent sexual abuse and assaults on detainees, provide prompt and effective intervention and treatment for victims of sexual abuse and assault, and control, discipline, and prosecute the perpetrators of sexual abuse and assault.

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<tr>
<td>19. The program coordinator reviews the results of every investigation of sexual abuse or assault to assess and improve prevention and response efforts.</td>
<td>Meets Standard</td>
<td>Per policy and as documented, the PSA compliance manager is required to review the results of sexual abuse or assault investigations within 30 days of the conclusion of the investigation to improve prevention and response efforts. There were three allegations of sexual abuse/assault since the last inspection.</td>
</tr>
<tr>
<td>20. Victims are provided emergency medical and mental health services and ongoing care as appropriate, including testing for sexually transmitted diseases and infections, prophylactic treatment, emergency contraception, follow-up examinations for sexually transmitted diseases, and referrals for counseling (including crisis intervention counseling).</td>
<td>Meets Standard</td>
<td>Policy and procedure include the requirements listed in this component.</td>
</tr>
<tr>
<td>21. All case records associated with claims of sexual abuse are maintained in a secure location, consistent with the confidentiality requirements of the Detention Standards on “Medical Care” and “Detention Files.”</td>
<td>Meets Standard</td>
<td>Per the PSA compliance manager and as shown in photo, all case records are maintained in a secure location in the PSA compliance manager's office.</td>
</tr>
<tr>
<td>22. The program coordinator conducts an annual review of aggregate data regarding sexual abuse or assault incidents at the facility, and presents the findings to the Field Office Director and ICE/ERO HQ for use in determining whether changes are needed to existing policies and practices to further the goal of eliminating sexual abuse.</td>
<td>Meets Standard</td>
<td>The PSA compliance manager is required to conduct an annual review of the data and present the findings to ICE to determine the need for any changes in policy and procedure. The annual report for the calendar year 2019 has been presented to ICE, as documented.</td>
</tr>
</tbody>
</table>

STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* (5000 Character Max)

Approved policies ensure immediate protection to victims, include prevention of retaliation, assure medical and mental health referrals for alleged victims, specify medical employees’ responsibility to report allegations or suspicions of sexual assault to facility staff, and specify evidence gathering and forensic medical exam protocols. The PSA compliance manager is assigned to be responsible for detainee education regarding issues about sexual assault. Detainees are provided instructions on how to contact DHS/OIG or ICE to confidentially report sexual abuse or assault. The facility has a method to receive third-party reports of sexual abuse and makes available to the public information on how to report sexual abuse on behalf of a detainee.

The PSA compliance manager assists with the development of written policies and procedures and training protocols and
**STANDARD 2.11. SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

serves as a liaison with other agencies. Employee, contractor, and volunteer training includes all the topics listed in the standard, including investigator training. Following the intake process, detainees are educated on the SAAPI program with such instruction and on topics as detailed in the standard. The facility documents detainee participation in the orientation program.

Detainees identified as "high risk" for committing sexual assault are assessed by mental health or other qualified health care professional and treated if indicated. Statements from detainees claiming to be victims of sexual assaults are taken seriously and professionally responded to.

If and when health care services and collection of forensic evidence is performed off-site: health care professionals conduct an examination and make referrals as indicated; the evidence is collected using an approved kit; forensic evidence is secured and the chain of custody is maintained; testing is conducted for sexually transmitted diseases and infections and referrals for counseling are made, as appropriate; upon request, prophylactic treatment and follow-up examinations for sexually transmitted diseases are offered; after the physical examination, a mental health professional evaluates the need for crisis intervention, counseling and long-term follow-up. During the community forensic exam, the victim may choose to have an outside advocate present. When the detainee has been transferred, the OIC is notified.

SAAPI case records include general files and administrative investigative files and are maintained chronologically, following medical care and detention standards and applicable policies, and retained following established schedules. Law enforcement sensitive documents or evidence are not stored at the facility. Procedures for administrative investigations are as required per the standard. Disciplinary sanctions/corrective actions for staff, contractors, volunteers, and detainees are as required by the standard.

All detainees are screened upon admission or as otherwise required by the standards. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, will be made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse. The facility cooperates with all DHS audits of compliance with this standard.

There were three allegations of sexual abuse/assault at this facility during the inspection period. Two staff on detainee allegations were made, involving touching. One was unsubstantiated and one was unfounded. One detainee on detainee allegation was made, involving touching and sexual harassment. It was substantiated.

Policy and procedure address prevention, intervention, and treatment for victims of sexual abuse or assault, as well as investigation and prosecution of the perpetrators. This inspection was conducted remotely. Evaluation of the standard was based on a review of policy, procedure, files, an MOU, the annual report, photos and logs; and telephone interviews with the PSA compliance manager, training coordinator, quality assurance manager, and detainees.

<table>
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<td>Reviewer Name (Printed): ______</td>
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Reviewer Signature (for printed form submission):
## STANDARD 2.12. SPECIAL MANAGEMENT UNITS

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<tr>
<td>1. Written policy and procedures are in place for special management units, including Administrative Segregation and Disciplinary Segregation, as well as documenting the reason(s) for placement and periodic reviews.</td>
<td>Meets Standard</td>
<td>Policy establishes procedures for operation of the Restricted Housing Unit (RHU), including administrative and disciplinary segregation. Policy requires officers to document the reasons for placement and addresses the frequency of periodic reviews. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>2. The number of detainees confined to each cell or room does not exceed the capacity for which it was designed.</td>
<td>Meets Standard</td>
<td>All cells in RHU are designed as double-bunked cells. However, per the chief of security, cells are only used as single cells, except for emergencies, capacity is never exceeded. There is a total of 36 beds in the RHU.</td>
</tr>
<tr>
<td>3. Cells and rooms are well ventilated, adequately lit, appropriately heated/cooled and maintained in a sanitary condition at all times. Cells are conducive to maintaining a safe and secure environment for all detainees, with particular emphasis on allowing for full visibility and appropriate observation by staff, and wherever possible on eliminating potential safety hazards such as sharp edges and anchoring devices.</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility confirmed that cells are well ventilated and adequately lighted. The chief of security stated that the RHU is appropriately heated/cooled and is always maintained in a sanitary and safe condition.</td>
</tr>
<tr>
<td>4. Each facility shall issue guidelines concerning the privileges detainees may have in both Administrative and Disciplinary status.</td>
<td>Meets Standard</td>
<td>Policy includes specific privileges detainees may have in administrative and disciplinary status.</td>
</tr>
<tr>
<td>5. <strong>PRIORITY</strong>: Detainees in SMUs are personally observed at least every 30 minutes in an irregular schedule and more often when warranted.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, detainees in the RHU are observed at least every thirty minutes on an irregular schedule and more often when warranted. Photographs of RHU logs with thirty-minute observation entries confirmed adherence to the requirements of this component.</td>
</tr>
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**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<td>6. <strong>PRIORITY:</strong> A detainee is placed in Administrative Segregation only for non-punitive reasons, when necessary to ensure the safety of detainees or others, the protection of property, or the security or good order of the facility. The facility administrator or designee shall complete the Administrative Segregation Order (Form 1-885 or equivalent), detailing the reasons for placing a detainee in Administrative Segregation, before his or her actual placement. A copy of the order shall be immediately provided to the detainee in a language or manner the detainee can understand, unless delivery would jeopardize the safe, secure, or orderly operation of the facility.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, a detainee is placed in administrative segregation only for non-punitive reasons, when necessary to ensure the safety of detainees or others, the protection of property, or the security of the good order of the facility. The OIC or a designee completes an Administrative Segregation Order form, detailing the reasons for placing the detainee in administrative segregation, before his actual placement. A copy of the order is provided to the detainee immediately, in a language or manner the detainee can understand. Photographs of administrative segregation placement orders verified compliance with this component. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>7. <strong>PRIORITY:</strong> A detainee is placed in protective custody status in Administrative Segregation only when there is documentation and supervisory approval that it is warranted and that no reasonable alternatives are available. Use of administrative segregation to protect vulnerable populations shall be restricted to those instances where reasonable efforts have been made to provide appropriate housing and shall be made for the least amount of time practicable, and when no other viable housing options exist, and as a last resort. Detainees who have been placed in administrative segregation for protective custody shall have access to programs, services, visitation, counsel and other services available to the general population to the maximum extent possible.</td>
<td>Meets Standard</td>
<td>Policy specifically states that a detainee is placed in protective custody in administrative segregation only when there is documentation that it is warranted and that no reasonable alternatives are available. Per policy, detainees who have been placed in administrative segregation have access to programs, services, visitation, counsel, and other services available to the general population to the maximum extent possible. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
</tbody>
</table>
### STANDARD 2.12. SPECIAL MANAGEMENT UNITS

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<tr>
<td>8. A detainee will be placed in Disciplinary Segregation only after a finding by a Disciplinary Hearing Panel that the detainee is guilty of a prohibited act or rule violation classified at a “Greatest,” “High,” or “High-Moderate” level, as defined in the Detention Standard on Disciplinary System.</td>
<td>Meets Standard</td>
<td>Written procedures for placing a detainee in disciplinary segregation specifically include the requirements of this component. The disciplinary hearing officer and the chief of security confirmed that practice is consistent with policy.</td>
</tr>
<tr>
<td>9. A written order shall be completed and signed by the chair of the IDP (or disciplinary hearing officer) before a detainee is placed into Disciplinary Segregation. A copy of the order shall be immediately given to the detainee in a language or manner the detainee can understand, unless delivery would jeopardize the safety, security, or the orderly operation of the facility.</td>
<td>Meets Standard</td>
<td>Written procedures for placing a detainee in disciplinary segregation include each of the requirements listed in this component. The disciplinary hearing officer and the chief of security confirmed practice is consistent with policy.</td>
</tr>
<tr>
<td>10. Upon a detainee’s release from the SMU, the releasing officer attaches the entire housing unit record to the Administrative Segregation Order or Disciplinary Segregation Order and forwards it to the Chief of Security or equivalent for inclusion in the detainee’s detention file.</td>
<td>Meets Standard</td>
<td>The requirements of this component are specifically addressed in policy. The chief of security confirmed practice is consistent with policy.</td>
</tr>
<tr>
<td>11. PRIORITY: There are implemented written procedures for the regular review of all detainees in Administrative Segregation. A supervisor conducts a review within 72 hours of the detainee’s placement in Administrative Segregation to determine whether segregation is still warranted. The review includes an interview with the detainee, and a written record is made of the decision and the justification. If a detainee is segregated for the detainee’s protection, but not at the detainee’s request, continued detention requires the authorizing signature of the facility administrator or assistant facility administrator. When a detainee has spent seven days in Administrative Segregation, and every week thereafter for the first 30 days and at least every 10 days thereafter, a supervisor conducts a similar review, including an interview with the detainee, and documents the decision and justification.</td>
<td>Meets Standard</td>
<td>Policy addresses each of the requirements listed in this component. A supervisor conducts a review within 72 hours. A disciplinary committee meets every week to evaluate the status of every detainee in RHU. The chief of security and a review of documentation confirmed that practice is consistent with policy.</td>
</tr>
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<tr>
<td>12. A copy of the decision and justification for each segregation status</td>
<td>Meets Standard</td>
<td>Per policy and procedure, the detainee receives a copy of the decision and justification after each segregation status review, unless security would be jeopardized. The detainee has an opportunity to appeal the review decision to the OIC. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>review is given to the detainee, unless, in exceptional circumstances, this provision would jeopardize security. The detainee is given an opportunity to appeal a review decision to a higher authority within the facility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. A permanent log is maintained in each SMU to record all activities</td>
<td>Meets Standard</td>
<td>Adherence to the requirements of this component was confirmed with photographs provided by the facility. Permanent housing logs are maintained in the RHU with the required information recorded on detainees upon admission to and release from the unit. Information recorded in the permanent housing log includes visits to the unit from supervisory staff and other officials.</td>
</tr>
<tr>
<td>concerning SMU detainees (meals served, recreation, visitors, etc.). The</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMU log records the detainee’s name, A-number, housing location, date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>admitted, reasons for admission, status review dates, tentative release</td>
<td></td>
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<tr>
<td>date for detainees in Disciplinary Segregation, the authorizing official,</td>
<td></td>
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<tr>
<td>and date released. These logs shall also be used by supervisory staff and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>other officials to record their visits to the unit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. A separate log is maintained in the SMU that all persons visiting the</td>
<td>Meets Standard</td>
<td>A separate log is maintained in the RHU that persons visiting the unit must sign. The time and date of the visit and any unusual detainee activity or behavior are recorded in the log. Per the chief of security, any unusual activity or behavior of a detainee requires that a follow-up memorandum be sent through the facility OIC to the detainee’s file.</td>
</tr>
<tr>
<td>unit must sign and record:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The time and date of the visit, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any unusual activity or behavior of an individual detainee, with a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>follow-up memorandum sent through the facility administrator to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>detainee’s file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. A Special Management Housing Unit Record is maintained on each detainee</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility of the Restricted Housing Unit Records confirmed that a Restricted Housing Unit Record is maintained on each detainee in the RHU. All the information required by this component was documented in the records provided.</td>
</tr>
<tr>
<td>in an SMU, that records:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Whether the detainee ate, showered, recreated, and took any medication;</td>
<td></td>
<td></td>
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<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any additional information, such as whether the detainee has a medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>condition, or has exhibited suicidal/assaultive behavior.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<tr>
<td>16. Health care personnel are immediately informed when a detainee is admitted to an SMU to provide assessment and review as indicated by health care protocols.</td>
<td></td>
<td>Per policy and procedure, when a detainee is admitted to the RHU health care personnel are immediately informed to provide an assessment and review as indicated by health care protocols. The chief of security and a review of documentation confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>17. <strong>PRIORITY:</strong> Detainees with serious mental illness may not be automatically placed in an SMU on the basis of such mental illness. Every effort shall be made to place detainees with serious mental illness in a setting in or outside of the facility in which appropriate treatment can be provided, rather than an SMU, if separation from the general population is necessary.</td>
<td></td>
<td>Per the chief of security, if a detainee with serious mental illness needs to be separated from the general population, the detainee is not automatically placed in the RHU. Prior to separating the detainee from the general population, health care personnel are contacted to provide an assessment of the detainee's illness. Based on the recommendations provided by medical personnel, the detainee will be placed in a setting where appropriate treatment can be provided. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
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# STANDARD 2.12. SPECIAL MANAGEMENT UNITS  
(Key: O)

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<td><strong>18.</strong> PRIORITY: Health care personnel conduct face-to-face medical assessments for every detainee in an SMU at least once daily, and where reason for concern exists, assessments are followed up with a complete evaluation by a qualified medical or mental health professional, and indicated treatment. Medical visits shall be recorded on the SMU housing record or comparable form, and any action taken shall be documented in a separate logbook.</td>
<td></td>
<td>Per policy, health care personnel visit every detainee in the RHU at least once daily and where the reason for concern exists, assessments are followed up with a complete evaluation by a qualified medical or mental health professional and treatment as indicated. Any action taken is documented in a separate logbook and the medical visit is recorded on the detainee's RHU housing record. A review of documentation and interview with the chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td><strong>19.</strong> A detainee's mental health status shall be reviewed and documented at least once every 30 days.</td>
<td></td>
<td>The requirements of this component are included in policy.</td>
</tr>
<tr>
<td><strong>20.</strong> Detainees in SMUs may shave and shower at least three times weekly and receive other basic services (such as laundry, hair care, barbering, clothing, bedding, and linen) on the same basis as the general population.</td>
<td></td>
<td>Per policy and procedure, detainees in the RHU receive each of the services required by this component on the same basis as the general population. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
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## STANDARD 2.12. SPECIAL MANAGEMENT UNITS (Key: O)

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<tr>
<td>21. Detainees in Administrative Segregation are provided opportunities to spend time outside their cells (over and above the required recreation periods), for such activities as socializing, watching TV, and playing board games and may be assigned to work details (for example, as orderlies in the SMU).</td>
<td>Meets Standard</td>
<td>This component was rated Does Not Meet Standard during the last inspection because detainees in administrative segregation were not provided opportunities to spend time outside their cells (over and above the required recreation periods), for activities such as socializing, watching television, and playing board games and/or assigned to work details. The chief of security confirmed current adherence with the requirements of this component. Photographs of RHU log entries provided by the facility confirmed that detainees in administrative segregation were provided opportunities to spend time outside their cell (over and above the required recreation periods).</td>
</tr>
<tr>
<td>22. The shift supervisor sees each segregated detainee daily, including weekends and holidays.</td>
<td>Meets Standard</td>
<td>Documentation verified that the shift supervisor sees each segregated detainee daily, including weekends and holidays. Photographs provided by the facility of RHU visitor logs confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>23. The facility administrator (or designee) visits each SMU daily.</td>
<td>Meets Standard</td>
<td>A review of documentation confirmed that the shift supervisor and the OIC or his designee visit the RHU daily. Photographs provided of RHU visitor logs confirmed adherence to the requirements of this component.</td>
</tr>
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# STANDARD 2.12. SPECIAL MANAGEMENT UNITS
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<tr>
<td>24. Detainees in SMUs are provided three nutritionally adequate meals per day, ordinarily from the general population menu.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, detainees in the RHU are provided three nutritionally adequate meals per day from the general population menu. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>25. Only for documented medical or mental health reasons are detainees denied such items as clothing, mattress, bedding, linens, or a pillow. If a detainee is so disturbed that he or she is likely to destroy clothing or bedding or create a disturbance risking harm to self or others, the medical department is notified immediately and a regimen of treatment and control instituted by the medical officer.</td>
<td>Meets Standard</td>
<td>Per the chief of security, detainees requiring special observation for medical or mental health reasons are housed in the medical unit.</td>
</tr>
<tr>
<td>26. Detainees in an SMU may write and receive letters the same as the general population.</td>
<td>Meets Standard</td>
<td>Per policy, except for documented security reasons, detainees in the RHU may write and receive letters the same as the general population. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>27. Detainees in an SMU ordinarily retain visiting privileges.</td>
<td>Meets Standard</td>
<td>Per policy, except for documented security reasons, detainees in the RHU retain visiting privileges. The chief of security confirmed adherence to policy and the requirements of this component. Currently, due to COVID-19 safety protocols, visitation is temporarily suspended. Per the chief of security, once the COVID-19 safety protocols are lifted, visitation will be conducted per policy and requirements of this component.</td>
</tr>
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## STANDARD 2.12. SPECIAL MANAGEMENT UNITS

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<tr>
<td>28. Adequate documentation is generated for any restricted or disallowed general visits for a detainee in an SMU who violated visiting rules or whose behavior indicated the detainee would be a threat to the security or good order of the visiting room in the past year. Where visits are restricted or disallowed, a report is filed with the facility administrator and ICE/ERO, and made part of the detainee’s file.</td>
<td>Meets Standard</td>
<td>Per the chief of security, there were no denials of visitation during this inspection period. If this were to occur, it would be documented as required and ICE would be notified.</td>
</tr>
<tr>
<td>29. Under no circumstances is a detainee permitted to participate in general visitation while in restraints.</td>
<td>Meets Standard</td>
<td>Per policy, detainees must not be in restraints while participating in general visitation. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>30. Detainees in protective custody and violent and disruptive detainees are not permitted to use the visitation room during normal visitation hours.</td>
<td>Meets Standard</td>
<td>Per the chief of security, detainees in protective custody and violent or disruptive detainees visit separately from other detainees.</td>
</tr>
<tr>
<td>31. In cases in which a visit would present an unreasonable security risk, visits may be disallowed for a particular violent or disruptive detainee.</td>
<td>Meets Standard</td>
<td>The requirements of this component are included in policy.</td>
</tr>
<tr>
<td>32. Ordinarily, detainees in SMUs are not denied legal visitation.</td>
<td>Meets Standard</td>
<td>During this inspection period, no legal visits were denied. If such an action is imposed, written justification is required. Currently, due to COVID-19 safety protocols, legal visits are only conducted by telephone without restrictions, unless a face-to-face meeting is requested and approved by the OIC and ICE/ERO.</td>
</tr>
<tr>
<td>33. Detainees in SMUs are allowed visits by members of the clergy or other religious service providers, upon request; unless it is determined a visit presents a risk to safety, security, or orderly operations.</td>
<td>Meets Standard</td>
<td>Per policy, detainees in RHU are permitted visits by authorized religious providers. Currently, due to COVID-19 safety protocols, clergy visits are temporarily suspended. Per the chief of security, once the COVID-19 safety protocols are lifted, clergy visits will be conducted per policy and requirements of this component.</td>
</tr>
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**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

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<tr>
<td>34. Detainees in SMUs have access to reading materials, including religious materials. The Recreation Specialist offers each detainee soft-bound, non-legal books on a rotating basis.</td>
<td>Meets Standard</td>
<td>The chief of security confirmed that detainees in the RHU have access to reading materials, including religious materials. The librarian provides detainees soft-bound, non-legal books on a rotating basis.</td>
</tr>
<tr>
<td>35. Detainees in SMUs have access to legal materials, in accordance with the Detention Standard on Law Libraries and Legal Material. Detainees are permitted to retain all personal legal material in the SMU, provided it does not create a safety, security and/or sanitation hazard. Detainee requests for access to legal material in their stored personal property are accommodated as soon as possible and always within 24 hours of a detainee’s request.</td>
<td>Meets Standard</td>
<td>Upon request, detainees in the RHU are given access to the portable law library computer maintained in the RHU. In addition, detainees can access the law library on electronic tablets available in the RHU. Detainees are permitted to retain all personal legal material in the RHU, provided it does not create a safety, security and/or sanitation hazard. Per the chief of security, a detainee’s request for access to legal material in his personal property is accommodated as soon as possible and always within 24 hours of the request. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
</tbody>
</table>
| 36. Any denial of access to the law library is always:  
  - Supported by compelling security concerns,  
  - For the shortest period required for security, and  
  - Fully documented in the SMU housing logbook.  
  ICE/ERO is notified every time law library access is denied. | Meets Standard | Per the chief of security, during this inspection period, no detainee has been denied access to the law library. If this sanction were to be imposed, it would be per each of the requirements listed in this component. |
| 37. Recreation for detainees in the SMU is separate from the general population. | Meets Standard | Per policy and procedure, recreation for detainees in RHU is separate from the general population. The chief of security confirmed adherence to policy and the requirements of this component. |
**STANDARD 2.12. SPECIAL MANAGEMENT UNITS**

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<td>38. Detainees in the SMU for administrative reasons are offered at least one hour of recreation per day, outside their cells and scheduled at a reasonable time, at least seven days per week. Detainees in the SMU for disciplinary reasons shall be offered at least one hour of recreation per day, outside their cells and scheduled at a reasonable time, at least five days per week. Where cover is not provided to mitigate inclement weather, detainees are provided weather-appropriate equipment and attire.</td>
<td>Meets Standard</td>
<td>Per policy, detainees in the RHU are offered at least one hour of recreation per day, outside their cells and scheduled at a reasonable time, seven days per week. If necessary, detainees are provided weather-appropriate equipment and attire. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>39. The recreation privilege is denied or suspended only if it would unreasonably endanger safety or security. When a detainee in an SMU is deprived of recreation (or any usual authorized items or activity), a report of the action is forwarded to the facility administrator.</td>
<td>Meets Standard</td>
<td>Per the chief of security, no detainee has been denied recreation privileges during this inspection period. The chief of security stated that if a detainee is denied recreation privileges for any reason, a report of the action is forwarded to the OIC.</td>
</tr>
<tr>
<td>40. The case of a detainee denied recreation privileges is reviewed as part of the regular reviews required for all detainees in SMU status. The reviewer documents whether the detainee continues to pose a threat to self, others, or facility security and, if so, why.</td>
<td>Meets Standard</td>
<td>Per policy, any denial of recreation privileges would be reviewed and documented as required. During this inspection period, there were no recreation denials in the RHU.</td>
</tr>
<tr>
<td>41. Denial of recreation privileges for more than 7 days requires the concurrence of the facility administrator and the health authority. The facility notifies ICE/ERO when a detainee is denied recreation privileges for more than 7 days.</td>
<td>Meets Standard</td>
<td>Policy states that denial of recreation privileges for more than seven days requires the concurrence of the OIC and a health care professional. The chief of security confirmed that the facility will notify ICE/ERO if a detainee is denied recreation privileges for more than seven days.</td>
</tr>
</tbody>
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**STANDARD 2.12. SPECIAL MANAGEMENT UNITS** (Key: O)

This detention standard protects detainees, staff, contractors, volunteers, and the community from harm by segregating certain detainees from the general population in Special Management Units (SMUs) with an Administrative Segregation section for detainees segregated for administrative reasons and a Disciplinary Segregation section for detainees segregated for disciplinary reasons.

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<td>42. Ordinarily, detainees in Administrative Segregation have telephone access similar to detainees in the general population, in a manner consistent with the special security and safety requirements of an SMU. Detainees in Disciplinary Segregation may be restricted from using telephones to make general calls as part of the disciplinary process; however, ordinarily, they are permitted to make direct and/or free and legal calls as described in the Detention Standard on Telephone Access, except for compelling and documented reasons of safety, security, and good order.</td>
<td>Meets Standard</td>
<td>Per the chief of security, except for documented security reasons, there are no telephone use restrictions for detainees in the RHU.</td>
</tr>
<tr>
<td>43. After seven consecutive days in Administrative Segregation, the detainee may exercise the right to appeal to the facility administrator the conclusions and recommendations of any review conducted.</td>
<td>Meets Standard</td>
<td>Per policy, after seven consecutive days in administrative segregation, the detainee has the right to appeal to the OIC the conclusions and recommendations of any review conducted. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>44. If a detainee has been in Administrative Segregation for more than 30 days and objects to this status, the facility administrator reviews the case to determine whether that status should continue, taking into account the views of the detainee. A written record is made of the decision and the justification. A similar review is done every 30 days thereafter.</td>
<td>Meets Standard</td>
<td>Per policy, if a detainee objects to being held in administrative segregation after thirty days, the OIC must review the case and decide whether the status should continue. A written record must be prepared of this review and the justification. This type of review must be conducted every thirty days thereafter. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>45. When a detainee has been held in Administrative Segregation for more than 30 days, the facility administrator notifies the Field Office Director.</td>
<td>Meets Standard</td>
<td>The requirements of this component are included in policy. The chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
</tbody>
</table>

**STANDARD 2.12. SPECIAL MANAGEMENT UNITS – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)
STANDARD 2.12. SPECIAL MANAGEMENT UNITS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

During this inspection, there was one detainee in the administrative segregation RHU pending investigation for rule violations. There were no detainees in the disciplinary segregation RHU. The detainee in RHU declined the opportunity to be interviewed.

Policy and procedures are in place to control and secure the RHU entrances, contraband, tools, and food carts. Housing logs are maintained to record specific data on detainees upon admission to and release from the unit and for supervisors to record their visits. Detainees in disciplinary segregation have more stringent personal property restrictions and control than those in administrative segregation. Detainees housed in the RHU have the same law library access as the general population.

Detainees do not stay in pre-hearing status for longer than the maximum term permitted for the most serious offense charged. Pre-hearing segregation time is deducted from the disciplinary sanction. Disciplinary segregation time is concurrent when the sanction is for the same episode. Detainees are evaluated by a medical professional before placement in segregation when feasible, or as soon as possible when not feasible. Seriously mentally ill detainees are given a mental health consultation within 72 hours of placement into segregation and are seen weekly by a mental health provider for the duration of their stay under this status.

Management, supervisory, and medical personnel visit the RHU daily. Information is communicated to a detainee in a language or manner the detainee can understand. Written materials are generally translated into Spanish, or when practicable, provisions for written translation are made for other significant segments of the population with limited English proficiency. Oral interpretation or assistance is provided to any detainee who speaks a language in which written material has not been translated or who is illiterate. Bilingual staff or the translation line is used to communicate with non-English speaking detainees.

Employee interviews via telephone and a review of documentation and photographs provided by the facility confirmed that to isolate certain detainees from the general population, the facility has designated an area as the Restricted Housing Unit (RHU) that provides disciplinary segregation housing for detainees segregated for disciplinary reasons and administrative segregation housing for detainees segregated for administrative reasons. The RHU provides a safe housing environment for detainees who require segregated status.

Overall Rating: Meets Standard

Reviewer Name (Printed): [Redacted] Completion Date: 10/1/2020

Reviewer Signature (for printed form submission):
### STANDARD 2.13. STAFF-DETAINEE COMMUNICATION (Key: P)

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

This standard also requires the posting of hotline informational posters from the Department of Homeland Security (DHS) Office of the Inspector General (OIG).

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<tbody>
<tr>
<td><strong>1. PRIORITY:</strong> ICE/ERO detainees shall have frequent informal access to and interaction with key facility staff members, in a language they can understand. Facility staff shall conduct scheduled visits to address detainees’ personal concerns and monitor living conditions.</td>
<td>Meets Standard</td>
<td>Key facility personnel conduct frequent visits with detainees in the housing unit to address their concerns and to monitor living conditions. Visiting personnel communicate with detainees in a language and/or manner they can understand. There are no logbooks in the housing units to record the visits. Submitted photos of housing unit logbook entries support staff visits are made frequently.</td>
</tr>
<tr>
<td><strong>2. The local supplement to the detainee handbook shall include contact information for the ICE/ERO Field Office and the scheduled hours and days that ICE/ERO staff is available to be contacted by detainees at the facility. The same information shall be posted in the living areas (or “pods”) of the facilities. Posted contact information shall be updated quarterly or more frequently as necessary to reflect changes in ICE/ERO personnel.</strong></td>
<td>Meets Standard</td>
<td>The local handbook and housing unit postings include the pre-COVID-19 deportation officer (DO) tour schedule. Currently, during COVID-19 conditions, the schedule is different and can vary week to week, per the SDDO; therefore, the tour schedule posted is not always accurate, per the SDDO. DO’s are striving to keep a tour schedule of two on-site visits per week, Monday through Friday between 7:00 a.m. to 3:00 p.m. During non-COVID-19 conditions ICE/ERO maintained an on-site presence in the facility. ICE is responsible for keeping printed/posted contact information current.</td>
</tr>
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# STANDARD 2.13. STAFF-DETAINEE COMMUNICATION

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

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| 3. **PRIORITY:** Detainees may submit written questions, requests, grievances or concerns to ICE/ERO staff, using the detainee request form, a local IGSA form, or a sheet of paper. Facilities must also allow any ICE/ERO detainee dissatisfied with the facility’s response to file a grievance appeal and communicate directly with ICE/ERO. Each facility administrator shall:  
- Ensure that adequate supplies of detainee request forms, envelopes, and writing implements are available.  
- Have written procedures to promptly route and deliver detainee requests to the appropriate ICE/ERO officials by authorized personnel (not detainees) without reading, altering, or delaying such requests.  
- Ensure that the standard operating procedures accommodate detainees with special assistance needs based on, for example, disability, illiteracy, or limited use of English. When language services are needed, the facility should use qualified interpretation services when an employee needs to communicate with a limited English proficient person.  
- Ensure that each facility provides a secure dropbox for ICE detainees to correspond directly with ICE management, and that only ICE personnel have access to the dropbox. | Meets Standard | Detainees may submit their questions, requests, grievances, and/or concerns electronically on a tablet or by paper form (a printed request form or a piece of paper is an accepted format). Printed detainee request forms are restocked upon ICE/ERO tours through the housing units, which in COVID-19 conditions is generally twice each week, per the SDDO. Writing instruments and envelopes for detainees to submit written questions, requests, grievances, or concerns to ICE/ERO are available at no charge, upon request to the housing unit officer. Paper request forms are placed in a locked ICE mailbox, which are in each housing unit. Submitted photos support the location of the ICE mailboxes. Access to the ICE mailboxes is restricted to ICE/ERO personnel. By policy, any detainee dissatisfied with their request response may file a grievance. The facility accommodates the special needs of disabled, illiterate, and non-English speaking detainees. Language lines are available. |

| 4. **In facilities with ICE/ERO on-site presence:** The ICE/ERO staff member receiving the request shall normally respond in person or in writing as soon as possible and practicable, but no longer than within 3 business days of receipt. | Meets Standard | This facility has an on-site ICE/ERO presence during non-COVID-19 conditions. Currently, detainee requests received are responded to within three business days. A review of submitted documentation revealed this response is a common practice. |
### STANDARD 2.13. STAFF-DETAINEE COMMUNICATION (Key: P)

This detention standard enhances security, safety, and orderly facility operations by encouraging and requiring informal direct and written contact among staff and detainees, as well as informal supervisory observation of living and working conditions.

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<tr>
<td>5. In facilities without ICE/ERO on-site presence, each detainee request shall be forwarded to the ICE/ERO office of jurisdiction within two business days.</td>
<td>Meets Standard</td>
<td>This facility does not currently have an on-site ICE/ERO presence. Detainee requests are submitted electronically for immediate receipt by ICE/ERO personnel. Paper requests are accepted but, per the SDDO, electronic submissions have been the consistent practice since June 2020.</td>
</tr>
<tr>
<td>6. All requests to ICE/ERO staff shall be recorded in a logbook (or electronic logbook) specifically designed for that purpose. At a minimum, the log shall record:</td>
<td>Meets Standard</td>
<td>ICE/ERO requests are submitted and recorded. Submitted documentation revealed all component requirements are included in the electronic logbook entries. The few paper requests received are copied and filed, which serves as their log.</td>
</tr>
<tr>
<td>- Date of receipt;</td>
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<td></td>
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<tr>
<td>- Detainee’s name;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Detainee’s A-number;</td>
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<tr>
<td>- Detainee’s nationality;</td>
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<tr>
<td>- Name of the staff member who logged the request;</td>
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<td>- Date the request, with staff response and action, was returned to the detainee;</td>
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<tr>
<td>- Any other pertinent site-specific information, including detention condition complaints;</td>
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<tr>
<td>- Specific reasons why the detainee’s request is urgent and requires a faster response; and</td>
<td></td>
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<tr>
<td>- The date the request was forwarded to ICE/ERO and the date it was returned.</td>
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<tr>
<td>7. As required by the ICE/ERO Detention Standard on Detainee Handbook, each facility’s handbook (or supplement) shall advise detainees of the procedures to submit written questions, requests, or concerns to ICE/ERO staff, as well as the availability of assistance to prepare such requests.</td>
<td>Meets Standard</td>
<td>The local handbook explains the procedures for detainees submitting a written question, requests, or concerns to ICE/ERO staff. All detainees receive a copy of the local handbook during intake.</td>
</tr>
<tr>
<td>8. The facility administrator shall ensure that OIG Hotline posters are posted in every housing unit and in appropriate common areas (recreation areas, dining areas, processing areas, etc.).</td>
<td>Meets Standard</td>
<td>OIG hotline posters are posted in each housing unit and other common areas. Submitted photos displayed the postings.</td>
</tr>
</tbody>
</table>

### STANDARD 2.13. STAFF-DETAINEE COMMUNICATION – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)
# STANDARD 2.13. STAFF-DETAINEE COMMUNICATION – Reviewer Summary

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<td>Detainee telephone services are tested daily by housing unit officers and at least weekly by touring ICE/ERO staff. Facility staff and ICE officers conduct scheduled and frequent unannounced visits throughout the facility to informally observe living and working conditions and to encourage informal communication among staff and detainees. The visits are documented. Detainees interviewed stated ICE/ERO officers visit the housing units frequently and they usually receive a response to their requests within one business day. At least weekly, deportation officer visits to the housing units were documented through the entire inspection period, as evidenced by a monthly sample of completed facility liaison checklists and telephone serviceability worksheets. To provide access to programs and services, the facility provides communication assistance to LEP detainees and detainees with disabilities. This may be achieved via bilingual staff, translation services, or other means for LEP detainees; or in the form of auxiliary aids for detainees with disabilities, including but not limited to those aids listed in the Standard. All detainees are screened upon intake or as otherwise required by the standard. Decisions regarding detainees with disabilities, LEP detainees, and/or detainees included under any SAAPI/DHS PREA protection or category, are made only after consideration of the disability, language difficulty, or SAAPI/PREA condition. The facility is managed in such a manner as to protect detainees from sexual assault or abuse. A review of policy, weekly housing unit ICE/ERO visit documentation, handbook content; submitted photo evidence of mailboxes in the housing units and housing unit postings and an interview with the SDDO assigned to the facility revealed detainees have formal and informal contact with facility and ICE personnel through an established and documented system of verbal and written communication.</td>
</tr>
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Reviewer Signature (for printed form submission): [Signature]
### STANDARD 2.14. TOOL CONTROL (Key: Q)

This detention standard protects detainees, staff, contractors, and volunteers from harm and contributes to orderly facility operations by maintaining control of tools, culinary utensils, and medical and dental instruments, equipment, and supplies.

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<tr>
<td>1. The use of tools, keys, medical equipment and culinary equipment is controlled.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, the use of tools, keys, medical equipment, and culinary equipment is controlled. Documentation and photographs, provided by the facility and employee interviews confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>2. <strong>PRIORITY</strong>: There is an individual who is responsible for developing a tool control procedure and an inspection system to ensure accountability.</td>
<td>Meets Standard</td>
<td>Per policy, the chief of security is responsible for developing tool control procedures and an inspection system to ensure accountability. The key control sergeant is the designated tool control officer for the facility and has the responsibility for the daily tool accountability requirements. The tool control officer is under the direct supervision of the chief of security.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY</strong>: Each facility administrator shall develop and implement a written tool control and storage system to include a tool classification system, and there are policies and procedures in place to ensure that all tools are properly marked and readily identifiable.</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility confirmed that the chief of security has developed and implemented a tool control and storage system which includes a tool classification system. Tools are classified as either class A (restricted) or class B (non-restricted). All tools are properly marked and readily identifiable.</td>
</tr>
<tr>
<td>4. The facility has developed and implemented a tool classification system.</td>
<td>Meets Standard</td>
<td>A tool classification system has been developed and implemented. Per policy, tools are designated as Class A-Restricted and Class B-Non-restricted.</td>
</tr>
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**STANDARD 2.14. TOOL CONTROL** (Key: Q)

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| 5. Tool inventories are required for:  
  - Facility Maintenance Department  
  - Medical Department  
  - Food Service Department  
  - Electronics Shop  
  - Recreation Department  
  - Armory | Meets Standard | This component was rated Does Not Meet Standard during the last inspection because disposable dental probes were not inventoried as required by the standard. Photographs of inventory log entries for medical tools, including disposable dental probes, confirmed current adherence to the requirements of this component. Policy requires tool inventories for the armory, maintenance, medical and food service departments. The chief of security confirmed that every department listed in this component maintains tool inventories as required. The facility does not have an electronics shop and tools are not maintained in the recreation department. |
| 6. (SPCs/CDFs) The new tools shall be issued only after the Tool Control Officer has marked and inventoried them. Inventories that include any portable power tools shall provide brand name, model, size, description, and inventory control/AMIS number. | Meets Standard | At this IGSA facility, new tools can only be issued after the tool control officer has marked and inventoried them, per policy. The chief of security confirmed adherence to the requirements of this component. |
| 7. The facility administrator shall schedule, and establish procedures for, the quarterly inventorying of all tools. | Meets Standard | Photographs of monthly and quarterly tool inventories confirmed that quarterly tool inventories are conducted as required by this component. |
| 8. (SPCs/CDFs) Tool inventories shall be numbered and posted conspicuously on all corresponding shadow boards, toolboxes, and tool kits. While all posted inventories must be accurate, only the Master Tool Inventory Sheet in the office of the chief of security requires the certifiers' signatures. | Meets Standard | At this IGSA facility, policy requires the elements listed in this component. Per the tool control officer and a review of documentation, practice is consistent with policy. Photographs confirmed adherence to the requirements of this component. |
### STANDARD 2.14. TOOL CONTROL (Key: Q)

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<td>9. The facility administrator shall develop and implement procedures governing lost tools.</td>
<td>Meets Standard</td>
<td>Policy includes specific procedures governing lost tools. The tool control officer confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>10. (SPCs/CDFs) When a restricted or non-restricted tool is missing or lost, staff shall notify the chief of security in writing as soon as possible. When the tool is a restricted (Class “R”) tool, staff shall inform the shift supervisor orally immediately upon discovering the loss. Any detainee(s) who may have had access to the tool shall be held at the work location pending completion of a thorough search. The facility administrator shall implement quarterly evaluations of lost/missing tool files.</td>
<td>Meets Standard</td>
<td>At this IGSA facility, each of the requirements listed in this component is addressed in policy. The tool control officer confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>11. All visitors, including repair and maintenance workers who are not ICE/ERO or facility employees, shall submit to an inspection and inventory of all tools, tool boxes, and equipment that could be used as weapons before entering and leaving the facility. The contractor shall maintain a copy of the tool inventory with them while inside the facility.</td>
<td>Meets Standard</td>
<td>Per policy, all visitors and contractors/repair workers must submit to an inspection and inventory of all tools and equipment before entering and exiting the facility. The contractor must maintain a copy of the tool inventory while inside the facility. Documentation confirmed adherence to policy and the requirements of this component.</td>
</tr>
</tbody>
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### STANDARD 2.14. TOOL CONTROL – Reviewer Summary

*Use following format for dates: mm/dd/yyyy*

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* (5000 Character Max)

Documentation reviewed confirmed that tools are inventoried and accounted for daily. Procedures are in place that requires all tools brought into and out of the facility to be inventoried. Photographs verified that tools are marked and accounted for as required by policy.

Per policy, staff members remove restricted tools from work areas at the end of each workday for safekeeping in the tool room. Per policy, any tool permanently removed from service must be turned into the tool control officer for recordkeeping and safe disposal.

Per policy and procedure, tools purchased or acquired from the surplus property are stored and secured in a secure storage area in the maintenance department. A metal chit receipt must be taken for all tools issued; when a tool is issued from a shadow board, the receipt metal chit must be visible on the shadow board.

Policy includes site-specific procedures for the control of ladders, extension cords, ropes, and hoses, following these procedures: all ladders, extension cords, ropes, and hoses over three feet long are classified as restricted tools and must be
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<tr>
<td>stored in the tool room when not in use. Per policy, every staff member supervising the use of extension ladders and/or heavy equipment must have at his/her disposal a portable two-way radio.</td>
</tr>
<tr>
<td>When a medical department tool or equipment item is missing or lost, employees are to immediately inform the HSA, who will make the immediate verbal notification to the OIC or shift supervisor and written notification to the OIC.</td>
</tr>
<tr>
<td>A review of documentation and photographs provided by the facility and employee interviews via telephone confirmed that the facility has procedures in place to hold staff responsible for complying with the tool control policy.</td>
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Reviewer Signature (for printed form submission):
**STANDARD 2.15. USE OF FORCE AND RESTRAINTS** (Key: R)

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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<tr>
<td><strong>1. PRIORITY:</strong> Staff use physical force only as a last resort after all reasonable efforts to otherwise resolve a situation have failed, and use only the degree of force necessary to gain control of the situation, employing confrontation avoidance techniques and the use-of-force continuum.</td>
<td>Meets Standard</td>
<td>Per policy, staff members use physical force only as last resort after all reasonable efforts to otherwise resolve a situation have failed. Only the degree of force necessary to gain control of the situation, employing confrontation avoidance techniques and the use-of-force continuum is used. The chief of security confirmed adherence to the requirements of this component and that practice is consistent with policy.</td>
</tr>
<tr>
<td><strong>2. Staff:</strong></td>
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<tr>
<td>• Does not use force as punishment.</td>
<td>Meets Standard</td>
<td>Each of the requirements in this component is specifically addressed in policy. The chief of security confirmed adherence to the requirements of this component and that practice is consistent with policy.</td>
</tr>
<tr>
<td>• Attempts to gain the detainee's voluntary cooperation before resorting to force.</td>
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<tr>
<td>• Uses only as much force as necessary to control the detainee.</td>
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<tr>
<td>• Uses restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical.</td>
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<tr>
<td><strong>3. PRIORITY:</strong> All officers receive training in self-defense, confrontation avoidance techniques and the use of force to control detainees. Specialized training is given to officers ensuring they are certified in all devices including chemical agents, approved for use.</td>
<td>Meets Standard</td>
<td>A review of photographed training records confirmed that during initial and annual refresher training all personnel is trained in self-defense, confrontation avoidance techniques, and the use of force to control detainees. Training records confirmed that any officer authorized to use intermediate force devices, including chemical agents, must be trained and certified in their use.</td>
</tr>
</tbody>
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**STANDARD 2.15. USE OF FORCE AND RESTRAINTS** *(Key: R)*  
This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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<td>4. <strong>PRIORITY:</strong> Staff will consult with medical staff prior to a calculated use of force regarding the following:</td>
<td>Meets Standard</td>
<td>Per policy, medical personnel are to be consulted before a calculated use of force involving the use of pepper spray/non-lethal weapons, detainees with wounds or cuts, and detainees with special medical or mental health needs. The chief of security confirmed adherence to policy and requirements of this component. Pregnant detainees or detainees in post-delivery recuperation are not housed in this facility.</td>
</tr>
<tr>
<td>• Use of pepper spray/non-lethal weapons.</td>
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<tr>
<td>• Pregnant detainees or detainees in post-delivery recuperation.</td>
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<td>• Detainees with wounds or cuts.</td>
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<tr>
<td>• Detainees with special medical or mental health needs.</td>
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</tr>
<tr>
<td>5. Special precautions are taken when restraining pregnant detainees, consistent with the Detention Standard on Medical Care (Women).</td>
<td>N/A</td>
<td>Female ICE detainees are not housed in this facility.</td>
</tr>
<tr>
<td>Medical personnel are consulted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Intermediate force weapons, when not in use, are stored in areas where access is limited to authorized personnel and to which detainees have no access.</td>
<td>Meets Standard</td>
<td>Per the chief of security, intermediate force weapons, when not in use, are stored in the armory or the control center; areas to which detainees have no access.</td>
</tr>
<tr>
<td>7. When the detainee is in isolated location where there is no immediate threat to the detainee or others (e.g., a locked cell, a range), staff must try to resolve the situation without resorting to force.</td>
<td>Meets Standard</td>
<td>The requirements of this component are specifically stated in policy. The documentation provided by the facility confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>8. The facility subscribes to the prescribed confrontation avoidance procedures. The ranking detention official, health professionals, and others confer before every calculated use of force.</td>
<td>Meets Standard</td>
<td>Per policy, before authorizing the calculated use of force, the ranking detention official, a designated health professional, and others as appropriate must assess the situation. Documentation reviewed confirmed practice is consistent with policy.</td>
</tr>
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STANDARD 2.15. USE OF FORCE AND RESTRAINTS (Key: R)

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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<td>9. When a detainee must be forcibly moved and/or restrained and there is time for a calculated use of force, staff use the use of force team technique.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, 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. The chief of security confirmed adherence to the requirements of this component and that practice is consistent with policy.</td>
</tr>
<tr>
<td>10. Staff members are trained in the performance of the use-of-force team technique.</td>
<td>Meets Standard</td>
<td>Per the chief of security, all correctional staff is trained on the use-of-force technique. Photographs of training records confirmed adherence to the requirements of this component.</td>
</tr>
</tbody>
</table>
| 11. **PRIORITY:** All use of force incidents are documented and reviewed. Staff prepare a use of force form that identifies the detainee(s), staff, and others involved, describes the incident, and documents the location of strikes if intermediate force weapons are used.  
All calculated use of force incidents are properly audio-visually documented and forwarded for review. Use of Force documentation at a minimum, shall include the medical examination through the conclusion of the incident. All calculated uses of force incidents must be audio-visually recorded in its entirety from the beginning of the incident to its conclusion. | Meets Standard | Per policy, all calculated use-of-force incidents must be audio-visually documented and are reviewed by the OIC. Documentation includes the medical examination through the conclusion of the incident. A review of documentation, photographs, and video recordings confirmed adherence to policy and the requirements of this component. |
| 12. Staff shall store and maintain audio-visual recording equipment under the same conditions as “restricted” tools. | Meets Standard | Per the chief of security, audiovisual equipment is handled as restricted tools and stored in the |
**STANDARD 2.15. USE OF FORCE AND Restraints (Key: R)**

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

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| 13. Standard procedures associated with using restraints include:  
  - Soft restraints.  
  - Dressing the detainee appropriately for the temperature.  
  - A bed, mattress, and blanket/heet.  
  - Checking the detainee at least every 15 minutes.  
  - Logging each check.  
  - Repositioning detainee often enough to prevent soreness or stiffness.  
  - Medical evaluation of the restrained detainee twice per eight-hour shift.  
  When qualified medical staff are not immediately available, staff position the detainee "face-up." | N/A | Per the chief of security, restraints and are not used at this facility. |

14. In immediate use of force situations, officers contact medical staff once the detainee is under control. | Meets Standard | Per policy and procedure, in immediate use-of-force situations, officers contact medical staff once the detainee is under control. The chief of security confirmed adherence to the requirements of this component and that practice is consistent with policy. |

15. The shift supervisor monitors the detainee’s position/condition every two hours.  
He/she allows the detainee to use the restroom at these times under safeguards. | N/A | Per the chief of security, restraints and are not used at this facility. |

16. All detainee checks are logged. | N/A | Per the chief of security, restraints and are not used at this facility. |

17. When any detainee is restrained for more than eight hours, the facility administrator shall telephonically notify the Assistant Field Office Director and provide updates every eight hours until the restraints are removed. | Meets Standard | Per the chief of security, no detainee has been in restraints for more than eight hours. If this situation were to occur, the requirements of this component would be complied with. |
STANDARD 2.15. USE OF FORCE AND RERAINTS (Key: R)

This detention standard authorizes staff to use necessary and reasonable force after all reasonable efforts to otherwise resolve a situation have failed, for protection of all persons; to minimize injury to self, detainees, staff and others; to prevent escape or serious property damage; or to maintain the security and orderly operation of the facility. Staff should use only the degree of force necessary to gain control of detainees and, under specified conditions, may use physical restraints to gain control of a dangerous detainee.

<table>
<thead>
<tr>
<th>Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>18. It is standard practice to review any use of force and the non-routine application of restraints.</td>
<td></td>
<td>A review of documentation confirmed that all uses of force and non-routine application of restraints incidents were reviewed as required by policy. All reviews were conducted within the required time frames.</td>
</tr>
</tbody>
</table>

STANDARD 2.15. USE OF FORCE AND RESTRAINTS – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

Overall Remarks: (Record significant facts, observations, other sources used, etc.) (5000 Character Max)

The use of Oleoresin capsicum (OC)/pepper spray is authorized by policy and can only be used by trained certified personnel. The facility does not have or use Tasers. The facility does not have a canine unit. The following acts and techniques are specifically prohibited: chokeholds, carotid control holds, and other neck restraints. Batons are not used at this facility. During this inspection period, there were two calculated and four immediate use-of-force incidents. Policy requires that only the amount of force necessary to gain control of the detainee may be used.

In the first calculated use-of-force incident, 24 detainees in the same housing unit declared they would not be going to medical appointments and declaring a hunger strike. ICE and facility staff met with the detainees and determined that the main reason the detainees were refusing medical appointments and were on a hunger strike was that they felt that ICE was not giving them answers to their questions about their detention status. ICE and facility staff tried to resolve the situation for two days without success. On the third day, the detainees became more hostile and confrontational towards staff and, with ICE approval, the use-of-force response team was brought on-site. The detainees were given a final warning to return to their assigned beds or that pepper spray would be used, and they would be removed from the housing unit by force. The 24 detainees refused all orders from staff. Pepper spray was dispersed and when the use-of-force team entered the housing unit, all detainees complied with the order to submit to restraints. All detainees were escorted to the medical department for an examination before being placed in restricted housing. It was determined that one detainee was the leader and instigator of the incident and was given a rule violation incident report and was placed in RHU pending an investigation. The remainder of the detainees were returned to the housing unit.

In the second calculated use-of-force incident, a detainee placed in a medical cell on medical watch defecated on the floor and covered the cell door and walls with feces. The detainee was ordered to submit to restraints so he could be removed from his cell while the cell was decontaminated. The detainee refused and begin to threaten staff with a small bottle of urine. The facility and ICE staff were unable to resolve the situation and the use-of-force team was ordered on site. The detainee was given a final warning to return to submit to restraints or that pepper spray would be used, and he would be removed from his cell by force. The detainee refused all orders from the staff. Pepper spray was dispersed, and the use-of-force team entered the cell, placed the detainee in restraints, and removed him from the cell. The detainee was cleaned up and given a medical exam. Once his cell was decontaminated, he was returned to his cell without further incident.

There were no serious injuries to staff or detainees as result of the two calculated use-of-force incidents and four immediate use-of-force incidents. A review of documentation confirmed that senior management staff conducted an after-action review of each of the nine use-of-force incidents. A review of documentation, video recordings, and interviews via telephone with the chief of security confirmed that all use-of-force procedures were conducted in accordance with the use-of-force policy.
### STANDARD 2.15. USE OF FORCE AND RERAINTST – Reviewer Summary

**Per policy, the incident supervisor is required to inspect areas of blood or other body-fluid spillages after a use-of-force incident. Audiovisual recordings are cataloged and preserved. The chief of security confirmed that all use-of-force documentation, including audiovisual recordings, are preserved for a minimum of three years.**

A review of documentation, photographs, and submitted videos and employee interviews via telephone confirmed that policy and procedures are in place that authorizes personnel to use necessary force after all reasonable efforts to otherwise resolve a situation have failed.

<table>
<thead>
<tr>
<th>Overall Rating: Meets Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name (Printed): [ ]</td>
</tr>
<tr>
<td>Completion Date: 10/1/2020</td>
</tr>
</tbody>
</table>

Reviewer Signature (for printed form submission):
Section III: ORDER

Disciplinary System
### STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> The facility has a written disciplinary system using progressive levels of reviews and appeals. Written disciplinary policy and procedures shall clearly define detainee rights and responsibilities. The policy, procedures and rules shall be reviewed at least annually.</td>
<td>Meets Standard</td>
<td>The written disciplinary system includes progressive levels of reviews, appeal procedures, and documentation procedures. Policy clearly defines detainee rights and responsibilities. Per the chief of security, the policies, procedures, and rules are reviewed annually.</td>
</tr>
<tr>
<td>2. Detainees will receive translation or interpretation services throughout the investigative, disciplinary, and appeal process, including accommodation for the hearing impaired. The facility shall not hold a detainee accountable for his or her conduct if a medical authority finds him or her mentally incompetent.</td>
<td>Meets Standard</td>
<td>Per policy, if requested, detainees are provided translation or interpretation services through the entire disciplinary and appeal process, including accommodation for the hearing impaired. A detainee is not held accountable for his conduct if a medical authority finds him mentally incompetent. The disciplinary hearing officer (DHO) confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>3. <strong>PRIORITY:</strong> Time in disciplinary segregation or withholding of privileges imposed for disciplinary violations do not generally exceed 30 days per violation, except in extraordinary circumstances. Staff do not impose or allow imposition of the following sanctions: corporal punishment; deprivation of food services (to include use of Nutraloaf or “food loaf”); deprivation of clothing, bedding, or items of personal hygiene; deprivation of correspondence privileges; deprivation of legal access and legal materials; or deprivation of indoor or outdoor recreation, unless such activity creates a documented unsafe condition.</td>
<td>Meets Standard</td>
<td>Per policy, time in disciplinary segregation and/or the withholding of privileges imposed for disciplinary violations does not exceed thirty days per violation. Staff members may not impose or allow the imposition of any of the sanctions prohibited by this component unless the activity creates a documented unsafe condition. The disciplinary hearing officer (DHO) confirmed adherence to policy and each of the requirements of this component.</td>
</tr>
</tbody>
</table>
## STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<tr>
<td>4. A detainee shall be removed from segregation if a health care professional concludes that continued segregation is detrimental to the detainee’s medical or mental health.</td>
<td>Meets Standard</td>
<td>Per policy, a health care professional is a member of the committee that meets weekly to review, on an individual basis, the status of every detainee in RHU. The health care professional can recommend a detainee’s removal from segregation based on the requirements of this component. The chief of security confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>5. PRIORITY: The facility supplemental handbook issued to each detainee upon admittance shall provide notice of the facility’s rules of conduct and prohibited acts, the sanctions imposed for violations of the rules, the disciplinary severity scale, the disciplinary process and the procedure for appealing disciplinary findings.</td>
<td>Meets Standard</td>
<td>Facility rules of conduct and prohibited acts, the sanctions imposed for violations of the rules, the disciplinary severity scale, the disciplinary process and the procedure for appealing disciplinary findings are included in the local handbook issued to each detainee upon admission. Documentation is maintained to verify that every detainee received the local detainee handbook.</td>
</tr>
<tr>
<td>6. Copies of the rules of conduct, rights, and disciplinary sanctions shall be provided to all detainees and posted in English, Spanish, and/or other languages spoken by significant numbers of detainees, as follows:</td>
<td>Meets Standard</td>
<td>The notification required by this component is included in the facility’s detainee handbook that is available in English and Spanish. Photographs provided by the facility confirmed information required by the component is posted in the housing units.</td>
</tr>
</tbody>
</table>
  * Disciplinary Severity Scale
  * Prohibited Acts
  * Sanctions
| 7. All facilities shall have graduated scales of offenses and disciplinary consequences as provided in this section. | Meets Standard | Policy includes graduated scales of offenses and disciplinary consequences as required by this component. |
STANDARD 3.1. DISCIPLINARY SYSTEM (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<tr>
<td>8. PRIORITY: Incident reports are investigated within 24 hours of the incident by an officer who had no involvement in the incident. Low or moderate infractions are adjudicated by a Unit Disciplinary Committee (UDC). Unresolved cases and cases involving serious charges are forwarded by the UDC to the Institution Disciplinary Panel (IDP) for adjudication.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, all incident reports are investigated within 24 hours of the incident by an officer who was not involved in the incident. Low or moderate infractions are adjudicated by the disciplinary hearing officer (DHO). Unresolved cases and cases involving serious charges are forwarded to the chairman of the Institution Disciplinary Panel (IDP), for adjudication. The disciplinary hearing officer confirmed that practice is consistent with policy and with adherence to the requirements of this component.</td>
</tr>
<tr>
<td>9. The detainee is advised in writing of his/her right, if applicable, to an initial hearing before the Unit Disciplinary Committee (UDC) within 24 hours of his/her notification of charges. The detainee is provided a copy of the Incident Report and notice of charges at least 24 hours before the start of any disciplinary proceedings.</td>
<td>Meets Standard</td>
<td>Each of the requirements of this component is addressed in policy. Documentation is consistent with policy and confirms adherence to the requirements of this component.</td>
</tr>
<tr>
<td>10. The investigating officer advises the detainee of his/her right to remain silent at every stage of the disciplinary process, and ensures that he/she has a complete listing of detainee rights.</td>
<td>Meets Standard</td>
<td>The disciplinary hearing officer confirmed that the detainee is advised of his rights, as outlined in this component. Documentation is maintained to confirm adherence to the requirements of this component.</td>
</tr>
<tr>
<td>11. PRIORITY: A staff representative is made available upon request for all detainees facing an IDP disciplinary hearing. Detainees also have the option of receiving assistance from another detainee of their selection rather than a staff representative, subject to approval from the facility administrator.</td>
<td>Meets Standard</td>
<td>Per policy, a staff representative is made available upon request for any detainee facing a disciplinary hearing. Detainees also have the option of receiving assistance from another detainee, subject to the OIC's approval. The DHO and the chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
</tbody>
</table>
**STANDARD 3.1. DISCIPLINARY SYSTEM** (Key: S)

This detention standard promotes a safe and orderly living environment for detainees by establishing a fair and equitable disciplinary system, requiring detainees to comply with facility rules and regulations, and imposing disciplinary sanctions to those who do not comply.

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<tr>
<td>12. A staff representative is automatically provided for detainees who are illiterate, limited-English proficient, or without means of collecting and presenting essential evidence.</td>
<td>Meets Standard</td>
<td>The disciplinary hearing officer confirmed adherence to the requirements of this component.</td>
</tr>
<tr>
<td>13. The facility permits hearing postponements or continuances when conditions warrant such a continuance. Reasons are documented.</td>
<td>Meets Standard</td>
<td>Per policy, hearing postponements or continuances are permitted when conditions warrant; reasons must be documented. The DHO and the chief of security confirmed adherence to policy and the requirements of this component.</td>
</tr>
<tr>
<td>14. Written procedures govern the handling of confidential-source information. Procedures include criteria for recognizing “substantial evidence.”</td>
<td>N/A</td>
<td>The DHO and the chief of security confirmed confidential source information is not used as part of the disciplinary hearing.</td>
</tr>
<tr>
<td>15. All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.</td>
<td>Meets Standard</td>
<td>Per policy and procedure, all forms relevant to the incident, investigation committee/panel reports, etc., are completed and distributed as required. The chief of security confirmed that practice is consistent with policy.</td>
</tr>
</tbody>
</table>

**STANDARD 3.1. DISCIPLINARY SYSTEM – Reviewer Summary**

(Use following format for dates: mm/dd/yyyy)

**Overall Remarks:** *(Record significant facts, observations, other sources used, etc.)* (5000 Character Max)

A review of documentation and employee interviews via telephone confirmed that to promote a safe living environment for detainees, the facility has established an equitable disciplinary system requiring detainees to comply with facility rules and regulations and impose disciplinary sanctions on those who do not comply. Policy states that disciplinary action may not be capricious or retaliatory.

The actions of the institution disciplinary panel are reviewed by the OIC, who may concur with the findings and sanctions or modify them. The disciplinary hearing officer confirmed that if any employee at any stage of the disciplinary process has reason to believe that the detainee is mentally ill or mentally incompetent, the facility will provide for an assessment by qualified medical personnel.

If the disciplinary incident is under investigation on different grounds, the investigating officer terminates the administrative investigation until the agency with primary jurisdiction concludes its investigation or indicates it will not pursue the matter. Per policy, an officer at a supervisor level, not involved in the incident is the investigating officer who conducts the investigation. The investigator reviews incident reports for accuracy and completeness and signs them.

The disciplinary hearing officer confirmed that time served in segregation pending the outcome of the proceedings can be credited to the number of days spent in the segregation unit after an adverse decision is adjudicated. The disciplinary report and accompanying documents are not placed in the file of a detainee who is found not guilty; this material may be retained in
STANDARD 3.1. DISCIPLINARY SYSTEM – Reviewer Summary

(Use following format for dates: mm/dd/yyyy)

the institution archives for statistical or historical purposes for a minimum of three years. Disciplinary segregation will only be ordered when alternative dispositions may inadequately regulate the detainee’s behavior. An institution disciplinary panel (IDP) conducts formal hearings on incident reports referred from investigations or the DHO and may impose higher level sanctions for “greatest” and “high” level prohibited acts.

The detainee is advised in writing of his due process rights before the UDC, or before the IDP if the case is being referred directly to the IDP, as provided in this standard. The IDP may receive incident reports following a referral from the UDC or directly from the investigative officer following the conclusion of the investigation.

When a detainee has a diagnosed mental illness or mental disability or demonstrates symptoms of mental illness or mental disability, a mental health professional will be consulted to provide input about the detainee’s competence to participate in the disciplinary hearing, any impact the detainee’s mental illness may have had on his responsibility for the charged behavior, and information about any known mitigating factors regarding the behavior.

Detainees with limited English proficiency (LEP) receive translation or interpretation services, and detainees with disabilities receive appropriate accommodations to meaningfully participate in the investigative, disciplinary, and appeal process.

If a detainee has a mental disability or mental illness but is competent, the disciplinary process will consider whether the detainee’s mental disabilities or mental illness contributed to his behavior when determining what type of sanction, if any, should be imposed. A mental health professional will be consulted as to whether certain types of sanctions, (e.g., placement in disciplinary segregation, loss of visits, or loss of phone calls) may be inappropriate because they would interfere with supports that are a part of the detainee’s treatment or recovery plan.

The detainee’s good behavior after the rule violation or prohibited act is given consideration when determining the appropriate penalty. Per the assistant OIC, if an incident in which criminal prosecution is appropriate were to occur, the OIC, in coordination with ICE staff, will work with prosecutors and other law enforcement officials to ensure that detainees who engage in serious criminal activity, including violence against staff and other detainees, face criminal prosecution.

Overall Rating: Meets Standard

Reviewer Name (Printed): ________________________

Completion Date: 10/1/2020

Reviewer Signature (for printed form submission): ________________________
Section IV: CARE

Food Service
Hunger Strikes
Medical Care
Medical Care (Women)
Personal Hygiene
Suicide Prevention and Intervention
Terminal Illness, Advance Directives, and Death
### STANDARD 4.1. FOOD SERVICE (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. <strong>PRIORITY:</strong> The food service program shall be under the direct supervision of an experienced food service administrator (FSA) who is responsible for:</td>
<td>Meets Standard</td>
<td>Food service functions are provided by the Trinity Group. The food service program is under the direction of an acting food service director (FSD), on loan from another Trinity Group program. The FSD is responsible for all component requirements.</td>
</tr>
<tr>
<td>- Planning, controlling, directing, managing, and evaluating food service;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Managing budget resources;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Establishing standards of sanitation, safety and security;</td>
<td></td>
<td></td>
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<tr>
<td>- Developing nutritionally adequate menus and evaluating detainee acceptance of them;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Developing specifications for the procurement of food, equipment, and supplies; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Establishing a training program that ensures operational efficiency and a high quality food service program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The knife cabinet must be equipped with an approved locking device. Knives must be physically secured to workstations for use outside a secure cutting room. Any detainee using a knife outside a secure area must receive direct staff supervision.</td>
<td>Meets Standard</td>
<td>Knives are not used; dough cutters are used instead. Dough cutters are tethered to their workstation when in use and used under staff supervision. The kitchen officer issues all kitchen utensils and maintains a running inventory of each utensil.</td>
</tr>
<tr>
<td>3. Special procedures govern the handling of food items that pose a security threat.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>4. The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.</td>
<td>Meets Standard</td>
<td>Non-ICE detainee job descriptions are reviewed annually along with all facility policies. The most recent review was 1/30/2020.</td>
</tr>
<tr>
<td>5. During orientation and training session(s), the cook supervisor or equivalent explains and demonstrates:</td>
<td>Meets Standard</td>
<td>Orientation and training are provided to non-ICE volunteer detainee workers which address the elements of this component.</td>
</tr>
<tr>
<td>- Safe work practices and methods.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Safety features of individual products/ pieces of equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Training covers the safe handling of hazardous material[s] the detainee are likely to encounter in their work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. The cook supervisor documents all training.</td>
<td>Meets Standard</td>
<td>Documentation of the training was reviewed during the remote inspection.</td>
</tr>
<tr>
<td>Components</td>
<td>Rating</td>
<td>Remarks</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7. Detainees assigned to the food service department shall have a neat and clean appearance.</td>
<td>Meets Standard</td>
<td>The acting FSD stated that non-ICE detainee workers are provided clean clothing at the beginning of each shift and are subjected to increased in-depth screening for fitness to work, due to concerns associated with COVID-19. Photos of non-ICE detainee food service workers indicated they maintain a neat and clean appearance and use hairnets, beard nets and gloves as appropriate.</td>
</tr>
<tr>
<td>8. Detainees are served three meals every day, at least two of which are hot meals. No more than 14 hours elapse between the last meal served and the first meal of the following day.</td>
<td>Meets Standard</td>
<td>The FSD stated all meals are prepared under kitchen staff supervision, delivered to the housing units by officers, and served by the housing officer. The kitchen provides hairnets and gloves with each cart to be used by the housing officer when passing out the trays to detainees.</td>
</tr>
<tr>
<td>9. Meals shall always be prepared, delivered, and served under staff supervision.</td>
<td>Meets Standard</td>
<td>Food temperatures are consistently documented, as confirmed by a review of daily production logs. Hot and cold foods are maintained at appropriate temperatures during the cooking, serving, and traying process. Food temperatures are taken and recorded a minimum of three times. Random samples of the production logs were reviewed during the inspection.</td>
</tr>
<tr>
<td>10. PRIORITY: Before and during the display, service and transportation of food, sanitary guidelines are observed, with hot foods maintained at a temperature of at least 140 F degrees (120 degrees in food trays) and foods that require refrigeration maintained at 41 F degrees or below.</td>
<td>Meets Standard</td>
<td>Photographs provided by the facility indicated that non-ICE detainee workers were wearing plastic gloves and hairnets and serving food items with utensils.</td>
</tr>
<tr>
<td>11. Servers must wear food grade plastic gloves and hair nets whenever there is direct contact with a food or beverage. Serving food without use of utensils is strictly prohibited.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
## STANDARD 4.1. FOOD SERVICE  (Key: T)

This detention standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

<table>
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<tbody>
<tr>
<td>12. Utensils shall be sanitized as often as necessary to prevent cross-contamination and other food-handling hazards during food preparation and service.</td>
<td>Meets Standard</td>
<td>The facility has the appropriate equipment to maintain proper food temperatures throughout the feeding process. Telephone interviews with the FSD indicated meals are completed within a two-hour timeframe.</td>
</tr>
<tr>
<td>13. If the facility does not have enough equipment to maintain the minimum or maximum temperature required for food safety, the affected items (for example, salad bar staples such as lettuce, meat, eggs, cheese) must be removed and discarded after two hours at room temperature.</td>
<td>N/A</td>
<td>When food trays are delivered, the top tray is covered to maintain the proper temperature and protect the contents of the tray from contamination.</td>
</tr>
<tr>
<td>14. Food shall be delivered from one place to another in covered containers.</td>
<td>Meets Standard</td>
<td>Food trays are delivered to the housing units by officers on carts. The top tray is covered to maintain the proper temperature as well as protect the contents of the tray from contamination.</td>
</tr>
<tr>
<td>15. If food carts are delivered to housing units by detainees, they must be locked unless they are under constant supervision of staff. All food safety procedures (sanitation, safe-handling, storage, etc.) apply without exception to food in transit.</td>
<td>Meets Standard</td>
<td>A registered dietitian completes a nutritional analysis of each menu used in the facility, including sack lunches. This analysis is completed before the menu being used. A 35-day rotating menu cycle has been approved by the registered dietitian. The most recent review and certification by a certified dietitian was completed on 1/4/2020.</td>
</tr>
<tr>
<td>16. <strong>PRIORITY:</strong> A registered dietitian shall conduct a complete nutritional analysis that meets U.S. Recommended Daily Allowances (RDA), at least annually, of every master-cycle menu planned by the FSA. The dietitian must certify menus before they are incorporated into the food service program.</td>
<td>Meets Standard</td>
<td>Food service personnel have the authority to change menu items, if necessary. Changes of each substitution are documented along with the justification for the change. Documentation of the change is maintained by the FSD. Substitutions are of the same nutritional value as the original item on the menu.</td>
</tr>
<tr>
<td>17. The CS or equivalent ensures that items on the master-cycle menu are prepared and presented according to approved recipes.</td>
<td>Meets Standard</td>
<td></td>
</tr>
<tr>
<td>18. The CS or equivalent has the authority to change menu items if necessary, documenting each substitution, along with its justification, with a copy to the FSA. Menu substitutions will be in accordance with dietician approved substitution guidelines.</td>
<td>Meets Standard</td>
<td></td>
</tr>
</tbody>
</table>
From: (CIV)
Sent: Thu, 12 May 2022 16:43:37 +0000
To: (CIV)
Cc: (CIV)

Subject: Re: [EXTERNAL] Fraihat

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The magistrate just responded to indicate that he is not available at this time, but could do something in the noon-3 ET window. Can we make that work please?

Sent from my iPhone

On May 6, 2022, at 12:52 PM, <ice.dhs.gov> wrote:

ICE could be available for the next mediation session on May 23 from 3-5pm ET. Additionally, we are working to have our responses to Plaintiffs’ proposal to OIL by May 10.

Lastly to follow up, is

Thank you!

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-
ATTORNEY/CLIENT PRIVILEGE --- ATTORNEY WORK PRODUCT ---

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From: usdoj.gov
Sent: Tuesday, May 3, 2022 10:28 AM
To: hq.dhs.gov; ice.dhs.gov; @ice.dhs.gov; @usdoj.gov
Cc: @hq.dhs.gov; b@ice.dhs.gov; b@ice.dhs.gov; b@ice.dhs.gov; b@ice.dhs.gov; b@ice.dhs.gov; b@ice.dhs.gov

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We’ll get you today.
Thanks,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From: @ice.dhs.gov
Sent: Monday, May 02, 2022 9:08 AM
To: @hq.dhs.gov;
Cc: @usdoj.gov;

Subject: RE: [EXTERNAL] Fraihat

Thank you, we are trying to see which of those slots may work.

In the meantime, can...
Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-...

--- ATTORNEY/CLIENT PRIVILEGE --- ATTORNEY WORK PRODUCT ---

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From: @dhs.gov>
Sent: Thursday, April 28, 2022 4:06 PM
To: @usdoj.gov>
Cc: @usdoj.gov>
Subject: RE: [EXTERNAL] Faihat

I'm looping [b6], who may be plugging into this case after today and until a new immigration deputy comes onboard.
So that attempt at scheduling didn’t work. Here’s Plaintiff’s response.

Any chance we can work with their hours on 5/17, and if not, what works for ICE the following week?

We can meet between 10:30 and 2:00 Pacific on 5/17. I also should clarify that, based on our previous meetings, we’re working under the assumption that this would be a two-hour session.

In the event the 5/17 times won’t work, our availability the week of May 23 is as follows (all times Pacific):

May 23: any time in the afternoon
May 24: 1:00p – 3:00p
May 25: 9:00a – noon
May 26: 11:30a – 2:00p
May 27: 10:30a – 4:00p
Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-...

From: [EMAIL]@ice.dhs.gov
Sent: Tuesday, April 26, 2022 9:47 AM
To: [EMAIL]@usdoj.gov, [EMAIL]@hq.dhs.gov, [EMAIL]@ice.dhs.gov
Cc: [EMAIL]@hq.dhs.gov, [EMAIL]@ice.dhs.gov, Padilla, Kenneth

Subject: RE: [EXTERNAL] Fraihat

Yes, we will work to have the proposal to OIL by 5/11 and we will work on a position on another potential extension of the deadline for Plaintiffs’ to file a petition en banc.

Regarding the next mediations session, ICE’s availability is below.

- Monday (May 16)
- Tuesday between 10 and 2 (May 17)
- Friday from 9 to 3 (May 20)

Kind regards,

[EMAIL]@ice.dhs.gov

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Thank you.

Will ICE prepared to have your thoughts to us by the 11th?
And can ICE and DHS get together on views on a further extension of the en banc deadline, which is coming up again in June (so we’re likely going to be asked for our position before we sit down with the mediator again).

Sent from my iPad

On Apr 22, 2022, at 11:21 AM [b](6), (b)(7)(C) @ice.dhs.gov> wrote:

Hi [b](6), [b](7)(C)

ICE request that the mediation session be the third week of May (week of May 16), given the amount of review the proposal would need and in order to have the most productive mediation session. We are gathering availability so we can propose the dates.

Kind regards,

[b](6), (b)(7)(C)

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 25

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ICE, does this proposed timeline work for you? I’d like to confirm with opposing counsel and the Magistrate Judge, thanks.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-1

From: [ICE]
Sent: Tuesday, April 19, 2022 12:27 PM

Subject: RE: [EXTERNAL] Fraihat

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Please use the Cofense Report Phishing button to report. If the button is not present, click here and follow instructions.

ICE, does this proposed timeline work for you? I’d like to confirm with opposing counsel and the Magistrate Judge, thanks.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-1

From: [ICE]
Sent: Tuesday, April 19, 2022 12:27 PM

Subject: RE: [EXTERNAL] Fraihat

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Please use the Cofense Report Phishing button to report. If the button is not present, click here and follow instructions.

ICE, does this proposed timeline work for you? I’d like to confirm with opposing counsel and the Magistrate Judge, thanks.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-1
Thanks I will coordinate with schedule and link up with ICE to determine a time.

Kind regards,

[Redacted]

Attorney Advisor, Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security

1 (202) 282-0000 (m) (202) 853-0000

[Redacted]

[Redacted]

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---

From: [Redacted]@usdoj.gov
Sent: Wednesday, February 23, 2022 2:50 PM
To: [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov; [Redacted]@usdoj.gov
Cc: [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov
Subject: Re: [EXTERNAL] Fraihat

Thank you. I think a call is still warranted to clear a few of our specific asks up. Can you please propose a time that works tomorrow?
Sent from my iPhone

On Feb 23, 2022, at 11:32 AM, @hq.dhs.gov wrote:

Attached please find consolidated/updated input from DHS + ICE and let us know if there's any more follow up needed before responding. Thanks for your patience.

Kind regards,

Attorney Advisor, Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security
(o) (202) 287-6666 (m) (202) 851-4860

@hq.dhs.gov

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Thanks, and I see that the call was just cancelled. Should we still expect updates today, which we will then need to digest and get back to opposing counsel.

Sent from my iPhone

On Feb 22, 2022, at 9:52 AM, [removed] wrote:

Friends—

Flagging that DHS and ICE are working on revised responses for DOJ’s review and anticipate canceling this call. We will follow up shortly.

Kind regards,

[removed]

Attorney Advisor, Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security
(202) 282-2775 (202) 855-9161
hq.dhs.gov

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<Fraihat Draft Responses to OIL re Plaintiffs Mediation Follow Ups 2.22.22 (002) (2 23 22 Updated ICE DHS Input).docx>
<Fraihat 2.24 Draft Email to Counsel.docx>
OPLA Asylum Officer Ruling Brief Getbacks
May 18, 2022

(b)(5)
OPLA Asylum Officer Ruling Brief Getbacks
May 18, 2022

[b][5]
Technical Comments for (“X” or highlight one):

<table>
<thead>
<tr>
<th>GAO Statement of Facts</th>
<th>X</th>
<th>OIG Discussion Draft/NFR</th>
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<tbody>
<tr>
<td>GAO Draft Report</td>
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<td>OIG Draft Report</td>
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Engagement # / Report #: 22-005-ISP-ICE (b-2)
Engagement Title: “Review of the Torrance County Detention Facility in Estancia, New Mexico”

Date: 

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<th>Report Page</th>
<th>Line or Bullet</th>
<th>Comments</th>
<th>Component / POC</th>
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<td>Pg. 2-10</td>
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<tr>
<td>Pgs. 7-8</td>
<td>Section re: Guaranteed Minimum</td>
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Choose one or more options to characterize each comment:
1. Accuracy
2. Sensitivity
3. Context and Perspective
4. Editorial
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AFFIRM: This work product has been reviewed for sensitivity concerns which DO/DO NOT exist (highlight one).

Component/POC (name, title, email address, and phone number)

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1 As a default, this technical comments document contains restrictive markings because the comments for the audit agency’s consideration are part of the pre-decisional and deliberative process. Specific sensitivity concerns, if they exist, are clearly marked within this document, as well as an overall determination of whether the Department found sensitivity concerns with the audit work product.
Good morning,

Attached for your review and comment is the OIG Notice of Findings and Recommendations (NFR) titled, “Review of the Torrance County Detention Facility in Estancia, New Mexico.”

NOTICE: This NFR is marked For Official Use Only. This NFR is furnished as a draft that is subject to further review and change. It is provided solely for the preparation of an official comment and response and should not be further disseminated except for those purposes. This NFR is essentially a pre-draft, for one of the OIG’s unannounced inspections. We have the opportunity to provide technical comments and discuss the NFR with the OIG. Our feedback will be incorporated into the draft report. We will have the exit conference and provide technical comments and the management response once we receive the draft report.

1. Please review the NFR and send me any technical and sensitivity comments using the attached template by COB Thursday, April 21, 2022. In your comments, please identify any sensitive language in the NFR and include suggested replacement text to clarify any concerns. As a reminder, please complete the bottom portion of the form and indicate the name, title, phone number and email address of the employee authorizing the comments. If there are no comments, please provide a negative reply.

2. Also, let me know if a discussion would be desirable. If so, please provide me with your suggested dates/times on April 27th and 28th, with SMEs to be invited.

Please note: No extensions will be granted due to the timeliness required in our response. Please let me know if you have any questions.

Y/r,

Senior Portfolio Manager
OCFO / Office of Assurance and Compliance (OAC)
U.S. Immigration and Customs Enforcement (ICE)
(202) 369-8

Office of Inspector General

Review of the Torrance County Detention Facility in Estancia, New Mexico

Notice of Findings and Recommendations

OIG Project No. 22-005-ISP-ICE
4/12/2022

IMPORTANT NOTICE: This document presents the preliminary results of the DHS OIG inspection/evaluation and is subject to further review and revision by DHS OIG management. It has been prepared for discussion purposes. Recipients of this document must not, under any circumstance, release its contents for any other purpose.
Summary of Findings

[(D)(S)]
December 31, 2021.
## Technical Comments for (“X” or highlight one):

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**Engagement # / Report #:** 22-005-ISP-ICE (b-2)

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<td>Provide specific remarks, including suggested revised report language, as appropriate.</td>
<td>Identify the name, title, office, phone #, email address, and Component of the program official/SME submitting each comment.</td>
<td>Choose one or more options to characterize each comment: 1. Accuracy 2. Sensitivity 3. Context and Perspective 4. Editorial</td>
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**AFFIRM:** This work product has been reviewed for sensitivity concerns which DO/DO NOT exist (highlight one).

Component/POC (name, title, email address, and phone number) | 

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1 As a default, this technical comments document contains restrictive markings because the comments for the audit agency’s consideration are part of the pre-decisional and deliberative process. Specific sensitivity concerns, if they exist, are clearly marked within this document, as well as an overall determination of whether the Department found sensitivity concerns with the audit work product.
Thank you I have included our COVID-19 team for review.

Thank you much,

Associate Legal Advisor
Enforcement and Removal Operations Law Division
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Cell: 202-736-6187

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Greetings,

This matter is being elevated to OPLA DCLD and EROLD because ERO El Paso received an IPRA request related to COVID-19 vaccination and booster information.

On November 5, 2021, the Innovation Law Lab and National Immigration Project, ACLU of New Mexico, and Haitian Bridge Alliance submitted a letter asserting the Torrance Facility is not in compliance with the Performance Based National Detention Standards (“PBNDS”) regarding in-person or telephonic attorney access requirements. (Letter and response attached). In addition, on December 21, 2021, ERO received a second IPRA request related to COVID-19 vaccination and booster information. OPLA El Paso is seeking guidance regarding the responses to the following request.

We received the attached IPRA request from the ACLU related to COVID-19 vaccination and booster information. Would you be able to provide me with the following materials:
Any update to the COVID-19 Pandemic Outbreak Operations and Management Control Plan (if updated since January 2021).
- Any contract updates related to mandatory vaccinations.
- Any policy related to mandatory vaccinations or COVID-19 testing.
- Any memos, postings, updates, or communications with staff related to mandatory staff vaccinations and/or mandatory COVID-19 testing.
- Any policy, memo, posting, or update related to booster shots for inmates
- All educational materials and information (including postings in the pods) given to inmates containing information regarding the vaccine or booster.
- Updated Vaccine Tracker for inmates indicating the amount of inmates who received 1st dose, 2nd dose, booster, and refusals.

OPLA El Paso is working closely with ERO in order to draft a response to the requested information.

OPLA El Paso will provide updates and written submissions for review as necessary. ACC Calvillo and I will be the El Paso POC’s.

Respectfully,

Deputy Chief Counsel
Office of the Principal Legal Advisor, El Paso
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
11541 Montana Ave., Suite O
El Paso, Texas 79936
(915) 855-
Looks like 10am is a good time tomorrow for all the persons listed. Awaiting contact info for and listed in the message.

Regards,

Special Assistant to the Executive Deputy Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Desk: (202) 732-42
Mobile: (202) 42
Fax: (202) 732-42
Email: ice.dhs.gov

With honor and integrity, we will safeguard the American people, our homeland, and our values.

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Kerry E. Doyle  
Principal Legal Advisor  
Office of the Principal Legal Advisor  
U.S. Immigration and Customs Enforcement  
Office: 202-71[redacted]  
Cell: 202-51[redacted]

From: Trickler-McNulty, Claire @ice.dhs.gov>
Sent: Tuesday, December 7, 2021 3:22 PM
To: Doyle, Kerry @ice.dhs.gov>
Cc: (b)(6), (b)(7)(C) @ice.dhs.gov>; Davis, Mike P @ice.dhs.gov>; Looiacono, Adam V @ice.dhs.gov>
Subject: RE: Torrance

Kerry –

I have been in some of the meetings, but wasn’t able to be in most of it today. I am very open to discussing, and would like to know [redacted] I am happy to set up another time, I would suggest it might be good to loop in [redacted] (field ops) since they have been working on the responses to date and engaging with the field office. Should we find a time tomorrow?

Claire

From: Doyle, Kerry @ice.dhs.gov>
Sent: Tuesday, December 7, 2021 2:32 PM
To: Trickler-McNulty, Claire @ice.dhs.gov>
Cc: (b)(6), (b)(7)(C) @ice.dhs.gov>; Davis, Mike P @ice.dhs.gov>; Looiacono, Adam V @ice.dhs.gov>
Subject: Torrance

Hi Claire,

[b](5) 

Thanks,

Kerry
Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Office: 202-772-
Cell: 202-510-

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Kerry-

(b)(5)

Adam V. Loiacono  
Deputy Principal Legal Advisor for Enforcement and Litigation  
Office of the Principal Legal Advisor  
U.S. Immigration and Customs Enforcement  
OFO: 202-501-4563  
(b)(6); (b)(7)(C) ice.dhs.gov

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Summaries of the two relevant cases follow.

**Gayle v. Meade, No. 20-21553 (S.D. Fla. filed Apr. 13, 2020).** On April 13, 2020, Plaintiffs, 58 noncitizens detained at the Krome Detention Center (Krome), the Broward Transitional Center (BTC), and the Glades County Detention Center (Glades), filed a petition for writ of habeas corpus, an emergency motion for a temporary restraining order (TRO), and a motion for a preliminary injunction (PI), on behalf of themselves and a proposed class. Plaintiffs alleged that ICE is not taking proper measures to prevent the transmission of COVID-19 and asserted three claims: (1) violation of the Due Process Clause of the Fifth Amendment (violation of detention standards), (2) violation of the Due Process Clause of the Fifth Amendment (violation of right to reasonable safety), and (3) violation of the Due Process Clause of the Fifth Amendment (state-created danger). On April 30, 2020, the district court issued a TRO, which it clarified on May 2, 2020, requiring ICE to adhere to its own guidelines and the CDC Guidelines in assessing and evaluating whether any of the petitioners should be released, and requiring that prior to transfer of any detainees from the three facilities, their eligibility for release be evaluated under ICE guidelines. On June 5, 2020, the district court issued an order granting in part and denying in part Plaintiffs’ motions for class certification and for a PI, and granting Plaintiffs’ motion to compel compliance with the TRO. The certified class is defined as: “All current civil immigration detainees who are now held by ICE at Krome, BTC, and Glades when this action was filed, since this action was filed, or in the future.” The district court found jurisdiction even over detainees who have been transferred from Krome, BTC, and Glades. The district court found a substantial likelihood that ICE has been deliberately indifferent to the detainees’ serious medical needs and has violated the CDC Guidelines. The district court disregarded the government’s argument regarding the flexibility inherent in the CDC Guidelines. The district court also found a violation of its TRO. The PI includes requirements regarding: (1) immediate compliance with CDC and ICE guidelines regarding unrestricted access to hand soap, hand sanitizer, and disposable hand towels, and providing sufficient quantities of CDC-recommended disinfectants for each detainee; (2) providing all inmates and staff with masks and education regarding proper; (3) increased regular cleaning and disinfecting of all common areas and surfaces; (4) limiting transportation of detainees; (5) posting specific signage and information in common areas regarding COVID-19 and providing specific education on COVID-19 to the detainees. The PI also requires that ICE perform an internal review pursuant to ICE’s Pandemic Response Requirements and file weekly reports including a significant amount of information. The PI does not require the release of any individual noncitizen. After four court-ordered mediation sessions, the parties agreed to settle this matter. The magistrate issued a report and recommendation on December 3, recommending that the court approve the settlement.
Abdulkadir v. Hardin, No. 19-cv-00120 (M.D. Fla. filed Feb. 27, 2019). On February 27, 2019, Plaintiffs, five Muslim Somali nationals previously detained at the Glades County Detention Center filed a complaint with the U.S. District Court for the Middle District of Florida against a number of Glades County officials and ICE officials alleging violations of their First Amendment Rights, as well as their rights under the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C. §§ 2000cc, et seq., the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb-4, and the Florida Religious Freedom Restoration Act (FRFRA), Fla. Stat. §§ 761.01 - .05. Plaintiffs allege Glades Defendants intentionally interfered with, delayed, and canceled prayer services, and deprived them of religiously-compliant meals. They also alleged Glades Defendants failed to provide them with essential and commonplace religious articles that are necessary for their religious practice, including Qur’ans, prayer rugs, and head coverings. Defendants filed a motion to dismiss based on qualified immunity, which was granted as to some defendants and denied as to two defendants. An answer has been filed and initial disclosures will be filed next.

Adam V. Loiacono
Deputy Principal Legal Advisor for Enforcement and Litigation
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Phone: 202-503-6047
b(6), b(7)(C) aice.dhs.gov

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From: Doyle, Kerry b(6), b(7)(C) aice.dhs.gov>
Sent: Monday, December 13, 2021 1:28 PM
To: Loiacono, Adam V b(6), b(7)(C) aice.dhs.gov>
Subject: Glades Litigation
Importance: High

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
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INTER-GOVERNMENTAL SERVICE AGREEMENT

BETWEEN THE
UNITED STATES DEPARTMENT OF HOMELAND SECURITY
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
OFFICE OF DETENTION AND REMOVAL
AND
GLADES COUNTY, MOORE HAVEN, FL

This Inter-Governmental Service Agreement ("Agreement") is entered into between United States Department of Homeland Security Immigration and Customs Enforcement ("ICE"), and Glades County Detention Center, Moore Haven, FL ("Service Provider") for the detention and care of aliens ("detainees"). The term "Parties" is used in this Agreement to refer jointly to ICE and the Service Provider.

FACILITY LOCATION:

The Service Provider shall provide detention services for detainees at the following institution(s):

Glades County Detention Center
1995 SR 78 NW
Moore Haven, FL 33471

Article I. Purpose

A. Purpose: The purpose of this Intergovernmental Service Agreement (IGSA) is to establish an Agreement between ICE and the Service Provider for the detention, and care of persons detained under the authority of Immigration and Nationality Act, as amended. All persons in the custody of ICE are "Administrative Detainees". This term recognizes that ICE detainees are not charged with criminal violations and are only held in custody to assure their presence throughout the administrative hearing process and to assure their presence for removal from the United States pursuant to a lawful final order by the Immigration Court, the Board of Immigration Appeals or other Federal judicial body.

B. Responsibilities: This Agreement sets forth the responsibilities of ICE and the Service Provider. The Agreement states the services the Service Provider shall perform satisfactorily to receive payment from ICE at the rate prescribed in Article I, C.

C. Guidance: This is a fixed rate agreement, not a cost reimbursable agreement, with respect to the detainee day rate. The detainee day rate is $80.64. ICE shall be responsible for reviewing and approving the costs associated with this Agreement and subsequent modifications utilizing all applicable federal procurement laws, regulations and standards in arriving at the detainee day rate.
Article II. General

A. **Funding:** The obligation of ICE to make payments to the Service Provider is contingent upon the availability of Federal funds. ICE will neither present detainees to the Service Provider nor direct performance of any other services until ICE has the appropriate funding. Orders will be placed under this Agreement when specific requirements have been identified and funding obtained. Performance under this Agreement is not authorized until the Contracting Officer issues an order, in writing. The effective date of the Agreement will be negotiated and specified in a delivery order to this Agreement that is supported by the ICE Contracting Officer. This Agreement is neither binding nor effective unless signed by the ICE Contracting Officer. Payments at the approved rate will be paid upon the return of the signed Agreement by the authorized Local Government official to ICE.

B. **Subcontractors:** The Service Provider shall notify and obtain approval from the ICE Contracting Officer's Technical Representative (COTR) or designated ICE official if it intends to house ICE detainees in a facility other than the Glades County Detention Center. If either that facility, or any future facility is operated by an entity other than the Service Provider, ICE shall treat the entity as a subcontractor to the Service Provider. The Service Provider shall obtain the Contracting Officer's approval before subcontracting the detention and care of detainees to another entity. The Contracting Officer has the right to deny, withhold, or withdraw approval of the proposed subcontractor. Upon approval by the Contracting Officer, the Service Provider shall ensure that any subcontract includes all provisions of this Agreement, and shall provide ICE with copies of all subcontracts. All payments will be made to the Service Provider. ICE will not accept invoices from, or make payments to a subcontractor.

C. **Consistent with Law:** This is a firm fixed rate agreement, not cost reimbursable agreement. This Agreement is permitted under applicable statutes, regulations, policies or judicial mandates. Any provision of this Agreement contrary to applicable statutes, regulations, policies or judicial mandates is null and void and shall not necessarily affect the balance of the Agreement.

Article III. Covered Services

A. **Bedspace:** The Service Provider shall provide male/female beds on a space available basis. The Service Provider shall house all detainees as determined within the Service Provider's classification system. ICE will be financially liable only for the actual detainee days as defined in Paragraph C of Article III.

B. **Basic Needs:** The Service Provider shall provide ICE detainees with safekeeping, housing, subsistence, medical and other services in accordance with this Agreement. In providing these services, the Service Provider shall ensure compliance with all applicable laws, regulations, fire and safety codes, policies and procedures. If the Service Provider determines that ICE has delivered a person for custody who is under the age of eighteen (18), the Service Provider shall not house that person.
person with adult detainees and shall immediately notify the ICE COTR or designated ICE official. The types and levels of services shall be consistent with those the Service Provider routinely affords other inmates.

C. Unit of Service and Financial Liability: The unit of service is called a "detainee day" and is defined as one person per day. The detainee day begins on the date of arrival. The Service Provider may bill ICE for the date of arrival but not the date of departure. The Service Provider shall not charge for costs, which are not directly related to the housing and detention of detainees. Such costs include but are not limited to:

1) Salaries of elected officials
2) Salaries of employees not directly engaged in the housing and detention of detainees
3) Indirect costs in which a percentage of all local government costs are prorated and applied to individual departments unless, those costs are allocated under an approved Cost Allocation Plan
4) Detainee services which are not provided to, or cannot be used by Federal detainees
5) Operating costs of facilities not utilized by Federal detainees
6) Interest on borrowing (however represented), bond discounts, costs of financing/refinancing, except as prescribed by OMB Circular A-87
7) Legal or professional fees (specifically legal expenses for prosecution of claims against the Federal Government, legal expenses of individual detainees or inmates)
8) Contingencies

D. Interpretive Services: The Service Provider shall make special provisions for non-English speaking, handicapped or illiterate detainees. ICE will reimburse the Service Provider for the actual costs associated with providing commercial written or telephone language interpretive services. Upon request, ICE will assist the Service Provider in obtaining translation services. The Service Provider shall provide all instructions verbally either in English or the detainees' language, as appropriate, to detainees who cannot read. The Service Provider shall include the actual costs that the Service Provider paid for such services on its monthly invoice. Except in emergency situations, the Service Provider shall not use detainees for translation services. If the Service Provider uses a detainee for translation service, it shall notify ICE within twenty-four (24) hours of the translation service.

E. Escort and Transportation Services: The Service Provider will provide, upon request and as scheduled by ICE, necessary escort and transportation services for ICE detainees to and from designated locations. Escort services will be required for escorting detainees to court hearings; escorting witnesses to the courtroom and staged with the ICE Judge during administrative proceedings. Transportation Services shall be performed by at least two (2) qualified sworn law enforcement or correctional officer personnel employed by the Service Provider under their policies, procedures and authorities. See Article XVI.
Article IV. Receiving and Discharging Detainees

A. Required Activity: The Service Provider shall receive and discharge detainees only to and from properly identified ICE personnel or other properly identified Federal law enforcement officials with prior authorization from DHS/ICE. Presentation of U.S. Government identification shall constitute "proper identification." The Service Provider shall furnish receiving and discharging services twenty-four (24) hours per day, seven (7) days per week. ICE shall furnish the Service Provider with reasonable notice of receiving and discharging detainees. The Service Provider shall ensure positive identification and recording of detainees and ICE officers. The Service Provider shall not permit medical or emergency discharges except through coordination with on-duty ICE officers.

B. Emergency Situations: ICE detainees shall not be released from the facility into the custody of other Federal, state, or local officials for any reason, except for medical or emergency situations, without express authorization of ICE.

C. Restricted Release of Detainees: The Service Provider shall not release ICE detainees from its physical custody to any persons other than those described in Paragraph A of Article IV for any reason, except for either medical, other emergency situations, or in response to a federal writ of habeas corpus. If an ICE detainee is sought for federal, state, or local proceedings, only ICE may authorize release of the detainee for such purposes. The Service Provider shall contact the ICE COTR or designated ICE official immediately regarding any such requests.

D. Service Provider Right of Refusal: The Service Provider retains the right to refuse acceptance or request removal of any detainee exhibiting violent or disruptive behavior, or of any detainee found to have a medical condition that requires medical care beyond the scope of the Service Provider’s health care provider. In the case of a detainee already in custody, the Service Provider shall notify ICE and request such removal of the detainee from the Facility. The Service Provider shall allow ICE reasonable time to make alternative arrangements for the detainee.

E. Emergency Evacuation: In the event of an emergency requiring evacuation of the Facility, the Service Provider shall evacuate ICE detainees in the same manner, and with the same safeguards, as it employs for persons detained under the Service Provider’s authority. The Service Provider shall notify the ICE COTR or designated ICE official within two (2) hours of evacuation.

Article V. DHS/ICE Detention Standards

SATISFACTORY PERFORMANCE:

The Service Provider is required to house detainees and perform related detention services in accordance with the most current edition of ICE National Detention Standards (http://www.ice.gov/partners/dho/cismanual/index.htm). ICE Inspectors will conduct periodic inspections of the facility to assure compliance with the ICE National Detention Standards.
Article VI. Medical Services

A. **Auspices of Health Authority:** The Service Provider shall provide ICE detainees with on-site health care services under the control of a local government designated Health Authority. The Service Provider shall ensure equipment, supplies, and materials, as required by the Health Authority, are furnished to deliver health care on-site.

B. **Level of Professionalism:** The Service Provider shall ensure that all health care service providers utilized for ICE detainees hold current licenses, certifications, and/or registrations with the State and/or City where they are practicing. The Service Provider shall retain a registered nurse to provide health care and sick call coverage unless expressly stated otherwise in this Agreement. In the absence of a health care professional, non-health care personnel may refer detainees to health care resources based upon protocols developed by United States Public Health Service (USPHS) Division of Immigration Health Services (DIHS).

C. **Access to Health Care:** The Service Provider shall ensure that on-site medical and health care coverage as defined below is available for all ICE detainees at the facility for at least eight (8) hours per day, seven (7) days per week. The Service Provider shall ensure that its employees solicit each detainee for health complaints and deliver the complaints in writing to the medical and health care staff. The Service Provider shall furnish the detainees instructions in his or her native language for gaining access to health care services as prescribed in Article III, Paragraph D.

D. **On-Site Health Care:** The Service Provider shall furnish on-site health care under this Agreement. The Service Provider shall not charge any ICE detainee an additional fee or Co-payment for medical services or treatment provided at the Service Provider’s facility. The Service Provider shall ensure that ICE detainees receive no lower level of on-site medical care and services than those it provides to local inmates. On-site health care services shall include arrival screening within twenty-four (24) hours of arrival at the Facility, sick call coverage, provision of over-the-counter medications, treatment of minor injuries (e.g., lacerations, sprains, and contusions), treatment of special needs and mental health assessments. Detainees with chronic conditions shall receive prescribed treatment and follow-up care.

E. **Arrival Screening:** Arrival screening shall include at a minimum TB symptom screening, planting of the Tuberculin Skin Test (PPD), and recording the history of past and present illnesses (mental and physical). The health care service provider or trained health care personnel may perform the arrival screening.

F. **Acceptance of Detainees with Extreme Health Conditions:** If the Service Provider determines that an ICE detainee has a medical condition which renders that person unacceptable for detention under this Agreement, (for example, contagious disease, condition needing life support, uncontrollable violence), the Service Provider shall notify the ICE COTR or the designated ICE
official. Upon such notification the Service Provider shall allow ICE reasonable time to make the proper arrangements for further disposition of that detainee.

G. DIHS Pre-Approval for Non-Emergency Off-Site Care: The Service Provider shall obtain DIHS approval for any non-emergency, offsite healthcare for any detainee. DIHS acts as the agent and final health authority for ICE on all offsite detainee medical and health related matters. The relationship of the DIHS to the detainee equals that of physician to patient. The Service Provider shall release any and all medical information for ICE detainees to the DIHS representatives upon request. The Service Provider shall solicit DIHS approval before proceeding with non-emergency, offsite medical care (e.g. offsite lab testing, eyeglasses, cosmetic dental prosthetics, dental care for cosmetic purposes). The Service Provider shall submit supporting documentation for non-routine, offsite medical health services to DIHS. For medical care provided outside the facility, DIHS may determine that an alternative medical provider or institution is more cost-effective or more aptly meets the needs of ICE and the detainee. ICE may refuse to reimburse the Service Provider for non-emergency medical costs incurred that were not pre-approved by the DIHS. The Service Provider shall send all requests for pre-approval for non-emergent offsite care to:

Phone: (888) 718-8947
FAX: (866) 475-9349
Via website: www.inshealth.org

The Service Provider is to notify all medical providers approved to furnish offsite health care of detainees to submit their bills in accordance with instructions provided to:

United States Public Health Services
Division of Immigration Health Services
1220 L Street, NW PMB 468
Washington, DC 20005-4018
(Phone): (888)-718-8947
(FAX): (866)-475-9349
Via website: www.inshealth.org

H. Emergency Medical Care: The Service Provider shall furnish twenty-four (24) hour emergency medical care and emergency evacuation procedures. In an emergency, the Service Provider shall obtain the medical treatment required to preserve the detainee's health. The Service Provider shall have access to an offsite emergency medical provider at all times. The Health Authority of the Service Provider shall notify the DIHS Managed Care Coordinator by calling the telephone number listed in paragraph G above as soon as possible, and in no case more than seventy-two (72) hours after detainee receipt of such care. The Health Authority will obtain pre-authorization from the DIHS Managed Care Coordinator for service(s) beyond the initial emergency situation.

I. OffSite Guards: The Service Provider shall provide guards at all times detainees are admitted to an outside medical facility.
J. **DIHS Visits.** The Service Provider shall allow DIHS Managed Care Coordinators reasonable access to its facility for the purpose of liaison activities with the Health Authority and associated Service Provider departments.

**Article VII. No Employment of Unauthorized Aliens**

Subject to existing laws, regulations, Executive Orders, and addenda to this Agreement, the Service Provider shall not employ aliens unauthorized to work in the United States. Except for maintaining personal living areas, ICE detainees shall not be required to perform manual labor.

**Article VIII. Period of Performance**

A. This Agreement shall become effective upon the date of final signature by the ICE Contracting Officer and the authorized signatory of the Service Provider and will remain in effect indefinitely unless terminated in writing, by either party. Either party must provide written notice of intentions to terminate the agreement, 60 days in advance of the effective date of formal termination, or the Parties may agree to a shorter period under the procedures prescribed in Article X.
B. Basis for Price Adjustment: A firm fixed price with economic adjustment provides for upward and downward revision of the stated Per Diem based upon cost indexes of labor and operating expenses, or based upon the Service Provider’s actual cost experience in providing the service.

Article IX. Inspection

A. Jail Agreement Inspection Report: The Jail Agreement Inspection Report stipulates minimum requirements for fire/safety code compliance, supervision, segregation, sleeping utensils, meals, medical care, confidential communication, telephone access, legal counsel, legal library, visitation, and recreation. The Service Provider shall allow ICE to conduct inspections of the facility, as required, to ensure an acceptable level of services and acceptable conditions of confinement as determined by ICE. No notice to the Service Provider is required prior to an inspection. ICE will conduct such inspections in accordance with the Jail Agreement Inspection Report. ICE will share findings of the inspection with the Service Provider’s facility administrator. The Inspection Report will state any improvements to facility operation, conditions of confinement, and level of service that will be required by the Service Provider.

B. Possible Termination: If the Service Provider fails to remedy deficient service identified through an ICE inspection, ICE may terminate this Agreement without regard to the provisions of Articles VIII and X.

C. Share Findings: The Service Provider shall provide ICE copies of facility inspections, reviews, examinations, and surveys performed by accreditation sources.

D. Access to Detainee Records: The Service Provider shall, upon request, grant ICE access to any record in its possession, regardless of whether the Service Provider created the record, concerning any detainee held pursuant to this Agreement. This right of access shall include, but is not limited to, incident reports, records relating to suicide attempts, and behavioral assessments and other records relating to the detainee’s behavior while in the Service Provider’s custody. Furthermore, the Service Provider shall retain all records where this right of access applies for a period of two (2) years from the date of the detainee’s discharge from the Service Provider’s custody.

Article X. Modifications and Disputes

A. Modifications: Actions other than those designated in this Agreement will not bind or incur liability on behalf of either Party. Either Party may request a modification to this Agreement by submitting a written request to the other Party. A modification will become a part of this Agreement only after the ICE Contracting Officer and the authorized signatory of the Service Provider have approved the modification in writing.
B. Disputes: The ICE Contracting Officer and the authorized signatory of the Service Provider will settle disputes, questions and concerns arising from this Agreement. Settlement of disputes shall be memorialized in a written modification between the ICE Contracting Officer and authorized signatory of the Service Provider. In the event a dispute is not able to be resolved between the Service Provider and the ICE Contracting Officer, the ICE Contracting Officer will make the final decision. If the Service Provider does not agree with the final decision, the matter may be appealed to the ICE Head of the Contracting Activity (HCA) for resolution. The ICE HCA may employ all methods available to resolve the dispute including alternative dispute resolution techniques. The Service Provider shall proceed diligently with performance of this Agreement pending final resolution of any dispute.

Article XI. Adjusting the Detainee Day Rate

ICE shall reimburse the Service Provider at the fixed detainee day rate shown on the cover page of the document, Article I. (C). The Parties may adjust the rate twelve (12) months after the effective date of the agreement and every twelve (12) months thereafter as mutually agreed upon. The Parties shall base the cost portion of the rate adjustment on the principles of allowable and allocability as set forth in OMB Circular A-87, federal procurement laws, regulations, and standards in arriving at the detainee day rate. The request for adjustment shall be submitted on an ICE Jail Services Cost Statement. If ICE does not receive an official request for a detainee day rate adjustment that is supported by an ICE Jail Services Cost Statement, the fixed detainee day rate as stated in this Agreement will be in place indefinitely. See Article X A.

ICE reserves the right to audit the actual and/or prospective costs upon which the rate adjustment is based. All rate adjustments are prospective. As this is a fixed rate agreement, there are no retroactive adjustments, however the detainee day rate may be adjusted up or down depending on the outcome of the audit of the Jail Services Cost Statement.

Article XII. Enrollment, Invoicing, and Payment

A. Enrollment in Electronic Funds Transfer: The Service Provider shall provide ICE with the information needed to make payments by electronic funds transfer (EFT). Since January 1, 1999, ICE makes all payments only by EFT. The Service Provider shall identify their financial institution and related information on Standard Form 3881, Automated Clearing House (ACH) Vendor Miscellaneous Payment Enrollment Form. The Service Provider shall submit a completed SF 3881 to ICE payment office prior to submitting its initial request for payment under this Agreement. If the EFT data changes, the Service Provider shall be responsible for providing updated information to the ICE payment office.

B. Invoicing: The Service Provider shall submit an original itemized invoice containing the following information: the name and address of the facility; the name of each ICE detainee; detainee's A-number; specific dates of detention for each detainee; the total number of detainee days; the daily
rate; the total detainee days multiplied by the daily rate, an itemized listing of all other charges; and
the name, title, address, and phone number of the local official responsible for invoice preparation.
The Service Provider shall submit monthly invoices within the first ten (10) working days of the
month following the calendar month when it provided the services, to:

Department of Homeland Security
ATTN: Immigration and Customs Enforcement
Deportation Unit Miami Field Office, Miami FL
3900 North Powerline Road
Pompano Beach, FL 33073
Phone: 954-545-6037
Fax: 954-973-3325

C. **Payments.** ICE will transfer funds electronically through either an Automated Clearing House
subject to the banking laws of the United States, or the Federal Reserve Wire Transfer System. The
Prompt Payment Act applies to this Agreement. The Prompt Payment Act requires ICE to make
payments under this Agreement the thirtieth (30th) calendar day after the ICE Deportation office
receives a complete invoice. Either the date on the Government’s check, or the date it executes an
electronic transfer of funds, shall constitute the payment date. The Prompt Payment Act requires
ICE to pay interest on overdue payments to the Service Provider. ICE will determine any interest
due in accordance with the Prompt Payment Act.

**Article XIII. Government Furnished Property**

A. **Federal Property Furnished to the Service Provider.** ICE may furnish Federal Government property
and equipment to the Service Provider. Accountable property remains titled to ICE and shall be
returned to the custody of ICE upon termination of the Agreement. The suspension of use of bed
space made available to ICE is agreed to be grounds for the recall and return of any or all
government furnished property.

B. **Service Provider Responsibility.** The Service Provider shall not remove ICE property from the
facility without the prior written approval of ICE. The Service Provider shall report any loss or
destruction of any Federal Government property immediately to ICE.

**Article XIV. Hold Harmless and Indemnification Provisions**

A. **Service Provider Held Harmless.** ICE shall, subject to the availability of funds, save and hold the
Service Provider harmless and indemnify the Service Provider against any and all liability claims
and costs of whatever kind and nature, for injury to or death of any person(s), or loss or damage to
any property, which occurs in connection with or is incident to performance of work under the
terms of this Agreement, and which results from negligent acts or omissions of ICE officers or employees, to the extent that ICE would be liable for such negligent acts or omissions under the Federal Tort Claims Act, 28 USC 2691 et seq.

B. Federal Government Held Harmless: The Service Provider shall save and hold harmless and indemnify federal government agencies to the extent allowed by law against any and all liability claims, and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with, or in any way incident to or arising out of the occupancy, use, service, operation or performance of work under the tenets of this Agreement, resulting from the negligent acts or omissions of the Service Provider, or any employee, or agent of the Service Provider. In so agreeing, the Service Provider does not waive any defenses, immunities or limits of liability available to it under state or federal law.
C. **Defense of Suit.** In the event a detainee files suit against the Service Provider contesting the legality of the detainee's incarceration and/or immigration/citizenship status, ICE shall request that the U.S. Attorney's Office, as appropriate, move either to have the Service Provider dismissed from such suit, to have ICE substituted as the proper party defendant; or to have the case removed to a court of proper jurisdiction. Regardless of the decision on any such motion, ICE shall request that the U.S. Attorney's Office be responsible for the defense of any suit on those grounds.

D. **ICE Recovery Right.** The Service Provider shall do nothing to prejudice ICE's right to recover against third parties for any loss, destruction of, or damage to U.S. Government property. Upon request of the Contracting Officer, the Service Provider shall, at ICE's expense, furnish to ICE all reasonable assistance and cooperation, including assistance in the prosecution of suit and execution of the instruments of assignment in favor of ICE in obtaining recovery.

**Article XV. Financial Records**

A. **Retention of Records.** All financial records, supporting documents, statistical records, and other records pertinent to contracts or subordinate agreements under this Agreement shall be retained by the Service Provider for three (3) years for purposes of federal examinations and audit. The three (3) year retention period begins at the end of the first year of completion of service under the Agreement. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular three (3) year period, whichever is later.

B. **Access to Records.** ICE and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers or other records of the Service Provider or its sub-contractors, which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The rights of access must not be limited to the required retention period, but shall last as long as the records are retained.

C. **Delinquent Debt Collection.** ICE will hold the Service Provider accountable for any overpayment, or any breach of this Agreement that results in a debt owed to the Federal Government. ICE shall apply interest, penalties, and administrative costs to a delinquent debt owed to the Federal Government by the Service Provider pursuant to the Debt Collection Improvement Act of 1982, as amended.

**Article XVI. Guard/Transportation Services**

A. **Transport Services Rate.** The Service Provider agrees, upon request of the Federal Government, in whose custody an ICE detainee is held, to provide all such air/ground transportation services as
may be required to transport detainees securely, in a timely manner, to locations as directed by the ICE COTR or designated ICE official. Transportation between the facility and ICE offices, plus related mileage is included in the daily per diem rate. Other ICE directed transportation will be reimbursed at the rate of $21.00 per hour. Transportation mileage shall be reimbursed at the mileage rate established pursuant to the current General Services Administration (GSA)/federal travel allowance rates. At least two (2) qualified law enforcement or correctional officer personnel employed by the Service Provider during their policies, procedures and practices will perform transport services.

B. **Medical Transportation**: Transportation and/or escort/stationary guard services for ICE detainees housed at the Service Provider’s facility to and from a medical facility for outpatient care, and transportation and/or escort guard services for ICE detainees housed at the Service Provider’s facility admitted to a medical facility, and to detainees attending off-site court proceedings. An officer or officers, shall keep the detainee under constant supervision twenty-four (24) hours per day until the detainee is ordered released from the hospital, or at the order of the COTR. The Service Providers agrees to augment such practices as may be requested by ICE to enhance specific requirements for security, detainee monitoring, visitation and contraband control.

C. **Indemnities**: Furthermore, the Service Provider agrees to hold harmless and indemnify DHS/ICE and its officials in their official and individual capacities from any liability, including third-party liability or worker’s compensation, arising from the conduct of the Service Provider and its employees during the course of transporting ICE detainees.

D. **Personal Vehicles**: The Service Provider shall not allow employees to use their personal vehicles to transport detainees. The Service Provider shall furnish vehicles equipped with interior security features including physical separation of detainees from guards. The Service Provider shall provide interior security specifications of the vehicles to ICE for review and approval prior to installation.

E. **Training and Compliance**: The Service Provider shall comply with ICE transportation standards (http://www.ice.gov/partners/dro/opsmanual/index.htm) related to the number of hours the Provider’s employee may operate a vehicle. The transportation shall be accomplished in the most economical manner. The Service Provider personnel provided for the above services shall be of the same qualifications, receive training, complete the same security clearances, and wear the same uniforms as those personnel provided for in other areas of this agreement.

F. **Same Sex Transport**: During all transportation activities, at least one (1) officer shall be the same sex as the detainee. Questions concerning guard assignments shall be directed to the COTR for final determination.

G. **Miscellaneous Transportation**: The COTR may direct the Service Provider to transport detainees to unspecified, miscellaneous locations.

H. **Billing Procedures**: The itemized monthly invoice for such stationary guard services shall state the number of hours being billed, the duration of the billing (times and dates) and the name of the
detainee(s) that was guarded.
IN WITNESS WHEREOF, the undersigned, duly authorized officers, have subscribed their names on behalf of the Glades County and Department of Homeland Security, U.S. Immigration and Customs Enforcement.

ACCEPTED:  
U.S. Immigration and Customs Enforcement  
Glades County Detention Center

Contracting Officer  
By:  
Date: 5/30/07

Sheriff, Glades County
By:  
Date: 7/14/07

The Intergovernmental Service Agreement Number is DROIGSA070017 / HSCEOP07FIG00032
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.
P00018

3. EFFECTIVE DATE
See Block 16C

4. REQUISITION/ PURCHASE REQ. NO.

5. PROJECT NO. (if applicable)

6. ISSUED BY

CODE

7. ADMINISTERED BY (if other than item 6)

CODE

ICE/DCR

DETENTION COMPLIANCE AND REMOVALS
U.S. Immigration and Customs Enforcement
Office of Acquisition Management
801 I ST NW, RM (b)(8)
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and Zip Code)
GLADES COUNTY BOARD COUNTY COMMISSIONERS
ATTN (b)(5), (b)(7)(C)
PO BOX 39
MOORE HAVEN FL 33471

9. AMENDMENT OF SOLICITATION NO.

10. MODIFICATION OF CONTRACT ORDER NO.
DROIGSA-07-0017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) Completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT ORDER NO. AS DESCRIBED IN Item 14.

CHECK ONE A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
Mutual agreement of the parties

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☑ is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by OFG section headings; including solicitation contract subject matter where feasible)

DUNS Number: 967616400
Contracting Officer's Representative: ☑ ice.dhs.gov
Contracting Officer: ☑ ice.dhs.gov

The purpose of this modification is to

1) extend period of performance of the Guaranteed Minimum (GM) by six months. The GM of 300 beds will now end on 3/30/2022. The Government reserves the right to unilaterally remove this temporary GM at any time, and

2) Update the Contracting Officer's Representative. The COR is now ☑ ice.dhs.gov.

Continued ...

Date: 2021.09.14
3:18.32 -04'00'

Previous edition unusable
All other terms and conditions remain the same.
Period of Performance: 05/01/2007 to 04/30/2022

Change Item 0001 to read as follows (amount shown is the total amount):

0001  Detention Bed Rate at Guaranteed Minimum of 300 Beds from 4/1/2021 to 3/30/2022  
Product/Service Code: S206  
Product/Service Description: HOUSEKEEPING- GUARD

<table>
<thead>
<tr>
<th>ITEM NO. (A)</th>
<th>SUPPLIES/SERVICES (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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</thead>
<tbody>
<tr>
<td>0001</td>
<td>Detention Bed Rate at Guaranteed Minimum of 300 Beds from 4/1/2021 to 3/30/2022</td>
<td>(D)(4)</td>
<td></td>
<td>0.00</td>
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</tbody>
</table>
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. F00014
3. EFFECTIVE DATE See Block 16C
6. ISSUED BY ICE/DCR

7. ADMINISTERED BY (if other than item 6) CODE

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite 1
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

GLADES COUNTY BOARD COUNTY COMMISSIONERS
ATTN [b](6), [b](7)(C)
PO BOX 39
MOORE HAVEN FL 33471

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 17)

10. MODIFICATION OF CONTRACT/ORDER NO.

10A. DATED (SEE ITEM 13)

05/30/2007

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended. Is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _________ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Mutual agreement of the parties

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

DUNS Number: 9676166000
Contracting Officer's Representative: [b](6), [b](7)(C) cc.dhs.gov
Contracting Officer: [b](6), [b](7)(C) cc.dhs.gov

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.

Change Item 0001 to read as follows (amount shown is the total amount):

Continued...

The purpose of this bilateral modification is to implement a temporary Guaranteed Minimum of 425 beds effective October 1, 2020 and ending on December 31, 2020.

All other terms and conditions remain the same.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Detention Bed Rate at Guaranteed Minimum of 425 beds from 10/1/2020 - 12/31/2020</td>
<td>EA</td>
<td>$0(4)</td>
<td>0.00</td>
<td>0.00</td>
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</table>
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.
P00015

3. EFFECTIVE DATE
See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE
ICE/DCR

7. ADMINISTERED BY (If other than item 6) CODE

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (Ave., street, county, State and ZIP Code)

GLADES COUNTY BOARD COUNTY COMMISSIONERS
ATTN: (b)(6), (b)(7)(C)
PO BOX 39
MOORE HAVEN FL 33471

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)
X

10A. MODIFICATION OF CONTRACT/ORDER NO.
DROICSA-07-0017

10B. DATED (SEE ITEM 13)
05/30/2007

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment. (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

X ☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
Mutual agreement of the parties

☐ D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☑ is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

DUNS Number: 967616400

Contracting Officer's Representative: (b)(6), (b)(7)(C)

Contracting Officer: (b)(6), (b)(7)(C)

The purpose of this bilateral modification is to extend the temporary Guaranteed Minimum of 425 beds that was implemented via P00014 to March 31, 2021. The Government reserves the right to unilaterally remove this temporary Guaranteed Minimum at any time.

All other terms and conditions remain the same.

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

Digitally signed Date: 2020.12.30 10:18:00 -05'00'

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (49 CFR) 53.243
The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended. The changes set forth in Item 14 are made in the contract order no. in Item 10A.

The purpose of this bilateral modification is to modify the previously implemented temporary Guaranteed Minimum (GM) of 425 to 300 beds. The new GM will begin on 4/1/2021 to 9/30/2021. The Government reserves the right to unilaterally remove this temporary Guaranteed Minimum at any time. All other terms and conditions remain the same.
## OAQ DCR CONTRACT & MODIFICATION LOG

<table>
<thead>
<tr>
<th>Area of Responsibility (ADR)</th>
<th>MIA</th>
<th>Facility Type:</th>
<th>IGSA</th>
<th>DETLOC:</th>
<th>GLADEFL</th>
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<tbody>
<tr>
<td>Contractor / Service Provider:</td>
<td>Glades County</td>
<td>Supply / Service:</td>
<td>Service</td>
<td>Obligated Amounts:</td>
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<td>Name of Facility or Description of Supply / Service:</td>
<td>Detention Services</td>
<td>Contracting Officer:</td>
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<td>[email protected]</td>
<td>Program Contact (COR):</td>
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<tr>
<td></td>
<td>1995 SR 78 NW</td>
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<td>Moore Haven, FL 33471</td>
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<td>Sub-Contractor (as applicable):</td>
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<td>Other Applied Policies:</td>
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<td>Bed Level 4:</td>
<td>Level 4 Rate:</td>
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<td>CAPACITY:</td>
<td>GUAR MIN:</td>
<td>Notice of Intent Date:</td>
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<td>Last SCA (CBR) Review Date:</td>
<td>6/6/2021</td>
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</table>

**Contract Involves Minors:**

**Contract includes Volunteer Wages:**

**Staffing Plan included:**

**Contract / Order Type:**

### Modification Tracker

<table>
<thead>
<tr>
<th>Base / Mod #</th>
<th>Base / Mod Date</th>
<th>Funding Start Date</th>
<th>Funding End Date</th>
<th>Dollar Amount Increase / Decrease</th>
<th>Cumulative $ Amount of Mod Changes</th>
<th>Cumulative $ Amount of Total Obligation</th>
<th>Purpose (BE DESCRIPTIVE)</th>
<th>File Review C's Initials</th>
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**Rev. 9/8/2016**
### OAQ DCR CONTRACT & MODIFICATION LOG

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<tr>
<th>Area of Responsibility (ADR):</th>
<th>SFR</th>
<th>Facility Type: DFGSA</th>
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<th>COSTAGA</th>
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<tbody>
<tr>
<td>Contractor / Service Provider:</td>
<td>WKY County Sheriff</td>
<td>Supply / Service: Service</td>
<td>Total:</td>
<td>Obligated Amounts</td>
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<td>Name of Facility or Description of Supply / Service:</td>
<td>WKY County Jail</td>
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<td><a href="6">b</a> <a href="7">b</a>[C]</td>
<td><a href="4">b</a></td>
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<td>[AUS]</td>
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<td>Detention Standard:</td>
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<td>03/01/15</td>
<td>Date Contract Closed:</td>
<td>02/28/19</td>
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</table>

**Modification Tracker**

Use the [SPACE BAR] to delete data/insert/review data in each of the cells below in lieu of using the [DELETE] key.

<table>
<thead>
<tr>
<th>Base / Mod #</th>
<th>Base / Mod Date</th>
<th>Funding Start Date</th>
<th>Funding End Date</th>
<th>Dollar Amount Increase / Decrease</th>
<th>Cumulative $ Amount of Mod Changes</th>
<th>Cumulative $ Amount of Total Obligation</th>
<th>Purpose (RE DESCRIPTIVE)</th>
<th>File Reviewer / Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>12/31/14</td>
<td>01/01/15</td>
<td>01/31/15</td>
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<td>02/24/15</td>
<td>01/01/15</td>
<td>02/29/15</td>
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<td>Added funding through 03/31/15</td>
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<td>Deobligate funding and closeout order</td>
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<td>Added funding through 12/31/15</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

2022-ICLI-00045 5543
### LEGEND: OAQ DCR CONTRACT & MODIFICATION LOG

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Of Responsibility (AOR):</td>
<td>Select one from the dropdown menu; if AOR is unknown, this information can be found in the &quot;DETLOC Crosswalk&quot; tab of this document. For contracts that do not have a specific AOR (i.e. purchases from HQ), simply indicate &quot;USA&quot; as the AOR.</td>
<td>ATL, SLC, USA</td>
</tr>
<tr>
<td>Facility Type:</td>
<td>For detention contracts, select from the dropdown menu to determine the facility to indicate if it is owned or operated by ICE or by another entity.</td>
<td>CDF, USMS IGA</td>
</tr>
<tr>
<td>DETLOC:</td>
<td>The &quot;Detention Location&quot; (i.e. DETLOC) can be found in the &quot;DETLOC Crosswalk&quot; tab of this document, which provides a unique identifier for each detention facility. The DETLOC will apply to detention related contracts and agreements only.</td>
<td>SENECHO (Seneca County Jail in Tiffin, Ohio), MIDLATX (Midland County Jail in Midland, Texas)</td>
</tr>
<tr>
<td>Contractor / Service Provider:</td>
<td>Enter the name of the contractor or service provider for the contract or agreement.</td>
<td>Washington County Jail, ABC Company, Inc., USMS</td>
</tr>
<tr>
<td>Supply / Service:</td>
<td>Select from the dropdown menu.</td>
<td>Supply, Service</td>
</tr>
<tr>
<td>Name of Facility or Supply / Service:</td>
<td>For detention contracts, enter the facility name and state; For non-detention contracts, enter the name of the contract to indicate whether it is for services or supplies.</td>
<td>Detention Contracts: Butler County, KS, Non-Detention Contracts: Detainee uniforms</td>
</tr>
<tr>
<td>Contract Number:</td>
<td>Enter base contract or agreement number.</td>
<td>HSCEDM-15-D-00000, ERO/GSA-14-0000</td>
</tr>
<tr>
<td>Contractor Contact Information:</td>
<td>Enter the contractor's name along with the contact information (email address and phone number) for the primary POC.</td>
<td>Mary Jones / ABC Company, <a href="mailto:mary.jones@abc.com">mary.jones@abc.com</a>, 555-555-1212</td>
</tr>
<tr>
<td>Sub-Contractor (as applicable):</td>
<td>If applicable, enter the subcontractor's name along with the contact information for the main POC.</td>
<td>Bob Smith / XYZ Company</td>
</tr>
<tr>
<td>Detention Standard:</td>
<td>Select from the dropdown menu to indicate which inspection standard applies; applies to detention-related contracts only.</td>
<td>PBND 2011, NDS, Local Standards</td>
</tr>
<tr>
<td>Order Number:</td>
<td>Enter delivery or task order number.</td>
<td>HSCEDM-16-F-0000, HSCEDM-16-J-0000</td>
</tr>
<tr>
<td>Other Applied Policies:</td>
<td>Indicate whether any additional policies or standards are applicable.</td>
<td>PREA, Standard 2.11</td>
</tr>
<tr>
<td>SCA Version:</td>
<td>Enter in the most recent SCA wage determination and revision number that has been included in the contract or agreement. County wages prevailing or CBAAs may apply if listed on the agreement.</td>
<td>SCA WD 2005-2057 Rev. 14, County wages prevailing, CBA</td>
</tr>
<tr>
<td>Last SCA Review Date:</td>
<td>Indicate the last date a modification was made to the SCA wage determination on the order. Enter a date in MM/DD/YY format.</td>
<td>07/06/14</td>
</tr>
<tr>
<td>Contracting Officer:</td>
<td>Enter the name of the current CO.</td>
<td>Anne Williams</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Enter the phone number of the current CO.</td>
<td>202-732-1111</td>
</tr>
<tr>
<td>Contract Specialist:</td>
<td>Enter the name of the current CS.</td>
<td>James Smith</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Enter the phone number of the current CS.</td>
<td>202-732-2222</td>
</tr>
<tr>
<td>Program Contact:</td>
<td>Enter the name of the COR.</td>
<td>Barbara White</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Enter the phone number of the current COR.</td>
<td>202-555-4444</td>
</tr>
<tr>
<td>Contract POP Start:</td>
<td>Enter a date in MM/DD/YY format.</td>
<td>04/01/14</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Value</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Contract POP End:</td>
<td>Enter a date in MM/DD/YY format</td>
<td>03/31/19</td>
</tr>
<tr>
<td>Contract POP End (all options exercised):</td>
<td>Indicate the final POP end date that is specified once all option periods are exercised according to the contract/agreement</td>
<td>04/15/19</td>
</tr>
<tr>
<td></td>
<td>Enter a date in MM/DD/YY format</td>
<td></td>
</tr>
<tr>
<td>Current Option Period:</td>
<td>Include the current option period that the contract is in at the time of the log update; this field will be left blank if option periods do not apply</td>
<td>2 of 4 (indicates that we are in option period 2 out of 4)</td>
</tr>
<tr>
<td>Notice of Intent Date:</td>
<td>Date that OAG sends notice of intent to exercise an option period</td>
<td>6/30/2016</td>
</tr>
<tr>
<td></td>
<td>Enter a date in MM/DD/YY format</td>
<td>* Enter a date. Please do not indicate &quot;30 days after POP ends&quot;</td>
</tr>
<tr>
<td>Projected Close Date:</td>
<td>Date the contract can be closed out in PRISM after the waiting period for invoices, etc. (this date is not the contract end date)</td>
<td>1/31/2017</td>
</tr>
<tr>
<td></td>
<td>Enter a date in MM/DD/YY format</td>
<td>* Enter a date. Please do not indicate &quot;60 days after POP ends&quot;</td>
</tr>
<tr>
<td>Obligated Amounts:</td>
<td>Enter in dollar amounts for &quot;Base Award&quot; and &quot;Modifications&quot; sections; formulas are in the spreadsheet for easy calculations</td>
<td>4000.45</td>
</tr>
<tr>
<td>Total:</td>
<td>Dollar amount will calculate automatically based on the base award and modifications totals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*This field is automatically calculated. Do not enter any data.</td>
<td></td>
</tr>
<tr>
<td>Facility Information:</td>
<td>For detention contracts, enter the guaranteed minimum (guar min) number of beds that ICE agrees to pay for according to the contract or task order</td>
<td>900</td>
</tr>
<tr>
<td>GUAR MIN (Guaranteed Minimum) &amp; Bed Levels 1-4</td>
<td>Also include bed levels and the corresponding rates for levels 1-4 as applicable</td>
<td></td>
</tr>
<tr>
<td>Effective Bed Day Rates (BDR):</td>
<td>Enter effective date of bed day rate (BDR) change if applicable</td>
<td>05/25/16</td>
</tr>
<tr>
<td></td>
<td>Update BDR as rates change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter a date in MM/DD/YY format</td>
<td></td>
</tr>
<tr>
<td>Date Contract Closed:</td>
<td>The date a contract was closed out in PRISM; this will be left blank until the closeout is completed</td>
<td>09/17/15</td>
</tr>
<tr>
<td></td>
<td>Enter a date in MM/DD/YY format</td>
<td></td>
</tr>
<tr>
<td>Contract Involves Minors:</td>
<td>Select from the dropdown menu to indicate if the order includes any clauses regarding families or minors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This will apply to detention contracts only</td>
<td>Family Residence (FRS)</td>
</tr>
<tr>
<td></td>
<td>Unaccompanied Children (UAC)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Blank (if not applicable or if contract does not specify)</td>
<td></td>
</tr>
<tr>
<td>Includes Volunteer Wages:</td>
<td>Select from the dropdown menu to indicate whether the contract/agreement specifies volunteer detainee wages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This will apply for detention related contracts only</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blank (if not applicable or if contract does not specify)</td>
<td></td>
</tr>
<tr>
<td>Staffing Plan Included:</td>
<td>Select from the dropdown menu to indicate whether a staffing plan is included in the contract documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blank (if not applicable or if contract does not specify)</td>
<td></td>
</tr>
<tr>
<td>Contract / Order Type:</td>
<td>Select from the dropdown menu to indicate the type of contract / order</td>
<td>IDIQ</td>
</tr>
<tr>
<td></td>
<td>BPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DO/TO</td>
<td></td>
</tr>
<tr>
<td>Base / Mod #:</td>
<td>Indicate the base or modification # that corresponds to the subsequent cells in the row</td>
<td>Base</td>
</tr>
<tr>
<td></td>
<td>P00005</td>
<td></td>
</tr>
<tr>
<td>Base / Mod Date:</td>
<td>Enter the effective date of base agreement or the effective date of the modification</td>
<td>08/09/14</td>
</tr>
<tr>
<td></td>
<td>Enter a date in MM/DD/YY format</td>
<td></td>
</tr>
</tbody>
</table>
| **Funding Start Date:** | Start date of new contract funding  
Enter a date in MM/DD/YY format | 05/01/16 |
|------------------------|-------------------------------------------------|---------|
| **Funding End Date:** | Date that contract is presently funded until  
Enter a date in MM/DD/YY format | 08/01/16 |
| **Dollar Amount Increase / (-) Decrease:** | Enter the modification amount (do not include the $ sign); type a minus (-) sign in front to indicate a decreased modification amount  
A zero (0) MUST be entered to enable ULO calculations  
Enter a zero for $0 modifications | Dollar Amount Increase:  
1078335.00  
Dollar Amount Decrease:  
-10054.00 |
| **Cumulative $ Amount of Mod Changes:** | Cumulative amount of the modification (mod) changes  
Field is updated automatically | *This field is automatically calculated. Do not enter any data. |
| **Cumulative $ Amount of Total Obligation:** | Cumulative amount of the total obligation  
Field is updated automatically | *This field is automatically calculated. Do not enter any data. |
| **Purpose (be descriptive):** | Provide a brief description of the purpose and type of modification made in this column  
Detail in this column is important for future reference to understand the details of the modification | Extending the funded POP through  
8/31/2016  
Changing bed day rate from $80.00 to $85.00  
* Do not simply indicate "funding only" or "admin mod" |
| **File Review CS Initials:** | Insert CS initials after CS reviews Q: drive documentation relating to modification | AB |
In light of our recent OPE meeting thought this would be of interest:

[NM] New Mexico Delegation Calls For Increased Oversight At Detention Facility In Torrance County After Asylum Seekers Face Barriers To Legal Representation

Daily Post [12/20/2021 8:41 AM, Carol A. Clark, NM] reports U.S. Senators Martin Heinrich (D-N.M.) and Ben Ray Luján (D-N.M.) and U.S. Representatives Melanie Stansbury (D-N.M.) and Teresa Leger Fernández (D-N.M.) are calling on U.S. Department of Homeland Security (DHS) officials to increase oversight on CoreCivic’s management of the Torrance County Detention Facility (Torrance) in Estancia, after Haitian asylum seekers have faced significant barriers to legal counsel. “In May 2021, DHS publicly stated it would not tolerate the mistreatment of individuals in civil immigration detention or substandard conditions of detention. Yet, the Department continues to detain individuals at Torrance, which failed an [U.S. Immigration and Customs Enforcement (ICE)]-contracted inspection less than four months ago,” wrote the lawmakers. “In the year leading up to the failed inspection, Torrance received 43 grievances from individuals detained at the facility regarding safety concerns, medical care, and food violations. The fact that Torrance had advance notice of the inspection, and still failed it, underscores the deeply rooted structural problems at the facility.” In the letter to DHS Secretary Alejandro Mayorkas, ICE Acting Director Tae Johnson, and President and CEO of CoreCivic, the lawmakers explain that approximately two months after the Torrance facility failed its inspection, ICE transferred in a group of approximately 80 Haitian asylum seekers, some of who suffered inhumane abuse in Del Rio, Texas, by U.S. Border Patrol.

PRIVILEGED

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Office: 202-744-(8)[b]7/(C)
Cell: 202-510-(7)[b]7/(C)

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Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-7777
Cell: 202-510-6833

From: Doyle, Kerry
Sent: Fri, Dec 3 2021 23:59:48 +0000
To: Trickler-McNulty, Claire
Cc: Trickler-McNulty, Claire
Subject: RE: Take-aways from the access to counsel call

Some of the groups are encouraged by the efforts we are making but they know it may take awhile for them to get implemented.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement
Subject: RE: Take-aways from the access to counsel call

Actually, it would be helpful to get some more information from you. Can you do it or should we? I’d like.

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-780-9000
Cell: 202-510-5027

From: @ice.dhs.gov
Sent: Friday, December 3, 2021 2:55 PM
To: Doyle, Kerry @ice.dhs.gov; Trickler-McNulty, Claire @ice.dhs.gov
Cc: @ice.dhs.gov

Subject: Take-aways from the access to counsel call

Dear Kerry and Claire,

Many thanks for the amount of information we shared and the progress ERO has made were significant. Here are the take-aways:

1.
2.
3.

Have a good weekend, all.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement

@ice.dhs.gov
Let me check and get back to you.

Kerry

Kerry E. Doyle  
Principal Legal Advisor  
Office of the Principal Legal Advisor  
U.S. Immigration and Customs Enforcement  
Office: 202-736-7775  
Cell: 202-510-7775

Hi Kerry—hope all is well. Any chance you could have someone jump on this call at 1pm with us? Mostly just in listening mode. Sorry about the short notice. I thought I had set this up for an OPLA rep earlier, but I was mistaken.

Thanks a lot,

From: Doyle, Kerry  
Sent: Tuesday, December 7, 2021 10:37 AM  
To: Doyle, Kerry  
Cc: Doyle, Kerry

Hi Folks—let's jump on a short call at 11AM to make sure that we know who is going to be answering for what. I will send a teams invite. These are the questions and some other info:

Current status with respect to the concerns raised. Please flag at the meeting anything incorrect and any new developments. We will focus on the remaining questions which are underlined.
I know, but I can also attend. Found it through Mike’s calendar!! I’m in 🙌.

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-7924
Cell: 202-510-8080

Hi Kerry—I sent it to you, but here it is. Thanks!

Microsoft Teams meeting
Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 323-484-8580 United States, Los Angeles
Phone Conference ID: 859 676 738
Find a local number | Reset PIN

I need the link.

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-7079
Cell: 202-510-

From: ice.dhs.gov>
Sent: Tuesday, December 7, 2021 12:40 PM
To: Doyle, Kerry
Subject: RE: Torrance

Great! Thanks Kerry and thanks

From: ice.dhs.gov>
Sent: Tuesday, December 7, 2021 12:39 PM
To: ice.dhs.gov>
Subject: RE: Torrance

Hi
Most folks are booked, so can do it. She’s me new Senior Advisor so be nice to her!

Kerry

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-7079
Cell: 202-510-

From: ice.dhs.gov>
Sent: Tuesday, December 7, 2021 12:27 PM
To: Doyle, Kerry
Subject: FW: Torrance

Hi Kerry—hope all is well. Any chance you could have someone jump on this call at 1pm with us? Mostly just in listening mode. Sorry about the short notice. I thought I had set this up for an OPLA rep earlier, but I was mistaken.

Thanks a lot,
Hi Folks—let's jump on a short call at 11AM to make sure that we know who is going to be answering for what. I will send a teams invite. These are the questions and some other info:

Current status with respect to the concerns raised. Please flag at the meeting anything incorrect and any new developments. We will focus on the remaining questions which are underlined.
Actually, I can do it too, I misread my calendar, so I will both be there.

Thanks.

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-715-5894
Cell: 202-510-3490

Great! Thanks Kerry and thanks for coming.

Most folks are booked, so she can do it. She’s my new Senior Advisor so be nice to her!

Kerry

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-6993
Cell: 202-510-3490
Hi Kerry—hope all is well. Any chance you could have someone jump on this call at 1pm with us? Mostly just in listening mode. Sorry about the short notice. I thought I had set this up for an OPLA rep earlier, but I was mistaken.

Thanks a lot,

---

Hi Folks—lets jump on a short call at 11AM to make sure that we know who is going to be answering for what. I will send a teams invite. These are the questions and some other info:

Current status with respect to the concerns raised. Please flag at the meeting anything incorrect and any new developments. We will focus on the remaining questions which are underlined.
-
Kerry, 

Best, 

Acting Senior Advisor to the Principal Legal Advisor  
U.S. Department of Homeland Security  
Immigration and Customs Enforcement  
(267) 246-3962 (mobile)  

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Security Lapses throughout the Facility
Please let know if there are any questions or clarification needed before sending a response over for OIL’s review.

Please get us a response by noon on Thursday, or a heads up when you expect to send it.

Thank you,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From: Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

Sent: Friday, March 25, 2022 9:48 PM
To: Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

Cc: Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

Subject: RE: [EXTERNAL] Fraihat

Thank you. I’ve incorporated as best I can and send the attached final correspondence to opposing counsel.

Deputy Director
Office of Immigration Litigation
From: ice.dhs.gov
Sent: Friday, March 25, 2022 7:46 PM
To: usdoj.gov; hq.dhs.gov; usdoj.gov; hq.dhs.gov;
HQ.DHS.GOV; usdoj.gov
Cc: ice.dhs.gov; Padilla, Kenneth; ice.dhs.gov;
HQ.DHS.GOV; usdoj.gov

Subject: RE: [EXTERNAL] Fraihat

Please see ICE's responses in red:

(b)(6); (b)(7)(C); (b)(5)
Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 25...[b][b][b][b][b][b]

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From: [b]@usdoj.gov
Sent: Friday, March 25, 2022 4:56 PM
To: [b]@ice.dhs.gov; [b]@usdoj.gov; [b]@hq.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov
Cc: [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov; [b]@ice.dhs.gov
Subject: RE: [EXTERNAL] Fraihat

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Please use the Cofense Report Phishing button to report. If the button is not present, you can click on report.

Following up on this please.

[b]Deputy Director
Office of Immigration Litigation
From: [Redacted]

Sent: Thursday, March 24, 2022 2:28 PM

To: [Redacted]; [Redacted]

Cc: [Redacted]; [Redacted]; [Redacted]; [Redacted]

Subject: RE: [EXTERNAL] Fraihat

Thank you for your email.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-6979
I hope you are doing well. The current deadline for filing a petition for rehearing en banc is April 5, so we would like to get another consent motion for an extension on file next week to allow the mediation efforts to keep proceeding. It seems like Judge Wilner has been helpful and both sides feel that mediation has been productive so far. Please let us know if the attached motion is acceptable to ICE.

Thanks,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From:
Sent: Wednesday, March 02, 2022 12:59 PM
To:
Cc:
Subject: RE: [EXTERNAL] Fraihat

Please find below Plaintiffs’ response. Please confer and let me know what ICE/DHS prefer. If past practice is any guide, I would recommend a response along these lines:

-
Many thanks

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From: Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

Sent: Friday, February 25, 2022 12:35 PM

To: Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

Cc: Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

(اختبر ويرASE)
Subject: RE: [EXTERNAL] Fraihat

Thanks everyone.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-1246

From: @hq.dhs.gov
Sent: Friday, February 25, 2022 11:48 AM
To: @hq.dhs.gov
Cc: @ice.dhs.gov, @ice.dhs.gov, @ice.dhs.gov, @usdoj.gov;

Subject: RE: [EXTERNAL] Fraihat

Please see a few edits in the attached.

Best,

Assistant General Counsel for Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security
(202) 740-6096

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From: [b](b)[5], [b](b)[7]@hq.dhs.gov
Sent: Thursday, February 24, 2022 9:50 PM
To: [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@ice.dhs.gov, [b](b)[6], [b](b)[7]@ice.dhs.gov, [b](b)[6], [b](b)[7]@usdoj.gov
Cc: [b](b)[6], [b](b)[7]@hq.dhs.gov, [b](b)[6], [b](b)[7]@hq.dhs.gov, [b](b)[6], [b](b)[7]@hq.dhs.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov
[b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov, [b](b)[6], [b](b)[7]@usdoj.gov

Subject: RE: [EXTERNAL] Fraihat

Not sure if my earlier email went through. We are finalizing our input. You should hear back from [b](b)[6] in my absence.

Kind regards,

[b](b)[6], [b](b)[7]

Attorney Advisor, Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security
(o) (202) 284-6363 (m) (202) 853-6363
[b](b)[6], [b](b)[7]@hq.dhs.gov

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2022-ICLI-00045 5347
From: [D]{b}(b)(7)(C) @usdoj.gov
Sent: Thursday, February 24, 2022 9:10 PM
Cc: [b]{b}(b)(7)(C) @ice.dhs.gov; [b]{b}(b)(7)(C) @hq.dhs.gov
Tq: [b]{b}(b)(7)(C) @ice.dhs.gov @usdoj.gov
Bcc: [b]{b}(b)(7)(C) @hq.dhs.gov

Subject: Re: [EXTERNAL] Fraihat

Anything on this folks? Opposing counsel is checking in on our status so they can move forward with their revised proposal.

Sent from my iPad

On Feb 24, 2022, at 11:18 AM [b]{b}(b)(7)(C) @usdoj.gov wrote:

Thanks for the call this morning. Please find attached a draft email for opposing counsel that attempts to distill our current positions. I appreciate any comments/edits that can be provided by COB, or let me know if you’ll need longer.

[b]{b}(b)(7)(C)

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616

From: [b]{b}(b)(7)(C) @hq.dhs.gov
Sent: Wednesday, February 23, 2022 2:55 PM
Tq: [b]{b}(b)(7)(C) @ice.dhs.gov @usdoj.gov
Cc: [b]{b}(b)(7)(C) @ice.dhs.gov

2022-ICLI-00045 5348
Thanks, I will coordinate with Tom's schedule and link up with ICE to determine a time.

Kind regards,

Attorney Advisor, Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security
(n) (202) 282-4500 m (202) 853-3021

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Subject: RE: [EXTERNAL] Fraihat

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Thanks,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-
Thank you, we are trying to see which of those slots may work.

In the meantime, can you please confirm the availability of [time slot]?

Kind regards,

[Signature]

[Title]

U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 25

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From: @hq.dhs.gov
Sent: Thursday, April 28, 2022 4:06 PM
To: @usdoj.gov; @ice.dhs.gov;
Cc: @usdoj.gov; @hq.dhs.gov;

Subject: RE: [EXTERNAL] Fraihat

I'm looping who may be plugging into this case after today and until a new immigration deputy comes onboard.

Deputy General Counsel
U.S. Department of Homeland Security

(202) 836 bh

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Subject: RE: [EXTERNAL] Fraihat

So that attempt at scheduling didn’t work. Here’s Plaintiffs’ response.

Any chance we can work with their hours on 5/17, and if not, what works for ICE the following week?

We can meet between 10:30 and 2:00 Pacific on 5/17. I also should clarify that, based on our previous meetings, we’re working under the assumption that this would be a two-hour session.

In the event the 5/17 times won’t work, our availability the week of May 23 is as follows (all times Pacific):

May 23: any time in the afternoon
May 24: 1:00p – 3:00p
May 25: 9:00a – noon
May 26: 11:30a – 2:00p
May 27: 10:30a – 4:00p

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616
Hi.

Yes, we will work to have the proposal to OIL by 5/11 and we will work on a position on another potential extension of the deadline for Plaintiffs’ to file a petition en banc.

Regarding the next mediations session, ICE’s availability is below.

- Monday (May 16)
- Tuesday between 10 and 2 (May 17)
- Friday from 9 to 3 (May 20)

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-

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Thank you.

Will ICE prepared to have your thoughts to us by the 11th?

And can ICE and DHS get together on views on a further extension of the en banc deadline, which is coming up again in June (so we’re likely going to be asked for our position before we sit down with the mediator again).

Sent from my iPad

On Apr 22, 2022, at 11:21 AM, @ice.dhs.gov wrote:

Hi

ICE request that the mediation session be the third week of May (week of May 16), given the amount of review the proposal would need and in order to have the most productive mediation session. We are gathering availability so we can propose the dates.

Kind regards,
ICE, does this proposed timeline work for you? I’d like to confirm with opposing counsel and the Magistrate Judge, thanks.
As a suggestion, if we were to propose a day to meet with Plaintiffs the week of May 9, we could build in a few more days for ICE to develop a response – say by May 3, which we could review/discuss and send over to Plaintiffs by May 6.
Okay, thank you. ICE is considering if the timeline is feasible and will follow up.

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-
Subject: RE: [EXTERNAL] Fraihat

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Under Plaintiffs’ proposed timeline, we would need ICE’s responses sent to OIL by the 29th to give us a few days to review and clarify with ICE, to then transmit to opposing counsel sometime during the following week of May 2, in time for a mediation session that week. It’s an ambitious timeline to say the least.

Best,

[Redacted]

From: [Redacted]
Sent: April 19, 2022 11:48 AM
To: [Redacted]
Cc: [Redacted]

Subject: RE: [EXTERNAL] Fraihat

Thank you for sending. Would the goal be to have ICE’s responses sent to OIL by April 29 or to Plaintiffs by April 29, so to OIL a few days before then?
Kind regards,
[b](6)

[b](6); [b](7)(C)

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-________

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From: [b](6); [b](7)(C)@usdoj.gov
Sent: Tuesday, April 19, 2022 11:20 AM
To: [b](6); [b](7)(C)@ice.dhs.gov; [b](6); [b](7)(C)@usdoj.gov
Cc: [b](6); [b](7)(C)@hq.dhs.gov; [b](6); [b](7)(C)@usdoj.gov

Subject: RE: [EXTERNAL] Fraihat

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Good morning. At long last, attached is Plaintiffs’ COVID-related settlement proposal and a note that they are awaiting two items from us, see below. Also attached is a Word version of their proposal to make internal comments easier. We are just beginning to review here as well.

Thank you,

From: <b>(b)(6), (b)(7)(C)</b> @ice.dhs.gov>
Sent: April 15, 2022 5:43 PM
To: <b>(b)(6), (b)(7)(C)</b> @usdoj.gov>
Cc: <b>(b)(6), (b)(7)(C)</b> @hq.dhs.gov; <b>(b)(6), (b)(7)(C)</b> @ice.dhs.gov;
      <b>(b)(6), (b)(7)(C)</b> @hq.dhs.gov; <b>(b)(6), (b)(7)(C)</b> @ice.dhs.gov;
      <b>(b)(6), (b)(7)(C)</b> @hq.dhs.gov; <b>(b)(6), (b)(7)(C)</b> @ice.dhs.gov;
      <b>(b)(6), (b)(7)(C)</b> @usdoj.gov; <b>(b)(6), (b)(7)(C)</b> @ice.dhs.gov;
      <b>(b)(6), (b)(7)(C)</b> @ice.dhs.gov; Padilla, Kenneth <Kenneth.Padilla@ice.dhs.gov>
      <b>(b)(6), (b)(7)(C)</b> @HQ.DHS.GOV; Mike Davis, Davis, Mike P <Davis.MikeP@ice.dhs.gov>
Subject: RE: [EXTERNAL] Fraihat

At this time
Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253

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Folks,

Please note that we still owe opposing counsel a response regarding the process for negotiating the claims in the complaint itself. I’ve made a verbal suggestion of what our response could look like but we haven’t heard further from ICE.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616

From
Sent: Thursday, April 07, 2022 2:25 PM
To
Cc
Bcc
Subject: RE: [EXTERNAL] Fraihat

Thank you.

Deputy Director
Office of Immigration Litigation
From: @ice.dhs.gov
Sent: Thursday, April 07, 2022 10:05 AM
To: @usdoj.gov;
Cc: @ice.dhs.gov;

Subject: RE: [EXTERNAL] Fraihat
Please let us know if you have any additional questions. Thank you.

Sincerely,

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-...

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From: [redacted]
Sent: Tuesday, April 5, 2022 6:38 PM
To: [redacted]
Cc: [redacted]

Subject: RE: [EXTERNAL] Fraihat
Thank you very much.

Sincerely,

[Date]

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607...

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From: [Email Address]
Sent: Thursday, March 31, 2022 6:51 PM
To: [Email Addresses]
CC: [Email Addresses]
Subject: Re: [EXTERNAL] Fraihat
Thanks. Any details about what happened here?

Sent from my iPhone

On Mar 31, 2022, at 5:25 PM @ice.dhs.gov wrote:

Hi OIL,

Per ERO, this individual is being released from ICE custody today. Attached is the I-831.

Thank you.

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607

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Thanks,

And team,

Thank you for a productive meeting today. As discussed, here are the questions we’d appreciate clarification on coming out of your proposal emailed this morning. Respectfully, we ask for answers by the end of the week, as we need them to consult with our clients and prepare a response along the time frame we discussed today.

•

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-
From: Loiacono, Adam V @ice.dhs.gov>
Sent: Monday, May 23, 2022 9:04 PM
To: [email address]
Cc: [email address]
Subject: RE: [EXTERNAL] Fraihat

Thanks. We will get folks thinking about those issues as we await a response from Plaintiffs.

Adam V. Loiacono
Deputy Principal Legal Advisor for Enforcement and Litigation
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Iphone: 202-500

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From: [email address]
Date: Monday, May 23, 2022, 5:41 PM
To: [email address]
Cc: [email address]
Subject: RE: [EXTERNAL] Fraihat

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Thanks again for sharing this.

Here's a quick readout from my perspective here.
Please let me know if you have any questions or whether further discussion would be helpful in advance of receiving further correspondence from Plaintiffs’ counsel.

Thanks,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-...

From: Loiacono, Adam V <ice.dhs.gov>
Sent: Monday, May 23, 2022 11:05 AM
To: @usdoj.gov; @hq.dhs.gov
Cc: @hq.dhs.gov; ice.dhs.gov; Loiacono, Adam V
Adding a few OPLA folks.

Thanks,

Adam V. Loiacono
Deputy Principal Legal Advisor for Enforcement and Litigation
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Phone: 202-506-8654

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From: @usdoj.gov>
Sent: Monday, May 23, 2022 10:33 AM
To: @hq.dhs.gov>
Cc: Loiacono, Adam V; @ice.dhs.gov; @deptofhomelandsecurity.gov; @hq.dhs.gov>
Subject: RE: [EXTERNAL] Fraihat

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Thanks.
From: [Redacted]@hq.dhs.gov
Sent: Monday, May 23, 2022 10:20 AM
To: [Redacted]@usdoj.gov
Cc: Loiacono, Adam V <[Redacted]@ice.dhs.gov>, [Redacted]@hq.dhs.gov
[Redacted]@hq.dhs.gov; [Redacted]@hq.dhs.gov
[Redacted]@hq.dhs.gov; [Redacted]@hq.dhs.gov
Subject: [EXTERNAL] Fraihat

I am attaching our revised offer. Note that [Redacted]

We're happy to set up a call to discuss.

Best,

[Redacted]

Assistant General Counsel for Litigation
Legal Counsel Division
Office of the General Counsel
U.S. Department of Homeland Security
(202) 740 [Redacted]

[Redacted]@hq.dhs.gov

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Subject: RE: [EXTERNAL] Fraihat

Here is the Zoom info for today.

Thanks,

Hi there,

Judge Michael R. Wilner is inviting you to a scheduled ZoomGov meeting.

Join Zoom Meeting

Meeting URL: https://cacd.uscourts.zoomgov.com/j/1610090070?pwd=L0grVE1zWDgxM2NWUEERczN6Zkc5dz09
Meeting ID: 
Passcode: 

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Dial:

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International numbers

Join from an H.323/SIP room system

H.323:
SIP: @sip.zoomgov.com
Passcode: 

2022-ICLI-00045 5373
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Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616

From: (b)[6], (b)[7][C]
Send: Friday, May 20, 2022 2:00 PM
To: (b)[6], (b)[7][C] @ice.dhs.gov
Cc: (b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @hq.dhs.gov
(b)[6], (b)[7][C] @usdoj.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
(b)[6], (b)[7][C] @ice.dhs.gov
Subject: RE: [EXTERNAL] Fraihat

Thanks (b)[6], (b)[7][C]

Correspondence from opposing counsel here. Please let me know ICE’s responses to the bolded questions.
Thanks

(b)(5)
Both our proposal and potential position on another extension for Plaintiffs to file a petition **en banc** are currently with the Front Office. We hope to have an update soon.

Kind regards,

[Redacted]

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 25

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Subject: RE: [EXTERNAL] Fraihat

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Please get us answers and updates regarding the en banc extension question and the status of comments on Plaintiffs’ latest proposal immediately.

In addition to needing to convey what the government’s position regarding Plaintiffs’ anticipated extension motion, we need to be able to communicate reasonably with opposing counsel and Magistrate Judge Wilner regarding Monday’s mediation – which DOJ is unable to prepare for.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From
Sent: Thursday, May 19, 2022 10:40 AM
To
One observation that I’ve been noodling on that may be helpful for ICE’s decision making here.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-6663

From: [Redacted]
Sent: Wednesday, May 18, 2022 12:47 PM

Subject: RE: [EXTERNAL] Fraihat
Subject: RE: [EXTERNAL] Fraidhat

Folks, just checking in on all of this please.

Thanks,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From
Sent: Monday, May 16, 2022 2:53 PM
To
Cc
Subject: RE: [EXTERNAL] Fraidhat
and all,

Please see follow-along correspondence from Plaintiffs’ counsel, and initial response to your questions:

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616

The attached correspondence addresses Plaintiffs’ position here, let me know if ICE has additional questions.
Subject: RE: [EXTERNAL] Fraihat

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Thank you,

From: [Email Address]
Sent: April 15, 2022 5:43 PM
To: [Email Address]
Cc: [Email Address]
Subject: RE: [EXTERNAL] Fraihat

At this time,

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 25

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From: [redacted]@usdoj.gov

Sent: Wednesday, April 13, 2022 2:33 PM

To: [redacted]@ice.dhs.gov
Cc: [redacted]@ice.dhs.gov

Subject: RE: [EXTERNAL] Fraihat

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Folks,

Please note that we still owe opposing counsel a response regarding the process for negotiating the claims in the complaint itself. I’ve made a verbal suggestion of what our response could look like to but we haven’t heard further from ICE.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From: [redacted]@usdoj.gov

Sent: Thursday, April 07, 2022 2:25 PM

To: [redacted]@ice.dhs.gov
Cc: [redacted]@ice.dhs.gov

2022-ICLI-00045 5383
Subject: RE: [EXTERNAL] Faihat

Thank you.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616

From: ice.dhs.gov
Sent: Thursday, April 07, 2022 10:05 AM
To: usdoj.gov
Cc: ice.dhs.gov

Subject: RE: [EXTERNAL] Faihat
Please find below further information from ERO concerning the detainee’s delay.

Apologies for the delay.

Please let us know if you have any additional questions. Thank you.

Sincerely,

[Redacted]

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-...

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From: [Redacted]
Sent: Tuesday, April 5, 2022 6:38 PM
To: [Redacted]@usdoj.gov
Thank you very much.

Sincerely,

[Redacted]

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607- [Redacted]

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Thanks. Any details about what happened here?

Sent from my iPhone

On Mar 31, 2022, at 5:25 PM @ice.dhs.gov wrote:

Hi OIL,

Per ERO, this individual is being released from ICE custody today. Attached is the I-831.

Thank you.

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
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Please find attached one additional allegation of Fraihat noncompliance, for which Plaintiffs request a response by March 31. The detainee reference in this email is listed at Row 33900 of the latest bi-weekly production, and reflects a custody determination having occurred in August 2021.

In reviewing the situation and responding, can
Please let know if there are any questions or clarification needed before sending a response over for OIL’s review.

Please get us a response by noon on Thursday, or a heads up when you expect to send it.

Thank you,

Deputy Director  
Office of Immigration Litigation  
District Court Section  
(202) 616-6030  

From: [b](6); [b](7)[(C)]  
Sent: Friday, March 25, 2022 9:48 PM  
To: [b](6); [b](7)[(C)]  
Cc: [b](6); [b](7)[(C)]  
Subject: RE: [EXTERNAL] FRAihat

Thank you. I’ve incorporated as best I can and send the attached final correspondence to opposing counsel.

Deputy Director  
Office of Immigration Litigation
From: @ice.dhs.gov

Sent: Friday, March 25, 2022 7:46 PM

To: @usdoj.gov; @hq.dhs.gov

Cc: @ice.dhs.gov; @hq.dhs.gov; @usdoj.gov

Subject: RE: [EXTERNAL] Fraihat

Please see ICE’s responses in red:
From: Loiacono, Adam V
Sent: Tue, 17 May 2022 12:07:01 +0000
To: Loiacono, Adam V
Cc: Loiacono, Adam V
Subject: RE: [EXTERNAL] Fraihat

Thanks. Not sure if I responded yesterday. Just making sure you know that we elevated the issue.

Adam V. Loiacono
Deputy Principal Legal Advisor for Enforcement and Litigation
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Phone: 202-500

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From: Loiacono, Adam V
Sent: Monday, May 16, 2022 4:00 PM
To: Loiacono, Adam V
Cc: Loiacono, Adam V
Subject: RE: [EXTERNAL] Fraihat

Below please find the requested draft summary. Please let me know if you have any questions or concerns.

DRAFT DRAFT DRAFT
DRAFT DRAFT DRAFT

Kind regards,

(d)(6), (b)(7)(C)

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division

500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-3(b)(6)

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From: (d)(6), (b)(7)(C)
Sent: Monday, May 16, 2022 3:00 PM
To: Loiacono, Adam V <(d)(6), (b)(7)(C)@ice.dhs.gov>
Yes, working on this now. We also just received some additional input from OIL, which is attached and I will include in the summary.

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-0350

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Thanks,

Adam V. Loiacono
Deputy Principal Legal Advisor for Enforcement and Litigation
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Phone: 202-502-6969
@ice.dhs.gov

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From: [redacted] @ice.dhs.gov
Sent: Monday, May 16, 2022 1:49 PM
To: [redacted] @ice.dhs.gov
Cc: [redacted] @ice.dhs.gov

Subject: RE: [EXTERNAL] Fraihat

2022-ICLI-00045 5394
Lastly, ICE is available for the mediation session on May 23 from 1pm-3pm ET. Given the upcoming mediation session, could OIL provide responses to ICE by COB tomorrow, 5/17?

Kind regards,

[Redacted]

[Redacted]

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253

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From: [redacted]@usdoj.gov
Sent: Monday, May 16, 2022 1:28 PM

Subject: RE: [EXTERNAL] Fraihat

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And on scheduling, both Plaintiffs and the SM indicate that they are available at 10 am PST the morning of 5/23. Can we please confirm and get this scheduled?

Thanks,

[signature]

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-xxxx

From: [redacted]@usdoj.gov
Sent: Monday, May 16, 2022 1:12 PM

To: [redacted]@ice.gov
Cc: [redacted]@hq.dhs.gov

[signature]
Subject: RE: [EXTERNAL] Fraihat

Thank you,

I’ve followed up with them, but I understand that both options are still on the table for them.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-...
Subject: RE: [EXTERNAL] Fraihat

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 25

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From: [email address]
Sent: Friday, May 13, 2022 5:31 PM
To: [email address]
Cc: [email address]
Subject: RE: [EXTERNAL] Fraihat

Please find below further information from ERO concerning the detainee. Apologies for the delay.

Please let us know if you have any additional questions. Thank you.

Sincerely,

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-6767

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Thank you very much.

Sincerely,

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 13th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-4059

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Thanks. Any details about what happened here?

Sent from my iPhone

On Mar 31, 2022, at 5:25 PM ice.dhs.gov wrote:

Hi OIL,

Per ERO, this individual is being released from ICE custody today. Attached is the I-831.

Thank you.

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
Counsel,

Previously Raised Instances of Non-Compliance
Please find responses and further responses below in blue. Please note that given the personal identifiers and health-related information, this response should be considered CONFIDENTIAL pursuant to the protective order.

Also, please note that an email in this email string from you, dated February 7 at 1:45 pm is likely privileged.

Have a nice weekend.
From @dralegal.org>

Sent: Friday, March 11, 2022 7:41 PM

To @usdoj.gov>

Cc @usdoj.gov>

Subject: [EXTERNAL] RE: Fraihat: individual/facility non-compliance issues

Counsel,
Disability Rights Advocates

Staff Attorney
Pronouns: she, her, hers
2001 Center Street, Berkeley, CA 94704
P 510 529-6226 F 510 665 8511 | www.dralegal.org

Subject: RE: Freihat: individual/facility non-compliance issues

Good afternoon, counsel –

Please find ICE’s responses to Plaintiffs’ concerns in red below.

Best Regards,

Trial Attorney
U.S. Department of Justice, Civil Division
Office of Immigration Litigation-District Court Section
P.O. Box 868, Ben Franklin Station
Washington, DC 20044
Tel. 202.585-6226 Fax. 202.305.7000

Subject: [EXTERNAL] Freihat: individual/facility non-compliance issues

Counsel,

[Text]

(b)(6), (b)(7)(C)

(she/her/ella)

Director, Immigration Detention Accountability Project
Civil Rights Education and Enforcement Center (CREEC)

1245 E Colfax Ave
Denver, CO 80218
303.757

creelaw.org

www.creeclaw.org

You're receiving this message because you're a member of the FrailhatCounsel group from CREEC. To take part in this conversation, reply all to this message.

View group files | Leave group | Learn more about Microsoft 365 Groups
Counsel,

In addition to the instances of non-compliance below, we ask that you also investigate the following:

Thank you.

[Name]
Senior Staff Attorney | Criminal Justice Reform
Southern Poverty Law Center
T 504.512.1489
she/her/hers

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Subject: RE: Fraihat: individual/facility non-compliance issues - CONFIDENTIAL

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Counsel,

Sincerely,
Disability Rights Advocates

Staff Attorney
Pronouns: she, her, hers
2001 Center Street, Berkeley, CA 94704
P 510 529 (b)(6) | F 510 665 8511 | www.dralegal.org

From: (b)(6), (b)(7) @usdoj.gov
Sent: Friday, March 25, 2022 6:48 PM
To: (b)(6), (b)(7) @usdoj.gov
Cc: (b)(6), (b)(7) @usdoj.gov

Subject: RE: Fraihat: individual/facility non-compliance issues - CONFIDENTIAL

Please find responses and further responses below in blue. Please note that given the personal identifiers and health-related information, this response should be considered CONFIDENTIAL pursuant to the protective order.

Also, please note that an email in this email string from you, dated February 7 at 1:45 pm is likely privileged.

Have a nice weekend.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-

From: dadelegal.org>
Sent: Friday, March 11, 2022 7:41 PM
To: usdoj.gov>
Cc: usdoj.gov; usdoj.gov; usdoj.gov; usdoj.gov; usdoj.gov; usdoj.gov; usdoj.gov; willkie.com; splccenter.org; creeclaw.org; creeclaw.org; orrick.com

Subject: [EXTERNAL] RE: Fraihat: individual/facility non-compliance issues

Counsel,

(b)(5)

Sincerely,
(b)(5)
(b)(6), (b)(7)(C), (b)(5)
Staff Attorney

Pronouns: she, her, hers

2001 Center Street, Berkeley, CA 94704
P 510 525-6555 F 510 665 8511 | www.dralegal.org

From: @usdoj.gov
Sent: Monday, February 7, 2022 2:39 PM
To: @creeclaw.org
Cc: @orrick.com
Subject: RE: Fraihat: individual/facility non-compliance issues

Good afternoon, counsel –

Please find ICE’s responses to Plaintiffs’ concerns in red below.

Best Regards,

Trial Attorney
U.S. Department of Justice, Civil Division
Office of Immigration Litigation-District Court Section
P.O. Box 868, Ben Franklin Station
Washington, DC 20044
Tel. 202.594-6568 Fax. 202.305.7000

From: @creeclaw.org
Sent: Friday, January 28, 2022 4:46 PM
To: @usdoj.gov
Cc: @orrick.com
Subject: RE: Fraihat: individual/facility non-compliance issues
Subject: [EXTERNAL] Fraihat: individual/facility non-compliance issues

Counsel,
You're receiving this message because you're a member of the FraihatCounsel group from CREEC. To take part in this conversation, reply all to this message.
Thanks. We added this to the inquiries.

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 257-1159

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Subject: RE: [EXTERNAL] Fraihat

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Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-
June 6.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-
From: [b](@ice.dhs.gov)

Sent: Tuesday, May 03, 2022 2:58 PM

Subject: RE: [EXTERNAL] Fraihat

What is the exact date in June which is the deadline for Plaintiffs to file the petition for en banc review?

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253

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From: (b)(6), (b)(7)(C) @usdoj.gov
Sent: Tuesday, May 3, 2022 10:28 AM
To: (b)(6), (b)(7)(C)
Cc: (b)(6), (b)(7)(C)

Subject: RE: [EXTERNAL] Fraihat

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Thanks,

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616

From: [Email Address]
Sent: Monday, May 02, 2022 9:08 AM
To: [Email Address]
Cc: [Email Address]

Subject: RE: [EXTERNAL] Fraihat

Hi,

Thank you, we are trying to see which of those slots may work.

In the meantime, can I

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW  
Washington, D.C. 20536  
Mobile: (202) 253-[B](6), [B](7)[C]  

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From: [B](6), [B](7)[C]  
Sent: Thursday, April 28, 2022 4:06 PM  
To: [B](6), [B](7)[C]  
Cc: [B](6), [B](7)[C]  
Subject: RE: [EXTERNAL] Fraud

I'm looping @C](5), [B](7)[C] who may be plugging into this case after today and until a new immigration deputy comes onboard.

[O](6), [B](7)[C]  
Deputy General Counsel  
U.S. Department of Homeland Security

(202) 836-[B](6), (ph)

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From: usdoj.gov>
Sent: Thursday, April 28, 2022 3:49 PM
To: @ice.dhs.gov>
Cc: @usdoj.gov> @hq.dhs.gov>; @ice.dhs.gov>
b(6); (b)(7)(C)

Subject: RE: [EXTERNAL] Fraihat

So that attempt at scheduling didn’t work. Here’s Plaintiffs’ response.

Any chance we can work with their hours on 5/17, and if not, what works for ICE the following week?

We can meet between 10:30 and 2:00 Pacific on 5/17. I also should clarify that, based on our previous meetings, we’re working under the assumption that this would be a two-hour session.

In the event the 5/17 times won’t work, our availability the week of May 23 is as follows (all times Pacific):

May 23: any time in the afternoon
May 24: 1:00p – 3:00p
May 25: 9:00a – noon
May 26: 11:30a – 2:00p
May 27: 10:30a – 4:00p

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-
Yes, we will work to have the proposal to OIL by 5/11 and we will work on a position on another potential extension of the deadline for Plaintiffs' to file a petition en banc.

Regarding the next mediations session, ICE’s availability is below.

- Monday (May 16)
- Tuesday between 10 and 2 (May 17)
- Friday from 9 to 3 (May 20)

Kind regards,

Mediator
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From: [Redacted]@usdoj.gov
Sent: Friday, April 22, 2022 12:03 PM
To: [Redacted]@ice.dhs.gov
Cc: [Redacted]@ice.dhs.gov; [Redacted]@ice.dhs.gov

Subject: Re: [EXTERNAL] Fraihat

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Thank you.

Will ICE prepared to have your thoughts to us by the 11th?

And can ICE and DHS get together on views on a further extension of the en banc deadline, which is coming up again in June (so we’re likely going to be asked for our position before we sit down with the mediator again).

Sent from my iPad

On Apr 22, 2022, at 11:21 AM, [Redacted]@ice.dhs.gov wrote:
ICE request that the mediation session be the third week of May (week of May 16), given the amount of review the proposal would need and in order to have the most productive mediation session. We are gathering availability so we can propose the dates.

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-

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ICE, does this proposed timeline work for you? I’d like to confirm with opposing counsel and the Magistrate Judge, thanks.

From: [b](8), (b)(7)(C)
Sent: Tuesday, April 19, 2022 12:27 PM
To: [b](8), (b)(7)(C)
Cc: [b](8), (b)(7)(C)

As a suggestion, if we were to propose a day to meet with Plaintiffs the week of May 9, we could build in a few more days for ICE to develop a response – say by May 3, which we could review/discuss and send over to Plaintiffs by May 6.
Okay, thank you. ICE is considering if the timeline is feasible and will follow up.

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253-7272

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Thank you.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-...

From: [Email Address]
Sent: Thursday, April 07, 2022 10:05 AM
To: [Email Address]
Cc: [Email Address]

Subject: RE: [EXTERNAL] Fraihat

As requested, I have attached the relevant records.

Best,
[Name]
Please let us know if you have any additional questions. Thank you.

Sincerely,

[b](6); [b](7)(C)

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-7542

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Thank you very much.

Sincerely,

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-0419

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Subject: Re: [EXTERNAL] Faihat

Thanks. Any details about what happened here?

Sent from my iPhone

On Mar 31, 2022, at 5:25 PM [ICE Dhs.gov] wrote:

Hi OIL,

Per ERO, this individual is being released from ICE custody today. Attached is the I-831.

Thank you.

Associate Legal Advisor
Department of Homeland Security
Immigration and Customs Enforcement
Office of the Principal Legal Advisor—District Court Litigation Division
500 12th Street SW Mailstop 5900
Washington, D.C. 20536
Mobile Phone: (202) 607-4127

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From: usdoj.gov
Sent: Tuesday, March 29, 2022 3:35 PM
To: hq.dhs.gov; ice.dhs.gov; usdoj.gov;
dhs.gov; ice.dhs.gov; usdoj.gov;
dhs.gov; ice.dhs.gov; usdoj.gov;

Subject: RE: [EXTERNAL] Frailty

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Thank you. I've incorporated as best I can and send the attached final correspondence to opposing counsel.
Thanks

Correspondence from opposing counsel here. Please let me know ICE’s responses to the bolded questions.

Deputy Director
Office of Immigration Litigation
District Court Section
(202) 616-6161

From: @ice.dhs.gov>
Sent: Friday, May 20, 2022 11:18 AM
To: @usdoj.gov>
Cc: @hq.dhs.gov>

2022-ICLI-00045 5453
Subject: RE: [EXTERNAL] Friaihat

Both our proposal and potential position on another extension for Plaintiffs to file a petition *en banc* are currently with the Front Office. We hope to have an update soon.

Kind regards,

Associate Legal Advisor
U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
District Court Litigation Division
500 12th Street SW
Washington, D.C. 20536
Mobile: (202) 253

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From: [b](b)(6), [b](b)(7)(C)
Sent: Friday, May 20, 2022 11:02 AM
To: [b](6), [b](7)(C)
Cc: [b](6), [b](7)(C)

2022-ICLI-00045 5454
Subject: RE: [EXTERNAL] Fraihat

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Please use the Cofense Report Phishing button to report. If the button is not present, click here and follow instructions.
Folks, just checking in on all of this please.

Thanks,

Deputy Director  
Office of Immigration Litigation  
District Court Section  
(202) 616-
Good morning, SES Team:

Currently, ECU has 4 tasks slated for SES clearance today.

21-10681- 12:00PM- FY 2021 Congressional Report (Sec. 903): Haitian Refugee Immigration Fairness Act – Detained Asylum Seekers.
   • Pending EROLD

22-01471- 3:00PM- U.S. Senator Martin Heinrich and 3 Members of Congress Write S1 re: CoreCivic's Management of the Torrance County Detention Facility
   • Pending EROLD

TASKINGS PENDING OPLA LEADERSHIP REVIEW

22-01672- 12:00PM – Monthly Agency/Office Accomplishments Tasking (April)
   • Pending EDPLA Mike Davis

22-01658- 12:00PM- BITMAP Privacy Impact Assessment
   • Pending DPLA Nicole Guzman

Chief, Executive Communications Unit
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
500 12th Street SW, Room 10603
Washington, DC 20536
Office: (202) 732-1717
Mobile: (703) 587-0545
OPLA Asylum Officer Ruling Brief Getbacks
May 18, 2022

(b)(5)
OPLA Asylum Officer Ruling Brief Getbacks
May 18, 2022
Hi [b](6), [b](7)(C)

Hope you are well. I am including you both on this email since you are directly/indirectly involved with this ICE response and/or issue, but feel free to designate one person if that’s appropriate.

I would like to further discuss with you the green highlighted portion in the response letter. CPD is not able to concur with the language without fully fleshing it out with OPLA, as this has and will continue to come up for the agency. I’m also attaching the incoming for your convenience.

I have time later today (2-4:30 pm) and am pretty open tomorrow. Let me know when you are free and I can send a meeting invite.

Thanks

[b](6), [b](7)(C)

Senior Advisor for LGBTQI+ Care (b7(E)ice.dhs.gov), and
ERO Language Access Coordinator (b7(E)ice.dhs.gov)
Special Populations and Programs Unit, Custody Programs Division
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement

From: CM Taskings <b7(E)ice.dhs.gov>
Sent: Thursday, May 5, 2022 10:45 AM
To: CPD Taskings <b7(E)ice.dhs.gov>
Cc: ERO DM Tasking Users <b7(E)ice.dhs.gov>, [b](6), [b](7)(C)
[b](6), [b](7)(C) @ice.dhs.gov>; [b](6), [b](7)(C) @ice.dhs.gov>
[b](6), [b](7)(C) @ice.dhs.gov>
Subject: DUE 05 05 Noon CPD: R&C 22-01471- U.S. Senator Martin Heinrich re CoreCivic’s Management of the Torrance County Detention Facility

Good morning CPD,

Please review the attached draft letter and address the green highlighted comment on page 1.

Your soonest return is appreciated.

Thank you,
December 16, 2021

Hon. Alejandro Mayorkas  
Secretary of Homeland Security  
U.S. Department of Homeland Security  
2707 Martin Luther King Jr. Avenue SE  
Washington, DC 20528

Hon. Tae D. Johnson  
Acting Director  
U.S. Immigration and Customs Enforcement  
500 12th Street SW  
Washington, DC 20536

Damon T. Hninger  
President and CEO  
CoreCivic  
10 Burton Hills Blvd.  
Nashville, TN 37215

Dear Secretary Mayorkas, Acting Director Johnson, and Mr. Hninger:

We write to request the Department of Homeland Security (DHS) conduct increased oversight on CoreCivic’s management of Torrance County Detention Facility (Torrance) in Estancia, New Mexico and for ICE and CoreCivic to implement immediate remedial measures addressing current barriers to legal counsel and language interpretation services experienced by Haitian asylum seekers detained at this facility.

In May 2021, DHS publicly stated it would not tolerate the mistreatment of individuals in civil immigration detention or substandard conditions of detention.¹ Yet, the Department continues to detain individuals at Torrance, which failed an ICE-contracted inspection less than four months ago.² In the year leading up to the failed inspection, Torrance received 43 grievances from individuals detained at the facility regarding safety concerns, medical care, and food violations.³ The fact that Torrance had advance notice of the inspection, and still failed it, underscores the deeply rooted structural problems at the facility.⁴

Approximately two months after Torrance failed its inspection, ICE transferred into the facility a group of approximately 80 Haitian migrants. Some of these individuals suffered inhumane abuse in Del Rio, Texas at the hands of U.S. Border Patrol (USBP), actions which were strongly

⁴ Id.
condemned by the American public and President Biden. At Torrance, these individuals have faced severe barriers to legal representation, prohibiting them from being able to prepare for their asylum hearings, which are scheduled in an immigration court with an asylum denial rate of 93%.\(^5\) It took over two months for ICE to grant a group of attorneys and legal representatives permission to speak with many of these individuals\(^6\), during which at least four were given deportation orders who had not had access to legal representation. Providing detainees with access to legal services, particularly for non-English and non-Spanish speakers, is integral to a fair and just immigration system.

Furthermore, due to CoreCivic’s failure to provide language interpretation services, Haitian Creole-speaking detainees are unable to communicate with detention officers present at the facility. Documented onsite visits reveal CoreCivic staff have provided individuals limited information about the asylum process and without interpretation to Haitians in Creole. On the rare occasions that attorneys had success meeting with Haitian detainees, they were also not provided interpretation services to effectively communicate with their clients. Due to the lack of interpretation services and the steep barriers blocking access to counsel, Haitian asylum seekers detained in Torrance face the nearly impossible task of being prepared for their immigration hearings and thus finding refuge in the United States.

Lastly, given that some of the Haitian migrants at Torrance were subject to the USBP’s abusive treatment in Del Rio, Texas, DHS must take all necessary actions to ensure that potential witnesses are not removed from the United States pending the Office of Professional Responsibility’s investigation on such abuse. For this reason, and the aforementioned barriers to legal representation at Torrance, we request DHS and ICE take the following actions:

1) Conduct immediate, comprehensive oversight on CoreCivic’s management of Torrance to ensure:
   - Attorneys can schedule attorney/client calls on a regular basis that are free, confidential, and unlimited in time;
   - Detainees and attorneys are provided unfettered access to ICE’s language interpretation call-line; and
   - Haitian detainees have interpretation services to understand ICE-provided information on the asylum process, such as legal orientations and informational videos.

2) Work with the Executive Office for Immigration Review to extend the immigration hearing dates for those detained at Torrance until they receive the counsel that has been unduly inaccessible to them.

Thank you for your attention and we look forward to hearing about the actions you will expeditiously take to remediate these issues.

---


Sincerely,

MARTIN HEINRICH
United States Senator

BEN RAY LUJÁN
United States Senator

MELANIE STANSBURY
United States Representative

TERESA LEGER FERNANDEZ
United States Representative
From: ERO Correspondence \[b(7)(E)\] ice.dhs.gov
Sent: Thursday, May 5, 2022 10:09 AM
To: ERO DM Tasking Users \[b(7)(E)\] ice.dhs.gov; ERODomOpsUC \[b(7)(E)\] ice.dhs.gov
Cc: EROFieldOpsTaskingsUser\[b(7)(E)\]@ice.dhs.gov
Subject: FW: Review and Comment -22-01471- U.S. Senator Martin Heinrich and 3 Members of Congress Write S1 re CoreCivic's Management of the Torrance County Detention Facility [WF-1230864] ICATT:0045348

Good morning Ops/CM,

Please review the attached and CPD address the green/highlighted comment; and Dom Ops address the blue/highlighted comment. Your soonest return is appreciated.

Thanks.

From: ICATT.Alert \[b(7)(E)\] ice.dhs.gov
Sent: Wednesday, May 4, 2022 4:28 PM
To: ERO Correspondence \[b(7)(E)\] ice.dhs.gov
Subject: Review and Comment -22-01471- U.S. Senator Martin Heinrich and 3 Members of Congress Write S1 re CoreCivic's Management of the Torrance County Detention Facility [WF-1230864] ICATT:0045348

Hello ERO Corr,
A Clearance has been assigned to you. Please accept in 1 day

Clearance Name: CL-22-01471 Assigned To ERO Corr

Due Date: 05/05/2022 10:00 AM Eastern

Instructions:

Good afternoon ERO. Working from the below draft version, please provide responsive comments/edits to the highlighted comment. Thank you!

22-01471-04.29-Senator Martin Heinrich Cover letter - dpau edits (003) -OCR (OPLA) (002) (003) CPD 4-29-22 (002)- OPLA(1).docx

Thank you,

ICATT System
Please see below and attached. Are you available to take a look at any input provided by ERO?

Thank you.

Deputy Chief
Enforcement and Removal Operations Law Division
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Office: (202) 736-1023
Cell: (202) 270-9611

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Good afternoon EROLD,

I hope this email finds you all well. OPLA has been asked to review the attached S1BB materials for Office Call with Governor Lujan Grisham. ICE has been asked to provide input regarding the Torrance Detention Center (highlighted in yellow). This is an urgent task with a super short turn-around that's due as soon as practicable.
### Technical Comments for (“X” or highlight one):

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<thead>
<tr>
<th>GAO Statement of Facts</th>
<th>OIG Discussion Draft/NFR</th>
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<tr>
<td>GAO Draft Report</td>
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<th>22-005-ISP-ICE (b)</th>
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<td>Engagement Title:</td>
<td>“Management Alert - Immediate Removal of all Detainees from the Torrance County Detention Facility”</td>
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<tr>
<td>Date:</td>
<td>February 18, 2022 – DUE February 25, 2022</td>
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**AFFIRM:** This work product has been reviewed for sensitivity concerns which **DO/DO NOT** exist (highlight one).

- **Component/POC (name, title, email address, and phone number):**
  - OPLA- GILD (b)(B), (b)(7)(C)
  - Associate Legal Advisor (b)(6), (b)(7)(C)
  - Price.dhs.gov, 202-924 (b)(B)

---

1As a default, this technical comments document contains restrictive markings because the comments for the audit agency’s consideration are part of the pre-decisional and deliberative process. Specific sensitivity concerns, if they exist, are clearly marked within this document, as well as an overall determination of whether the Department found sensitivity concerns with the audit work product.
Thank you. I have included our COVID-19 team for review.

Thank you much,

[REDACTED]

Associate Legal Advisor
Enforcement and Removal Operations Law Division
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Cell: 202-731- [REDACTED]

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Sent: Wednesday, December 22, 2021 10:47 AM
To: #OPLASCREmailAlerts <[REDACTED]>
Cc: [REDACTED]; [REDACTED]
Subject: Email Alert - Access to legal services for Haitian immigrants at Torrance County Detention Facility Letter

Greetings,

This matter is being elevated to OPLA DCLD and EROLD because ERO El Paso received an IPRA request related to COVID-19 vaccination and booster information.
Respectfully,

[Redacted]
Deputy Chief Counsel
Office of the Principal Legal Advisor, El Paso
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
11541 Montana Ave., Suite O
El Paso, Texas 79936
(915) 857-
You too! Happy Mother’s day.

Best,

Associate Legal Advisor
Enforcement and Removal Operations Law Division
Office of the Principal Legal Advisor
U.S. Department of Homeland Security, Immigration and Customs Enforcement
Office: (202) 732-9244 Cell: (202) 924-7104

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Thank you both. Both emails you sent provide enough for us to move forward! I will send in the tasking response you attached, and certainly circle back if we have additional questions in the future.

Have a great weekend

From: b(6); (b)(7)(C)
Sent: Thursday, May 5, 2022 2:06 PM
To: b(6); (b)(7)(C)
Subject: RE: ERO discussion- U.S. Senator Martin Heinrich re CoreCivic’s Management of the Torrance County Detention Facility

From: b(6); (b)(7)(C)
Sent: Thursday, May 5, 2022 10:40 AM
To: b(6); (b)(7)(C)
Subject: RE: ERO discussion- U.S. Senator Martin Heinrich re CoreCivic’s Management of the
Torrance County Detention Facility

Hope all is well. Thank you for reaching out to both of us.

Best,

Associate Legal Advisor
Enforcement and Removal Operations Law Division
Office of the Principal Legal Advisor
U.S. Department of Homeland Security, Immigration and Customs Enforcement
Office: (202) 732-9628, Cell: (202) 924-8756

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From: ice.dhs.gov
Sent: Thursday, May 5, 2022 12:28 PM
to: CoreCivic@ice.dhs.gov; ice.dhs.gov
Subject: ERO discussion - U.S. Senator Martin Heinrich re CoreCivic's Management of the Torrance County Detention Facility

Hope you are well. I am including you both on this email since you are directly/indirectly involved with this ICE response and/or issue, but feel free to designate one person if that’s appropriate.
I have time later today (2-4:30 pm) and am pretty open tomorrow. Let me know when you are free and I can send a meeting invite.

Thanks

Senior Advisor for LGBTQI+ Care (ice.dhs.gov), and ERO Language Access Coordinator (ice.dhs.gov)
Special Populations and Programs Unit, Custody Programs Division Enforcement and Removal Operations
U.S. Immigrations and Customs Enforcement

From: CM Taskings <ice.dhs.gov>
Sent: Thursday, May 5, 2022 10:45 AM
To: CPD Taskings <ice.dhs.gov>
Cc: ERO DM Tasking Users <ice.dhs.gov>

Subject: DUE 05 05 Noon CPD: R&C 22-01471- U.S. Senator Martin Heinrich re CoreCivic's Management of the Torrance County Detention Facility

Good morning CPD,

Please review the attached draft letter and address the green highlighted comment on page 1.

Your soonest return is appreciated.

Thank you,

Management & Program Analyst, Executive Support Unit
Custody Management Division Headquarters
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
+1.202.913._____ (Cell)

From: ERO Correspondence <ice.dhs.gov>
Sent: Thursday, May 5, 2022 10:09 AM
To: ERO DM Tasking Users <ice.dhs.gov>; ERODomOpsUC
Good morning Ops/CM,

Please review the attached and CPD address the green/highlighted comment; and Dom Ops address the blue/highlighted comment. Your soonest return is appreciated.

Thanks.

Executive Information Unit
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
202-736-2860
cc.dhs.gov

From: ICATT.Alert@ice.dhs.gov
Sent: Wednesday, May 4, 2022 4:28 PM
To: ERO Correspondence@ice.dhs.gov
Subject: Review and Comment -22-01471- U.S. Senator Martin Heinrich and 3 Members of Congress Write S1 re CoreCivic’s Management of the Torrance County Detention Facility [WF-1230864] ICATT:0045348

Hello ERO Corr,

A Clearance has been assigned to you. Please accept in 1 day

Clearance Name: CL-22-01471 Assigned To ERO Corr

Due Date: 05/05/2022 10:00 AM Eastern

Instructions:

Good afternoon ERO.
Working from the below draft version, please provide responsive comments/edits to the highlighted comment. Thank you!

22-01471-04.29-Senator Martin Heinrich Cover letter - dpau edits (003) -OCR (OPLA) (002) (003) CPD 4-29-22 (002) - OPLA(1).docx

Thank you,

ICATT System
Greetings,

Thank you for your response. I recommend that I recommend that...[b](5)

Thank you,

Chief Counsel
Office of the Principal Legal Advisor, El Paso
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security

To register for eService, please go to https://eserviceregistration.ice.gov/

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Good afternoon,

Please see below email string and request for a tour of the TCDF on May 20, 2022.

The plaintiffs for the Santa Fe Dreamers Project, et al. v. CoreCivic (202000404) is who would like to visit.

Please let me know if we can accommodate the tour and if there are any stipulations for the tour.

Respectfully,

Assistant Field Office Director
El Paso Field Office
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
Desk-505-452

---

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CoreCivic attorney's requesting on behalf of Plaintiffs' attorney's. Does not appear that they will visit themselves.

---

From: Pstrucklove.com>
Hi,

Thank you for getting back to me so quickly. I am not sure who from Plaintiffs’ counsel would be attending the site visit (I will inquire if you need to know this prior to the visit), but we received the request for a site inspection from Elsa Goosen, from the ACLU of New Mexico.

Can you please tell me who the Plaintiffs’ counsel would be? Let me follow up with Warden on this request.

Good morning, Warden,

I am following up on my below email. Is the facility available for a site inspection on May 20, 2022? If not, will you please provide additional dates that the facility is available in May 2022? Thank you in advance.

Sincerely,
Warden

My name is [REDACTED] and I represent CoreCivic in *Santa Fe Dreamers Project, et al. v. CoreCivic*, an excessive force matter involving ICE detainees at Torrance County Detention Facility (“TCDF”). Plaintiffs’ counsel requested to conduct a site visit of TCDF and would like to schedule this for May 20, 2022, if possible. We are working with Plaintiffs’ counsel to finalize the particular locations of the site visit, in addition to other details, but need to know whether the facility is available for a site visit on that date. If the facility is unavailable, will you please provide additional dates that the facility is available in May 2022? Thank you in advance, and we look forward to hearing from you.

Sincerely,

[REDACTED]

Attorney

**STRAK LOVE BOJANOWSKI & ACEDO, PLC**
3100 W. Ray Road Suite [REDACTED] Chandler AZ 85226
480.420.[REDACTED]@strucklove.com | strucklove.com

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No worries, [b][6] has it.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement
[b][6], [b][7][c]

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736
Cell: 202-510

FYSA

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement
[b][6], [b][7][c]
Hi,

 haven’t seen it yet....

Good morning,

Before I reach out to others, did either of you get this letter?

Advocates want ICE to halt removals, provide access to counsel to Haitians detained in New Mexico facility

Concho Valley Homepage [11/9/2021 6:08 PM, Julian Resendiz, 4K, TX] reports five nonprofits want the federal government to grant immediate access to legal counsel and halt deportations of Haitians at a migrant detention center in Torrance County, New Mexico. In a letter dated November 5, the groups accuse U.S. Immigration and Customs Enforcement of denying the Haitians information about their cases, contact with legal advisers or the means to prepare a defense against deportation. “Conditions at Torrance have effectively prevented Haitian immigrants detained there from retaining and communicating with legal counsel, obtaining basic information about their rights through group presentations or gathering evidence and preparing to present their case for relief in removal procedures,” the groups including the American Civil Liberties Union of New Mexico said in their letter. The groups accuse ICE of expediting removal procedures against Haitians there, resulting in migrants attending hearings “with no benefit of legal orientation or representation.” Their demands include that ICE immediately allow the Haitians to call the El Paso Immigration Collaborative pro bono hotline, allow detainees to schedule legal consultations by telephone or videoconferencing within one day of request, and a halt to removals of Haitians until they’ve had a chance to talk to counsel and had access to information about their rights in Kreyol. The groups also gave ICE a Friday deadline to provide them with detailed information about Haitian migrants being held at Torrance, allow them to stage in-person, three-hour legal rights presentations at the facility and provide information about legal services in Kreyol. Border Report reached out to ICE for a response and is awaiting comment.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement
Hi Kerry,

Can you please take a look at this letter and let me know if there are any issues with it?

We would like to turn it around pretty quickly.

Best regards,

Deputy Chief of Staff
Office of the Director
U.S. Immigration and Customs Enforcement
Cell: (703) 598-7748

Good evening, everyone –

We’ve also provided a detailed response to the incoming letter on this issue. Attached is the initial draft that we put together in response to the tasking we requested be routed to us. It will require vetting by OPLA of course, but I wanted to share regardless.

Thanks
ERO provided OPE the info for engagement with stakeholders and is working on a formal reply. Below is the snapshot.
From: Johnson, Tae D <ice.dhs.gov>
Sent: Wednesday, November 17, 2021 12:39 PM
To: Johnson, Tae D <ice.dhs.gov>; Price, Corey A <ice.dhs.gov>; Lechleitner, Patrick J <ice.dhs.gov>; Trickler-McNulty, Claire <ice.dhs.gov>
Cc: <ice.dhs.gov>
Subject: RE: Torrance Letter

Wanted to follow up on this one. Where is ERO on this now?

From: Johnson, Tae D <ice.dhs.gov>
Sent: Thursday, November 11, 2021 7:33 PM
To: Price, Corey A <ice.dhs.gov>; Johnson, Tae D <ice.dhs.gov>; Lechleitner, Patrick J <ice.dhs.gov>; Trickler-McNulty, Claire <ice.dhs.gov>
Cc: <ice.dhs.gov>
Subject: RE: Torrance Letter

Next week works. Thanks Corey
and others from ERO had a call last evening and I'm told they agreed to have a more fulsome response next week. I can press for a quicker turn if preferred.

From: Johnson, Tae D  
Date: Thursday, Nov 11, 2021, 2:44 PM
To: Johnson, Tae D, Lechleitner, Patrick J, Price, Corey A, Trickler-Mcnulty, Claire 
Cc: 
Subject: RE: Torrance Letter

Corey - can we get an update on the situation at Torrance please. Thx

From:  
Date: Wednesday, Nov 10, 2021, 1:37 PM
To: Johnson, Tae D, Price, Corey A 
Cc:  
Subject: Torrance Letter

Wanted to make sure you were tracking this Torrance letter, which appears to have gone to the field office, and to the DHS front office (but not to the OD).

Chief of Staff, Immigration and Customs Enforcement
(202) 236-
(b)(5), (b)(7)(C)

Legal Director
Innovation Law Lab
PO Box 8382
Portland, Or 97207

Dear (b)(5), (b)(7)(C)

(b)(5)
Thank you again for your letter and interest in this matter.

Sincerely,

Tae D. Johnson
Acting Director
Per Tim’s request.

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 323-484-1111 United States, Los Angeles
Phone Conference ID
Find a local number | Reset PIN

Learn More | Meeting options
Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 323-484 United States, Los Angeles
Phone Conference ID: 664-2
Find a local number | Reset PIN

Learn More | Meeting options
NEW MEXICO
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http://www.justice.gov/eoir/list-pro-bono-legal-service-providers

<table>
<thead>
<tr>
<th>Otero, New Mexico</th>
</tr>
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<tbody>
<tr>
<td><strong>Diocesan Migrant and Refugee Services</strong>*</td>
</tr>
<tr>
<td>2400 E. Yandell, Ste. A</td>
</tr>
<tr>
<td>El Paso, TX 79903-3617</td>
</tr>
<tr>
<td>Tel: (915) 532-3975</td>
</tr>
<tr>
<td>Fax: (915) 532-4071</td>
</tr>
<tr>
<td><a href="mailto:info@dmrs-ep.org">info@dmrs-ep.org</a></td>
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<tr>
<td><a href="http://www.dmrs-ep.org">www.dmrs-ep.org</a></td>
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</tbody>
</table>

| **New Mexico Immigrant Law Center*** |
| 625 Silver Ave SW, Suite 410 |
| Albuquerque, NM 87102 |
| Tel: (505) 247-1023 |
| info@nmlc.org |
| www.nmlc.org |

| **American Bar Association Detention and LOP Information Line** |
| immcenter@americanbar.org |
| https://www.americanbar.org/groups/public_interest/immigration/ |

- Pro se case assistance for detained respondents only
- Dial 2150# from the detention center
- To contact on behalf of a detained individual, email immcenter@americanbar.org.

| **Catholic Charities of Southern New Mexico*** |
| 2215 South Main St, Suite B |
| Las Cruces, NM 88005 |
| Tel: (575) 526-9621 |
| Fax: (575) 526-9626 |
| ccdlc@catholiccharitiesdlc.org |
| www.catholiccharitiesdlc.org |

| **Las Americas Immigrant Advocacy Center*** |
| 1500 E Yandell Drive |
| El Paso, TX 79902 |
| Tel: (915) 544-5126 |
| Fax: (915) 544-4041 |
| administrator@las-americas.org |
| www.las-americas.org |

- Asylum, Withholding of Removal, Convention Against Torture

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TExAS

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<table>
<thead>
<tr>
<th>Catholic Charities of Dallas*</th>
<th>Light of Hope Immigration Law Center*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1421 W Mockingbird Ln.</td>
<td>1339 19th St</td>
</tr>
<tr>
<td>Dallas TX 75247</td>
<td>Plano, TX 75074</td>
</tr>
<tr>
<td>Tel: (214) 634-7182</td>
<td>Tel: (469) 229-0590</td>
</tr>
<tr>
<td><a href="mailto:legal@ccdallas.org">legal@ccdallas.org</a></td>
<td>Fax: (469) 229-0130</td>
</tr>
<tr>
<td><a href="http://www.ccdallas.org">www.ccdallas.org</a></td>
<td>Fax: (469) 229-0130</td>
</tr>
<tr>
<td>• Primarily SIJS, Cancellation of Removal, Bond hearings, Asylum</td>
<td><a href="http://www.lohimmigration.org">http://www.lohimmigration.org</a></td>
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<thead>
<tr>
<th>Human Rights Initiative of North Texas*</th>
<th>RAICES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2801 Swiss Avenue</td>
<td>Refugee and Immigrant Center for Education and Legal Services</td>
</tr>
<tr>
<td>Dallas, TX 75204</td>
<td></td>
</tr>
<tr>
<td>Tel: (214) 855-0520</td>
<td>Dallas, North:</td>
</tr>
<tr>
<td>Fax: (214) 855-0793</td>
<td>4230 Lyndon B Johnson Fwy, Suite 225</td>
</tr>
<tr>
<td><a href="http://www.hrionline.org">www.hrionline.org</a></td>
<td>Dallas, TX 75244</td>
</tr>
<tr>
<td></td>
<td>Tel: (214) 919-0736</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dallas@raicestexas.org">dallas@raicestexas.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.raicestexas.org">www.raicestexas.org</a></td>
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<tr>
<td>• Represent non-detained asylum seekers</td>
<td></td>
</tr>
<tr>
<td>• Represent unaccompanied children</td>
<td></td>
</tr>
<tr>
<td>• Must call main line to schedule intake (no walk-ins)</td>
<td></td>
</tr>
<tr>
<td>• Staff speaks Spanish</td>
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<tr>
<th>International Rescue Committee*</th>
<th>Fort Worth:</th>
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<tbody>
<tr>
<td>6500 Greenville Ave., Suite 500</td>
<td>4200 South Fwy., Suite 704</td>
</tr>
<tr>
<td>Dallas, TX 75206</td>
<td>Fort Worth, TX 76115</td>
</tr>
<tr>
<td>Tel: (214) 461-9781</td>
<td>Tel: (817) 717-9377</td>
</tr>
<tr>
<td><a href="http://www.rescue.org">www.rescue.org</a></td>
<td><a href="mailto:fortworth@raicestexas.org">fortworth@raicestexas.org</a></td>
</tr>
<tr>
<td>• Will take removal defense cases</td>
<td></td>
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<tr>
<td>• Will take cases of unaccompanied children</td>
<td></td>
</tr>
<tr>
<td>• Will take all types of cases, including asylum</td>
<td></td>
</tr>
<tr>
<td>• Will accept cases for those detained at Prairieland Detention Facility, Johnson County Law Enforcement Center, Rolling Plains Detention Center, David L. Moss Criminal Justice Center, and Limestone County Detention Center</td>
<td></td>
</tr>
</tbody>
</table>
### Dallas, Texas (page 2 of 2)

**American Bar Association Detention and LOP Information Line**

immcenter@americanbar.org
https://www.americanbar.org/groups/public_interest/immigration/

- Pro se case assistance for detained respondents only
- Dial 2150# from the detention center
- To contact on behalf of a detained individual, email immcenter@americanbar.org.
**List of Pro Bono Legal Service Providers**

**Updated October 2021**

http://www.justice.gov/eoir/list-pro-bono-legal-service-providers

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**El Paso, Texas**

<table>
<thead>
<tr>
<th><strong>Diocesan Migrant and Refugee Services</strong>*</th>
<th><strong>New Mexico Immigrant Law Center</strong>*</th>
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<tbody>
<tr>
<td>2400 E. Yandell, Ste. A</td>
<td>625 Silver Ave SW, Suite 410</td>
</tr>
<tr>
<td>El Paso, TX 79903-3617</td>
<td>Albuquerque, NM 87102</td>
</tr>
<tr>
<td>Tel: (915) 532-3975</td>
<td>Tel: (505) 247-1023</td>
</tr>
<tr>
<td>Fax: (915) 532-4071</td>
<td><a href="http://www.nmilc.org">www.nmilc.org</a></td>
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<td><a href="mailto:info@dmrs-ep.org">info@dmrs-ep.org</a></td>
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<tr>
<th><strong>Las Americas Immigrant Advocacy Center</strong>*</th>
<th><strong>American Bar Association Detention and LOP Information Line</strong>*</th>
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<tbody>
<tr>
<td>1500 E Yandell Drive</td>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
</tr>
<tr>
<td>El Paso, TX 79902</td>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
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- Asylum, Withholding of Removal, Convention Against Torture

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<tbody>
<tr>
<td>2215 South Main St, Suite B</td>
</tr>
<tr>
<td>Las Cruces, NM 88005</td>
</tr>
<tr>
<td>Tel: (575) 526-9621</td>
</tr>
<tr>
<td>Fax: (575) 526-9626</td>
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<tr>
<td><a href="mailto:ccdlc@catholiccharitiesdlc.org">ccdlc@catholiccharitiesdlc.org</a></td>
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<td><a href="http://www.catholiccharitiesdlc.org">www.catholiccharitiesdlc.org</a></td>
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</tr>
<tr>
<td>2400 E. Yandell, Ste. A</td>
<td></td>
</tr>
<tr>
<td>El Paso, TX 79903-3617</td>
<td></td>
</tr>
<tr>
<td>Tel: (915) 532-3975</td>
<td></td>
</tr>
<tr>
<td>Fax: (915) 532-4071</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:info@dmrs-ep.org">info@dmrs-ep.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.dmrs-ep.org">www.dmrs-ep.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Las Americas Immigrant Advocacy Center</strong>*</td>
<td></td>
</tr>
<tr>
<td>1500 E Yandell Drive</td>
<td></td>
</tr>
<tr>
<td>El Paso, TX 79902</td>
<td></td>
</tr>
<tr>
<td>Tel: (915) 544-5126</td>
<td></td>
</tr>
<tr>
<td>Fax: (915) 544-4041</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:administrator@las-americas.org">administrator@las-americas.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.las-americas.org">www.las-americas.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Catholic Charities of Southern New Mexico</strong>*</td>
<td></td>
</tr>
<tr>
<td>2215 South Main St, Suite B</td>
<td></td>
</tr>
<tr>
<td>Las Cruces, NM 88005</td>
<td></td>
</tr>
<tr>
<td>Tel: (575) 526-9621</td>
<td></td>
</tr>
<tr>
<td>Fax: (575) 526-9626</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ccdlc@catholiccharitiesdlc.org">ccdlc@catholiccharitiesdlc.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.catholiccharitiesdlc.org">www.catholiccharitiesdlc.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>American Bar Association Detention and LOP Information Line</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
<td></td>
</tr>
<tr>
<td>• Asylum, Withholding of Removal, Convention Against Torture</td>
<td></td>
</tr>
<tr>
<td>• Pro se case assistance for detained respondents only</td>
<td></td>
</tr>
<tr>
<td>• Dial 2150# from the detention center</td>
<td></td>
</tr>
<tr>
<td>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
<td></td>
</tr>
</tbody>
</table>
# List of Pro Bono Legal Service Providers

**Harlingen, Texas**

<table>
<thead>
<tr>
<th><strong>Texas Rio Grande Legal Aid, Inc.</strong>*</th>
<th><strong>South Texas Immigration Council, Inc.</strong>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>316 S. Closner Blvd.</td>
<td>Casa Mexico Bldg.</td>
</tr>
<tr>
<td>Edinburg, TX 78539</td>
<td>4793 West Expressway 83</td>
</tr>
<tr>
<td>Tel: (956) 393-6200</td>
<td>Harlingen, TX 78552</td>
</tr>
<tr>
<td>Tel: (888) 988-9996 (toll-free)</td>
<td>Tel: (956) 425-6987</td>
</tr>
<tr>
<td>Fax: (210) 212-3774</td>
<td>Fax: (956) 425-7434</td>
</tr>
<tr>
<td><a href="http://www.trla.org">www.trla.org</a></td>
<td><a href="mailto:casamexico17@gmail.com">casamexico17@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.southtexasimmigrationcouncil.com/services">https://www.southtexasimmigrationcouncil.com/services</a></td>
</tr>
</tbody>
</table>

**ProBAR - South Texas Pro Bono Asylum Representation Project***

<table>
<thead>
<tr>
<th>202 South 1st Street, Suite 300</th>
<th>• All types of cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harlingen, TX 78550</td>
<td>• Languages: Spanish</td>
</tr>
<tr>
<td>Tel: (956) 365-3775</td>
<td></td>
</tr>
<tr>
<td>Fax: (956) 365-3789</td>
<td>American Bar Association Detention and LOP Information Line**</td>
</tr>
<tr>
<td><a href="http://www.americanbar.org/probar">www.americanbar.org/probar</a></td>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
</tr>
<tr>
<td>• Will represent people in removal proceedings</td>
<td>• Pro se case assistance for detained respondents only</td>
</tr>
<tr>
<td></td>
<td>• Dial 2150# from the detention center</td>
</tr>
<tr>
<td></td>
<td>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
</tr>
</tbody>
</table>

---

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# List of Pro Bono Legal Service Providers

http://www.justice.gov/eaor/list-pro-bono-legal-service-providers

## Houston Immigration Court

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Website</th>
<th>Languages</th>
</tr>
</thead>
</table>
| **Catholic Charities of the Archdiocese of Galveston-Houston*** | 2900 Louisiana St, Houston, TX 77006 | (713) 595-4100 | (713) 595-4198 | ucreferrals@catholiccharities.org | www.catholiccharities.org | - Children’s cases  
- Will represent persons in asylum cases  
- Languages: Spanish |
| **RAICES*** | 1900 Saint James Pl., Suite 450, Houston, TX 77056 | (832) 699-6942 | (832) 669-6942 | tatiana.obando@raicestexas.org | https://www.raicestexas.org/ | - Asylum; Criminal Immigration |
| **Human Rights First** | 1303 San Jacinto Street, 9th Floor, Houston, TX 77002 | (713) 955-1360 | | | | - Represent indigent individuals seeking asylum  
- No walk-ins, call and leave a message  
- Languages: Spanish, others as needed |
| **Kids In Need of Defense (KIND)*** | Houston Office  
c/o South Texas College Law  
1303 San Jacinto Street, 9th Floor | Houston, TX 77002 | (281) 940-2098 | infohouston@supportkind.org | www.supportkind.org | - KIND only represents unaccompanied children.  
- KIND ayuda a niño/as no-acompañados solamente.  
- No walk-ins; please call to schedule an appointment.  
- No se atiende sin cita; por favor llamar para hacer una cita. |
| **YMCA International Services*** | 6300 West Park, Ste. 600, Houston, TX 77057 | (713) 758-9280 | (713) 339-1159 | | www.ymcahouston.org/ymca-international/ | - Languages: Staff speaks over 25 languages |
| **American Bar Association Detention and LOP Information Line*** | | | | immcenter@americanbar.org | https://www.americanbar.org/groups/public_interest/immigration/ | - Pro se case assistance for detained respondents only  
- Dial 2150# from the detention center  
- To contact on behalf of a detained individual, email immcenter@americanbar.org |

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<table>
<thead>
<tr>
<th>Conroe, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Bar Association Detention and LOP Information Line</strong>**</td>
</tr>
<tr>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
</tr>
<tr>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
</tr>
<tr>
<td>• Pro se case assistance for detained respondents only</td>
</tr>
<tr>
<td>• Dial 2150# from the detention center</td>
</tr>
<tr>
<td>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
</tr>
<tr>
<td><strong>RAICES</strong>*</td>
</tr>
<tr>
<td>Refugee and Immigrant Center for Education and Legal Services</td>
</tr>
<tr>
<td>1900 Saint James Pl., Suite 450</td>
</tr>
<tr>
<td>Houston, TX 77056</td>
</tr>
<tr>
<td>Tel: (832) 699-6942</td>
</tr>
<tr>
<td>Fax: (832) 669-6942</td>
</tr>
<tr>
<td><a href="mailto:tatiana.obando@raicestexas.org">tatiana.obando@raicestexas.org</a></td>
</tr>
<tr>
<td><a href="https://www.raicestexas.org/">https://www.raicestexas.org/</a></td>
</tr>
<tr>
<td>• Asylum; Criminal Immigration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YMCA International Services*</th>
</tr>
</thead>
<tbody>
<tr>
<td>6300 West Park, Ste. 600</td>
</tr>
<tr>
<td>Houston, TX 77057</td>
</tr>
<tr>
<td>Tel: (713) 758-9280</td>
</tr>
<tr>
<td>Fax: (713) 339-1159</td>
</tr>
<tr>
<td><a href="http://www.ymcahouston.org/ymca-international/">www.ymcahouston.org/ymca-international/</a></td>
</tr>
<tr>
<td>• Languages: Staff speaks over 25 languages</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deportation Defense Houston**</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o GHCF/HILSC 515 Post Oak Blvd Suite 1000</td>
</tr>
<tr>
<td>Houston, TX 77027</td>
</tr>
<tr>
<td>Tel: (936) 213-0054</td>
</tr>
<tr>
<td>Fax: (713) 339-1159</td>
</tr>
<tr>
<td><a href="https://www.houstonimmigration.org/deportation-defense-houston">https://www.houstonimmigration.org/deportation-defense-houston</a></td>
</tr>
<tr>
<td><a href="mailto:info@houstonimmigration.org">info@houstonimmigration.org</a></td>
</tr>
<tr>
<td>• No walk-ins</td>
</tr>
<tr>
<td>• Intake Hours: Tuesdays and Fridays 9-12 (call only)</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Pearsall, Texas</th>
<th>St. Mary's University School of Law Immigration and Human Rights Clinic*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Gateways</strong>*</td>
<td></td>
</tr>
</tbody>
</table>
| American Gateways – Austin  
314 E. Highland Mall Blvd., Suite 501  
Austin, TX 78752  
Tel: (512) 478-0546  
Fax: (512) 387-2650 |
| American Gateways – San Antonio Extension Office  
2300 W. Commerce St., Suite 313  
San Antonio, TX 78207  
Tel: (210) 521-4768  
Fax: (210) 625-6797  
www.americangateways.org |
| **International Association of Detention and LOP Information Line** **|
| immcenter@americanbar.org  
https://www.americanbar.org/groups/public_interest/immigration/ |
| • Pro se case assistance for detained respondents only  
• Dial 2150# from the detention center  
• To contact on behalf of a detained individual, email immcenter@americanbar.org. |
| **Migrant Center for Human Rights*** |                                                                            |
| P.O. Box 90382  
San Antonio, TX 78209  
Tel: (210) 802-6061  
STDC@migrantcenter.org  
www.migrantcenter.org |
| • Detention call hours Monday-Friday 11am - 12pm  
• Hora de llamadas lunes-viernes 11:00 am - 12:00 pm |
| **RAICES*** |                                                                            |
| Refugee and Immigrant Center for Education and Legal Services  
1305 N. Flores  
San Antonio, TX 78212  
Tel: (210) 226-7722  
Fax: (210) 212-4856  
www.raicestexas.org |
| • Will represent aliens in asylum cases  
• RAICES Pearsall Hotline: 1-800-409-2893 |
**List of Pro Bono Legal Service Providers**

http://www.justice.gov/eoir/list-pro-bono-legal-service-providers

**South Texas Family Residential Center - Family Units**

<table>
<thead>
<tr>
<th>Dilley, Texas</th>
<th>Proyecto Dilley - Texas RioGrande Legal Aid, Inc.*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Bar Association Detention and LOP Information Line</strong>**</td>
<td>1111 N. Main Ave</td>
</tr>
<tr>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
<td>San Antonio, TX 78212</td>
</tr>
<tr>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
<td><strong>If currently detained:</strong> 1-800-338-4709</td>
</tr>
<tr>
<td><strong>If released subsequent to detention:</strong> 1-800-228-7873</td>
<td></td>
</tr>
<tr>
<td>• Pro se case assistance for detained respondents only</td>
<td></td>
</tr>
<tr>
<td>• Dial 2150# from the detention center</td>
<td></td>
</tr>
<tr>
<td>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Los Fresnos, Texas</th>
<th>ProBAR - South Texas Pro Bono Asylum Representation Project*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Bar Association Detention and LOP Information Line</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>• Dial 2150# from the detention center</td>
<td></td>
</tr>
<tr>
<td>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
<td></td>
</tr>
<tr>
<td>202 South 1st Street, Suite 300</td>
<td></td>
</tr>
<tr>
<td>Harlingen, TX 78550</td>
<td></td>
</tr>
<tr>
<td>Tel: (956) 365-3775</td>
<td></td>
</tr>
<tr>
<td>Fax: (956) 365-3789</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.americanbar.org/probar">www.americanbar.org/probar</a></td>
<td></td>
</tr>
<tr>
<td>• Will represent people in removal proceedings</td>
<td></td>
</tr>
<tr>
<td>San Antonio, Texas</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td><strong>American Gateways</strong>*</td>
<td></td>
</tr>
</tbody>
</table>
| American Gateways – Austin  
314 E. Highland Mall Blvd., Suite 501  
Austin, TX 78752  
Tel: (512) 478-0546  
Fax: (512) 387-2650 |
| **St. Mary's University School of Law Immigration and Human Rights Clinic*** |
| 2507 NW 36th St  
San Antonio, TX 78228  
Tel: (210) 431-5714  
Fax: (210) 431-5700 |
| **University of Texas School of Law Immigration Clinic*** |
| 727 East Dean Keeton Street  
Austin, TX 78705-3299  
Tel: (512) 232-1292  
Fax: (512) 232-0800  
[www.law.utexas.edu/clinics/immigration](http://www.law.utexas.edu/clinics/immigration) |

| **RAICES*** |
| Refugee and Immigrant Center for Education and Legal Services  
1305 N. Flores  
San Antonio, TX 78212  
Tel: (210) 226-7722  
Fax: (210) 212-4856  
[www.raicestexas.org](http://www.raicestexas.org)  
[laredo@raicestexas.org](mailto:laredo@raicestexas.org) |
| - Will represent aliens in Asylum cases  
- Clinic is closed from May 1st until September 1st |
| **American Bar Association Detention and LOP Information Line** *** |
| [immcenter@americanbar.org](mailto:immcenter@americanbar.org)  
[https://www.americanbar.org/groups/public_interest/immigration/](https://www.americanbar.org/groups/public_interest/immigration/) |
| - Pro se case assistance for detained respondents only  
- Dial 2150# from the detention center  
- To contact on behalf of a detained individual, email immcenter@americanbar.org. |

| **Texas RioGrande Legal Aid, Inc.*** |
| 1111 N. Main Ave  
San Antonio, TX 78212  
Tel: (888) 988-9996 (toll-free)  
Fax: (210) 212-3774  
[www.trla.org](http://www.trla.org) |

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<table>
<thead>
<tr>
<th>Karnes City, Texas</th>
</tr>
</thead>
</table>
| **American Bar Association Detention and LOP Information Line** **  
immcenter@americanbar.org  
https://www.americanbar.org/groups/public_interest/immigration/  
- Pro se case assistance for detained respondents only  
- Dial 2150# from the detention center  
- To contact on behalf of a detained individual, email immcenter@americanbar.org. |

| **RAICES** **  
Refugee and Immigrant Center for Education and Legal Services  
2511 North Loop 1604 West, Suite 201  
San Antonio, TX 78258  
RAICES Karnes Hotline: 1-855-672-4237  
- Will represent asylum seekers. |

| **American Gateways** **  
American Gateways – Austin  
314 E. Highland Mall Blvd., Suite 501  
Austin, TX 78752  
Tel: (512) 478-0546  
Fax: (512) 387-2650  
American Gateways – San Antonio Extension Office  
2300 W. Commerce St., Suite 313  
San Antonio, TX 78207  
Tel: (210) 521-4768  
Fax: (210) 625-6797  
www.americangateways.org |

| **University of Texas School of Law Immigration Clinic** **  
727 East Dean Keeton Street  
Austin, TX 78705-3299  
Tel: (512) 232-1292  
Fax: (512) 232-0800  
www.law.utexas.edu/clinics/immigration  
- Will represent aliens in Asylum cases  
- Clinic is closed from May 1st until September 1st |

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July 29, 2021

TO: Assistant Director Custody Management

FROM: Inspector 4
Lead Compliance Inspector
The Nakamoto Group, Inc.

SUBJECT: Annual Inspection of the Torrance County Detention Facility

The Nakamoto Group, Inc. performed an annual inspection for compliance with the ICE Performance-Based National Detention Standards (PBNDS 2011) of the Torrance County Detention Facility in Estancia, New Mexico during the period of July 27-29, 2021. This is an IGSA.

The annual inspection was performed under the guidance of Inspector 4, Lead Compliance Inspector. Team members were:

<table>
<thead>
<tr>
<th>Subject Matter Field</th>
<th>Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainee Rights</td>
<td>Inspector 12</td>
</tr>
<tr>
<td>Security</td>
<td>Inspector 4</td>
</tr>
<tr>
<td>Medical Care</td>
<td>Inspector 17</td>
</tr>
<tr>
<td>Medical Care</td>
<td>Inspector 22</td>
</tr>
<tr>
<td>Safety</td>
<td>Inspector 34</td>
</tr>
</tbody>
</table>

Type of Inspection

This is a scheduled annual inspection, which is performed to determine overall compliance with the ICE PBNDS 2011 for Over 72 hour facilities. The facility received a rating of Meets Standards during the October 2020 inspection.

Inspection Summary

The Torrance County Detention Facility is currently accredited by:
- The American Correctional Association (ACA) – No
- The National Commission on Correctional Health Care (NCCHC) – No
- The Joint Commission (TJC) - No
- Prison Rape Elimination Act (PREA) - No

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 2020 and 2021 compliance annual inspections:
The inspection team identified twenty-two (22) deficient components in the following eight (8) standards:

- Environmental Health and Safety - 3
- Staff-Detainee Communication – 1
- Food Service – 12, two of which are Priority components
- Significant Self-Harm and Suicide Prevention - 1
- Telephone Access – 1
- Visitation – 2, both of which are Priority components
- Grievance System – 1, which is a Priority component
- Staff Training – 1, which is a repeat deficiency

Facility Snapshot/Description

The Torrance County Detention Center is a medium-security, multi-jurisdictional facility, owned and operated by CoreCivic. The facility is located in Estancia, New Mexico approximately fifty miles southeast of Albuquerque, New Mexico. The facility, which was constructed in 1990, has a rated capacity of 975 beds. The facility houses adult male detainees of all classification levels for ICE and the U.S. Marshals Service and male and female detainees for Torrance County. The total count on the first day of the inspection was 332 with 224 ICE detainees. During the inspection, an additional 196 ICE detainees were received by the facility. Detainees are classified by ICE before their arrival. ICE detainees are not housed with non-ICE detainees. The average length of stay for an ICE detainee was reported to be 39 days. Detainee telephone services and tablets are provided by Talton Communications, Inc. Food service is provided by Trinity Services Group. All other services are provided by CoreCivic. Detainees are not charged co-pay fees for medical, dental, or mental health services.

There is a triple roll of razor wire at the top of the inner perimeter fence. Central control maintains operational control over all exterior and interior security doors and gates. Camera monitors, which are monitored from central control, provide secondary visual observation to all zones and points of egress. The entire facility is equipped with sprinkler systems and electronically controlled and monitored security and safety systems.

There are five housing units divided into sub-sections for a total of eight separate living areas that are configured into cell and dormitory designs. Five of the living areas are further divided into four sub-sections containing either 38 or 40 beds each. Two dormitory living areas contain 75 beds each. Each living area has a common dayroom that is equipped with fixed table/chair units for detainees to eat their meals, play games, and gather for conversation. Electronic tablets are available for all detainees to send and receive emails, make telephone calls, play games, read books, participate in video visits, send re-
quests directly to facility staff and ICE/ERO personnel, and file grievances. Tablets include LexisNexis, the local handbook, and all posted announcements and bulletins.

Housing unit control centers provide direct supervision of unit living areas. Each cell contains direct communication to the unit control center via intercoms. The facility has a special management/restrictive housing unit. There were no ICE detainees housed in the unit during this inspection period.

The facility has a gymnasium and two outdoor yard areas. Outdoor recreational activities are available, including handball, basketball courts, and soccer. The gymnasium area has handball, basketball, universal weights, and volleyball. Housing units have board games, movies, and televisions.

A total of 25 detainees were interviewed by inspectors. Eleven interviews were informal and were conducted when inspectors visited the housing units. Fourteen interviews were conducted confidentially. Detainees who spoke Spanish were interviewed by a bilingual inspector. Two detainees stated they submitted sick call slips and had not been seen by medical staff. The Medical SME followed up on the complaints with medical staff. One detainee complained that he had been tested for COVID-19 twice. No other complaints were voiced. The detainees stated that the food was “okay”. The detainees stated that facility staff treated them with respect and that they felt safe at the facility. The detainees knew how to file a grievance and stated they received a facility handbook during the intake process. None of the detainees had contacted the OIG.

During the inspection, optimal compliance was found while reviewing the following standards: Special Management Unit and Telephone Access.

**Areas of Concern/Significant Observations**

It was noted that the current staffing level is at fifty percent of the authorized correctional/security positions. Staff is currently working mandatory overtime shifts.

**Standard 4.1 Food Service - Rated Does Not Meet Standard**

**Policy:** This Detention Standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

**Finding:** During the inspection, numerous instances of sanitation and safety concerns were observed with food display and service; food preparation; food protection; and safety and sanitation. Eleven components, including two Priority components, were rated as Does Not Meet Standard.

**Recommendation:** Safety and sanitation should be improved to ensure that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic good service operation.

Priority Components rated Does Not Meet Standard.

**Standard 4.1 Food Service**

**Component #1- PRIORITY:** The food service program shall be under the direct supervision of an experienced food service administrator (FSA) who is responsible for:

- Planning, controlling, directing, managing, and evaluating food service;
- Managing budget resources;
• Establishing standards of sanitation, safety, and security;

• Developing nutritionally adequate menus and evaluating detainee acceptance of them;

• Developing specifications for the procurement of food, equipment, and supplies; and

• Establishing a training program that ensures operational efficiency and a high-quality food service program.

Finding: During this inspection, numerous sanitation and safety concerns were observed. Specifically, issues with food display and service; food preparation; food protection; and safety and sanitation

Recommendation: The facility should provide an increased level of supervision to the food service contractor to ensure a safe, sanitary, and hygienic food service operation.

Component #39 – PRIORITY: Staff shall check refrigerator and water temperatures daily and record the results. The FSA or designee will verify and document requirements of food and equipment temperatures.

Finding: During this inspection, the dishwashing machine was found to be operating at temperatures that did not meet minimum requirements to ensure dishes were cleaned and sanitized.

Recommendation: The facility should provide an increased level of supervision to the food service contractor to ensure a safe, sanitary, and hygienic food service operation.

Standard 5.7 Visitation

Component #5 – PRIORITY: General visitation is permitted during set hours on Saturdays, Sundays, and holidays, and, to the extent practicable, the facility also establishes visiting hours on weekdays and during evening hours. The facility accommodates the scheduling needs of visitors for whom scheduled visiting hours pose a hardship. The number of visitors a detainee receives and the length of visits are limited only by reasonable constraints of space, scheduling, staff availability, safety, security, and good order.

Finding: General visitation has been suspended due to COVID-19 concerns. There is a video visitation option available on the electronic tablets available to detainees in the housing units; however, video visits are not free. Indigent detainees do not have access to general visitation. The facility has continued to provide legal visitation.

Recommendation: The facility should provide an equal opportunity for detainees to participate in general visitation without paying a fee.

Component #9 – PRIORITY: The facility’s written rules shall specify time limits for visits. Visits should be for the maximum period practicable but not less than one hour with special consideration given to family circumstances and individuals who have traveled long distances.

Finding: General visitation has been suspended due to COVID-19 concerns. There is a video visitation option available on the electronic tablets in the housing units; however, video visits are not free. Indigent detainees do not have access to general visitation. The facility has continued to provide legal visitation.
Recommendation: The facility should provide an equal opportunity for detainees to participate in general visitation without paying a fee.

**Standard 6.2 Grievance System**

*Component #11 - PRIORITY:* Each facility shall maintain a Detainee Grievance Log. The documentation shall include the date the grievance was filed, the name of the detainee that filed the grievance, the nature of the grievance, the date the decision was provided to the detainee, and the outcome of the adjudication. A copy of the grievance disposition shall be placed in the detainee’s detention file and provided to the detainee. Medical grievances are maintained in the detainee’s medical file.

*Finding:* During the current inspection it was determined that a copy of the grievance disposition was not placed in the detainee’s detention file, nor were medical grievances maintained in the detainee’s medical file.

*Recommendation:* The facility should amend policy and practice to ensure grievances are filed as required by the standard.

**Recommended Rating and Justification**

The Lead Compliance Inspector recommends that the facility receive a rating of Does Not Meet Standards. The facility does not comply with the ICE Performance-Based National Detention Standards (PBDDS 2011) unless unobserved practices and conditions are contrary to what was reported to the inspection team. One (1) standard was found Does Not Meet Standard and four (4) standards were Not Applicable (N/A). All remaining thirty-eight (38) standards were found to Meet Standards.

**LCI Assurance Statement**

The findings of compliance and non-compliance are accurately and completely documented on the G-324 Inspection Form and are supported by documentation in the inspection file. An out brief was conducted with the facility. In addition to the Nakamoto Group Inspection Team, the following participated:

- **ICE Officials** – SDDO (b)(6), (b)(7)(C) (telephonic)
- **Facility staff** – Facility Administrator (b)(6), (b)(7)(C), Quality Assurance Manager (b)(6), (b)(7)(C), Chief of Security (b)(6), (b)(7)(C), Chief of Unit Management (b)(6), (b)(7)(C), Captain (b)(6), (b)(7)(C), HSA (b)(6), (b)(7)(C), and Safety Manager (b)(6), (b)(7)(C), CoreCivic Regional Director, Health Services (b)(6), (b)(7)(C) participated telephonically.

Inspector 4, Lead Compliance Inspector  
July 29, 2021

Printed Name of LCI  
Date
**Issue:**
HQ ERO received an emailed concern from the American Immigration Council regarding attorney access at the Torrance County Detention Facility (TCDF), an ICE/ERO intergovernmental services agreement detention facility in Estancia, New Mexico.

**Facility Background:**
The Torrance County Detention Center (TCDF) is a multi-jurisdictional facility that is owned and operated by CoreCivic. The facility has a rated capacity of 975 beds. The facility houses adult male detainees of all classification levels for ICE and the U.S. Marshals Service as well as male and female detainees for Torrance County. ICE detainees are not housed with non-ICE detainees. Detainee telephone services and tablets are provided by Tilton Communications, Inc. Food service is provided by Trinity Services Group. All other services are provided by CoreCivic. Detainees are not charged co-pay fees for medical, dental, or mental health services.

TCDF operates under the 2011 Performance Based National Detention Standards (PBNDS) 2011, revised 2016, detention standards. The ICE guaranteed minimum at the TCDF is 714 and, as of November 6, 2021, the ICE population at the facility was 266 detainees. Please see a breakdown below of the detainee population by nationality:

<table>
<thead>
<tr>
<th>Country</th>
<th>Detainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>2</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>1</td>
</tr>
<tr>
<td>Brazil</td>
<td>3</td>
</tr>
<tr>
<td>Chile</td>
<td>1</td>
</tr>
<tr>
<td>China</td>
<td>1</td>
</tr>
<tr>
<td>Colombia</td>
<td>19</td>
</tr>
<tr>
<td>Cuba</td>
<td>1</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>3</td>
</tr>
<tr>
<td>Ecuador</td>
<td>7</td>
</tr>
<tr>
<td>El Salvador</td>
<td>1</td>
</tr>
<tr>
<td>Ghana</td>
<td>1</td>
</tr>
<tr>
<td>Guatemala</td>
<td>10</td>
</tr>
<tr>
<td>Haiti</td>
<td>81</td>
</tr>
<tr>
<td>Honduras</td>
<td>6</td>
</tr>
<tr>
<td>India</td>
<td>1</td>
</tr>
<tr>
<td>Mexico</td>
<td>9</td>
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<tr>
<td>Nicaragua</td>
<td>92</td>
</tr>
<tr>
<td>Peru</td>
<td>1</td>
</tr>
<tr>
<td>Russia</td>
<td>1</td>
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</tr>
<tr>
<td>Turkey</td>
<td>11</td>
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<tr>
<td>Guinea</td>
<td>1</td>
</tr>
<tr>
<td>Uzbekistan</td>
<td>1</td>
</tr>
<tr>
<td>Yemen</td>
<td>3</td>
</tr>
</tbody>
</table>

**ATTORNEY ACCESS CONCERN:**
1. “First, after initially providing an attorney access to approximately half of the Haitians detained at Torrance (the rest were not seen because they were in quarantine), the facility and local ICE have refused all attempts at seeing the rest. Requests have been made to provide group presentations, to which the local office first did not reply, and then insisted that it only be done in an LOP-style format, with preapproval of a syllabus, only the use of a sign-up sheet (which they would not commit to providing in Creole), and then limiting calls to individuals to 5 people per week, when we believe there are approximately 20 additional people who have not been given any legal information or counsel at all.”

(b)(5)
**Group Presentation:** On October 29, 2021, the NMILC attorney was reminded of the Performance Based National Detention Standards (PBNDs) - 6.4 Legal Rights Group Presentations. This detention standard states that, “[r]equests must be submitted to ICE/ERO at least ten (10) days in advance of the proposed presentation”, among other requirements (see PBNDs 6.4 attached). Later that day, NMILC responded and requested a group presentation for November 2 or November 3, 2021; the group presentation was approved.

According to the standard, “[t]he requestor must provide a one-page poster (no larger than 8.5 by 11 inches) to inform detainees of the general nature and contents of the presentation, the intended audience and the language(s) in which the presentation shall be conducted. For poster text in languages other than English, an English translation must be provided. The poster shall instruct detainees to contact the housing officer if they wish to attend. Once approved by an ICE representative, designated facility staff shall prominently display the informational posters provided by the presenter in housing units at least 48 hours before the scheduled presentation, and each housing unit officer shall provide a sign-up sheet at least 48 hours in advance of a presentation for detainees who plan to attend; however, detainees that fail to sign up shall not be deprived of the opportunity to attend a presentation for that reason.

Detainees with disabilities, detainees who are LEP\(^1\), and illiterate detainees shall be notified in a language and manner they understand about such presentations. The facility administrator may limit the number of detainees attending a single session based on the number of interested detainees or the need to separate groups of detainees for safety and security. Therefore, the presenter must be prepared to conduct several presentations, and shall be advised to contact the facility administrator the day before the presentation to determine the number of sessions that shall be required. Presentations shall be open to all detainees, regardless of the presenter’s intended audience, except when a particular detainee’s attendance may pose a security risk.”

In this case, ERO El Paso advised NMILC that a “sign-up sheet” would be posted for detainees who wished to attend the Group Presentation on Legal Rights. Subsequently, sign-up sheets were posted in English and Spanish. In addition, ERO El Paso is working to translate the sign-up sheets translated to Haitian Creole.

Then, on November 4, 2021, NMILC indicated that they had spoken with some detainees through the phone system and the detainees had requested legal representation. Ms. Love, a

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\(^1\) Limited English Proficient.
part of the NMILC, requested access to the detainees so that the Form G-28s and the legal agreements could be signed as detainees requested representation. Ms. Love stated that she was unable to do this by phone or in person as the facility did not present those as options. She further stated that a TCDF staff member advised her she could only schedule five individual calls per week. The TCDF staff acted outside of the PBNDs in that they provided calls that could have been free to the detainees. ERO notes that there were several options in this situation. These calls can occur on the Pro Bono platform where the NMILC is available on the speed dial. Moreover, the detainees could have called Ms. Love through a collect call or may have used the free minutes provided to all detainees each month to use at their discretion.

**Limiting Attorney/Client Calls:** In accordance with PBNDs 5.6 – Telephone Access, “[d]etainees and their legal counsel shall be able to communicate effectively with each other.” In addition, this standard indicates that telephone calls regarding legal matters are be ensured and confidential. As such, the NMILC is on the Department of Justice Pro Bono list and as the standard indicates, “[d]etainees shall be able to make free calls to the ICE/ERO-provided list of free legal service providers for the purpose of obtaining initial legal representation, to consular officials, to the Department of Homeland Security (DHS) Office of the Inspector General (OIG), and to the ICE Office of Professional Responsibility (OPR) Joint Intake Center (JIC). Indigent detainees, who are representing themselves pro se, shall be permitted free calls on an as-needed basis to family or other individuals assisting with the detainee’s immigration proceedings.”

The standard continues to state that “[a] facility may neither restrict the number of calls a detainee place to his/her legal representatives, nor limit the duration of such calls by rule or automatic cut-off, unless necessary for security purposes or to maintain orderly and fair access to telephones. If time limits are necessary for such calls, they shall be no shorter than 20 minutes, and the detainee shall be allowed to continue the call at the first available opportunity, if desired. A facility may place reasonable restrictions on the hours, frequency and duration of such direct and/or free calls but may not otherwise limit a detainee’s attempt to obtain legal representation.”

In addition to the NMILC receiving free calls through the PRO BONO platform and in accordance with the ICE Memorandum on Novel Coronavirus Action Plan (dated March 20, 2020), social visitation was suspended until further notice. At this time, TCDF has not been notified that social visitation may resume. As a result, a tablet system was installed in July 2020. Under the terms of the ICE Detainee Telephone Services (DTS) contract, the introduction of tablets is at no cost to ICE. The tablets host a suite of applications and content that are free of charge to ICE detainees as well as provide applications and content that are accessible for fees.

Due to social visitation restrictions imposed during the COVID-19 pandemic, in addition to the use of the tablets, all detainees are offered 13 free ten-minute phone calls each week to stay connected with friends and family. These calls may also be used to contact attorneys. ICE notes that ERO can neither compel a detainee to call any specific attorney nor provide any detainee legal advice. According to the July 2021 Nakamoto Inspection, in which there were several standards on which the facility fell short, the auditors found the Telephone Access standard to
be "optimal" (Please see attached Nakamoto Inspection at page 3 of 5). ERO El Paso contested several findings of the 2021 Nakamoto Inspection and has submitted a Uniform Corrective Action Plan to the ERO Custody Management Division.

**NOTE:** On October 19 and October 20, 2021, ERO El Paso senior leadership visited and inspected TCDF. From November 2 through November 4, 2021, the Nakamoto inspection group returned to the TCDF for a follow up inspection. An inspection close-out summary is expected within weeks.

**FAILED INSPECTION and STAFFING CONCERNS**

**EXECUTIVE OFFICE FOR IMMIGRATION REVIEW (EOIR) MATTERS**

3. “Meanwhile, every Haitian our partners have spoken with has said that they are being told by the immigration judge that in order to proceed, they must have an attorney present, and are not being advised at all that they have the right to proceed pro se. This is incorrect, as you know, and we are also reaching out to EOIR on this matter. However, we do believe that ICE has a role to play in not removing individuals who are being ordered removed after improper advisals.”
Response: ERO El Paso defers to the Executive Office for Immigration Review (EOIR) within the Department of Justice as ERO does not have authority over immigration proceedings and the immigration judges that oversee them. ERO notes that EOIR has been notified of this allegation.

PAROLE DENIALS

4. “Finally, after our partner submitted a group of 18 parole requests for the group of men we were able to meet with, we have begun to receive denials—some less than an hour after they were submitted. Some responses are simply an email declining to grant parole and saying the client can apply for bond (again, nearly impossible when the judges are ordering them removed at master calendar hearings if they don’t have attorneys) and say, “Although you did provide the sponsor documentation, in your clients case there is NO present urgent humanitarian reason or significant public benefit for release.” (emphasis in original)”

Response: ERO El Paso respectfully request the alien numbers (A-numbers) of the parole requests in question so that ERO may review the matter. ERO El Paso adjudicates parole requests based on individual case reviews and on a case-by-case basis. Parole requests are generally adjudicated pursuant to 8 C.F.R §212(d)(5) unless the noncitizen is an arriving noncitizen found to have established a credible fear. In this circumstance, ERO El Paso ensures transparent, consistent, and considered parole determinations for arriving noncitizens processed under the expedited removal provisions of §235 of the Immigration and Nationality Act (INA) who have been found to have a credible fear of persecution or torture by U.S. Citizenship and Immigration Services (USCIS) or an immigration judge.

b)(5)

DEL RIO ENCAMPMENT ISSUES

5. “These are all men who were at the Del Rio encampment. Many of them experienced violence from our CBP officers, and we believe many were witnesses to possible violations of federal law by law enforcement officers. They all have sponsors in the United States, and the overwhelming sense on the ground is that there is an effort to deny them access to counsel and remove them from the country as quickly as possible.”

Response: ERO El Paso is committed to following the laws, policies and detention standards as they relate to noncitizens and their legal rights. The Department of Homeland Security (DHS) Office of the Inspector General (OIG) poster is on display at TCDF. DHS OIG works with DHS employees, contractors, and the public to protect the integrity, effectiveness, and efficiency of DHS programs. ERO El Paso also complies with all internal investigations.

There are five Haitian nationals currently housed in the facility with ERO HQ directed Z-Holds in place because of a request from the DHS Office for Civil Rights and Civil Liberties (CRCL)
interview these individuals as they were identified as witnesses to alleged misconduct by the Border Patrol in Del Rio, Texas. CRCL is scheduled to conduct these interviews during the week of November 8, 2021.

The following is a list of postings that assist the detained population at TCDF:

- Prison Rape Elimination Act (PREA) Zero Tolerance (Spanish)
- PREA Zero Tolerance (English)
- PREA Phone (Spanish)
- PREA Phone (English)
- PREA Reporting Procedures
- COVID-19
- Detention Reporting Information Line (Spanish)
- ICE Deportation Officer (DO) Visitation Schedule
- ICE Sex Assault Awareness (English)
- ICE Sex Assault Awareness (Spanish)
- Detainee Locator System (English)
- Detainee Locator System (Spanish)
- COVID-19 ICE Posting
- COVID-19 Posting
- Core Civic COVIC (Spanish)
- COVID CDC Posting (English)
- OIG Hotline
- Pro Bono
- Language Services
- Notice Frailhat
- COVID/Frailhat Cont.
- Detention Reporting Information Line (English)
- ORR\(^1\) Separated from Children Posting (English)
- ICE Sex Abuse Assault Awareness
- ICE Sex Abuse Assault Awareness
- DHS Language ID Guide
- Talton Phone Rates
- Detainee Assistance Alternatives
- Human Trafficking
- Human Trafficking Blue Campaign
- Know Your Rights

\(^1\) ORR refers to the U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR).
November 5, 2021

Field Office Director Juan Acosta

Assistant Field Office Director

Immigration and Customs Enforcement
El Paso Field Office
11541 Montana Ave, Suite E
El Paso, TX 79936
Via e-mail

Supervisory Detention and Deportation Officer

Supervisory Detention and Deportation Officer

Immigration and Customs Enforcement
Torrance County Detention Facility
209 County Road A049
Estancia, NM 87016
Via e-mail

Re: Access to legal services for Haitian immigrants at Torrance County Detention Facility

Mr. Acosta, Mr.

On behalf of attorney Allegra Love and Innovation Law Lab, we write to request immediate reforms to ensure access to legal services for Haitian immigrants detained at the Torrance County Detention Facility (“Torrance”), as well as a pause of deportations of Haitians detained at that facility until such reforms have been implemented. Specifically, we request that you (1) within five days of this request, provide Ms. Love and Innovation Law Lab with a roster of all Haitian immigrants detained at Torrance (including names, A-numbers, and date and type of next immigration court hearing); (2) within five days of this request, grant access to pro bono lawyers and accredited representatives to allow them to provide an in-person three-hour legal rights presentation and accompanying individual legal consultations to all Haitian immigrants detained at Torrance, with access to interpretation services; (3) within five days of this request, provide a written notice in Haitian Kreyol describing the availability of pro bono legal representatives to the Haitian immigrants detained at the facility with hotline information for Ms. Love and Innovation Law Lab through the El Paso Immigration Collaborative (“EPIC”); (4) immediately permit Haitian immigrants to call the EPIC pro bono hotline without charge in a confidential, private manner; (5) immediately put measures in place to allow detainees to schedule individual legal consultations by phone or video within one day of request; and (6) not remove any Haitian immigrant before they have had the opportunity to consult with counsel and have had access to information about their legal rights in Kreyol.
It is our understanding that as of September 30, 2021, there are at least 45 Haitian immigrants currently detained at Torrance. From reports and information, we understand that these men are asylum-seeking individuals who recently arrived in the United States and were apprehended in the vicinity of Del Rio, Texas. All of these individuals may have legal remedies; however, many have not been provided with any access to counsel or to legal resources in Kreyol during the past month of their detention, despite the repeated requests of Ms. Love and others. The Fifth Amendment of the U.S. Constitution as well as a host of statutes, regulations, and long-standing practice provide that these individuals are entitled to access counsel to understand their legal remedies and pursue the same.

It is also our understanding that the Haitian asylum seekers detained at Torrance since September 2021 are being rushed through INA § 240 removal proceedings without being provided access to counsel, in contrast to the pace of proceedings prior to their arrival, and are being disparately treated in violation of the Equal Protection Clause. We further understand that many of these individuals may have been victims or witnesses to misconduct by Customs and Border Protection in Del Rio and will thus need access to counsel in order to provide statements to investigating bodies and/or be advised as to potential civil claims.

Ms. Love and Innovation Law Lab are members of the El Paso Immigration Collaborative (EPIC), a legal services and advocacy project that is well qualified to provide the legal rights presentation at Torrance. See ICE PBNDS 2011 at Ch. 6.4 (revised 2016). Ms. Love has extensive experience representing asylum-seeking individuals in detention, both in their release requests and their removal proceedings. Innovation Law Lab is a non-profit organization with vast experience providing pro bono legal services to asylum-seeking immigrants in detention, including establishing pro bono projects in Artesia, New Mexico, and Dilley, Texas, to provide representation for civil immigrant detained families. In partnership with EPIC, Ms. Love and Innovation Law Lab work to increase access to legal representation for persons at a number of detention facilities, including Torrance. They are prepared to engage in release advocacy and to advise about rights in removal proceedings for every Haitian immigrant detained at Torrance who requests their support.

Torrance is not currently in compliance with the in-person or telephonic attorney access requirements of the Performance Based National Detention Standards (“PBNDS”). The PBNDS require that your facility provide people consistent, unobstructed access to in-person legal visits seven days per week. Specifically, immigration detention facilities must “permit legal visitation seven days a week, including holidays, for a minimum of eight hours per day on regular business days . . . and a minimum of four hours per day on weekends and holidays.” See ICE PBNDS 2011 at Ch. 5.7(J)(2). Before any such visitation, legal representatives “shall not be asked to state the legal subject matter of the meeting.” Id. at Ch. 5.7(J)(4). Such legal visitations include pre-representation visits, during which “the facility shall permit detainees to meet with prospective legal representatives or legal assistants.” Id. at Ch. 5.7(J)(4). When a legal rights group presentation is requested, “[a]ll facilities are required to cooperate fully with authorized persons seeking to make such presentations.” Id. at Ch. 6.4(I). “Legal rights group presentations shall be accommodated to the greatest extent possible absent significant logistical or security-related concerns.” See id. at Ch. 6.4(C); Ch. 5.7(J)(12).
The PBNDS also require that Torrance provide people in your custody with reliable, private, and free calls to legal counsel. See ICE PBNDS 2011 at Ch. 5.6(II)(4), (V)(E) (immigrant detention facilities “shall permit detainees to make direct or free calls to . . . legal representatives” so that “[d]etainees and their legal counsel [are] able to communicate effectively with each other.”). Detained individuals also must be given written notice of “the procedure for obtaining an unmonitored call to a court, a legal representative or for the purposes of obtaining legal representation.” See id. at Ch. 5.6(V)(B)(3).

Conditions at Torrance have effectively prevented Haitian immigrants detained there from retaining or communicating with legal counsel; obtaining basic information about their rights through group legal presentations; or gathering evidence and preparing to present their claims for relief in removal proceedings. Over the past month, Ms. Love has repeatedly had her requests to provide legal services denied or responses severely delayed, including requests for group legal presentations and pre-representation visits. During this time, removal proceedings for Haitian immigrants at Torrance appear to have been expedited, resulting in many individuals attending hearings with no benefit of legal orientation or representation. At least four Haitian immigrants have already been ordered removed at their initial master calendar hearing because, although they express fear of returning to Haiti, they had received no access to legal services and did not understand the meaning of the term “asylum.”

We therefore request that Torrance immediately grant Ms. Love, Innovation Law Lab, and their EPIC colleagues access to conduct group legal rights presentations for all Haitian immigrants in your custody. We also request that Torrance immediately provide unobstructed access to legal calls for all Haitian immigrants in your custody; schedule legal calls within 24 hours of request by the immigrant or legal representative, and sooner in urgent situations; and provide written notice of such access in Kreyol. See id. at Ch. 5.6(V)(B) (“ICE/ERO and the facility shall coordinate in posting the notice . . . in the language of significant segments of the population with limited English proficiency, where practicable”). We can provide the EPIC hotline number and a suggested written notice to provide to detained individuals at your request.

We appreciate your prompt attention to our request and can provide additional information as needed.

Sincerely,

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Due Process Violations at Torrance County Detention Facility

November 9, 2021

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Violations of Access to Counsel

When individual attorneys request a legal call with their clients, the requests are frequently not responded to for days and/or are denied. Sometimes attorneys are told that a legal call cannot be scheduled for several days that the person who is doing the scheduling is “out sick” or “really busy”. Attorneys have been told to “try again next week,” even if their client has an upcoming hearing they to prepare for. This problem seems likely to be related to the gross understaffing of the facility, which contributed to it failing its inspection this year.

After we contacted DHS headquarters regarding this issue on or around October 8, 2021, one attorney was given access to do a group presentation to half of the Haitians detained at Torrance. The other half were unable to attend because they were in quarantine. When an attorney reached out to schedule a follow-up group presentation, ICE changed their position, insisting that group presentations could only occur as an Legal Orientation Program (LOP) presentation, which requires significant hurdles for the attorney. Even after complying with these requirements, the attorney has still been unable to conduct the second group meeting.

Violations of Language Access

There is no consistent way for speakers of Haitian Creole to communicate with facility staff or ICE, the latter of which is not present on-site. The detained Haitians that legal service providers have managed to contact have reported not knowing what is happening in their immigration cases due to this lack of communication.

Violation of Due Process in the Asylum Process

There is no Legal Orientation Program (LOP) provider at Torrance. The information video on the asylum process is only available in Spanish. Everyone detained at Torrance is put directly into 240 removal proceedings. They are therefore not given Credible Fear Interviews, so have no opportunity to be interviewed in a non-adversarial manner about their possible claims of fear of return to Haiti.

Lack of or Improper Adjudication of Release Requests
Approximately 17 parole requests were filed for Haitian men detained at Torrance. All had sponsors, no criminal history in the United States, and pending removal proceedings. ICE sent the first denial less than an hour after the request was submitted, in the form of a very short email suggesting that the client seek bond. This email denial was followed later by a parole denial form that had “flight risk” and “danger to community” marked as reasons, even though the email had stated that the reason for denial was that there was “NO humanitarian” basis for parole (emphasis in original). This is a misapplication of the spirit of parole directives. For some requests for release, there was no formal adjudication or individualized determination at all, just an email saying that ICE was declining to parole the respondent.

**Inhumane Detention Conditions**

We have received reports of severely deteriorating conditions: drinking water that is giving people rashes, uncooked meat in meals, insufficient food for breakfast, and an extremely slow response time to a person who was unconscious and having a medical crisis.

**Improper Immigration Judge Advisals**

While we realize this is a matter for Department of Justice and not necessarily DHS, it is important for context that while all of the above is occurring, the docket for Haitian men detained at Torrance is moving extremely quickly. There are also reports that the judges are not giving the respondents proper advisals as to their rights to seek relief from removal. Respondents are therefore also being ordered removed at a first or second hearing in some cases.
Microsoft Teams meeting

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+1 469-998 United States, Dallas
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After speaking with [Redacted], thought we can give them more of an overview and have a larger call with the local stakeholders after Thanksgiving week.

confirmed that they want the call tomorrow.

[Redacted] (assistant for scheduling)

---

Microsoft Teams meeting

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Click here to join the meeting

Or call in (audio only)
+1 323-484 [Redacted] United States, Los Angeles
Phone Conference ID: [Redacted]
Find a local number | Reset PIN

Learn More | Meeting options
After speaking with [Redacted], thought we can give them more of an overview and have a larger call with the local stakeholders after Thanksgiving week. For this call, we are discussing the two attached letters.

[Redacted] will lead in generally discussing the actions ERO has taken to address some of the issues.

[Redacted] confirmed that they want the call tomorrow.

Assistant for scheduling

Microsoft Teams meeting

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+1 323-484 [Redacted] United States, Los Angeles
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Summary

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Torrance is a remote detention center in central New Mexico. It has failed its most recent inspection and is chronically understaffed, contributing to long delays or total disregard for requests to talk to people detained, inadequate medical care, and other unsafe conditions. It has no Legal Orientation Program provider, or legal service provider that services it. People detained at Torrance regularly only have one opportunity to access any legal information whatsoever: a short video in Spanish produced by a statewide legal services provider who does not provide any other services to Torrance. Anyone who does not speak Spanish does not have access to this information.

Most recently, more than 20 requests for release either on parole or recognizance, some under the Fraihat injunction, have been submitted to the El Paso field office. Not a single one has been granted. This includes an out transgender woman who is being held with the male population, and multiple people with clear Fraihat risk factors. At the same time, dozens of non-Haitians in the same procedural posture have been released from the same field office, particularly individuals from Nicaragua.

Requests for Release Not Considered on a Case-By-Case Basis

Not a single request has been granted, with 19 denied and the remaining still pending. According to time-stamps on emails, one request for release submitted by the attorney of record was denied in 9 minutes. Most denials are coming simply in the form of a two-sentence email:

“I reviewed your client’s case for custody decision. Although you did provide the sponsor documentation, in your client’s case there is NO present urgent humanitarian reason or significant public benefit for release.”

This clearly does not address that the requests for release include requests under multiple authorities ICE has to release someone from their custody.

When the attorney of record raised the issue to AFOD Shaw, who has been indicated to us by DHS headquarters as our point of contact for issues with Torrance, he replied,

“Thank you for your email and to avoid overstepping those that are also supervisors, I will direct your questions and concerns to AFOD Warren who is over the Otero Officers and these cases.”

AFOD Warren was not cc’d in the email, and the attorney of record has not heard back.

Access to Counsel
After 6 weeks of a combination of ignoring and denying requests to speak to people detained and other interventions, one attorney has been able to speak to what we believe to be all of the Haitians detained at Torrance. However, as recently as yesterday, the Council received a message from another pro bono attorney who is representing a client at Torrance indicating that she had requested to set up a legal call several days ago and had not received a response. It appears that whatever access was granted to one attorney related to the Haitian population may have not solved the larger problem of access to counsel at this facility.

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People detained at Torrance are describing worsening conditions, including drinking and bathing water that is giving detainees rashes, a person having a medical emergency waiting for 30 minutes for a guard to respond to shouting cellmates, and a general lack of ability to communicate between non-Spanish or English-speaking detainees and facility staff.

**Rapid and Inadequate Court Proceedings**

Attorneys have observed that the Haitian men detained at Torrance are being moved through the immigration court docket at a faster rate than non-Haitian individuals in the same procedural posture in the same court. There is no clear explanation for this discrepancy. Additionally, the Haitian men are reporting that they are not being advised of their rights to request asylum *pro se*, given clear explanations of their possible forms of relief, and are being told they must have an attorney to proceed, even with no pro bono attorneys available to them.

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**Release is Required in These Cases**

We believe that Creole-speaking Haitian men are being systematically deprived of due process by being detained at the Torrance detention facility. They have extremely limited opportunities to even speak to an attorney, let alone be represented by one. They cannot have their basic needs met, and they are eligible for release. That they are being summarily denied release with what appears to be a total disregard for DHS’s own guidelines on how to assess a request for release is deeply disturbing.
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From: Doyle, Kerry
Sent: Mon, 13 Dec 2021 19:12:32 +0000
To: Johnson, Tae D c(6), (7)(C)
Cc: Loiacono, Adam V(6), (7)(C)
Subject: FW: Glades Litigation
Attachments: (5)

PRIVILEGED

Tae and c(6). c(6)
In case any of this is helpful to you: (5)

Kerry

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Office: 202-73 c(6). c(6)
Cell: 202-510- c(7)(C)

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From: Loiacono, Adam V (6), (7)(C) ice.dhs.gov>
Sent: Monday, December 13, 2021 1:35 PM
To: Doyle, Kerry (6), (7)(C) ice.dhs.gov>
Cc: Loiacono, Adam V (6), (7)(C) ice.dhs.gov>
Subject: RE: Glades Litigation
Importance: High

Kerry-

(5)
Adam V. Loiacono  
Deputy Principal Legal Advisor for Enforcement and Litigation  
Office of the Principal Legal Advisor  
U.S. Immigration and Customs Enforcement  
Phone: 202-503-3870  
Email: loiacono.adam@ice.dhs.gov

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From: Loiacono, Adam V <loiacono.adam@ice.dhs.gov>
To: Doyle, Kerry <doyle.kerry@ice.dhs.gov>
Cc: Loiacono, Adam V <loiacono.adam@ice.dhs.gov>

subject: RE: Glades Litigation

Kerry-

Summaries of the two relevant cases follow.

Gayle v. Meade, No. 20-21553 (S.D. Fla. filed Apr. 13, 2020). On April 13, 2020, Plaintiffs, 58 noncitizens detained at the Krome Detention Center (Krome), the Broward Transitional Center (BTC), and the Glades County Detention Center (Glades), filed a petition for writ of habeas corpus, an emergency motion for a temporary restraining order (TRO), and a motion for a preliminary injunction (PI), on behalf of themselves and a proposed class. Plaintiffs alleged that ICE is not taking proper measures to prevent the transmission of COVID-19 and asserted three claims: (1) violation of the Due Process Clause of the Fifth Amendment (violation of detention standards), (2) violation of the Due Process Clause of the Fifth Amendment (violation of right to reasonable safety), and (3) violation of the Due Process Clause of the Fifth Amendment (state-created danger). On April 30, 2020, the district court issued a TRO, which it clarified on May 2, 2020, requiring ICE to adhere to its own guidelines and the CDC Guidelines in assessing and evaluating whether any of the petitioners should be released, and requiring that prior to transfer of any detainees from the three facilities, their eligibility for release be evaluated under ICE guidelines. On June 5, 2020, the district court issued an order granting in part and denying in
part Plaintiffs’ motions for class certification and for a PI, and granting Plaintiffs’ motion to compel compliance with the TRO. The certified class is defined as: “All current civil immigration detainees who are now held by ICE at Krome, BTC, and Glades when this action was filed, since this action was filed, or in the future.” The district court found jurisdiction even over detainees who have been transferred from Krome, BTC and Glades. The district court found a substantial likelihood that ICE has been deliberately indifferent to the detainees’ serious medical needs and has violated the CDC Guidelines. The district court disregarded the government’s argument regarding the flexibility inherent in the CDC Guidelines. The district court also found a violation of its TRO. The PI includes requirements regarding: (1) immediate compliance with CDC and ICE guidelines regarding unrestricted access to hand soap, hand sanitizer, and disposable hand towels, and providing sufficient quantities of CDC-recommended disinfectants for each detainee; (2) providing all inmates and staff with masks and education regarding proper; (3) increased regular cleaning and disinfecting of all common areas and surfaces; (4) limiting transportation of detainees; (5) posting specific signage and information in common areas regarding COVID-19 and providing specific education on COVID-19 to the detainees. The PI also requires that ICE perform an internal review pursuant to ICE’s Pandemic Response Requirements and file weekly reports including a significant amount of information. The PI does not require the release of any individual noncitizen. After four court-ordered mediation sessions, the parties agreed to settle this matter. The magistrate issued a report and recommendation on December 3, recommending that the court approve the settlement.

Abdulkadir v. Hardin, No. 19-cv-00120 (M.D. Fla. filed Feb. 27, 2019). On February 27, 2019, Plaintiffs, five Muslim Somali nationals previously detained at the Glades County Detention Center filed a complaint with the U.S. District Court for the Middle District of Florida against a number of Glades County officials and ICE officials alleging violations of their First Amendment Rights, as well as their rights under the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C. §§ 2000cc, et seq., the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb-4, and the Florida Religious Freedom Restoration Act (FRFRA), Fla. Stat. §§ 761.01 - .05. Plaintiffs allege Glades Defendants intentionally interfered with, delayed, and canceled prayer services, and deprived them of religiously-compliant meals. They also alleged Glades Defendants failed to provide them with essential and commonplace religious articles that are necessary for their religious practice, including Qur’ans, prayer rugs, and head coverings. Defendants filed a motion to dismiss based on qualified immunity, which was granted as to some defendants and denied as to two defendants. An answer has been filed and initial disclosers will be filed next.
From: MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@icegov.onmicrosoft.com on behalf of

Sent: Tue, 7 Dec 2021 20:35:05 +0000
To: Doyle, Kerry
Subject: Meeting Forward Notification: HOLD - Torrance

Your meeting was forwarded

has forwarded your meeting request to additional recipients.

Meeting
HOLD - Torrance

Meeting Time
Wednesday, 08 December 2021 10:00-10:30.

Recipients
Doyle, Kerry
Davis, Mike P
Loiacono, Adam V

Trickler-McNulty, Claire

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)
Microsoft Teams meeting

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-----Original Appointment-----
From: ice.dhs.gov
Sent: Tuesday, December 7, 2021 12:42 PM
To: Davis, Mike P
Cc: Trickler-McNulty, Claire
Subject: Torrance facility/attorney access
When: Tuesday, December 7, 2021 1:00 PM-1:45 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

-----Original Appointment-----
From: ice.dhs.gov
Sent: Wednesday, December 1, 2021 2:45 PM
To: Davis, Mike P
Cc: Trickler-McNulty, Claire
Subject: Torrance facility/attorney access
When: Tuesday, December 7, 2021 1:00 PM-1:45 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Primary speakers for ICE today:

For the field:

Sean Stephens (DFOD)
Microsoft Teams meeting

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+1 323-484-United States, Los Angeles

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From: [Redacted]
Sent: Wed, 1 Dec 2021 17:48:57 +0000
To: [Redacted]
Cc: [Redacted]
Subject: Prep for Torrance Meeting (External meeting CONFIRMED Dec. 7)

Since a few more have been added to this invite, wanted to give a brief synopsis so we can focus on the outstanding questions. Thanks to [Redacted] for tracking down these answers in the past couple weeks. Today’s meeting is to sync up before the December 7 meeting which [Redacted] our ADAD, will be hosting with the original requestors who send the attached letter on 11.5.21. AILA and the American Immigration Council may join that call as well. They have also raised similar concerns see attached (Due Process Violations). Then there is the updated 11.19.21 letter from AILA. I have shared these with [Redacted] last week.

Current status with respect to the concerns raised. Please flag at the meeting anything incorrect and any new developments. We will focus on the remaining questions which are underlined.
Microsoft Teams meeting

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Issues Facing Haitians Detained in Torrance County, Updated 11/19/21

Summary

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November 5, 2021

Field Office Director Juan Acosta
Juan.L.Acosta@ice.dhs.gov
Assistant Field Office Director William S. Shaw
William.S.Shaw@ice.dhs.gov
Immigration and Customs Enforcement
El Paso Field Office
11541 Montana Ave, Suite E
El Paso, TX 79936
Via e-mail

Supervisory Detention and Deportation Officer Azucena Sanchez
Azucena.Sanchez@ice.dhs.gov
Supervisory Detention and Deportation Officer Edward Gober
Edward.M.Gober@ice.dhs.gov
Immigration and Customs Enforcement
Torrance County Detention Facility
209 County Road A049
Estancia, NM 87016
Via e-mail

Re: Access to legal services for Haitian immigrants at Torrance County Detention Facility

Mr. Acosta, Mr. Shaw, Ms. Sanchez, and Mr. Gober,

On behalf of attorney Allegra Love and Innovation Law Lab, we write to request immediate reforms to ensure access to legal services for Haitian immigrants detained at the Torrance County Detention Facility (“Torrance”), as well as a pause of deportations of Haitians detained at that facility until such reforms have been implemented. Specifically, we request that you (1) within five days of this request, provide Ms. Love and Innovation Law Lab with a roster of all Haitian immigrants detained at Torrance (including names, A-numbers, and date and type of next immigration court hearing); (2) within five days of this request, grant access to pro bono lawyers and accredited representatives to allow them to provide an in-person three-hour legal rights presentation and accompanying individual legal consultations to all Haitian immigrants detained at Torrance, with access to interpretation services; (3) within five days of this request, provide a written notice in Haitian Kreyol describing the availability of pro bono legal representatives to the Haitian immigrants detained at the facility with hotline information for Ms. Love and Innovation Law Lab through the El Paso Immigration Collaborative (“EPIC”); (4) immediately permit Haitian immigrants to call the EPIC pro bono hotline without charge in a confidential, private manner; (5) immediately put measures in place to allow detainees to schedule individual legal consultations by phone or video within one day of request; and (6) not remove any Haitian immigrant before they have had the opportunity to consult with counsel and have had access to information about their legal rights in Kreyol.
It is our understanding that as of September 30, 2021, there are at least 45 Haitian immigrants currently detained at Torrance. From reports and information, we understand that these men are asylum-seeking individuals who recently arrived in the United States and were apprehended in the vicinity of Del Rio, Texas. All of these individuals may have legal remedies; however, many have not been provided with any access to counsel or to legal resources in Kreyol during the past month of their detention, despite the repeated requests of Ms. Love and others. The Fifth Amendment of the U.S. Constitution as well as a host of statutes, regulations, and long-standing practice provide that these individuals are entitled to access counsel to understand their legal remedies and pursue the same.

It is also our understanding that the Haitian asylum seekers detained at Torrance since September 2021 are being rushed through INA § 240 removal proceedings without being provided access to counsel, in contrast to the pace of proceedings prior to their arrival, and are being disparately treated in violation of the Equal Protection Clause. We further understand that many of these individuals may have been victims or witnesses to misconduct by Customs and Border Protection in Del Rio and will thus need access to counsel in order to provide statements to investigating bodies and/or be advised as to potential civil claims.

Ms. Love and Innovation Law Lab are members of the El Paso Immigration Collaborative (EPIC), a legal services and advocacy project that is well qualified to provide the legal rights presentation at Torrance. See ICE PBNDS 2011 at Ch. 6.4 (revised 2016). Ms. Love has extensive experience representing asylum-seeking individuals in detention, both in their release requests and their removal proceedings. Innovation Law Lab is a non-profit organization with vast experience providing pro bono legal services to asylum-seeking immigrants in detention, including establishing pro bono projects in Artesia, New Mexico, and Dilley, Texas, to provide representation for civil immigrant detained families. In partnership with EPIC, Ms. Love and Innovation Law Lab work to increase access to legal representation for persons at a number of detention facilities, including Torrance. They are prepared to engage in release advocacy and to advise about rights in removal proceedings for every Haitian immigrant detained at Torrance who requests their support.

Torrance is not currently in compliance with the in-person or telephonic attorney access requirements of the Performance Based National Detention Standards ("PBNDS"). The PBNDS require that your facility provide people consistent, unobstructed access to in-person legal visits seven days per week. Specifically, immigration detention facilities must “permit legal visitation seven days a week, including holidays, for a minimum of eight hours per day on regular business days . . . and a minimum of four hours per day on weekends and holidays.” See ICE PBNDS 2011 at Ch. 5.7(J)(2). Before any such visitation, legal representatives “shall not be asked to state the legal subject matter of the meeting.” Id. at Ch. 5.7(J)(4). Such legal visitations include pre-representation visits, during which “the facility shall permit detainees to meet with prospective legal representatives or legal assistants.” Id. at Ch. 5.7(J)(4). When a legal rights group presentation is requested, “[a]ll facilities are required to cooperate fully with authorized persons seeking to make such presentations.” Id. at Ch. 6.4(I). “Legal rights group presentations shall be accommodated to the greatest extent possible absent significant logistical or security-related concerns.” See id. at Ch. 6.4(C); Ch. 5.7(J)(12).
The PBNDS also require that Torrance provide people in your custody with reliable, private, and free calls to legal counsel. See ICE PBNDS 2011 at Ch. 5.6(II)(4), (V)(E) (immigrant detention facilities “shall permit detainees to make direct or free calls to . . . legal representatives” so that “[d]etainees and their legal counsel [are] able to communicate effectively with each other.”). Detained individuals also must be given written notice of “the procedure for obtaining an unmonitored call to a court, a legal representative or for the purposes of obtaining legal representation.” See id. at Ch. 5.6(V)(B)(3).

Conditions at Torrance have effectively prevented Haitian immigrants detained there from retaining or communicating with legal counsel; obtaining basic information about their rights through group legal presentations; or gathering evidence and preparing to present their claims for relief in removal proceedings. Over the past month, Ms. Love has repeatedly had her requests to provide legal services denied or responses severely delayed, including requests for group legal presentations and pre-representation visits. During this time, removal proceedings for Haitian immigrants at Torrance appear to have been expedited, resulting in many individuals attending hearings with no benefit of legal orientation or representation. At least four Haitian immigrants have already been ordered removed at their initial master calendar hearing because, although they express fear of returning to Haiti, they had received no access to legal services and did not understand the meaning of the term “asylum.”

We therefore request that Torrance immediately grant Ms. Love, Innovation Law Lab, and their EPIC colleagues access to conduct group legal rights presentations for all Haitian immigrants in your custody. We also request that Torrance immediately provide unobstructed access to legal calls for all Haitian immigrants in your custody; schedule legal calls within 24 hours of request by the immigrant or legal representative, and sooner in urgent situations; and provide written notice of such access in Kreyol. See id. at Ch. 5.6(V)(B) (“ICE/ERO and the facility shall coordinate in posting the notice . . . in the language of significant segments of the population with limited English proficiency, where practicable”). We can provide the EPIC hotline number and a suggested written notice to provide to detained individuals at your request.

We appreciate your prompt attention to our request and can provide additional information as needed.

Sincerely,

INNOVATION LAW LAB

JORDAN CUNNINGS, Legal Director
jordan@innovationlawlab.org
(971) 277-2857

TESS HELLGREN, Deputy Legal Director
tess@innovationlawlab.org
(352) 559-0897

NATIONAL IMMIGRATION PROJECT

MATTHEW VOGEL, Senior Staff Attorney
matt@nipnlg.org
(504) 264-3613

AMBER QUERISHI, Staff Attorney
amber@nipnlg.org
(202) 470-2082
ACLU OF NEW MEXICO

LEON HOWARD, Legal Director
lhoward@aclu-nm.org
(505) 266-5915

REBECCA SHEFF, Senior Staff Attorney
rsheff@aclu-nm.org
(505) 266-5915

HAITIAN BRIDGE ALLIANCE

NICOLE PHILLIPS, Legal Director
nphillips@haitianbridge.org
(949) 603-5751

AMERICAN IMMIGRATION COUNCIL

KATE MELLOY GOETTEL, Legal Director
kgoettel@immcouncil.org
(202) 507-7552
Due Process Violations at Torrance County Detention Facility

November 9, 2021

Over the past two months, attorneys attempting to provide legal services at Torrance County Detention Facility (“Torrance”) in Estancia, New Mexico have reported severe violations of due process to the American Immigration Lawyers Association (AILA) and the American Immigration Council, through our joint project, the Immigration Justice Campaign. These include the denial of access to counsel, language access, information about the asylum process, individualized custody determinations, proper Immigration Judge advisals, and humane conditions, as described below. While most of these violations affect everyone detained at Torrance, some disproportionately affect a group of approximately 40 Haitian asylum seekers.

Violations of Access to Counsel

When individual attorneys request a legal call with their clients, the requests are frequently not responded to for days and/or are denied. Sometimes attorneys are told that a legal call cannot be scheduled for several days that the person who is doing the scheduling is “out sick” or “really busy”. Attorneys have been told to “try again next week,” even if their client has an upcoming hearing they to prepare for. This problem seems likely to be related to the gross understaffing of the facility, which contributed to it failing its inspection this year.

After we contacted DHS headquarters regarding this issue on or around October 8, 2021, one attorney was given access to do a group presentation to half of the Haitians detained at Torrance. The other half were unable to attend because they were in quarantine. When an attorney reached out to schedule a follow-up group presentation, ICE changed their position, insisting that group presentations could only occur as an Legal Orientation Program (LOP) presentation, which requires significant hurdles for the attorney. Even after complying with these requirements, the attorney has still been unable to conduct the second group meeting.

Violations of Language Access

There is no consistent way for speakers of Haitian Creole to communicate with facility staff or ICE, the latter of which is not present on-site. The detained Haitians that legal service providers have managed to contact have reported not knowing what is happening in their immigration cases due to this lack of communication.

Violation of Due Process in the Asylum Process

There is no Legal Orientation Program (LOP) provider at Torrance. The information video on the asylum process is only available in Spanish. Everyone detained at Torrance is put directly into 240 removal proceedings. They are therefore not given Credible Fear Interviews, so have no opportunity to be interviewed in a non-adversarial manner about their possible claims of fear of return to Haiti.

Lack of or Improper Adjudication of Release Requests
Approximately 17 parole requests were filed for Haitian men detained at Torrance. All had sponsors, no criminal history in the United States, and pending removal proceedings. ICE sent the first denial less than an hour after the request was submitted, in the form of a very short email suggesting that the client seek bond. This email denial was followed later by a parole denial form that had “flight risk” and “danger to community” marked as reasons, even though the email had stated that the reason for denial was that there was “NO humanitarian” basis for parole (emphasis in original). This is a misapplication of the spirit of parole directives. For some requests for release, there was no formal adjudication or individualized determination at all, just an email saying that ICE was declining to parole the respondent.

**Inhumane Detention Conditions**

We have received reports of severely deteriorating conditions: drinking water that is giving people rashes, uncooked meat in meals, insufficient food for breakfast, and an extremely slow response time to a person who was unconscious and having a medical crisis.

**Improper Immigration Judge Advisals**

While we realize this is a matter for Department of Justice and not necessarily DHS, it is important for context that while all of the above is occurring, the docket for Haitian men detained at Torrance is moving extremely quickly. There are also reports that the judges are not giving the respondents proper advisals as to their rights to seek relief from removal. Respondents are therefore also being ordered removed at a first or second hearing in some cases.
Probably good for you or [b](b)(6); [b](7)(C) to be on this, too.

Thanks,

Mike

Michael P. Davis
Executive Deputy Principal Legal Advisor
U.S. Immigration and Customs Enforcement
[202.736.5066] [202.904.6364] [b](b)(6); [b](7)(C) @ice.dhs.gov

With honor and integrity, we will safeguard the American people, our homeland, and our values.

Please note that this message may contain sensitive and/or legally privileged information (attorney work product, attorney-client communication, deliberative process, personally identifiable information, law enforcement sensitive, etc.) and should be handled accordingly.

-----Original Appointment-----
From: Doyle, Kerry [b](b)(6); [b](7)(C) @ice.dhs.gov>
Sent: Tuesday, December 7, 2021 3:35 PM
To: Doyle, Kerry; Davis, Mike P; Loiacono, Adam [b](b)(6); [b](7)(C) Trickler-McNulty, Claire;
[b](b)(6); [b](7)(C)
Cc: [b](b)(6); [b](7)(C)
Subject: Torrance
When: Wednesday, December 8, 2021 2:30 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting
Ken and I both have a CC interview at 1. Ken had already told [____] that we weren’t able to provide advice to Torrance, per the attached.

Are you attending this? It was on your calendar as “tentative” or not accepted but you had other appointments too. [____] is a bit panicked.

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-727-6606
Cell: 202-510-4515

Hi Kerry—hope all is well. Any chance you could have someone jump on this call at 1pm with us? Mostly just in listening mode. Sorry about the short notice. I thought I had set this up for an OPLA rep earlier, but I was mistaken.

Thanks a lot,
Hi Folks—let’s jump on a short call at 11AM to make sure that we know who is going to be answering for what. I will send a teams invite. These are the questions and some other info:

Current status with respect to the concerns raised. Please flag at the meeting anything incorrect and any new developments. We will focus on the remaining questions which are underlined.
FYI. I hope you are okay with my response.

Best,
Ken Padilla
Deputy Principal Legal Advisor for Field Legal Operations
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
(202) 732- (office)/(646) 789- (mobile)

“Every job is a self-portrait of the person who does it. Autograph your work with excellence.”

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Best,
Ken Padilla
Deputy Principal Legal Advisor for Field Legal Operations
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
(202) 732-8300 (office)/(646) 789-0823 (mobile)

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From: [b](b)(6), [b](b)(7)(C)@ice.dhs.gov
Sent: Wednesday, December 1, 2021 1:02 PM
To: Padilla, Kenneth [b](b)(6), [b](b)(7)(C)@ice.dhs.gov
Subject: Torrance invite
If the answer is no, that’s ok. You don’t need to attend the meeting or if you want to send a designee, that’s fine too.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement
Kerry – Will do.

I would appreciate your forwarding me the invite.

Thank you, both.

Acting Senior Advisor to the Principal Legal Advisor
U.S. Department of Homeland Security
Immigration and Customs Enforcement
(267) 246-2053 (mobile)

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Hi Kerry—hope all is well. Any chance you could have someone jump on this call at 1pm with us? Mostly just in listening mode. Sorry about the short notice. I thought I had set this up for an OPLA rep earlier, but I was mistaken.

Thanks a lot,

Hi Folks—let's jump on a short call at 11AM to make sure that we know who is going to be answering for what. I will send a teams invite. These are the questions and some other info:

Current status with respect to the concerns raised. Please flag at the meeting anything incorrect and any new developments. We will focus on the remaining questions which are underlined.
Assistant Director  
Department of Homeland Security/Immigration and Customs Enforcement  
Office of Partnership and Engagement  

Who in HQ is working on Torrance if anyone? Is Claire involved on mainly?

Principal Legal Advisor  
Office of the Principal Legal Advisor  
U.S. Immigration and Customs Enforcement  
Office: 202-774-5020  
Cell: 202-510-
Subject: RE: Torrance

Just adding my appreciation for the hard work from the field and HQ on this. And thanks for hosting this important engagement.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement

From: ice.dhs.gov
Sent: Tuesday, December 7, 2021 2:01 PM
Cc: ice.dhs.gov, ice.dhs.gov

Subject: Torrance

Very nice work, everyone. That was a model conversation, with each side respectfully listening to and learning from the other.

Special thanks to AFOD and DFOD. Your commitment to fair process is clear.

Please keep me in the loop as you work.

Thanks Kerry, for noting the PD process.

Have a great day.

Acting Deputy Assistant Director
Office of Partnership and Engagement
Kerry,

For the 1pm call - please see below. Mike just sent this and I am reviewing now as well.

Thanks,

Acting Senior Advisor to the Principal Legal Advisor
U.S. Department of Homeland Security
Immigration and Customs Enforcement
(267) 246-*** (mobile)

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I don’t think we’ll have a speaking role at this 1 p.m. meeting that Kerry is going to ask you to cover on the Torrance facility, but I did task...

Thanks,

Mike

Michael P. Davis
Hi, Mike and Ken.

I’ve had the opportunity to speak to [redacted] regarding this matter.

As far as the other allegations, [redacted]

With honor and integrity, we will safeguard the American people, our homeland, and our values.
Should you wish me to condense the information, please don’t hesitate to let me know.

Thank you,

Associate Deputy Principal Legal Advisor for Field Legal Operations, West
Acting Chief Counsel, OPLA Detroit (includes Michigan and Ohio)
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Desk: (313) 444-3515
Cell: (313) 399-2875

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From: Gastelo, Elias S Jr @ice.dhs.gov>
Sent: Monday, November 8, 2021 11:07 AM
To: @ice.dhs.gov>
Subject: RE: Torrance County Detention Facility

Hi

Still waiting for some of our attorneys
Should you have questions, please let me know.

Take care,

Elias Gastelo
Chief Counsel
Office of the Principal Legal Advisor, El Paso
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security

To register for eService, please go to https://eserviceregistration.ice.gov/

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***SENSITIVE/PRIVILEGED***PRE-DECISIONAL***ATTORNEY WORK PRODUCT***

From: [redacted]@ice.dhs.gov
Sent: Monday, November 8, 2021 5:00 AM
To: Gastelo, Elias Jr [redacted]@ice.dhs.gov
Subject: RE: Torrance County Detention Facility
Thank you, Elias.

From: Gastelo, Elias S Jr @ice.dhs.gov
Sent: Monday, November 8, 2021 6:52 AM
To: @ice.dhs.gov
Cc: @ice.dhs.gov
Subject: RE: Torrance County Detention Facility

Good morning, Elias.

Hope all is well.

Thanks,

Elias

Sent with BlackBerry Work
(www.blackberry.com)

From: @ice.dhs.gov
Date: Sunday, Nov 07, 2021, 7:49 PM
To: Gastelo, Elias S Jr @ice.dhs.gov
Cc: @ice.dhs.gov
Subject: Torrance County Detention Facility

Hi, Elias.

I hope this email finds you well. I apologize about the Sunday email – no response is needed today, but if I can get a response on Monday, that would be appreciated.

While I would like to set up a time to talk to you to better understand your office and the OPLA El Paso area of responsibility, I do have an area that I would like to ask you about that is a little more time sensitive. Thus, can you please review and provide me any input you may have on the following:

[Blank space]

2022-ICLI-00045  5718
Any input you may have would regarding the above is appreciated.

that would also be much appreciated.

Thank you,

Associate Deputy Principal Legal Advisor for Field Legal Operations - West
Acting Chief Counsel, Office of the Principal Legal Advisor, Detroit (includes Michigan and Ohio)
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Desk: (313) 444-0999
Cell: (313) 399-0700

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Issue:

HQ ERO received an emailed concern from the American Immigration Council regarding attorney access at the Torrance County Detention Facility (TCDF), an ICE/ERO intergovernmental services agreement detention facility in Estancia, New Mexico.

Facility Background:

TCDF is a multi-jurisdictional facility, owned and operated by CoreCivic. The facility has a rated capacity of 975 beds and houses adult male detainees of all classification levels for ICE and the U.S. Marshals Service and male and female detainees for Torrance County. ICE detainees are not housed with non-ICE detainees. Detainee telephone services and tablets are provided by Talton Communications, Inc. Food service is provided by Trinity Services Group. All other services are provided by CoreCivic. Detainees are not charged co-pay fees for medical, dental, or mental health services.

TCDF operates under the 2011 Performance Based National Detention Standards revised in 2016 (PBNDS).

The ICE guaranteed minimum at the TCDF is 714.

The ICE population on November 6, 2021, is 266.

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>2</th>
<th>Bangladesh</th>
<th>1</th>
<th>Brazil</th>
<th>3</th>
<th>Chile</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>China</td>
<td>1</td>
<td>Colombia</td>
<td>19</td>
<td>Cuba</td>
<td>1</td>
<td>Dom Republic</td>
<td>3</td>
</tr>
<tr>
<td>Ecuador</td>
<td>7</td>
<td>El Salvador</td>
<td>1</td>
<td>Ghana</td>
<td>1</td>
<td>Guatemala</td>
<td>10</td>
</tr>
<tr>
<td>Haiti</td>
<td>81</td>
<td>Honduras</td>
<td>6</td>
<td>India</td>
<td>1</td>
<td>Mexico</td>
<td>9</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>92</td>
<td>Peru</td>
<td>1</td>
<td>Russia</td>
<td>1</td>
<td>Senegal</td>
<td>9</td>
</tr>
<tr>
<td>Turkey</td>
<td>11</td>
<td>Guinea</td>
<td>1</td>
<td>Uzbekistan</td>
<td>1</td>
<td>Yemen</td>
<td>3</td>
</tr>
</tbody>
</table>

ATTORNEY ACCESS CONCERN:

1. “First, after initially providing an attorney access to approximately half of the Haitians detained at Torrance (the rest were not seen because they were in quarantine), the facility and local ICE have refused all attempts at seeing the rest. Requests have been made to provide group presentations, to which the local office first did not reply, and then insisted that it only be done in an LOP-style format, with preapproval of a syllabus, only the use of a sign-up sheet (which they would not commit to providing in Creole), and then limiting calls to individuals to 5 people per week, when we believe there are approximately 20 additional people who have not been given any legal information or counsel at all.”

(b)(5)
FAILED INSPECTION and STAFFING CONCERNS

2. “Secondly, we know that Torrance **failed its inspection**, due in part to an extreme staffing shortage. This is repeatedly given as an excuse for why a legal call cannot be arranged, or why days go by before anyone responds. Attorneys have repeatedly pointed out that due process and access to counsel cannot be infringed upon because of ICE’s own staffing issues. If ICE is unable to staff the facility appropriately, it begs the question if the facility can be operated safely.”

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW (EOIR) MATTERS

3. “Meanwhile, every Haitian our partners have spoken with has said that they are being told by the immigration judge that in order to proceed, they must have an attorney present, and are not being advised at all that they have the right to proceed pro se. This is incorrect, as you know, and we are also reaching out to EOIR on this matter. However, we do believe that ICE has a role to play in not removing individuals who are being ordered removed after improper advisals.”
PAROLE DENIALS

4. “Finally, after our partner submitted a group of 18 parole requests for the group of men we were able to meet with, we have begun to receive denials—some less than an hour after they were submitted. Some responses are simply an email declining to grant parole and saying the client can apply for bond (again, nearly impossible when the judges are ordering them removed at master calendar hearings if they don’t have attorneys) and say, “Although you did provide the sponsor documentation, in your clients case there is NO present urgent humanitarian reason or significant public benefit for release.” (emphasis in original)”

DEL RIO ENCAMPMENT ISSUES

5. “These are all men who were at the Del Rio encampment. Many of them experienced violence from our CBP officers, and we believe many were witnesses to possible violations of federal law by law enforcement officers. They all have sponsors in the United States, and the overwhelming sense on the ground is that there is an effort to deny them access to counsel and remove them from the country as quickly as possible.”
The following is a list of postings that assist the detained population at the TCDF:

<table>
<thead>
<tr>
<th></th>
<th>Posting</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PREA Zero Tolerance (Spanish)</td>
<td>28</td>
<td>DETAINEE ASSISTANCE ALTERNATIVES</td>
</tr>
<tr>
<td>2</td>
<td>PREA Zero Tolerance (English)</td>
<td>29</td>
<td>HUMAN TRAFFICKING</td>
</tr>
<tr>
<td>3</td>
<td>PREA PHONE (Spanish)</td>
<td>30</td>
<td>HUMAN TRAFFICKING BLUE CAMPAIGN</td>
</tr>
<tr>
<td>4</td>
<td>PREA PHONE (English)</td>
<td>31</td>
<td>KNOW YOUR RIGHTS</td>
</tr>
<tr>
<td>5</td>
<td>PREA REPORTING PROCEDURES</td>
<td>32</td>
<td>KNOW YOUR RIGHTS</td>
</tr>
<tr>
<td>6</td>
<td>COVID 19</td>
<td>33</td>
<td>KNOW YOUR RIGHTS</td>
</tr>
<tr>
<td>7</td>
<td>Detention Reporting Information Line (SP)</td>
<td>34</td>
<td>MAYORKAS CASE (Spanish)</td>
</tr>
<tr>
<td>8</td>
<td>ICE DO Visitation SCHEDULE</td>
<td>35</td>
<td>CORECIVIC CYCLE MENU</td>
</tr>
<tr>
<td>9</td>
<td>ICE SEX ASSAULT AWARENESS (English)</td>
<td>36</td>
<td>ORR SEP. FROM CHILDREN POSTING (Spanish)</td>
</tr>
<tr>
<td>10</td>
<td>ICE SEX ASSAULT AWARENESS (Spanish)</td>
<td>37</td>
<td>VISTING SCHEDULE (Spanish)</td>
</tr>
<tr>
<td>11</td>
<td>DETAINEE LOCATOR SYSTEM (English)</td>
<td>38</td>
<td>VISTING SCHEDULE (English)</td>
</tr>
<tr>
<td>12</td>
<td>DETAINEE LOCATOR SYSTEM (Spanish)</td>
<td>39</td>
<td>WESTERN UNION INSTRUCTIONS</td>
</tr>
<tr>
<td>13</td>
<td>COVID 19 ICE POSTING</td>
<td>40</td>
<td>MAIL/CORRESPONDENCE (English)</td>
</tr>
<tr>
<td>14</td>
<td>COVID POSTING</td>
<td>41</td>
<td>MAIL/CORRESPONDENCE (Spanish)</td>
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<td>15</td>
<td>CORE CIVIC COVID (Spanish)</td>
<td>42</td>
<td>DETENTION ASSISTANCE ALTERNATIVES (SP)</td>
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<tr>
<td>16</td>
<td>COVID CDC POSTING (English)</td>
<td>43</td>
<td>FACILITY ADDRESS</td>
</tr>
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<td>17</td>
<td>OIG HOTLINE</td>
<td>44</td>
<td>UNMONITORED CALLS INSTRUCTIONS</td>
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<tr>
<td>18</td>
<td>PRO BONO</td>
<td>45</td>
<td>KNOW YOUR RIGHTS (Spanish)</td>
</tr>
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<td>19</td>
<td>LANGUAGE SERVICES</td>
<td>46</td>
<td>KNOW YOUR RIGHTS (Spanish)</td>
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<td>NOTICE FRAIHAH</td>
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<td>Detention Reporting Information Line (EN)</td>
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<td>ACCESS TO HYGEINE CORE CIVIC</td>
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<td>23</td>
<td>ORR SEP. FROM CHILDREN POSTING ENG</td>
<td>50</td>
<td>BARBER SCHEDULE</td>
</tr>
<tr>
<td>24</td>
<td>ICE SEX ABUSE ASSAULT AWARENESS</td>
<td>51</td>
<td>RECREATION SCHEDULE</td>
</tr>
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<td>ICE SEX ABUSE ASSAULT AWARENESS</td>
<td>52</td>
<td>LIBRARY LEGAL BOOKS MEMO</td>
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<tr>
<td>26</td>
<td>DHS LANGUAGE ID GUIDE</td>
<td>53</td>
<td>HOW TO USE THE MICROWAVE</td>
</tr>
<tr>
<td>27</td>
<td>TALTON PHONE RATES</td>
<td>54</td>
<td>SPEED DIAL LISTING PHONE NUMBERS</td>
</tr>
</tbody>
</table>
July 29, 2021

TO: Russell Hott
   Assistant Director Custody Management

FROM: [Redacted]
   Lead Compliance Inspector
   The Nakamoto Group, Inc.

SUBJECT: Annual Inspection of the Torrance County Detention Facility

The Nakamoto Group, Inc. performed an annual inspection for compliance with the ICE Performance-Based National Detention Standards (PBNDS 2011) of the Torrance County Detention Facility in Estancia, New Mexico during the period of July 27-29, 2021. This is an IGSA.

The annual inspection was performed under the guidance of [Redacted] Lead Compliance Inspector. Team members were:

<table>
<thead>
<tr>
<th>Subject Matter Field</th>
<th>Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detainee Rights</td>
<td>[Redacted]</td>
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<tr>
<td>Security</td>
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<tr>
<td>Medical Care</td>
<td></td>
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<tr>
<td>Medical Care</td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td></td>
</tr>
</tbody>
</table>

Type of Inspection

This is a scheduled annual inspection, which is performed to determine overall compliance with the ICE PBNDS 2011 for Over 72 hour facilities. The facility received a rating of Meets Standards during the October 2020 inspection.

Inspection Summary

The Torrance County Detention Facility is currently accredited by:

- The American Correctional Association (ACA) – No
- The National Commission on Correctional Health Care (NCCHC) – No
- The Joint Commission (TJC) – No
- Prison Rape Elimination Act (PREA) - No

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 2020 and 2021 compliance annual inspections:
<table>
<thead>
<tr>
<th>2020 Annual Inspection</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Meets Standards</td>
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<tr>
<td>Repeat Finding</td>
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</tr>
<tr>
<td>Not Applicable</td>
<td>1</td>
</tr>
<tr>
<td>Meets Standards</td>
<td>38</td>
</tr>
<tr>
<td>Does Not Meet Standards</td>
<td>1</td>
</tr>
<tr>
<td>Repeat Finding</td>
<td>0</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>4</td>
</tr>
</tbody>
</table>

The inspection team identified twenty-two (22) deficient components in the following eight (8) standards:

- Environmental Health and Safety - 3
- Staff-Detainee Communication – 1
- Food Service – 12, two of which are Priority components
- Significant Self-Harm and Suicide Prevention - 1
- Telephone Access – 1
- Visitation – 2, both of which are Priority components
- Grievance System – 1, which is a Priority component
- Staff Training – 1, which is a repeat deficiency

**Facility Snapshot/Description**

The Torrance County Detention Center is a medium-security, multi-jurisdictional facility, owned and operated by CoreCivic. The facility is located in Estancia, New Mexico approximately fifty miles southeast of Albuquerque, New Mexico. The facility, which was constructed in 1990, has a rated capacity of 975 beds. The facility houses adult male detainees of all classification levels for ICE and the U.S. Marshals Service and male and female detainees for Torrance County. The total count on the first day of the inspection was 332 with 224 ICE detainees. During the inspection, an additional 196 ICE detainees were received by the facility. Detainees are classified by ICE before their arrival. ICE detainees are not housed with non-ICE detainees. The average length of stay for an ICE detainee was reported to be 39 days. Detainee telephone services and tablets are provided by Talton Communications, Inc. Food service is provided by Trinity Services Group. All other services are provided by CoreCivic. Detainees are not charged co-pay fees for medical, dental, or mental health services.

The facility encompasses a total of sixteen acres within the secure perimeter and an additional 624 acres surrounding the facility. There are

The entire facility is equipped with sprinkler systems and electronically controlled and monitored security and safety systems.

There are five housing units divided into sub-sections for a total of eight separate living areas that are configured into cell and dormitory designs. Five of the living areas are further divided into four sub-sections containing either 38 or 40 beds each. Two dormitory living areas contain 75 beds each. Each living area has a common dayroom that is equipped with fixed table/chair units for detainees to eat their meals, play games, and gather for conversation. Electronic tablets are available for all detainees to send and receive emails, make telephone calls, play games, read books, participate in video visits, send re-
quests directly to facility staff and ICE/ERO personnel, and file grievances. Tablets include LexisNexis, the local handbook, and all posted announcements and bulletins.

Housing unit control centers provide direct supervision of unit living areas. Each cell contains direct communication to the unit control center via intercoms. The facility has a special management/restrictive housing unit. There were no ICE detainees housed in the unit during this inspection period.

The facility has a gymnasium and two outdoor yard areas. Outdoor recreational activities are available, including handball, basketball courts, and soccer. The gymnasium area has handball, basketball, universal weights, and volleyball. Housing units have board games, movies, and televisions.

A total of 25 detainees were interviewed by inspectors. Eleven interviews were informal and were conducted when inspectors visited the housing units. Fourteen interviews were conducted confidentially. Detainees who spoke Spanish were interviewed by a bilingual inspector. Two detainees stated they submitted sick call slips and had not been seen by medical staff. The Medical SME followed up on the complaints with medical staff. One detainee complained that he had been tested for COVID-19 twice. No other complaints were voiced. The detainees stated that the food was “okay”. The detainees stated that facility staff treated them with respect and that they felt safe at the facility. The detainees knew how to file a grievance and stated they received a facility handbook during the intake process. None of the detainees had contacted the OIG.

During the inspection, optimal compliance was found while reviewing the following standards: Special Management Unit and Telephone Access.

Areas of Concern/Significant Observations

It was noted that the current staffing level is at fifty percent of the authorized correctional/security positions. Staff is currently working mandatory overtime shifts.

Standard 4.1 Food Service - Rated Does Not Meet Standard

**Policy:** This Detention Standard ensures that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic food service operation.

**Finding:** During the inspection, numerous instances of sanitation and safety concerns were observed with food display and service; food preparation; food protection; and safety and sanitation. Eleven components, including two Priority components, were rated as Does Not Meet Standard.

**Recommendation:** Safety and sanitation should be improved to ensure that detainees are provided a nutritionally balanced diet that is prepared and presented in a sanitary and hygienic good service operation.

Priority Components rated Does Not Meet Standard.

Standard 4.1 Food Service

**Component #1- PRIORITY:** The food service program shall be under the direct supervision of an experienced food service administrator (FSA) who is responsible for:

- Planning, controlling, directing, managing, and evaluating food service;
- Managing budget resources;
• Establishing standards of sanitation, safety, and security;

• Developing nutritionally adequate menus and evaluating detainee acceptance of them;

• Developing specifications for the procurement of food, equipment, and supplies; and

• Establishing a training program that ensures operational efficiency and a high-quality food service program.

Finding: During this inspection, numerous sanitation and safety concerns were observed. Specifically, issues with food display and service; food preparation; food protection; and safety and sanitation

Recommendation: The facility should provide an increased level of supervision to the food service contractor to ensure a safe, sanitary, and hygienic food service operation.

Component #39 – PRIORITY: Staff shall check refrigerator and water temperatures daily and record the results. The FSA or designee will verify and document requirements of food and equipment temperatures.

Finding: During this inspection, the dishwashing machine was found to be operating at temperatures that did not meet minimum requirements to ensure dishes were cleaned and sanitized.

Recommendation: The facility should provide an increased level of supervision to the food service contractor to ensure a safe, sanitary, and hygienic food service operation.

Standard 5.7 Visitation

Component #5 – PRIORITY: General visitation is permitted during set hours on Saturdays, Sundays, and holidays, and, to the extent practicable, the facility also establishes visiting hours on weekdays and during evening hours. The facility accommodates the scheduling needs of visitors for whom scheduled visiting hours pose a hardship. The number of visitors a detainee receives and the length of visits are limited only by reasonable constraints of space, scheduling, staff availability, safety, security, and good order.

Finding: General visitation has been suspended due to COVID-19 concerns. There is a video visitation option available on the electronic tablets available to detainees in the housing units; however, video visits are not free. Indigent detainees do not have access to general visitation. The facility has continued to provide legal visitation.

Recommendation: The facility should provide an equal opportunity for detainees to participate in general visitation without paying a fee.

Component #9 – PRIORITY: The facility’s written rules shall specify time limits for visits. Visits should be for the maximum period practicable but not less than one hour with special consideration given to family circumstances and individuals who have traveled long distances.

Finding: General visitation has been suspended due to COVID-19 concerns. There is a video visitation option available on the electronic tablets in the housing units; however, video visits are not free. Indigent detainees do not have access to general visitation. The facility has continued to provide legal visitation.
Recommendation: The facility should provide an equal opportunity for detainees to participate in general visitation without paying a fee.

Standard 6.2 Grievance System

Component #11 - PRIORITY: Each facility shall maintain a Detainee Grievance Log. The documentation shall include the date the grievance was filed, the name of the detainee that filed the grievance, the nature of the grievance, the date the decision was provided to the detainee, and the outcome of the adjudication. A copy of the grievance disposition shall be placed in the detainee’s detention file and provided to the detainee. Medical grievances are maintained in the detainee’s medical file.

Finding: During the current inspection it was determined that a copy of the grievance disposition was not placed in the detainee’s detention file, nor were medical grievances maintained in the detainee’s medical file.

Recommendation: The facility should amend policy and practice to ensure grievances are filed as required by the standard.

Recommended Rating and Justification

The Lead Compliance Inspector recommends that the facility receive a rating of Does Not Meet Standards. The facility does not comply with the ICE Performance-Based National Detention Standards (PBNDS 2011) unless unobserved practices and conditions are contrary to what was reported to the inspection team. One (1) standard was found Does Not Meet Standard and four (4) standards were Not Applicable (N/A). All remaining thirty-eight (38) standards were found to Meet Standards.

LCI Assurance Statement

The findings of compliance and non-compliance are accurately and completely documented on the G-324 Inspection Form and are supported by documentation in the inspection file. An out brief was conducted with the facility. In addition to the Nakamoto Group Inspection Team, the following participated:

- ICE Officials – SDDO
- Facility staff – Facility Administrator, Quality Assurance Manager, Chief of Security, Chief of Unit Management, Captain, HSA, and Safety Manager
- CoreCivic Regional Director, Health Services

[Signatures and titles]

[Leads Compliance Inspector  July 29, 2021]

Printed Name of LCI  Date
List of Pro Bono Legal Service Providers
http://www.justice.gov/eoir/list-pro-bono-legal-service-providers

TEXAS

Disclaimer: As required by 8 C.F.R. § 1003.61, the Executive Office for Immigration Review (EOIR), Office of Policy, Office of Legal Access Programs maintains a list of organizations and attorneys qualified under the regulations who provide pro bono or free legal services. The information posted on the list is provided to EOIR by the Providers. EOIR does not endorse any of these organizations or attorneys. Additionally, EOIR does not participate in, nor is it responsible for, the representation decisions or performance of the organizations or attorneys.
<table>
<thead>
<tr>
<th>Dallas, Texas (page 1 of 2)</th>
</tr>
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<tbody>
<tr>
<td><strong>Catholic Charities of Dallas</strong>*</td>
</tr>
<tr>
<td>1421 W Mockingbird Ln.</td>
</tr>
<tr>
<td>Dallas TX 75247</td>
</tr>
<tr>
<td>Tel: (214) 634-7182</td>
</tr>
<tr>
<td><a href="mailto:legal@ccdallas.org">legal@ccdallas.org</a></td>
</tr>
<tr>
<td><a href="http://www.ccdallas.org">www.ccdallas.org</a></td>
</tr>
<tr>
<td>- Primarily SIJS, Cancellation of Removal, Bond hearings, Asylum</td>
</tr>
</tbody>
</table>

| **Light of Hope Immigration Law Center*** |
| 1339 19th St |
| Plano, TX 75074 |
| Tel: (469) 229-0590 |
| Fax: (469) 229-0130 |
| Fax: (469) 229-0130 |
| http://www.lohimmigration.org |
| - Will represent Juveniles |
| - Will not handle cases involving drugs, sexual or child abuse |
| - Languages: Spanish |

| **Human Rights Initiative of North Texas*** |
| 2801 Swiss Avenue |
| Dallas, TX 75204 |
| Tel: (214) 855-0520 |
| Fax: (214) 855-0793 |
| www.hrionline.org |
| - Represent non-detained asylum seekers |
| - Represent unaccompanied children |
| - Must call main line to schedule intake (no walk-ins) |
| - Staff speaks Spanish |

| **RAICES*** |
| Refugee and Immigrant Center for Education and Legal Services |
| **Dallas, North:** |
| 4230 Lyndon B Johnson Fwy, Suite 225 |
| Dallas, TX 75244 |
| Tel: (214) 919-0736 |
| dallas@raicestexas.org |
| www.raicestexas.org |
| **Fort Worth:** |
| 4200 South Fwy., Suite 704 |
| Fort Worth, TX 76115 |
| Tel: (817) 717-9377 |
| fortworth@raicestexas.org |
| - Will take all types of cases, including asylum |
| - Will accept cases for those detained at Prairieland Detention Facility, Johnson County Law Enforcement Center, Rolling Plains Detention Center, David L. Moss Criminal Justice Center, and Limestone County Detention Center |

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Dallas, Texas (page 2 of 2)

**American Bar Association Detention and LOP Information Line**

immcenter@americanbar.org  
https://www.americanbar.org/groups/public_interest/immigration/

- Pro se case assistance for detained respondents only  
- Dial 2150# from the detention center  
- To contact on behalf of a detained individual, email immcenter@americanbar.org.
List of Pro Bono Legal Service Providers

El Paso, Texas

Diocesan Migrant and Refugee Services*

2400 E. Yandell, Ste. A
El Paso, TX 79903-3617
Tel: (915) 532-3975
Fax: (915) 532-4071
info@dmrs-ep.org
www.dmrs-ep.org

Las Americas Immigrant Advocacy Center*

1500 E Yandell Drive
El Paso, TX 79902
Tel: (915) 544-5126
Fax: (915) 544-4041
administrator@las-america.org
www.las-americas.org

- Asylum, Withholding of Removal, Convention Against Torture

New Mexico Immigrant Law Center*

625 Silver Ave SW, Suite 410
Albuquerque, NM 87102
Tel: (505) 247-1023
www.nmilc.org

American Bar Association Detention and LOP Information Line**

immcenter@americanbar.org
https://www.americanbar.org/groups/public_interest/immigration/

- Pro se case assistance for detained respondents only
- Dial 2150# from the detention center
- To contact on behalf of a detained individual, email immcenter@americanbar.org.

Catholic Charities of Southern New Mexico*

2215 South Main St, Suite B
Las Cruces, NM 88005
Tel: (575) 526-9621
Fax: (575) 526-9626
ccdlc@catholiccharitiesdlc.org
www.catholiccharitiesdlc.org

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# List of Pro Bono Legal Service Providers

**Updated October 2021**

**El Paso Detained Immigration Court**

<table>
<thead>
<tr>
<th>El Paso, Texas</th>
<th>Las Americas Immigrant Advocacy Center*</th>
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<tbody>
<tr>
<td><strong>Diocesan Migrant and Refugee Services</strong>*</td>
<td><strong>1500 E Yandell Drive</strong></td>
</tr>
<tr>
<td>2400 E. Yandell, Ste. A</td>
<td><strong>El Paso, TX 79902</strong></td>
</tr>
<tr>
<td>El Paso, TX 79903-3617</td>
<td><strong>Tel: (915) 544-5126</strong></td>
</tr>
<tr>
<td>Tel: (915) 532-3975</td>
<td><strong>Fax: (915) 544-4041</strong></td>
</tr>
<tr>
<td>Fax: (915) 532-4071</td>
<td><strong><a href="mailto:administrator@las-americas.org">administrator@las-americas.org</a></strong></td>
</tr>
<tr>
<td><a href="mailto:info@dmrs-ep.org">info@dmrs-ep.org</a></td>
<td><strong><a href="http://www.las-americas.org">www.las-americas.org</a></strong></td>
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<tr>
<td><a href="http://www.dmrs-ep.org">www.dmrs-ep.org</a></td>
<td></td>
</tr>
</tbody>
</table>

| **Catholic Charities of Southern New Mexico*** | |
| 2215 South Main St, Suite B | **American Bar Association Detention and LOP Information Line**** |
| Las Cruces, NM 88005 | **immcenter@americanbar.org** |
| Tel: (575) 526-9621 | **https://www.americanbar.org/groups/public_inter...immigration/** |
| Fax: (575) 526-9626 | **• Pro se case assistance for detained respondents only** |
| ccdlc@catholiccharitiesdlc.org | **• Dial 2150# from the detention center** |
| www.catholiccharitiesdlc.org | **• To contact on behalf of a detained individual,** |
|  | **email immcenter@americanbar.org.** |

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<table>
<thead>
<tr>
<th>Harlingen, Texas</th>
<th>South Texas Immigration Council, Inc*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Texas Rio Grande Legal Aid, Inc.</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Casa Mexico Bldg.</td>
</tr>
<tr>
<td>316 S. Closner Blvd.</td>
<td>4793 West Expressway 83</td>
</tr>
<tr>
<td>Edinburg, TX 78539</td>
<td>Harlingen, TX 78552</td>
</tr>
<tr>
<td>Tel: (956) 393-6200</td>
<td>Tel: (956) 425-6987</td>
</tr>
<tr>
<td>Tel: (888) 988-9996 (toll-free)</td>
<td>Fax: (956) 425-7434</td>
</tr>
<tr>
<td>Fax: (210) 212-3774</td>
<td><a href="mailto:casamexico17@gmail.com">casamexico17@gmail.com</a></td>
</tr>
<tr>
<td><a href="http://www.trla.org">www.trla.org</a></td>
<td><a href="https://www.southtexasimmigrationcouncil.com/services">https://www.southtexasimmigrationcouncil.com/services</a></td>
</tr>
</tbody>
</table>

**ProBAR - South Texas Pro Bono Asylum Representation Project**<sup>*</sup>

- All types of cases
- Languages: Spanish

<table>
<thead>
<tr>
<th>Harlingen, TX 78550</th>
<th><strong>American Bar Association Detention and LOP Information Line</strong>&lt;sup&gt;**&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: (956) 365-3775</td>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
</tr>
<tr>
<td>Fax: (956) 365-3789</td>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
</tr>
</tbody>
</table>

- Pro se case assistance for detained respondents only
- Dial 2150# from the detention center
- To contact on behalf of a detained individual, email immcenter@americanbar.org.
<table>
<thead>
<tr>
<th><strong>Houston, Texas</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Catholic Charities of the Archdiocese of Galveston-Houston</strong>*</td>
<td><strong>Kids In Need of Defense (KIND)</strong>*</td>
</tr>
<tr>
<td>Cabrini Center for Immigration Legal Assistance</td>
<td></td>
</tr>
<tr>
<td>2900 Louisiana St</td>
<td>Houston Office</td>
</tr>
<tr>
<td>Houston, TX 77006</td>
<td>c/o South Texas College Law</td>
</tr>
<tr>
<td>Tel: (713) 595-4100</td>
<td>1303 San Jacinto Street, 9th Floor</td>
</tr>
<tr>
<td>Fax: (713) 595-4198</td>
<td>Houston, TX 77002</td>
</tr>
<tr>
<td><a href="mailto:ucreferrals@catholiccharities.org">ucreferrals@catholiccharities.org</a></td>
<td>Tel: 832-779-4030</td>
</tr>
<tr>
<td><a href="http://www.catholiccharities.org">www.catholiccharities.org</a></td>
<td>Fax: (281) 940-2098</td>
</tr>
<tr>
<td>• Children’s cases</td>
<td><a href="mailto:infohouston@supportkind.org">infohouston@supportkind.org</a></td>
</tr>
<tr>
<td>• Will represent persons in asylum cases</td>
<td><a href="http://www.supportkind.org">www.supportkind.org</a></td>
</tr>
<tr>
<td>• Languages: Spanish</td>
<td></td>
</tr>
</tbody>
</table>

| **RAICES** |  |
| --- |  |
| Refugee and Immigrant Center for Education and Legal Services |  |
| 1900 Saint James Pl., Suite 450 | 6300 West Park, Ste. 600 |
| Houston, TX 77056 | Houston, TX 77057 |
| Tel: (832) 699-6942 | Tel: (713) 758-9280 |
| Fax: (832) 669-6942 | Fax: (713) 339-1159 |
| tatiana.obando@raicestexas.org | www.ymcahoustontx.org/ymca-international/ |
| https://www.raicestexas.org/ |  |
| • Asylum; Criminal Immigration | • Languages: Staff speaks over 25 languages |

| **Human Rights First**** |  |
| --- |  |
| 1303 San Jacinto Street, 9th Floor |  |
| Houston, TX 77002 | American Bar Association Detention and LOP |
| Tel: (713) 955-1360 | Information Line** |
|  | immcenter@americanbar.org |
|  | https://www.americanbar.org/groups/public_interest/immigration/ |
| • Represent indigent individuals seeking asylum | • Pro se case assistance for detained respondents only |
| • No walk-ins, call and leave a message | • Dial 2150# from the detention center |
| • Languages: Spanish, others as needed | • To contact on behalf of a detained individual, email immcenter@americanbar.org. |
## List of Pro Bono Legal Service Providers

http://www.justice.gov/eoir/list-pro-bono-legal-service-providers

### Conroe Immigration Court

<table>
<thead>
<tr>
<th><strong>Conroe, Texas</strong></th>
<th><strong>RAICES</strong>*</th>
<th><strong>Deportation Defense Houston</strong>***</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Bar Association Detention and LOP Information Line</strong>*</td>
<td>Refugee and Immigrant Center for Education and Legal Services</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
<td>1900 Saint James Pl., Suite 450</td>
<td>c/o GHCF/HILSC 515 Post Oak Blvd Suite 1000</td>
</tr>
<tr>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
<td>Houston, TX 77056</td>
<td>Houston, TX 77027</td>
</tr>
<tr>
<td>• Pro se case assistance for detained respondents only</td>
<td>Tel: (832) 699-6942</td>
<td>Tel: (936) 213-0054</td>
</tr>
<tr>
<td>• Dial 2150# from the detention center</td>
<td>Fax: (832) 669-6942</td>
<td>Fax: (713) 339-1159</td>
</tr>
<tr>
<td>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
<td><a href="mailto:tatiana.obando@raicestexas.org">tatiana.obando@raicestexas.org</a></td>
<td><a href="https://www.raicestexas.org/">https://www.raicestexas.org/</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://www.raicestexas.org/">https://www.raicestexas.org/</a></td>
<td><a href="mailto:info@houstonimmigration.org">info@houstonimmigration.org</a></td>
</tr>
</tbody>
</table>

- Asylum; Criminal Immigration

- No walk-ins
- Intake Hours: Tuesdays and Fridays 9-12 (call only)

---

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<table>
<thead>
<tr>
<th>Pearsall, Texas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Gateways</strong>*</td>
</tr>
<tr>
<td>American Gateways – Austin</td>
</tr>
<tr>
<td>314 E. Highland Mall Blvd., Suite 501</td>
</tr>
<tr>
<td>Austin, TX 78752</td>
</tr>
<tr>
<td>Tel: (512) 478-0546</td>
</tr>
<tr>
<td>Fax: (512) 387-2650</td>
</tr>
<tr>
<td>American Gateways – San Antonio Extension Office</td>
</tr>
<tr>
<td>2300 W. Commerce St., Suite 313</td>
</tr>
<tr>
<td>San Antonio, TX 78207</td>
</tr>
<tr>
<td>Tel: (210) 521-4768</td>
</tr>
<tr>
<td>Fax: (210) 625-6797</td>
</tr>
<tr>
<td><a href="http://www.americangateways.org">www.americangateways.org</a></td>
</tr>
</tbody>
</table>

| **St. Mary's University School of Law Immigration and Human Rights Clinic*** |
| 2507 NW 36th St |
| San Antonio, TX 78228 |
| Tel: (210) 431-5714 |
| Fax: (210) 431-5700 |

| **Migrant Center for Human Rights*** |
| P.O. Box 90382 |
| San Antonio, TX 78209 |
| Tel: (210) 802-6061 |
| STDCC@migrantcenter.org |
| www.migrantcenter.org |
| • Detention call hours Monday-Friday 11am - 12pm |
| • Hora de llamadas lunes-viernes 11:00 am - 12:00 pm |

| **American Bar Association Detention and LOP Information Line** **|
| immcenter@americanbar.org |
| https://www.americanbar.org/groups/public_interest/immigration/ |
| • Pro se case assistance for detained respondents only |
| • Dial 2150# from the detention center |
| • To contact on behalf of a detained individual, email immcenter@americanbar.org. |

| **RAICES*** |
| Refugee and Immigrant Center for Education and Legal Services |
| 1305 N. Flores |
| San Antonio, TX 78212 |
| Tel: (210) 226-7722 |
| Fax: (210) 212-4856 |
| www.raicestexas.org |
| • Will represent aliens in asylum cases |
| • RAICES Pearsall Hotline: 1-800-409-2893 |

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## List of Pro Bono Legal Service Providers

**Updated October 2021**

http://www.justice.gov/eoir/list-pro-bono-legal-service-providers

### South Texas Family Residential Center - Family Units

<table>
<thead>
<tr>
<th>Dilley, Texas</th>
<th>Proyecto Dilley - Texas RioGrande Legal Aid, Inc.*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Bar Association Detention and LOP Information Line</strong>**</td>
<td>1111 N. Main Ave</td>
</tr>
<tr>
<td><a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a></td>
<td>San Antonio, TX 78212</td>
</tr>
<tr>
<td><a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></td>
<td><strong>If currently detained:</strong> 1-800-338-4709</td>
</tr>
<tr>
<td></td>
<td><strong>If released subsequent to detention:</strong> 1-800-228-7873</td>
</tr>
<tr>
<td>- Pro se case assistance for detained respondents only</td>
<td></td>
</tr>
<tr>
<td>- Dial 2150# from the detention center</td>
<td></td>
</tr>
<tr>
<td>- To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Los Fresnos, Texas</th>
<th>ProBAR - South Texas Pro Bono Asylum Representation Project*</th>
</tr>
</thead>
</table>
| **American Bar Association Detention and LOP Information Line** **
  immcenter@americanbar.org 
  https://www.americanbar.org/groups/public_interest/immigration/ 
  • Pro se case assistance for detained respondents only 
  • Dial 2150# from the detention center 
  • To contact on behalf of a detained individual, email immcenter@americanbar.org. |
| **202 South 1st Street, Suite 300**  
  Harlingen, TX 78550 
  Tel: (956) 365-3775 
  Fax: (956) 365-3789 
  www.americanbar.org/probar |
| • Will represent people in removal proceedings |
## List of Pro Bono Legal Service Providers

**San Antonio, Texas**

### American Gateways*

- **American Gateways – Austin**
  - Address: 314 E. Highland Mall Blvd., Suite 501, Austin, TX 78752
  - Tel: (512) 478-0546
  - Fax: (512) 387-2650
  - Website: [www.americangateways.org](http://www.americangateways.org)

### RAICES*

- **Refugee and Immigrant Center for Education and Legal Services**
  - Address: 1305 N. Flores, San Antonio, TX 78212
  - Tel: (210) 226-7722
  - Fax: (210) 212-4856
  - Website: [www.raicestexas.org](http://www.raicestexas.org)
  - Email: laredo@raicestx.org
  - **Hotline:** 1-800-296-9162
  - **Will only accept cases from those detained at Laredo Detention Center, Webb County Detention Center, and Rio Grande Detention Center.**
  - **Will represent asylum seekers**

### Texas RioGrande Legal Aid, Inc.*

- Address: 1111 N. Main Ave, San Antonio, TX 78212
  - Tel: (888) 988-9996 (toll-free)
  - Fax: (210) 212-3774
  - Website: [www.trla.org](http://www.trla.org)

### St. Mary’s University School of Law Immigration and Human Rights Clinic*

- Address: 2507 NW 36th St, San Antonio, TX 78228
  - Tel: (210) 431-5714
  - Fax: (210) 431-5700
  - Website: [www.law.universities.edu/clinics/immigration](http://www.law.universities.edu/clinics/immigration)

### University of Texas School of Law Immigration Clinic*

- Address: 727 East Dean Keeton Street, Austin, TX 78705-3299
  - Tel: (512) 232-1292
  - Fax: (512) 232-0800
  - Website: [www.law.utexas.edu/clinics/immigration](http://www.law.utexas.edu/clinics/immigration)

- **Will represent aliens in Asylum cases**
- **Clinic is closed from May 1st until September 1st**

### American Bar Association Detention and LOP Information Line**

- Email: immcenter@americanbar.org
  - Website: [https://www.americanbar.org/groups/public_interest/immigration/](http://https://www.americanbar.org/groups/public_interest/immigration/)

- **Pro se case assistance for detained respondents only**
- **Dial 2150# from the detention center**
- **To contact on behalf of a detained individual, email immcenter@americanbar.org.**

---

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### Karnes City, Texas

**American Bar Association Detention and LOP Information Line**

immcenter@americanbar.org  
https://www.americanbar.org/groups/public_interest/immigration/

- Pro se case assistance for detained respondents only  
- Dial 2150# from the detention center  
- To contact on behalf of a detained individual, email immcenter@americanbar.org.

**RAICES**

Refugee and Immigrant Center for Education and Legal Services  
2511 North Loop 1604 West, Suite 201  
San Antonio, TX 78258  
RAICES Karnes Hotline: 1-855-672-4237

- Will represent asylum seekers.

**American Gateways**

American Gateways – Austin  
314 E. Highland Mall Blvd., Suite 501  
Austin, TX 78752  
Tel: (512) 478-0546  
Fax: (512) 387-2650

American Gateways – San Antonio Extension Office  
2300 W. Commerce St., Suite 313  
San Antonio, TX 78207  
Tel: (210) 521-4768  
Fax: (210) 625-6797

www.americangateways.org

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727 East Dean Keeton Street  
Austin, TX 78705-3299  
Tel: (512) 232-1292  
Fax: (512) 232-0800  
www.law.utexas.edu/clinics/immigration

- Will represent aliens in Asylum cases  
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NEW MEXICO

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**List of Pro Bono Legal Service Providers**

[Updated October 2021](http://www.justice.gov/eoir/list-pro-bono-legal-service-providers)

**Otero Immigration Court**

<table>
<thead>
<tr>
<th>Otero, New Mexico</th>
<th>New Mexico Immigrant Law Center*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diocesan Migrant and Refugee Services</strong>*</td>
<td><strong>625 Silver Ave SW, Suite 410</strong></td>
</tr>
<tr>
<td>2400 E. Yandell, Ste. A</td>
<td><strong>Albuquerque, NM 87102</strong></td>
</tr>
<tr>
<td>El Paso, TX 79903-3617</td>
<td><strong>Tel: (505) 247-1023</strong></td>
</tr>
<tr>
<td>Tel: (915) 532-3975</td>
<td><a href="mailto:info@nmlc.org">info@nmlc.org</a></td>
</tr>
<tr>
<td>Fax: (915) 532-4071</td>
<td><a href="http://www.nmlc.org">www.nmlc.org</a></td>
</tr>
<tr>
<td><a href="mailto:info@dmrs-ep.org">info@dmrs-ep.org</a></td>
<td>Catholic Charities of Southern New Mexico*</td>
</tr>
<tr>
<td><a href="http://www.dmrs-ep.org">www.dmrs-ep.org</a></td>
<td><strong>2215 South Main St, Suite B</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Las Cruces, NM 88005</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Tel: (575) 526-9621</strong></td>
</tr>
<tr>
<td></td>
<td>Fax: (575) 526-9626</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ccdlc@catholiccharitiesdlc.org">ccdlc@catholiccharitiesdlc.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.catholiccharitiesdlc.org">www.catholiccharitiesdlc.org</a></td>
</tr>
</tbody>
</table>

**American Bar Association Detention and LOP Information Line**

immcenter@americanbar.org

https://www.americanbar.org/groups/public_interest/immigration/

- Pro se case assistance for detained respondents only
- Dial 2150# from the detention center
- To contact on behalf of a detained individual, email immcenter@americanbar.org.

<table>
<thead>
<tr>
<th>Las Americas Immigrant Advocacy Center*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1500 E Yandell Drive</strong></td>
</tr>
<tr>
<td>El Paso, TX 79902</td>
</tr>
<tr>
<td><strong>Tel: (915) 544-5126</strong></td>
</tr>
<tr>
<td>Fax: (915) 544-4041</td>
</tr>
<tr>
<td><a href="mailto:administrator@las-americas.org">administrator@las-americas.org</a></td>
</tr>
<tr>
<td><a href="http://www.las-americas.org">www.las-americas.org</a></td>
</tr>
</tbody>
</table>

- Asylum, Withholding of Removal, Convention Against Torture

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Thanks Kerry, I will let you know as soon as I have any info. There were certainly some reputable people on the call.

Sent with BlackBerry Work
(www.blackberry.com)

Can you let me know if there are any developments that you hear about?

Thanks,
Kerry
To: Doyle, Kerry @ice.dhs.gov
Subject: RE: Lofgren, Correa, CA Dems Urge DHS to Close Three ICE Detention Centers

Thx And thx for showing up today.

Sent with BlackBerry Work
(www.blackberry.com)

From: Doyle, Kerry @ice.dhs.gov
Date: Tuesday, Dec 07, 2021, 6:02 PM
To: @ice.dhs.gov
Cc: @ice.dhs.gov
Subject: RE: Lofgren, Correa, CA Dems Urge DHS to Close Three ICE Detention Centers

Hi

Thanks,
Kerry

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-8035
Cell: 202-510-2339

Sent: Tuesday, December 7, 2021 4:44 PM
To: Doyle, Kerry @ice.dhs.gov
Cc: @ice.dhs.gov
Subject: FW: Lofgren, Correa, CA Dems Urge DHS to Close Three ICE Detention Centers
From: [b](6) [b](7)(C)@ice.dhs.gov
Sent: Tuesday, December 7, 2021 3:30 PM
To: [b](6) [b](7)(C)@ice.dhs.gov
Cc: [b](6) [b](7)(C)@ice.dhs.gov
[b](6) [b](7)(C)@ice.dhs.gov
Subject: RE: Lofgren, Correa, CA Dems Urge DHS to Close Three ICE Detention Centers

Yuba is currently subject to a preliminary injunction in a COVID related case (Zepeda Rivas).

From: [b](6) [b](7)(C)@ice.dhs.gov
Sent: Tuesday, December 7, 2021 3:22 PM
To: [b](6) [b](7)(C)@ice.dhs.gov
Cc: [b](6) [b](7)(C)@ice.dhs.gov; [b](6) [b](7)(C)
[b](6) [b](7)(C)@ice.dhs.gov
Subject: FW: Lofgren, Correa, CA Dems Urge DHS to Close Three ICE Detention Centers
Importance: High

Thanks in advance.

Assistant Director
Department of Homeland Security/Immigration and Customs Enforcement
Office of Partnership and Engagement
[b](6) [b](7)(C)@ice.dhs.gov
From: [aclun_person]@aclun.org
Sent: Tuesday, December 7, 2021 3:14 PM
To: [ice_person]@ice.dhs.gov
        [cc_person]@hq.dhs.gov
Cc: [cc_person]@ccjustice.org
Subject: RE: Lofgren, Correa, CA Dems Urge DHS to Close Three ICE Detention Centers

CAUTION: This email originated from outside of DHS. DO NOT click links or open attachments unless you recognize and/or trust the sender. Contact ICE SOC SPAM with questions or concerns.

Dear [ice_person]

Hope you are well and apologies in advance for bothering you—I know you both must have so much going on right now. I am reaching out again because we’ve heard credible rumors (including from ICE staff) that ICE plans to begin repopulating Yuba County Jail—which still has zero people detained for ICE—starting on or about December 15, 2021. Are you aware of these plans? Is there any information about this rumored repopulation you could share with us?

We remain extremely interested in meeting to share any information that might persuade Secretary Mayorkas to end the IGSA with Yuba County Jail. It is a deplorable facility with which the federal government should cut ties immediately. More than a month ago, Representative John Garamendi—in whose district Yuba County Jail is located—joined the chorus of other congressional representatives calling on Secretary Mayorkas to end ICE’s contract with the jail because of “serious concerns regarding . . . [the jail’s] treatment of individuals detained there.” His statement and letter are attached.

We are grateful for any time you may be able to give this issue.

Thank you!

[cc_person]

__________________________
__________________________
__________________________
__________________________
Yes

Acting Senior Advisor to the Principal Legal Advisor
U.S. Department of Homeland Security
Immigration and Customs Enforcement
(267) 246-0270 (mobile)

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From: Doyle, Kerry <dolce.dhs.gov>
Sent: Tuesday, December 7, 2021 1:51 PM
To: @ice.dhs.gov>
Subject: RE: Torrance

Are you on the call?

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
Office: 202-736-7500
Cell: 202-510-7500

From: Doyle, Kerry <dolce.dhs.gov>
Sent: Tuesday, December 7, 2021 1:48 PM
To: Doyle, Kerry <dolce.dhs.gov>; Padilla, Kenneth <dolce.dhs.gov>
Cc: Davis, Mike P <dolce.dhs.gov>
Subject: RE: Torrance

Kerry,
Best,

Acting Senior Advisor to the Principal Legal Advisor
U.S. Department of Homeland Security
Immigration and Customs Enforcement
(267) 246-5143 (mobile)

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Advisor, U.S. Immigration and Customs Enforcement. This document is for INTERNAL
GOVERNMENT USE ONLY and may be exempt from disclosure under the Freedom of Information
Act, 5 USC §§ 552(b)(5), (b)(7).

From: Doyle, Kerry
Sent: Tuesday, December 7, 2021 1:46 PM
To: Padilla, Kenneth
Cc: Davis, Mike
Subject: Torrance

Kerry

Kerry E. Doyle
Principal Legal Advisor
Office of the Principal Legal Advisor
U.S. Immigration and Customs Enforcement
U.S. Department of Homeland Security
Office: 202-7
Cell: 202-510-

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communications, all of which may be privileged and not subject to disclosure outside the agency or to the public. Please consult
with the Department of Homeland Security, Office of General Counsel before disclosing any information contained in this email.
Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Learn More | Meeting options
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:
@corecivic.com

Technician Name:

Work Description: See Below

Service Site: 209 East Allen Ayers Estancia, NM 87016

Technician Notes: Arrived on location to the mainline backing up into pods C-7 and D-7. I ran my mainline machine with a 3 inch C blade through 2 cleanouts in the corridor in front of the control tower for C pod but was unable to clear the blockage. I then ran my 2001 machine through the floor clean out in C-7 with a 3 inch C blade but could not pass 98 feet. I put a 2 inch U blade on and ran through the same clean out again and was able to pull back foreign objects and plastic candy wrappers. I then ran through again and got the line draining. I tested multiple toilets to make sure it was draining properly and it was. No warranty on commercial properties. I recommend having a sewer inspection done on pod C.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$400.00</td>
</tr>
<tr>
<td>4.25</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$900.00</td>
</tr>
</tbody>
</table>

Subtotal: $1300.00
Tax: $102.38
Total: $1402.38

Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *
INVOICE

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: (D)(0)
Technician Name: (D)(6)
Work Description: See Below

Service Site: 209 County Rd A049 Estancia, NM 87016

Technician Notes: Service to travel to Estancia Supply 1 inch pro press coupling. Cut copper line in Chase in cell block 200 on 2nd floor on hot water line installed 1 inch pro press couplings repaired leak at water turned back on track no leaks or issues Checked back in facility

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$600.00</td>
</tr>
<tr>
<td>5.00</td>
<td>HR</td>
<td>Billable Labor - Helper</td>
<td>$375.00</td>
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<tr>
<td>0.00</td>
<td>LSU</td>
<td>1 inch pro press couplings</td>
<td>$15.58</td>
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</table>

Subtotal: $990.58
Tax: $78.01
Total: $1068.59

Customer Signature: [Signature]

Payment: Approved Account | Approved Account

---

*** I hereby acknowledge the satisfactory completion of the above described work.***

* Work performed on a contract bid price will not be converted to time and material.

NM Lic# 51429

www.tlcplumbing.com
INVOICE

Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: (b)(6), (b)(7)(C)
Technician Name: (b)(6), (b)(7)(C)
Work Description: See Below
Service Site: 209 East Allen Ayers
Estancia, NM 87016

Technician Notes: TLC called out due to shower drain not draining. TLC tried snaking drain and pulled back dirt. TLC gave options to break up concrete and find break in the shower line. TLC jackhammered shower and found that p trap 12"s below concrete had failed and needed to be replaced. Once drain was open TLC snaked and put camera down line and didn't find any other issues with drain line. TLC replaced p trap and back filled broken up area and put concrete back to finish shower base along with new shower drain.

Billing Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
<th>UOM</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAK/SLAB</td>
<td></td>
<td></td>
<td>$8991.00</td>
</tr>
<tr>
<td>QTY</td>
<td>1.00</td>
<td>FP</td>
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<tr>
<td>SLAB</td>
<td></td>
<td>PSL</td>
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<td>CAMERA LINE</td>
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<tr>
<td>QTY</td>
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<td>HR</td>
<td></td>
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<tr>
<td>LABOR - TECHNICIAN</td>
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<td></td>
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<td>SUBTOTAL</td>
<td></td>
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<td>$10281.57</td>
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<td>TOTAL</td>
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</tr>
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</table>

Customer Signature:

Payment: Approved Account |

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *
Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: [Redacted]
Technician Names: [Redacted]
Work Description: See Below
Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Put in three heaters. Ran three new circuits for heaters. Installed three new GFCI receptacles. Did six panel prevented maintenance.

### BILLING SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>QTY</th>
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<tbody>
<tr>
<td>GFCI</td>
<td>0.00</td>
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<td>$122.69</td>
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<td>Breakers, fuses, straps</td>
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<td>7.00</td>
<td>HR</td>
<td>$840.00</td>
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<td>HR</td>
<td>$960.00</td>
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<td>8.00</td>
<td>HR</td>
<td>$600.00</td>
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<td>Billable Labor - Helper</td>
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<td>HR</td>
<td>$637.50</td>
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<td>WET/DRY FILTER MLK-49-90-1900</td>
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<td>EA</td>
<td>$35.77</td>
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<td>$600.00</td>
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<td>Billable Labor - Technician</td>
<td>8.00</td>
<td>HR</td>
<td>$960.00</td>
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<tr>
<td>Billable Labor - Helper</td>
<td>8.00</td>
<td>HR</td>
<td>$600.00</td>
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</tbody>
</table>

**Subtotal:** $8572.96
Tax:

Total: $9248.08

Customer Signature: [Signature]

Date: 1-8-21

Payment: Other

Payment was not received.

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

www.tlcplumbing.com

5000 Edith Blvd. NE - Albuquerque, NM 87107
Phone (505) 761-DIG (344) 761-9875

2022-ICLI-00045  5757
Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Espanola, NM 87016

Work Order: D(6)
Technician Name: D(6), D(7)(C)
Work Description: See Below
Service Site: 209 East Allen Ayers Espanola, NM 87016
Technician Notes: Arrived to shower drain in unit 7-100 shower #2 not draining properly. Tested drain by pouring water down drain and it was a slow drain. Filled it up again and it didn't drain. Used sink machine and attempted to clear blockage. I went out approximately 8pm feet and could not go any further. Pulled back the cable and pulled back mud. I was unable to clear the clog. Recommended having a camera inspection done to check on possible spot repair for shower drain line. No warranty on commercial property.

Billing Summary

<table>
<thead>
<tr>
<th>BATH TUB/SHOWER CLOG</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td></td>
<td>2.00</td>
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<td>Bbb. Labor - Technician</td>
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</table>

Subtotals:
AMT. TO BE PAID TO VENDOR #:
Voucher #:
DATE SENT TO NASH:

Total: $420.00

Customer Signature:

Payment: Approved Account

* I hereby acknowledge the satisfactory completion of the above described work. *
* Work performed on a contract bid price will not be corrected to time and material. *

NM EA # 5742

www.tlcplumbing.com
5000 Edith Blvd, NE, Albuquerque, NM 87107
Phone (505) 761-9875
Fax (505) 761-9875

Confirmed
Complete

2022-ICLI-00045 5758
INVOICE

BILL TO:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

PAST DUE

Work Order: [Details]
Technician Name: [Details]
Work Description: See Below

Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Service request 2-door Hoshizaki freezer not working. Technician found faulty capacitors, ordered, replaced, compressor short cycling on temperature switch, switch bypassed temporarily, breaker tripped by high amps, diagnosed faulty compressor. Technician recommended a quote for replacement vs repair which customer will receive soon.

Billing Summary

<table>
<thead>
<tr>
<th>LOW TEMP</th>
<th>(b)(6), (b)(7)(C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>UOM</td>
</tr>
<tr>
<td>0.00</td>
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<td>1.00</td>
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<td>3.50</td>
<td>HR</td>
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</tbody>
</table>

Subtotal: $600.00
Total: $733.56

Customer Signature: [Signature]

Payment: Other | Not paid

*** I hereby acknowledge the satisfactory completion of the above described work.***

* Work performed on a contract bid price will not be converted to time and material.*

HM Lic 51429.

www.tlcplumbing.com

3000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-0461 • Fax (505) 761-9875

Confirmed on Phone, Complete

11-3-21
Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: 06(G6).
Technician Name: D(O6), D(7)(C)
Work Description: See Below.
Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Rebed softener in boiler room one with resin and rock that was provided by customer. Tech then tested softener for leaks and found none at this time. Tech ran softener regen after completed rebed.
Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>8.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
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<tr>
<td>8.00</td>
<td>HR</td>
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<td>8.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$960.00</td>
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</table>

Subtotal: $2880.00
Tax: $226.80
Total: $3106.80

Customer Signature:

Payment: Approved Account

Confirms on
Phone, Complete

11-3-21
## Invoice Details

**Remit To:**
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

**Bill To:**
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87018

**Invoice:**

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>2/19/21</td>
<td>2/19/21</td>
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</tbody>
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**Work Order:**
(b)(6)  
(b)(7)(C)

**Technician Name:**
(b)(6)  
(b)(7)(C)

**Service Site:**
209 East Allen Ayers Rd Estancia, NM 87018

**Technician Notes:** Unit had compressor.

### Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
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<th>Description</th>
<th>Price</th>
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<tbody>
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**Customer Signature:**

**Date Sent to Nash:** 11/3/21

**Payment:** Approved Account [ ]

"**I hereby acknowledge the satisfactory completion of the above described work.**"

"**Work performed on a cost-plus basis will be converted to time and materials.**"

---

**Confirmed on Phone, Complete:**
(b)(6)  
(b)(7)(C)

(11/3/21)
Commerical Services

INVOICE

Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of Amer.
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below

Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Service request west kitchen exhaust fan for the large hood not working. Technician found that there was no power at the service rooftop disconnect, the MAUs were turned off at their disconnects, the breakers for the units had not tripped, so it is likely at the kitchen service switch which was referred to an electrician.

Billing Summary

<table>
<thead>
<tr>
<th>LOW TEMP</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

Subtotal: $120.00
Tax: $9.45
Total: $129.45

Customer Signature: requested

Payment: Other | Not paid

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

www.tlcplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-9000 • Fax (505) 761-9875
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Technician Name: Repaired pole light in service yard

Work Description: See Below

Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

DATE SENT TO NASH: 9-22-21

BILL TO: @corecivic.com

AUDIT COMPANY 346
ACCOUNT POSTING

BILLING SUMMARY

<table>
<thead>
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<th>QTY</th>
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<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
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<td>$470.40</td>
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<tr>
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<td>HR</td>
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<tr>
<td>6.50</td>
<td>HR</td>
<td>Billable Labor - Helper</td>
<td>$487.50</td>
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</table>

Subtotal: $1737.90
Tax: $136.86
Total: $1874.76

Customer Signature:

Signature:

Approved:

The above described work. ***

"...related to time and material."

www.tlcplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-6087 • Fax (505) 761-9873

2022-ICLI-00045  5763
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

(b)(6), (b)(7)(C)
corecivic.com

Work Order: (b)(6)
Technician Name: (b)(6)
Work Description: See Below

Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Service request west kitchen exhaust fan needed two new A46 belts, one extra set left with maintenance.
Kitchen freezer number 1 needed adjustment to temperature set point from 0 degrees to -8 degrees. Kitchen walk in 1 needed the sensing bulb removed from a block of ice, set in the airstream, and the temperature adjusted on it. Technician also inspected the two door Hoshizaki freezer in the warehouse, it needs a new capacitor and temp controller. That repair will be placed on a separate WO.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
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<td>Billable Labor - Tech</td>
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</table>

Subtotal: $500.19
Tax: $39.39
Total: $539.58

Customer Signature requested

Payment: Other | Not paid

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic # 51429
INVOICE

Invoices
Invoice Date: 9/1/21
Due Date: 9/1/21

Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below

Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Service request for the East ice machine in the kitchen not making ice and for the two door cooler on the west end of the kitchen not getting cool. The technician found substantial water damage to the condenser coil on the ice machine from an active leak, and the machine struggling to get down to temp to produce ice. To resolve these issues the machine would have to be moved to a work location, disassembled, cleaned again, leak tested, and parts replaced. It is likely the leak is coming from the condenser, which with the other work tasks would cost as much as, or more, to complete compared to purchasing a new ice machine. A new machine is recommended. The two door cooler was empty of refrigerant, it only holds a small charge. The technician performed a leak test but was unable to locate the leak or leaks. It is likely in one of the coils because the technician was able to saturate all of the major piping and connections and he did not locate the leak. The technician pulled a vacuum on the system and added 1.5lbs of R134A. The cooler can be put back into service for the time being but there is no warranty. A replacement of the condenser and evap coil are recommended. During this visit, the technician was also asked to gather information on the walk in cooler number 1. Its refrigerant is R22 which has been phased out and is very expensive, the system shows signs of contamination (discoloration in the sight glass and refrigerant liquid), and it must have leaks because it is low on refrigerant and freezing up. The work tasks needed to clean up and recharge the system would likely be better spent on new equipment. An estimate will be sent for a new evaporator and condenser.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
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<td>Nitrogen, R134A, leak bubbling</td>
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<tr>
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<td>$780.00</td>
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</tbody>
</table>

Subtotal: $855.00
Payment: Other | Not paid

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

www.tlcplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-1585 Fax (505) 761-9875
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: (b)(6).
Technician Name: (b)(6).
Work Description: See Below

Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Service request west kitchen exhaust fan for the large hood not working. Technician found that there was no power at the service rooftop disconnect, the MAUs were turned off at their disconnects, the breakers for the units had not tripped, so it is likely at the kitchen service switch which was referred to an electrician.

Billing Summary

<table>
<thead>
<tr>
<th>LOW TEMP</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>(b)(6). (b)(7)(C)</td>
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<td>Billable Labor - Technician</td>
<td>$120.00</td>
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</table>

Subtotal: $120.00

Tax: $9.45

Total: $129.45

Customer Signature: (b)(6).

Payment: Other | Not paid

---

www.tlculumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-0000 • Fax (505) 761-9875
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp of America
PO Box 837
Estancia, NM 87016

Work Order: 
Technician Name: 
Work Description: See Below

Service Site: 209 E. Alan Ayers Rd A049 Estancia, NM 87016

Technician Notes: Tech removed 2 8" plug valves in sump station and installed 2 new valves. Tech ran water through to check for leaks and found no leaks at this time. Tech also removed 2 4" valves and 2 4" strainers and installed new valves and strainers after sump pumps. Tech then tested valves and strainers and found no leaks at this time. Sewerage system is working properly at this time.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Subtotal: $26754.20
Tax: $2106.89
Total: $28861.09

Customer Signature:

Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic 51429

www.tlcplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-6516 • Fax (505) 761-9875

2022-ICLI-00045 5768
INVOICE

Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016
@corecivic.com

Work Order:
Technician Name:
Work Description: See Below
Service Site: 209 East Allen Ayers Rd Estancia, NM 87016
Technician Notes: Service request on freezer 1 and 2 in the kitchen. The technician had to replace 2 evap fan motors and blades on freezer 1, the far left and center ones. On freezer 2, the defrost timer, R404A refrigerant charge, and txv all needed adding/adjustment. The freezer was quite low on refrigerant, likely due to age. The technician did not see any oil spots indicating a large leak. It is likely multiple very small leaks that had caused the refrigerant loss. The technician had to add 22 lbs of R404a to it.

Billing Summary

<table>
<thead>
<tr>
<th>LOW TEMP</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Subtotal: $2880.00
Tax: $226.80
Total: $3106.80

Customer Signature:

Payment: Other | Not paid
*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material.

NM Lic# 51429
www.tlcplumbing.com

5000 Edith Blvd, NE - Albuquerque, NM 87107
Phone (505) 761-6767 - Fax (505) 761-9875

2022-ICLI-00045  5769
Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: (b)(6), (b)(7)(C)
Technician Name: (b)(6), (b)(7)(C)
Work Description: See Below,
Service Site: 209 East Allen Ayers Estancia, NM 87016
Technician Notes: Arrived to the floor drain for the handicap shower in 500 D backed up the floor drain in 500 C shower 2 and a toilet in room 207. I ran my 100 machine through the floor drains clearing the blockage pulling back hair. I then ran my 100 machine through the vent in the pipe chase clearing the blockage effecting the toilet pulling back plastic and cloth. Tested everything is now draining properly. No warranty n commercial.

Billing Summary

<table>
<thead>
<tr>
<th>BATH TUB/SHOWER CLOG</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
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<tbody>
<tr>
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<td>$840.00</td>
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</tbody>
</table>

Subtotal: $840.00
Tax: $66.15
Total: $906.15

Payment: Approved Account | AA

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107
Phone (505) 761-1872
Fax (505) 761-9875

www.tlcplumbing.com
Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below

Service Site: 209 East Allen Ayers Rd Estancia, NM 87016

Technician Notes: Service request, ac unit 1st stage not working RTU unit far SE from the roof hatch identified the leak for the technicians, which was verified with nitrogen, repaired by brazing, vacuum pulled down, 19 lbs of R22 added to unit. The unit performed well except slightly high pressure, tech notified maintenance and recommended a coil cleaning. Repair complete, warranty only on the leak repair performed at the condenser coil exposed tubing.

Billing Summary

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<tr>
<th>REF</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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Customer Signature: requested
Bill To:
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below
Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Ran a new circuit for two receptacles in main lobby area. The new receptacles are for the time clock relocations.

Billing Summary

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Subtotal: $5165.67
Tax: $406.81
Total: $5572.48

Customer Signature:
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:  

Work Description: See Below

Service Site: 209 Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Came out to job to do work on pods, as well as 6" line going to to building. We ran out of valves for pods. Gathered materials for 6" line. After valve blew off pipe we put it back with megalugs for piping and connection.

Billing Summary

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Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

www.tlcplumbing.com 5000 Edith Blvd., NE • Albuquerque, NM 87107
Phone (505) 761-1520 Fax (505) 761-9875
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: @corecivic.com
Technician Name: 
Work Description: See Below
Service Site: 209 Allen Ayers Rd Estancia, NM 87016
Technician Notes: Came out to job replaced valves in pods, as well as worked in boiler room fixing 6" pipe break, replacing toilet flush valves in pod.

Billing Summary

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Subtotal: $13108.39
Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: [Redacted]
Technician Name: [Redacted]
Work Description: See Below
Service Site: 209 Allen Ayers Rd Estancia, NM 87016

Technician Notes: Came out to job to work on pods. Parts for 6" water main break into boiler room

**Billing Summary**

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**Subtotal:** $10550.97
**Tax:** $830.89
**Total:** $11381.86
### INVOICE

**Remit To:**
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

**Bill To:**
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

**Work Order:**

**Technician Name:**

**Work Description:** See Below

**Service Site:** 209 Allen Ayers Rd Estancia, NM 87016

**Technician Notes:** Came out to work on pods, as well as fix 4" main fire suppression line break.

---

### PIPING REPAIRS

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<th>Description</th>
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2.00 HR  Billable Labor - Technician  $240.00
5.00 HR  Billable Labor - Helper  $375.00

Subtotal:  $19823.91
Tax:  $1561.14
Total:  $21385.05

Customer Signature:

Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429
www.tlcplumbing.com

5000 Edith Blvd. NE  •  Albuquerque, NM 87107
Phone (505) 761-0876  •  Fax (505) 761-9875
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below

Service Site: 209 Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Re-ran wire from junction box to HVAC unit. Worked on lights and switches in 1D. Completed data run for Internet

Billing Summary

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Subtotal: $4405.58

Tax: $346.93

Total: $4752.51

Customer Signature:
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
CoreCivic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: 3
Technician Name: X

Work Description: See Below
Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Came out to job for water main break under slab in boiler room. We had to dig up pipe have concretee cut and take old piping out waiting on new pipe to come in. I also installed a 4” copper by pass in boiler room. I then staggered working on the pods with new piping and valves supply lines. Shut offs, as wells a p traps. Still working on repairs.

Billing Summary

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**Scope 2 - 5/16/22 thru 5/20/22**

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**Scope 3 - 5/16/22 thru 5/31/22**

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<tr>
<td>Time</td>
<td>Description</td>
<td>Amount</td>
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<td>$47438.12</td>
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</tr>
</tbody>
</table>

**Customer Signature:**

---

**Payment: Approved Account**

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material.*

NM Lic# 51429

www.tlcplumbing.com

5000 Edith Blvd. NE · Albuquerque, NM 87107
Phone (505) 761-9875 · Fax (505) 761-9875
Here is the invoice for last month let me know if you have any questions.

The breakdown should be as follows: any labor and material from 5-2-22 thru 5-13-22 should be is “scope” 1 any labor and material from 5-16-22 thru 5-20-22 “scope” 2 and any labor and material from 5-23-22 thru 5-31-22 “scope” 3 please let me know if you have any questions.

5000 Edith Blvd NE
Albuquerque, NM 87107
Phone: 505-362-6666
Fax: 505-761-9875
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:
Vendor #:

Technician Name:

Work Description: See Below
Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Ran two new cables for phone lines. Run conduit for data in 5d pod. Rewired lights in 7c pod and started rewriting lights D1.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>7.00</td>
<td>HR</td>
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<tr>
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<td>HR</td>
<td>Billable Labor - Technician</td>
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<tr>
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<td>HR</td>
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<td>HR</td>
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<td>6.00</td>
<td>HR</td>
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</table>
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

@corecivic.com

Work Order: (b)(6), (b)(7)(C)
Technician Name: (b)(6), (b)(7)(C)

Work Description: See Below
Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: *After hours *TLC to retrieve broken section of pump from sewer pit. TLC retrieved broken section and vac truck cleaned man hole.

Billing Summary

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<th>PIPING REPAIRS</th>
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<td>Wash out manhole and run bypass</td>
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<td>7.00</td>
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Customer Signature: 

Payment: Approved Account |

*** I hereby acknowledge the satisfactory completion of work described above. 
* Work performed on a contract bid price

Utilities Sewer Lagoon Expense

5-26-22
Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

@corecivic.com

Work Order:

Technician Name:

Work Description: See Below
Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Ran new circuit for ice machine in kitchen. Running a one inch conduit for data in 5 delta.

Billing Summary

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<tr>
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<tbody>
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<td>7.00</td>
<td>HR</td>
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<tr>
<td>6.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
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<tr>
<td>6.00</td>
<td>HR</td>
<td>Billable Labor - Helper</td>
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<td>HR</td>
<td>Billable Labor - Technician</td>
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<td>HR</td>
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Subtotal: $8295.24
Tax:
Total:

Customer Signature:

Payment: Other  Payment was not received

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-7774  Fax (505) 761-9875

www.tlcplumbing.com
Payment: Other | Payment was not received

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

www.tlcplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-9650 • Fax (505) 761-9875
Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below

Service Site: 209 East Allen Ayers Rd
209 Co Rd A049
Estancia, NM 87016

Technician Notes: Rewired cell light so they can be controlled from outside cell doors. Troubleshoot all wiring issues in cell pods.

Billing Summary

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<td>HR</td>
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<td>HR</td>
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<td>10.00</td>
<td>HR</td>
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Subtotal: $17199.20
Tax: $1354.44
Total: $18553.64

Customer Signature:

Payment: Approved Account | [Signature]

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *

NM Lic 51429

www.tlcplumbing.com
Billed To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order: (b)(6), (b)(7)(C)
Technician Name: (b)(6), (b)(7)(C)

Service Site: 209 County Rd A049 Estancia, NM 87016

Technician Notes: Came out to job for plumbing repairs throughout the prison. Helping the maintenance repair fixtures and leaks throughout the prison.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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</thead>
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<tr>
<td>0.00</td>
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<td>HERCULES 90203 JUMBO JOHNNY RING</td>
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<td>1/4in x 3-1/2in CLOSET BOLT SET</td>
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<td>0.00</td>
<td>EA</td>
<td>3in HUSKY COUPLING</td>
<td>$12.88</td>
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<td>0.00</td>
<td>EA</td>
<td>3in MISSION COUPLING</td>
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<td>EA</td>
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**INVOICE**

**Remit To:**
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

**Bill To:**
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

coreclvcom

**Work Order:**

**Technician Name:**

**Work Description:** See Below

**Service Site:** 209 East Allen Ayers Rd Estancia, NM 87016

**Technician Notes:** Repaired 5 led light in 1a cell pods. Return trip is need to rewire additional cells because of night light not being wired in.

**Billing Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billable Labor - Helper</td>
<td>$600.00</td>
</tr>
<tr>
<td>Billable Labor - Technician</td>
<td>$960.00</td>
</tr>
<tr>
<td>Billable Labor - Technician</td>
<td>$960.00</td>
</tr>
<tr>
<td>Billable Labor - Helper</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Subtotal: $3120.00

Tax: $245.70

Total: $3365.70

**Customer Signature:**

---

**Payment:** Other | Payment was not received

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material.*

NM Licence #51429

www.tlcplumbing.com

5000 Edith Blvd. NE - Albuquerque, NM 87107
Phone (505) 761-7171  Fax (505) 761-9875

---

3-1-22
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of Am
PO Box 837
Estancia, NM 87016

(b)(6), (b)(7)(C) @corecivic.com

Work Order: (b)(6), (b)(7)(C)
Technician Name: (b)(6), (b)(7)(C)
Work Description: See Below

Service Site: 209 County Rd A049 Estancia, NM 87016

Technician Notes: Came out to job for a list of leaking gas regulators as well as gas leaks on system. I fixed and replaced all broken parts on the list provided by corecivic. Talked with (b)(6), and made sure everything was done, as well as capped off gas line in boiler room. Everything is working properly at this time with no leaks.

Billing Summary

<table>
<thead>
<tr>
<th>REPIPE/GAS</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>UOM</td>
</tr>
<tr>
<td>1.00</td>
<td>FP</td>
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<table>
<thead>
<tr>
<th>REPIPE/GAS</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>UOM</td>
</tr>
<tr>
<td>1.00</td>
<td>EA</td>
</tr>
</tbody>
</table>

Subtotal: $34632.13
Tax: $2835.51
Total: $37467.64

Payment: Approved Account |

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material.*
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87105

Bill To:
Core Civic Corrections Corporation
PO Box 837
Estancia, NM 87016

Work Order:
@corecivic.com

Work Description: See Below

Service Site: 209 County Rd A049 Estancia, NM 87016

Technician Notes: Came out to re-pipe in heat exchanger for tankless boilers. I used up as much material as possible from customer supplied part. Repaired in old piping. Fixed a couple leaks on system. Flushed boilers. Everything is working properly at this time with no leaks.

Billing Summary

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fixture Repair</td>
<td></td>
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<td>1.00</td>
<td>FP</td>
<td>PFR</td>
<td>$4623.90</td>
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<tr>
<td></td>
<td>1.00</td>
<td>EA</td>
<td>Tankless repairs</td>
<td>$1958.64</td>
</tr>
</tbody>
</table>

Subtotal: $6582.54
Tax: $496.34
Total: $7078.88

Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *
Bill To: Core Civic Corrections Corp of America
PO Box 837
Estancia, NM 87016

Work Order: B(6), B(7)(C)
Technician Name: B(6), B(7)(C)

Work Description: See Below

Service Site: 209 County Rd A049 Estancia, NM 87016

Technician Notes: Came out to job to replace ball valve in the hall way near cell block B. Had to shut down water to the facility drain system and replaced a 3" ball valve, win a section of pipe and a coupling. Everything is working properly at this time with no leaks.

Billing Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>PFR</td>
<td>$0.00</td>
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<tr>
<td>Ball Valve replacement</td>
<td>$2443.27</td>
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<tr>
<td>Subtotal</td>
<td>$2608.19</td>
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Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *

2022-ICLI-00045  5796
Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

@corecivic.com

Work Order: [b(6); (b)(7)(C)]
Technician Name: [b(6); (b)(7)(C)]
Work Description: See Below
Service Site: 209 County Rd A049 Estancia, NM 87016

Technician Notes: Came out to job to repair plumbing repairs in cell blocks. To help catch up on works orders.

Billing Summary

<table>
<thead>
<tr>
<th>QTY</th>
<th>UOM</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
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<td>Parts</td>
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<tr>
<td>7.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$840.00</td>
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<tr>
<td>2.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$240.00</td>
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<tr>
<td>7.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
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<td>2.00</td>
<td>HR</td>
<td>Billable Labor - Technician</td>
<td>$240.00</td>
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</table>

Subtotal: $2202.19
Tax: $173.42
Total: $2375.61

Payment: Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***
* Work performed on a contract bid price will not be converted to time and material. *
NM Lic# 51429
**Bill To:**
Core Civic Corrections Corp Of America
PO Box 837
Estancia, NM 87016

**Bill to:**
corecivic.com

**Work Order:**

**Technician Name:**

**Work Description:** See Below

**Service Site:** 209 East Allen Ayers Estancia, NM 87016

**Technician Notes:** Arrived on location to the mainline backing up into pods C-7 and D-7. I ran my mainline machine with a 3 inch C blade through 2 cleanouts in the corridor in front of the control tower for C pod but was unable to clear the blockage. I then ran my 2001 machine through the floor clean out in C-7 with a 3 inch C blade but could not pass 98 feet. I put a 2 inch U blade on and ran through the same clean out again and was still unable to clear the blockage. I then ran through again and got the line draining. I tested multiple toilets to make sure it was draining properly and it was. No warranty on commercial properties. I recommend having a sewer inspection done on pod C.

**Billing Summary**

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
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<td>Billable Labor - Technician</td>
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<td><strong>Subtotal:</strong></td>
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<td><strong>Tax:</strong></td>
<td>$102.38</td>
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<td><strong>Total:</strong></td>
<td>$1402.38</td>
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</table>

**Customer Signature:**

---

**Payment:** Approved Account | Approved account

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *
Bill To:
Core Civic: Corrections Corp Of America
PO Box 837
Estancia, NM 87016

Work Order:

Technician Name:

Work Description: See Below

Service Site: 209 East Allen Ayers Estancia, NM 87016

Technician Notes: Arrived on location to the mainline backing up in unit 6B. I had to dry out the clean out. I was able to salvage the clean out. To use it again. I ran my 2001 machine through the clean out in the Chase room 60 feet clearing the blockage at approximately 50 feet. Tested by flushing the toilet in all of the downstairs and upstairs unit. Everything is draining properly as of now with no issues. No warranty on commercial buildings.

Billing Summary

<table>
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<tr>
<th>TOILET CLOG</th>
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<td>Billable Labor - Technician</td>
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<td></td>
<td>1.50</td>
<td>HR</td>
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<td>$300.00</td>
</tr>
</tbody>
</table>

Subtotal: $900.00
Tax: $70.88
Total: $970.88

Customer Signature:

Payment:
*** I here
* Work performed
NM Lice 52622

www.tlcplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-7405 • Fax (505) 761-9875
**Bill To:**
CoreCivic - Torrance Co Detention Facility
209 County Rd A049
Estancia, NM 87016

**Ship To:**
CoreCivic - Torrance Co Detention Facility
209 County Rd A049
Estancia, NM 87016

**Invoice**
- **PO #:** [Redacted]
- **Ship Date:** 5/17/2022
- **Ship Via:** Full Freight Allowed
- **Part #:** 56544
- **Description:** PRISON VALVE BODY
- **Unit Price:** $86.07
- **Amount:** $8,607.00

**Invoice Comments:**
SHIPPED 5/17 EDD 5/20

**Received:**
5/26/22

**Prepared by:** [Redacted]

**Total Products:** $8,607.00

**Grand Total:** $8,607.00

**Balance Due:** $8,607.00

*If you are tax exempt, please send your tax exempt certificate.* Equiparts Corp collects sales tax for the following states: CA, CT, DC, IN, KY, MA, MD, MI, NC, NJ, NY, OH, PA, VA & WV.

All returns require prior authorization and may be subject to restocking charge.

Date: 5/25/2022
**Bill To:**
CoreCivic - Torrance Co Detention Facility  
209 County Rd A049  
Estancia, NM 87016

**Ship To:**
CoreCivic - Torrance Co Detention Facility  
209 County Rd A049  
Estancia, NM 87016

---

**INVOICE**

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>5/25/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>6/24/2022</td>
</tr>
<tr>
<td>Order #</td>
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</tr>
<tr>
<td>Contact ID</td>
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**Sales Rep PO #**

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<tr>
<th>Order</th>
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<th>BO</th>
<th>Part #</th>
<th>UOM</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>100</td>
<td></td>
<td>56544</td>
<td>EA</td>
<td>PRISON VALVE BODY</td>
<td>$86.07</td>
<td>$8,607.00</td>
</tr>
</tbody>
</table>

**Invoice Comments:**

SHIPPED 5/23 EDD 5/26

---

**Total Products:**

$8,607.00

**Sales Tax:**

$0.00

**Grand Total:**

$8,607.00

**Balance Due:**

$8,607.00

---

Date: 5/25/2022  
All returns require prior authorization and may be subject to restocking charge.
John W Gasparini Inc  
DBA Marks Plumbing Parts  
Tax ID 75-1868379

INVOICE INV002024619

BILL TO:  
CORECIVIC TORRANCE CO DET FAC  
ACCOUNTS PAYABLE  
PO BOX 837  
ESTANCIA, NM 87016-0837

SHIP TO:  
CORECIVIC TORRANCE CO DET FAC  
MAINT DEPT  
209 COUNTY ROAD  
ESTANCIA, NM 87016

Customer:  

Purchase Order:  

Salesperson:  

Shipping Method:  FEDEX GROUND

Terms:  Net 30

Master No:  

---

<table>
<thead>
<tr>
<th>PART NO</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>25357</td>
<td>SLOAN ROYAL 3.5 GPF CLOSET FLUSH VALVE CONCEALED 6 3/4&quot; L</td>
</tr>
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UNIT | ORD | SHIP | BO | PRICE | EXTENDED |
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<thead>
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<td>408</td>
<td>0</td>
<td>147.42</td>
<td>60,147.36</td>
</tr>
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</table>

Subtotal 60,147.36

Misc 0.00

Shipping & Handling 0.00

Tax 4,059.95

Total 64,207.31

---

RECEIVED IN JDE/DATE 6-30-22

VENDOR:  

FAC:  

CO:  

VOUCHER  

PREPARED BY 7-1-22

---

Thank you for your order
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
YOU CAN NOW PAY YOUR INVOICE ONLINE at www.marksppp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE

GSA# GS-07F-0342U

Page 1 of 1  
BUY BOARD # 667-21

2022-ICLI-00045  5802
Bill To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
PO BOX 837
ESTANCIA NM 87016-0837

Ship To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD (D)(6)
ESTANCIA NM 87016

Order No. 3/7/2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Site</th>
<th>Measure</th>
<th>Price</th>
<th>Ext. Price</th>
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</thead>
<tbody>
<tr>
<td>AMERICAN STANDARD PRISON VALVE LEONARD STEM ASSEMBLY FOR PRESSU</td>
<td>FORT WORTH</td>
<td>EA</td>
<td>$89.47</td>
<td>$0.00</td>
</tr>
<tr>
<td>ACORN RETAINING CLIP 10 PK</td>
<td>FORT WORTH</td>
<td>PK</td>
<td>$13.83</td>
<td>$27.66</td>
</tr>
<tr>
<td>AMERICAN STANDARD CONNECTION</td>
<td>FORT WORTH</td>
<td>EA</td>
<td>$94.85</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Subtotal $281.18
Misc $0.00
Shipping & Handling $0.00
Tax $18.98
Total $300.16

Thank you for your order!
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
YOU CAN NOW PAY ONLINE AT www.markspp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
Bill To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
PO BOX 837
ESTANCIA NM 87016-0837

Ship To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD (b)(8)
ESTANCIA NM 87016

<table>
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<th>Payment Terms</th>
<th>Req Ship Date</th>
<th>Master No.</th>
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<tbody>
<tr>
<td>(b)(6), (b)(7)(C)</td>
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<td>FEDEX GROUND</td>
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<th>Measure</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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<tbody>
<tr>
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<td>06512</td>
<td>DELANY SEAT HOLDER</td>
<td>FORT WORTH</td>
<td>EA</td>
<td>$5.66</td>
<td>$0.00</td>
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<td>EA</td>
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<td>$178.94</td>
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</tbody>
</table>

Tracking #: (b)(8), (b)(7)(C)

Subtotal $178.94
Misc $0.00
Shipping & Handling $0.00
Tax $12.08
Total $191.02

Thank you for your order.
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
YOU CAN NOW PAY ONLINE AT www.markspp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE.
<table>
<thead>
<tr>
<th>Order</th>
<th>Ship</th>
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<th>Item Number</th>
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<th>Site</th>
<th>Measure</th>
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<td>1-1/2&quot; 17GA P TRAP</td>
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<td>04455</td>
<td>CHROME 17 GAUGE SLIP JOINT WASTE</td>
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<td>FORT WORTH</td>
<td>EA</td>
<td>$89.47</td>
<td>$0.00</td>
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Thank you for your order!
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
YOU CAN NOW PAY ONLINE AT www.markspp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
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Tracking #: b(6), b(7)(C)

Subtotal: $9,086.18
Misc: $0.00
Shipping & Handling: $0.00
Tax: $613.32
Total: $9,699.50

Thank you for your order!
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
**Invoice**

**Mark's**

PO Box 121554
Fort Worth TX 76121-1554

Toll Free: (800) 772-2347
Main: (817) 73
Fax: (817) 806-5122
Tax ID: 75-1868379

**Bill To:** CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
PO BOX 837
ESTANCIA NM 87016-0837

**Ship To:** CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD
ESTANCIA NM 87016

**Purchase Order No.** (b)(6), (b)(7)(C)
**Customer ID**
**Salesperson ID**
**Shipping Method** FEDEX_GROUND
**Payment Terms** Net 30
**Reg Ship Date** 4/11/2022
**Master No.** 10,311,599

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**Tracking #s:** (b)(6), (b)(7)(C)

**Subtotal** $1,416.57
**Misc** $0.00
**Shipping & Handling** $0.00
**Tax** $95.62
**Total** $1,512.19

---

**Thank you for your order!**
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083
# Invoice

**Bill To:** CORECIVIC TORRANCE CO DET FAC  
MAINT DEPT  
PO BOX 837  
ESTANCIA NM 87016-0837

**Ship To:** CORECIVIC TORRANCE CO DET FAC  
MAINT DEPT  
209 COUNTY ROAD 371  
ESTANCIA NM 87016

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**Tracking #s:** bx(6); bx(7)(C)

**Subtotal:** $2,052.60

**Misc:** $0.00

**Shipping & Handling:** $0.00

**Tax:** $138.55

**Total:** $2,191.15

---

Thank you for your order!  
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT  
YOU CAN NOW PAY ONLINE AT www.markspp.com  
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
# Invoice

**Bill To:** CORECIVIC TORRANCE CO DET FAC ACCOUNTS PAYABLE  
PO BOX 837  
ESTANCIA NM 87016-0837

**Ship To:** CORECIVIC TORRANCE CO DET FAC MAINT DEPT  
209 COUNTY ROAD  
ESTANCIA NM 87016

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**Tracking #:** 570152680460

**Subtotal:** $989.55  
**Misc:** $0.00  
**Shipping & Handling:** $0.00  
**Tax:** $66.79  
**Total:** $1,056.34

**Thank you for your order!**

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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE.
**Invoice**

**Bill To:** COREOCIVIC TORRANCE CO DET FAC ACCOUNTS PAYABLE
PO BOX 837
ESTANCIA NM 87016-0837

**Ship To:** COREOCIVIC TORRANCE CO DET FAC MAINT DEPT
209 COUNTY ROAD 18
ESTANCIA NM 87016

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**Tracking #:** (b)(6), (b)(7)(C)

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**Received In JDE/DATE:** 5-20-2022

**Vendor:**

**FAC#:**

**Voucher:**

**Prepared By:** 5-20-2022

---

**Thank you for your order!**

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**PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE**
# Invoice

**Bill To:** CORECIVIC TORRANCE CO DET FAC ACCOUNTS PAYABLE
PO BOX 837
ESTANCIA NM 87016-0837

**Ship To:** CORECIVIC TORRANCE CO DET FAC MAINT DEPT
209 COUNTY ROAD A049
ESTANCIA NM 87016

**Purchase Order No.:** 11980
**Item Number:** 11980
**Description:** SLOAN WALL SOCKET WITH 9 3/4" L
**Site:** FORT WORTH
**Measure:** EA

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**Tracking #:** (D)(6); (D)(7)(C)

**Subtotal:** $115.05
**Misc:** $0.00
**Shipping & Handling:** $0.00
**Tax:** $7.77
**Total:** $122.82

**Received in JDE/DATE:** 6-1-22

**Vendor:** (D)(6); (D)(7)(C)

**Fac:** (D)(6); (D)(7)(C)

**Voucher:** ASSET Y OR N

**Prepared By:** 6-10-22

---

Thank you for your order!

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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE

---

2022-ICLI-00045 5811
Invoice

Bill To: CORECIVIC TORRANCE CO DET FAC
ACCOUNTS PAYABLE
PO BOX 837
ESTANCI A NM 87016-0837

Ship To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD 34
ESTANCI A NM 87016

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Tracking #: 570152681375

Subtotal: $6,870.84
Misc: $0.00
Shipping & Handling: $0.00
Tax: $396.28
Total: $6,267.12

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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE

2022-ICLI-00045 5812
Invoice

Bill To: CORECIVIC TORRANCE CO DET FAC
ACCOUNTS PAYABLE
PO BOX 837
ESTANCIA NM 87016-0837

Ship To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD 8207
ESTANCIA NM 87016

May 25, 2022

Purchase Order No. Customer ID Salesperson ID Shipping Method Payment Terms Req Ship Date Master No.

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Tracking #: b(0), b(1), b(2)

Subtotal $1,046.74
Misc $0.00
Shipping & Handling $0.00
Tax $70.65
Total $1,117.39

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YOU CAN NOW PAY ONLINE AT www.markspp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
Bill To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
PO BOX 837
ESTANCIA NM  87016-0837

Ship To: CORECIVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD
ESTANCIA NM  87016

Purchase Order No.: D(i)(j)(k)(c)
Customer ID: D(i)(j)(k)(c)
Salesperson ID: D(i)(j)(k)(c)
Shipping Method: FEDEX GROUND
Payment Terms: Net 30
Req Ship Date: 2/1/2022

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Subtotal $4,105.06
Misc $0.00
Shipping & Handling $0.00
Tax $277.09
Total $4,382.15

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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE.

Thank you for your order!
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Tracking #: (b)(6), (b)(7)(C)

Subtotal: $6,962.29

Misc: $0.00

Shipping & Handling: $0.00

Tax: $469.95

Total: $7,432.24

083

RECEIVED IN JDE/DATE 3-8-22

VENDOR: (b)(6), (b)(7)(C)

FAC#: (b)(6), (b)(7)(C)

CO#: (b)(6), (b)(7)(C)

VOUCHER: ASSET Y OR N

PREPARED BY: (b)(6), (b)(7)(C) 3-9-22

Thank you for your order!
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
YOU CAN NOW PAY ONLINE AT www.marksp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
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Thank you for your order!
PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
YOU CAN NOW PAY ONLINE AT www.markspp.com
PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
Bill To: COREVIC TORRANCE CO DET FAC MAINT DEPT PO BOX 837 ESTANCIA NM 87016-0837

Ship To: COREVIC TORRANCE CO DET FAC MAINT DEPT 209 COUNTY ROAD ESTANCIA NM 87016

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Subtotal: $1,941.20

MISC: $0.00

Shipping & Handling: $0.00

Tax: $131.03

Total: $2,072.23

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Thank you for your order!

PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE
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**Bill To:** CORECIVIC TORRANCE CO DET FAC  
MAINT DEPT  
PO BOX 837  
ESTANCIA NM  87016-0837

**Ship To:** CORECIVIC TORRANCE CO DET FAC  
MAINT DEPT  
209 COUNTY ROAD  
ESTANCIA NM 87016

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**Subtotal:** $3,590.80  
**Shipping & Handling:** $0.00  
**Tax:** $242.38  
**Total:** $3,833.18

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**Thank you for your order!**  
**PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT**  
**YOU CAN NOW PAY ONLINE AT www.marksp.com**  
**PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE**
# Invoice

**Bill To:** CORECIVIC TORRANCE CO DET FAC MAINT DEPT PO BOX 837 ESTANCIA NM 87016-0837

**Ship To:** CORECIVIC TORRANCE CO DET FAC MAINT DEPT 209 COUNTY ROAD ESTANCIA NM 87016

**Page:** 1/1
**Doc Date:** 9/7/2021
**Fulfill Date:** 9/3/2021
**Ship Date:** 9/3/2021

**Picking Type:** Ship and Back Order

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**Subtotal:** $286.92
**Misc:** $0.00
**Shipping & Handling:** $0.00
**Tax:** $19.37
**Total:** $306.29

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**RECEIVED INVOICE DATE:** 9/7/21

**VENDOR #:**

**FAC #:**

**CO #:**

**ASSET Y OR N:**

**PREPARED BY:** 9/8/21

---

**Thank you for your order!**

**PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT**

**YOU CAN NOW PAY ONLINE AT www.markspp.com**

**PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE**
# Invoice

Bill To: COREVIC TORRANCE CO MAINT DEPT
PO BOX 837
ESTANICA NM 87016-0837

Ship To: COREVIC TORRANCE CO DET FAC
MAINT DEPT
209 COUNTY ROAD
ESTANICA NM 87016

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Subtotal: $4,106.01
Misc: $0.00
Shipping & Handling: $0.00
Tax: $277.15
Total: $4,383.16

PLEASE PAY FROM THIS INVOICE; NO STATEMENT WILL BE SENT
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PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE

2022-ICLI-00045 5820
### CCA/TORRANCE COUNTY DETENTION FACILITY
### MAINTENANCE DEPARTMENT
### BOILER ROOM #1
### DAILY EQUIPMENT & SAFETY CHECK LIST
( check mark indicates items is functioning properly )

For the Month of \textbf{July} Year 2021

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Year 2021
### CCA/TORRANCE COUNTY DETENTION FACILITY
#### MAINTENANCE DEPARTMENT
##### BOILER ROOM #1
#### DAILY EQUIPMENT & SAFETY CHECK LIST
( check mark indicates items is functioning properly)

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MAINTENANCE DEPARTMENT  
BOILER ROOM #1  
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(check mark indicates items is functioning properly)  

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BOILER ROOM #1
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(check mark indicates items is functioning properly)

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3-1-22
# CCA/TORRANCE COUNTY DETENTION FACILITY
## MAINTENANCE DEPARTMENT
### BOILER ROOM #1
#### DAILY EQUIPMENT & SAFETY CHECK LIST
*(check mark indicates items is functioning properly)*

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# CCA/TORRANCE COUNTY DETENTION FACILITY
## MAINTENANCE DEPARTMENT
### BOILER ROOM #1
#### DAILY EQUIPMENT & SAFETY CHECK LIST
(check mark indicates items is functioning properly)

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CCA/TORRANCE COUNTY DETENTION FACILITY

BOILER ROOM #2

Daily Equipment and Safety Check List

(Check mark indicates item is functioning properly)

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2022-ICLI-00045 5831
CCA/TORRANCE COUNTY DETENTION FACILITY

BOILER ROOM #2

Daily Equipment and Safety Check List

(Check mark indicates item is functioning properly)

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2022-ICLI-00045  5832
CCA/TORRANCE COUNTY DETENTION FACILITY

BOILER ROOM #2

Daily Equipment and Safety Check List

(Check mark indicates item is functioning properly)

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CCA/TORRANCE COUNTY DETENTION FACILITY
BOILER ROOM #2
Daily Equipment and Safety Check List
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BOILER ROOM #2

Daily Equipment and Safety Check List

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For the Month of **Feb** Year **2022**
# CCA/TORRANCE COUNTY DETENTION FACILITY

## BOILER ROOM #2

Daily Equipment and Safety Check List

(Check mark indicates item is functioning properly)

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</table>

2022-ICLI-00045 5839
CCA/TORRANCE COUNTY DETENTION FACILITY

BOILER ROOM #2

Daily Equipment and Safety Check List

(Check mark indicates item is functioning properly)

For the Month of **JUNE** Year **2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Water Conditioners</th>
<th>Recirculating Pumps</th>
<th>Domestic Hot Water Boilers</th>
<th>Domestic Hot Water Temperature</th>
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2022-ICLI-00045 5840
# CCA/TORRANCE COUNTY DETENTION FACILITY

## BOILER ROOM #2

Daily Equipment and Safety Check List

(Check mark indicates item is functioning properly)

For the Month of **June** Year **2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Water Conditioners</th>
<th>Recirculating Pumps</th>
<th>Domestic Hot Water Boilers</th>
<th>Domestic Hot Water Temperature</th>
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</table>
**Ship Ticket**

**2625 Vassar Road, NE**
**Albuquerque NM 87107**
**505-884-3**
**Fax 505-889-9544**

**SOLD TO:**
CORR CORP TORRANCE CO ESTANCIA
TORRANCE CO. DETENTION
P. O. BOX 837
ESTANCIA, NM 87016

**SHIP TO:**
CORR CORP TORRANCE CO ESTANCIA
TORRANCE CO. DETENTION
P. O. BOX 837
ESTANCIA, NM 87016

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<th>RELEASE NUMBER</th>
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**MSDS Available**

**Filled by** ______________________  **Checked by** ______________________  **Pieces** ______________________

**Customer Signature:** ______________________  **Date:** __/__/____

---

All claims for shortage or errors must be made at once. Returns require written authorization and are subject to handling charges. Special orders are non-returnable. Past due invoices may be subject to 1.50% late charge (18% annum).

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**Amount Due** 148.10

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2222-ICAL-00045 5842
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**PLEASE NOTE:** NO CASH DISCOUNT ALLOWED ON FREIGHT CHARGES, SALES TAX OR ON CREDIT CARD PAYMENTS.
THANK YOU

**Invoice is due by 04/10/22.**
**MSDS Available**

All claims for shortage or errors must be made at once. Returns require written and are subject to handling charges. Special orders are non-returnable. Past due invoices may be subject to 1.50% late charge (18% annual).
# Purchase Order

**CoreCivic**

**Supplier**

PERRY SUPPLY CO INC  
P O BOX 6486  
ALBUQUERQUE NM 87197

**Delivery:**

**Supplier Contact:**

**Special Instructions:**

---

**FAX Number:**

**Phone:**

---

**Line | CoreCivic/Supplier Item# | Item Description | Dock Date | Qty | U/M | Unit Price | Ext. Price**

| 1.00 | EX00109 | 4808 4" ECONO TEST PLUG | 05/04/2022 | 3.00 | EA | $7.20 | $21.60 |
| 2.00 | EX00109 | 30" NO-BURST LAV SUPPLY 30" NO-BURST LAV SUPPLY | 05/04/2022 | 10.00 | EA | $5.56 | $55.60 |
| 3.00 | EX00109 | 72082C 5/8X3/8 COMP ANG QTR TURN STOP | 05/04/2022 | 10.00 | EA | $9.17 | $91.70 |
| 4.00 | EX00109 | 70152 BLUE MONSTER 5YD OPEN MESH | 05/04/2022 | 1.00 | EA | $9.45 | $9.45 |
| 5.00 | EX00109 | MAINTENANCE SUPPLIES, OTHER 3/8 ROD COUPLING | 05/04/2022 | 8.00 | EA | $4.09 | $32.72 |
| 6.00 | EX00109 | MAINTENANCE SUPPLIES, OTHER 1-1/4X1-1/4X1/2 PXP XP CPR PRES | 05/04/2022 | 1.00 | EA | $20.02 | $20.02 |

**Ship To | Tax Rate : 7.81% | Tax : $18.05 | Subtotal : $231.09 | TOTAL : $249.14**

---

**IMPORTANT:**

The CoreCivic purchase order number must appear on invoices, packages and correspondence and is subject to the attached Terms and Conditions. Seller must advise CoreCivic if unable to deliver by the dock date required. Payment will be made for supply items listed on the face of this purchase order only. A purchase order acknowledgement must be returned to CoreCivic prior to shipment and a packing slip must accompany all shipments. The purchase order does not require an authorizing signature.
COREVIC PURCHASE ORDER TERMS AND CONDITIONS

ACCEPTANCE: This order is conditional upon Seller’s acceptance of all terms and conditions set forth herein and on the face of the Purchase Order. Any additional or different terms and conditions proposed shall be disregarded unless accepted in writing by COREVIC. COREVIC reserves the right to reject any order or to alter any of the terms of this order at any time.

PURCHASE ORDER: Seller shall comply with all terms of the Purchase Order including supplying only specific items as identified by product and or manufacturer codes, as the order quantity and at the unit price indicated in the Purchase Order, and agrees to invoice COREVIC reflecting only those items included on confirming Purchase Orders that have been received and filled by Seller. COREVIC reserves the right to reject any order or to alter any of the terms of this order at any time.

PURCHASE ORDER CHANGES: Seller shall furnish the goods or materials under the exact terms of this Purchase Order unless a change is agreed upon in writing by COREVIC. COREVIC reserves the right to reject any order or to alter any of the terms of this order at any time. Any changes made to the Purchase Order must be approved in writing by COREVIC prior to the start of any work. Failure to obtain such approval from COREVIC will result in the contract being null and void.

PRICES: Seller shall honor the pricing in place as of the date of the Purchase Order, pursuant to the terms of the supply agreement between the parties (“Supply Agreement”). A Purchase Order must not be issued at a price higher than that shown on the Purchase Order. If the price shown on the Purchase Order is incorrect, Seller must notify COREVIC of the discrepancy and obtain written approval in writing prior to order fulfillment. If Seller fails to obtain such approval, COREVIC shall pay the contract pricing in place at the time of the order.

INVOICES: All invoices must indicate the Purchase Order number. Seller will be responsible for ensuring a confirming Purchase Order or Purchase Order Changes is received from COREVIC prior to invoicing. COREVIC will not be responsible for the payment of invoices resulting from verbal orders, orders confirmed via Seller’s website or additions or changes not confirmed with Purchasing Order Changes. Invoices received indicating additional items not included on the Purchase Order or Purchase Order Changes will be paid per core, and COREVIC will not be responsible for the payment or return of those additional items. If timely notification of product or service changes is not received, COREVIC will not be responsible for invoice adjustments resulting from replacement parts or services.

CANCELLATIONS: Should a Purchase Order be cancelled at any time, COREVIC reserves the right, upon notifying Seller, to cancel such order, without liability to, or to pay any variable portion of the order already delivered. Book orders not delivered within 10 days of agreed delivery date are subject to cancellation by COREVIC.

WARRANTY: Seller hereby warrants that the goods furnished against this order are (1) merchantable, (2) fit for use for the particular purposes for which they are purchased and the conditions under which they will be used by COREVIC, (3) free from all defects in design, material, and manufacture, and (4) in strict accordance with COREVIC’s specifications, samples, drawings or designs. COREVIC reserves the right to reject materials which are not in accordance with or are not in compliance with applicable specifications or warranties. Books not in compliance with or not in accordance with applicable specifications or warranties will be returned at Seller’s expense.

COMPETITION AND “FORCE MAJEURE”: COREVIC may cancel any unshipped portion of this order by notice if COREVIC finds it impractical to accept such goods due to causes beyond its control as normally defined under force majeure. Seller, without consent of COREVIC, will have no other remedies if Seller is unable to deliver due to force majeure. During the period of Seller’s inability to perform, COREVIC may purchase from others, without liability to, and at cost of, such materials or services that COREVIC may deem necessary and, at COREVIC’s option, the quantity at such goods or services ordered from Seller may be proportionately reduced.

PATENT INFRINGEMENT: Seller agrees to protect, defend, indemnify and hold COREVIC harmless from and against all losses, claims, damages, costs, expenses, and judgments arising out of any infringement or claim of infringement of any patent or patent pending by reason of COREVIC’s purchase, use, sale or use of the goods ordered hereunder.

PROPRIETARY INFORMATION: Seller agrees that if goods manufactured by Seller against this order are in accordance with designs, drawings, or specifications originating with COREVIC, or are owned or controlled by COREVIC, then Seller will not disclose to any third party or attempt to make any copies of these drawings. If Seller is required to develop or design any articles in order to perform this order, Seller agrees that all rights in development or design shall belong to COREVIC.

COMPLIANCE WITH APPLICABLE LAWS: Seller agrees to comply with all applicable statutes, laws, municipal ordinances, rules, and regulations, including, without limitation, the Fair Labor Standards Act, the Walsh-Healy Public Contract Act, the Occupational Safety and Health Act (as amended), and Procurement Regulations of the United States Government, its agencies and instrumentalities. Seller agrees to protect, defend, and hold COREVIC harmless from any loss, damage or liability resulting from Seller’s breach hereof.

This contract may also be subject to the following: Executive Order 13465 and implementing regulations at 29 CFR Part 471, Appendix A to Subpart A.

PUNCHOUT SELLERS: The following additional provisions shall apply to Sellers utilizing eXML as the document format for exchanging procurement information. (1) All orders are conditional upon PunchOut Seller’s acceptance of all terms and conditions set forth in the Supply Agreement between PunchOut Seller and COREVIC, as may be amended from time to time; (2) PunchOut Seller shall use only eXML as the document format and interaction protocol for exchanging procurement information; (3) PunchOut Seller shall follow COREVIC system catalog requirements for PunchOut as follows: UNSPSC code and unit price shall be entered with each line item; pricing and delivery terms shall be consistent with the terms of the Supply Agreement; and a unit of measure shall be included with each line item utilizing United Nations Unit of Measure (UNUNOM) standards or such other standards as may be directed by COREVIC; (4) PunchOut Seller shall not disclose any data sent or received by COREVIC to any third party without the prior written approval of COREVIC; (5) PunchOut Seller will be liable for any and all damages resulting from loss or corruption of data transmitted, failure to send or receive data, order delays, non-deliveries, and any other service interruptions due to the disruption or unavailability of the PunchOut site; (6) In the event the PunchOut Seller must perform maintenance functions that result in a suspension of service, PunchOut Seller will give a minimum of 72 hours notice to COREVIC; and (7) PunchOut Seller may be subject to a service interruption penalty at $50.00 for each purchase order that cannot be confirmed through PunchOut during unplanned service interruptions in excess of 4 hours.

2022-ICLI-00045 5845
**Invoice**

**BILL TO:**
CORR CORP TORRANCE CO ESTANCIA
TORRANCE CO. DETENTION
P. O. BOX 837
ESTANCIA, NM 87016

**SHIP TO:**
CORR CORP TORRANCE CO ESTANCIA
TORRANCE CO. DETENTION
P. O. BOX 837
ESTANCIA, NM 87016

<table>
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<td><strong>This item is Procured !!!</strong></td>
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PLEASE NOTE: NO CASH DISCOUNT ALLOWED ON FREIGHT CHARGES, SALES TAX OR ON CREDIT CARD PAYMENTS. THANK YOU

Invoice is due by 05/10/22.

MSDS Available

All claims for shortage or errors must be made at once. Amounts require written authorization and non-refundable.

Subtotal: 284.24
S&H CHGS: 0.00
Sales Tax: 22.38

Amount Due: 306.62

**Reprint** **Reprint** **Reprint**
### PURCHASE ORDER

**PO:** (b)(6), (b)(7)(C)  
**REV:** 0  
**DATE ORDERED:** 04/08/2022  
**PAGE:** 1 of 3

**PAYMENT TERMS:** Net Cash on Delivery  
**SHIPPING TERMS:** PREFERRED CARRIER

**SUPPLIER**

PERRY SUPPLY CO INC  
P O BOX 6486  
ALBUQUERQUE NM 87197

**SHIP TO | BILL TO**

CORECIVIC TOLLARANCE CO DETENTION  
ATTN BUS MGR 505-384  
209 COUNTY RD B367  
BILL TO P O BOX 637  
ESTANCIA NM 87015

### Delivery:

**SUPPLIER CONTACT:**  
**FAX NUMBER:**

**SPECIAL INSTRUCTIONS:** C. ROSS PARTS FOR WATER METER ORDER

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<th>ITEM DESCRIPTION</th>
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**IMPORTANT:**

The CoreCivic purchase order number must appear on invoices, packages and correspondence and is subject to the attached Terms and Conditions. Seller must advise CoreCivic if unable to deliver by the dock date required. Payment will be made for supply items listed on the face of this purchase order only. A purchase order acknowledgement must be returned to CoreCivic prior to shipment and a packing slip must accompany all shipments. The purchase order does not require an authorizing signature.
## PURCHASE ORDER

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### PAYMENT TERMS
- Net Cash on Delivery

### FREIGHT TERMS
- SHIP VIA PREFERRED CARRIER

### SUPPLIER
- PERRY SUPPLY CO INC
- P O BOX 6486
- ALBUQUERQUE NM 87197

### SHIP TO | BILL TO
- CORECIVIC TORRANCE CO DETENTION ATTN BUS MGR 505.384.8282
- 209 COUNTY RD 22 BILL TO P O BOX 537
- ESTANCIA NM 87016

### Delivery:
- **SUPPLIER CONTACT:**
- **FAX NUMBER:**
- **PHONE:**
- **SPECIAL INSTRUCTIONS:** PARTS FOR WATER METER ORDER

### LINE | CORECIVIC/ SUPPLIER ITEM# | ITEM DESCRIPTION | DOCK DATE | QTY | U/M | UNIT PRICE | EXT. PRICE |
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</table>

### SHIP TO
- Tax Rate: 7.81% Tax: $22.20 Subtotal: $284.24 TOTAL: $306.44

### IMPORTANT:
The CoreCivic purchase order number must appear on invoices, packages and correspondence and is subject to the attached Terms and Conditions. Seller must advise CoreCivic if unable to deliver by the dock date required. Payment will be made for supply items listed on the face of this purchase order only. A purchase order acknowledgement must be returned to CoreCivic prior to shipment and a packing slip must accompany all shipments. The purchase order does not require an authorizing signature.
COREVIC PURCHASE ORDER TERMS AND CONDITIONS

ACCEPTANCE: This order is conditional upon Seller’s acceptance of all terms and conditions set forth herein and on the face of the Purchase Order. Any additional or different terms and conditions proposed and accepted by COREVIC in writing. The term COREVIC for purposes of these Purchase Order Terms and Conditions shall mean a member of COREVIC’s Purchasing Department staff and/or Facility Business Office staff authorized as a purchasing agent for the goods or materials that are the subject of the order (e.g. Business Managers, Facility Coordinators), as applicable. Reference to Seller’s question, but, proposal or other document shall not imply acceptance by COREVIC of any term or condition in such document. COREVIC will not be responsible for payment of goods supplied or services performed by Seller without a written Purchase Order.

PURCHASE ORDER: Seller will comply with all terms of the Purchase Order including supplying only specific items as identified by product and/or manufacturers’ codes, at the order quantity and at the unit price indicated in the Purchase Order, and agrees to invoice COREVIC reflecting only information included on confirming Purchase Orders that have been received and filled by Seller. COREVIC may terminate a Purchase Order or any portion thereof, for its sole convenience, subject to Seller notification and adjustment between Seller and COREVIC as to any services or goods then in progress. Seller will notify COREVIC of any and all discontinued or obsolete items within 30 business days of such discontinuation. If timely notification is not received, COREVIC will not be responsible for invoice adjustments resulting from replacement product. No substitutions are allowed without a Purchase Order Change confirming acceptance of the substitutions. All changes must be reflected on the Purchase Order Acknowledgement. Seller must advise COREVIC of any discrepancies within two working days of receipt of confirming Purchase Order or Purchase Order change.

PURCHASE ORDER ACKNOWLEDGEMENT: Seller will make a Purchase Order Acknowledgement available by electronic mail to COREVIC prior to order shipment. Seller must acknowledge the receipt of the purchase order by confirming dock data, product, quantity ordered and purchase price.

PURCHASE ORDER CHANGES: Seller shall furnish the goods or materials under the exact terms of this Purchase Order unless a change is agreed upon in writing by COREVIC. COREVIC reserves the right to accept changes in written form within the general scope of the order. Should any changes increase or decrease the cost or full time limit of this order, an equitable adjustment may be negotiated by Seller and COREVIC and Seller must notify COREVIC of such request through the Purchase Order Acknowledgement. Seller must advise COREVIC of any discrepancies within two working days of receipt of confirming Purchase Order or Purchase Order change.

PRICES: Seller shall honor the pricing in place at the date of the Purchase Order, pursuant to the terms of the supply agreement between the parties (“Supply Agreement”). A Purchase Order must not be filled at a price higher than that shown on the Purchase Order. If the price shown on the Purchase Order is incorrect, Seller must notify COREVIC of the discrepancy and obtain written approval in writing prior to order fulfillment. If Seller fails to obtain such approval COREVIC shall pay the contract pricing in place at the time of the order.

INVOICES: All invoices must indicate the Purchase Order number. Seller will be responsible for issuing a confirming Purchase Order or Purchase Order Change received from COREVIC prior to invoicing. COREVIC will not be responsible for the payment of invoices resulting from verbal orders, orders confirmed via Seller’s website or orders as changes not confirmed with Purchase Order Changes. Invoices received indicating additional items not included on the Purchase Order or Purchase Order Change will be paid short, and COREVIC will not be responsible for the payment or return of those additional items. If timely notification of product or service changes is not received, COREVIC will not be responsible for invoice adjustments resulting from replacement product or service.

CANCELLATIONS: Should a Purchase Order be cancelled, or the agreed delivery date, COREVIC reserves the right (upon notifying Seller) to cancel such order, without liability other than to pay for any usable portion of the order already delivered. Such orders not delivered within 10 days of agreed delivery date are subject to cancellation by COREVIC.

WARRANTY: Seller hereby warrants that the goods furnished hereunder are (1) merchantable, (2) fit for use for the particular purposes for which they are purchased and the conditions under which they will be used by COREVIC, (3) free from all defects in design, material and workmanship, and (4) in strict accordance with COREVIC’s specifications, samples, drawings or designs. COREVIC reserves the right to reject materials which are not as warranted for a period of one year after receipt. All goods not fully in accordance with or not in compliance with applicable specifications or warranties or shipped or performed contrary to Instructions in excess of ordered quantities will be at the option of COREVIC, rejected by COREVIC and returned or held at Seller’s risk and expense.

CANCELLATION AND "FORCE MAJEURE": COREVIC may cancel any unfulfilled portion of this order at any time COREVIC finds it impractical to accept such goods due to causes beyond its control as normally defined under force majeure. Seller, without consent of COREVIC, will have the same privileges if Seller is unable to deliver due to force majeure. During the period of Seller’s inability to perform, COREVIC may purchase from others, without liability to COREVIC, such materials or service that COREVIC may deem necessary and, at COREVIC’s option, the quantity of such goods or services ordered from Seller may be proportionately reduced.

PATENT INFRINGEMENT: Seller agrees to defend, indemnify and hold COREVIC harmless from and against all losses, claims, damages, costs, expenses, and judgments arising out of any infringement or claim of infringement of any patent or other proprietary right by reason of COREVIC’s purchase, use or sale of the goods ordered hereunder.

PROPRIETARY INFORMATION: Seller agrees that all goods manufactured by Seller against this order are in accordance with designs, ideas, or specifications essentially originating with COREVIC, or are owned or controlled by COREVIC, then Seller will not disclose to any third party or attempt to sell any application for same. If Seller is required to develop or design any article to perform this order, Seller agrees that all rights in development or design shall belong to COREVIC.

COMPLIANCE WITH APPLICABLE LAWS: Seller agrees to comply with all applicable statutes, laws, municipal ordinances, rules, and regulations including, without limitation, the Fair Labor Standards Act, the Walsh-Healey Public Contract Act, the Occupational Safety and Health Act (as amended) and, Procurement Regulations of the United States Government, its agencies and instrumentalities. Seller agrees to protect, defend and hold COREVIC harmless from any loss, damage or liability resulting from Seller’s breach hereof.

If applicable, the contractor and subcontractor shall abide by the requirements of 41 CFR Sections 60-1.4(a), 60-300.6(a) and 60-741.6(a). This subclause may also be subject to the following: Executive Order 13488 and Implementing regulations at 29 CFR Part 471, Appendix A to Subpart A.

PUNCHOUT SELLERS: The following additional provisions shall apply to Seller utilizing CMX, the document format and interaction process for exchanging procurement information: (1) All orders are conditional upon PunchOut Seller’s acceptance of all terms and conditions set forth in the Supply Agreement between PunchOut Seller and COREVIC, as may be amended from time to time; (2) PunchOut Seller shall use only CMX, as the document format and interaction process for exchanging procurement information; (3) PunchOut Seller shall follow COREVIC system catalog requirements for PunchOut as follows: U.S. PSC codes and unit price shall be entered with each item, pricing and delivery terms shall be consistent with the terms of the Supply Agreement; and (4) Seller shall not disclose any data, set or received by COREVIC to any third party without the prior written approval of COREVIC; (5) PunchOut Seller will be liable for any and all damages resulting from loss or corruption of data in transmission, failure to send or receive data, order delays, non-deliveries, and any and all service interruptions due to the discontinuation or unavailability of the PunchOut site; (6) in the event the PunchOut Seller must perform maintenance functions that will result in a suspension of service, PunchOut Seller will give at least 72 hours notice to COREVIC; and (7) PunchOut Seller may be subject to service interruption penalty of $150.00 for each purchase order that cannot be confirmed through PunchOut during unplanned service interruptions in excess of 4 hours.
provided direct medical services at Torrance County Detention Facility 24 hours a week on site, (Mon/Tues) and was on call 24/7 every other week (alternated with Nurse Practitioner).
Official Memorandum

DATE: 12-10-2021

TO: FILE

FROM: Maintenance Supervisor

RE: Food Service Dishwasher Repair History 9-1-2021 to 12-10-2021

9-08-2021 Hobart Service was on site and assessed the dishwasher for needed items.
9-29-2021 Hobart Service Replaced components for proper heating operation.
9-29-2021, Torrance County Detention Facility Maintenance Supervisor calibrated the temperatures in the food service dishwasher machine, confirming proper operation and completion of heating repairs.
10-15-21, wash temp gauge was reported broken while inmate was cleaning inside of dishwasher.
10-29-21, temperature gauge replacement arrived and was installed WO#497262.
11-29-21, heating element found defective on PM, Hobart service called out for repair.
12-09-21, Hobart Service installed new heating element and performed December monthly PM, Replaced worn nozzles and checked float issue.
# Invoice

**Remit To**
Hobart Service, ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60122-2517
USA
Telephone 888-446-2278

**Bill To:**
Cora Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

---

**Service Location:**
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

**Equipment:**
HA1500 VICTORY WARMING CABINET, S/n: VGO749752

**Tech Notes:**
NEEDS DOOR GASKETS.
9/29 Ordered wrong gaskets. need to reorder

**Service Date** | **Description** | **Quantity** | **Unit Price** | **Amount** |
---|---|---|---|---|
9/8/2021 | Phoenix M-F 8-5 Labor Charge | 0.25 | 155.00 | 38.75 |
9/30/2021 | Phoenix M-F 5-8 Labor Charge | 0.25 | 155.00 | 38.75 |

**Total** | **77.50** |

**Equipment:**
86-3 INSIONGER DISHWASHER, S/N: 130146

**Tech Notes:**
NEEDS PARTS.
9/29 Replaced both rinse elements, wash elements, rinse float, customer supplied hi limits and overflow tube. I found the scraper tank float was disconnected which caused the continuous fill. Unit also needs rinse t-stat and wash gage. I need to pick up at Benhill bolt some 10 x 24 x 1/2 security bolts and ny-locks

**Service Date** | **Description** | **Quantity** | **Unit Price** | **Amount** |
---|---|---|---|---|
9/8/2021 | Phoenix M-F 8-5 Labor Charge | 1.00 | 155.00 | 155.00 |
9/8/2021 | Phoenix 24/7 Travel Labor Charge | 2.00 | 0.00 | 0.00 |
9/30/2021 | Phoenix M-F 5-8 Labor Charge | 3.25 | 155.00 | 503.75 |
9/30/2021 | Phoenix M-F 5-8 Labor Charge | 2.50 | 233.00 | 582.50 |
12/5/2021 | Phoenix M-F 8-5 Labor Charge | 4.00 | 155.00 | 620.00 |
12/5/2021 | Phoenix 24/7 Travel Labor Charge | 2.00 | 0.00 | 0.00 |

**Total** | **1861.25** |

**Expense**

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**Total** | **266.91** |

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Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service, ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

Bill To
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
200 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment 86-3 INSINGER DISHWASHER, S/N: 130146
Tech Notes NEEDS PARTS
9/28 Replaced both rinse elements, wash elements, rinse float, customer supplied all limits and overflow tube. I found the scraper tank float was disconnected which caused the continuous filling. Unit also needs rinse t-fact and wash gage. I need to pick up at Remit 1 bolt some 10 x 24 x 1/2 security bolts and ny-locks

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Total: 7651.61

Equipment CONVECTION OVEN-SOLID ST CONTR, S/N: 481819138
Tech Notes NEEDS GAS VALVE
9/29 replaced gas valve and checked operation

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2021</td>
<td>Phoenix M-F B-5 Labor Charge</td>
<td>0.50</td>
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Remit To
Hobart Service ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

BILL TO:
Core Civic
PO Box 837 ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819138

Tech Notes
NEEDS GAS VALVE
9/29 replaced gas valve and checked operation

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tr>
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<td>Phoenix M-F 5-8 Labor Charge</td>
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Item
VALVE,COMBO W.R. 25M02-737 NAT -
00-497269-00001

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Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819141

Tech Notes
oven would not light Replaced customer supplied probe, checked operation, unit cycled at 350 deg.

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tr>
<td>9/30/2021</td>
<td>Phoenix M-F 5-8 Labor Charge</td>
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Remit To:
Hobart Service ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone: 888-446-2278

Bill To:
Core Civic
PO Box 837ATTN: Service Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
208 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment:
CONVECTION OVEN - S/N 10-481819140

Tech Notes:
Oven would not light. I found terminals loose on heat relay

<table>
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Name / Date: [Signature]
Signed for [b](6), [b](7), (C) because of no signal - 9/10/2021
[b](6), 9/30/2021
[b](6), 12/10/2021

Subtotal: 11,896.45
Taxes: 977.30
Invoice Total: 12,913.75
Payments: ____________
Total Due: 12,913.75

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Service Order: [ZX01]
Service Branch: PHOENIX BRANCH
Equipment: STEAM KETTLE, S/N: a100169
Tech Notes: NEEDS PARTS

<table>
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<th>Description</th>
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<tr>
<td>9/8/2021</td>
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<table>
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<th>Item</th>
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Equipment: STEAM KETTLE, S/N: a1000170
Tech Notes: NEEDS PARTS

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<th>Description</th>
<th>Quantity</th>
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Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Service Order: [Blank]
Servicing Branch: PHOENIX BRANCH
Equipment: CONVECTION OVEN-SOLID ST CONTR, S/N: 461819138
Tech Notes: 5/15 Put new transformer on and it smoked after 10 minutes
5/21 Disconnected all 24 volt components in circuit. Hooked up new 24 volt transformer. Turned unit on and
started to connect components one at a time until I got a considerable amp draw when I connected the gas valve. The customer had a gas valve that I installed. Checked operation. The unit heated and ran for more than
ten minutes.

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
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<tbody>
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Expense

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Item

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<td>SWITCH,RELAY - 00-416535-00006</td>
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<td>ROBE, TEMPERATURE - 00-353589-0001</td>
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Note: The products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions (www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions "Terms"). Any additional or overly rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

HOBART
SERVICE

Invoice

Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Invoice number 02/06
Invoice Date 5/25/2021
Customer account 06/06
Payment Terms N30
Due Date 6/24/2021

Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819140
Tech Notes
5/15 ordered wrong relay
5/21 replaced heat relay unit heats

<table>
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<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
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<tbody>
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Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819137
Tech Notes
5/15 Unit wont heat. unit does not call for heat. Bypassed the relay on the t-stat, unit calls for heat but does not spark. Replaced t-stat, probe and igniter kit

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>5/15/2021</td>
<td>Phoenix Sat/Sun Labor Charge</td>
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Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819139
Tech Notes
5/15 unit will not heat, put on igniter kit and probe

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>5/15/2021</td>
<td>Phoenix Sat/Sun Labor Charge</td>
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Bill To:  
Core Civic  
PO Box 837ATTN: Business Manager  
Estancia, NM 87016  
USA

Service Location:  
Torrance County Detention Facility  
209 E Alan Ayers Rd  
Estancia, NM 87016-0000  
USA

Equipment:  
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819141

Tech Notes:  
Unit will not heat. Bypassed the relay on the t-stat. Unit fires up and heats. Put on t-stat and probe unit heats.

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>4/30/2021</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
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<th>Description</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>PROBE, TEMPERATURE - 00-353589-00001</td>
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Name / Date                      Signature
signed for [DATE] by: [DATE] (b) (7) [DATE]  
because of no signal - [DATE]  
[DATE]  
[DATE] [DATE]

Subtotal: 3,803.83  
Taxes: 194.94  
Invoice Total: 3,998.77  
Payments:  
Total Due: 3,998.77

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Order

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

<table>
<thead>
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<th>Service Date</th>
<th>Description</th>
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<td>0.00</td>
</tr>
<tr>
<td>6/28/2021</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>2.00</td>
<td>151.00</td>
<td>302.00</td>
</tr>
<tr>
<td>6/28/2021</td>
<td>Phoenix 24/7 Travel Labor Charge</td>
<td>3.50</td>
<td>0.00</td>
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</table>

Total: 679.50

Expense

<table>
<thead>
<tr>
<th>Description</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Air Freight Shipping Charge</td>
<td>1.00</td>
<td>196.22</td>
<td>196.22</td>
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<tr>
<td>Travel Charge</td>
<td>1.00</td>
<td>165.00</td>
<td>165.00</td>
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</table>

Total: 361.22

<table>
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<th>Item</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>WATER SOLENOID - 01-436502-72903</td>
<td>1.00</td>
<td>305.44</td>
<td>305.44</td>
</tr>
<tr>
<td>ELECTRIC HEATER 7.5KW/480V/3P - 01</td>
<td>2.00</td>
<td>797.76</td>
<td>1595.52</td>
</tr>
<tr>
<td>-436502-61885</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>HI TEMP CUTOFF SWITCH REV. 1 5 - 01</td>
<td>1.00</td>
<td>151.78</td>
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<tr>
<td>-436500-76660</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Total: 2052.74

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer’s acceptance of the Terms.
Remit To
Hobart Service, ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone  888-446-2278

HOBART
SERVICE

Invoice

Page 2 of 3
Invoice number 0966
Invoice Date 6/30/2021
Customer account 006
Payment Terms N30
Due Date 7/30/2021

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment: WARMER, S/N: G0749571
Tech Notes: ordered plug from Graybar, will pick up in a couple of days. decided to put heavier plug on unit.

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/14/2021</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.75</td>
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<tr>
<td>6/14/2021</td>
<td>Phoenix 24/7 Travel Labor Charge</td>
<td>1.50</td>
<td>0.00</td>
<td>0.00</td>
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<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>113.25</td>
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Expense

<table>
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<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Supplies OPXX</td>
<td>1.00</td>
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<td>10.03</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>10.03</td>
</tr>
</tbody>
</table>

Equipment: UB12G GAS OVEN, S/N: 774580000509
Tech Notes: unit needs ignitor board. 6/28 replaced ignitor board and checked operation. Both burners lit and unit heated up to temp and cycled heat.

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/2021</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>1.00</td>
<td>151.00</td>
<td>151.00</td>
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<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>151.00</td>
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Item

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTROL SPARK IGNITION(FOR USE - 01-436502 75832)</td>
<td>1.00</td>
<td>695.48</td>
<td>695.48</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>695.48</td>
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</tbody>
</table>

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer’s acceptance of the Terms.

2022-ICLI-00045 5861
Remit To:
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Name / Date  Signature

signed for [D](6)  [D](7)(C)
6/4/2021

signed for [D](6): because of no signal to computer -

Page 3 of 3
Invoice number [D](6)
Invoice Date 6/30/2021
Customer account [D](6)
Payment Terms N30
Due Date 7/30/2021

Subtotal: 4,063.22
Taxes: 208.24
Invoice Total: 4,271.46
Payments: 
Total Due: 4,271.46

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
# Container Pack List

8515 Industry Park Drive  
Piqua, OH 45356  
USA  
Email: [b|(8), (b)|7|(C)]@HobartParts.com  
Phone: 877-333-1863

**Ship to**  
Torrance Co Det Ctr  
209 Alan Ayers Rd W  
Estancia, NM 87016-8105  
USA

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Product Name</th>
<th>Qty Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-854646-00001</td>
<td>THERMOCOUPLE,(E-TYPE) BP</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Order number:** [b|(8), (b)|7|(C)]  
**Date shipped:** 11/2/2021  
**Shipment ID:** [b|(8), (b)|7|(C)]  
**Container ID:**  
**Mode of Delivery:** Air NDA  
**Customer #:** [b|(8), (b)|7|(C)]  
**Customer Ref:**  
**Purchase Order:** [b|(8), (b)|7|(C)]

---

E-learning - Daily  
Loseve training or knowledge base  
Gas Policy:  
SPEL Plan completion

All damaged goods or shortages must be reported immediately, or claim will be denied. Please do not return any merchandise. For further assistance, call HobartParts.com. Our return policy can be
Hobart Service Agreement
# HOBART SERVICE AGREEMENT

Hobart's performance of the Services as set forth in this Service Contract are expressly limited to and are conditioned upon the Terms and Conditions contained herein (the "Terms"). Any additional or different terms proposed by Customer are hereby rejected (including sign-in logs, online click-through or pop-up agreements, or standard or pre-printed terms or conditions). Commencement of work by Hobart or Customer's signature hereto constitutes customer's acceptance of the Terms.

## Customer Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Torrence Co. Det. Ctr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>209 County Road A049</td>
</tr>
<tr>
<td>City, St, Zip:</td>
<td>Estancia, NM 87016</td>
</tr>
<tr>
<td>Legal Name:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Address:</th>
<th>Billing Address (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO#:</th>
<th>Tax Exempt: No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Note: Please include a copy of the tax exemption certificate.</td>
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</table>

## Package Purchased and Contract Dates

<table>
<thead>
<tr>
<th>Package(s) Purchased:</th>
<th>Date of Contract(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hobart Care</td>
<td>No</td>
</tr>
<tr>
<td>Hobart Assurance</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: Refer to Service Product Agreement for unit specific contract dates.

## Agreement Summary

### Unlimited Call Plan

The Unlimited Call plan offers an unlimited number of service calls for the covered units under contract. Any service calls made outside the coverage hours or scope of coverage (such as uncovered equipment, abuse, etc.) will be chargeable at Hobart's standard Time & Material rates in effect at the time such service call is made. Pricing is based on the age of the unit, Service Product type and Optional Features selected.

### Payment Option Selection

- Annual: X
- Semi-Annual: 
- Quarterly: 
- Monthly: 

### Final Summary

- **Contract & Equipment Subtotal:** $16,915.38
- **Est. Annual Rate:** $16,915.38
- **Billing Admin Fee:** $-
- **Agreement Total:** $16,915.38 (excludes tax)
- **Automatic Renewal:** Yes
- **MRO SOW Required:** No

Note 1: Subject to certain exclusions and limitations as set forth in the Terms. Equipment subject to the list on service products agreement.

Note 2: If elected for Agreement to automatically renew, prices for renewal term(s) will change in accordance with Section 3 of the T&Cs attached hereto. Pricing may vary based on the additional features stated on the Agreement. For all annual Service fees, if applicable, the following Contract Billing Processing Fee shall apply to the payment plan selected by Customer: (i) Annual Payment: $9 per invoice; (ii) Semi-Annual Payment: $3 per invoice; (iii) Quarterly Payment: $4 per invoice; and (iv) Monthly Payment: $5 per invoice. For Service Contracts under $1000, Customers are required to pay in full via the Annual Payment plan.

## Agreement Acceptance

<table>
<thead>
<tr>
<th>Sold By:</th>
<th>Hobart Service, ITW Food Equipment Group, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@hobartservice.com, 937-332 b(6), b(7)</td>
</tr>
<tr>
<td></td>
<td>Date: 12/27/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Acceptance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hobart Service, ITW Food Equipment Group, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>@hobartservice.com, 937-332 b(6), b(7)</td>
</tr>
<tr>
<td>Date: 12/27/2021</td>
</tr>
</tbody>
</table>
### Hobart Service

**One Call. Total Confidence.**

### Service Products Agreement

<table>
<thead>
<tr>
<th>Unit Information</th>
<th>Coverage Type</th>
<th>Service Calls</th>
<th>Coverage Start</th>
<th>Coverage End</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SN: 311664337, Model: HS5N, Brand: HOBART</td>
<td>Hobart Assurance</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$D(4)</td>
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<tr>
<td>Optional Features: None</td>
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<td></td>
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<tr>
<td>SN: 481619165, Model: VC4GD, Brand: VULCAN</td>
<td>Hobart Assurance</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
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<tr>
<td>SN: 481619138, Model: VC4GD, Brand: VULCAN</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
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<td>Optional Features: None</td>
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<tr>
<td>SN: 481619166, Model: , Brand: VULCAN, - CONVECTION OVEN G/ Hobart Assurance</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
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</tr>
<tr>
<td>Optional Features: None</td>
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<tr>
<td>SN: 481619141, Model: VC4GD, Brand: VULCAN</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
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<td>Optional Features: None</td>
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<tr>
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<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
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<td>Optional Features: None</td>
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<td></td>
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<tr>
<td>SN: 481687009, Model: , Brand: VULCAN, - CONVECTION OVEN G/ Hobart Assurance</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
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<tr>
<td>Optional Features: None</td>
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<tr>
<td>SN: 659126363, Model: MSA72, Brand: VULCAN</td>
<td>Hobart Assurance</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
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<td>Optional Features: None</td>
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<tr>
<td>SN: 121112947, Model: , Brand: DUKE, - STEAM TABLE</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
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<td>Optional Features: None</td>
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<tr>
<td>SN: WELLS, Model: , Brand: WELLS, - STEAM TABLE</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
</tr>
<tr>
<td>Optional Features: None</td>
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<td></td>
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<tr>
<td>SN: 02193519, Model: , Brand: UNIVEX, - CHOPPER</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
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<td>Optional Features: None</td>
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<tr>
<td>SN: N1314423, Model: , Brand: VICTORY, - WARMER</td>
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<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
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<tr>
<td>Optional Features: None</td>
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<td></td>
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<tr>
<td>SN: N1314424, Model: , Brand: VICTORY, - WARMER</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
</tr>
<tr>
<td>Optional Features: None</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SN: VULCAN1, Model: , Brand: VULCAN, - BRAISING PAN GAS</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
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<tr>
<td>Optional Features: None</td>
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<td></td>
</tr>
</tbody>
</table>

**Customer:**

- Customer ID: [Redacted]
- Torrence Co. Det. Ctr.
- 209 County Road A049
- Estancia, NM 87016
- 505-364-[Redacted]

**Offer Created On:** December 27, 2021

**Offer Valid Until:** January 26, 2022
## Service Products Agreement

**Hobart Service**  
One Call. Total Confidence.

**Offer Created On:** December 27, 2021  
**Offer Valid Until:** January 26, 2022

<table>
<thead>
<tr>
<th>Unit Information</th>
<th>Coverage Type</th>
<th>Service Calls</th>
<th>Coverage Start</th>
<th>Coverage End</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SN. VULCAN2, Model: VULCAN, - BRAISING PAN GAS</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
</tr>
<tr>
<td>Optional Features: None</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SN. VULCAN1, Model: VULCAN, - DIRECT STEAM KETTL</td>
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<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
</tr>
<tr>
<td>Optional Features: None</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SN. VULCAN3, Model: VULCAN, - BRAISING PAN GAS</td>
<td>Hobart Assurance</td>
<td>Unlimited</td>
<td>1/1/2022</td>
<td>12/31/2022</td>
<td>$</td>
</tr>
<tr>
<td>Optional Features: None</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional Features: None</td>
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<td></td>
</tr>
<tr>
<td>SN. 21111320012033, Model: SCOTSMAN, - ICE MACHINE</td>
<td>Hobart Ml Only</td>
<td>12/28/2021</td>
<td>12/27/2022</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Optional Features: 2 Ml per Unit</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Water Treatment Equipment

<table>
<thead>
<tr>
<th>System Type</th>
<th>Model #</th>
<th>Price per Unit</th>
<th>Unit Qty</th>
<th>Total</th>
</tr>
</thead>
</table>

### Details:

- **Asset Tagging:** 0 Locations, 0 Units
- **Billing Option:** Annual ($0 / Invoice)

**Coverage Subtotal:** $16,915.38

- **Asset Tagging:** $
- **Billing Admin Fee:** $
- **Water Treatment Equipment:** $

**Total:** $16,915.38

*Tax not included*
Commercial Terms - Hobart Assurance M-F UNLIMITED

For any equipment with the coverage type of Hobart Assurance M-F UNLIMITED, the following terms shall apply. Capitalized terms not defined in this Section are defined in the Hobart Service & Installation Terms and Conditions listed in this Service Agreement, and such definitions shall apply.

Services Included in Hobart Assurance M-F UNLIMITED: During the Term, Hobart shall provide the following services at no additional cost.

1. Services. During the Term, Hobart will perform repair services on the listed equipment Monday through Friday, 8am-5pm local time, based on calls received from Customer, in accordance with the Call types and response times specified below. All labor and parts (including shipping) necessary for such repair services (except as otherwise provided herein) are included. Unlimited number of Calls per Term.

2. Response Time Levels by Call type as provided
   o Emergency Call: Upon receipt of an Emergency Call, Hobart will respond within thirty (30) minutes and dispatch a Hobart technician to arrive on Site within one business day.
   o Non-Emergency Call: Upon receipt of a Non-Emergency Call, Hobart will respond within thirty (30) minutes and dispatch a Hobart technician to arrive on Site within two (2) business days.
   o Hobart will target to achieve 80% compliance to these Response Times in the aggregate throughout the Term.

Optional Services: The following Services are available at additional cost. If the Service Agreement does not list these optional services as selected by the Customer, they are not included in this Service Agreement.

1. After Hours and Weekend Emergency Coverage. Calls received by Hobart on weekends, holidays, or Monday through Friday, between 5pm-8am local. Hobart will respond to any such Call during regular hours, as provided in the Response Time Levels described above.

2. Expedited Parts. Automatic next day air shipment of Parts that are not available on truck or in the Service Office on Emergency Calls at no additional charge. Without this option, all such Parts will ship from Hobart’s warehouse with standard shipping (typically 3-5 business days until Customer receives such Part, though any shipping delays beyond that are not Hobart’s responsibility). Note that Parts necessary for Non-Emergency Calls will always ship with standard shipping.

3. Expedite Parts. Labor and the replacement Part itself is included for the following Parts: (i) plastic flight links, curtains, blades, slicer knives, sharpening devices, pulley wipes, shredder plates, fryer baskets, customer removable seals, door gaskets; (ii) consumable components or ordinary wear items including but not limited to, rinse arm strainers, final rinse nozzles, filters (including water filters), wash arm end caps, lower arm bushing, rollers, retaining rings, wash arm plugs, dish-limit rubber bumper, lamps, dish racks. Without this option, Customer shall pay Hobart all Expedite Parts installed during any Call at Hobart’s standard material rate for such Parts (but, for the avoidance of doubt, no additional labor charge is necessary for the installation of such Parts).

4. Maintenance Inspections. Call that identifies potential service problems on a unit prior to occurrence. The frequency of Maintenance Inspections are determined by the annual amount designated above in this Service Agreement.

5. Accidental Damages. Calls resulting from physical damage by operators.

6. Asset Tagging. Data capturing that provides additional identification of each unit covered by the Agreement that provides the Customer with accuracy and detailed data regarding equipment inventory.

Excluded Services: The following are not included in this Service Contract and Hobart shall have no obligation to provide. Should Customer request and Hobart choose to provide such services (or, with respect to “Erroneous Calls” described below, automatically upon Hobart completing such Call), Customer shall pay Hobart based on Hobart’s standard Time and Material Rates in effect at the time of such Call for all labor and Parts (including travel time) provided during such Call.

1. Erroneous Calls. If a call is flagged as an Emergency Call and Hobart responds within the emergency Response Time, and upon arriving on Site finds the unit to be operational and does not detect a safety hazard, such Calls will be charged at standard Hobart Rates.

2. Excluded Parts (unless otherwise stipulated in Service Contract). (i) Attachments and accessories such as bowls, adaptors, bowl trucks, attachment shelves, agitators (beaters, whips, dough hooks, etc.), splash covers and extension rings; fryer tanks, boiler and booster water tanks (unless covered by manufacturers warranty); (ii) condenser or evaporator coils, mix machine plates, refrigeration or HVAC motors 1hp or greater or compressors 1hp or greater. Flight Type dish machine conveyor assembly, refrigeration gases > 24 lbs, heat exchangers; (iv) wireless DPAC network assembly.

3. Water Quality Related Damages. Calls resulting from damage due to improper water conditions, improper unit cleaning, failure of Customer to provide proper water quality to the equipment as required by equipment manufacturer specifications, and/or failure of Customer to maintain proper water treatment equipment.

4. Third Party Service. Should Customer allow a third party to provide service (other than general tasks) on covered equipment, Hobart, in its sole discretion, may elect to remove such covered equipment that was repaired by an unauthorized third-party from the Agreement.

5. Calibrations and/or adjustments to properly functioning equipment, which alter temperature or product appearance requested by Customer.

6. Feature upgrades including firmware or software upgrades, or changes to label format or graphics.

7. Customer network related issues for Hobart connected devices. Lower equipment is not included, but may be provided by the local Hobart Service Office at additional cost subject to availability.

8. All welding services

9. Replacement of booster tanks and heat exchangers

10. Customer locations further than 100 miles from the closest Service Office
11. Taxes, tolls, and permits applicable to Service and Parts
Commercial Terms – Hobart Maintenance Inspection

For any equipment with the coverage type of “Hobart Maintenance Inspection,” the following terms shall apply. Capitalized terms not defined in this Section are defined in the Hobart Service & Installation Terms and Conditions listed in this Service Agreement, and such definitions shall apply.

Services Included in Hobart Maintenance Inspection:
1. Maintenance Inspection. During the Term, Hobart will perform the number of Maintenance Inspection Calls listed herein. A Maintenance Inspection Call is a Call that identifies potential service problems on a unit prior to occurrence. A Checklist may be supplied and does not include any repair service.

Optional Services: The following Services are available at additional cost. If the Service Agreement does not list these optional services as selected by the Customer, they are not included in this Service Agreement.
1. Additional inspections as agreed upon by the parties from time to time.

Excluded Services: The following are not included in this Service Contract and Hobart shall have no obligation to provide. Should Customer request and Hobart choose to provide such services, Customer shall pay Hobart based on Hobart’s standard Time and Material Rates in effect at the time of such Call for all labor and Parts (including travel time) provided during such Call:
1. All Calls other than a Maintenance Inspection Call.
2. Parts replacement. No replacement labor or Parts are included in this Service.
3. Asset Tagging. Data capturing that provides additional identification of each unit covered by the Agreement that provides the Customer with accurate and detailed data regarding equipment inventory.
4. Third Party Service. Should Customer allow a third party to provide service (other than general tasks) on covered equipment, Hobart, in its sole discretion, may elect to remove such covered equipment that was repaired by an unauthorized third party from the Agreement.
5. Calibrations and/or adjustments to properly functioning equipment, which alter temperature or product appearance requested by Customer.
6. Feature upgrades including firmware or software upgrades or changes to label format or graphics.
7. Customer network related issues for Hobart connected devices. Lesser equipment is not included, but may be provided by the local Hobart Service Office at additional cost subject to availability.
8. All welding services
9. Replacement of booster tanks and heat exchangers
10. Customer locations further than 100 miles from the closest Service Office
11. Taxes, tolls, and permits applicable to Service and Parts
12. Water Quality Related Damages. Calls resulting from damage due to improper water conditions, improper unit cleaning, failure of customer to provide proper water quality to the equipment as required by equipment manufacturer specifications, and/or failure of Customer to maintain proper water treatment equipment.
Hobart Service & Installation Terms and Conditions

1. Acceptance. These terms and conditions ("T&Cs") and any Service Product Quotation, Equipment Installation Quotation, Hobart Product Guidelines, or any agreement signed by an authorized representative of each party (each, a "Service Contract") to which these T&Cs are attached, any Hobart acknowledgment or invoice and all documents incorporated by specific reference herein or therein ("Hobart Documents") and together with these T&Cs and the relevant Service Contract, the "Agreement"), constitute the complete terms governing the sale of services ("Services") and replacement parts ("Parts") by Hobart Service, a division of ITW Food Equipment Group LLC ("Hobart") to customer purchasing from Hobart ("Customer"). HOBART HEREBY REJECTS ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS PROPOSED BY CUSTOMER, WHETHER OR NOT CONTAINED IN ANY OF CUSTOMER'S BUSINESS FORMS OR ON CUSTOMER'S WEBSITE, AND SUCH ADDITIONAL OR DIFFERENT TERMS WILL BE OF NO EFFECT. No site usage agreement or any other click through agreement required to access a website or on a website will have any binding effect whether or not Hobart clicks on an "ok," "I accept," or similar acknowledgment. Terms contained or referenced in Customer facility sign-in logs, safety waivers or other similar documentation are hereby rejected and shall not have any binding effect on Hobart or its employees. Customer’s order of any Services or acceptance of delivery of any Parts manifests Customer’s assent to the Agreement. Additional or different terms applicable to a particular sale may be specified in the body of a Hobart Document or agreed to in writing by the parties in a Service Contract. In the event of a conflict, the following order of precedence will apply: (a) terms agreed to in writing and executed by an authorized senior officer of Hobart in a Service Contract; (b) Hobart Document terms; (c) these T&Cs.

2. Quotations. Quotations must be in writing and are only valid for 30 days from the date of the quotation for Service Product Quotations and 90 days from the date of quotation for Installation Quotations. All quotations are subject to change or withdrawal without prior notice to Customer. Quotations are made subject to approval of Customer’s credit. Hobart may refuse orders and has no obligation to supply Parts or Services unless Hobart issues an order acknowledgement or upon the shipment of Parts or commencement of Services.

3. Pricing & Payment. Prices and rates are in U.S. dollars and are subject to change without notice, unless otherwise set forth in a Service Contract. Unless otherwise stated on a Service Contract, all payments are due within 30 days of the invoice date. Hobart may withhold Services and Parts for Customer’s that have undisputed past-due invoices. For all annual Service fees, if applicable, the following Contract Billing Processing Fee shall apply to the payment plan selected by Customer: (i) Annual Payment: $0 per invoice; (ii) Semi-Annual Payment: $3 per invoice; (iii) Quarterly Payment: $4 per invoice; and (iv) Monthly Payment: $5 per invoice. For Service Contracts with an annual price under $1,000, Customers are required to pay in full via the Annual Payment plan. Customer is limited to $25,000 annually in credit card payments in the aggregate, and all other payments must be made byACH, wire or check. If this Service Contract automatically renews for any renewal term, the fees for any such renewal term will be those contained in the “Renewal Invoice” provided to Customer by Hobart prior to the start of the renewal term.

4. Site Survey. Hobart may conduct a Site survey (as defined below) survey at Customer's facility. Such Site surveys are intended to identify problems which can be readily identified through reasonable visual inspection, however Customer is solely responsible for the state of its facility and Site (including electrical and plumbing lines). During a Site survey, Hobart is under no obligation to excavate, move equipment, or otherwise disassemble or remove covers, fascia, sconces, or the like. Should problems or defects be identified during the Site survey or during performance of Services, Customer shall remedy such problems at its own cost before Hobart is required to continue performing or complete any Services.

5. Service. Hobart will perform Services and provide Parts as set forth in the applicable Service Contract through its branch office ("Branch Office") local to the applicable Customer location. Hobart will perform the Services during the days and hours listed on the Service Contract ("Business Hours") at no additional cost to Customer. Unless otherwise set forth in the Service Contract, additional charges apply to (i) Services provided to Customer locations farther than 100 miles from the closest Branch Office; (ii) Services and travel time performed at Customer’s request outside of Business Hours; (iii) installation, inspections and proactive maintenance Services, (iv) taxes, tolls, and business licenses and permits applicable to Hobart’s operation as a business, and (v) any other Services not included in the Service Contract which Hobart performs for Customer. For such instances, Customer shall pay Branch Office for travel time and mileage at Hobart’s current national rates for labor and travel ("Hobart Rates"). For Services that require use of specialized forms of transportation other than by conventional motor vehicles, Customer shall reimburse the Branch Office for all transportation, food, and lodging expenses incurred by such Branch Office. Permits required for performance of the Services are the responsibility of the Customer or the applicable third-party contractor. If no Service Contract has been duly executed by the Customer and Hobart with respect to the performance of any specific Services or the sale of any Parts, then such Services and such Parts will be billed pursuant to the Hobart Rates and the standard list prices for the applicable Parts in effect at the time that the Services set forth in the applicable Service Contract are subject to the following definitions:

a. A call ("Call") is defined as a Service on a single piece of equipment that includes labor, travel, return trip charges, parts and standard shipping costs associated with the Service. Hobart may complete a Call in one trip or multiple trips. Should Services be performed on multiple pieces of equipment within the same visit, each piece covered by the Service Contract will be considered separate Calls.

b. A call ("Site") is defined as the physical location at which any the equipment is serviced.

c. An emergency call ("Emergency Call") is defined as a Call on a single piece of equipment that (i) cannot be reasonably used for its intended function or (ii) poses an unreasonable health related risk due to the equipment’s failure to function properly. Whether a Call qualifies as an Emergency Call shall be determined by Hobart, in its sole discretion.

d. A non-emergency call ("Non-Emergency Call") is defined as a Call on a single piece of equipment that is operational and in need of repair but does not meet the criteria of an Emergency Call.
6. Term: Cancellation. Unless otherwise specified in a Service Contract, the term of this Agreement shall begin on the date of Customer's acceptance and shall continue for a period of one year (the "Term"). The Agreement shall automatically renew for additional one year terms unless (i) Customer opts out of the automatic renewal option on the date it enters into a Service Contract or (ii) Customer provides written notice of termination at least 90 days' in advance of renewal. Hobart or Customer may terminate this Agreement for convenience at any time with thirty (30) days prior written notice to the other party. If the Customer terminates for convenience, Customer shall pay Hobart an amount equal to the greater of (a) the pre-paid contract price through the date of termination and (b) the value of any Parts and Services received (at standard Hobart Rates), not to exceed the original contract price. Hobart may elect to terminate this Service Contract for cause if Customer becomes past due on payment of their Service Contract invoice(s). Hobart also reserves the right to notify Customer that Hobart will no longer provide Parts and/or Services until Customer has paid all past-due invoices.

7. Parts. Hobart will provide Parts for equipment covered in an applicable Service Contract, subject to the availability of such Parts. Hobart may provide new or reconditioned Parts. Replaced parts and assemblies shall become the property of Hobart upon removal. For Parts installed by Hobart, title and risk of loss transfers to Customer upon installation. For Parts ordered by and shipped to Customer, title and risk of loss passes to Customer upon receipt by the carrier. Should Customer request expedited freight, Hobart will expedite the Parts at Customer's cost. If the Parts are damaged in transit, Customer must file a claim with the carrier and Hobart shall not be liable for such damage. Concealed damage and shortages must be reported to Hobart's Parts Department within 5 days of delivery.

8. Returns. Customer may only return Parts with Hobart's written authorization, in Hobart's sole discretion. Return requests must include the item and invoice number and reason for return unless otherwise approved by Hobart. Customer will be responsible for any applicable restocking fees. No return requests will be accepted after 90 days from the date of invoice. Custom orders may not be cancelled or returned. All returned Parts must be unused, in saleable condition, and in the original packaging. Except to the extent prohibited by law, Customer is responsible for shipping return Parts to Hobart's designated location. Hobart will issue a credit or a refund at its discretion after the returned Part has been received and inspected for conformity to this section. Failure to comply with this section will result in any credit being withheld or reduced accordingly in Hobart's discretion. The following items are not eligible for return: non-stock parts, hazardous materials with a shelf life, electronic boards or electronic components that have been opened, commercial standard items (e.g., nuts, bolts, screws), and multiple quantity items if less than the original quantity is returned.

9. Indemnity. Hobart agrees to indemnify Customer, its directors, officers, and employees from third-party claims, damages and expenses (including reasonable attorneys' fees) to the extent those losses were directly caused by (i) the gross negligence or willful misconduct of Hobart or its employees, (ii) Hobart's failure to comply with applicable laws, or (iii) any claim of infringement or misappropriation of any third-party intellectual property right directly based on the Services performed by Hobart provided, however, Hobart shall have no duties under this paragraph where the Services or Parts have been modified by any party other than Hobart. Hobart does not indemnify Customer for any damages (or legal expenses) to the extent caused by Customer's (or its agent's or employees') fault. The above obligations are contingent upon (i) Customer supplying Hobart written notice of such claim immediately after the Customer has notice of such claim, (ii) Customer diligently cooperating with Hobart in the defense and settlement of such claim; and (iii) Customer allowing Hobart the full right to defend and settle such claim.

10. Insurance. Hobart carries the following insurance: (i) worker's compensation meeting statutory requirements, (ii) employer's liability with limits of $1,000,000 per accident/per disease, per employee per disease, policy limits, (iii) commercial general liability including products and completed operations of $2,000,000 per occurrence, $4,000,000 aggregate, $4,000,000 products and completed operations aggregate with Customer as an additional insured per form. U GL 11 75 D CW or replacement thereof, (iv) commercial auto liability with combined single limits of $1,000,000 per accident for owned, hired and non-owned vehicles. Hobart will provide evidence of insurance upon request of Customer. Hobart may self-insure any coverage.

11. Warranty.
   a. For Services and Parts (other than in connection with Equipment installations), Hobart warrants to Customer that (a) it will perform the Services in a timely, competent and professional manner and in accordance with industry standards and (b) the Services shall conform to the Service Contract for a period of 24 hours from completion (the "Services Warranty Period"). Hobart further warrants to Customer that any Parts shall be free of any defects, (ii) shall, for a period of 90 days from original installation if installed by Hobart or from shipment if not installed by Hobart (the "Parts Warranty Period" and together with the Services Warranty Period, the "Warranty Period"), be free of material defects in workmanship and material.
   b. For Equipment Installation. Hobart warrants to Customer that (a) it will perform the Services in a timely, competent and professional manner and in accordance with industry standards and (b) the Services shall conform to the Service Contract for a period of 24 hours from completion of the Services or, if Hobart performs the final equipment connections, 30 days from completion of the Services (the "Warranty Period"). Delays in equipment startup shall not extend this warranty.
   c. For new equipment (excluding Parts). New equipment purchases are subject to separate terms and conditions, as provided by the original equipment manufacturer.
   d. The above warranties (the "Warranty") apply directly to Customer and may not be assigned. Customer's exclusive remedy, and Hobart's sole obligation, for a breach of the Warranty is for Hobart, at its option, to re-perform the Services, repair or replace the Parts, or credit Customer's account for such defective Services or Parts. Hobart's obligations herein are contingent upon (i) Customer making any claim under this Warranty during the Warranty Period, (ii) such claim includes detailed explanation of any alleged deficiencies, (iii) Hobart is given a reasonable opportunity to investigate all claims; and (iv) Hobart's examination of such Parts or Services confirms the alleged deficiencies and that the deficiencies were not caused by accident, misuse, neglect, improper installation, unauthorized alteration or repair or improper testing by Customer or a third party.
   EXCEPT AS SET FORTH ABOVE, HOBART MAKES NO WARRANTY OR REPRESENTATION OF ANY KIND, EXPRESS OR IMPLIED (INCLUDING NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE).
12. Exclusions. Unless otherwise specified in a Service Contract, the following is not included in the scope of coverage and will be subject to additional charges: any repair costs, including labor, parts and travel expense required due to damage by fire, water, burglary, accident, abuse, acts of God, acts of terrorism, failure of Customer to operate or maintain equipment in conformity with Hobart's or other manufacturer's recommended operating and maintenance instructions, inappropriate or improper use, improper water conditions, failure due to improper cleaning, failure to maintain water treatment equipment, and relocation, adjustment or repair of Hobart equipment by any Customer or any third party without Hobart's supervision or consent. Hobart shall have no obligation to provide Service or Parts under this Agreement for any equipment that is damaged due to any of the above causes until such equipment is repaired by Hobart or an authorized third party. Any such repairs shall be at Hobart Rates. In addition, the following are not included and will be subject to additional charges: (a) Customer requested calibrations and/or adjustments to alter temperature or product appearance; (b) attachments; (c) accessories such as bowls, adapters, bowl trucks, attachment shelves, agitators (beaters, whips, dough hooks, etc.), splash covers and extension rings; (d) expendable items such as plastic flight links, curtains, blades, slicer knives, sharpening devices, pulley wipes, shredder plates, fryer baskets, customer removable seals, door gaskets; (e) consumable components or ordinary wear items including but not limited to: rinse arm strainers, final rinse nozzles, filters (including water filters), wash arm end caps, lower arm bushing, rollers retaining rings, wash arm plugs, dish-limit rubber bumper, lamps, dish racks; (f) consumable items, such as paper supplies, filters, prepping materials, and dishwashing and sanitizing compounds; (g) certain refrigeration Parts, such as condenser and evaporator coils, ice machine plates, refrigeration or HVAC motors 1hp or larger and compressors 1hp or larger, Flight Type dish machine conveyer assembly, refrigeration gasses (<24 lbs. or heat exchangers); (h) water related issues; (i) feature upgrades, including firmware, software, label format, or graphics; (j) welding services; (k) wireless DPAC network assembly; and (l) Customer network related issues for Hobart connected devices. Looser equipment is not included but may be provided by local Branch Offices at an additional cost based on availability. Repair, but not replacement, of fryer tanks, boiler and booster tanks that are subject to ITV/Hobart/Traulsen original manufacturer equipment is covered. Additionally, notwithstanding anything to the contrary contained herein or any Service Contract, Hobart reserves the right to refuse to provide replacement parts for or provide any Services with respect to any equipment, or parts or components for equipment, that is beyond its standard or recommended useful life (as determined by Hobart) (such date, the “End of Life”). Hobart is not responsible for any losses, claims, damages or expenses related to Customer’s continue use of any equipment, parts and/or components after its End of Life. Once a piece of equipment has been designated as End of Life by Hobart, the fee for such equipment will be prorated for the actual days elapsed until the date of such designation, and any amount prepaid by Customer shall be refunded by Hobart. If Customer notifies Hobart in writing that a certain piece of equipment has been replaced or is no longer in use, the fee for such equipment will be prorated for the actual days elapsed until the date on which Hobart receives such notification, and any amount prepaid by Customer shall be refunded by Hobart.

13. Customer Responsibilities. For any on-site Service, Customer shall:

a. Prepare the Site for the Services. If the Site is not prepared for the Services upon Hobart service personnel’s arrival at the agreed upon time and date, Hobart may charge Customer for any delay and/or travel time at Hobart Rates. If, in Hobart’s opinion, performance of Services would pose a risk to the safety of any person, Hobart may refuse, without any liability, to provide Services and to allow Hobart service personnel to suspend Services or vacate any Site. In such event, Customer is responsible for payment of any delay and/or travel time at Hobart Rates;

b. Provide Hobart with at least 30 days’ written notice of any rules, regulations, statutes and requirements applicable to the Services, including any required permits and licenses, that are applicable to Customer’s local jurisdiction;

c. Provide at least one business day notice of cancellation of any Service order. If Customer cancels with less than 24 hours’ notice, Customer is responsible for any costs incurred by Hobart caused by such cancellation. If Hobart travels to Customer’s location and Customer cancels thereafter, Customer may incur an additional cancellation charge; and

d. Remain liable for all damages or injuries caused by or contributed to the negligent acts or willful misconduct of Customer, its employees, agents, and representatives that may occur on the site and indemnify Hobart for the same.

14. Limitation of Liability. NEITHER PARTY WILL BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, OR FOR DOWN TIME, LOST PROFITS OR COMMERCIAL LOSSES, WHETHER OR NOT BASED UPON A PARTY’S NEGLIGENCE OR BREACH OF WARRANTY OR STRICT LIABILITY IN TORT OR ANY OTHER CAUSE OF ACTION. NO EVENT WILL EITHER PARTY’S LIABILITY UNDER THESE TERMS OR IN CONNECTION WITH THE SALE OF PARTS OR SERVICES HEREUNDER EXCEED THE PURCHASE PRICE OF THE SPECIFIC PARTS OR SERVICES AS TO WHICH THE CLAIM IS MADE.

15. Hobart Personnel. Customer will not solicit, offer work to, employ, or contract with, directly or indirectly, any of Hobart’s employees that interacted with Customer or any of its affiliates, agents or employees while Hobart provides Services and/or Parts hereunder and for a period of twelve (12) months after the conclusion of such Services. A Hobart employee’s response to a general advertisement or solicitation not specifically targeting or intending to target employees of Hobart, its subsidiaries or any of affiliates shall not be deemed a violation of this Section.
16. Miscellaneous. (a) Additional terms from the local Branch Office may also apply to the Agreement, and if applicable will be provided by the local Branch Office prior to sale. (b) Except for payment obligations, neither party will be responsible for failure to perform in a timely manner under the Agreement when such failure results from events beyond its reasonable control (such as "Event of Force Majeure"), including acts of God, acts of war, blockades, pandemic, labor disputes and Part shortages. For each Event of Force Majeure, the affected party's time for performance will extend for such time as reasonably necessary to enable that party to perform. (c) Nothing in the Agreement or the course of dealing of the parties may be construed to create a partnership, joint venture, or agency or as authorizing either party to obligate the other in any manner. (d) The Agreement may not be assigned or transferred by Customer without Hobart's prior written consent. (e) Any dispute related to the Agreement will be governed by and construed according to the laws of the state of Ohio and litigated exclusively in the state or federal courts of the state of Ohio. The parties hereto expressly release and waive any and all rights to a jury trial. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods will not apply to the Agreement. (f) If any provision herein is held to be unlawful or unenforceable, the remaining provisions herein will remain in effect. (g) The Agreement constitutes the entire agreement between the parties and any of their affiliates with respect to the Services and Parts covered by the Agreement, and supersedes any prior agreements, understandings, representations and quotations with respect thereto.
Hobart Service Agreement
HOBART SERVICE AGREEMENT

Hobart’s performance of the Services as set forth in this Service Contract are expressly limited to and are conditioned upon the Terms and Conditions contained herein (the "Terms"). Any additional or different terms proposed by Customer are hereby rejected (including sign-in logs, online click-through or pop-up agreements, or standard or pre-printed terms or conditions). Commencement of work by Hobart or Customer’s signature hereto constitutes customer’s acceptance of the Terms.

Customer Information

| Name: | Torrence Co. Det. Ctr. |
| Address: | 209 County Road A049 |
| City, St. Zip: | Estancia, NM 87016 |
| Legal Name: | |
| Email: | |
| PO#: | |
| Tax Exempt: | No |
| Note: Please include a copy of the tax exemption certificate |

Package Purchased and Contract Dates

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<td>Hobart Maintenance Inspection Yes Effective Date of Service Contract: 12/28/2021</td>
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<tr>
<td>Hobart Assurance Yes</td>
<td>Hobart Proactive Maintenance No End Date of Service Contract: 12/31/2022</td>
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Agreement Summary

Unlimited Call Plan

The Unlimited Call Plan offers an unlimited number of service calls for the covered units under contract. Any service calls made outside the coverage hours or scope of coverage (such as uncovered equipment, abuse, etc.) will be chargeable at Hobart’s standard Time & Material rates in effect at the time such service call is made. Pricing is based on the age of the unit, Service Product type and Optional Features selected.

Payment Option Selection

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Final Summary

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Note 1: Subject to certain exclusions and limitations as set forth in the Terms. Equipment subject to the list on service products agreement.

Note 2: If elected for Agreement to automatically renew, prices for renewal term(s) will change in accordance with Section 3 of the T&Cs attached hereto. Pricing may vary based on the additional features stated on the Agreement. For all Annual Service fees, if applicable, the following Contract Billing Processing Fee shall apply to the payment plan selected by Customer: (i) Annual Payment: $6 per invoice; (ii) Semi-Annual Payment: $3 per invoice; (iii) Quarterly Payment: $4 per invoice; and (iv) Monthly Payment: $5 per invoice. For Service Contracts under $500, Customers are required to pay in full via the Annual Payment plan.

Agreement Acceptance

Sold By: Hobart Service @hobartservice.com, 937-332-8778

Date: 12/27/2021

Customer Acceptance:

Name: __________________________ Title: __________________________ Date: __________

Hobart Service, ITW Food Equipment Group, LLC

Name: __________________________ Title: __________________________ Date: __________
## Service Products Agreement

**Offer Created On:** December 27, 2021  
**Offer Valid Until:** January 26, 2022

### Customer Information
- **Customer ID:** [Redacted]  
- **Address:** Torrence Co. Det. Ctr.  
- **209 County Road A049  
- **Estancia, NM 87016  
- **Phone:** [Redacted]

### Unit Information

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<tr>
<td>Asset Tagging:</td>
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<tr>
<td>Billing Option:</td>
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Coverage Subtotal | $ 20,678.23 |
Asset Tagging | $ |
Billing Admin Fee | $ |
Water Treatment Equipment | $ |

Total* | $ 20,678.23

*Tax not included
Commercial Terms - Hobart Assurance M-F UNLIMITED

For any equipment with the coverage type of Hobart Assurance M-F UNLIMITED, the following terms shall apply. Capitalized terms not defined in this section are defined in the Hobart Service & Installation Terms and Conditions listed in this Service Agreement, and such definitions shall apply.

Services Included in Hobart Assurance M-F UNLIMITED: During the Term, Hobart shall provide the following services at no additional cost.

1. Services. During the Term, Hobart will perform repair services on the listed equipment Monday through Friday, 8am to 5pm local time, based on calls received from Customer, in accordance with the call types and response times specified below. All labor and parts (including shipping) necessary for such repair services (except as otherwise provided herein) are included. Unlimited number of calls per term.

2. Response Time Levels by Call Type as provided:
   a. Emergency Call: Upon receipt of an Emergency Call, Hobart will respond within thirty (30) minutes and dispatch a Hobart technician to arrive on site within one business day.
   b. Non-Emergency Call: Upon receipt of a Non-Emergency Call, Hobart will respond within thirty (30) minutes and dispatch a Hobart technician to arrive on site within two (2) business days.
   c. Hobart will target to achieve 80% compliance to these Response Times in the aggregate throughout the Term.

Optional Services: The following services are available at additional cost. If the Service Agreement does not list these optional services as selected by the Customer, they are not included in this Service Agreement.

1. After Hours and Weekend Emergency Coverage. Calls received by Hobart on weekends, holidays, or Monday through Friday, between 8pm-8am local. Hobart will respond to any such call during regular hours, as provided in the Response Time Levels described above.

2. Expedited Parts. Automatic next day air shipment of parts that are not available on truck or in the Service Office on Emergency Calls at no additional charge. Without this option, all such parts will ship from Hobart's warehouse with standard shipping typically 3-5 business days until customer receives such parts, though any shipping delays beyond that are not Hobart's responsibility. Note that parts necessary for non-Emergency Calls will always ship with standard shipping.

3. Expedited Parts. Labor and the replacement part itself is included for the following parts: (i) plastic flight links, curtain, blades, slicing knives, sharpening devices, pulley wipes, shredder plates, fryer baskets, customer removable seals, door gaskets; (ii) consumable components or ordinary wear items including but not limited to: rinse arm strainers, final rinse nozzles, filters (including water filters), wash arm end caps, lower arm bushing, rollers, retaining rings, wash arm plugs, dish-limit rubber bumper, lamps, dish racks. Without this option, Customer shall pay Hobart all Expedited Parts installed during any Call at Hobart's standard material rate for such Parts (but, for the avoidance of doubt, no additional labor charge is necessary for the installation of such parts).

4. Maintenance Inspections. Call that identifies potential service problems on a unit prior to occurrence. The frequency of Maintenance Inspections are determined by the annual amount designated above in this Service Agreement.

5. Accidental Damage. Calls resulting from physical damage by operators.

6. Asset Tagging. Data capturing that provides additional identification of each unit covered by the Agreement that provides the Customer with accurate and detailed data regarding equipment inventory.

Excluded Services: The following are not included in this Service Contract and Hobart shall have no obligation to provide. Should Customer request and Hobart choose to provide such services (or, with respect to "Erroneous Calls" described below, automatically upon Hobart completing such Call), Customer shall pay Hobart based on Hobart's standard time and material rates in effect at the time of such Call for all labor and parts (including travel time) provided during such Call.

1. Erroneous Calls. If a call is flagged as an Emergency Call and Hobart responds within the emergency response time, and upon arriving on site finds the unit to be operational and does not detect a safety hazard, such calls will be charged at standard Hobart rates.

2. Excluded Parts (unless otherwise stipulated in Service Contract). (i) Attachments and accessories such as bowls, adapters, bowl trucks, attachment shelves, agitators (beaters, whips, dough hooks, etc.), splash covers and extension rings, fryer tanks, boiler and booster water tanks (unless covered by manufacturer's warranty); (ii) condenser or evaporator coils, ice machine plates, refrigeration or HVAC motors 1hp or greater or compressors 3hp or greater. Flight Type dish machine conveyor assembly, refrigeration gases > 24 lbs, heat exchangers; (iv) wireless DPAC network assembly.

3. Water Quality Related Damages. Calls resulting from damage due to improper water conditions, improper unit cleaning, failure of Customer to provide proper water quality to the equipment as required by equipment manufacturer specifications, and/or failure of Customer to maintain proper water treatment equipment.

4. Third Party Service. Should Customer allow a third party to provide service (other than general tasks) on covered equipment, Hobart, in its sole discretion, may elect to remove such covered equipment that was repaired by an unauthorized third-party from the Agreement.

5. Calibrations and/or adjustments to properly functioning equipment, which alter temperature or product appearance requested by Customer.

6. Feature upgrades including firmware or software upgrades, or changes in label format or graphics.

7. Customer network related issues for Hobart connected devices. Learner equipment is not included, but may be provided by the local Hobart Service Office at additional cost subject to availability.

8. All welding services

9. Replacement of booster tanks and heat exchangers

10. Customer locations further than 100 miles from the closest Service Office.
**Remit To**
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

**Bill To:**
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

---

**Service Order** 01600000010
**Servicing Branch** PHOENIX BRANCH
**Equipment** STEAM KETTLE, S/N: az100169
**Tech Notes** NEEDS PARTS

<table>
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<tr>
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<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>9/8/2021</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.50</td>
<td>155.00</td>
<td>77.50</td>
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<td><strong>Total</strong></td>
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**Item**

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**Equipment** STEAM KETTLE, S/N: az100170
**Tech Notes** NEEDS PARTS

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<td>Phoenix M-F 8-5 Labor Charge</td>
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Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment
HA1500 VICTORY WARMING CABINET, S/N: VGO749752
NEEDS DOOR GASKETS
9/29 Ordered wrong gaskets, need to reorder

<table>
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<th>Description</th>
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<th>Unit Price</th>
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Equipment
86-3 INSINGER DISHWASHER, S/N: 130146
NEEDS PARTS
9/29 Replaced both rinse elements, wash elements, rinse float, customer supplied hi limits and overflow tube. I found the scraper tank float was disconnected which caused the continuous filling. Unit also needs rinse t-stat and wash gage. I need to pick up at Barnhill bolt some 10 x 24 x 1/2 security bolts and ny-locks

<table>
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<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
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<tr>
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Expense
Freight
1.00  96.91  96.91
Travel Charge
1.00  170.00  170.00

Total
266.91

Item
ELECTRIC HEATER: SKW/480V/3PH-01
2.00  929.94  1859.88

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Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

Page
3 of 5

Bill To:
Cove Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Invoice number 3C61010
Invoice Date 12/29/2021
Customer account 920
Payment Terms N30
Due Date 1/28/2022

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment 86-3 INSINGER DISHWASHER, S/N: 130146
Tech Notes NEEDS PARTS
9/28 Replaced both rinse elements, wash elements, rinse float, customer supplied hi limits and overflow tube. I found the scraper tank float was disconnected which caused the continuous filling. Unit also needs rinse t-stat and wash gage. I need to pick up at 8am today bolt some 10 x 24 x 1/2 security bolts and ny-locks.

<table>
<thead>
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<th>Item</th>
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Equipment CONVECTION OVEN-SOLID ST CONTR, S/N: 481819136
Tech Notes NEEDS GAS VALVE
9/29 replaced gas valve and checked operation

Service Date Description
9/8/2021 Phoenix M-F-B-5 Labor Charge

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<th>Hour</th>
<th>Quantity</th>
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<td>0.50</td>
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2022-ICLI-00045 5882
**Remit To**
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

**Bill To:**
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

**Service Location:**
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

**Equipment**
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819138

**Tech Notes**
NEEDS GAS VALVE
5/29 replaced gas valve and checked operation

<table>
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<tr>
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<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>9/30/2021</td>
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<tr>
<td>9/30/2021</td>
<td>Phoenix 24/7 Travel Labor Charge</td>
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**Item**
VALVE,COMBO W/LE 25M02-737 NAT -
60-497269-00001

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<th>Amount</th>
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**Equipment**
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819141

**Tech Notes**
oven would not light Replaced customer supplied probe checked operation, unit cycled at 350 deg.

<table>
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<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<td>9/30/2021</td>
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2022-ICLI-00045 5883
Bill To:
Core Civic
PO Box 837ATTN: Business Manager
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment CONVECTION OVEN-SOLID ST CONTR, S/N: 481819140
Tech Notes Oven would not light. I found terminals loose on heat relay

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>9/30/2021</td>
<td>Phoenix M-F 5-6 Labor Charge</td>
<td>0.50</td>
<td>155.00</td>
<td>77.50</td>
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<tr>
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Item

<table>
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<tr>
<th>Description</th>
<th>Quantity</th>
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<th>Amount</th>
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<tr>
<td>SPEEDER, LOWER FINAL RINSE PIPE - 01-436502-87877</td>
<td>1.00</td>
<td>330.58</td>
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<td>SWITCH, HI-TEMP CUTOFF - 01-436502-84053</td>
<td>1.00</td>
<td>170.75</td>
<td>170.75</td>
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Total: 501.33

Name / Date  
signed for (b)(8), (b)(7)(C) because of no signal - 9/10/2021  
(b)(6) 9/30/2021  
(b)(6) 12/10/2021

Subtotal: 11,936.45
Taxes: 977.30
Invoice Total: 12,913.75
Payments:
Total Due: 12,913.75

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Order # | Packing slip | Customer PO
--- | --- | ---

Print date | Print time | Page | Order taker
--- | --- | --- | ---
2/6/2020 | 02:18:41 pm | 1 | of 1

Order type | Ship type | Order entry
--- | --- | ---
2 | No | 2/6/2020 01:07:54 pm

Carrier | Mode of delivery | Terms of delivery
UPS | Air - 3DA | PPD

Customer reference

**SHIPPED FROM:**
PIQ
8515 Industry Park Drive
Piqua OH 45356 US

**SHIPPED TO:**
Hobart Phoenix 261 Holton
3167 San Mateo NE Torrance County D
Albuquerque NM 87110 US

**SOLD TO:**
Phoenix AZ from Piqua
4050 E Cotton Cntr Blvd
Phoenix AZ 85040 US

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<th>Ship qty</th>
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<th>Item Description/Cust Item Num</th>
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<td>00-340324-00009</td>
<td>PC</td>
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<td>1.00</td>
<td>00-424198-000G1</td>
<td>PC</td>
<td>WIRE,SET ASSY.</td>
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<td>00-497269-00001</td>
<td>PC</td>
<td>VALVE,COMBO W.R. 25M02-737 NAT</td>
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<td>1.00</td>
<td>1.00</td>
<td>00-424940-00001</td>
<td>PC</td>
<td>FAN,115V</td>
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Total weight 3.21

All damages and shortages must be reported to factory within 10 days of receipt of order or claim will be denied.

Report to hobartservice.com
Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone  888-446-2278

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Service Order
0(8)

Servicing Branch
PHOENIX BRANCH

Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819138

Tech Notes
unit needed hi voltage wire. Customer supplled wire. Unit needs t-stat. unit needs the call for heat light
3/25 replaced parts ordered

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>3/17/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.75</td>
<td>165.00</td>
<td>123.75</td>
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<tr>
<td>3/25/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
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<td></td>
<td>Total</td>
<td></td>
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Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481887306

Tech Notes
Unit needs burner shield and call for heat light
3/25 replaced parts ordered

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/17/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.75</td>
<td>165.00</td>
<td>123.75</td>
</tr>
<tr>
<td>3/25/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>1.00</td>
<td>165.00</td>
<td>165.00</td>
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<tr>
<td>3/25/2022</td>
<td>Phoenix 24/7 Travel Labor Charge</td>
<td>2.00</td>
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<td>0.00</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
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<td>288.75</td>
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Expense
Plumbing Supplies
1.00    120.30            120.30

Total
120.30

Equipment
CONVECTION OVEN-SOLID ST CONTR, S/N: 481819139

Tech Notes
circulation motor is making noise
4/22 replaced motor

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<td>3/17/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
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<td>165.00</td>
<td>41.25</td>
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Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

Invoice

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Equipment CONVECTION OVEN-SOLID ST CONTR, S/N: 481819139
Tech Notes circulation motor is making noise
4/22 replaced motor

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>4/22/2022</td>
<td>Phoenix 24/7 Travel Labor Charge</td>
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<td>0.00</td>
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</table>

Total | 41.25 |

Item
IGNITOR/SENSOR - 00-999507-00001

<table>
<thead>
<tr>
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<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>IGNITOR/SENSOR - 00-999507-00001</td>
<td>1.00</td>
<td>39.61</td>
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</table>

Total | 39.61 |

Equipment STEAM KETTLE, S/N: az100169
Tech Notes they are putting 2 to 3 gallons of distilled water in a week. need to talk to factory

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>3/17/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.75</td>
<td>165.00</td>
<td>123.75</td>
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<tr>
<td>4/22/2022</td>
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<td>5.00</td>
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<td>825.00</td>
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</table>

Total | 948.75 |

Equipment CONVECTION OVEN-SOLID ST CONTR, S/N: 481819141
Tech Notes unit. needed temp probe. Customer supplied temp prob.

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>3/17/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.75</td>
<td>165.00</td>
<td>123.75</td>
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</tbody>
</table>

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2022-ICLI-00045 5887
## Invoice

**Bill To:**
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

**Service Location:**
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

**Equipment:** CONNECTION OVEN-SOLID ST CONTR. S/N: 481819141

**Tech Notes:** unit. needed temp probe. Customer supplied temp prob.

<table>
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<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>3/17/2022</td>
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**Total:** 123.75

**Expense:**

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<tr>
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**Total:** 491.93

**Item:**

<table>
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<th>Quantity</th>
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<th>Amount</th>
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<tbody>
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<td>INDICATOR LIGHT - 00-354575-00004</td>
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<td>KIT, CONTROL, GGL, SPARK IGNITION - 00-913102-00092</td>
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<td>KIT, BLOWER/MOTOR, 120V, FULL SIZE - 00-913102-00333</td>
<td>1.00</td>
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**Total:** 1769.96

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---

2022-ICLI-00045 5888
Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone  888-446-2278

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Name / Date                  Signature
sighed for (6)              (b) (6)  (b) (7) (C)
3/17/2022                   3/25/2022
4/22/2022

Page 4 of 4
Invoice number (6)
Invoice Date 4/27/2022
Customer account (6)
Payment Terms 30
Due Date 5/27/2022

Subtotal: 4,113.05
Taxes: 336.76
Invoice Total: 4,449.81
Payments:
Total Due: 4,449.81

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Remit To:
Hobart Service: ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

Bill To:
Coro Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Service Order 
Servicing Branch PHOENIX BRANCH
Equipment 36"-W2-FULL HOT TOPS, STD OVEN, S/N: 481810306
Tech Notes unit needs 3 pilots and 4 knobs. Replaced 3 pilots and 4 knobs

<table>
<thead>
<tr>
<th>Service Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>5/3/2022</td>
<td>Phoenix M-F 8-5 Labor Charge</td>
<td>0.50</td>
<td>165.00</td>
<td>82.50</td>
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<tr>
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<td>1.00</td>
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<tr>
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<td>Phoenix 24/7 Travel Labor Charge</td>
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Expedite

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<th>Description</th>
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Item

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<td>LREAR PILOT TUBE ASSY - 00-499675-000G1</td>
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<td>4.00</td>
<td>10.44</td>
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</table>

Total 275.77

Name / Date Signature
(b)(6), (b)(7)(C) - 5/13/2022  (b)(6), (b)(7)(C)

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Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

<table>
<thead>
<tr>
<th>Page</th>
<th>2 of 2</th>
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</thead>
<tbody>
<tr>
<td>Invoice number</td>
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<tr>
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<tr>
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<td>Purchase Order</td>
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<tr>
<td>Due Date</td>
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Subtotal: 864.18
Taxes: 70.75
Invoice Total: 934.93
Payments: 
Total Due: 934.93

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Remit To
Hobart Service; ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

HOBART
SERVICE

Invoice

Page 2 of 3
Invoice number 9978
Invoice Date 5/26/2022
Customer account 0001
Payment Terms N30
Due Date 6/25/2022

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
299 E Alan Ayers Rd
Estancia, NM 87016-0300
USA

Service Date 
Description 
Quantity 
Unit Price 
Amount
---
5/12/2022 
Phoenix M-F 8-5 Labor Charge 
0.50 
165.00 
82.50
5/25/2022 
Phoenix M-F 8-5 Labor Charge 
1.50 
165.00 
247.50
5/25/2022 
Phoenix 24/7 Travel Labor Charge 
1.50 
0.00 
0.00

Total 
330.00

Expense
Freight 
1.00 
41.11 
41.11

Total 
41.11

Item 

SCREW, SOCKET HD. SET 5/16-24X3/8 
(K) - 01-436502-77892 
4.00 
2.45 
9.80
GEARMITER (LEAD SCRWM)P 
RECOMMEND PN: 1062217A - 01- 
436502-83625 
1.00 
267.36 
267.36
WASHER,DU THRUSTR (610DU) - 01- 
436501-05720 
2.00 
35.27 
70.54
GEARMITER (CROSS SHAFT)P 
RECOMMEND PN: 1062217 - 01- 
436502-83625 
1.00 
263.04 
263.04
WASHER,THRUSTR (BRONZE) - 01- 
436500-26141 
1.00 
29.50 
29.50
COLLAR LEAD SCREW - 01-436501- 
10974 
1.00 
55.98 
55.98
BUSHING,DU(12DU12) - 01-436501-
10973 
2.00 
34.97 
69.94

Total 
766.16

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions/ ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service, ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

HOBART
SERVICE

Invoice

Page 3 of 3
Invoice number (b)(6)
Invoice Date 5/25/2022
Customer account (b)(6)
Payment Terms NSB
Due Date 6/25/2022

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Name / Date        Signature
(b)(6), (b)(7)(C)  5/17/2022  (b)(6), (b)(7)(C)
(b)(6), (b)(7)(C)  5/25/2022

Subtotal: 1,137.27

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service, ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

Bill To:
Core Civic
ATTN: Business Manager
PO Box 857
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Invoice

Page 1 of 3
Invoice number: [Redacted]
Invoice Date: 5/26/2022
Customer account: [Redacted]
Payment Terms: N30
Due Date: 6/25/2022

Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA

Telephone 888-446-2278

Invoice

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Sales of Hobart Service products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service: ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

HOBART
SERVICE

Invoice

Page 2 of 2
Invoice number 6/17/2022
Invoice Date 6/17/2022
Customer account:
Payment Terms N30
Due Date 7/17/2022

Bill To:
Core Civic
ATTN: Business Manager
PO Box 837
Estancia, NM 87016
USA

Service Location:
Torrance County Detention Facility
209 E Alan Ayers Rd
Estancia, NM 87016-0000
USA

Name / Date Signature
[(b)(6), (b)(7)(C)] 5/17/2022 [(b)(6), (b)(7)(C)]
5/25/2022
6/1/2022
6/8/2022

[(b)(6), (b)(7)(C)]

Subtotal: 2,402.34
Taxes: 196.70
Invoice Total: 2,599.04
Payments: 
Total Due: 2,599.04

Sales of Hobart Service products and services are expressly limited and made conditional on acceptance of its current Terms and Conditions of Sale, found at https://www.hobartservice.com/service-plans/hobart-extended-warranty/terms-and-conditions ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.
Remit To
Hobart Service, ITW Food Equipment Group LLC
PO Box 2517
Carol Stream, IL 60132-2517
USA
Telephone 888-446-2278

HOBART
SERVICE

Invoice

1 of 1

Invoice number D(6)
Invoice Date 6/2/2022
Customer account D(6), D(7)(C)
Purchase Order
Payment Terms NS0
Due Date 7/2/2022

Bill To:
Core Civic
ATTN: Business Manager
PO Box 937
Estancia, NM 87016
USA

Service Location:
Tooele County Detention Facility
299 E Allan Ayers Rd
Estancia, NM 87016-0000
USA

Service Order D(6)
Servicing Branch PHOENIX BRANCH
Equipment TILTING BRAISING PAN, S/N: AZ100184
Tech Notes replaced cust. supplied gas valve

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Total 165.00

Name / Date                     Signature
D(6), D(7)(C) 5/13/2022 D(6), D(7)(C)

Subtotal: 165.00
Taxes: 13.51
Invoice Total: 178.51
Payments: 
Total Due: 178.51

Any additional or different terms are hereby rejected. Commencement of work by Hobart Service or acceptance of delivery of products or performance of services constitutes customer's acceptance of the Terms.

2022-ICLI-00045 5897
TO: ICE DETAINNEES
PARA: LOS DETENIDOS DE ICE
KİME: BUZ GÖZALTINA ALINANLAR

FROM: Asst. Warden
DE PARTE DE: Alcaide Asistente

DATE: May 10, 2022
FECHA: 10 De Mayo 2022

RE: Changes to the Detainee Handbook
CON RESPETO A: Cambios al Manual Para Los Detenidos
Tutuklu El Kitabında Yapılan Değişiklikler

The changes below will be added to the TCDF Detainee Handbook.
Los cambios serán agregados al Manual de TCDF para Los Detenidos
If you have any questions please see the Detention Counselor.
Si tiene alguna pregunta por favor solicite hablar con un Consejero de Detención.

IDENTITY DOCUMENTS
DOCUMENTOS DE IDENTIFICACIÓN

Identity documents such as passports, birth certificates, etc. will be secured and provided to ICE. You are not allowed to keep an identity document in your possession. The documents may be used by ICE/ERO as evidence against the detainee or for other purposes authorized by law. Upon your request to ICE/ERO you will be provided a certified copy of the document.

Documento de identidad tales como pasaportes, Actas de Nacimiento, etc. serán asegurados y proveídos a ICE. No se les permite mantener documentos de identidad en su posesión. Los documentos pueden ser utilizados por ICE/ERO como prueba contra el detenido o para otros fines autorizados por la ley. Bajo su petición a ICE/ERO se le proveerá una copia certificada de su documento.

Pasaport, doğum belgesi vb. kimlik belgeleri güvence altında alınarak ICE'ye verilecektir. Elinizde bir kimlik belgesi bulundurmanızı izin verilmez. Belgeler, ICE/ERO tarafından tutuklu alehine delil olarak veya yasaların izin verdiği diğer amaçlar için kullanılabilir. ICE/ERO'ya talebiniz üzerine belgenin onayı bir kopyası size verilecektir.
CHAPTER 12: SANITATION AND HYGIENE

SUBJECT: DAILY HOUSEKEEPING PLAN

SUPERSEDES NONE

EFFECTIVE DATE: JULY 29, 2019

APPROVED: APPROVAL ON FILE
FACILITY ADMINISTRATOR

12-100.1 POLICY:

It is the policy of Torrance County Detention Facility (TDF) to provide healthful and sanitary living conditions for all detainees. Weekly and monthly sanitation inspections will be conducted by the designated staff members to ensure a high level of sanitation. Additionally, TDF shall develop and implement a system of waste disposal and pest control in accordance with local and state health regulations.

12-100.2 AUTHORITY:

Facility Policy

12-100.3 DEFINITIONS:

Common Living Area — Any area in the unit other than the assigned cell that is used by all detainees assigned to that unit.

Hot Trash — Items for disposal that could be used as weapons, aid in escape, or pose a threat to the security of the facility.

Detainee — Any adult or juvenile, male or female housed in a CoreCivic facility. Detainees may also be referred to as inmates, prisoners or offenders depending on classification and in accordance with facility management contracts.

12-100.4 PROCEDURE:

A. Common Living Areas

All detainees assigned to a unit are responsible for maintaining the common living area in a clean and sanitary manner. The correctional officer assigned to that unit will see that all necessary materials are provided to carry out the cleaning assignment. If additional materials are needed, the officer will contact the Unit Manager.

1. Trash will not be thrown anywhere or disposed of in any area except in the trash containers provided in each unit.

2. Towels, blankets, clothing or any personal belongings will not be left in the common area.

3. The walls will be kept free of writing.

4. Detainee workers will be assigned to each area on a regular basis to perform the daily cleaning routine of the common area. Sufficient workers will be assigned to each shift to provide seven (7) day per week coverage to maintain sanitation of the facility.

5. Duties to be performed by detainee workers include the following:
   a. All trash will be removed daily.
b. All floors will be swept and wet-mopped daily and, as required, throughout the day. Offices that are closed on weekends and holidays are not included.

c. All toilet bowls, sinks, and showers will be thoroughly cleaned and scrubbed daily.

d. Furniture will be wiped off daily.

e. Any duty that the unit officer determines needs to be assigned in order to correct deficiencies and maintain good sanitary conditions.

B. Private Living Areas

1. All detainees are responsible for maintaining their assigned living area in a clean and sanitary manner on a daily basis.
   a. Trash will be removed daily.
   b. Hazardous and combustible materials such as boxes, newspapers and magazines will not be allowed to accumulate within the cells/living areas.
   c. All personal belongings will be kept in a neat and orderly manner, and must fit in the storage space provided.
   d. Windows in each cell/common area will remain completely free of any material and will be cleaned as needed.
   e. There will be no writing on the walls.
   f. All floors will be swept daily.
   g. Beds must be made anytime the detainee is not in the bed.
   h. Any duty that the unit officer determines needs to be assigned in order to correct deficiencies and maintain good sanitary conditions.

2. Before being released for work, detainees assigned to the morning shift will be required to have their areas in order with beds made.

C. Cleaning Program/Guidelines for Other Areas

The following tasks provide a guideline, but are not all inclusive, for assuring that good housekeeping practices are met.

1. All areas will be clean and orderly.

2. Lighting, heating and ventilation equipment will function properly.

3. No fire or health hazards will be allowed to exist.

4. All plumbing equipment, including toilet, bathing, washing and laundry facilities should operate properly.

5. The floors will be clean and free of hazardous substance.

6. All floors will be swept and mopped on a daily basis if accessed daily. If floors are covered by a carpet, they will be vacuumed when necessary.

7. Toilet bowls and sinks will be cleaned daily. The showers and floors will be mopped daily and scrubbed when necessary.

8. All furniture will be dusted on a daily basis and cleaned when necessary.

9. All trash will be emptied daily.

10. Windows will be washed weekly or more often when required.

11. Walls and doors will be wiped daily.
12. All equipment will be dusted or cleaned on a daily basis.

E. Requisitions for Sanitation Supplies
1. The Safety Manager will provide department heads with the materials necessary to conduct the monthly detainee worker safety and sanitation training. Materials will be handed out and discussed at the monthly Team Safety meeting.
2. Sanitation supplies will be distributed to the units on a regular schedule and manner determined by the Safety Manager.
3. All staff will ensure cleaning equipment is used in the proper manner. Proper maintenance and storage of equipment will be part of the daily inspections.
5. Supervision of the requisition for supplies will be provided by the department head to ensure that a proper amount of items is ordered and an excess of materials and equipment is avoided.

F. Liquid, Solid and Toxic Waste
1. Liquid waste is disposed of through the sewer system. Any emergency repairs will be conducted by TDF or a contract plumber.
2. Each housing area shall be issued one (1) fifty-five (55) gallon trash container. All such containers will be emptied and cleaned daily.
3. Liquid food service trash will be placed in covered containers and removed according to the contract with the grease rendering company.
4. Solid trash from the administrative area shall be collected and deposited in the trash bins supervised by correctional staff. Detainees may perform clean-up duties in the administration area under direct supervision of the correctional staff.
5. Medical waste is kept in special containers and disposed of through a service contract.
6. Trash Bins
   a. Trash bin doors shall remain closed and locked except during the disposal of trash.
   b. The trash compactor will be emptied by the refuse contractor at a minimum of two (2) days per week.

G. Vermin and Pest Control
1. A service contract with a licensed pest control organization shall provide for regularly scheduled pest control treatment of the facility. In the event of an infestation, the service will be called immediately. An exterminating contractor shall provide facility pest control services to include:
   a. Control of roaches, ants, silverfish, spiders, crickets, rats, and mice;
   b. Service visits conducted once per month; and
   c. Completion of a pest control technician’s service report form after each service call.
2. Staff shall report any observations of insects, rodents or vermin in the facility to the Safety Manager who will, in turn, notify the pest control contractor.

H. Hair Care Services
1. Detainees will receive a hair cut according to the hair cut schedule. This schedule shall be arranged according to living areas and posted on all bulletin boards in the living areas.
2. When not in use the Barber Shop tools will be secured with a hasp and padlock under the sink in that area. Additionally, the Barber Shop entry door will be secured.

3. All Barber Shop tools will be shadowed in “black” to reflect each tool.

4. Two members of the Unit Team will verify the inventory of Barber Shop tools prior to opening the Barber Shop. Additionally, two (2) members of the Unit Team will verify the inventory before the detainee Barber is excused when the Barber Shop is closing.

5. Barber Shop Sanitation Guidelines will be posted conspicuously in each barber service area. All sanitation requirements will be strictly adhered to. Barber instruments will be cleaned and disinfected between use on each detainee as outlined in 12-100AA Barber Shop Sanitation Guidelines.

6. There will be no more than two (2) detainees in the barber service area in addition to the barber.

I. Detainee Laundry Services

1. Laundry services shall be available to detainees Monday thru Friday.

2. A laundry schedule will be posted in each living area. Items that may be laundered include uniforms, underclothing, socks, linen, towels, washcloths, and sweatshirts.

3. TDF is not responsible for any personal items that are lost or damaged in the detainee laundry.

4. Linen and clothing returned to the facility property inventory by discharging detainees will be properly laundered before being reissued.

5. The laundry carts will be cleaned with a disinfectant solution before being used to return clean laundry to the cells.

J. Sanitation of Mattresses and Pillows

All mattresses and pillows returned to the facility property inventory by discharging detainees will be cleaned with disinfectant solution.

12-100.5 REVIEW:
This policy will be reviewed by the Facility Safety Manager on an annual basis. Recommendations and revisions will be submitted to the Facility Administrator.

12-100.6 APPLICABILITY:
All Staff and Detainees

12-100.7 APPENDICES:
12-100AA Barber Shop Sanitation Guidelines

12-100.8 ATTACHMENTS:
12-100A Weekly Sanitation Inspection Report
12-100B Weekly Cell Sanitation Inspection Log

12-100.9REFERENCE:
ACA Standards. The ACA Standards for this facility are:
4-ALDF-1A-01, 4-ALDF-1A-02, 4-ALDF-1A-03, 4-ALDF-4B-07
TCDF
DETAINEE HANDBOOK
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INTRODUCTION / MISSION

- CoreCivic/Torrance County Detention Facility (TCDF) is a private company contracted by U.S. Immigration and Customs Enforcement (ICE). The mission of TCDF is to provide a detention facility that is safe, secure and sanitary for detainees awaiting processing of their administrative hearing.
- ICE is responsible for addressing questions about the status of your case, travel and/or immigration documentation. TCDF is not a part of ICE and neither has knowledge of your case nor control of your custody status.

PURPOSE

- The purpose of this handbook is to explain to you the specific rules, regulations, policies and procedures that must be followed while in custody at this facility. The handbook will also hold you accountable for your actions while in custody at this facility. Therefore, it is your responsibility to become familiar with the contents of this handbook.
- A copy of this handbook will be issued to each detainee upon intake and certain sections are posted on the bulletin boards in each housing area, as well as on other bulletin boards throughout the facility. You are required to acknowledge by signature, receipt of this handbook. If you have any questions, please ask the officer stationed at your housing area or send a written “Inmate Request” (not to be used for sending requests for information to ICE Staff) to the appropriate departments as listed throughout this handbook and on the bulletin board in your housing unit.

DETAINEES WITH DISABILITIES

- Policy 14-101 (Disability, Identification, Assessment and Accommodation) outlines the necessary processes to ensure that you will have an equal opportunity to participate in, access, and enjoy the benefits of the facility’s programs, services, and activities. Such participation will be accomplished in the least restrictive and most integrated setting possible, through the provision of reasonable accommodations, modifications, and/or auxiliary aids and services, as necessary, and in a facility that is physically accessible.
- Procedures include reasonable timelines for reviewing requests for accommodations related to a disability and for providing accommodations (including interim accommodations), modifications, and reassessments.
- You may submit a formal or informal (i.e. verbal or written) request for accommodations or assistance to the Disability Compliance Manager. Written requests will be submitted on a Detainee/Inmate Request or Sick Call Request Form.

BASIC DETAINEE RESPONSIBILITIES

- It is the policy of the TDCF and ICE to treat detainees with dignity and respect while maintaining a safe, secure, and sanitary detention facility. It is expected that staff will receive your full cooperation while waiting the processing of your case. In the simplest terms, you are expected to:
  1. Follow and obey rules, laws, policies and procedures;
  2. Obey all orders as given by staff members and contract security personnel;
  3. Respect staff and other detainees at all times;
  4. Respect TCDF and government property and the property of others;
  5. Keep yourself, your clothing and living area clean at all times; and
  6. Obey all safety, security, and sanitation rules, policies and procedures.

- If you observe and comply with the above guidelines, you should have no problems while living at this facility. When addressing staff, you should not refer to them by first name or nickname. You must refer to staff by their rank/title and last name (i.e.; Detention Officer, Shift Supervisor, Dr., Nurse, Mr., and Mrs. Ms). Staff members
will address you in the same manner if they know your name. It is unreasonable to expect an officer to know all detainees within the facility by name. However, the officer or staff member will address you in an appropriate manner.

- At TCDF, detainees are not subjected to personal abuse, corporal punishment, personal injury, disease, property damage, or harassment. Inmate property is protected. Detainees cannot supervise, have control over or be in charge of other detainees.

- The following regulations pertain to specific expectations of each detainee to ensure the safety, health and security of each person assigned to this facility. These regulations are not separated from the posted rules of discipline; therefore, any violation may result in sanctions imposed against you. The purpose for separating these rules is to provide you with the opportunity to be aware of specific rules imposed relating to the activities, program and procedures related to living in the housing unit.

**FACILITY RULES**

1. **TABLES**
   Do not sit on table tops.

2. **THEFT**
   No unauthorized taking of an item of any kind that belongs to someone else, including CoreCivic/TCDF property.

3. **FIGHTING**
   Fighting is not allowed. Sparring, boxing, wrestling and play-fighting is not permitted.

4. **BEDTIME**
   Regular bedtime will be at 10:00pm every night including weekends. You must be in your bed at this time. You will not be allowed to visit with each other after lights are out and must stay in your own bed. No one will be allowed in the dayroom after bedtime except pod orderlies while cleaning. No games of any kind are allowed in the bed area after bedtime.

5. **RESTRICTED AREAS**
   You are not allowed to make physical contact with the bars, doors, glass window area of the dormitories/housing units or the fence in the outside recreation areas.

6. **GAMBLING**
   No gambling of any kind is permitted.

7. **SELLING or GIVING AWAY OF PERSONAL ARTICLES IS PROHIBITED**
   No black-market activities shall take place. Running a “store” is prohibited (i.e., selling candy, food, clothing radios, etc.)

8. **VERBAL AND PHYSICAL ABUSE**
   Verbal and physical abuse toward staff, detainees or other persons is prohibited and will not be tolerated.

9. **DESTRUCTION OF CoreCivic/TCDF PROPERTY**
   Destruction, alteration, graffiti, unauthorized use or wasting of property belonging to CoreCivic/TCDF or another person is not permitted.

10. **RADIOS**
    Radios played without earphones will be confiscated as contraband.

11. **RULES AND REGULATIONS**
    You must follow all orders, either written or verbal, given by CoreCivic staff.

12. **COVERING/BLOCKING WINDOWS/LIGHTS**
    Windows/lights of any kind are not to be covered and/or blocked at any time.
NON-SMOKING POLICY

This is a non-smoking facility. No cigarettes, including e-cigarettes, tobacco, chewing tobacco, smokeless tobacco or smoking paraphernalia of any kind is permitted inside the TCDF. Detainees who violate these rules will face disciplinary action.

PRISON RAPE ELIMINATION ACT (PREA) – SAAPI (Sexual Abuse and Assault Prevention and Intervention)

Engaging in or pressuring others to engage in sexual activities is not allowed. Criminal or Disciplinary Charges will be filed. Educational materials regarding these acts are provided upon entry to the facility and are posted in each dormitory/housing unit. Contact any staff member to report activities of this nature. While you are detained, no one has the right to pressure you to engage in sexual acts. Rape and sexual assault are violent acts. Regardless of your age, race, size, ethnicity, or sexual orientation, detainees should have the opportunity to serve their detention with dignity. **TORRANCE COUNTY DETENTION FACILITY HAS A ZERO TOLERANCE FOR ALL FORMS OF SEXUAL ABUSE AND ASSAULT.**

You do not have to tolerate sexual pressure, harassment, manipulation, or assault. Every detainee has a responsibility to eliminate sexual assault and sexual activity. If you are approached, pressured, or assaulted—**report it immediately.** You have several ways in which you can report sexual abuse:

1. Verbally telling any staff member you trust, to include detention officers, deportation officers, chaplains, medical staff or supervisors, the DHS Office of Inspector General, and the Joint Intake Center. Staff member will keep your information confidential and only discuss it with the appropriate officials on a need to know basis.
2. Writing a letter to the Warden/Administrator, sealing and marking it "CONFIDENTIAL".
3. Calling or writing someone outside the facility who can notify facility administrative staff.
4. Call at no expense to you the DHS Office of Inspector General (OIG) at the phone number 202-254-4100 or 1-800-323-8603 / 1-844-889-4357-TTY
5. Contacting your counselor official.
6. Writing the Office of DHS Office of Inspector General MAIL STOP 0305 at the following address:
   Department of Homeland Security
   245 Murray Lane, SW
   Washington, D.C. 20530-0305

7. Contacting the ICE Detention Reporting and Information Line: 1-888-351-4024 or 9116# Language assistance is available.
8. Writing letter to Security or Unit Management Staff, sealing and marking it "CONFIDENTIAL".
9. Writing to the Managing Director, Facility Operations at the following address:

   CoreCivic Managing Director
   5501 Virginia Way
   Brentwood, Tennessee, 37027

To ensure that your environment is safe, if you are aware of another detainee being sexually assaulted or involved in sexual behavior, report it immediately. Consensual sexual conduct between detainees, between detainees and staff, volunteers, or contract personnel is prohibited. Deliberate false allegations can result in disciplinary action and/or prosecution.
You will not be subjected to retaliation, reprisal, harassment, or disciplinary for truthfully reporting abuse or signs of abuse observed. The Rape Crisis Center of Central New Mexico located at: 9741 Candelaria Rd. NE Albuquerque, NM 87112. Telephone number: 505-266-7711

INITIAL ADMISSION

- You are subject to a search upon admission into the facility and when there is reasonable cause to believe you may have contraband concealed on your person.
- TCDF must obtain specific information to ensure that records of your entry are adequately documented. This information will also be utilized so we may classify you to the living area most suited to your individual needs. Such information will include previous residence, nationality, race, sex, medical history and criminal history.
- Identity documents such as passports, birth certificates, etc. will be inventoried and given to ICE for placement in your file. Upon request, you shall be provided an ICE-certified copy of any identity document.
- Upon arrival, your clothes, personal property, valuables and funds will be searched and retained by the processing officer for safekeeping. Itemized receipts will be issued to you and one (1) will be placed in your file for all your clothing, personal property, valuables and funds.
- All personal property and valuables that you bring with you will be accounted for and inventoried. A receipt will be issued to you for these items.
- U.S. currency in your possession upon arrival at the TCDF will be inventoried, a receipt issued and then deposited in an account for your use at the commissary.
- Personal checks in your possession upon arrival to the TCDF will be placed in your property. You will not need money during your stay. If you are found with any money in your possession, it will be confiscated as contraband and you may be subject to disciplinary action.
- Upon your discharge from this facility, you are required to turn in all TCDF property to the officer assigned to the Receiving and Discharge area. After you have confirmed that all items have been accounted for, you will be required to make restitution for lost or damaged property. This includes clothing, bedding and any recreation/leisure time equipment (i.e. games and library books).
- Your property and any funds that you have on your accounts will be returned to you prior to your departure. You must sign for these items.
- Any property that you are not authorized to keep with you will be placed in an appropriate bag assigned to you and locked in a secure storage area. Excess personal property should be mailed out.
- Clean linens are provided for each person entering the facility to include:
  - Two (2) sheets,
  - One (1) towel,
  - One (1) pillowcase,
  - One (1) blanket, and
  - One (1) laundry bag.
- You will be issued a hygiene kit and will be required to take a shower and change into clean uniforms. Your initial issue of clothing/linens shall be limited to include (personal items of clothing, including undergarments and shoes are not permitted).
  - Three (3) uniforms sets (pants and shirts)
  - One (1) pair of shoes (personal shoes are not allowed unless medically authorized)
  - Three (3) t-shirts
  - Three (3) pairs of underwear
  - Three (3) pairs of socks
Any items over these amounts will be considered contraband. Quantities of clothing items include items purchased in the commissary.

**INITIAL INTAKE SCREENING**

a. Each detainee entering the facility will receive an initial medical and mental health screening by the clinical staff. At that time, you should discuss any medications that you are taking and disclose any health problems that you are experiencing. Some medications such as heart or diabetic medications will be continued when you arrive.

b. All new arrivals shall receive tuberculosis (TB) screening by PPD (mantoux method) or chest x-ray. The PPD shall be the primary screening method unless this diagnostic test is contraindicated, then a chest x-ray is obtained.

c. All female detainees will be given a pregnancy test as part of the initial intake screening.

d. A full medical examination will be conducted by a member of Health Services within fourteen (14) days of your arrival.

**FUNDS AND PERSONAL PROPERTY**

You will only be allowed to obtain personal property as authorized in accordance with CoreCivic Policy 14-6AA, Allowable Personal Property Inventory List. Personal clothing not allowed by policy will be collected, inventoried, placed in a laundry bag provided, and forwarded to the Laundry Department to be cleaned and returned back to the Property Room for storage. Personal property may be mailed out on a "case by case" basis. A forwarding address shall be obtained from every detainee for use in the event that personal property is lost or forgotten in the facility after the detainee's release, transfer, or removal. If you refuse to cooperate by providing an appropriate mailing address, or are financially able but unwilling to pay the postage, the Warden may dispose of the property in accordance with PBNDS 2.3, Contraband, after providing the detainee with written notice. However; if your failure to specify a shipping address is because an appropriate mailing address does not exist, the facility may make accommodations to store the property until your removal or release. Ordinarily, the amount of stored property may not exceed 40 pounds.

Detainees/inmates may retain some personal property in their housing units, including:

- Legal documents, legal papers, and legal information, within reason. Large amounts of legal work will be stored in the property room; you may only keep legal work and/or documents of the current case you are working on. You may request your additional documentation by submitting a facility request to the Receiving and Discharge Supervisor.

- Photos of family, friends and associates, (i.e. not more than ten (10) photos in your possession, (5) x (7) or smaller, (may only be placed in designed areas of your assigned sleeping area.

- Medical prostheses, (i.e. eyeglasses, dentures, etc.),

- Personal reference materials, (i.e. address/phone book and/or list of relatives, friends and/or other correspondents.

- Radios must be used with earphones at all times, limit one (1) radio per person. No plug in radios are permitted. Radios played without earphones will be confiscated and placed in your property. No radios or earphones are allowed outside of your dormitory/housing unit. Your radio must have your Alien number etched on it or it will be considered contraband.

- A wedding band and a small religious item (including religious jewelry, will be authorized to remain in your possession during your stay here. All other jewelry will be inventoried and placed in a safe for storage until your release. A receipt will be issued to you for your valuables.
Magazines, books, religious and secular reading material (softbound), and other literature are limited to any combination of five (5) to ensure accumulations do not produce and/or effect fire safety standards. Items may only be received directly from a bookstore or publisher. No pornographic materials are allowed.

All food items must be consumed upon being opened to ensure sanitation standards are met. You are allowed to purchase and have in your possession two (2) bowls, one (1) spork and one (1) cup.

Additional personal property allowed to be retained by detainees must be approved by the Chief of Security or Chief of Unit Management prior to purchase/possession to ensure acceptable sanitation is appropriately maintained.

All personal items that you are allowed to keep must be stored in your storage bag. No items are to be attached to the bunk, wall, windows or left on windowsills. All items must be stored in their original container.

You are responsible for the loss of personal items not safeguarded or stored by the TCDF.

CLAIM OF PROPERTY UPON TRANSFER, REMOVAL OR RELEASE
Prior to your release from custody, a complete inventory of your personal property will be conducted by a designated employee. The inventory should be completed in your presence. You will sign the Allowable Personal Property Inventory/Receipt and be given a copy. The original will be maintained by the facility in the permanent property file. All personal property, to include stored property (if any), will be returned to you at the time of release. Prescribed health care appliances shall be retained and maintained by you upon release. Staff will ensure that all facility property has been confiscated and does not leave the facility. Your trust fund account will be balanced and any available funds will be provided to you at the time of release. The facility may allow family members to mail in one (1) set of clothing for use on the day of release. There is no restriction regarding the source of clothing received from family members for this purpose. Release clothing may be mailed to the facility within fourteen (14) calendar days of the release. Inmates/residents that do not have release clothing in storage or mailed by a family member, shall be provided appropriate clothing for release.

LOST OR DAMAGED PROPERTY:
Property that has been lost or damaged due to CoreCivic employee negligence will be eligible for claim investigation. If you wish to request an investigation of property that has been lost or damaged due to CoreCivic employee negligence, you must complete Page 1 of the 14-6D Lost/Damaged/Stolen Property Claim and forward it to the Property Officer. All claims must be submitted within seven (7) calendar days of the incident. Verification of proof of ownership and value must occur immediately upon investigation. A copy of this policy will be available in the library.

ICE DETAINNEES ONLY In accordance with PBNDS 2011, 2.5 Funds and Personal Property, this facility has an automated funds system and does not accept funds through the mail. Any funds received through the mail will be returned to sender. Non-U.S. Currency will be seized, inventoried and placed into your property. You will be issued a receipt.

FINANCES
Within a reasonable time after your arrival, the Business Office initiates an account for you. Your alien number (A-number) will be your account number. If you have U.S. currency in your possession when you arrive, you will be given a receipt and the money will be placed in your account the next business day. Currency, of any type, found in your possession after the intake process is complete will be considered contraband. The currency will be confiscated and disciplinary action may be taken. No currency will be accepted through the mail. Any currency received will be returned to the addressee. No currency will be accepted through visitation. To send money, submit an "Authorization to Release Funds" form to your Unit Management Team and a check will be issued from your account for the amount authorized, if funds are available. All forms can be obtained from your assigned detention officer.
❖ All transactions have to be verified before being posted to your account. This process can take up to 24 hours, Monday-Thursday, excluding weekends and holidays.

❖ If you receive money in the mail, the mail officer will return the money to the sender. No money will be accepted for county inmates at this facility.

❖ To send money, contact unit management staff to make arrangements to prepare a release of funds. You may be allowed access to personal funds to pay for legal services. Contact unit management staff if you have any questions.

❖ Sending money to another resident’s contacts or account is forbidden and may result in disciplinary action.

❖ Funds from your account may be used to pay for legal services. If this is required, contact a member of your unit team.

CLASSIFICATION

All detainees are classified before being admitted into the general population. The classification system assigns detainees to the least restrictive housing unit consistent with facility safety and security. The classification system ensures that you are placed in the appropriate category and physically separated from detainees in other categories. Your classification level may be changed (reclassified) based on your institutional behavior, additional charges or information received, attempted escape or upon release from segregation status. You will be protected from harm, as you will be assigned housing with persons of similar backgrounds and criminal history. You will be housed according to your classification level and issued color-appropriate identification and uniforms.

Low Custody Detainees:

Low custody detainees may not be comingled with high custody detainees.

May not include any detainee with an arrest or conviction that included an act of physical violence, or any detainee with a history of assaultive behavior.

May not include any detainee with a felony conviction for an offense that is listed under the “High” or “Highest” section of the severity of offense scale below.

May include detainees with minor criminal histories and non-violent felony charges and convictions.

Medium Custody Detainees:

Medium custody detainees may not ordinarily be co-mingled with high or low custody detainees, except as specified below.

May not include a detainee whose most recent conviction was for any offense listed under the “Highest” section of the severity of offense scale.

May not include any detainee with a history or pattern of violent assaults.

May not include a detainee convicted for assault on a correctional officer while in custody or where a previous institutional record suggests a pattern of assaults while in custody.
High Custody Detainees:

Medium-high and high custody detainees are those with a history of violent or assaultive charges, convictions, institutional misconduct, or those with a gang affiliation. High custody detainees are considered high-risk, require medium-to maximum-security housing, are always monitored and escorted, and may not be co-mingled with low custody detainees. In addition, high custody detainees shall not be assigned work duties outside their assigned living area.

Severity of Offense Scale:

I. HIGHEST

Aiding Escape
Aggravated
Battery with Deadly Weapon
Armed Robbery (Multiple with injury)
Burglary with Assault
Escape (Secure Facility)
Inciting Riot
Kidnapping
Murder (1st, 2nd degree)
Sexual Battery (with violence upon a minor)

II. HIGH

Aggravated Assault
Aggravated Battery
Aggravated Child Abuse
Arson
Battery Law Enforcement Officer
Burglary (Armed)
Extortion
False Imprisonment
False Report of Bombings
Controlled Substances (Importation, Trafficking)
Introduction of Contraband into Detention Facility
Manufacture of Explosives
Robbery (armed, strong armed)
Sexual Battery (other than capital or life felony)

III. MODERATE

Armed Trespass
Burglary
Carrying Concealed Firearm
Forgery
Grand Theft
Manslaughter

10
Sale, Delivery, Possession of Controlled Substance
Tampering with Witness
Worthless Checks (felony)
Welfare Fraud (felony)
Escape (Non-secure Facility)

IV. LOW

Driving under the Influence
Leaving the scene of Accident
Battery (Simple Assault)
Carrying Concealed Weapon (other than firearm)
Disorderly Conduct
Gambling
Offering to Commit Prostitution
Possession Marijuana (misdemeanor)
Possession Drug Paraphernalia
Petit Theft
Trespass
Worthless Check (misdemeanor)

The basic uniform for detainees shall be distinctive in appearance in order to identify detainees according to their custody level. At CoreCivic/TCDF, the uniform colors are as follows:
- Low Custody – Dark Green
- Medium Low – Brown
- Medium/High – Blue

❖ Housing Restrictions: Low and Medium Low detainees may be housed together (unless there is a history of assaultive or combative behavior). Medium and Medium/High detainees may be housed together. Low and Medium/High detainees are never housed together.
❖ Medium/High will be escorted outside the housing area and may only be in specified common areas with other classifications of detainees.
❖ All housing, work assignments and programmatic activities will be decided by the level of classification received.
❖ After your initial classification, your first review will be within sixty (60) days to ninety (90) days from your arrival date. Thereafter, assessment reviews will be conducted ninety (90) days to one hundred twenty (120) day intervals from your original arrival date.
❖ APPEALS: All new arrivals classified as Medium/High or High may appeal their classification designation by submitting their appeal on an ICE request to the ICE Staff as outlined in the grievance procedures on page 29 of this handbook. All other classification appeals should be forwarded to the Chief of Unit Management or Classification Supervisor for review. Written notification of the outcome of the appeal will be made within (5) business days.

LAUNDRY

In order to insure an adequate supply for all detainees, the hoarding of clothing is prohibited. Generally, detainees are not permitted to wash clothing, bedding or other items in their housing unit. Laundry must be turned in to the in-pod laundry worker by 6:00am. If you must leave the housing unit it is your responsibility to ensure that your laundry is turned in. It will be returned to you before the end of each day. (NOTE: Do not overfill your laundry bag. Ensure that the bags are tightly tied. Leave enough room in the bag for soap and
CLOTHING

All issued clothing and I.D.’s will be worn as specified in the following instructions and in no other manner. These requirements are essential to ensure compliance of security, hygiene and conduct within the realm of property for all people.

1. Facility-issued identification must be worn at all times. If your identification becomes torn, notify the officer in your unit that you need a new one or speak to one of the Classification Officers.
2. Clothing must be clean and not torn when worn.
3. The wearing of mixed colored uniforms is not authorized.
4. Undergarments may be worn without outer garments only while inside the sleeping quarters or in the restroom/shower areas. NO EXCEPTIONS!
5. Shower shoes may be worn only while inside the housing units.
6. CoreCivic/TCDF issued shoes will be worn at all times when outside the housing units. Personal shoes are not allowed unless medically required or authorized by the Chief of Security/Chief of Unit Management.
7. Hats or other head covers will not be authorized for the general population. Designated detainee workers will be issued the proper head cover when required to be worn only while performing work related duties.
8. Detainees will wear a complete uniform (shirts, pants, shoes) at all times while outside the dormitory/housing unit.
9. Pants will be worn at a point about the waist that prevents the crease of the buttocks from showing despite the length of the shirt.
10. You are not to walk about the facility with your hands inside the waistband of your pants regardless of weather conditions.
11. No article of clothing will be worn in a manner not normally intended for that item (using a shirt as a head band or head cover, etc.)

PERSONAL HYGIENE

You will be living in a housing unit with other individuals, so personal hygiene is essential. You are expected to bathe daily and to keep your hair clean. Personal hygiene items such as soap, toothpaste, toothbrushes, combs, shampoo, skin lotion, and other items will be issued to you upon admission. If you should run out of an item, see your housing officer for an empty container exchange of the same item. Disposable razors will be provided on a daily basis. Razors will be checked out on an as needed basis and returned when you have finished shaving. Disposable razors will not be used by more than one (1) detainee for health and safety reasons meant to protect the detainees and staff. Personal hygiene products will be replenished on an as needed basis. Contact your detention officer when needing hygiene product replacement.

Detainees scheduled for court will be allowed to shave prior to departing the facility.

BARBERING SERVICE

General population and eligible RHU detainees will receive access to the barber shop, opening at 8a.m. to 4p.m. Monday through Sunday, according to the schedule posted on the bulletin boards in your housing area. The officer
stationed in your housing area will call for detainees who wish to have a haircut. For sanitary reasons, the cutting of hair in the dormitory/housing unit is strictly prohibited. Barbers or beauticians shall not provide service to any detainee when the skin of the detainee’s face, neck or scalp is inflamed, or when there is scaling, pus or other skin eruptions, unless service of such detainee is performed in accordance with the specific authorization of the chief medical officer. No person who is infested with head lice shall be served. It is also prohibited to possess cut hair or clippings, either your own or others.

DETAINEE DRESS CODE

- You are required to keep yourself clean and wear proper clothing/footwear during all activities.
- You are reminded that poor hygiene, poor sanitation and not wearing proper clothing and footwear can cause potential conflict with your peers and others and can have a negative impact upon your health and safety as well as that of those around you.
- Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation.
- The dress code for daily living and work assignments is the same.
- Ordinarily, detainees may wear any hairstyle with the following exceptions:
  For safety and hygiene reasons Detainee workers operating machinery will keep their hair in a neat, clean and in a commonly acceptable style.
  1. Hairstyles will not interfere with the safety and hygiene requirements.
  2. Ordinarily, facial hair may be grown without restriction with the following exceptions;
     - For safety reasons, detainee workers operating machinery may be expected to be clean shaven at all times. These restrictions are a requirement for employment in the above described work assignments and accepting a job in these areas denotes acceptance of the grooming standards for the above described work assignments.

There will be no exceptions to these requirements, even for medical reasons.

- Complete uniforms (pants, shirts, shoes and facility identification) are required to be worn when outside the housing unit.
- T-shirts and shower shoes are allowed in the dayroom areas after 5pm and on weekends/holidays.
- T-shirts are allowed on the recreation yard.
- Headwear is not allowed outside the bed area unless authorized by the proper approving authority.
- Religious apparel may only be worn as approved by the Chaplain.
- No towels, sheets or blankets will be permitted as clothing and are not to be used for cleaning unless designated by staff as such.
- Intentional or neglectful damage to CoreCivic/TCDF property (altered, torn, lost ripped, or graffiti) will result in disciplinary action and restitution.

INSPECTIONS OF PERSONS AND PROPERTY (Searches)

Routine unscheduled searches of the facility, a detainee’s persons and property will be conducted as deemed necessary.

- Searches are conducted of persons when:
  1. Entering or exiting the housing units;
  2. Leaving the visit area after a visit; and
  3. Entering or exiting other buildings or areas.
- Searches are conducted for the purposes of:
  1. Detecting and preventing the introduction of contraband (i.e. weapons, drugs, unauthorized clothing items, etc.);
2. Ensuring that safe and sanitary conditions exist within the facility;
3. Recovering lost, missing or stolen property; and
4. Preventing escapes and other disturbances.

- Searches will be conducted in a manner that avoids unnecessary force, embarrassment or indignity to the detainee and is not intended to be punitive in nature.

- Types of Searches Performed at TCDF:
  1. Visual Inspection: A search of a detainee or an area for contraband without physical contact.
  2. Frisk or Pat Search: A search conducted by placement of hands on the detainee’s clothing to feel for weapons/contraband. A thorough search is done of all pockets, collar, jackets waistbands and shoes. Shoes are removed to check socks and bottom of feet.
  3. Shakedown: A physical or visual search of a specific area of the facility.

- TCFD will conduct mandatory urinalysis testing under the following conditions:
  1. When security staff have reasonable suspicion that a detainee has used or is under the influence of drugs or intoxicants;
  2. When a detainee is found to be in possession of suspected unauthorized drugs or intoxicants or when suspected unauthorized drugs or intoxicants are detected or found in the area controlled, occupied or inhabited by a detainee;
  3. When the detainee is observed to be in possession of or using unauthorized drugs or intoxicants, but staff are unable to obtain a sample of the substance;
  4. On a random basis, utilizing an appropriate random testing procedure or on a routine basis when detainees return from an outside work detail; or
  5. Pursuant to an appropriate random testing procedure, the entire detainee population of the facility, any identifiable program area or any identifiable classification of detainees may be tested.
  6. The random testing program will not be used for the purpose or have the effect of harassing or intimidating any individual or group of detainees.
  7. Refusal to submit to urinalysis testing will result in severe disciplinary penalties.

**CONTRABAND**

Items which are considered to be detrimental to the safe and orderly operation of the facility are prohibited. Contraband items include, but are not limited to:

1. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives or any other article that, if used or possessed, would endanger the preservation of order in the facility;
2. Any item which could be used as an aide to escape;
3. Any item which could be used to disguise or alter the appearance of a detainee;
4. Any article of clothing or item for personal use or consumption which has not been cleared first through the Warden or purchased by a detainee from the commissary;
5. Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/video recordings of detainees, staff or government property;
6. Cigarettes, tobacco, e-cigarettes, or smoking paraphernalia, alcoholic beverages, cardboard boxes and excessive magazines;
7. Pictures of any kind that have been placed on dormitory/housing unit walls; and
8. Any item not purchased through authorized channels (commissary).
9. Possession and/or use of another resident's PIN number is also considered possession of contraband. Do not lend or borrow your personal PIN number.
LIVING CONDITIONS – General Population

You are temporally being held at the TCDF. You will stay at the facility until ICE determines it is time to transfer you to another facility. The TCDF cannot make the any determinations regarding your release or transfer.

The TCDF houses an additional contract that includes Torrance County Sheriff’s Office (TCSO). At no time will ICE detainees comingle with TCSO inmates.

The facility is divided into twenty-four (24) housing units, not including medical observation. Each celled housing unit can hold two detainees in each room, up to 40 detainees in each pod. There are two dormitories that have been designed to house multiple detainees in an open type setting; these can house up to 75 detainees in each area.

❖ Detainees are required to keep their assigned living areas clean at all times. Your bed must be made immediately upon waking and remain made when not in use and all personal property must be and organized. It is in your best interest to maintain a clean living area and avoid many of the problems associated with unsanitary living conditions.
❖ Padlocks are available at no charge for indigent detainees, and sold to non-indigent detainees through the facility Warehouse Manager. If you would like a padlock, submit a written request to the Unit Manager or Warehouse Manager.
❖ Each housing unit has sufficient areas for showers, toilet facilities, dining, dayrooms that allow indoor recreation and are in conformance with American Correctional Association (ACA) requirements. Because of this type of living arrangement, we expect your cooperation by showing other detainees the respect you wish to receive and respecting the property of others. You are also asked to respect the need to share common equipment such as telephones, tables, televisions, recreational games and equipment.

SLEEPING AREA/SANITATION

❖ You are required to keep your bed and immediate area clean and neat. You are also required to make your bed daily before reporting to your work assignment or when you begin your daily routine. When your bed is not in use, it must be made! The hanging of sheets, towels, blankets or clothing from sash bars, homemade clotheslines, overhead lights or beds is not permitted.
❖ Personal effects, including hygiene items, are to be stored in your property bin. Do not place items on windowsills, windows, bunks, lockers, under a mattress, etc. These items will be confiscated as contraband and removed when left in unauthorized areas. It will be your responsibility to identify and reclaim the items through the appropriate supervisor.
❖ To ensure cleanliness is maintained, you will be asked to participate in cleaning the dormitories/housing unit areas to include dayroom areas, sleeping areas, restroom area and shower area in cooperation with the housing unit orderlies. While we realize your stay at this facility is temporary, it is your home during this time and we expect your cooperation to keep it safe and clean.
❖ The housing units are cleaned as needed or as directed by a staff member, including after each meal, to ensure proper sanitation and safety. A staff member will issue all equipment, supplies and instructions.
❖ It is your responsibility to ensure that the area around your bed is clean.
❖ A significant number of showers are provided in each housing unit to allow each detainee an opportunity to shower daily. Please respect the other detainees by cleaning up after you have finished in the area.
❖ All cleaning supplies will be placed in appropriate storage locations when not in use.

SAFETY REGULATIONS/EMERGENCY PROCEDURES

The staff at the TCDF will make every effort to help ensure your safety while you are here. You must assume some responsibility for helping to make this facility safe. Signs are available to mark hazardous areas wherever they occur.
If you spill something, please clean it up. If you encounter a possible hazard, tell the officer in your area. Don’t assume that problems have been reported. Pay attention to warning signs and use reasonable care in potentially hazardous situations such as wet floors.

1. Detainees must follow all safety regulations, signs, instructions, directions, labels and any training provided.
2. All detainees must attend all safety/emergency training. Detainees must be trained before doing any hazardous task.
3. Detainees must wear personal protective equipment when handling cleaning or other chemicals.
4. Detainees cannot alter items or use an item for other than its intended purpose. Altered items are contraband and will be confiscated.
5. Do not remove the blade from disposable razors.
6. Detainees must immediately clean up any liquid spilled or stay clear of the area until it can be cleaned up.
7. Detainees injured in the housing unit, on the recreation yard, or anywhere else in the facility, must immediately report the injury to the employee on duty in that area.
8. Detainees will not tamper with, prop open, block, or disable any locking device and/or door.
9. Detainees will not hang shirts on the Recreation Yard.
10. Detainees will not reach in the razor wire for any reason.
11. Detainees will not climb any fence for any reason.
12. Drills are conducted throughout the facility including the living areas. In the event of an emergency or drill detainees are responsible for following all instructions given by staff. Failure to comply will be considered interfering/hindering with facility safety regulations.
13. There is an Evacuation Plan/Map posted in every housing unit that shows the emergency evacuation route in case of fire. Do not remove these plans.

OFFICIAL COUNTS

In order to maintain proper accountability of detainees at this facility, official counts are conducted at the following times:

1. Formal counts are conducted at the following times; 3:00a.m., 6:30a.m., 9:15a.m., 3:00p.m., 7:00p.m., 10:00p.m. (Picture ID/Roster count – Stand-Up Count), 12:00 a.m.
2. Informal counts are conducted at irregular, unannounced times.

Detainees are expected to cooperate during each count. The televisions will be turned off and no movement is allowed while the count is being conducted. When officers are counting, you must return to and remain seated on your bunk until cleared for movement. During counts no talking is permitted. Disruptions during counts may result in a lock-down being initiated. Detainees must stand during emergency counts.

MEALS

• All meals are nutritionally balanced, pork free, dietician approved, properly prepared and attractively served in wholesome, clean and safe surroundings. To obtain a special diet for religious purposes, send a request stating the religion and the special diet requirements to the Chaplain. Special diets are subject to monitoring for compliance. The use of food, (i.e., withholding or variation from the standard menu) as a disciplinary measure or reward is prohibited. You will be issued appropriate eating and drinking utensil(s). Menus are posted on the bulletin board in your housing unit.
• For those detainees who require a special diet due to medical reasons, the diet may be requested through Health Services. To be considered, submit a sick call form to Health Services. The nurse will then make an appointment for you to see a medical provider who will evaluate your request.
• The TCDF will provide you with three (3) meals per day; breakfast at 5:00am, lunch at 11:00am and dinner at 5:00pm. These are approximate times. Meals and a beverage are served in each housing unit. You are to follow
the rules of the detention officers. You're facility issued identification must be shown to collect your meal. Cutting the line, grabbing trays or taking trays to the bed area is not permitted. You are only allowed one (1) tray per meal; detainees are not permitted to pick up another detainee’s meal tray. Each detainee is required to pick up their own meal tray.

1. All food is to be eaten at the tables provided in the housing unit.
2. You are to eat at the designated time and immediately return your tray to the cart provided.
3. No outside food will be permitted in the housing unit other than that provided through the kitchen and commissary facilities, unless ordered through "food night" (you must have money in your account to purchase).
4. **MEALS ARE NOT TO BE EATEN IN THE BED AREA.**
5. DO NOT put meal trays or foil in the microwaves.
6. Microwaves are to be cleaned after each use.
7. You will have a total of twenty (20) minutes to eat each meal.
8. No food from meals will be stored in lockers or locker boxes.

**ACCESS TO TELEPHONES**

- The housing units have been equipped with telephones. These telephones have been provided so you can communicate with friends and/or relatives.
- Upon your arrival, the Processing Officer will issue you a PIN number; this will allow you a one-time, free three minute phone call. This pin number is unique to you and will be active throughout your stay at the facility. You are required to set up a voice password prior to completing their first phone call.
  - This system is designed to make sure that no other detainee can access your pre-paid account. Pre-paid accounts are your responsibility; you must protect your Voice Biometrics in order to receive your funds. The telephone calls can be made collect or you may elect to participate in the prepaid calling system. This system allows you to purchase phone minutes through the commissary.
- Your family or friends may also deposit money to your phone account by calling Talton Customer Service at 1-866-348-6231; the Talton website at www.Talton.com; or through the lobby kiosk (cash or credit). See your unit bulletin board for current calling rates.
- To increase the volume on the telephones, press the star (*) button, or volume, while you are talking.
- **Incoming calls will not be received on these telephones, nor is three (3)-way calling available.**
- To respect the privacy of others, we ask that you quietly wait your turn, as the telephones will be used on a first-come-first-serve basis. If you need assistance, ask the officer assigned to your area.
- **All phone calls are subject to monitoring and/or recording.** To obtain an unmonitored call to a court, a legal representative or for the purposes of obtaining legal representation, submit a Detainee/Inmate Request form to your Detention Counselor. Procedures for making an anonymous call are posted in the housing unit.
- The telephone numbers to inquire about the status of your case as well as the numbers to a majority of consulates have been made available to you at no charge (Pro Bono). (Consult your housing unit bulletin board for a list of numbers). To dial free/Pro Bono calls:
  1. Press 1 for English;
  2. Enter PIN followed by the # sign;
  3. Press 6 for Pro Bono calls
  4. Enter speed dial number corresponding to the entity who you would like to call.
- In the event that you are unable to contact your attorney or consulate using the housing unit phones, you may submit a request form to any of your Unit Management Team for alternative telephone access.
- TDD telephone machines are available for the hearing impaired.
- When telephone demand is high, you are expected to limit your telephone calls to twenty (20) minutes in order to permit others the same telephone privileges. You are permitted to continue your call beyond 20 minutes should the demand allow.
The telephones are available for your use from wake-up time until bed time; phones will be off turned during count times.
When facility staff receives an emergency telephone call for a detainee, the caller's name and telephone number shall be obtained and promptly given to you.
You will be permitted to promptly return an emergency call within the constraints of security and safety of the facility.
Phone calls in which attempts to have outside contacts send or introduce drugs/contraband into the facility may result in the outside person's number being blocked.

**TALTON TABLET INSTRUCTIONS:**

1. Leave tablets on charging station when not in use;
2. Use the top right button on the side of the case to turn on tablet;
3. Select English, Spanish, or French from the dropdown box on the top right of the screen;
4. Use your Telephone PIN and put your face in the box on the screen to log in; and
5. You will be asked to set up a second PIN number (please choose a number different from your phone PIN).

**NOTE:** The Tablet will log you out after five minutes of inactivity. You will continue being charged as long as you are logged into the Tablet.

**RELIGIOUS SERVICES**

All detainees will have access to religious resources, services, instructions and counseling on a voluntary basis. All detainees will be extended the amount of freedom and opportunity necessary for pursuing any legitimate religious belief or practice within the constraints of security and safety conditions.

- Religious services are provided through the Chaplaincy Office and through services provided by community volunteers. These services may include individual counseling, group prayer, bible study and various religious organizational church/worship services. Times may begin from 8:30a.m. to 8:30p.m., a schedule of the days and times of each regularly scheduled service is posted on the bulletin board in your housing unit. These services are open to all who wish to attend with regard to space limitations and security concerns.
- Religion-based educational programs and special activities are also available according to the activity schedule posted on the bulletin board in your housing unit.
- Religious materials from various faiths are available upon request.

**COMMISSARY**

- Commissary will be open for your use Monday through Friday according to posted schedules in your housing unit, except on commissary inventory days.
- Commissary orders are to be completed and placed in the mailbox located in each housing unit. The order form must be properly completed in ink, with your name, housing unit number and Alien number, in order to receive commissary on that day. (WRITE LEGIBLY). All order forms must be received by 7:30am on the day of commissary.
- There will be no refunds for wrong items purchased. It is your responsibility to properly fill out the order form. Prior to opening your commissary bag, you must verify all items. If you feel there is a problem with the order one of the commissary staff will verify the items in the bag with you prior to it being opened. Once you have opened the bag, the order is complete. There will not be any exchanges, refunds or replacement of missing items.
Commissary items are subject to limitations and/or changes without notification.

**VOLUNTARY WORK PROGRAM**
Detainees may have opportunities to work to earn money while confined, subject to the number of opportunities available and within the constraints of the safety, security and good order of the Facility. Detainees shall be able to volunteer for work assignments, but otherwise shall not be required to work, except to do personal housekeeping. High custody detainees are not permitted to work outside of their housing areas.

- Every effort will be made to provide you with an opportunity to participate in the voluntary work program.
- Detainees will receive compensation for work completed.
- You will not be permitted to work in excess of eight (8) hours daily, or forty (40) hours weekly.
- You will be required to sign a voluntary work program statement and receive necessary training.
- Detainees that participate in the volunteer work program are required to work according to an assigned work schedule and unexcused absence from work or unsatisfactory work performance could result in removal from the voluntary work program. No detainee will have supervision/control over any other detainee.
- You are asked to perform tasks associated with the daily operation of the facility. Such tasks may include general sanitation, as well as other tasks. Under no circumstances will you be forced to take part in the work program.
- Your eligibility to work will be determined by ICE and TCDF staff. If you desire to be placed on a work program, send an Inmate Request Form to the responsible shift supervisor or department head who will forward your name for consideration. Please remember that there are not enough job assignments for each person; therefore, we ask for your patience and cooperation.
- If you are given an assignment that is outside their scope of duties, report the information to a staff member or staff supervisor.

**LIBRARY / LAW LIBRARY**
- The library at this facility contains standard library materials found in a school or community library. The needs, interest and abilities of the majority of detainees is carefully considered, and the library collection was developed accordingly. The library books are available by completing a request and selecting from a provided list of available books. Once submitted, the library staff will deliver the requested book(s) to you no later than the following day, Monday through Friday, excluding weekends and holidays. Requests submitted on the weekends will be processed the following business day.
- One (1) general reading book may be checked out for a total of seven (7) days. The item must be returned before checking out additional material. It is important that you take care of the books and return them timely so other detainees have the opportunity to read and enjoy them. All books must be returned before your release from the facility, and in the same condition they were received.
- Personal reading time will be given Monday through Sunday in the programs room. Reading time will be offered for an hour each day to ensure all detainees have the opportunity to read quietly. You may not request an extended time due to other programs offered. Days and times for reading hour will be posted in your assigned housing area.
- **Reference materials, legal materials and magazines are not to be taken out of the library.**
- The law library is available for all detainees to use during their housing units' scheduled time. A schedule is posted in each of the housing units. When more time is needed, a written request may be submitted to the library staff. The request will be answered in a timely manner, usually by the next business day. The law library contains legal reference materials that ICE has determined to be essential in providing you with information relevant to immigration law and proceedings. This information is accessible on the computers in the library in the Lexis/Nexis Program. The instructions for accessing the Lexis/Nexis Program are posted above the computers in the Law Library.
If you need additional reference materials not maintained in the law library, you may submit a request to the library, stating the name and type of material needed. Your request will be forwarded to ICE for approval.

If you find library material missing or damaged, notify the library coordinator by submitting a request to the recreation department.

The Law Library hours begin at 7:30 a.m. to 2:45 p.m., according to the posted schedule on the bulletin board in the housing units. Extra law library time (beyond the five-hours-per-week) is available by submitting a request to the Librarian and/or the Library Aide. Detainees with court deadlines will be given priority.

All detainees will sign in and out of the library.

Computers are available in the law library for preparation of legal documents ONLY. Violators will be subject to disciplinary actions. Printers will be provided during your law library session to print legal documents for the preparation of your case. Thumb drives are available to store your legal papers.

Detainees with disabilities, LEP detainees and illiterate detainees who wish to pursue a legal claim related to their immigration proceedings or detention, and who require assistance in pursuing their legal claim must request such assistance from their unit staff.

Detainees housed in the Restrictive Housing Unit (RHU) have access to the law library, including the same legal resources and materials as detainees in general population.

VISITATION

TCDF provides an opportunity for you to have one (1) visit per week (Sunday through Tuesday and Thursday through Saturday, and during holidays) for up to one two-hour contact visit with family and friends. Times will vary according to the schedule. If there are more visitors than can be accommodated in the visiting room, it may be necessary to limit visits to lesser periods of time. Visiting times can also be shortened due to security risks, count, or other unanticipated events.

For approval for visits on days that are not scheduled for your housing unit or for extended visits due to long distance travel or other extenuating circumstances, submit a Special Visit Form to the Chief of Unit Management.

If visitor(s) bring children (eighteen (18) years of age or under), they are expected to remain under the direct supervision of the adult visitor(s), so they will not disturb others who have visitors. Only two (2) adults and two (2) minor children (ages eighteen (18) and under) will be allowed to visit at a time, as space is limited.

You should discourage visitors from bringing large quantities of hand carried items. The visitor(s) may be required to leave certain items in a locker or in their vehicle. All visitors and items are subject to search.

You will need to notify visitors of these hours and procedures and advise them that they must bring a government-issued picture identification (for ages eighteen (18) and up) in order to be allowed to visit.

Visitors must be in appropriate and socially acceptable attire. The following clothing is PROHIBITED: Shorts, above the knee mini-skirt, short dresses, tank tops, sleeveless shirts, see-through clothing, open toe shoes, or heels higher than 2 inches.

Visitation schedules, as well as rules for visitation are posted in your housing unit.

Visitors are not allowed to give you any items, money, or paperwork.

Directions are available to visitors and/or attorneys by calling 505-384-2711.

ATTORNEY VISITS

General attorney visitation hours are Monday through Friday, 8 a.m. to 4 p.m., and are available Saturday, Sunday and holidays for a minimum of four hours, if needed.

If necessary, you will be given the option to meet with your legal representative during meal hours and you will be provided with a meal tray or a sack meal.

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You are allowed to receive legal documents only from your attorney once approved by appropriate supervisory personnel.

If you have made an appointment to meet with an attorney, legal representative or paralegal from an organization, legal firm or other association or company, it is your responsibility to cancel the appointment if you do not intend to keep the appointment. Appointment cancellations will not be accomplished on your behalf by or through an officer or another.

A list of pro bono (free) legal organizations is posted in all detainee housing areas and other appropriate areas. If you wish to see a representative or paralegal from that organization, it is your responsibility to contact them for an appointment.

You may contact them by mail or phone to request their assistance.

If you have questions concerning the status of your case call #222 from the housing unit phones or submit a Detainee Request Form to ICE and place it in the ICE mailbox.

GROUP LEGAL RIGHTS PRESENTATIONS

“Know Your Rights” (KYR) / "Legal Orientation Programs" (LOP) are given by volunteer legal representatives. You will be given the opportunity to attend one of these presentations once you have been assigned housing. Attendance is voluntary and only limited by space available and security concerns of the facility.

Presentations shall occur in the facility visitation room.

Detainees in RHU shall be given notification of scheduled presentations.

Notification of scheduled presentations will be posted in your unit at least 48 hours prior to occurrence. You must indicate your interest in attending by signing up on the posted sign-up sheets in your unit.

These presentations cover general information and are not intended to give specific legal advice.

MARRIAGE REQUESTS

Request for marriage must be sent to the Warden. If denied, the request will be reviewed by ICE officials who may uphold or reverse the Warden’s denial. You must be able to provide documentation of the following:

1. You are legally eligible to marry in this state; and
2. Your intended spouse has affirmed, in writing, his/her intent to marry you. (This must accompany your request.)

CORRESPONDENCE AND OTHER MAIL

Mail will be picked up and delivered within 24 hours of receipt Monday through Friday (excluding holidays).

You may send or receive mail from anyone you know personally. You may place your unsealed outgoing letters in the box in your housing unit marked “MAIL”.

All incoming and outgoing mail must be properly addressed and include your name, Immigration A# and housing unit/bed number. If all information is not included, mail will be returned. See below example:
At a minimum, the following information should be included on any incoming correspondence:

Sender's Name
Sender's Address

John Doe #000000000
CoreCivic/TCDF
P.O. Box 837
Estancia, New Mexico 87016

- Drawing on the front of your outgoing envelopes is prohibited due to postal regulations.

**SPECIAL CORRESPONDENCE/LEGAL MAIL**

“Special correspondence” is defined as written communication to or from the President and the Vice President of the United States; the U.S. Department of Justice; U.S. Public of Health Service; Secretaries of the Army, Navy, or Air Force; U.S. Courts (including probation offices); Members of Congress; embassies and consulates; State governors; State Attorney General, prosecuting attorneys; director of state departments of corrections; state parole offices; state legislatures; state courts; state probation officers; other federal and state law enforcement offices; personal attorneys; representatives of the news media; Department of Homeland Security (DHS); U.S. Immigration and Customs Enforcement (ICE); ICE Health Service Corps (IHSC); DHS Civil Rights and Civil Liberties (CRCL); DHS Office of the Inspector General (OIG); outside health care providers; and administrators of grievance systems.

- If you receive incoming special correspondence, it will be opened in your presence (unless otherwise authorized by the Warden) and inspected for physical contraband. Staff will neither read nor copy special correspondence. If you do not accept the letter or permit the letter to be inspected in your presence, it will be returned to the sender. Correspondence will only be treated as special correspondence or legal mail if the title and office of the sender or addressee are clearly identified on the envelope, and the envelope is marked as “special
correspondence” or “legal mail,” as defined above. It is your responsibility to inform the sender of the labeling requirements for "special correspondence" or "legal mail."

- Outgoing "legal mail" and "special correspondence" will not be opened, inspected or read.
- You will not be allowed to receive or send packages without advance arrangements and prior approval from the Chief of Security. The postage for sending packages and oversized or overweight mail will be your responsibility. See the Detention Counselor for an approval form for incoming packages.
- Incoming and outgoing mail, with the exception of special correspondence or legal mail, shall be opened in your presence and inspected for contraband.
- In accordance with PBNDS 2011 2.5 Funds and Personal Property, this facility has an automated funds system and does not accept funds through the mail. Any funds received through the mail will be returned to sender.
- All envelopes containing outgoing general correspondence should be sent to the mailroom unsealed and ready for inspection.
- General correspondence shall be read or rejected only to protect the safe, secure and orderly operation of the facility, and detainees shall be notified in writing when correspondence is withheld in part or in full.
- All incoming and outgoing packages will be opened in your presence (unless otherwise authorized by the Warden where certain circumstances exist) and inspected for contraband. Contraband includes, but is not limited to the following: materials that depict, describe or encourage activities that could lead to physical violence such as materials dealing with the subjects of self-defense or survival, weaponry, armaments, explosives, or incendiary devices; information regarding escape plots, plans to commit illegal activities or to violate ICE rules or facility guidelines; information regarding the production of drugs or alcohol; sexually explicit material; threats, extortion, obscenity, or gratuitous profanity; a code; stamps, envelopes and blank paper; phone cards; photos larger than 5x7; books and magazines (if approved, they must be received directly from the publisher); or other contraband as outlined in this handbook. A package received without prior approval is considered contraband.
- Identity documents such as passports, birth certificates, etc. will be secured and provided to ICE. You are not allowed to keep an identity document in your possession. Upon your request to ICE/ERO you will be provided a certified copy of the document.
- When correspondence or packages are rejected, you and the sender will receive a written notice explaining the reasons for rejection.
- When you are released from the facility, your incoming mail will be sent to the forwarding address you provided to the officers during your intake/release. If you do not provide a forwarding address, your mail will be endorsed, “No Forwarding Address, Return to Sender.” All such mail will be returned to the U.S. Postal Service.
- To obtain paper, writing implements and envelopes for your personal use, submit an Inmate/Detainee Request form to the Unit Team.
- Postage stamps may be purchased from the commissary for outgoing mail. Indigent detainees will be allowed postage to mail an unlimited amount of special correspondence or legal mail, within reason; three pieces of general correspondence; and/or packages deemed necessary by ICE. **To be considered indigent, you must have maintained a balance of $15.00 or less on your CoreCivic/TCDF account for the past 10 days.**

**CONTACTING ICE STAFF**

- Scheduled hours and days that ICE staff will be available to you in your unit are Tuesdays and Thursdays between the hours of 09:00am-3:00 pm. Any changes to this schedule shall be posted in your housing unit. The local ICE office is U.S. Immigration and Customs Enforcement, 5441 Watson Drive, Albuquerque, NM 87106. **Phone: (505) 452-4771.** You may call the local ICE office Monday thru Friday, from 0800 to 1600 hours.
- The ICE Officer in Charge (OIC), the Assistant Officer in Charge (AOIC) and designated department heads will conduct weekly unannounced (not scheduled) visits to your housing area. The purpose of these visits is to address your personal concerns and observe your living and working conditions. You have the opportunity to submit written questions, requests or concerns to ICE staff utilizing the ICE Special Correspondence form. The
ICE Special Correspondence Form should be placed in the mailbox labeled “ICE” in your housing area. You may obtain assistance from another detainee, detention housing officer or other facility staff in preparing your request form. The ICE staff receiving your request form will respond as soon as possible but not later than within 72 hours from receiving your request. This procedure is not to be used for submitting formal grievances. (See “Grievance” section.)

- ICE staff will have the keys for the ICE mailboxes, located in the housing unit. ICE staff will pick up the requests, facility staff do not have access to these boxes.
- For additional contact information, please reference the last page of this handbook.

**Torrance County Detention Facility Address:**

CoreCivic/TCDF  
P.O. Box 837  
Estancia, New Mexico 87016

To write to the local ICE office, please utilize the following address:

U.S. Immigration and Customs Enforcement, ERO  
5441 Watson Drive  
Albuquerque, NM 87106

To write to the ICE El Paso Field Office, please utilize the following address:

U.S. Immigration and Customs Enforcement,  
El Paso Field Office  
11541 Montana Ave., Suite E  
El Paso, TX 79936

Please mark your envelope as referenced above.

**NOTARY, COPIES AND RELEASE OF FUNDS**

- **NOTARY** - Notary assistance may be obtained by sending a request to the Unit Team. You will be contacted as soon as possible to accomplish the task.
- **COPIES** - Request for copies of legal material should be forwarded to the Unit Team.
- **RELEASE OF FUNDS** – Request for Release of Funds Form (2-5A) should be submitted to the Unit Management Team for approval. You may be allowed access to personal funds to pay for legal services. Contact your unit management staff if you have any questions. **You will not be allowed to send or transfer money from your account to other detainees account within CoreCivic/TCDF.**

**DETAINEE DISCIPLINE**

In a facility where many individuals live together in a relatively small amount of space, it is extremely important that order and discipline be maintained. Discipline and order are not only for the benefit of the staff, but also for the safety and welfare of you and all other detainees. While many problems can be solved informally through counseling, disciplinary measures must occasionally be imposed.
Rules of Conduct/ Disciplinary Procedures

You are expected to abide by established rules and facility schedules during your time at the TCDF. These rules are posted in each housing unit and should be thoroughly reviewed immediately upon housing unit assignment.

A list of offenses and sanctions is included in the rules of conduct (see below). There will be an informal and formal discipline program. The informal procedure addresses minor infractions. The formal process will handle more serious offenses. If you are involved in an incident that results in formal charges being placed on you, an investigation will normally be initiated within 24 hours of staff becoming aware of the incident. Upon completion of the investigation (normally within 24 hours, but up to 72 hours), you will be provided written notice of the charges against you and advised of your due process rights.

If you are charged with violating a prohibited act in a High Moderate (300) or Low Moderate (400) category, a hearing will normally be conducted and resolved by the Unit Disciplinary Committee (UDC). During this process, you have the right to remain silent, may call witnesses, as long as it does not endanger institutional safety, and present documentary evidence.

The UDC may refer the incident to the Institutional Disciplinary Panel (IDP) or the Disciplinary Hearing Officer (DHO) at their discretion. All Greatest (100) and High (200) category offenses must be referred to the IDP or the DHO. The investigating officer or the UDC hearing will normally hold the IDP/DHO hearing within 48 hours of referral, unless waived by you, or you request more time to prepare. You will receive translation or interpretation services throughout the investigative, disciplinary and appeals process, as needed.

Disciplinary Severity Scale and Prohibited Acts

Appendix 3.1.A: Offense Categories

I. “Greatest” Offense Category

A. Prohibited Acts

100 Killing

101 Assaulting any person (includes sexual assault)

102 Escape from escort; escape from a secure facility

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity [e.g., a riot or an escape]; otherwise the charge is classified as Code 222, 223 or 322))

104 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, escape tool, device or ammunition

105 Rioting

106 Inciting others to riot

107 Hostage-taking

108 Assaulting a staff member or any law enforcement officer
109 Threatening a staff member or any law enforcement office with bodily harm

B. Sanctions
1. Initiate criminal proceedings
2. Disciplinary transfer (recommend)
3. Disciplinary segregation (up to 60 days)
4. Make monetary restitution, if funds are available
5. Loss of privileges (e.g., commissary, vending machines, movies, recreation, etc.)

II. “High” Offense Category

A. Prohibited Acts

200 Escape from unescorted activities open or secure facility, proceeding without violence
201 Fighting, boxing, wrestling, sparring and any other form of physical encounter, including horseplay that causes or could cause injury to another person, except when part of an approved recreational or athletic activity
202 Possession or introduction of an unauthorized tool
203 Loss, misplacement or damage of any restricted tool
204 Threatening another with bodily harm
205 Extortion, blackmail, protection and demanding or receiving money or anything of value in return for protection against others, avoiding bodily harm or avoiding a threat of being informed against
206 Engaging in sexual acts
207 Making sexual proposals or threats
208 Wearing a disguise or mask
209 Tampering with or blocking any lock device
210 Adulterating of food or drink
211 Possessing, introducing, or using narcotics, narcotic paraphernalia or drugs not prescribed for the individual by the medical staff
212 Possessing an officer’s or staff member’s clothing
213 Engaging in or inciting a group demonstration
214 Encouraging others to participate in a work stoppage or to refuse to work
215 Refusing to provide a urine sample or otherwise cooperate in a drug test
216 Introducing alcohol into the facility
217 Giving or offering an official or staff member a bribe or anything of value
218 Giving money to, or receiving money from, any person for an illegal or prohibited purpose (e.g., introducing/conveying contraband)
219 Destroying, altering, or damaging property (government or another person’s) worth more than $100
220 Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
222 Possessing or introducing an incendiary device (e.g., matches, lighter, etc.)
223 Engaging in any act that could endanger person(s) and/or property

B. Sanctions
1. Initiate criminal proceedings
2. Disciplinary transfer (recommend)
3. Disciplinary segregation (up to 30 days)
4. Make monetary restitution, if funds are available
5. Loss of privileges (e.g., commissary, vending machines, movies, recreation, etc.)
6. Change housing
7. Remove from program and/or group activity
8. Loss of job
9. Impound and store detainee’s personal property
10. Confiscate contraband
11. Restrict to housing
12. Warning

III. “High Moderate” Offense Category

A. Prohibited Acts
300 Indecent exposure
301 Stealing (theft)
302 Misusing authorized medication
303 Loss, misplacement or damage of a less restricted tool
304 Lending property or other item of value for profit/increased return
305 Possessing item(s) not authorized for receipt or retention and not issued through regular channels
306 Refusing to clean assigned living area
307 Refusing to obey the order of a staff member or officer (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: continuing to riot is Code 105—Rioting; continuing to fight Code 201—Fighting; refusing to provide a urine sample, Code 215—Refusing to provide a urine sample or otherwise cooperate in a drug test).
308 Insolence toward a staff member
309 Lying or providing false statement to staff
310 Counterfeiting, forging or other unauthorized reproduction of money proceedings or other official document or item (e.g., security document, identification card, etc.); may be categorized as greater or lesser offense, depending on the nature and purpose of the reproduction (e.g., counterfeiting release papers to effect escape—Code 102 or 200).

311 Participating in an unauthorized meeting or gathering

312 Being in an unauthorized area

313 Failing to stand count

314 Interfering with count

315 Making, possessing, or using intoxicant(s)

316 Refusing a breathalyzer test or other test of alcohol consumption

317 Gambling

318 Preparing or conducting a gambling pool

319 Possessing gambling paraphernalia

320 Unauthorized contact with the public

321 Giving money or another item of value to, or accepting money or another item of value from, anyone, including another detainee, without staff authorization

322 Destroying, altering, or damaging property (government or another person’s) worth equal to or less than $100

323 Signing, preparing, circulating, or soliciting support for group petitions that threaten the security or damaging property (government or another person’s) worth equal to or less than $100

323 Signing, preparing, circulating, or soliciting support for group petitions that threaten the security or orderly operation of the facility.

B. Sanctions

1. Initiate criminal proceedings
2. Disciplinary transfer (recommend)
3. Disciplinary segregation (up to 72 hours)
4. Make monetary restitution, if funds are available
5. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)
6. Change housing
7. Remove from program and/or group activity
8. Loss of job
9. Impound and store detainee’s personal property
10. Confiscate contraband
11. Restrict to housing unit
12. Reprimand
13. Warning

IV. "Low Moderate" Offense Category

A. Prohibited Acts

400 Possessing property belonging to another person
401 Possessing unauthorized clothing
402 Malingering; feigning illness
403 Smoking where prohibited
404 Using abusive or obscene language
405 Tattooing, body piercing or self-mutilation
406 Unauthorized use of mail or telephone (with restriction or temporary suspension of the abused privileges often the appropriate sanction)
407 Conduct with a visitor in violation of rules and regulations (with restriction or temporary suspension of visiting privileges often the appropriate sanction)
408 Conducting a business
409 Possessing money or currency, unless specifically authorized
410 Failing to follow safety or sanitation regulations
411 Unauthorized use of equipment or machinery
412 Using equipment or machinery contrary to posted safety standards
413 Being unsanitary or untidy; failing to keep self and living area in accordance with posted standards

B. Sanctions

1. Loss of privileges, commissary, vending machines, movies, recreation, etc.
2. Change housing
3. Remove from program and/or group activity
4. Loss of job
5. Impound and store detainee’s personal property
6. Confiscate contraband
7. Restrict to housing unit
8. Reprimand
9. Warning

Institution Disciplinary Panel (IDP)

- Shall conduct formal hearing on Incident Reports referred from investigations or UDCs and may impose higher level sanctions for "greatest" and "high" level prohibited acts.
As a detainee charged with a prohibited act(s), if referred to IDP for disposition, you will have the following rights:

1. The right to have a written copy of the charge(s) against you at least 24 hours prior to appearing before the IDP.
2. Upon request, or automatically if the detainee is illiterate, has limited English language skills or otherwise needs special assistance, the right to have a full time member of staff who is reasonably available to assist you before the IDP.
3. The right to call witnesses and present documentary evidence on your behalf, provided institutional safety would not be jeopardized.
4. The right to remain silent. Your silence may be used to draw an adverse inference against you. However, your silence alone may not be used to support a finding that you committed a prohibited act.
5. The right to be present throughout the IDP decision, except during committee deliberations and where institutional safety would be in jeopardy.
6. The right to be advised of the IDP decision in writing and the facts supporting the panel’s decision, except where institutional safety would be jeopardized.
7. The right to appeal the decision of the IDP by means of the detainee grievance procedure to the Warden.

Staff Representation for the IDP

- The Warden shall upon the detainee’s request, assign a staff representative to help prepare a defense prior to the commencement of the IDP. This help shall be automatically provided for detainees who are illiterate, have limited English-language skills, or who are without means of collecting and presenting essential evidence. Detainees shall also have the option of receiving assistance from other detainees of their selection, subject to approval from the Warden.

Unit Disciplinary Committee (UDC)

- The UDC will conduct hearings and, to the best extent possible, shall informally resolve cases involving high moderate or low moderate charges in accordance with the list of charges and related sanctions.
- The UDC will offer the detainee the right to due process, which includes the rights to:
  1. Remain silent at any stage of the disciplinary process;
  2. Have a UDC hearing within 24 hours after the conclusion of the investigations, unless the detainee:
     i. Waives the notification period and requests an immediate hearing, or
     ii. Requests more time to gather evidence or otherwise to prepare a defense;
  3. Attend the entire hearing (excluding committee deliberations) or waive the right to appear.
  4. Present statements and evidence, including witness testimony on his/her own behalf; and
  5. Appeal the committee’s determination through the detainee grievance process

- The detainee will receive copies of:
  - The UDC decision which will contain the reason for the disposition and sanctions imposed;
  - Written notification of charges and hearing before the IDP; and
  - A copy of the report at the conclusion of the disciplinary hearing.

CONFIDENTIAL INFORMANTS – The UDC or IDP shall disclose as much confidential information as may be disclosed without jeopardizing the safety and security of facility staff and other persons, and shall include in the hearing record the factual basis for finding the information reliable.
SANCTIONS — Range from the withholding of privilege(s) to segregation.

- While a detainee may be charged with multiple prohibited acts and may receive multiple sanctions for one incident, sanctions arising from a single incident shall run concurrently.

APPEAL — Detainees can appeal disciplinary decisions through the formal grievance process.

EXPUNGEMENT - If a detainee is found not guilty of an offense, major or minor, either after the hearing or the appeal, all reference to that offense will be removed from their file.

CRIMINAL MISCONDUCT – The TCD, in coordination with the ICE Field Office Director, shall work with prosecutors and other law enforcement officials to ensure that detainees who engage in serious criminal activity, including violence against staff and other detainees, face criminal prosecutions when appropriate.

GRIEVANCE PROCEDURES

- The TCDF provides a means for all detainees to address complaints regarding facility conditions, treatment, medical care and policies and procedures. Most matters can and should be resolved directly and promptly between the detainee and staff.

MEDICAL GRIEVANCES: Medical grievances must be placed in the box marked "medical" or "sick call". All detainees have access to an informal resolution process to resolve their complaints. At any time the informal resolution process has not provided successful resolution of the complaint or in the event of an emergency grievance, detainees may use the formal grievance process. All complaints will be assessed in a fair and impartial manner. Resolution in the best interest of the detainee and the facility is the primary goal.

- You can invoke the grievance process regardless of disciplinary, classification, or other administrative decisions to which you may be subject.

- You may not submit a grievance on behalf of another detainee; however, assistance from a staff member or another detainee may be provided when necessary to communicate the problem on the grievance form. Grievances are considered special correspondence.

- You will not be subject to retaliation, reprisal, harassment, or discipline for use or participation in the informal resolution process or grievance process. Any allegations of this nature will be thoroughly investigated by the Warden.

- If it is determined by the Warden that you are deliberately abusing the grievance system through excessive filing of grievances and/or repeated refusal to follow procedures, the Warden may suspend your right to file additional grievances until all pending grievances have been resolved. Continued abuse may result in an adverse action initiated against you.

- With the exception of emergency grievances, you should utilize the informal resolution process concerning questions, disputes, or complaints prior to the submission of a formal grievance. You may orally present your complaint to any staff member at any time of the event or submit the CoreCivic form, 14-5A Informal Resolution Form, to the housing officer or unit staff.

- While you are free to bypass or terminate the informal grievance process and proceed directly to the formal grievance stage, you are encouraged to utilize the informal process and allow the complaint to be resolved at the lowest level. Complaints should be, whenever possible, resolved through direct contact with the staff responsible for the particular issue and via two-way communication encouraged between staff and detainees.
  - If you are not satisfied with the results of the informal resolution process, you may submit a 14-5B ICE Detainee Grievance Form to the Grievance Officer by placing it in the box marked "grievance" in the housing unit. The Grievance Officer will check the grievance mail boxes daily, excluding weekends and holidays. The appropriate department head will act on the grievance within five (5) working days through informal or formal resolution and provide you with a written response.

- When filing a grievance, if a detainee needs assistance in preparing a grievance or needs assistance due to impairments or disabilities, or interpretation/translation services, detainees with limited English proficiency (LEP) and assistance with limited literacy, he or she may request assistance from a staff member.
If you do not accept the grievance decision, you may file an appeal and indicate so on your grievance response and place it in the grievance box. The Grievance Appeals Board (GAB) will convene to study the grievance within five (5) working days of your appeal. Within five (5) working days of reaching a decision, the GAB will provide you with a response to the grievance in writing.

- If you disagree with the Grievance Appeals Board (GAB), you may appeal to the Warden.
- The Warden, and in some cases the ICE Field Office Director (and/or designee), shall review the finding of the Grievance Appeals Board (GAB) will provide you with a written decision within five (5) days of receiving the appeal.

A copy of all grievances will be maintained in your detention file.

If you submit a grievance for review and you are released/deported, efforts to resolve the grievance will normally continue. It is your responsibility to notify the Grievance Officer of your release/deportation and provide a forwarding address and any other pertinent information.

**EMERGENCY GRIEVANCES** – Detainees may file an emergency grievance for incidents that involve an immediate threat to health, safety, or welfare, and will receive a written response in a timely manner.

There is no time limit on when you may submit a grievance regarding an allegation of sexual abuse.

At any point, you have the right to file a complaint directly to the Department of Homeland Security (DHS) OIG about staff misconduct, physical or sexual abuse or civil rights violations; complaints may be filed by calling the DHS OIG Hotline at 1-800-323-8603, or you may write to:

Department of Homeland Security  
Washington, D.C. 20528  
Attn: Office of the Inspector General

**NON-GRIEVABLE MATTERS** - The following matters are not grievable by detainees through the grievance process:

1. State and federal court decisions;
2. State and federal laws and regulations;
3. Final decisions on grievances;
4. Contracting agency (ICE) policies, procedures, decisions or matters (i.e., institutional transfers, release/deportations decisions, etc.);
5. No grievance may be submitted on behalf of another detainee.

**SEGREGATION/SHORT STAY UNIT**

**Administrative Segregation**

1. Intended for detainees with special housing requirements;
2. Pending investigation/hearing of prohibited acts(s);
3. Medical observation;
4. Pending a transfer or release within twenty-four (24) hours;
5. Security risk; or
6. Protective custody.

**Disciplinary Segregation**

1. Special housing unit for detainees who are a serious disruption to general population;
2. Require additional physical confines; or
3. Have received a sanction by the IDP.
Programs and Services

1. Programs and services as offered to general population are available to administrative segregation.

2. Detainees in Administrative Segregation will be offered at least one hour of recreation or exercise opportunities per day, seven (7) days a week. Detainees in Disciplinary Segregation will be offered one (1) hour of recreation or exercise opportunity per day, five days a week.

3. The law library is available while in RHU. If there is a security concern, a mobile LexisNexis computer will be taken to the RHU for detainees to use during their scheduled time. If more time is needed, submit a written request to the library staff. Photocopies, notary services, and all other law library needs are available to detainees by request to library or unit team staff.

4. The general library is available on a weekly basis.

5. Medical care/sick call for RHU detainees will be provided by Health Services staff through daily rounds.

6. The TCDF provides an opportunity for you to have one (1) visit per week (Monday through Sunday) for up to one (1) hour of contact visitation with family and friends. Disruptive conduct by either party will result in the termination of the visit and may have an adverse affect on future visits.

7. Detainees in RHU will be allowed to attend religious services if security is not compromised. If necessary, the Chaplain will minister to detainees in RHU or, upon special request and considering security concerns, arrangements can be made for religious volunteers of your faith to conduct one-on-one services.

8. Personal hygiene items are available upon request from the RHU staff. Showers are available on Mondays, Wednesdays and Fridays between the hours between 8:00 am and 4:00 pm.

9. Mail will be picked up from RHU by 8:30am Monday through Friday, except on holidays. Mail will handled for RHU detainees in the same manner as general population detainees.

10. Detainees in RHU will be allowed to attend Group Legal Rights Presentations, if security is not compromised. If it becomes necessary, presentations may be made to individuals in RHU, pending agreement with the presenter and security can be maintained. If a detainee in RHU cannot attend for this reason, and both he/she and the presenter(s) so request, alternative arrangements will be made.

11. Prior to being released from RHU, detainees will be re-evaluated/reclassified to ensure that they have been properly classified and are housed in an appropriate housing unit.

12. Laundry will be picked up, washed and returned to RHU according to the same schedule as set for general population.

13. All other services not specifically mentioned in this section regarding RHU will be subject to the same access procedures as outlined for general population detainees.

MEDICAL CARE

Health Services provides medical care to detainees at this facility. If you are ill or in need of medical attention, you must submit a sick call form. Ask any staff member for a form, describe your medical issue, keep completed sick call form with you and hand to the nurse when you are called to the sick call clinic. Do not place in a box or hand to non-medical staff. If it is an emergency, you must notify your housing unit officer, who will contact the medical staff.

SICK CALL

- Sick call at the TCDF is provided by Health Services staff to all detainees, from the time of admission to the time of release, in order to provide continuous medical care.
Clinic Hours - The clinic will be open and nursing staff available twenty-four (24) hours a day. The facility health care providers schedule appointments Monday through Friday and may schedule appointments on weekends/holidays. Sick call hours are per posted schedules, seven (7) days per week.

ACCESS TO MEDICAL SERVICES

- Routine Medical Services - If you are experiencing non-emergency medical problems, submit a sick call form – request a form from a staff member. If the need exists, medical will schedule you to see medical personnel. Appointments are scheduled according to medical necessity.
- Emergency Medical Services - If you are experiencing an emergency medical problem, notify the officer stationed in your area. The nursing staff will be notified and appropriate action will be taken by them to immediately resolve your medical problems. Trained staff is available to administer emergency first aid and life saving techniques. Nursing staff and doctors are always available through on-call services.
- Chronic Care Services - The clinic provides chronic care services to those detainees who require medication renewals, treatments and follow-up care for specific illnesses (i.e. high blood pressure, diabetes, heart conditions, asthma, etc.). These services are provided on a regular basis.
- Living wills are available through Health Services upon request.
- **DO NOT** come to the clinic without prior permission. The detention officer in your housing unit must call the clinic first to obtain prior approval for you to visit the clinic.
- Mental Health Services - If you are experiencing mental health problems, follow the procedures outlined above under routine/emergency services. You will be seen by a health care provider who will determine if a mental health referral is needed.
- Dental Services - If you are experiencing dental health problems, follow the procedures outlined above under routine/emergency medical services. You will be seen by the health care provider who will determine if a dental referral is needed. Provisions will be made for emergency dental needs.

Medication

1. KOP (Keep on Person) medications are medications that detainees are allowed to keep in their possession. KOP medication must be stored and secured in your locker. Medications found in your locker or property that was not prescribed to you will be confiscated as contraband and disciplinary action will be taken. Detainees found not taking their medications as instructed, or sharing your medication, will be taken off KOP status and will receive their medications under supervision of the nursing staff. Medication removed from the KOP package will be confiscated as contraband. KOP pill line is Monday, Tuesday, Thursday, and Friday afternoons.
2. Non-KOP medications are dispensed at pill call daily at the following times: 8:00am and 8:00pm.

AIDS/HIV Education/Testing - Testing for AIDS/HIV are available and education services are provided to all detainees. You may request these services from the medical staff at sick call sign-up.

**Pill Line (Med-Line)** - The location is the Medical Department Window, between C-20 and C-30 Slider. However, location of med-line may change due to the needs of the facility.

- Inmates are responsible to report to med-line when called. Staff will announce med-Line in the housing unit. You will be given a few minutes to be ready by the door, to be searched. You must be in full uniform, shirt tucked in, with your identification badge.
- If you are not prescribed medication, you cannot go to med-Line. This is not a time to roam the halls or request to see the nurse or request sick call.
- You must present your identification badge in order to receive your medications. All medications will be taken in front of the nurse and/or a security staff member, who will inspect your mouth and hands to ensure you have swallowed your medication.
- A disciplinary report may be issued to anyone hiding or taking another inmate/detainee’s medication.
RECREATION

- Recreation activities are provided as a means to release built-up energy and to help you keep in good physical condition. Outdoor/indoor recreation is offered daily, between 7:00 a.m. and 3:45 p.m. on a rotating basis depending on your posted schedule. Please refer to the scheduled posted in your housing area.
- In-pod recreation facilities - The Recreation Coordinator will be scheduling specific activities for your pleasure and development. We ask that you cooperate and participate in these activities; some will be new and different.
- Televisions have been placed in each housing unit for your entertainment and should be shared to ensure each person has an opportunity to view programs of interest. While we have no specific rules governing what programs will be viewed, we expect each of you to be considerate (i.e., Spanish/English language programs) and avoid unnecessary problems regarding its usage. In the event a problem develops, the officer in your housing unit will resolve the problem and may decide to discontinue usage until the situation can be resolved.
  1. Television viewing and recreation activities may begin at 5:00am wake-up and will end at bedtime 10:00pm, seven days a week. You are cautioned not to begin viewing a program that will end after the designated viewing hours, because the television will be turned off at the designated time.
  2. Televisions will be turned off during official counts, cleaning of housing areas and when it interferes with other facility operations.
  3. At the end of a program, a vote may be taken to choose which program to watch next. The majority vote rules. The channel will not be changed during a program if someone is watching the television. Do not vote on a program and then leave the area.
  4. The volume of the televisions will be kept at a reasonable level so as to not disturb other detainees or facility operations.
  5. Televisions are not to be removed from their locations or tampered with for any reason.

LEISURE TIME ACTIVITIES - This facility provides leisure time activities in the housing units for your entertainment, as well as for physical and mental development. Leisure time activities include table games, cards, television, etc. You are asked to handle these items with care and to be considerate of others who may wish to use them. Persons that have been discovered abusing these items may be disciplined in accordance with specific guidelines established by this facility and be required to make restitution for damaged items.
  1. The use of these leisure time items will be handled on a first-come, first-serve basis to ensure that each person has an equal opportunity to use them.
  2. To obtain additional recreational supplies, ask a recreation staff member.
  3. We expect you to take care of supplies and equipment issued and for you to return the items after use. You will be held accountable for any recreational or leisure time item until it has been returned.

Access to Outside Recreation - All detainees, weather permitting, will be provided at a minimum of one hour and forty-five minutes of outdoor recreation daily.
  1. Outdoor recreation activities may include basketball, soccer, handball, track and cardiovascular exercise equipment.
  2. DO NOT SIT AGAINST THE FENCE or hang clothes on it when in outside recreation.
  3. The recreation schedule for all housing units is rotated daily for fair and equal access. You will be advised when it is your housing unit’s turn to go.
  4. Detainees who worked during the day and who are unable to attend recreation with their housing unit will be provided recreational opportunities at the end of the day upon verification of their work attendance.
  5. T-shirts must be worn at all times during inside/outside recreation.

- Recreation may be cancelled at any time for security reasons and due to adverse weather. Your cooperation is appreciated.
DETENTION FILE

A detention file is maintained by TCDF for each individual and contains no less than the following:

1. Facility Disciplinary Actions;
2. Behavior Reports;
3. Funds, Valuables and Property Receipts;
4. Detainee’s Written Requests, Complaints and Issues;
5. Response to the aforementioned requests; and
6. RHU records.

RIGHTS AND RESPONSIBILITIES

The right to be informed of the rules, procedures and schedules concerning the operation of the facility. You have the responsibility to know and abide by them.

The right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage and harassment.

The right of freedom from discrimination based on race, religion, national origin, gender, sexual orientation, physical or mental ability, or political beliefs.

The right to pursue a grievance in accordance with procedures provided in the detainee handbook, without fear of retaliation

The right to pursue a grievance in accordance with standard “6.2 Grievance System” and procedures provided in the detainee handbook.

The right to correspond with persons or organizations, consistent with safety, security and the orderly operation of the facility.

The right to due process, including the prompt resolution of a disciplinary matter.

The right to health care which includes nutritious meals, proper bedding and clothing. A laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment at no cost to you.

It is your responsibility not to waste food, to follow the laundry and shower schedules, to maintain neat and clean living quarters and to seek medical care as needed.

The right to have family members and friends visit with you in keeping with the facility rules and schedules.

It is your responsibility to conduct yourself properly during visits and to not accept or pass contraband.

The right to unrestricted and confidential access to the courts by correspondence.

You have the responsibility to present honestly and fairly your petitions, questions and problems to the courts.
The right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government.

*It is your responsibility to obtain the services of an attorney honestly and fairly.*

The right to have access to reading materials for your own enjoyment. These materials may include approved magazines.

*It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of the same benefit.*

The right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through legal assistance programs.

*It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other detainees to the use of the materials.*

The right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers.

*It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal rights to use this material.*

The right to participate in a work program as far as resources are available, and in keeping with your interest, needs and abilities.

*You have the responsibility to take advantage of activities which may help you live a successful and abiding life within the Facility and in the community. You will be expected to abide by the regulations governing the use of such activities. It is your responsibility to contact CoreCivic staff members to request the interpretative service.*

**Additional Contact Information:**

**Department of Health and Human Services, Office of the Inspector General (OIG)**

Office of Inspector General  
U.S. Department of Health & Human Services  
ATTN: HOTLINE  
PO Box 23489  
Washington, DC 20026  
Phone: (800) HHS-TIPS [(800) 447-8477]  
Fax: (800) 223-8164  
TTY: (800) 377-4950
DOJ Office of Professional Responsibility (OPR)

U.S. Department of Justice
Office of Professional Responsibility
950 Pennsylvania Ave, NW, Suite 3266
Washington, DC 20530-0001

By Phone: 202-514-3365

By Fax: 202-514-5050

By Email: opr.complaints@usdoj.gov

Website: https://www.justice.gov/opr

DHS Office of the Inspector General (OIG)

DHS Office of the Inspector General/Mail Stop 0305
Attn: Office of Investigations-Hotline
245 Murray Lane, SW
Washington, DC 20528-0305

By phone: 1-800-323-8603 or 1-844-889-4357 (TTY)
By fax: 1-202-254-4297
Accessing the online DHS OIG Complaint/Allegation Form at http://hotline.oig.dhs.gov/hotline/hotline.php

JIC-Joint Intake Center for ICE

- Calling the toll-free Joint Intake Center Hotline at 1-877-2INTRAKE or sending a fax to (202) 344-3390;
- Sending an e-mail message to Joint.Intake@dhs.gov;
- Writing to the Joint Intake Center at P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044;
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INTRODUCCIÓN / MISIÓN

- El Centro de Detención del Condado de Torrance/ CoreCivic (TCDF) es una empresa privada contratada por el Servicio de Inmigración y Control de Aduanas de los Estados Unidos (ICE). La misión de TCDF es procurar que los reclusos que se encuentran a la espera de la tramitación de su audiencia administrativa dispongan de un centro de detención en condiciones seguras e higiénicas.
- El ICE es responsable de contestar a las preguntas referentes al estado de su caso, su documentación de viaje y/o de inmigración. TCDF no es parte de ICE y no tiene conocimiento de su caso ni control de su estado de custodia.

PROPÓSITO

- El propósito de este manual es explicarle las normas, reglamentos, políticas y procedimientos específicos que deben seguirse mientras esté bajo custodia en este centro. El manual también le responsabilizará de sus acciones mientras permanezca recluido en este centro. Por lo tanto, es su responsabilidad familiarizarse con el contenido de este.
- Cada recluso recibirá una copia de este manual al ingresar al centro, y algunas de sus secciones se encuentran publicadas en los tableros de anuncios de cada área de alojamiento, así como en otros tableros de anuncios ubicados en toda la institución. Se requiere que usted acuse recibo de este manual mediante su firma. Si tiene alguna pregunta, por favor, diríjase al oficial designado en su área de alojamiento o envíe una "Solicitud del recluso" por escrito (que no debe utilizarse para enviar solicitudes de información al personal del ICE) a los departamentos apropiados que se enumeran a lo largo de este manual y en el tablero de anuncios de su unidad de alojamiento.

RECLUSOS CON DISCAPACIDADES

- La política 14-101 (Discapacidad, identificación, evaluación y adaptaciones) describe los procesos necesarios para garantizar que usted tenga la misma oportunidad de participar, acceder y disfrutar de los beneficios de los programas, servicios y actividades que ofrece la institución. Dicha participación se llevará a cabo en el entorno menos restrictivo y más integrado posible, mediante la provisión de adaptaciones razonables, modificaciones y/o ayudas y servicios auxiliares, según sea necesario, y en un centro que sea físicamente accesible.
- Los procedimientos incluyen plazos razonables para revisar las solicitudes de ajustes relacionados con una discapacidad y para realizar adaptaciones (incluidos los ajustes provisionales), modificaciones y reevaluaciones.
- Usted puede presentar una solicitud formal o informal (es decir, verbal o escrita) de adaptaciones o asistencia al encargado de asuntos de discapacidad. Las solicitudes escritas se presentarán en un formulario de solicitud de recluso o de solicitud de consulta médica.

RESPONSABILIDADES BÁSICAS DEL RECLUSO

- Es política del TDCF y del ICE tratar a los reclusos con dignidad y respeto manteniendo un centro de detención seguro, protegido e higiénico de manera simultánea. Se espera que el personal reciba su total cooperación mientras dura la tramitación de su caso. En resumen, se espera que usted:

1. Siga y obedezca las reglas, leyes, políticas y procedimientos;
2. Obédézca todas las órdenes dadas por los miembros del personal y el personal de seguridad contratado;
3. Respete al personal y a los demás reclusos en todo momento;
4. Respete la propiedad del TDCF y del gobierno y las pertenencias de los demás;
5. Conserves la limpieza de su ropa, de su área de vivienda y de su persona en todo momento; y
6. Obedezca **todas** las normas, políticas y procedimientos de seguridad y limpieza

- Si respeta y cumple las pautas anteriores, no debería tener problemas mientras resida en este centro a la espera del resultado de su audiencia. Cuando se dirija al personal, no debe hacerlo por su nombre o apodo. Debe referirse al personal por su rango/título y apellido (es decir, Oficial de detención, Supervisor de turno, Dr., Enfermera, Sr. y Sra.). Los miembros del personal se dirigirán a usted de la misma manera si saben su nombre. Resulta poco razonable esperar que un oficial conozca a todos los reclusos del centro por su nombre. Sin embargo, los oficiales o miembros del personal se dirigirán a usted de manera apropiada.

- En el TCDF, los reclusos no son sometidos a abusos personales, castigos corporales, lesiones personales, enfermedades, daños a la propiedad o acoso. Las pertenencias de los internos están protegidas. Los reclusos no pueden supervisar, tener control o estar a cargo de otros reclusos.

- Las siguientes disposiciones corresponden a las expectativas específicas de cada recluso para garantizar la integridad, la salud y la seguridad de cada persona asignada a este centro. Estas normas no están separadas de las reglas de disciplina publicadas; por lo tanto, cualquier violación puede resultar en sanciones impuestas contra usted. El propósito de separar estas regulaciones es darle la oportunidad de conocer las reglas específicas impuestas en relación con las actividades, el programa y los procedimientos referentes a la vida en la unidad de alojamiento.

**REGLAS DEL CENTRO**

1. **MESA**
   No se siente en la superficie de las mesas.

2. **ROBO**
   Se prohíbe la toma no autorizada de artículos de cualquier tipo pertenecientes a alguien más, incluyendo la propiedad de CoreCivic/TCDF.

3. **PELÍCULA**
   No se permiten las peleas. No se permite la práctica de sparring, boxeo, lucha libre ni jugar a las peleas en las inmediaciones de este centro.

4. **HORA DE DORMIR**
   La hora habitual de ir a la cama será a las 10:00 pm todas las noches incluyendo los fines de semana. Debe estar en su cama a esta hora. No se permitirá visitar a los demás luego de que se apaguen las luces, y deberá permanecer en su cama. No se permite la presencia de ningún recluso en la sala de día pasada la hora de ir a la cama, excepto los celadores del módulo durante la limpieza. No se permite ningún tipo de juego en la zona de dormitorios después de la hora de dormir.

5. **ÁREAS RESTRINGIDAS**
   No se permite el contacto físico con las rejas, las puertas, la zona de las ventanas de cristal de los dormitorios/unidades de alojamiento o la valla de las áreas de recreación exteriores.

6. **JUEGOS DE AZAR**
   No se permite ningún tipo de juego.

7. **SE PROHÍBE VENDER O REGALAR ARTÍCULOS PERSONALES**
   No podrán realizarse actividades de mercado negro. Se prohíbe tener una "tienda" (es decir, vender caramelos, comida, ropa, radios, etc.)

8. **ABUSO VERBAL Y FÍSICO**
   Se prohíbe el abuso verbal y físico hacia el personal, los reclusos u otras personas, y no será tolerado.

9. **DESTRUCCIÓN DE LA PROPIEDAD DE CoreCivic/TCDF**

No se permite la destrucción, alteración, realización de grafitis, uso no autorizado o desperdicio de los bienes pertenecientes a CoreCivic/TCDF u otra persona.

10. **RADIOS**
Las radios utilizadas sin auriculares serán confiscadas como contrabando.

11. **NORMAS Y REGLAMENTOS**
Debe seguir todas las órdenes, escritas o verbales, dadas por el personal de CoreCivic.

12. **CUBRIR/BLOQUEAR VENTANAS/LUCES**
No deben cubrirse ni bloquearse las ventanas/luces de ningún tipo en ningún momento.

**POLÍTICA ANTITABACO**
Esta es una institución libre de tabaco. NO SE PERMITEN CIGARRILLOS, tabaco, tabaco de mascar, tabaco sin humo y/o cigarrillos electrónicos, ni ningún tipo de parafarmacia para fumar dentro de TCDF. Los reclusos que incumplan estas normas se enfrentarán a medidas disciplinarias.

**LEY DE ELIMINACIÓN DE LA VIOLACIÓN EN LAS PRISIONES (PREA) - SAAPI (Intervención para la Prevención del Abuso y la Agresión Sexual)**

**No** se permite participar o presionar a otros para que se involucren en actividades sexuales. Se presentarán cargos penales o disciplinarios. Los materiales educativos relacionados con estos actos son suministrados al ingresar al centro y están publicados en cada dormitorio/unidad de alojamiento. Póngase en contacto con cualquier miembro del personal para informar sobre actividades de esta naturaleza. Mientras esté en prisión, nadie tiene derecho a presionarle para que participe en actos sexuales. La violación y la agresión sexual son actos de violencia. Independientemente de su edad, raza, tamaño, etnia o orientación sexual, los reclusos deben tener la oportunidad de cumplir su período de detención con dignidad. **EL CENTRO DE DETENCIÓN DEL CONDADO DE TTTTRRRR NO TOLERA NINGUNA FORMA DE ABUSO Y AGRESIÓN SEXUAL.**

No tiene por qué tolerar la presión, el acoso, la manipulación o la agresión sexual. Cada recluso tiene la responsabilidad de eliminar las agresiones y la actividad de índole sexual. Si es abordado, presionado o agredido, **denúncielo inmediatamente.** Dispone de varias maneras de denunciar el abuso sexual:

1. Informar de manera verbal a cualquier miembro del personal de su confianza, incluyendo a los oficiales de detención, los oficiales de deportación, los capellanes, el personal médico o los supervisores, la Oficina del Inspector General del DHS y el Centro de Admisión Conjunta. Los miembros del personal mantendrán la confidencialidad de su información y sólo la discutirán con los oficiales apropiados cuando sea necesario.
2. Escribir una carta al director/administrador, sellarla y marcarla como "CONFIDENCIAL".
3. Llamar o escribir a alguna persona fuera del centro que pueda notificar al personal administrativo del mismo.
4. Llamar sin costo alguno para usted a la Oficina del Inspector General (OIG) del DHS al número de teléfono 202-254-4100 o 1-800-323-8603 / 1-844-889-4357-TTY
5. Poniéndose en contacto con su consejero oficial.
6. Escribiendo a la Oficina del Inspector General del DHS a la siguiente dirección:
   - Departamento de Seguridad
   - 245 Murray Lane, SW
   - Washington, D.C. 20530-0305
7. Contactando con la Línea de Información y Reporte de Detenciones del ICE: 1-888-351-4024 o 9116#
   Se dispone de asistencia lingüística.
8. Escribir una carta al personal de seguridad o de gestión de la unidad, sellándola y marcándola como
   "CONFIDENCIAL".
9. Escribiendo al director general de Operaciones del centro a la siguiente dirección

   Director general de CoreCivic
   5501 Virginia Way
   Brentwood, Tennessee, 37027

Con la finalidad de garantizar la seguridad de su entorno, debe informar inmediatamente si advierte que otro
recluso está siendo agredido sexualmente o está mostrando en una conducta sexual. La conducta sexual
consentida entre reclusos, entre reclusos y personal, voluntarios o personal contratado está prohibida. Las
denuncias falsas deliberadas pueden conllevar medidas disciplinarias y/o un enjuiciamiento.

No será objeto de represalias, acoso o medidas disciplinarias por informar de manera veraz acerca del abuso o de
los signos de abuso observados. Centro de Crisis por Violación del Centro de Nuevo México ubicado en: 9741
Candelaria Rd. NE Albuquerque, NM 87112. Número de teléfono: 505-266-7711

ADMISIÓN INICIAL

❖ Estará sujeto a una revisa al momento de ingresar al centro y cuando exista una causa razonable para creer
   que puede ocultar contrabando en su persona.
❖ El TCDF debe acceder a información específica para asegurar que los registros de su ingreso estén
   adecuadamente documentados. Esta información también será utilizada para poder clasificarle en el área de
   vivienda más apropiada de acuerdo con sus necesidades individuales. Dicha información incluirá: la residencia
   anterior, la nacionalidad, la raza, el sexo, el historial médico y los antecedentes penales.
❖ Al llegar, su ropa, sus pertenencias personales, sus objetos de valor y sus fondos serán inspeccionados y
   retenidos por el oficial de procesamiento para su custodia. Le serán entregados recibos detallados y
   uno (1) será colocado en su expediente por toda su ropa, pertenencias personales, objetos de valor y
   fondos.
❖ Todas las pertenencias personales y los objetos de valor que traiga consigo serán inventariados y
   contabilizados. Se le entregará un recibo por estos artículos.
❖ La moneda estadounidense que tenga en su posesión al llegar al TCDF será inventariada, se emitirá un recibo
   y se colocará en una cuenta para su uso en el economato.
❖ Los cheques personales que estén en su posesión al llegar al TCDF se colocarán en su propiedad. No
   necesitará dinero durante su estadía. Si es encontrado con algún dinero en su posesión, será confiscado como
   contrabando y podrá ser sometido a una acción disciplinaria.
❖ Al egresar de este centro, deberá hacer entrega de todos los bienes pertenecientes al DFTTT al oficial
   asignado al área de recepción y egreso. Una vez que haya confirmado que todos los artículos han sido
   contabilizados, se le pedirá que restituya los bienes perdidos o dañados. Esto incluye la ropa, la ropa de cama
   y cualquier equipo de ocio y recreación (por ejemplo, juegos y libros de la biblioteca).
❖ Sus pertenencias y los fondos disponibles en sus cuentas le serán devueltos antes de su salida. Deberá firmar
   por estos artículos.
❖ Cualquier propiedad que no esté autorizada a conservar será colocada en una bolsa apropiada que se le
   asignará y se guardará bajo llave en un área de almacenamiento segura. Las pertenencias personales
   excedentes deberán ser enviadas por correo.
❖ Se suministra ropa de cama limpia a cada persona que entra en el centro, la cual incluye:

   6
Dos (2) sábanas,
Una (1) toalla,
Una (1) funda de almohada,
Una (1) manta, y
Una (1) bolsa de lavandería.

Se le entregará un kit de higiene y se le exigirá que se duche y se ponga un uniforme limpio. Su dotación inicial de ropa estará limitada a incluir (no se permiten artículos personales de ropa, incluyendo ropa interior y zapatos).

Tres (3) juegos de uniformes (pantalones y camisas)
Un (1) par de zapatos (no se permite el uso de zapatos personales a menos que se autorice por razones médicas)
Tres (3) camisetas
Tres (3) pares de ropa interior
Tres (3) pares de calcetines

Cualquier artículo que exceda estas cantidades será considerado contrabando. Las cantidades de artículos de ropa incluyen los artículos comprados en el economato.

Documentos de Identificación

Los documentos de identidad, como pasaportes, actas de nacimiento, etc., serán resguardados y entregados a ICE. Usted no tendrá permitido conservar ningún documento de identidad en su posesión. Los documentos podrán ser utilizados por ICE / ERO como evidencia contra el detenido o para cualquier otro fin permitido por la ley. Si usted lo solicita, ICE le facilitará una copia de cualquier documento de identidad certificada.

REVISIÓN INICIAL DE ADMISIÓN

a. Cada recluso que ingrese en el centro deberá someterse a un examen médico inicial por parte del personal clínico. En ese momento, deberá hablar de cualquier medicamento que esté tomando y de cualquier problema de salud que esté padeciendo. Podrá continuar con la toma de algunos medicamentos, como aquellos destinados al tratamiento de afecciones cardíacas o la diabetes, tras su llegada.

b. A todos los recién llegados se les hará una prueba de tuberculosis mediante PPD (método mantoux) o una radiografía de tórax. El PPD será el principal método de despistaje a menos que esta prueba diagnóstica esté contraindicada; en ese caso, se realizará una radiografía de tórax.

c. Todas las reclusas deberán realizarse una prueba de embarazo como parte de la revisión inicial de admisión.

d. Un miembro de los Servicios de Salud realizará un examen médico en un plazo de catorce (14) días posteriores a su llegada.

FONDOS Y PERTENENCIAS PERSONALES

Sólo se le permitirá la obtención de pertenencias personales autorizadas de acuerdo con la política 14-6AA de CoreCivic, Lista de inventario de pertenencias personales permitidas. La ropa personal no permitida por la política será recogida, inventariada, colocada en una bolsa de lavandería provista, y enviada al Departamento de Lavandería con el fin de proceder a su limpieza y posterior devolución a la sala de pertenencias para su almacenamiento. Los bienes personales pueden ser enviados por correo dependiendo de cada caso. Cada recluso deberá facilitar una dirección de reenvío para su uso en caso de que sus objetos personales se extravíen o se
olviden en el centro después de la liberación o el traslado del recluso. Si usted se niega a cooperar mediante la provisión de una dirección postal adecuada, o es económicamente capaz pero no está dispuesto a pagar el franqueo, el director puede disponer de sus pertenencias de acuerdo con la PBNDN 2.3, Contrabando, tras notificar al recluso por escrito. Sin embargo, si el hecho de no especificar una dirección de envío es debido a que no existe una dirección postal apropiada, el centro puede acordar el almacenamiento de los bienes hasta su traslado o liberación. Normalmente, la cantidad de bienes almacenados no puede superar las 40 libras.

Los reclusos pueden conservar algunas pertenencias personales en sus unidades de alojamiento, entre ellas:

- Documentos legales, papeles e información legales, dentro de lo razonable. Las grandes cantidades de papeleo legal se guardarán en la sala de pertenencias, sólo podrá guardar el papeleo legal y/o los documentos del caso actual en el que esté trabajando. Puede solicitar su documentación adicional presentando una solicitud del centro al Supervisor de admisión y egreso.
- Fotos de familiares, amigos y asociados, (es decir, no más de diez (10) fotos en su posesión, (5) x (7) o más pequeñas, (sólo pueden colocarse en las áreas previstas de su área de descanso asignada).
- Prótesis médicas, (es decir, gafas, prótesis dentales, etc.),
- Materiales de referencia personal, (es decir, libreta de direcciones/teléfonos y/o lista de familiares, amigos y/u otros corresponsales).
- Las radios deben utilizarse con auriculares en todo momento, limitándose a una (1) radio por persona. No se permite el uso de radios con enchufe. Las radios que se utilicen sin auriculares serán confiscadas y depositadas en sus pertenencias. No se permite el uso de radios o auriculares fuera de su dormitorio/unidad de alojamiento. Su radio debe tener grabado su número de extranjero o se considerará contrabando.
- Se autorizará la posesión de un anillo de bodas y un artículo religioso pequeño (incluyendo joyas religiosas) durante su estancia en el centro. Todas las demás joyas serán inventariadas y guardadas en una caja fuerte hasta su liberación. Se le entregará un recibo por sus objetos de valor.
- Las revistas, los libros, el material de lectura religioso y laico (de tapa blanda) y otra literatura están limitados a una combinación de cinco (5) de ellos para garantizar que su acumulación no produzca y/o afecte a las normas de seguridad contra incendios. Estos artículos sólo pueden recibirse directamente de una librería o editorial. No se permiten materiales pornográficos.
- Todos los artículos alimenticios deben ser consumidos al momento de ser abiertos para asegurar que se cumplan las normas de salubridad. Se le permite comprar y tener en su posesión dos (2) tazones, un (1) spork y una (1) taza.
- Los objetos personales adicionales que se permite tener a los reclusos deben ser aprobados por el jefe de seguridad o el jefe de gestión de la unidad antes de su compra/posesión para garantizar que se mantengan unas condiciones sanitarias aceptables.
- Todos los artículos personales que se le permite conservar deben guardarse en su bolsa de almacenamiento. No se deben pegar artículos a la litera, a la pared, a las ventanas o dejarlos en los alféizares. Todos los artículos deben guardarse en su contenedor original.
- Usted es responsable de la pérdida de los artículos personales que no estén bajo custodia o almacenados por TCDF.

**RECLAMO DE BIENES EN EL MOMENTO DE LA TRANSFERENCIA, EL RETIRO O LA LIBERACIÓN**

Un empleado designado realizará un inventario completo de sus bienes personales antes de su puesta en libertad. El inventario debe llevarse a cabo en su presencia. Usted firmará el Inventario/recibo de bienes personales permitidos y se le entregará una copia. El centro conservará el original en el archivo permanente de bienes. Todos los bienes personales, incluidos los bienes almacenados (si los hay), le serán devueltos al momento de la liberación. Deberá conservar y preservar los dispositivos médicos prescritos al momento de su liberación. El personal se asegurará de que todos los bienes del centro hayan sido confiscados y no salgan de la institución. Su cuenta de fondo fiduciario será liquidada y los fondos disponibles le serán entregados al momento de su puesta.
en libertad. El centro puede permitir a los familiares que envíen por correo un (1) juego de ropa para usar el día de su liberación. No hay ninguna restricción en cuanto a la procedencia de la ropa recibida de los familiares para este fin. La ropa de liberación puede ser enviada por correo al centro dentro de los catorce (14) días corridos posteriores a la puesta en libertad. Los reclusos que no tengan ropa guardada o que haya sido enviada por un familiar, recibirán la ropa adecuada para su liberación.

**BIENES PERDIDOS O DAÑADOS:**
Los bienes que se hayan perdido o dañado por negligencia de un empleado de CoreCivic podrán ser objeto de una investigación por reclamo. Si desea solicitar una investigación de las pertenencias que se hayan perdido o dañado debido a la negligencia de un empleado de CoreCivic, debe llenar la página 1 del formulario 14-6D de Reclamo de bienes perdidos/dañados/robados y enviarlo al oficial de pertenencias. Todos los reclamos deben ser presentados dentro de los siete (7) días naturales posteriores al incidente. La verificación de la prueba de pertenencia y valor debe realizarse inmediatamente después de la investigación. Se dispone de una copia de esta política en la biblioteca.

**SÓLO PARA RECLUSOS DEL ICE** De conformidad con la PBNDS 2011, 2.5 Fondos y pertenencias personales, esta institución cuenta con un sistema de fondos automatizado y no acepta fondos por correo. Cualquier fondo recibido por este medio será devuelto al remitente. La moneda no estadounidense será incautada, inventariada y colocada en sus bienes. Se le entregará un recibo.

**FINANZAS**
La Oficina Comercial abre una cuenta para usted en un plazo razonable posterior a su llegada. Su número de extranjero (A-number) será su número de cuenta. Si tiene dinero en su poder al momento de su llegada al centro, se le entregará un recibo y el dinero ingresará en su cuenta al día siguiente. El dinero, independientemente de su tipo, que se encuentre en su poder tras su ingreso se considera contrabando, y será confiscado y se podrán tomar medidas disciplinarias. No se aceptará dinero en efectivo por correo. Cualquier moneda recibida será devuelta al destinatario. No se aceptará dinero a través de las visitas. Para enviar dinero, presente un formulario de "Autorización para liberar fondos" al equipo de gestión de su unidad y se emitirá un cheque de su cuenta por el monto autorizado, en caso de que haya fondos disponibles. Su oficial de detención asignado puede facilitarle todos los formularios.

- Todas las transacciones deberán verificarse antes de ser registradas en su cuenta. Este proceso puede tardar hasta 24 horas de lunes a jueves, excluyendo fines de semana y días festivos.

- Si recibe dinero por correo, el oficial respectivo lo devolverá al remitente. No se aceptará dinero para los reclusos del condado en este centro.

- Si desea enviar dinero, póngase en contacto con el personal de gestión de la unidad para hacer los trámites necesarios respecto a una liberación de fondos. Se le permite acceder a fondos personales para el pago de servicios legales. Póngase en contacto con el personal de gestión de la unidad si tiene alguna pregunta.

- Enviar dinero a los contactos o a la cuenta de otro residente está prohibido y puede acarrear medidas disciplinarias.

- Los fondos de su cuenta pueden ser utilizados para pagar servicios legales. En caso de ser necesario, póngase en contacto con un miembro del equipo de su unidad.
CLASIFICACIÓN

Todos los reclusos son clasificados antes de ser incorporados a la población general. El sistema de clasificación asigna a los reclusos a la unidad de alojamiento menos restrictiva que sea compatible con la seguridad del centro. El sistema de clasificación asegura que usted sea colocado en la categoría apropiada y separado físicamente de los internos de otras categorías. Su nivel de clasificación puede cambiarse (reclasificarse) en función de su comportamiento en la institución, de los cargos adicionales o de la información recibida, de los intentos de fuga o de la liberación del estado de segregación. Estará protegido de cualquier daño, pues se le asignará un alojamiento junto a personas con antecedentes penales similares. Se le alojará de acuerdo con su nivel de clasificación y se le entregarán identificaciones y uniformes de colores apropiados.

Reclusos de custodia baja:

Los reclusos de baja custodia no pueden juntarse con los de alta custodia.

No puede incluir a ningún recluso que haya sido arrestado o condenado por un acto de violencia física, ni a ningún recluso que tenga un historial de comportamiento agresivo.

No puede incluir a ningún recluso con una condena por un delito grave que figure en la sección "Alta" o "Máxima" de la escala de gravedad de los delitos que se indica a continuación.

Puede incluir reclusos con antecedentes penales menores y cargos y condenas por delitos graves no violentos.

Reclusos de custodia media:

Los reclusos de custodia media no pueden ser mezclados habitualmente con reclusos de custodia alta o baja, excepto en los casos especificados a continuación.

No puede incluir a un recluso cuya condena más reciente fue por cualquier delito enumerado en la sección "Mayor" de la escala de gravedad de delitos.

No puede incluir a ningún recluso que tenga un historial o patrón de agresiones violentas.

No puede incluir a un recluso condenado por agredir a un oficial penitenciario mientras está en custodia o cuando un registro institucional previo sugiere un patrón de agresiones mientras está en custodia.

Reclusos de custodia alta:

Los reclusos de custodia media-alta y alta son aquellos cuyo historial presenta cargos por violencia o agresión, condenas, mala conducta institucional o aquellos con afiliación a pandillas. Los internos de custodia alta se consideran de alto riesgo, requieren un alojamiento de seguridad media a máxima, están siempre vigilados y escoltados, y no pueden mezclarse con los internos de custodia baja. Además, a estos reclusos no se les pueden encomendar tareas fuera del área de vivienda que se les ha asignado

Escala de gravedad de delitos:

I. MAYORES

Cooperación a la fuga
Agresión agravada con arma mortal
Robo a mano armada (múltiple con lesiones)
Robo con agresión
Fuga (Centro de seguridad)
Incitación a los disturbios
Secuestro
Asesinato (1º, 2º grado)
Agresión sexual (con violencia hacia un menor)

II. ALTA

Asalto agravado
Agresión con agravante
Abuso de menores agravado
Incendio provocado
Agresión a un agente de la ley
Robo con allanamiento de morada (a mano armada)
Extorsión
Encarcelamiento ilegal
Denuncia falsa de atentado
Sustancias controladas (importación, tráfico)
Introducción de contrabando en el centro de detención
Fabricación de explosivos
Robo (a mano armada, intimidación)
Agresión sexual (que no sea un delito capital o perpetuo)

III. MODERADA

Intrusión armada
Robo con allanamiento de morada
Portar un arma de fuego oculta
Falsificación
Robo a gran escala
Homicidio involuntario
Venta, entrega, posesión de sustancias controladas
Manipulación de testigos
Cheques sin fondos (delito grave)
Fraude a la asistencia social (delito grave)
Fuga (Centro no seguro)

IV. BAJA

Conducir bajo la influencia
Abandono de la escena del accidente
Agresión (asalto simple)
llevar un arma oculta (que no sea un arma de fuego)
Conducta desordenada
Juegos de azar
Ofrecimiento de prostitución
Posesión de marihuana (delito menor)
Posesión de parafernalia de drogas
Hurto menor
Intrusión
Cheques sin fondos (delito menor)

El uniforme básico de los reclusos deberá tener un aspecto distintivo para poder identificarlos según su nivel de custodia. En CoreCivic/TCDF, los colores del uniforme son los siguientes:
- Custodia baja – Verde oscuro
- Media/baja – Marrón
- Media/alta – Azul

- Restricciones de alojamiento: Los reclusos de nivel bajo y medio bajo pueden ser alojados juntos (a menos que exista un historial de comportamiento agresivo o combativo). Los reclusos de nivel alto y medio/alto pueden ser alojados juntos. Los reclusos de nivel bajo y medio alto nunca deben alojarse juntos.
- Los reclusos de custodia media/alta serán escoltados fuera del área de alojamiento y sólo podrán permanecer en áreas comunes específicas con otras clasificaciones de reclusos.
- Todos los alojamientos, asignaciones de trabajo y actividades programáticas se decidirán según el nivel de clasificación determinado.
- Luego de su clasificación inicial, su primera revisión se realizará dentro de los sesenta (60) a noventa (90) días posteriores a su fecha de ingreso. A partir de entonces, las revisiones de evaluación se llevarán a cabo a intervalos de noventa (90) a ciento veinte (120) días desde su fecha de llegada original.
- APELACIONES: Todos los recién llegados clasificados como de nivel medio/alto o alto pueden apelar su clasificación designada presentando su apelación en una solicitud de ICE al personal de ICE como se señala en los procedimientos de queja descritos en la página 29 de este manual. Cualquier otra apelación de clasificación deberá remitirse al jefe de gestión de la unidad o al supervisor de clasificación para su revisión. La notificación por escrito del resultado de la apelación se realizará en un plazo de (15) días hábiles.

LAVANDERÍA

Con el fin de asegurar un suministro adecuado para todos los reclusos, se prohíbe el acaparamiento de ropa. Generalmente, no se permite a los reclusos lavar la ropa, la ropa de cama u otros artículos en su unidad de vivienda. La ropa debe entregarse al empleado de lavandería interno del módulo antes de las 6:00 de la mañana. Si debe salir de la unidad de alojamiento, es su responsabilidad asegurarse de que su ropa sea entregada. Se le devolverá antes del final de cada día. (NOTA: No llene demasiado la bolsa de lavandería. Asegúrese de que las bolsas estén bien atadas. Deje suficiente espacio en la bolsa para que el jabón y el agua fluyan, así como el calor de la secadora). El lavado de ropa/lavado para los reclusos masculinos y femeninos, se llevará a cabo de acuerdo con el horario publicado en los tableros de anuncios de los dormitorios/unidades de alojamiento. Toda la ropa debe ser enviada para su lavado de acuerdo con el horario publicado.

ROPA

Toda la ropa e identificaciones suministradas serán usadas como se especifica en las siguientes instrucciones y de ninguna otra manera. En aras de garantizar el cumplimiento de la seguridad, la higiene y las normas de conducta dentro del ámbito del centro para todas las personas, estos requisitos son esenciales.

1. Las identificaciones emitidas por el centro deben llevarse en todo momento. Si su identificación se rompe, notifique al oficial de su unidad que necesita una nueva o hable con uno de los oficiales de clasificación.
2. Mientras se use, la ropa debe estar limpia y no rota.
3. El uso de uniformes de colores mixtos no está autorizado
4. La ropa interior puede llevarse sin prendas exteriores **sólo** mientras se esté dentro de los dormitorios o en las zonas de baños/duchas. **SIN EXCEPCIONES!**
5. Los zapatos de ducha **sólo** pueden usarse dentro de las unidades de alojamiento.
6. Los zapatos emitidos por CoreCivic/TCDF deberán ser usados en todo momento cuando esté fuera de las unidades de alojamiento. No se permite el uso de zapatos personales a menos que se requiera por razones médicas o lo autorice el jefe de seguridad/jefe de gestión de la unidad.
7. No se autorizará el uso de sombreros o otras prendas que cubran la cabeza para la población general. Se entregará a los reclusos trabajadores designados una prenda de protección para la cabeza cuando se requiera su uso sólo mientras realicen tareas relacionadas con el trabajo.
8. Los reclusos usarán un uniforme completo (camisas, pantalones, zapatos) en todo momento mientras estén fuera del dormitorio/unidad de alojamiento.
9. Los pantalones se utilizarán en un punto de la cintura que impida que se vea el pliegue de las nalgas, pese a la longitud de la camisa.
10. Se prohíbe caminar por las instalaciones con las manos dentro de la pretina del pantalón, sin importar las condiciones climáticas.
11. No está permitido utilizar ninguna prenda de vestir de una manera que no sea la habitual para la misma (utilizar la camisa como cinta para la cabeza o para cubrirse la cabeza, etc).

**HIGIENE PERSONAL**

Compartirá una unidad de alojamiento con otras personas, por lo que la higiene personal es esencial. Se espera que se bañe diariamente y que mantenga su cabello limpio. Los artículos de higiene personal, como jabón, crema dental, cepillos de dientes, peines, champú, loción para la piel y otros artículos, se le entregarán al momento de la admisión. Si se le acaba un artículo, acuda a su oficial de alojamiento para que se le intercambie un envase vacío del mismo artículo. Se suministrarán rasuradoras desechables todos los días. Las rasuradoras se retirarán cuando las necesite y se devolverán cuando haya terminado de afeitarse. Las rasuradoras desechables no podrán ser usadas por más de un (1) recluso por razones de salud y seguridad, para proteger a los reclusos y al personal. Los productos de higiene personal se repondrán según sea necesario. Póngase en contacto con su oficial de detención cuando necesite reponer productos de higiene.

Los reclusos que se dirijan al tribunal podrán afeitarse antes de salir del centro.

**SERVICIO DE BARBERÍA**

La población general y los reclusos segregados que cumplan los requisitos tendrán acceso a la barbería, que abrirá de 8 am a 4 pm de lunes a domingo, según el horario publicado en los tableros de anuncios de su área de alojamiento. El oficial asignado a su área de alojamiento llamará a los reclusos que deseen cortarse el cabello. Por razones de higiene, **está estrictamente prohibido cortar cabello en el dormitorio/unidad de alojamiento.** Ningún barbero atenderá a ningún recluso cuando la piel de la cara, el cuello o el cuero cabelludo del mismo esté inflamada, escamada, tenga pus o erupciones, a menos que el servicio de dicho recluso se realice de acuerdo con la autorización específica del administrador de los servicios de salud. No se atenderá a ninguna persona cuando esté infestada de piojos. También está prohibida la posesión de cabellos cortados o recortados, propios o ajenos.

**CÓDIGO DE VESTIMENTA DEL RECLUSO**
Se requiere que se mantenga limpio y que use ropa/calzado apropiado durante todas las actividades.

Se le recuerda que la falta de higiene, la falta de salubridad y el no usar la ropa y el calzado adecuados pueden causar conflictos potenciales con sus compañeros y otros y puede tener un impacto negativo en su salud y seguridad, así como en la de los que le rodean.

El no cumplir con el código de vestimenta y las normas de aseo personal se tornará eventualmente en un problema que requerirá la intervención del personal mediante una acción disciplinaria apropiada para corregir la situación.

El código de vestimenta para el día a día y las asignaciones de trabajo es el mismo.

Por lo general, los reclusos pueden llevar cualquier peinado con las siguientes excepciones:

Por razones de seguridad e higiene, los trabajadores reclusos que operen maquinaria mantendrán su cabello arreglado, limpio y con un estilo comúnmente aceptable.

1. Los peinados no interferirán con los requisitos de seguridad e higiene.
2. Normalmente, el vello facial puede crecer sin restricción, con las siguientes excepciones;
   - Por razones de seguridad, se espera que los trabajadores que operan maquinaria estén afeitados en todo momento. Estas restricciones son un requisito para el empleo en las asignaciones de trabajo descritas anteriormente, y aceptar un trabajo en estas áreas denota la aceptación de las normas de aseo concernientes a las asignaciones de trabajo antes mencionadas.

**No habrá excepciones a estos requisitos, ni siquiera por razones médicas.**

Se requiere el uso de uniformes completos (pantalones, camisas, zapatos e identificaciones) cuando se encuentre fuera de la unidad de alojamiento.

Las camisetas y los zapatos de ducha están permitidos en las áreas de la sala de día después de las 5 de la tarde y durante los fines de semana/días festivos.

Se permiten camisetas en el patio de recreo.

Las prendas para la cabeza no están permitidas fuera de los dormitorios, a menos que lo indique la autoridad competente.

Sólo se puede llevar ropa religiosa aprobada por el capellán.

No se permitirá el uso de toallas, sábanas o mantas como ropa y no se utilizarán para la limpieza a menos que el personal lo designe como tal.

El daño intencional o negligente a la propiedad de CoreCivic/TCDF (alteración, rasgado, pérdida o realización de graffitis) dará lugar a una acción disciplinaria y a restituciones.

**INSPECCIONES DE PERSONAS Y PERTENECIAS (Cateos)**

Las inspecciones rutinarias no programadas del centro, de las personas y de las pertenencias de los reclusos se llevarán a cabo cuando se considere necesario.

Las personas son requisadas:

1. Al entrar o salir de las unidades de alojamiento;
2. Al salir del área de visitas después de una visita; y
3. Al entrar o salir de otros edificios o áreas.

Las requisas se llevan a cabo con el propósito de:

1. Detectar y prevenir la introducción de contrabando (es decir, armas, drogas, prendas de vestir no autorizadas, etc.);
2. Garantizar la existencia de condiciones seguras e higiénicas en el centro;
3. Recuperar los bienes extraviados, desaparecidos o robados; y
4. Evitar fugas y otros disturbios.
Las requisas se llevarán a cabo de manera que se evite la fuerza innecesaria, la vergüenza o la indignidad para el recluso, y no tienen la intención de ser de naturaleza punitiva.

Tipos de inspecciones realizadas en el TCDF:
1. Inspección visual: Una inspección de un recluso o un área en busca de contrabando, sin contacto físico.
2. Requisa de palmeo: Una requisa llevada a cabo mediante la colocación de las manos en la ropa del recluso con el fin de buscar armas/contrabando. Se realiza una inspección minuciosa de todos los bolsillos, el cuello, la cintura de las chaquetas y los zapatos. Se quitan los zapatos para revisar los calcetines y la planta de los pies.
3. Cateo: Inspección física o visual de una zona específica del centro.

TCDF llevará a cabo pruebas de orina obligatorias en las siguientes condiciones:
1. Cuando el personal de seguridad tenga sospechas razonables de que un recluso ha usado o está bajo la influencia de drogas o estupefacientes;
2. Cuando se encuentre a un recluso en posesión de presuntas drogas o estupefacientes no autorizados o cuando se detecten o encuentren presuntas drogas o estupefacientes no autorizados en el área controlada, ocupada o habitada por un recluso;
3. Cuando se detecta que el recluso tiene en su posesión o consume drogas o estupefacientes no autorizados, pero el personal no puede obtener una muestra de la sustancia;
4. De forma aleatoria, utilizando un procedimiento apropiado de pruebas aleatorias o de forma rutinaria cuando los reclusos regresan de un destacamento de trabajo externo; o
5. Siguiendo un procedimiento apropiado de pruebas al azar, toda la población de reclusos del centro, cualquier área de programa o cualquier clasificación identificables de reclusos puede ser sometida a un análisis.
6. El programa de pruebas al azar no será utilizado con el propósito ni tendrá el efecto de acosar o intimidar a ningún individuo o grupo de reclusos.
7. La negativa a someterse a los análisis de orina dará lugar a medidas disciplinarias rigurosas.

**CONTRABANDO**

Se prohíben los artículos que se considera que van en detrimento del funcionamiento seguro y ordenado del centro. Los artículos de contrabando incluyen, pero no se limitan a:
1. Cualquier droga peligrosa, estupefaciente, marihuana, licor etílico de cualquier tipo, armas mortales, instrumentos peligrosos, explosivos o cualquier otro artículo que, de ser utilizado o tenerlo en su posesión, ponga en peligro la preservación del orden en el centro;
2. Cualquier artículo que pueda ser utilizado como ayuda para fugarse;
3. Cualquier artículo que pueda ser utilizado para disfrazar o alterar la apariencia de un recluso;
4. Cualquier prenda de vestir o artículo para uso o consumo personal que no haya sido autorizado previamente por el director o comprado por un recluso en el economato;
5. Cámaras, video, audio, o equipo relacionado que pueda ser usado para hacer fotografías o audio no autorizados, o grabaciones de audio/video de reclusos, personal o propiedad del gobierno;
6. Cigarrillos, tabaco, cigarrillos electrónicos o parafernalia para fumar, bebidas alcohólicas, cajas de cartón y un número excesivo de revistas;
7. Fotos de cualquier tipo que hayan sido colocadas en las paredes de los dormitorios/unidades de alojamiento; y
8. Cualquier artículo que no haya sido adquirido a través de los canales autorizados (economato).
9. La posesión y/o uso del número PIN de otro interno también se considera contrabando. No tome prestado o preste su número PIN personal.
CONDICIONES DE VIDA - Población general

Usted se encuentra recluido temporalmente en el TCDF. Permanecerá en el centro hasta que el ICE determine que ha llegado el momento de trasladarlo a otro centro. La institución no puede tomar decisiones en cuanto a su liberación o traslado.

El TCDF alberga un contrato adicional que incluye a la Oficina del Sheriff del Condado de Torrance (TCSO). Los reclusos del ICE no se mezclarán con los reclusos del TCSO en ningún momento.

El centro está dividido en veinticuatro (24) unidades de alojamiento, sin incluir la observación médica. Cada unidad de alojamiento con celdas puede albergar a dos personas en cada habitación, hasta 40 en cada módulo. Hay dos dormitorios que han sido diseñados para albergar a múltiples reclusos en un entorno de tipo abierto, teniendo una capacidad máxima de 75 en cada área.

- Los reclusos deben mantener limpias en todo momento las zonas que se les han asignado. Deben hacer su cama inmediatamente después de despertarse, y esta debe permanecer hecha cuando no esté en uso y todas las pertenencias personales deben estar organizadas. Es de su conveniencia mantener el área de vivienda limpia y evitar muchos de los problemas asociados con las condiciones de vida insalubres.
- Los reclusos indigentes tendrán candados a su disposición sin costo alguno, y los reclusos no indigentes podrán adquirirlos a través del encargado del almacén del centro.
- Cada unidad de alojamiento dispone de suficientes áreas para duchas, lavabos, comedores, salas de día que permitan la recreación en espacios interiores y cumplen con los requisitos de la ACA. Dadas estas condiciones de vida, esperamos su cooperación mostrando a los demás reclusos el respeto que desea recibir y respetando las pertenencias de los demás. También se le pide que respete la necesidad de compartir los equipos comunes como teléfonos, mesas, televisores, juegos recreativos y equipos.

ÁREA DE DORMITORIO/LIMPIEZA

- Debe mantener su cama y el área inmediata limpias y ordenadas. También es obligatorio hacer la cama todos los días antes de presentarse a su puesto de trabajo o cuando empiece su rutina diaria. ¡Su cama debe estar hecha cuando no esté en uso! No se permite colgar sábanas, toallas, mantas o ropa de los barrotes, las luces superiores o las camas.
- Los efectos personales, incluidos los artículos de higiene, deben guardarse en el contenedor de pertenencias. No coloque artículos en los alfelízares, ventanas, literas, casilleros, debajo de un colchón, etc, pues serán confiscados como contrabando y retirados al encontrarse en zonas no autorizadas. Será su responsabilidad identificar y reclamar los artículos a través del supervisor correspondiente.
- Para asegurar que se mantenga el orden, se le exigirá que participe en la limpieza de los dormitorios/unidades de alojamiento, incluyendo las áreas de la sala de día, las áreas de dormitorios, el área de los baños y el área de las duchas, en cooperación con las ordenanzas de la unidad de alojamiento. Si bien somos conscientes de que su permanencia en este centro es temporal, es su hogar durante este tiempo y esperamos su cooperación para mantenerlo seguro y limpio.
- Los dormitorios/unidades de alojamiento se limpian según se necesite o según lo indique un miembro del personal, inclusive después de cada comida, para garantizar una higiene y seguridad adecuadas. Un miembro del personal le entregaría todo el equipo, los suministros y las instrucciones.
- Será su responsabilidad asegurarse de que el área que rodea su cama esté limpia.
- Cada unidad de alojamiento dispone de un número importante de duchas para que cada recluso tenga la oportunidad de ducharse diariamente. Por favor, muestre respeto por los otros reclusos limpiando luego de terminar en el área.
- Todos los suministros de limpieza se colocarán en lugares de almacenamiento apropiados cuando no estén en uso.

**NORMAS DE SEGURIDAD/PROCEDIMIENTOS DE EMERGENCIA**

El personal del TCDF hará todo lo posible para ayudar a garantizar su seguridad mientras se encuentre aquí. Debe asumir cierto nivel de responsabilidad para ayudar a que este centro sea seguro. Se dispone de señales para marcar las áreas peligrosas dondequiera que se presenten. Si derrama algo, limpielo. Si encuentra un posible peligro, informe al oficial de su zona. No dé por sentado que se han notificado los problemas. Preste atención a las señales de advertencia y tenga un cuidado razonable en situaciones potencialmente peligrosas, como suelos mojados.

1. Los reclusos deben seguir todas las normas de seguridad, las señales, las instrucciones, las direcciones, las etiquetas y cualquier forma que se les proporcione.
2. Todos los reclusos deben asistir a todas las capacitaciones de seguridad/emergencia. Los reclusos deben recibir entrenamiento antes de realizar cualquier tarea peligrosa.
3. Los reclusos deben usar equipo de protección personal cuando manipulen productos químicos de limpieza u otros.
4. Los reclusos no pueden alterar los artículos ni utilizarlos para otros fines que no sean los previstos. Los artículos alterados se consideran contrabando y serán confiscados.
5. No retire la hojilla de las maquinillas de afeitar desechables.
6. Los reclusos deben limpiar inmediatamente cualquier líquido derramado o mantenerse alejados de la zona hasta que pueda limpiarse.
7. Los reclusos que se lesionen en la unidad de alojamiento, en el patio de recreación o en cualquier otro lugar del centro, deben informar sobre la lesión inmediatamente al empleado de turno en esa área.
8. Los reclusos no manipularán, abrirán, bloquearán o desactivarán ningún dispositivo de cierre y/o puerta.
9. Los reclusos no colgarán camisetas en el patio de recreación.
10. Los reclusos no meterán la mano en el alambre de púas por ningún motivo.
11. Los reclusos no escalarán ninguna valla por ningún motivo.
12. Los simulacros se llevan a cabo en toda la institución, incluyendo las áreas de vivienda. En caso de una emergencia o simulacro, los reclusos son responsables de seguir todas las instrucciones dadas por el personal. El incumplimiento de estas se considerará una interferencia/obstrucción de las normas de seguridad del centro.
13. En todas las unidades de alojamiento hay un plano/mapa de evacuación que muestra la ruta de evacuación de emergencia en caso de incendio. No retire estos planos.

**RECUENTOS OFICIALES**

Con el fin de mantener un control adecuado de los reclusos en este centro, los recuentos oficiales se llevan a cabo en el siguiente horario:

1. Los **recuentos formales** se llevan a cabo a las siguientes horas: 3:00 a.m., 6:30 a.m., 9:15 a.m., 3:00 p.m., 7:00 p.m., 10:00 p.m. (recuento con identificación con foto - recuento de pie), 12:00 a.m.
2. Los **recuentos informales** son efectuados en horarios irregulares y sin previo aviso.

Se espera que los reclusos cooperen durante cada recuento. Los televisores estarán apagados y no se permite ningún movimiento mientras se lleva a cabo el recuento. Cuando los oficiales estén realizando el recuento, usted debe regresar y permanecer sentado en su litera hasta que el oficial autorice su movimiento. No se
permite hablar durante el recuento. Las interrupciones durante el recuento pueden dar lugar a un
confinamiento. Los reclusos deben permanecer de pie durante los recuentos de emergencia.

COMIDAS

- Todas las comidas son balanceadas desde el punto de vista nutricional, sin cerdo, aprobadas por los dietistas,
preparadas adecuadamente y servidas de forma atractiva en un entorno sano, limpio y seguro. Para obtener una dieta especial por motivos religiosos, envíe una solicitud indicando la religión y los requisitos de la dieta especial al capellán. Las dietas especiales están sujetas a un control de cumplimiento. Se prohíbe el uso de alimentos (es decir, la retención o variación del menú estándar) como medida disciplinaria o recompensa. Se le entregarán utensilios adecuados para comer y beber. Los menús están publicados en el tablero de anuncios de su unidad de alojamiento.
- Aquellos reclusos que necesiten una dieta especial por razones médicas pueden solicitarla a través de los Servicios de Salud. Para que se le tenga en cuenta, presente al servicio médico un formulario de consulta médica. La enfermera concertará una cita para que vea a un proveedor médico que evaluará su solicitud.
- El TCDF le proporcionará tres (3) comidas al día; desayuno a las 5:00am, almuerzo a las 11:00am y cena a las 5:00pm. Estos horarios son aproximados. Se sirve una comida y una bebida en cada unidad de alojamiento. Se deben seguir las reglas de los oficiales de detención. Debe mostrar su identificación emitida por el centro para retirar su comida, no debe saltarse la fila, agarrar bandejas o llevar bandejas a la zona de dormitorios. Sólo se permite una (1) bandeja por comida, los reclusos no pueden recoger la bandeja de comida de otro recluso. Cada recluso debe recoger su propia bandeja de comida.
- 1. Toda la comida debe ser consumida en las mesas dispuestas en la unidad de alojamiento.
- 2. Se debe comer a la hora designada y devolver inmediatamente la bandeja al carro dispuesto para ello.
- 3. No se permitirá ninguna comida externa en la unidad de alojamiento que no sea la proporcionada a través de las instalaciones de la cocina y el economato, a menos que se pida a través de "food night" (debe tener dinero en su cuenta para comprar).
4. LAS COMIDAS NO DEBEN SER CONSUMIDAS EN EL ÁREA DE LA CAMA.
- 5. NO coloque las bandejas de comida en el microondas. NO se deben poner artículos de papel de aluminio en el microondas.
- 6. Los microondas deben limpiarse después de cada uso.
- 7. Tendrá un total de veinte (20) minutos para comer cada comida.
- 8. No se guardará ningún alimento de las comidas en los casilleros o taquillas.

ACCESO A LOS TELÉFONOS

- Las unidades de alojamiento han sido equipadas con teléfonos, con la finalidad de que usted pueda
comunicarse con amigos y/o familiares.
- Al ingresar, el oficial de procesamiento le proporcionará un número PIN, esto le dará una llamada gratuita
única de 3 minutos. Este número pin estará activo a lo largo de su estadía en el centro. Debe establecer una
contraseña de voz antes de realizar su primera llamada telefónica.
Este sistema está diseñado para garantizar que ningún otro recluso pueda acceder a su cuenta pagada. Las
cuantas pagadas son su responsabilidad; debe proteger sus datos biométricos de voz para poder recibir
sus fondos. Las llamadas telefónicas pueden realizarse a cobro revertido o puede optar por participar en el
sistema de llamadas pagadas. Este sistema le permite comprar minutos telefónicos a través del
economato.
- Sus familiares o amigos también pueden depositar dinero en su cuenta telefónica llamando al servicio al cliente
de Talton al 1-866-348-6231; en el sitio web de Talton www.Talton.com; o a través del quiosco del vestíbulo
(en efectivo o a crédito). Consulte el tablero de anuncios de su unidad para conocer las tarifas de llamada actuales.

- Para aumentar el volumen de los teléfonos, pulse el botón de asterisco (*), o del volumen, mientras habla.
- No se podrán recibir llamadas entrantes ni realizar llamadas a tres bandas en estos teléfonos.
- En aras de respetar la intimidad de los demás, le pedimos que espere tranquilamente su turno, ya que los teléfonos se utilizarán por orden de llegada. Si necesita ayuda, pregunte al oficial asignado a su área.

**Todas las llamadas telefónicas están sujetas a supervisión y/o grabación.** Para acceder a una llamada no monitoreada a un tribunal, a un representante legal o con el propósito de obtener representación legal, presente un formulario de solicitud a su consejero de detención. Los procedimientos para realizar una llamada anónima están publicados en la unidad de alojamiento.

- Los números de teléfono para informarse sobre el estado de su caso, así como los números de la mayoría de los consulados, se han puesto a su disposición de forma gratuita (Pro Bono). (Consulte el tablero de anuncios de su unidad de alojamiento para ver la lista de números). Para realizar llamadas gratuitas/Pro Bono:
  1) Pulse el 1 para hablar en inglés;
  2) Introduzca el PIN seguido del signo #;
  3) Pulse 6 para las llamadas Pro Bono
  4) Introduzca el número de marcación rápida correspondiente a la entidad a la que desea llamar.

- En caso de que no logre contactar a su abogado o consulado utilizando los teléfonos de su unidad de alojamiento, usted podrá presentar un formato de solicitud a cualquier miembro del Equipo Administrativo de su Unidad para acceso alternativo telefónico.
- Se dispone de aparatos telefónicos TDD para las personas con discapacidad auditiva.
- Cuando la demanda telefónica es alta, se espera que limite sus llamadas telefónicas a veinte (20) minutos para permitir a otros los mismos privilegios telefónicos, pero se le permitirá continuar su llamada si lo desea en cuanto la demanda lo permita.
- Los teléfonos podrán utilizarse desde la hora de despertar hasta la hora de dormir, y estarán apagados durante las horas de recuento.
- Cuando el personal del centro reciba una llamada telefónica de emergencia para un recluso, se tomará el nombre y el número de teléfono de la persona que llama y se informará rápidamente al recluso.
- Se le permitirá devolver rápidamente una llamada de emergencia dentro de las limitaciones de seguridad del centro.
- Las llamadas telefónicas en las que se intente que los contactos externos envíen o introduzcan drogas/contrabando en el centro pueden dar lugar a que se bloquee el número de la persona externa.

**INSTRUCCIONES DE LA TABLET TALTON:**

1. Deje las tablets en la estación de carga cuando no las utilice;
2. Utilice el botón superior derecho del lateral de la funda para encender la tablet;
3. Seleccione inglés, español o francés en el cuadro desplegable de la parte superior derecha de la pantalla;
4. Utilice su PIN telefónico y ponga su cara en la casilla de la pantalla para iniciar la sesión; y
5. Se le pedirá que configure un segundo número PIN (por favor, elija un número diferente al de su PIN telefónico).

**NOTA:** La tablet cerrará la sesión después de cinco minutos de inactividad. Se le seguirá cobrando mientras esté conectado a la tablet.

**SERVICIOS RELIGIOSOS**
Todos los reclusos tendrán acceso a recursos, servicios, instrucciones y asesoramiento religiosos de forma voluntaria. Todos los reclusos tendrán la libertad y la oportunidad necesarias para seguir cualquier creencia o práctica religiosa legítima dentro de las limitaciones de las condiciones de seguridad.

- Los servicios religiosos se prestan a través de la oficina de capellanía y de los servicios prestados por voluntarios de la comunidad. Estos servicios pueden incluir el asesoramiento individual, la oración en grupo, el estudio de la Biblia y diversos servicios religiosos organizativos de la iglesia/el culto. Los horarios pueden iniciar desde las 8:30 a.m. hasta las 8:30 p.m., en el tablero de anuncios de su unidad de alojamiento se encuentra un cronograma con los días y horarios de cada servicio programado regularmente. Estos servicios están abiertos a todos aquellos que deseen asistir, teniendo en cuenta las limitaciones de espacio y los problemas de seguridad.
- También se ofrecen programas educativos basados en la religión y actividades especiales según el programa de actividades publicado en el tablero de anuncios de su unidad de alojamiento.
- Se puede solicitar material religioso de varios credos.

**ECONOMATO**

- El economato estará abierto y a su disposición de lunes a viernes según los horarios publicados en su unidad de alojamiento, exceptuando los días de inventario del economato.
- Los pedidos de economato deben ser completados y depositados en el buzón ubicado en cada unidad de alojamiento. La hoja de pedido ha de estar debidamente escrita con tinta, con su nombre, número de unidad de alojamiento y número de extranjero, para poder recibir el economato ese día. (ESCRIBIR DE MANERA LEGIBLE). Todos los formularios de pedido deben ser recibidos antes de las 7:30 de la mañana del día del economato.
- No habrá reembolsos por artículos que se hayan comprado por error. Es su responsabilidad llenar correctamente el formulario de pedido. Antes de abrir la bolsa del economato, debe verificar todos los artículos. Si cree que hay algún problema con el pedido, uno de los empleados del economato verificará con usted los artículos de la bolsa antes de abrirla. Una vez abierta la bolsa, el pedido está completo. No habrá cambios, reembolsos ni sustitución de artículos faltantes.
- Los artículos del economato están sujetos a limitaciones y/o cambios sin previo aviso.

**PROGRAMA DE TRABAJO VOLUNTARIO**

Los reclusos pueden tener oportunidades laborales remuneradas mientras están confinados, dependiendo del número de oportunidades disponibles y respetando las limitaciones de la seguridad y el buen orden del centro. Los reclusos podrán ofrecerse como voluntarios para realizar tareas laborales, pero por lo demás no se les exigirá que trabajen, salvo para realizar tareas domésticas personales. No se permite a los reclusos de alta custodia trabajar fuera de sus áreas de alojamiento.

- Se hará todo lo posible para ofrecerle una oportunidad de participar en el programa de trabajo voluntario.
- Los reclusos recibirán una compensación por el trabajo realizado.
- No se le permitirá trabajar más de ocho (8) horas diarias, ni cuarenta (40) horas semanales.
- Se le exigirá que firme una declaración de programa de trabajo voluntario y que reciba la formación necesaria.
- Los reclusos que participan en el programa de trabajo voluntario están obligados a trabajar de acuerdo con un horario asignado, y las ausencias injustificadas al trabajo o el desempeño insatisfactorio del mismo podría resultar en la remoción del programa de trabajo voluntario. Ningún recluso tendrá control ni potestad de supervisar a otro recluso.
Se le exigirá que realice tareas relacionadas con el funcionamiento diario de la institución. Dichas tareas pueden incluir la limpieza general, así como otras tareas. En ningún caso se le obligará a participar en el programa de trabajo.

Su elegibilidad para trabajar será determinada por el ICE y el personal del TCDF. Si desea ser colocado en un programa de trabajo, envíe un formulario de solicitud de recluso al supervisor de turno responsable o al jefe de departamento, que enviará su nombre para su consideración. Por favor, recuerde que no hay suficientes asignaciones de trabajo para cada persona, por lo tanto, pedimos su paciencia y cooperación.

Si a los reclusos se les asigna una tarea que está fuera de su ámbito de funciones, deben comunicarlo a un miembro del personal o a un supervisor del mismo.

**BIBLIOTECA/BIBLIOTECA JURÍDICA**

La biblioteca de este centro contiene el material bibliográfico estándar, que se encuentra en una biblioteca escolar o comunitaria. Las necesidades, los intereses y las capacidades de la mayoría de los reclusos son cuidadosamente consideradas, y la colección de la biblioteca se desarrolla en consecuencia. Los libros de la biblioteca estarán a su disposición llenando una solicitud y seleccionando a partir de una lista de libros disponibles que se le proporcionará. Una vez presentada, el personal de la biblioteca le entregará el libro o los libros solicitados a más tardar al día siguiente, de lunes a viernes, excluyendo los fines de semana y los días feriados. Las solicitudes presentadas los fines de semana se tramitarán al siguiente día hábil.

Se puede retirar un (1) libro de lectura general, durante siete (7) días. El artículo debe ser devuelto antes de retirar material adicional. Es importante que cuide los libros y los devuelva a tiempo para que otros reclusos tengan la oportunidad de leerlos y disfrutarlos. Todos los libros deben ser devueltos antes de su salida del centro, en el mismo estado en que fueron recibidos.

Se concederá tiempo de lectura personal de lunes a domingo, en la sala de programas. El tiempo de lectura se ofrecerá durante una hora cada día, para asegurar que todos los reclusos tengan la oportunidad de leer tranquilamente. No se podrá solicitar una extensión de la hora, debido a otros programas ofrecidos. Los días y horarios de la hora de lectura se publicarán en el área de alojamiento asignada.

**El material de referencia, el material jurídico y las revistas no pueden sacarse de la biblioteca.**

La biblioteca jurídica está a disposición de todos los reclusos, durante el horario de sus unidades de alojamiento, que está publicado en cada una de ellas. En caso de necesitar más tiempo, se puede presentar una solicitud por escrito al personal de la biblioteca. La solicitud será respondida de manera oportuna, generalmente al siguiente día hábil después de recibir la solicitud. La biblioteca jurídica contiene materiales de referencia de autoayuda que el ICE ha determinado que son esenciales para proporcionar información pertinente a la ley y los procedimientos de inmigración. Puede acceder a esta información en las computadoras de la biblioteca en el programa Lexis/Nexis. Las instrucciones para acceder al programa Lexis/Nexis están publicadas encima de las computadoras en la biblioteca jurídica.

Si necesita materiales de referencia adicionales que no se encuentran en la biblioteca jurídica, puede presentar una solicitud a la biblioteca, indicando el nombre y el tipo de material que necesita. Su solicitud será remitida al ICE para su aprobación.

Si encuentra que falta algún material de la biblioteca o está dañado, notifique al coordinador de la biblioteca presentando una solicitud al departamento de recreación.

El horario de la biblioteca jurídica abarca desde las 7:30 a.m. hasta las 2:45 p.m., de acuerdo con el horario publicado en el tablero de anuncios de las unidades de alojamiento. Puede presentar una solicitud al bibliotecario y/o al ayudante de la biblioteca si necesita tiempo extra de la biblioteca jurídica (más allá de las cinco horas semanales). Los reclusos con plazos judiciales tendrán prioridad.

Todos los reclusos firmarán para entrar y salir de la biblioteca.
Las computadoras están disponibles en la biblioteca jurídica ÚNICAMENTE para la preparación de documentos legales. Quienes infrinjan esta norma serán objeto de medidas disciplinarias. Se pondrán a su disposición impresoras durante la sesión de la biblioteca jurídica para la impresión de documentos legales relacionados con la preparación de su caso. Se dispone de unidades de memoria para almacenar sus documentos legales.

Los reclusos con discapacidades, los reclusos LEP y los reclusos analfabetos que deseen presentar un reclamo legal relacionado con sus procedimientos de inmigración o detención, y que requieran asistencia para presentar su reclamo legal deben solicitar dicha asistencia al personal de su unidad.

Los reclusos que se encuentran en la Unidad de Alojamiento Restritivo (RHU) tienen acceso a la biblioteca jurídica, que incluye los mismos recursos y materiales jurídicos que los reclusos de la población general.

VISITAS

El TCDF le ofrece la oportunidad de tener una (1) visita por semana (de domingo a martes y de jueves a sábado) de hasta una (1) con familiares y amigos. El horario variará según el calendario. Si hay más visitantes de los que pueden acomodarse en la sala de visitas, podría ser necesario limitarlas a periodos de tiempo menores. Los tiempos de visita también pueden acortarse debido a riesgos de seguridad, recuento u otros eventos imprevistos.

Para la aprobación de visitas en días no programados para su unidad de alojamiento o para visitas prolongadas debido a viajes de larga distancia u otras circunstancias atenuantes, presente un formulario de visita especial al jefe de gestión de la unidad.

Si los visitantes traen niños (de dieciocho (18) años o menos) se espera que permanezcan bajo la supervisión directa de los visitantes adultos para que no molesten a los demás visitantes. Sólo se permitirá la visita de dos (2) adultos y dos (2) niños menores (de dieciocho (18) años o menos) a la vez, puesto que el espacio es limitado.

Debe advertir a sus visitantes que eviten traer grandes cantidades de artículos de mano. Es posible que los visitantes deban dejar ciertos artículos en una taquilla o en su vehículo. Todos los visitantes y artículos están sujetos a inspección.

Deberá notificar a los visitantes estos horarios y procedimientos, y que deben llevar un documento de identidad con fotografía emitido por el gobierno (para mayores de dieciocho (18) años) para que se les permita la visita.

Los visitantes deben llevar vestimenta apropiada y socialmente aceptable. La siguiente ropa está PROHIBIDA: Pantalones cortos, minifaldas por encima de la rodilla, vestidos cortos, camisetas sin mangas, y cualquier ropa transparente, zapatos abiertos o tacones de más de 2 pulgadas no se permiten durante las visitas.

Los horarios de visita, así como las normas, están publicados en su unidad de alojamiento.

Los visitantes tienen prohibido entregarle ningún objeto, dinero o papel.

Las indicaciones están disponibles para los visitantes y/o abogados llamando al 505-384-2711.

VISITAS LEGALES

El horario de visitas general para los abogados es de lunes a viernes, de 8a.m. a 4p.m., y está disponible los sábados y domingos si es necesario.

De ser necesario, se le dará la opción de reunirse con su representante legal durante la hora de comer y se le proporcionará una bandeja de menú o una bolsa de comida.

Sólo puede recibir documentos legales de su abogado una vez que haya sido aprobado por el personal de supervisión correspondiente.
Si ha concertado una cita para reunirse con un abogado, representante legal o asistente jurídico de una organización, bufete de abogados u otra asociación o empresa, es su responsabilidad cancelar la cita si no tiene intención de asistir a ella. Las cancelaciones de citas no se llevarán a cabo en su nombre por, o a través de un oficial u otro.

Hay una lista de organizaciones legales pro bono (gratuitas) en todas las áreas de alojamiento de los reclusos y en otras áreas apropiadas. Si desea ver a un representante o asistente legal de esa organización, es su responsabilidad ponerse en contacto con ellos para concertar una cita.

Puede ponerse en contacto con ellos por correo o por teléfono para solicitar su asistencia.

Si tiene preguntas relativas al estado de su caso, llame al número #222 de los teléfonos de la unidad de alojamiento o presente un formulario de solicitud de reclusos al ICE y colóquelo en el buzón del ICE.

PRESENTACIONES DE DERECHOS DE GRUPO

“Know Your Rights” (KYR) (Conozca Sus Derechos)/ "Legal Orientation Programs" (Programa de orientación jurídica) (LOP) son impartidos por representantes legales voluntarios. Se le dará la oportunidad de asistir a una de estas presentaciones una vez que se le haya asignado un alojamiento. La asistencia es voluntaria y sólo está limitada por el espacio disponible y los problemas de seguridad del centro.

Las presentaciones tendrán lugar en la sala de visitas del centro

Los reclusos en la Unidad de Gestión Especial (SMU) serán notificados de las presentaciones programadas

La notificación de las presentaciones se publicará en su unidad al menos 48 horas antes de que se produzcan. Debe manifestar su interés en asistir anotándose en las hojas de inscripción publicadas en su unidad.

Estas presentaciones abarcan información general y no pretenden ofrecer asesoría jurídica específica.

SOLICITUDES DE MATRIMONIO

Las solicitudes de matrimonio deben enviarse al director. En caso de ser denegada, la solicitud será revisada por funcionarios del ICE que podrán mantener o revocar la decisión del director. Usted debe ser capaz de proporcionar la siguiente documentación:

1. Su elegibilidad para casarse en este estado; y
2. Su futuro cónyuge ha afirmado, por escrito, su intención de casarse con usted. (Esto debe acompañar su solicitud).

CORRESPONDENCIA Y OTRO CORREO

El correo se recogerá y entregará de lunes a viernes (excepto los días feriados).

Puede enviar o recibir correo de cualquiera a quien conozca personalmente. Puede depositar sus cartas salientes sin sellar en el buzón de su unidad de alojamiento marcado como "CORREO".

Todo el correo entrante y saliente debe tener la dirección correcta e incluir su nombre, el número A de Inmigración y el número de unidad de alojamiento/cama. Si no se incluye toda la información, el correo será devuelto. Observe el ejemplo a continuación:
Como mínimo, debe incluirse la siguiente información en toda la correspondencia entrante:

Nombre del remitente
Dirección del remitente

John Doe #000000000
CoreCivic/TCDF
P.O. Box 837
Estancia, New Mexico 87016

Coloque una estampilla aquí

La normativa postal prohíbe dibujar en el anverso de los sobres salientes.

CORRESPONDENCIA ESPECIAL/CORREO LEGAL

La "correspondencia especial" se define como la comunicación escrita dirigida a o procedente del Presidente y el Vicepresidente de los Estados Unidos; el Departamento de Justicia de los Estados Unidos; el Servicio de Salud Pública de los Estados Unidos; los Secretarios del Ejército, la Armada o las Fuerzas Aéreas; los Tribunales de los Estados Unidos (incluidas las oficinas de libertad condicional); los miembros del Congreso; las embajadas y los consulados; los gobernadores de los Estados; el Fiscal General de los Estados, los fiscales; los directores de los departamentos penitenciarios de los Estados; las oficinas de libertad condicional de los Estados; las legislaturas de los Estados. Los tribunales (incluidas las oficinas de libertad condicional); los miembros del Congreso; las embajadas y los consulados; los gobernadores de los estados; el fiscal general del estado, los fiscales; los directores de los departamentos estatales de prisiones; las oficinas estatales de libertad condicional; las legislaturas estatales; los tribunales estatales; los funcionarios estatales de libertad condicional; otras oficinas federales y estatales de aplicación de la ley; los abogados personales; los representantes de los medios de comunicación; el Departamento de Seguridad Nacional (DHS); el Servicio de Inmigración y Control de Aduanas de los Estados Unidos. El Servicio de Inmigración y Control de Aduanas (ICE); el Cuerpo de Servicios de Salud del ICE
(IHSC); el Departamento de Derechos Civiles y Libertades Civiles (CRCL) del DHS; la Oficina del Inspector General (OIG) del DHS; los proveedores de atención médica externos; y los administradores de los sistemas de quejas.

- Si usted recibe correspondencia especial, ésta se abrirá en su presencia (a menos que el director autorice lo contrario) y se inspeccionará en busca de contrabando físico. El personal no leerá ni copiará la correspondencia especial. Si no acepta la carta o no permite que la inspeccionen, en su presencia, será devuelta al remitente. La correspondencia sólo será tratada como "especial" si el título y el cargo del remitente o del destinatario están claramente identificados en el sobre, indicando sin lugar a dudas que la correspondencia es "especial" según la definición anterior. Es su responsabilidad informar al remitente de los requisitos de etiquetado para la "correspondencia especial" o el "correo legal".

- El "correo legal" y la "correspondencia especial" salientes no se abrirán, inspeccionarán ni leerán.

- No se le permitirá recibir o enviar paquetes sin que lo haya acordado previamente y sin la aprobación del jefe de seguridad. Los gastos de envío de los paquetes y del correo de gran tamaño o con exceso de peso correrán a su cargo. Consulte con el consejero de detención para conseguir un formulario de aprobación para los paquetes entrantes.

- El correo entrante y saliente, a excepción de la correspondencia especial o el correo legal, se abrirá en su presencia y se inspeccionará en busca de contrabando.

- De acuerdo con el PBNDS 2011.2.5 Fondos y bienes personales, este centro tiene un sistema de fondos automatizado y no acepta fondos por correo. Cualquier fondo recibido por correo será devuelto al remitente.

- Todos los sobres que contengan correo ordinario saliente deben enviarse a la sala de correo sin sellar y listos para su inspección.

- La correspondencia general será leída o rechazada sólo con el fin de proteger el funcionamiento seguro y ordenado del centro, y los reclusos serán notificados por escrito cuando la correspondencia sea retenida en parte o en su totalidad.

- Todos los paquetes entrantes y salientes se abrirán en su presencia (a menos que el director autorice lo contrario) y se inspeccionarán en busca de contrabando. El contrabando incluye, pero no se limita a lo siguiente: material que represente, describa o fomente actividades que puedan conducir a la violencia física, como materiales que traten sobre temas de autodefensa o supervivencia, armamento, explosivos o dispositivos incendiarios; información relativa a planes de fuga, planes para cometer actividades ilegales o para violar las normas del ICE o las directrices del centro; información relativa a la producción de drogas o alcohol; material sexualmente explícito; amenazas, extorsión, obscenidades o blasfemias injustificadas; un código; sellos, sobres y papel en blanco; tarjetas telefónicas; fotos de tamaño superior a 5x7; libros y revistas (si se aprueban, deben recibirse directamente del editor); u otro tipo de contrabando según se indique en este manual. Un paquete recibido sin aprobación previa se considera contrabando.

- Los documentos de identidad, como pasaportes, certificados de nacimiento, etc., serán asegurados y entregados al ICE. No se le permite tener un documento de identidad en su poder. Si lo solicita el ICE/ERO, se le proporcionará una copia certificada del documento.

- Cuando se rechace la correspondencia o los paquetes, recibirá una notificación por escrito explicando los motivos del rechazo.

- Cuando salga del centro, el correo que reciba se enviará a la dirección de reenvío que haya facilitado a los funcionarios durante su admisión/ liberación. Si no facilita una dirección de reenvío, su correo será devuelto, "Sin dirección de reenvío, devolver al remitente". Todo ese correo será devuelto al Servicio Postal de los Estados Unidos.

- Para obtener papel, útiles de escritura y sobres para su uso personal, presente un formulario de solicitud de recluso al equipo de la unidad.

- Se pueden comprar sellos postales en el economato para el correo saliente. A los reclusos indigentes se les otorgará el franqueo para enviar una cantidad ilimitada de correspondencia especial o legal, dentro de lo razonable; tres piezas de correspondencia general; y/o paquetes que el ICE considere necesarios. Para ser considerado indigente, debe haber mantenido un saldo de 15,00 dólares o menos en su cuenta de CoreCivic/TCDF durante los últimos 10 días).
CONTACTO CON EL PERSONAL DEL ICE

- El horario y los días en que el personal del ICE estará a su disposición en su unidad son los martes y los jueves entre las 9:00 am y las 3:00 pm. Cualquier cambio en este horario se publicará en su unidad de alojamiento. La dirección de la oficina local del ICE es U.S. Immigration and Customs Enforcement, 5441 Watson Drive, Albuquerque, NM 87106. Teléfono: (505) 452-4771. Puede llamar a la oficina local del ICE de lunes a viernes, de 0800 a 1600 horas.

- El oficial a cargo del ICE (OIC), el oficial asistente a cargo (AOIC) y los jefes de departamento designados realizarán visitas semanales no anunciadas (no programadas) a su área de alojamiento. El propósito de estas visitas es abordar sus preocupaciones personales y observar sus condiciones de vida y de trabajo. Usted tiene la oportunidad de presentar por escrito sus preguntas, solicitudes o inquietudes al personal del ICE utilizando el formulario de correspondencia especial del ICE. El formulario de correspondencia especial del ICE debe colocarse en el buzón de correo etiquetado "ICE" en su área de alojamiento. Usted puede obtener ayuda de otro recluso, de un oficial de alojamiento o de detención o de otro personal del centro para preparar su formulario de solicitud. El personal del ICE que reciba su formulario de solicitud responderá tan pronto como sea posible, pero a más tardar dentro de las 72 horas siguientes a la recepción de su solicitud. **Este procedimiento no debe utilizarse para presentar quejas formales. (Véase la sección "Quejas").**

- El personal del ICE tendrá las llaves de los buzones del ICE, situados en la unidad de alojamiento. El personal de ICE recogerá las solicitudes, el personal de la institución no tiene acceso a estos buzones.

- Para obtener información de contacto adicional, consulte la última página de este manual.

Dirección del centro de detención del condado de Torrance:

CoreCivic/TCDF  
P.O. Box 837  
Estancia, New Mexico 87016

Para escribir a la oficina local del ICE, utilice la siguiente dirección:

U.S. Immigration and Customs Enforcement, ERO  
5441 Watson Drive  
Albuquerque, NM 87106

Para escribir a la Oficina local de ICE en El Paso, por favor utilice la siguiente dirección:

U.S. Immigration and Customs Enforcement,  
El Paso Field Office  
11541 Montana Ave., Suite E  
El Paso, TX 79936

Por favor, marque su sobre como se indica arriba.

NOTARIO, COPIAS Y LIBERACIÓN DE FONDOS
NOTARIO - Se puede obtener asistencia notarial enviando una solicitud al equipo de la unidad. Se le contactará lo antes posible para realizar la tarea.

COPIAS - Las solicitudes de copias de material jurídico deben remitirse al equipo de la unidad.

LIBERACIÓN DE FONDOS - El formulario de solicitud de liberación de fondos (2-5A) debe presentarse al equipo de gestión de la unidad para su aprobación. No se le permitirá enviar o transferir dinero de su cuenta a la cuenta de otros reclusos dentro del CoreCivic/TCDF.

DISCIPLINA DE RECLUSOS

En un centro en el que conviven muchos individuos dentro de un espacio relativamente pequeño, es extremadamente importante que se mantenga el orden y la disciplina. La disciplina y el orden no son sólo para el beneficio del personal, sino también para la seguridad y el bienestar de usted y de todos los demás reclusos. Aunque muchos problemas pueden resolverse de manera informal a través de asesoría, en ocasiones deben imponerse medidas disciplinarias.
Reglas de conducta/ procedimientos disciplinarios

Se espera que usted respete las reglas y los horarios establecidos del centro durante su estancia en el TCDF. Estas reglas están publicadas en cada unidad de alojamiento y deben ser revisadas a fondo inmediatamente después de la asignación de la unidad de alojamiento.

Se incluye una lista de delitos y sanciones en las reglas de conducta (ver a continuación). Habrá un programa de disciplina informal y formal. El procedimiento informal se ocupa de las infracciones menores. El proceso formal se ocupará de las infracciones más graves. Si usted se ve involucrado en un incidente que da lugar a la presentación de cargos formales, normalmente se iniciará una investigación en las 24 horas siguientes a que el personal tenga conocimiento del incidente. Una vez finalizada la investigación (normalmente en 24 horas, pero en un máximo de 72 horas), se le entregará una notificación por escrito de los cargos que se le imputan y se le informará de sus derechos al debido proceso.

Si se le acusa de infringir un acto prohibido en una categoría moderada alta (300) o moderada baja (400), normalmente se celebrará una audiencia que será resuelta por el Comité Disciplinario de la Unidad (UDC). Durante este proceso, usted tiene derecho a permanecer en silencio, puede llamar a testigos, siempre que no ponga en peligro la seguridad institucional, y presentar pruebas documentales.

El UDC puede remitir el incidente al Panel Disciplinario Institucional (IDP) o al Oficial de Audiencia Disciplinaria (DHO) a su discreción. Todas las infracciones de categoría Mayor (100) y Alta (200) deben ser remitidas al IDP o al DHO. El oficial investigador o la audiencia de la UDC normalmente celebrará la audiencia con el IDP/DHO dentro de las 48 horas siguientes a la remisión, a menos que usted renuncie a ella o solicite más tiempo para prepararse. Contará con servicios de traducción o interpretación durante todo el proceso de investigación, disciplinario y de apelación, según sea necesario.

Escala de gravedad disciplinaria y actos prohibidos:

Apéndice 3.1.A: Categorías de delitos

I. Delitos de categoría “mayor”

A. Actos prohibido

100 Asesinato

101 Agredir a cualquier persona (incluyendo agresión sexual)

102 Escapar de su escolta; escapar de un centro de seguridad

103 Provocar un incendio (se acusa de este acto en esta categoría sólo cuando se comprueba que supone una amenaza para la vida o una amenaza de daños corporales graves o para la promoción de un acto prohibido de mayor gravedad [por ejemplo, un motín o una fuga]; de lo contrario, la acusación se clasifica como Código 222, 223 o 322)

104 Posesión o introducción de una pistola, un arma de fuego, un arma, un instrumento afilado, un cuchillo, un producto químico peligroso, un explosivo, una herramienta de fuga, un dispositivo o municiones

105 Motín
106 Incitar a otros a un motín
107 Toma de rehenes
108 Agredir a un miembro del personal o a cualquier agente de la ley
109 Amenazar a un miembro del personal o a cualquier agente de la ley con causar daño corporal

B. Sanciones

1. Inicio de un procedimiento penal
2. Traslado disciplinario (recomendada)
3. Segregación disciplinaria (hasta 60 días)
4. Hacer una restitución monetaria, si hay disponibilidad de fondos
5. Pérdida de privilegios (por ejemplo, economato, máquinas expendedoras, cine, recreo, etc).

II. Delitos de categoría “alta”

A. Actos prohibidos

200 Escapar de actividades abiertas sin escolta o de un centro de seguridad, procediendo sin violencia
201 Pelear, boxear, luchar, hacer sparring y cualquier otra forma de encuentro físico, incluyendo jugueteos bruscos que causen o puedan causar daños a otra persona, excepto cuando sea parte de una actividad recreativa o deportiva aprobada
202 Posesión o introducción de una herramienta no autorizada
203 Pérdida, extravío o daño de cualquier herramienta restringida
204 Amenazar a otro con daño corporal
205 Extorsión, chantaje, protección y demanda o recepción de dinero o cualquier cosa de valor a cambio de protección contra otros, de evitar daños corporales o de evitar una amenaza de ser denunciado
206 Involucrarse en actos sexuales
207 Hacer propuestas o amenazas sexuales
208 Usar un disfraz o máscara
209 Manipular o bloquear cualquier dispositivo de cierre
210 Adulterar alimentos o bebidas
211 Poseer, introducir o usar estupefacientes, parafernalia de estupefacientes o drogas no prescritas para el individuo por el personal médico
212 Poseer ropa de un oficial o de un miembro del personal
213 Participar o incitar a una manifestación en grupo
214 Animar a otros a participar en un paro laboral o a rehusarse a trabajar
215 Negarse a proporcionar una muestra de orina o cooperar de otro modo en un análisis de drogas
216 Introducir alcohol al centro
217 Dar u ofrecer a un funcionario o miembro del personal un soborno o algo de valor
218 Dar dinero a una persona o recibir dinero de la misma para un fin ilegal o prohibido (por ejemplo, introducir/transportar contrabando)
219 Destruir, alterar o dañar la propiedad (del gobierno o de otra persona) por un valor superior a $100
220 Ser declarado culpable de cualquier combinación de tres o más infracciones de nivel moderado alto o moderado bajo en un plazo de 90 días
222 Tener en posesión o introducir un dispositivo incendiario (por ejemplo, fósforos, encendedores, etc.)
223 Involucrarse en cualquier acto que pueda poner en peligro a cualquier persona y/o propiedad.

B. Sanciones
1. Inicio de un proceso penal
2. Transferencia disciplinaria (recomendada)
3. Segregación disciplinaria (hasta 30 días)
4. Restitución monetaria, si hay disponibilidad de fondos
5. Pérdida de privilegios (por ejemplo, economato, máquinas expendedoras, cine, recreación, etc.)
6. Cambio de alojamiento
7. Retiro de un programa y/o actividad grupal
8. Pérdida de trabajo
9. Incautación y almacenamiento de las pertenencias del recluso
10. Confiscación de contrabando
11. Restricción del alojamiento
12. Advertencia

III. Delitos de categoría “moderada alta”

A. Actos prohibidos
300 Exposición indecente
301 Robo (hurto)
302 Uso indebido de medicamentos autorizados
303 Pérdida, extravío o daño de una herramienta menos restringida
304 Prestar bienes u otros objetos de valor para obtener un beneficio o una mayor rentabilidad
305 Posesión de artículos cuya recepción o retención no estén autorizadas y que no se hayan emitido por los canales regulares
306 Negarse a limpiar el área de vivienda asignada
307 Negarse a obedecer la orden de un miembro del personal o de un oficial (puede ser categorizado e imputado como una ofensa mayor o menor, dependiendo del tipo de desobediencia: motín continuo es el Código 105- Motín; pelea continua es el Código 201-Pelea; negarse a proporcionar una muestra de orina, el Código 215- Negarse a proporcionar una muestra de orina o cooperar de otra manera en un análisis de drogas).

308 Insolencia hacia un miembro del personal

309 Mentir u ofrecer una declaración falsa al personal

310 Falsificación o reproducción no autorizada de procedimientos monetarios u otros documentos o artículos oficiales (por ejemplo, documentos de seguridad, tarjetas de identificación, etc.); puede clasificarse como un delito mayor o menor, dependiendo de la naturaleza y el propósito de la reproducción (por ejemplo, falsificación de documentos de liberación para efectuar una fuga-Código 102 o 200).

311 Participar en una reunión o encuentro no autorizado

312 Estar en un área no autorizada

313 Faltar al recuento de pie

314 Interferir con el recuento

315 Fabricar, poseer o consumir estupefacientes

316 Negarse a realizar una prueba de alcoholemia o cualquier otra prueba de consumo de alcohol

317 Jugar juegos de azar

318 Preparación o realización de una quiniela

319 Posesión de parafernalia de juego

320 Contacto no autorizado con el público

321 Dar dinero u otro artículo de valor a, o aceptar dinero u otro artículo de valor de, cualquier persona, incluyendo otro recluso, sin la autorización del personal

322 Destruir, alterar o dañar la propiedad (del gobierno o de otra persona) con un valor igual o inferior a $100

323 Firmar, preparar, hacer circular o solicitar apoyo para peticiones de grupo que amenacen la seguridad o dañen la propiedad (del gobierno o de otra persona) por un valor igual o inferior a $100

323 Firmar, preparar, hacer circular o solicitar apoyo para peticiones de grupo que amenacen la seguridad o el funcionamiento ordenado del centro.

B. Sanciones

1. Inicio de un proceso penal

2. Transferencia disciplinaria (recomendada)

3. Segregación disciplinaria (hasta 30 días)
4. Restitución monetaria, si hay disponibilidad de fondos
5. Pérdida de privilegios (por ejemplo, economato, máquinas expendedoras, cine, recreación, etc.)
6. Cambio de alojamiento
7. Retiro de un programa y/o actividad grupal
8. Pérdida de trabajo
9. Incautación y almacenamiento de las pertenencias del recluso
10. Confiscación de contrabando
11. Restricción del alojamiento
12. Reprimenda
13. Advertencia

IV. Delitos de categoría “moderada baja”

A. Actos prohibidos

400 Posesión de propiedad perteneciente a otra persona
401 Posesión de ropa no autorizada
402 Fingir enfermedad
403 Fumar donde está prohibido
404 Uso de lenguaje obsceno o abusivo
405 Tatuaje, perforación corporal o automutilación
406 Uso no autorizado del correo o del teléfono (la restricción o suspensión temporal de los privilegios abusados es, a menudo, la sanción apropiada)
407 Comportamiento que infringe las normas, de manera conjunta con un visitante (la restricción o suspensión temporal de los privilegios de visita es, a menudo, la sanción apropiada)
408 Dirigir un negocio
409 Posesión de dinero o divisas, a menos que esté específicamente autorizado
410 No seguir las normas de salud y seguridad
411 Uso no autorizado de equipos o maquinaria
412 Utilización de equipos o maquinaria de manera que infrinjan las normas de seguridad publicadas
413 Ser antihigiénico o desordenado; no mantenerse a sí mismo y a la zona de residencia de acuerdo con las normas publicadas

B. Sanciones

1. Pérdida de privilegios, economato, máquinas expendedoras, cine, recreo, etc.
2. Cambio de alojamiento
3. Retiro del programa y/o actividad grupal
4. Pérdida de empleo
5. Incautación y almacenamiento de las pertenencias personales del recluso
6. Confiscación de contrabando
7. Restricción a la unidad de alojamiento
8. Reprimenda
9. Advertencia

Panel disciplinario de la institución (IDP)

- Llevará a cabo una audiencia formal acerca de los informes de incidentes remitidos por las investigaciones o los UDC y podrá imponer sanciones de mayor nivel para los actos prohibidos de nivel "mayor" y "alto".
- Como recluso acusado de un acto(s) prohibido(s), si es remitido a el IDP para su disposición, tendrá los siguientes derechos:
  1. Derecho a tener una copia por escrito de la(s) acusación(es) en su contra al menos 24 horas antes de comparecer ante el IDP.
  2. Previa solicitud, o de forma automática si el recluso es analfabeto, tiene conocimientos limitados del idioma inglés o necesita asistencia especial por cualquier otro motivo, tiene derecho a que un miembro del personal a tiempo completo que esté razonablemente disponible le asista ante el IDP.
  3. El derecho a llamar a testigos y presentar evidencia documental en su nombre, siempre y cuando no se ponga en peligro la seguridad institucional.
  4. El derecho a permanecer en silencio. Su silencio puede ser utilizado para hacer una inferencia adversa contra usted. Sin embargo, su silencio por sí solo no puede ser utilizado para fundamentar la conclusión de que ha cometido un acto prohibido.
  5. El derecho a estar presente durante toda la decisión del IDP, excepto durante las deliberaciones del comité y cuando la seguridad institucional esté en peligro.
  6. El derecho a ser informado por escrito de la decisión del IDP y de los hechos que respaldan la decisión del panel, excepto cuando la seguridad institucional esté en peligro.
  7. El derecho a apelar la decisión del IDP por medio del procedimiento de quejas de reclusos ante el director.

Representación del personal para el IDP

- El director, a petición del recluso, asignará a un representante del personal para que le ayude a preparar la defensa antes de que inicie el proceso de IDP. Esta ayuda se prestará automáticamente a los reclusos analfabetos, con conocimientos limitados del idioma inglés o que no tengan medios para reunir y presentar las pruebas esenciales. Los reclusos también tendrán la opción de recibir asistencia de otros reclusos de su elección, previa aprobación del director.

Comité Disciplinario de la Unidad (UDC)

- El comité UDC llevará a cabo audiencias y, en la medida de lo posible, resolverá de manera informal los casos que impliquen cargos moderados altos o moderados bajos de acuerdo con la lista de cargos y las sanciones correspondientes.

- El comité UDC ofrecerá al recluso el derecho al debido proceso, que incluye los derechos a:
  1. Guardar silencio en cualquier fase del proceso disciplinario;
  2. Tener una audiencia con el UDC dentro de las 24 horas posteriores a la conclusión de las investigaciones, a menos que el recluso:
     i. Renuncie al plazo de notificación y solicite una audiencia inmediata, o
ii. Solicite más tiempo para reunir pruebas o para preparar la defensa;

3. Asistir a toda la audiencia (excluyendo las deliberaciones de la comisión), o renunciar al derecho de comparecencia.

4. Presentar declaraciones y pruebas, incluido lo dicho por testigos en su propio nombre; y

5. Apelar la decisión del comité a través del procedimiento de quejas de reclusos

- El recluso recibirá copias de:
  - La decisión del UCD, que contendrá el motivo de la disposición y las sanciones impuestas; o
  - Una notificación por escrito de los cargos y audiencia ante el IDP
  - Una copia del informe sobre la conclusión de la audiencia disciplinaria.

INFORMANTES CONFIDENCIALES – el UDC o el IDP revelará toda la información confidencial que pueda sin poner en peligro la seguridad del personal del centro y de otros individuos, e incluirá en el acta de la audiencia la base fáctica para que la información se considere fiable.

SANCIONES – comprenden desde la retención de privilegios hasta la segregación.

- Aunque un recluso puede ser acusado de varios actos prohibidos y puede recibir varias sanciones por un mismo incidente, las sanciones derivadas de un solo incidente se aplicarán de manera simultánea.

APELACIÓN – Los reclusos pueden apelar las decisiones disciplinarias a través de un sistema formal de quejas.

ELIMINACIÓN - Si un recluso es declarado inocente de un delito, mayor o menor, ya sea después de la audiencia o de la apelación, toda referencia a ese delito será eliminada de su expediente.

CONDUCTA CRIMINAL – El TCD, en coordinación con el director de la oficina local del ICE, trabajará con los fiscales y otros oficiales de la ley para asegurar que los reclusos que participen en actividades criminales serias, incluyendo la violencia contra el personal y otros reclusos, enfrenten procesos penales cuando sea pertinente.

PROCEDIMIENTOS DE QUEJA

- TCDF ofrece un medio para que todos los reclusos puedan presentar quejas sobre las condiciones del centro, el trato, la atención médica y las políticas y procedimientos. La mayoría de los asuntos pueden y deben ser resueltos de manera directa y a la brevedad posible entre el recluso y el personal.

- QUEJAS MÉDICAS: Las quejas médicas deben colocarse en la casilla marcada como "Médico" o "Llamada por enfermedad". Todos los reclusos tienen acceso a un proceso de resolución informal para resolver sus quejas. En cualquier momento que el proceso de resolución informal no haya generado una resolución exitosa de la queja o en el caso de una queja de emergencia, los reclusos pueden utilizar el proceso de queja formal. Todas las quejas serán evaluadas de manera justa e imparcial. La resolución más conveniente para el recluso y el centro es el objetivo principal.

- Puede hacer uso del procedimiento de queja independientemente de las decisiones disciplinarias, de clasificación o administrativas de las que pueda ser objeto.

- No se puede presentar una queja en nombre de otro recluso; sin embargo, se puede contar con la ayuda de un miembro del personal o de otro interno cuando sea necesario para comunicar el problema en el formulario de queja. Las quejas se consideran correspondencia especial.

- Usted no será objeto de represalias, acoso o disciplina por utilizar o participar en el proceso de resolución informal o en el proceso de quejas. Cualquier alegación de esta naturaleza será investigada a fondo por el director.

- Si el director determina que usted está abusando deliberadamente del sistema de quejas mediante la presentación excesiva de quejas y/o la negativa reiterada a seguir los procedimientos, puede suspender su
derecho a presentar quejas adicionales hasta que se hayan resuelto todas las quejas pendientes. El abuso continuado puede dar lugar al inicio de una acción adversa contra usted.

- Con excepción de las quejas de emergencia, debe utilizar el proceso de resolución informal en relación con las preguntas, disputas o quejas antes de la presentación de una queja formal. Puede presentar su queja de manera oral ante cualquier miembro del personal en cualquier momento del evento o presentar el formulario CoreCivic, 14-5A Formulario de Resolución Informal al oficial de alojamiento o al personal de la unidad.

- Aunque usted es libre de evitar o terminar el proceso de queja informal, y proceder directamente a la etapa de queja formal, se le exhorta a utilizar el proceso informal y permitir que la queja se resuelva en el nivel más bajo, ya que las quejas deben ser, siempre que sea posible, resueltas a través del contacto directo con el personal responsable de la cuestión particular y con la comunicación bidireccional fomentada entre el personal y los reclusos.

  - Si no está satisfecho con los resultados del proceso de resolución informal, puede presentar un formulario de queja 14-5B para reclusos del ICE al oficial de quejas, colocándolo en el buzón marcado como "quejas" en la unidad de alojamiento. El oficial de quejas revisará los buzones de quejas diariamente, excluyendo fines de semana y días feriados. El jefe de departamento correspondiente actuará sobre la queja en un plazo de cinco (5) días hábiles a través de una resolución informal o formal y le dará una respuesta por escrito.

- Al presentar una queja, si un recluso necesita ayuda para preparar una queja o requiere de asistencia debido a impedimentos o discapacidades, o servicios de interpretación/traducción, los reclusos con dominio limitado del inglés (LEP) y asistencia con alfabetización limitada, deben solicitar ayuda a un miembro del personal.

- Si no acepta la solución del jefe de departamento, se convocará una Junta de Apelación de Quejas (GAB) para estudiar la queja en un plazo de cinco (5) días hábiles a partir de la apelación del recluso. Dentro de los cinco (5) días hábiles posteriores a la toma de una decisión, la GAB dará respuesta por escrito a la queja.

  - Al presentar una queja, si un recluso necesita ayuda para preparar una queja o requiere de asistencia debido a impedimentos o discapacidades, o servicios de interpretación/traducción, los reclusos con dominio limitado del inglés (LEP) y asistencia con alfabetización limitada, deben solicitar ayuda a un miembro del personal.

  - Si no acepta la solución del jefe de departamento, se convocará una Junta de Apelación de Quejas (GAB) para estudiar la queja en un plazo de cinco (5) días hábiles a partir de la apelación del recluso. Dentro de los cinco (5) días hábiles posteriores a la toma de una decisión, la GAB dará respuesta por escrito a la queja.

- Se guardará una copia de todas las quejas en su expediente de detención.

- Si presenta una queja para su revisión y es liberado/deportado, los esfuerzos para resolver la queja, por lo general, continuarán. Es su responsabilidad notificar al oficial de quejas su liberación/deportación y proporcionar una dirección de reenvío y cualquier otra información pertinente.

- QUEJAS DE EMERGENCIA – Los reclusos pueden presentar una queja de emergencia por incidentes que impliquen una amenaza inmediata para la salud, la seguridad o el bienestar, y recibirán una respuesta por escrito de manera oportuna.

- No hay límite de tiempo para presentar una queja en relación con una acusación de abuso sexual.

- Tiene derecho a presentar una queja en cualquier momento directamente a la OIG del Departamento de Seguridad Nacional (DHS) sobre la conducta inadecuada del personal, los abusos físicos o sexuales o las violaciones de los derechos civiles; las quejas pueden presentarse llamando a la línea directa de la OIG del DHS al 1-800-323-8603, o puede escribir a:

  Departamento de Seguridad Nacional
  Washington, D.C. 20528
  Attn: Oficina del Inspector General
ASUNTOS NO RECLAMABLES - Los reclamos realizados por los reclusos a través del procedimiento de quejas debido a los siguientes asuntos no proceden:
1. Decisiones de los tribunales estatales y federales;
2. Leyes y reglamentos estatales y federales;
3. Decisiones finales sobre las quejas;
4. Políticas, procedimientos, decisiones o asuntos del organismo contratante (ICE) (por ejemplo, traslados institucionales, decisiones de liberación/deportación, etc.);
5. No se puede presentar ninguna queja en nombre de otro recluso.

UNIDAD DE SEGREGACIÓN/ CORTA ESTANCIA

Segregación administrativa
1. Destinada a reclusos con necesidades especiales de alojamiento;
2. Con investigación/audiencia de actos prohibidos pendiente;
3. Observación médica;
4. A la espera de un traslado o liberación en un plazo de veinticuatro (24) horas;
5. Riesgo para la seguridad; o
6. Custodia preventiva.

Segregación disciplinaria
1. Unidad de alojamiento especial para los reclusos que representan una grave perturbación para la población en general;
2. Requieren limitaciones físicas adicionales; o
3. Han recibido una sanción por parte del IDP.

Programas y servicios
1. Los programas y servicios que se ofrecen a la población general están disponibles para la segregación administrativa.
2. A los reclusos en segregación administrativa se les ofrecerán por lo menos dos (2) horas de recreación u oportunidades de ejercicio por día, siete (7) días a la semana. A los reclusos en segregación disciplinaria se les ofrecerá una (1) hora de recreación o ejercicio al día, los siete (7) días de la semana.
3. La biblioteca jurídica está disponible durante su estancia en la RHU. Si hay un problema de seguridad, se llevará un computador LexisNexis móvil a esta para que los reclusos lo utilicen durante su tiempo programado. Si necesita más tiempo, presente una solicitud por escrito al personal de la biblioteca. Las fotocopias, los servicios notariales y todas las demás necesidades de la biblioteca jurídica están a disposición de los reclusos si lo solicitan al personal de la biblioteca o al equipo de la unidad.
4. La biblioteca general está disponible semanalmente.
5. El personal de los servicios de salud brindará atención/consultas médicas a los reclusos segregados mediante rondas diarias.
6. TCDF le ofrece la oportunidad de tener una (1) visita de contacto por semana (de lunes a domingo) de hasta una (1) hora con familiares y amigos. La conducta disruptiva de cualquiera de las partes resultará en la terminación de la visita y puede tener un efecto adverso en futuras visitas.
7. A los reclusos en RHU se les permitirá asistir a servicios religiosos si la seguridad no se ve comprometida. Si es necesario, el capellán atenderá a los reclusos en la RHU o, a petición especial y teniendo en cuenta las cuestiones de seguridad, se pueden hacer arreglos para que voluntarios religiosos de su fe lleven a cabo servicios individuales.
8. Los artículos de higiene personal están disponibles si se solicitan al oficial de la RHU. Las duchas están disponibles los lunes, miércoles y viernes entre las 8:00 a.m. y las 4:00 p.m.
9. El correo de la RHU será recogido antes de las 8:30 de la mañana de lunes a viernes, excepto los días feriados. El correo para los reclusos de la RHU será manejado de la misma manera que para los reclusos de la población general.
10. Los reclusos en la RHU podrán asistir a las presentaciones de derechos legales en grupo, si la seguridad no se ve comprometida. Si es necesario, las presentaciones pueden hacerse a individuos en RHU mientras se acuerde con el presentador y se pueda mantener la seguridad. Si un recluso en RHU no puede asistir por esta razón, y tanto él/ella como el/los presentadores/es lo solicitan, se harán arreglos alternativos.
11. Antes de ser liberados de la RHU, los reclusos serán reevaluados/reclasificados para asegurarse de que han sido clasificados correctamente y de que están alojados en una unidad apropiada.
12. La ropa sucia se recogerá, se lavará y se devolverá a los reclusos en RHU según el mismo horario establecido para la población general.
13. Todos los demás servicios que no se mencionan específicamente en esta sección en relación con la RHU estarán sujetos a los mismos procedimientos de acceso que se indican para los reclusos de la población general.

**ATENCIÓN MÉDICA**

Los servicios de salud ofrecen atención médica a los reclusos en este centro. Si está enfermo o necesita atención médica, debe presentar un formulario de consulta médica. Solicite un formulario a cualquier miembro del personal, describa su problema médico, llene consigo el formulario de consulta médica (lleno) y entregue el a la enfermera cuando le llamen a su cita. No lo coloque en una caja ni lo entregue a personal no médico. Si se trata de una emergencia, debe avisar al responsable de su unidad de alojamiento, que se pondrá en contacto con el personal médico.

**CONSULTA MÉDICA**

- El personal de los servicios de salud ofrece a todos los reclusos la posibilidad de recibir atención médica desde el momento de la admisión hasta el momento de la liberación, con el fin de prestar una atención médica continua.
- Horario de la clínica - La clínica estará abierta y el personal de enfermería disponible las veinticuatro (24) horas del día. Los proveedores de atención médica de la institución programan citas de lunes a viernes y pueden programar citas los fines de semana/feriados. Las horas de consulta médica obedecen a los horarios publicados, los siete (7) días de la semana.

**ACCESO A LOS SERVICIOS MÉDICOS**

- Servicios médicos de rutina - Si presenta problemas médicos que no son de emergencia, solicite al personal un formulario de consulta médica. Si es necesario, el médico le programará una cita con el personal médico. Las citas se programan según la necesidad médica.
- Servicios Médicos de Emergencia - Si tiene un problema médico de emergencia, notifíquelo al funcionario asignado a su área. El personal de enfermería será notificado y tomará las medidas adecuadas para resolver inmediatamente sus problemas médicos. Existe personal capacitado para administrar primeros auxilios de emergencia y técnicas para salvar vidas. El personal de enfermería y los médicos están siempre disponibles a través de los servicios de guardia.
- Servicios de atención crónica - La clínica ofrece servicios de atención crónica a aquellos reclusos que requieren renovación de medicamentos, tratamientos y seguimiento de enfermedades específicas (es decir, presión arterial alta, diabetes, afecciones cardíacas, asma, etc.). Estos servicios se prestan con regularidad.
- Se dispone de testamentos vitales a través de los servicios de salud, previa solicitud.
NO asista a la clínica sin permiso previo. El oficial de detención de su unidad de alojamiento debe llamar primero a la clínica para obtener la aprobación, de modo que pueda acudir.

Servicios de salud mental - Si tiene problemas de salud mental, siga los procedimientos descritos anteriormente en los servicios de rutina/emergencia. Será atendido por un proveedor de atención médica que determinará si es necesaria su remisión a un profesional de salud mental.

Servicios odontológicos - Si tiene problemas de salud dental, siga los procedimientos descritos anteriormente en los servicios médicos de rutina/emergencia. El proveedor de atención médica le atenderá y determinará si es necesario remitirle al dentista. Se tomarán medidas para las necesidades dentales de emergencia.

Medicamento
1. El medicamento de custodia propia (KOP, Keep on Person) se define como medicamentos que los reclusos pueden tener en su poder. Los medicamentos KOP deben ser almacenados y asegurados en su casillero. Los medicamentos encontrados en su casillero o pertenencias que no hayan sido prescritos serán confiscados como contrabando y se tomarán acciones disciplinarias. Los reclusos que no tomen sus medicamentos según las instrucciones, o que compartan su medicamento, serán retirados del KOP y recibirán sus medicamentos bajo la supervisión del personal de enfermería. Los medicamentos retirados del paquete KOP serán confiscados como contrabando. La línea de medicamento KOP tiene lugar los lunes, martes, jueves y viernes por la tarde.

2. Los medicamentos que no son KOP se dispensan en la consulta médica diariamente en los siguientes horarios: 8:00am y 8:00pm

Educación/pruebas relacionadas con el SIDA/VIH - Se ofrecen pruebas del SIDA/VIH y servicios de educación a todos los reclusos. Puede solicitar estos servicios al personal médico al momento de registrarse para la consulta médica.

Línea de medicamento - Su lugar es la ventana del departamento médico, entre los corredores C-20 y C-30. Sin embargo, la ubicación de la línea de medicamento puede cambiar con base en las necesidades del centro.

- Los reclusos son responsables de presentarse a la línea de medicamento cuando se les llame. Los oficiales de detención o los miembros del personal la anunciarán en la unidad de alojamiento. Se le darán unos minutos de modo que pueda estar listo junto a la puerta para ser requisado. Deberá llevar el uniforme completo, la camisa por dentro del pantalón y su tarjeta de identificación.

- Si no le han recetado el medicamento, no puede formarse en la línea. No es momento para deambular por los pasillos o solicitar ver a la enfermera. No habrá consulta médica.

- Debe presentar su tarjeta de identificación para recibir sus medicamentos. Todos los medicamentos se tomarán delante de la enfermera y/o de un miembro del personal de seguridad, que inspeccionará su boca y sus manos para asegurarse de que ha ingerido el medicamento.

- Se puede emitir un informe disciplinario a quien oculte o tome el medicamento de otro recluso.

RECREACIÓN

Las actividades recreativas se ofrecen como medio para liberar la energía acumulada y para ayudarle a mantenerse en buena condición física. Las actividades recreativas al aire libre están disponibles a diario, entre las 7:45 a.m. y las 3:45 p.m., de forma rotativa, dependiendo de su horario publicado. Por favor consulte el horario publicado en su área de alojamiento.

Instalaciones de recreación dentro del módulo - El coordinador de recreación programará actividades específicas para su disfrute y desarrollo. Le pedimos que coopere y participe en estas actividades; algunas serán nuevas y diferentes

Se han colocado TELEVISORES en cada unidad de alojamiento para su disfrute, y deben ser compartidos para asegurar que cada persona tenga la oportunidad de ver programas de su interés. Aunque no tenemos normas específicas que regulen los programas que se pueden ver, esperamos que cada uno de ustedes sea
considerado (es decir, programas en español/inglés) y evite problemas innecesarios en cuanto a su uso. En caso de que se produzca un problema, el oficial de su unidad de alojamiento lo resolverá, y puede decidir suspender el uso hasta que la situación pueda solucionarse.

1. La hora de ver televisión y las actividades recreativas de la sala de día pueden comenzar a las 5:00 am, al levantarse, y terminarán a las 10:00 pm, al acostarse, los siete días de la semana. Se le advierte que no comience a ver un programa que terminará después de las horas previstas, porque la televisión se apagará a la hora designada.

2. Los televisores se apagarán durante los recuentos oficiales, el cierre final, la limpieza de las áreas de alojamiento y cuando interfieran con otras operaciones del centro.

3. Al final de un programa, se puede realizar una votación para elegir qué programa se verá a continuación. El voto de la mayoría manda. No se cambiará de canal durante un programa si alguien está viendo la televisión. No vote un programa y luego abandone el área.

4. El volumen de los televisores se mantendrá a un nivel razonable para no molestar a otros reclusos o interferir con las operaciones del centro.

5. Los televisores no deben ser retirados de su ubicación ni manipulados por ningún motivo.

**ACTIVIDADES DE OCIO** - Este centro ofrece actividades de ocio en las unidades de alojamiento para su entretenimiento, así como para el desarrollo físico y mental. Las actividades de ocio incluyen juegos de mesa, cartas, televisión, etc. Se le exige manejar estos artículos con cuidado y que sean considerados con otras personas que deseen utilizarlos. Las personas que han sido descubiertas abusando de estos artículos pueden ser disciplinadas de acuerdo con las directrices específicas establecidas por este centro, y se les exigirá la restitución de los artículos dañados.

1. El uso de estos artículos de ocio se gestionará por orden de llegada para garantizar que cada persona tenga la misma oportunidad de utilizarlos.

2. Para obtener suministros recreativos adicionales, pregunte a un miembro del personal de recreación.

3. Esperamos que cuide los suministros y el equipo que se le entregue y que devuelva los artículos después de su uso. Usted será responsable de cualquier artículo recreativo o de ocio hasta que sea devuelto.

**Acceso a actividades recreativas al aire libre** - Todos los reclusos, si el clima lo permite, dispondrán de un mínimo de una hora y cuarenta y cinco minutos de actividades recreativas al aire libre diariamente.

1. Las actividades recreativas al aire libre pueden incluir baloncesto, fútbol, básquetbol, pista de atletismo y equipos de ejercicio cardiovascular.

2. NO SE SENTARÁ CONTRA LA VALLA ni colgará la ropa en ella cuando esté en el receso exterior.

3. El horario de recreación para todas las unidades de vivienda se rota diariamente para un acceso justo y equitativo. Se le avisará cuando sea el turno de su unidad de alojamiento.

4. A aquellos reclusos que trabajaron durante el día y que no pueden asistir a las actividades recreativas con su unidad de alojamiento, se les darán oportunidades recreativas al final del día tras verificar su asistencia al trabajo.

5. Deben utilizarse camisetas en todo momento durante las actividades recreativas dentro y fuera de las instalaciones de recreación.

**Las actividades recreativas pueden ser canceladas en cualquier momento por razones de seguridad y debido a las condiciones climáticas adversas. Se agradece su colaboración.**

**EXPEDIENTE DE DETENCIÓN**

TCDF guarda un expediente de detención para cada individuo, que contiene la siguiente información:

1. Acciones disciplinarias del centro;
2. Informes de comportamiento;
3. Fondos, valores y recibos de pertenencias;
4. Solicitudes, quejas y cuestiones escritas del recluso;
5. Respuesta a las solicitudes mencionadas anteriormente; y
6. Registros de la RHU.

DERECHOS Y RESPONSABILIDADES

❖ Tiene derecho a ser informado de las normas, procedimientos y horarios relativos al funcionamiento de la institución. 
   Tiene la responsabilidad de conocerlas y cumplirlas.

❖ El derecho a la protección contra el abuso personal, el castigo corporal, el uso innecesario o excesivo de la fuerza, las lesiones personales, las enfermedades, los daños a la propiedad y el acoso.

❖ El derecho a no ser discriminado por motivos de raza, religión, origen nacional, género, orientación sexual, capacidad física o mental, o creencias políticas.

❖ El derecho a presentar una queja de acuerdo con los procedimientos previstos en el manual del recluso, sin temor a represalias

❖ El derecho a presentar una queja de acuerdo con la norma "6.2 Sistema de quejas" y los procedimientos previstos en el manual del recluso.

❖ El derecho a mantener correspondencia con personas u organizaciones, en consonancia con la seguridad y el funcionamiento ordenado del centro.

❖ El derecho al debido proceso, incluyendo la pronta resolución de un asunto disciplinario.

❖ Tiene derecho a una atención en materia de salud que incluya comidas nutritivas, ropa de cama y de vestir adecuada, un horario de lavandería para la limpieza de la misma, la oportunidad de ducharse regularmente, una ventilación adecuada para el calor y el aire fresco, un periodo de ejercicio regular, artículos de aseo y tratamiento médico sin costo alguno para usted.

   Es su responsabilidad no desperdiciar comida, seguir los horarios de lavandería y duchas, mantener sus aposentos ordenados y limpios y buscar atención médica cuando sea necesario.

❖ Tiene derecho a que sus familiares y amigos le visiten, respetando las normas y los horarios del centro.

   Es su responsabilidad comportarse correctamente durante las visitas y no aceptar ni pasar contrabando.

❖ Tiene derecho a un acceso irrestricto y confidencial a los tribunales por correspondencia.
   Tiene la responsabilidad de presentar de forma honesta y justa sus peticiones, preguntas y problemas ante los tribunales.

❖ Tiene derecho a recibir asesoría legal de un abogado de su elección mediante entrevistas y correspondencia sin costo alguno para el Gobierno de los Estados Unidos.

   Es su responsabilidad obtener los servicios de un abogado de forma honesta y justa.
Tiene derecho a contar con el acceso a materiales de lectura para su propio disfrute. Estos materiales pueden incluir revistas aprobadas.

*Es su responsabilidad buscar y utilizar dichos materiales para su beneficio personal, sin privar a otros del mismo beneficio.*

Tiene derecho a participar en el uso de los materiales de referencia de la biblioteca jurídica para ayudarle a resolver problemas legales. También tiene derecho a recibir ayuda cuando esté disponible a través de los programas de asistencia jurídica.

*Es su responsabilidad utilizar dichos recursos de conformidad con los procedimientos y el horario establecidos y respetar los derechos de los demás reclusos al uso de los materiales.*

Tiene derecho a una amplia gama de material de lectura con fines educativos y para su propio disfrute. Este material puede incluir revistas y periódicos enviados por las editoriales.

*Es su responsabilidad buscar y utilizar dicho material para su beneficio personal, sin privar a otros de sus mismos derechos a utilizarlo.*

Tiene derecho a participar en un programa de trabajo en la medida en que haya recursos disponibles, y de acuerdo con sus intereses, necesidades y capacidades.

*Tiene la responsabilidad de aprovechar las actividades que puedan ayudarle a llevar una vida satisfactoria y perdurable dentro de la institución y en la comunidad. Se espera que cumpla con las normas que rigen dichas actividades. Es su responsabilidad ponerse en contacto con los miembros del personal de CoreCivic para solicitar el servicio de interpretación.*

**Información de contacto adicional:**

**Departamento de Salud y Servicios Humanos, Oficina del Inspector General (OIG)**

Oficina del Inspector General
Departamento de Salud y Servicios Humanos de los Estados Unidos
ATTN: LÍNEA DIRECTA
PO Box 23489
Washington, DC 20026
Teléfono: (800) HHS-TIPS [(800) 447-8477]
Fax: (800) 223-8164
TTY: (800) 377-4950

**DOJ Office of Professional Responsibility (OPR)**

**Oficina de Responsabilidad Profesional del Departamento de Justicia (DOJ)**
Departamento de Justicia de los Estados Unidos
Oficina de Responsabilidad Profesional
950 Pennsylvania Ave, NW, Suite 3266
Washington, DC 20530-0001

Por teléfono: 202-514-3365
Por fax: 202-514-5050
Por email: opr.complaints@usdoj.gov
Sitio web: https://www.justice.gov/pr

Oficina del Inspector General (OIG) del DHS
Oficina del Inspector General del DHS/Parada 0305
Attn: Oficina de Investigaciones-Línea directa
245 Murray Lane, SW
Washington, DC 20528-0305

Por teléfono: 1-800-323-8603 o 1-844-889-4357 (TTY)
Por fax: 1-202-254-4297
Accediendo al Formulario de quejas/denuncias de la OIG del DHS en línea, en
http://hotline.oig.dhs.gov/hotline/hotline.php

JIC- Centro de Admisión del ICE

- Llamando a la línea telefónica gratuita del Centro de admisión al 1-877-2INTAKE o enviando un fax al (202) 344-3390;
- Enviando un mensaje de correo electrónico a Joint.Intake@dhs.gov;
- Escribiendo al Joint Intake Center en P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044.
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</table>
परिचय/मिशन

CoreCivic/Torrance (कोरसिविक/टोरंस) की डिटेनेशन फैसिलिटी (TCD) (टीसीडीएफ) यूएस. इम्प्रेशन एंड कस्टम्स इंफोर्मेंट (ICE) आईसीएच द्वारा अनुबंधित एक निजी कंपनी है। टीसीडीएफ का मिशन एक निरोध सुविधा प्रदान करना है जो उनकी प्राथमिक सुरक्षा की प्रतिष्ठा कर रहे बंदियों के लिए सुरक्षित, सुरक्षित और स्वाभाविक है।

ICE (आईसीएच) आपके मामले की स्थिति, यात्रा और/या अप्रवासण दस्तावेजीकरण के बारे में प्रश्नों के समाधान के लिए जिम्मेदार है। टीसीडीएफ आईसीएच का हिस्सा नहीं है और न ही आपके मामले की जानकारी है और न ही आपकी हिरासत की स्थिति का निर्धारण है।

उद्देश्य

इस पुस्तिका का उद्देश्य आपको यह विश्वास दिखाना है कि आप इस पुस्तिका की सामग्री से परिचित हों।

प्रलेख बंदी को प्रश्न पर इस पुस्तिका को एक प्रति जारी की जाएगी और प्रलेख आवास क्षेत्र में बुलेटन बोर्डों के साथ-साथ अन्य बुलेटन बोर्डों पर कुछ अनुरोधों की पूरी सूची में पोस्ट किया जाएगा। आपकी इस पुस्तिका की प्रति, हस्ताक्षर द्वारा स्वीकार करना आवश्यक है। यदि आपके कोई प्रश्न है, तो कृपया आपके आवास क्षेत्र में तैनात अधिकारी से पूछें या एक लिखित "कैरिका अनुरोध" भेजें। (आईसीएच स्टाफ को सूचना के लिए अनुरोध भेजने के लिए उपयोग नहीं किया जाएगा।) इस पुस्तिका में सूचीबद्ध उपयोगिता विभागों और आपकी आवास इकाइ के बुलेटन बोर्ड पर।

विकलांग बंदी

नीति 14-101 (विकलांगता, पहचान, आकर्षण और आवास) यह सुनिश्चित करने के लिए आवश्यक प्रक्रिया की रूपरेखा तैयार करती है कि आपके सुविधा के कार्यक्रमों, सेवाओं और गतिविधियों में भाग लेने, एस्सेज करने और लाभ का आनंद लेने के लिए समान अवसर मिलेगा। इस प्रक्रिया के तहत भी आपके स्वातंत्र्य का अधिकार रखते होंगे। संयोजित और हर संस्थान में उचित आवास (अटरिम आवास सहित), संस्थान और पुनर्मुख्यान्तर प्राप्ति के लिए स्वातंत्र्य प्राप्त करने के लिए अनुरोध की उचित सामग्री सहित कार्यक्रम है।

आप का अपने अनुरोध के लिए आवास क्षेत्र के लिए अनुपालन या अनुपालन अनुरोध (अर्थात मौखिक या लिखित) अनुरोध प्रस्तुत कर सकते हैं। बंदी/कैरियर अनुरोध या विभाग कार्यालय अनुरोध है लि खित अनुरोध प्रस्तुत कर सकते हैं।

बूढ़ियादी बंदी जिम्मेदारीयां

यह टीसीडीएफ और आईसीएच की नीति है कि एक सुरक्षित, सुरक्षित और सैनिटरी डिटेनेशन सुविधा के लिए रहते हुए बंदियों के साथ समान और समान के साथ व्यवहार किया जाए। यह अपेक्षा की जाती है कि आपके मामले के प्रस्तुतकरण की प्रतीक्षा करते हुए कर्मचारियों को आपके पुरुष सहयोग प्राप्त होगा। संयोजित शाखाओं में, आपके अपेक्षा की जाती है:

1. नियम, कानून, नीतियों और प्रक्रियाओं का प्राप्त करेंगे और उनका प्राप्त करें।
2. स्टाफ सदस्यों और अनुबंध सुरक्षा कर्मचारियों द्वारा दिए गए सभी आदेशों का प्राप्त करें।
3. हर समय कर्मचारियों और अन्य बंदियों का समान करें।
4. टीसीडीएफ (TCD) और सरकारी संस्थानों और दूसरों की संपत्ति का समान करें।
5. अपने आप को, अपने कपड़े और रहने की जगह की हर समय साफ रखें; तथा
6. सभी सुरक्षा, सुरक्षा और स्वच्छता नीतियों, नीतियों और प्रक्रियाओं का प्राप्त करें।

यदि आप उपरोक्त दिशानिर्देशों का पालन करते हैं और उनका पालन करते हैं, तो आपकी इस सुविधा में रहने के दौरान कोई समस्या नहीं होनी चाहिए। कर्मचारियों को संबोधित करने समय, आपको उन्हें पहले नाम या उपनाम से संबोधित नहीं करना
चाहिए। आपको कर्मचारियों को उनके रेक/शीर्षक और अंतिम नाम (वानी; डिटेनेशन ऑफिसर, शिफ्ट सुपरवाइजर, डॉ, नर्स, मिस्टर, और मिसेज सुमी) द्वारा संदर्भित करना चाहिए। यदि वे आपका नाम जानते हैं तो स्टाफ सदस्य आपको उसी तरह संबोधित करेंगे। किसी अधिकारी से सुविधा के भीतर सभी बंदियों का नाम से जानने की अपेक्षा करना अनुचित है। हालांकि, अधिकारी या स्टाफ सदस्य आपको उचित तरीके से संबोधित करेंगे।

- टीसीडीएफ में, बंदियों को व्यक्तिगत दुर्घटनाव सुरक्षा, शारीरिक दंड, व्यक्तिगत चोट, बीमारी, संपत्ति की क्षति या उद्धीण के अधीन नहीं किया जाता है। केंद्री की संपत्ति सुरक्षित है। बंदी अन्य बंदियों की निगरानी, नियंत्रण या प्रभावी नहीं हो सकते हैं।

- निम्नलिखित नियम इस सुविधा के सोचे गए प्रतिक्रिया की सुरक्षा, स्वास्थ्य और सुरक्षा सुनिश्चित करने के लिए प्रतियोगी बंदी की विशिष्ट अपेक्षाओं से संबंधित हैं। ये नियम अनुशासन के पास किए गए नियमों से अलग नहीं हैं। इसलिए, किसी भी उल्लंघन के परिणामस्वरूप आपके खिलाफ प्रतिबंध लगाए जा सकते हैं। इन नियमों को अलग करने का उद्देश्य आपको आवास इकाई में रहने से संबंधित निगमितियों, कार्यक्रम और प्रक्रियाओं से संबंधित विशिष्ट नियमों से अवगत होने का अवसर प्रदान करना है।

### सुविधा नियम

1. **तालिकाएँ**

   टेबल टॉप पर न बैठें।

   चीजें

   कोरोनाविक/टीसीडीएफ CoreCivic/TCDF संपत्ति सहित किसी भी प्रकार की किसी भी वस्तु का अनधिकृत रूप से कोई लेना-देना नहीं है।

2. **लड़ाई करना**

   लड़ाई की अनुमति नहीं है। क्रूज़ी, मुक्केबाज़ी, क्रूज़ी और खेल-कूद की अनुमति नहीं है।

3. **सोने का समय**

   नियमित रूप से सोने का समय सपा-भरत है, लेकिन रात 10:00 बजे होगा। आपको इस समय अपने बिस्तर पर होना चाहिए। लाइट बंद नहीं होंगे के बाद अपने एक-दूसरे के साथ जाने की अनुमति नहीं दी जाएगी और आपको अपने बिस्तर पर ही रहना होगा। सोने के बाद टेस्ट में सफाई के दौरान पाड़ आड़ीली के अलावा किसी को भी जाने की अनुमति नहीं होगी। सोने के बाद बिस्तर क्षेत्र में किसी भी प्रकार के खेल की अनुमति नहीं है।

4. **प्रतिबंधित क्षेत्र**

   आपको डोमिनिटरी/आवास इकाइयों के बार, दरवाजों, कॉन्ट्री की खिड़कियों के क्षेत्र या बाहरी मनोरंजन क्षेत्रों में बाहर के साथ शारीरिक संपर्क बनाने की अनुमति नहीं है।

5. **जुआ**

   किसी भी प्रकार के खेल की अनुमति नहीं है।

6. **मौसम और शारीरिक शोषण**

   कर्मचारियों, बंदियों या अन्य व्यक्तियों के प्रति मौसम और शारीरिक शोषण (फिटिंग) निषिद्ध है और इसे बदला नहीं किया जाएगा।

7. **कोरोनाविक/टीसीडीएफ संपत्ति का विनाश**

   कोरोनाविक/टीसीडीएफ(CoreCivic/TCDF) या किसी अन्य व्यक्ति से संबंधित संपत्ति का विनाश, परिवर्तन, भ्रष्टाचार, अनधिकृत उपयोग या बदला की अनुमति नहीं है।

8. **रेडियो**

   बिना इंसर्फेस के बजने वाले रेडियो को प्रतिबंधित के रूप में जब्त कर लिया जाएगा।
गैर धुर्घपान नीति

यह एक गैर धुर्घपान सुविधा है। दीसीडीएफ के अंदर ई-सिमरेट, तंबाकू, चबाने वाला तंबाकू, शुncia रहित तंबाकू या किसी भी प्रकार की धुर्घपान सामग्री सहित किसी भी सिमरेट की अनुमति नहीं है। इन नियमों का उल्लंघन करने वाले बदोदियों पर अनुशासनाल्क कार्यावर्ध की जाएगी।

प्रिजन रेप एलिमिनेशन एक्ट (PREA) - SAAPI (पीयू शोषण और हमले की रोकथाम और हस्तक्षेप)

पीयू गतिविधियों में शामिल होने के लिए दूसरी के शामिल करना या उन पर दबाव डालना नहीं है, अनुमति। आप अधिकार या अनुशासनाल्क आरोपी को दबाव डालने का अधिकार नहीं है। कृपया सही समय में शेयर करना या उन पर दबाव डालना अनुमति नहीं है। इन प्रकार की गतिविधियों के रिपोर्ट करने के लिए दूसरी भी स्टाफ सदस्य से संपर्क करें। जब आपको हिरासत में लिए जाता है, तो भी किसी भी आप पर फैसलों में शामिल होने के लिए दबाव बनाने का अधिकार नहीं है।

बाकादेहरू, ब्रह्मा तथा आरा, जातीयता या पीयू अभिविन्यास के बावजूद, वीरको समानता के रूप में अलग होनेयाँ के स पर संचालन में सेवा करना अवसर मिलना चाहिए।

ट्रेड काउंटी डिप्टिक्शन केसिलिटी

सभी प्रकार के पीयू शोषण और हमले के लिए जीवों ट्रांसफर है।

आपको पीयू दबाव, उत्पीड़न, हरफेर या हमले की सहचर करने की आवश्यकता नहीं है। यह हमला उत्पीड़न और पीयू गतिविधि को खत्म करने की जिम्मेदारी प्रश्न है। यदि आपसे संपर्क किया जाता है, दबाव डाला जाता है या हमला किया जाता है-\n
इसकी तुरंत रिपोर्ट करें। आपके पास पीयू शोषण के रिपोर्ट करने के कई तरीके हैं:

1. स्टाफ सदस्य के लिए किसी भी स्टाफ सदस्य को आप पर भरोसा करने के लिए, निरोध अधिकारी, निवारण अधिकारी, पारदार, भिडिया कार्यालय, अप्रवाश, दीएसएस कार्यालय महानिरीक्षक, ए दूसरे सेवा के लिए शामिल करने के लिए कहें। स्टाफ सदस्य आपकी जानकारी को गोपनीय रखें।
2. सुविधा के बाहर किसी को जानकारी नहीं दें। सुविधा भ्रष्ट प्राप्तकरण के अनुसार फिर से जानकारी के आधार पर अनुशासन अधिकारियों के साथ इस पर चर्चा करें।
3. वाइडरन प्रश्न/प्रश्न द्वारा पर "गोपनीय" अंकित करना।
4. सुविधा के बाहर किसी को जानकारी नहीं दें। सुविधा प्रश्न/प्रश्न के अनुसार फिर से जानकारी के आधार पर अनुशासन अधिकारियों के साथ इस पर चर्चा करें।
5. अपने काउंसलर अधिकारी से संपर्क करना।
6. निर्देशित पते पर दीएसएस कार्यालय महानिरीक्षक MAIL STOP 0305 के कार्यालय को लिखित।

आपके पास पीयू शोषण के रिपोर्ट करने के फॉर्म और अन्य जानकारी के लिए दीएसएस कार्यालय महानिरीक्षक के कार्यालय का पता: 200-254-4100 or 1-800-323-8603 / 1-844-889-4357-TTY

3. इस के लिए निर्देशित पते पर दीएसएस कार्यालय महानिरीक्षक MAIL STOP 0305 के कार्यालय को लिखित।

Department of Homeland Security
245 Murray Lane, SW
Washington, D.C. 20530-0305

7. आपके पास प्रतिरोध और सुविधा भ्रष्ट प्राप्तकरण के लिए निर्देशित पते पर "गोपनीय" अंकित करना।
8. सुविधा के बाहर किसी को जानकारी नहीं दें। सुविधा भ्रष्ट प्राप्तकरण के लिए निर्देशित पते पर "गोपनीय" अंकित करना।
9. निर्देशित पते पर प्रबंध निर्देशक, सुविधा भ्रष्ट प्राप्तकरण के लिए: CoreCivic Managing Director
5501 Virginia Way
Brazil, Indiana, 47427
यह सृजित करने के लिए कि आपका पर्यावरण सुरक्षित है, यदि आप किसी अन्य बंदी के वैन उपयोग या वैन व्यवहार में शामिल होने के बारे में जानते हैं, तो दूरस्थ यात्री की रिपोर्ट करने। बंदियों के बीच, बंदियों और कर्मचारियों, स्वयंसेवकों, या अनुबंध कर्मियों के बीच सहमति से वैन अदालत निष्पक्ष है। जानबूझकर झूठे आरोपों के परिणामस्वरूप अनुशासनकार कारवाई और/या अधियोजन हो सकता है।

दूरव्यवहार या दूरव्यवहार के संकेतों की संचाले से रिपोर्ट करने के लिए आपकी प्रतिशोध, प्रतिशोध, उपयोग, या अनुशासनकार

प्रारंभिक प्रवेश

✔️ आप सुविधा में प्रवेश पर एक खोज के अधीन हैं और जब यह मानने का उचित कारण है कि आपने अपने व्यक्ति पर प्रतिबिंदु पदार्थ दुर्गमी हो सकता है।

✔️ टीसीडीएफ (TCDF) को यह सृजित करने के लिए विशेष जानकारी प्राप्त करने चाहिए कि आपकी प्रतिशोध के रिकॉर्ड पर पर्याप्त रूप से प्रतिस्थापित है। इस जानकारी का भी उपयोग किया जाएगा ताकि हम आपको आपकी व्यक्तिगत जरूरतों के लिए सबसे उपयुक्त रहने वाले क्षेत्र में वर्गीकृत कर सकें। ऐसी जानकारी में पिछला निवास, राशियाँ, जाति, लिंग, सिक्के, ईंटिहास और आधुनिक इतिहास शामिल होगा।

✔️ पहचान दस्तावेज़ जैसे पासपोर्ट, जन्म प्रमाण पत्र, आदि का आविष्कार किया जाएगा और आपकी फाइल में प्लेसमेंट के लिए आईसीसी को दिया जाएगा। अनुरोध करने पर, आपको किसी भी पहचान दस्तावेज़ की ICE प्रमाणित प्रति प्रदान की जाएगी।

✔️ आमंत्रण के लिए, आपके खाते, निजी संपत्ति, क्रीमी सामान और धन की तलाशी ली जाएगी और वस्तु क्षेत्र अधिकारी द्वारा सुरक्षित रखने के लिए रखा जाएगा। आपको आइटम की स्थानी जारी की जाएगी और एक (1) आपकी फाइल में आपके वस्तु कपड़े, निजी संपत्ति, क्रीमी सामान और धन के लिए रखा जाएगा।

✔️ सभी निजी संपत्ति और क्षेत्रीय सामान जो आप अपने साथ लाते हैं, उनका हिसाब और आविष्कार किया जाएगा। इन वस्तुओं के लिए आपको एक स्थानी जारी की जाएगी।

✔️ टीसीडीएफ में पहुंचने पर आपके कब्ज़े में यू.एस. मुद्रा का आविष्कार किया जाएगा, एक स्थानी जारी की जाएगी और फिर आपके उपयोग के लिए एक हात में जमा की जाएगी।

✔️ टीसीडीएफ में पहुंचने पर आपके कब्ज़े में व्यक्तिगत जांच आपकी संपत्ति में रखी जाएगी। प्रवास के दौरान आपके धन की आवश्यकता नहीं होगी। यदि आपके पास कोई धन पाया जाता है, तो इसे प्रतिबिंदु के रूप में जब्त कर लिया जाएगा और आप पर अनुशासनकार कारवाई की जा सकती है।

✔️ इस सुविधा से हटाने पर, आपको टीसीडीएफ की सारी जांच रिस्किंग और डिस्वार्थ क्षेत्र को सीधे गए अधिकारी को देनी होगी। आपके द्वारा पुष्टि किए जाने के बाद कि सभी मदद का हिसाब कर दिया गया है, आपको खुद या व्यक्तिगत संपत्ति के लिए क्षति पूरी करने की आवश्यकता होगी। इसमें कपड़े, बिस्तर और मनोरंजन/अवकाश के समय का कोई भी उपकरण (आर्थिक खेल और पक्षकाल के लिए) शामिल हो।

✔️ आपकी संपत्ति और आपके खाते में मौजूद कोई भी धनराशि आपका प्रस्थान से पहले आपको वापस कर दी जाएगी। आपको इन वस्तुओं के लिए हस्ताक्षर करना होगा।

✔️ कोई भी संपत्ति जिससे आप अपने पास रखने के लिए अवधिकृत नहीं है, उसे आपको सीधे गए उपयोग बैग में रखा जाएगा और एक सुरक्षित भंडारण क्षेत्र में बंद कर दिया जाएगा। अतिरिक्त व्यक्तिगत संपत्ति को मेल किया जाना चाहिए।

✔️ सुविधा में प्रवेश करने वाले प्रत्येक व्यक्ति को शामिल करने के लिए स्वच्छ सितनें प्रदान किए जाते हैं:

दो (2) बांधरे,
एक (1) तोलिया,
एक (1) तैकिया,
एक (1) कंबल, और
एक (1) कपड़े धोने का बैग।

❖ आपको एक सच्चिता किट जारी की जाएगी और आपको स्नान करने और साफ वर्तमान में बदलने की आवश्यकता होगी। प्रोपार्सिफिक मूल्य को शामिल करने तक सीमित होगा (अंडरगारमेंट्स और जूतों सहित कपड़ों की व्यक्तिगत वस्तुओं की अनुमति नहीं है)।

तीन (3)
वर्दी सेट (पेट और शर्ट)
एक (1) जूते की जोड़ी (व्यक्तिगत जूते की अनुमति नहीं है जब तक कि चिकित्सकीय रूप से अधिकृत न हो)

तीन (3) टी-शर्ट

अंडरवियर के तीन (3) जोड़े

मोज़े के तीन (3) जोड़े

❖ इन राशियों से अधिक कोई भी वस्तु प्रतिबंधित मानी जाएगी। कपड़ों की वस्तुओं की मात्रा में कमिसरी में खरीदी गई वस्तुएं शामिल हैं।

प्रारंभिक सेवा स्क्रीनिंग

ए। सूचना में प्रवेश करने वाले प्रथम बंदी को नैदानिक कर्मचारियों द्वारा एक प्रारंभिक चिकित्सा और मानसिक स्वास्थ्य जांच प्राप्त होगी। उस समय, आपको किसी भी दवा के बारे में चर्चा करनी चाहिए जो आप ले रहे हैं और किसी भी स्वास्थ्य समस्या का खुलासा करें जो आप अनुभव कर रहे हैं। आपके राजनीतिक प्रश्नों के बारे में भी जवाब दें। आपके वनस्पति की वस्तु और खनिज वस्तुओं का चयन करें।

बी। आपके माता-पिता का जीवन के बारे में जानकारी दें।

प्रथम बंदी प्राथमिक जांच पश्चात होगी जब तक कि इस नैदानिक परीक्षण को प्रतिनिधित्व करने के लिए संगठन का अधिकृत कार्यक्रम पर मेल किया जा सकता है।

प्रारंभिक सेवा जांच के बाद, अपने आप के जीवन के प्रश्नों के बारे में जानकारी दें।

दी। आपके आगामी के जीवन (14) दिनों के भीतर स्वास्थ्य सेवा के सदस्य द्वारा एक पूर्ण चिकित्सा जांच की जाएगी।

फंड और व्यक्तिगत संपत्ति

आपकी केवल कोरप्सिविक (CoreCivic) नीति 14-16 के अनुसार, स्वीकार्य व्यक्तिगत संपत्ति सूची सूची के अनुसार अधिकृत व्यक्तिगत संपत्ति प्राप्त करने की अनुमति होगी। नीति द्वारा अनुमत व्यक्तिगत कपड़ों को एकत्रित किया जाएगा, सूची में रखा जाएगा, प्रदान किए गए कपड़े धोने के बैग में रखा जाएगा, और लॉडी विभाग को साफ करने के लिए अनुमति दी जाएगी और भंडारण के लिए संगठन का अधिकृत कार्यक्रम वापस कर दिया जाएगा। व्यक्तिगत संपत्ति के "केस बाय केस" के आधार पर मेल किया जा सकता है।

प्रथम बंदी द्वारा उत्पादन के लिए एक अप्रतिक्रिया पता प्राप्त किया जाएगा, यदि बंदी की रिहाई, स्थानांतरण, या प्रदान के बाद सूचना में संक्षिप्त संपत्ति बनाई जाती है या भूल जाती है।

यदि आप एक उपयुक्त डाक पता प्रदान करके संगठन करने से इंकार करते हैं, या आपकी रूप से स्क्रीनिंग करने हैं, तो कानून डाक का निरीक्षण करने के लिए तैयार नहीं है, तो वार्डेन, बंदी को बिल्डिंग नौद्ध का दावा करने के बाद, पीबीएनडीएस 2.3, कंट्राबेंड के अनुसार संपत्ति का निपटान कर सकता है। हालांकि, यदि एक शिपिंग पता निर्देशित करने में आपकी अनुमति इस्तेमाल करता है क्योंकि एक उपयुक्त डाक पता निर्देशित नहीं है, तो सूचना अपने हात ना रखिए
होने तक संपत्ति को स्टोर करने के लिए जगह बना सकती है। आमतौर पर, संग्रहीत संपत्ति की मात्रा 40 पाउड से अधिक नहीं हो सकती है।

बंदी/कैदी अपनी आवास इकाईयों में कुछ निजी संपत्ति रख सकते हैं, जिनमें शामिल हैं:

- कानूनी दस्तावेज, कानूनी कागजात, और कानूनी जानकारी, कारण के भीतर। संपत्ति कक्ष में बंदी मात्रा में कानूनी कार्य संग्रहीत किए जाएंगे, आप केवल उस मौके पर रहते हैं कानूनी कार्य और/या दस्तावेज रख सकते हैं जिस पर आप काम कर रहे हैं। आप रात्रिकाली और निर्विवेक पावनक द्वारा सुविधा अनुरोध सम्बन्धित करने के आपने अनुशस्त्र है दस्तावेजीकरण का प्रोटोकॉल कर सकते हैं।

- परिवार, दोस्तों और सहयोगियों की तस्वीरें, (अर्थात आपके कब्जों में दस (10) से अधिक तस्वीरें नहीं, (5) x (7) या उससे छोटी, केवल आपके निर्देशित सोने के क्षेत्र के डिजाइन किए गए क्षेत्रों में ही रखी जाने की साक्षात्कार है।

- चिकित्सा कृत्रिम आग, (पानी रूख, डेनार, आदि),

- व्यक्तिगत संरचना समग्री, (पानी बांध, कैनव बुन, और/या रिश्तेदार, दोस्तों और/या अन्य संवाददाताओं की सूची)

- रेडियो का उपयोग हर समय इदरफोन के साथ किया जाना चाहिए, प्रति व्यक्ति एक (1) रेडियो सीमित करें। रेडियो में लग की अनुमति नहीं है। बिना इदरफोन के बाद जाने वाले रेडियो के जब्त कर आपकी संपत्ति में रखा जाएगा। आपके छात्रावास/आवास कार्य के बाहर किसी भी रेडियो या इदरफोन की अनुमति नहीं है। आपके रेडियो पर आपका एलियन नंबर अंकित होना चाहिए, अन्य एलयुन चाहिए।

- एक शादी का बैड और एक छोटी धार्मिक वस्तु (धार्मिक गहने सहित), आपके यहां रहने के दौरान आपके कब्जों में रखने के लिए अधिक नहीं है। अन्य सभी अन्यों का अतिसंकीर्ण किया जाएगा और आपकी रिहाई के लिए एक नियमों में रखा जाएगा। आपको एक रेडियो आपकी के लिए।

- पोशाक, (किसानों, धार्मिक और धार्मिक वस्तु) सामग्री (सेटीवर्ड), और अन्य साहित्य यह सुनिश्चित करने के लिए पांच (5) के किसी भी सामग्री लग की सीमित है कि संयुक्त अभियान संस्थानों का उपयोग और/या धर्मात्मक वस्तु नहीं होते हैं। आइट में रखा सीधे बुन स्टोर या प्राक्रष्ण से प्रतिबंधित किया जा सकता है। कोई अर्थात सामग्री की अनुमति नहीं है।

- स्वातन्त्र वस्तु की पुरुष जो निर्देशित करने के लिए दो सेट जाने पर सभी खाद्य पदार्थ के सेवन किया जाना चाहिए। आपको खाद्य पदार्थ की अनुमति है और आपके पास दो (2) कटरों, एक (1) स्पॉर्ट्स और एक (1) कप है।

- बंदी द्वारा निर्देशित या संग्रहीत छवियों को कहीं/कब्जों से पहले सुविधा प्रमुख या यूनिट प्रबंधन के प्रमुख द्वारा अनुमोदित किया जाना चाहिए ताकि यह सुनिश्चित किया जा सके कि व्यक्तिगत संरचना उचित रूप से बनाए रखा गया है।

- सभी व्यक्तिगत आइटम जिनें आपको रखने की अनुमति है, उन्हें आपके स्टोरेज बैग में संग्रहित किया जाना चाहिए। किसी भी वस्तु के बाहरी, टीवी, इंडिकियर्स या नहीं जोड़ा जाना चाहिए या इंडिकेटर्स पर नहीं जोड़ा जाना चाहिए। सभी वस्तुओं को उनके मूल केंद्र में संग्रहित किया जाना चाहिए।

टीवीबॉर्ड एक उपयोग के संरचना या संस्थान नहीं है गैर व्यक्तिगत वस्तुओं के नुकसान के लिए उपयोग में न है।

| 8 |
खोई या क्षतिग्रस्त संपत्ति:
कॊर्पोरेशन कर्मचारी की लापरवाही के कारण खोई या क्षतिग्रस्त संपत्ति दावे की जांच के लिए पात्र होगी। आगर आप CoreCivic कर्मचारी की लापरवाही के कारण खोई या क्षतिग्रस्त हुई संपत्ति की जांच का अनुरोध करना चाहते हैं, तो आपको खोई/क्षतिग्रस्त/वीर्य हुई संपत्ति के दावे का पैसा 1 दृष्टि करना होगा और इस संपत्ति अधिकारी को अग्रस्रित करना होगा। सभी दावे को पढ़ाना के साथ (7) के लिए दिनों के भीतर उस्तूक किया जाना चाहिए। जांच के तुरंत बाद स्वामित्व और मूल्य के प्रमाण का सलामान होना चाहिए। इस नीति की एक प्रति पुस्तकालय में उपलब्ध होगी।

केवल बर्फ “Ice” बंदियों
पीवीसीएनीईस एस 2011, 2.5 फंद और व्यक्तिगत संपत्ति के अनुसार, इस सुविधा में एक स्वचालित फंद सिस्टम है और मेल के माध्यम से फंद स्विकार नहीं करता है। मेल के माध्यम से प्राप्त कोई भी धनराशि प्रेषक को वापस कर दी जाएगी। गैर-यूएस. मुद्रा को जब्त कर लिया जाएगा, उसका अविष्कार किया जाएगा और आपकी संपत्ति में रखा जाएगा। आपके एक सस्ता जारी की जाएगी।

विच
आपके आगमन के बाद उचित समय के भीतर, व्यापार कार्यालय आपके लिए एक खाता शुरू करता है। आपका एलियन नंबर (ए.नंबर) आपका अकाउंट नंबर होगा। आगर आपके आने पर आपके पास यूएस. मुद्रा है, तो आपको एक सस्ता जारी की जाएगी और पैसा अगले काराभारी दिन के लिए खाते में डाल दिया जाएगा। प्रथम प्रक्रिया पूरी होने के बाद आपके कार्ड में पात्र नाम जाने तक किसी भी फाइल के दूसरे प्रबंधित माना जाएगा। मुद्रा को जब्त कर दिया जाएगा और अनुशासनात्मक कार्यवाही की जा सकती है।
डाक के माध्यम से कोई मुद्रा स्वीकार नहीं की जाएगी। प्राप्त किसी भी मुद्रा को प्राप्तकर्ता को वापस कर दिया जाएगा। मुद्राकार नवीन में सभी मुद्रा स्वीकार नहीं की जाएगी। डाक भेजने के लिए, आपकी इकाई प्रवेश टीम को “निधि जारी करने का प्राधिकरण” फॉर्म जमा करें और ज्ञापन सूची के लिए आपके खाते से एक चेक जारी किया जाएगा। सभी प्राप्त आपके नियत निरोध अधिकारी से प्राप्त किया जा सकता है।

* आपके खाते में दोष किए जाने से पहले सभी लेनदेन को सत्यापित करना होगा। सप्ताहांत और चुटकियों को छोड़कर, इस प्रक्रिया में सेमीवार-गुरुवार को 24 घंटे तक लग सकते हैं।

- यदि आपको दाक से प्राप्त नहीं होता है, तो डाक अधिकारी डाक भेजने वाले को वापस कर देगा। इस सुविधा में काउंटी के कैडियर्स के लिए कोई पैसा स्वीकार नहीं किया जाएगा।

- डाक भेजने के लिए, इकाई प्रवेश करने के संपर्क करने तक निधियों को जारी करने का अधिकार करता है। कानूनी सेवाओं के लिए भूमिका करने के लिए आपको व्यक्तिगत निधियों नुकसान देनी जा सकती है। यदि आपके कोई प्रश्न है तो यू.टी महत्त्वपूर्ण स्तर से संपर्क करें।

- किसी अन्य नियम का खाता में पैसा भेजना मना है और इसके परिणामस्वरूप अनुशासनात्मक कार्यवाही हो सकती है।

- आपके खाते का धनराशि का उपयोग कानूनी सेवाओं के लिए किया जा सकता है। यदि यह आवश्यक है, तो अपनी यू.टी टीम के किसी सदस्य से संपर्क करें।

वर्गीकरण
सभी बंदियों को सामान्य आबादी में भर्ती करने से पहले वर्गीकृत किया जाता है। वर्गीकरण प्रणाली बंदियों को सुविधा सुरक्षा और सुरक्षा के अनुसार कम से कम प्रतिविधालय आवास इकाई प्रदान करती है। वर्गीकरण प्रणाली सुनिश्चित करती है कि आपके उपयुक्त बंदियों में रखा गया है और अनुयोगिता में बंदियों से शारीरिक रूप से अलग किया गया है। आपके संतोष व्यवहार, अतिरिक्त शुल्क या प्राप्त जानकारी, भूमिका की प्राप्त या अलग विभाजन से स्वतंत्र नहीं किया जा सकता है। आपको नृसंहार से बचाया जाएगा, वर्गीकरण स्तर का बदला (पुनर्वर्गीकृत) किया जा सकता है।
पूर्वभूमि और आपराधिक इतिहास के व्यक्तियों के साथ आवास सोपा जाएगा। आपको आपके वर्गीकरण तर के अनुसार रखा जाएगा और रंग-उपयुक्त पहचान और वर्दी जारी की जाएगी।

कम हिरासत में बंदियों:
कम हिरासत वाले बंदियों को उच्च हिरासत वाले बंदियों के साथ नहीं लाया जा सकता है।

गिरफ्तारी या दोषित्त्व के साथ किसी भी बंदी को शामिल नहीं किया जा सकता है जिसमें शारीरिक हिस्सा का कार्य शामिल है, या किसी भी बंदी को आक्रामक व्यवहार के इतिहास के साथ शामिल नहीं किया जा सकता है।

किसी भी ऐसे बंदी को शामिल नहीं किया जा सकता है, जिसे किसी अपराध के लिए अपराध की गंभीरता के “उच्च” या “उच्चतम” खंड के तहत सूचीबद्ध किया गया हो।

इसमें मामूली आपराधिक इतिहास और अहिंसक गुंडागर्दी के आरोपी और सजा वाले बंदियों को शामिल किया जा सकता है।

मध्यम हिरासत बंदी:
मध्यम हिरासत बंदियों को आमतौर पर उच्च या निम्न हिरासत बंदियों के साथ नहीं जोड़ा जा सकता है, सिवाय नीचे निर्देश के।

उस बंदी को शामिल नहीं किया जा सकता है जिसकी सबसे हाल की सजा अपराध पैमाने की गंभीरता के “उच्चतम” खंड के तहत सूचीबद्ध किसी भी अपराध के लिए थी।

हिस्सक हमलों के इतिहास या पेटर्न के साथ किसी भी बंदी को शामिल नहीं किया जा सकता है।

हिरासत में रहते हुए सुधार अधिकारी पर हमले के लिए दोषी ठहराए गए बंदी को शामिल नहीं किया जा सकता है या जहां पिछले संस्थागत रिकाउंट हिरासत में रहते ए र हमले के पेटर्न का सुझाव देते है।

उच्च हिरासत में बंदियों:
मध्यम-उच्च और उच्च हिरासत बंदी वे हैं जिनके हिस्सक या हमले के आरोप, दोषित्त्व, संस्थागत कदाचार, या एक गिरोह संबद्धता के इतिहास वाले हैं। उच्च हिरासत बंदियों को उच्च जोखिम माना जाता है, मध्यम से अधिकतम सुरक्षा आवास की आवश्यकता होती है, हमेशा निगरानी की जाती है और अनुश्रुण किया जाता है, और कम हिरासत वाले बंदियों के साथ सह-मिलन नहीं किया जा सकता है। इसके अलावा, उच्च हिरासत बंदियों को उनके नियंत्रण रहने वाले क्षेत्र के बाहर कार्य करते हैं नहीं सोपा जाएगा।

अपराध पैमाने की गंभीरता:

1. उच्चतम

सहायता से बच
बहुत बिगड़
घातक हथियार वाली बैटरी
सशस्त्र उकेरती (कई चोटिल)
हमले के साथ संधमारी
पलायन (सुरक्षित सुविधा)
दंगा भड़काना
अपहरण
हल्या (पहली, दूसरी डिग्री)
यौन बैटरी (एक नाबालिग पर हिंसा के साथ)

II. उच्च
तेज हमला
तेज बैटरी
गंभीर बाल शोषण
आगजनी
बैटरी कानून प्रवर्तन अधिकारी
संघमारी (सशस्त्र)
जबरन वसूली
गैरकानूनी कैद
बम धमाकों की झुटी रिपोर्ट
नियंत्रित पदार्थ (आयात, तस्करी)
हिरासत में प्रतिबंधित सामग्री का परिचय
सुविधा
विस्फोटकों का निर्माण
डैकैती (साशस्त्र, मजबूत साशस्त्र)
योन बेटरी (पूंजी या जीवन अपराध के अलावा)

III. संतुलित

साशस्त्र अतिचार
सेंध
छुपा हुआ बन्दूक ले जाना
जालसाजी
बहुत बड़ी चोरी
हल्या
बंकी, वितरण, नियंत्रित पदार्थ का कब्ज़ा
गवाह के साथ छेड़छाड़
बेकार चेक (अपराध)
कल्याण धोखाधड़ी (अपराध)
पलायन (गैर-सुरक्षित सुविधा)

IV. कम

के प्रभाव में द्राह्य करना
दुर्घटना के दृश्य को छोड़कर
बैटरी (साधारण आक्रमण)
छुपा हुआ हथियार ले जाना (बन्दूक के अलावा)
उच्च-घूल आचरण
जुआ
वेश्यावृति करने की पेशकश
कब्जा मारिजुआना (अपराध)
कब्जा ड्रग सामग्री
पेटिट चोरी
अतिचार
बेकार की जाँच (अपराध)

बंदियों के लिए बुनियादी वर्दी दिखाने में विशिष्ट होनी चाहिए ताकि बंदियों की उनके हिरासत स्तर के अनुसार पहचान की जा सके। CoreCivic/TCDF में, एक समान रंग इस प्रकार हैं:

- कम कस्टडी - गहरा हरा
- मध्यम निम्न - भूरा
- मध्यम / उच्च - नीला

- आवास प्रतिबंध: निम्न और मध्यम निम्न बंदियों को एक साथ रखा जा सकता है (जब तक कि नाराजी या जुझारू व्यवहार का कोई इतिहास न हो)। मध्यम और मध्यम/उच्च बंदियों को एक साथ रखा जा सकता है। निम्न और मध्यम/उच्च बंदियों को कभी भी एक साथ नहीं रखा जाता है।
- मध्यम/उच्च की आवास क्षेत्र से बाहर ले जाने और बंदियों के अन्य वर्गीकरणों के साथ केवल निर्दिष्ट सामान्य क्षेत्रों में ही हो सकता है।
- सभी आवास, कार्य असाइनमेंट और कार्यक्रम संबंधी गतिविधियों का निर्धारण प्राप्त वर्गीकरण के स्तर के अनुसार किया जाएगा।
- आपके प्रारंभिक वर्गीकरण के बाद, आपकी पहली समीक्षा आपके आगमन की तारीख से सात (60) दिनों से लेकर नब्बे (90) दिनों के भीतर होगी। इसके बाद, आपकी मूल आगमन तिथि से नब्बे (90) दिनों से एक सी बीस (120) दिन के अंतराल पर मौलिक समीक्षा आयोजित की जाएगी।
- अपील: मध्यम/उच्च या उच्च के रूप में वर्गीकृत सभी नए आगमन इस हेडबुक के पृष्ठ 29 पर शिकायत प्रक्रियाओं में उल्लिखित आईसीई परिपात को आईसीई अनुरोध पर अपनी अपील प्रस्तुत करने के अन्य वर्गीकरण पदनाम की अपील कर सकते हैं। अन्य सभी वर्गीकरण अपीलों की समीक्षा के लिए पूर्व प्रबंधन के प्रमुख या वर्गीकरण परिवक्ष को अप्रे चिन पाना चाहिए। अपील के परिणाम की लिखित अधिसूचना (5) व्यासाधिकृत दिनों के भीतर की जाएगी।

धोबीघर
सभी बंदियों के लिए प्रयात्मा आपूर्ति सुनिश्चित करने के लिए, कपड़ों की जमातीय प्रतिबंधित है। आम तौर पर, बंदियों को अपने आवास इकाई में कपड़ों, बिस्तर या अन्य सामान धोने की अनुमति नहीं होती है। लोजरी को इं-पॉड लोजरी वर्कर को सुबह 6:00 बजे तक चालू कर देना चाहिए। यदि आपको हाउसिंग प्लाट के छोड़ा गया है तो यह सुनिश्चित करना आपकी जिम्मेदारी है कि आपकी लोजरी चालू हो रहा है। यह प्रत्येक दिन के अंत से पहले आपकी वापस कर दी जाएगी। (नोट: अपने कपड़े धोने के बाएं की अधिक न भरें। सुनिश्चित करें कि बैग कंस्कर बंधे हैं। बैग में साबुन और पानी के साथ साथ ड्रापर से निकालने वाली गर्मी लिए पृष्ठ जगह छोड़ दें।) पूर्व और महिला बंदियों के लिए कपड़े / लोजरी होंगे छात्र/वास/आवास इकाई बुलेटिन बोर्ड में तैनात कार्यक्रम के अनुसार आयोजित किया गया। सभी कपड़ों को निर्धारित कार्यक्रम के अनुसार साफ करने के लिए भेजा जाना आवश्यक है।
कपड़े

सभी जारी किए गए कपड़े और आई.डी. निम्नलिखित निर्देशों में निर्दिष्ट के अनुसार पहने जाएंगे और किसी अन्य तरीके से नहीं। सभी लोगों के लिए संस्था के दायरे में सुरक्षा, स्वच्छता और आररण का अनुपालन सुनिश्चित करने के लिए ये आवश्यक रूप से आवश्यक है।

1. सुविधा द्वारा जारी पहचान हर समय पहनी जानी चाहिए। यदि आपकी पहचान टूट जाती है, तो अपनी इकाई के अधिकारियों को सूचित करने के लिए बैठक स्थापित करने के लिए बैठक करने के लिए जरूर पहनें।

2. कपड़े साफ होने चाहिए और पहने जाने पर फटे नहीं होने चाहिए।

3. मिश्रित रंग की वस्तु पहनना अधिकृत नहीं है।

4. अंडरगार्मेंट को बिना बाहरी कपड़ों के केवल स्लीपिंग कार्टर के अंदर या टॉपलेट/शॉर्ट एरिया में ही पहना जा सकता है। कोई अपवाद नहीं।

5. शौर्य केवल हाउसिंग युनिट के अंदर ही पहना जा सकता है।

6. CoreCivic/TCDF (कोरिस्किक्यू/टीसीडीएफ) द्वारा जारी जुते हर समय हाउसिंग युनिट के बाहर पहने जा लें।

7. सामान्य आदर्श के लिए हूंड या अन्य हेड कटर अधिकृत नहीं है। नामित बंदी कर्मचारियों को उचित हेड कटर जारी किया जाएगा, जब उन्हें केवल दर्शन पर संबंधित कर्तव्यों का पालन करने के लिए समय पहना जाना आवश्यक होगा।

8. बंदी छात्रावास/आवास इकाई के बाहर हर समय पूरी वर्दी (शर्ट, पैंट, जूते) पहनें।

9. पैंट की कमर के उस बिंदु पर पहना जाएगा जो वार की बांध के बावजूद निंदा की क्रीज को दिखाने से रोकता है।

10. मौसम की स्थिति की परवाह करने के लिए बिना आपके अपने पैंट के कमर के अंदर अपने हाथों से सुविधा के बारे में नहीं चलना है।

11. कपड़ों का कोई भी लेख उस तरीके से नहीं पहना जाएगा जो सामान्य रूप से उस वस्तु के लिए अभिप्रेरित नहीं है (एक शर्ट का उपयोग हेड बैड या हेड कटर आदि के रूप में करना)।

व्यक्तिगत स्वच्छता

आप अन्य व्यक्तियों के साथ एक आवास इकाई में रह रहे होंगे, इसलिए व्यक्तिगत स्वच्छता आवश्यक है। आपसे प्रतिदिन सान करने और अपने बालों को साफ रखने की अपेक्षा की जाती है। खेती या घर की रखरखाव के लिए साफ रखना आवश्यक है। आपके बालों को साफ रखना आवश्यक है। ध्यान दें कि आपके बालों को साफ रखना आवश्यक है।

बाहरी सेवा

सामान्य आदर्श के लिए कपड़े सुविधा पर स्थापना करने के लिए दादी बनने की अनुमति होगी।

आदतों के लिए परिवर्तनित बंदी को सुविधा से प्रस्थान करने से पहले दादी बनने की अनुमति होगी।
बंदी ड्रेस कोड

प्रान्तीय औष्धियों के दौरान खुद को साफ रखने और उचित कपड़े / जूते पहनने की आवश्यकता है।

आपको यदि दिलाया जाता है कि खराब व्यवहार और उचित कपड़े/ जूते न पहनने से आपके साथियों और अन्य लोगों के साथ संबंधित संघर्ष हो सकता है और आपके आस्थ्य और सुरक्षा के साथ-साथ आपके आस्पद के लोगों पर भी नकारात्मक प्रभाव पड़ सकता है।

ड्रेस कोड और गूंडों का कारण करने वाला विवश मानकों का पालन करने में विवशता के अंत: एक ऐसा मुद्दा बन जाएगा जिसके लिए स्थिति को ठीक करने के लिए उपयुक्त अनुशासनात्मक कार्यवाही के रूप में कर्मचारियों के हस्तक्षेप की आवश्यकता होगी।

दैनिक जीवन और कार्य असाइनमेंट के लिए ड्रेस कोड समान है। आमतौर पर, बंदी निर्देशित अपवादों के साथ कोई भी हेयर स्टाइल पहन सकते हैं:

सुरक्षा और स्वच्छता कारणों से मद्दत की कार्यवाही करने वाले बंदी कर्मचारी अपने बालों को साफ, सफेद और सामान्य रूप से स्वीकार शैली में रखते हैं।

1. केशकियां सुरक्षा और स्वच्छता आवश्यकताओं में हस्तक्षेप नहीं करें।
2. आप तौर पर, निम्नलिखित अपवादों के साथ बिना किसी प्रतिबंध के चेहरे के बाल उगाए जा सकते हैं:
   - सुरक्षा कारणों से, मद्दत के संचालन करने वाले बंदी कर्मचारियों से हर समय कला शेष रखने की उम्मीद जो जा सकती है। उपयोगकर्ता वर्गीकरण कार्य असाइनमेंट में संबंधित के लिए वे प्रतिबंध एक आवश्यकता है और इन क्षेत्रों में नोकरी सर्किटर करना उपरोक्त वर्गीकरण कार्य असाइनमेंट के लिए सीधे साइड मानकों की स्थिति को दर्शाता है।

चिकित्सीय कारणों से भी, इन आवश्यकताओं में कोई अपवाद नहीं होगा:

- हाउसिंग यूनिट के बाहर होने पर पूरी वर्ष (पैंट, शर्ट, जूते और सुविधा की पहचान) पहनना आवश्यक है।
- शाम 5 बजे के बाद और सप्ताह की/ महीने की/ शॉर्ट से शादियां शुरू की अनुमति है।
- मनोरंजन याद में टी-शर्ट की अनुमति है।
- जब तक उचित अनुमोदन प्राप्तकारी द्वारा प्राप्त किया जाता है, तब तक बिस्तर क्षेत्र के बाहर हेडवियर की अनुमति नहीं है।
- धार्मिक परिवार आदों पदार्थ द्वारा अनुमोदित के अनुसार ही पहनने जा सकते हैं।
- किसी भी तीसरे, चारा या कंटेनर के कपड़े के रूप में अनुमति नहीं दी जा सकती और जब तक कर्मचारियों द्वारा निर्देश नहीं किया जाता है, तब तक सफाई के लिए उपयोगकर्ता नहीं किया जा सकता।
- CoreCivic/TCDF(कोरसिविक/टीसीडीएफ) संपत्ति का जानबूझकर या उपयोगपूर्ण क्षेत्र (बदली हुई, फटी हुई, खोई हुई, या भिडिशित) के परिणामस्वरूप अनुशासनात्मक कार्यवाही और बहाली होगी।

व्यक्तियों और संपत्ति का निरीक्षण (खोज)

सुविधा, एक बंदी के व्यक्तियों और संपत्ति की नियमित अनिश्चितता अवस्था आवश्यक समझी जाएगी।

- व्यक्तियों की तलाशें तब की जाती है जब:
  1. आवास इकाइयों में प्रवेश करना या बाहर निकलना;
  2. एक या तार्क के बाद या तार्क क्षेत्र छोड़ना; तथा
  3. अन्य तब्बलों में प्रवेश करना या बाहर निकलना।
- खोज उद्देश्यों के लिए आयोजित की जाती हैं:
1. प्रतिबिधित पदार्थों (आर्थिक हथियार, द्रव्य, अनधिकृत कपड़े के सामान, आदि) की शुरुआत का पता लगाना और रोकना;
2. यह सुनिश्चित करना कि सुविधा के भीतर सुनिश्चित और स्वच्छता की स्थिति मौजूद है;
3. खोई हुई, गृह या चोरी हुई संपत्ति की वसूली; तथा
4. पपापा और अन्य गड़बड़ी की रोकना।

† तलाशी इस तरह से संचालित की जाएगी जिससे बंदी को अनावश्यक बल, शर्मदही या आक्रोश से बचा जा सके और इसका उद्देश्य दंडाधीक प्रकृति का नहीं है।

† टीसीढीएफ में की गई खोजों के प्रकार:
1. दर्दन निरीक्षण: शारीरिक संकेत के बिना किसी बंदी या प्रतिबिधित क्षेत्र की तलाश।
2. फिन्स्क या पैट सर्च: हथियारों / प्रतिबिधित वसूलों को महसूस करने के लिए बंदी के कपड़ों पर हाथ रखकर की गई खोज।
3. जनजीवन: कॉर्ज, जेट, कमरबंद और जूतों की गहन तलाशी ली जा रही है।
4. शोध-उदारा: सुविधा के किसी विशेष क्षेत्र की भौतिक या दर्दन खोज।

† टीसीढीएफ निरदेशित शर्तों के तहत अनिवार्य गूर्णनलिसिस: सुविधा के किसी विशेष क्षेत्र की भौतिक या दर्दन खोज।

परीक्षण करेगा:
1. जब सुरक्षा कर्मचारियों को उचित संदेह हो कि एक बंदी ने द्रव्य या वसूले पदार्थों का उपयोग किया है या उनके भ्रष्टाचार में है;
2. जब एक बंदी को संदिग्ध अनधिकृत दवाओं या वसूले पदार्थों के कब्जे में पाया जाता है या जब संदिग्ध अनधिकृत दवाओं या वसूले पदार्थों का पता लगाया जाता है या एक बंदी द्वारा नियंत्रित, कब्जे ले या बते हुए क्षेत्र में पाया जाता है;
3. जब बंदी को अनधिकृत दवाओं या वसूले पदार्थों के कब्जे या उपयोग के रूप में देखा जाता है, लेकिन कर्मचारी पदार्थ का नमूना प्राप्त करने में असमर्थ होते हैं;
4. एक गूर्णन अध्याय पर, एक उपयोगकार्यिक परीक्षण क्रिया का उपयोग करका या नियमित आधार पर जब बंदी बाहरी कार्य विवरण से लीटेड है; या
5. एक उपयोगकार्यिक परीक्षण क्रिया के अनुसार में, सुविधा की पूरी बंदी आबादी, किसी भी पहचान योग्य कार्यक्रम क्षेत्र का बंदियों के किसी भी पहचान योग्य परीक्षण क्रिया जा सकता है।
6. गूर्णन परीक्षण कार्यक्रम का उपयोग इस उद्देश्य के लिए नहीं किया जाएगा, या इसका किसी वक्ता या बंदियों के समूह को परेशान करने या डराने का प्रभाव नहीं होगा।
7. गूर्णनलिसिस परीक्षण के लिए प्रस्तुत करने से इनकार करने पर गंभीर अनुशासनात्मक दंड का सामना करना पड़ेगा।

बजित
जिन वसूलों को सुविधा के सुरक्षित और व्यवस्थित संचालन के लिए हानिकारक माना जाता है, वे निषिद्ध हैं। प्रतिबिधित वसूलों में शामिल है, लेकिन इन तक सीमित नहीं हैं:
1. कोई भी खतरनाक दवा, मादक दवा, मारजाना, किसी भी प्रकार की नशीला शराब, घातक हथियार, खतरनाक उद्वेग, विफोल्ट या कोई अन्य वसूल, जिसका उपयोग या उसके पास होने पर, सुविधा में व्यवस्था के संरचना को खतरे में डाल सकता है;
2. कोई भी वसूल जिसे बनाने के लिए सहयोगी के रूप में
3. कोई भी वसूल जो एक बंदी की उपस्थिति को छिपाने या बदलने के लिए इस्तेमाल किया जा सकता है; इस्तेमाल किया जा सकता है;
4. व्यक्तिगत उपयोग या उपभोग के लिए कपड़े या वसूल का कोई भी लेख जिसे पहले वार्डन के माध्यम से साफ नहीं किया गया है या कर्मचारी से बंदी द्वारा खरीदा गया है;
5. कैमरा, वीडियो, आदि, या संबंधित उपकरण जिनका उपयोग अनधिकृत तस्वीरों या आदि, किसी बंदी, कर्मचारियों या सरकारी संपत्ति की आदि/वीडियो रिकॉर्डिंग करने के लिए किया जा सकता है;
6. सिगरेट, तंबाकू, ई-सिगरेट, या धूपस्पान सामग्री, मादक चीज, कार्डबोर्ड बॉक्स और अन्यथा पत्रिकाएं;
7. छात्रावास/आवास इकाई की दीवारों पर लगाए गए किसी भी प्रकार के चित्र; तथा।
8. अलंकृत चैल्टन (कमीशन) के माध्यम से नहीं; खरीदी गई कोई भी वस्तु।
9. किसी अन्य निवासी के पिन नंबर को अपने पास रखना और/या उसका उपयोग करना भी प्रतिबिधित सामग्री का कब्जा माना जाता है। अपना व्यक्तिगत पिन नंबर उधार के उधार न ले।

रहने की स्थिति - सामान्य जनसंख्या
आपको अपनी रूप से TCDF(टीसीडीएफ) में रखा जा रहा है। आप सुविधा में तब तक रहें जब तक
ICE यह निर्धारित नहीं कर लेता कि आपकी किसी अन्य सुविधा में खानपीय करना का समय आ गया है। TCDF(टीसीडीएफ)
आपकी रिहाई या घरांतरण के संबंध में कोई निर्धारण नहीं कर सकता है।

टीसीडीएफ के पास एक अतिरिक्त अनुबंध है जिसमें टॉरिंस काउंटी शरिफ कार्यालय (टीसीएस) शामिल है।
TCSO(टीसीएस) के कैदियों के साथ ICE(बर्फ) बंदी कभी भी नहीं आएगी।

सुविधा को चौबीस (24) आवास इकाइयों में विभाजित किया गया है, जिसमें चिकित्सा अवलोकन शामिल नहीं है। प्रत्येक कोल
हाउसिंग यूनिट प्रत्येक कमरे में दो बिंदियों की रख सकती है, प्रत्येक पॉड में 40 बिंदियों तक। दो शयनगृह हैं जिन्हें एक खुले
प्रकार की सेटिंग में कई बिंदियों को रखने के लिए डिजाइन किया गया है; इसमें प्रत्येक क्षेत्र में 75 बिंदियों को रखा जा सकता है।

प्रत्येक बिंदु की अपनी निर्धारित रहने वाले क्षेत्रों को हर समय साफ रखने की आवश्यकता होती है। आपका बिस्तर जाने पर दूर होने वाला जा जाना चाहिए और उपयोग में न रहने पर बना रहना चाहिए और सभी निजी संपत्ति को व्यस्थित और व्यस्थित किया जाना चाहिए। सवधे रहने का क्षेत्र बनाए रखना और अस्तित्व जीन स्थितियों से जुड़ी कई समस्याओं से बचना आपके हित में है।
प्रत्येक बिंदु को अपनी उदारता दिखाने वाले क्षेत्रों को हर समय साफ रखने की आवश्यकता होती है। आपका बिस्तर जाने पर दूर होने वाला जा चाहिए और उपयोग में न रहने पर बना रहना चाहिए और सभी निजी संपत्ति को व्यस्थित और व्यस्थित किया जाना चाहिए। सवधे रहने का क्षेत्र बनाए रखना और अस्तित्व जीन स्थितियों से जुड़ी कई समस्याओं से बचना आपके हित में है।

प्रत्येक आवास इकाइयों में शाव, शीतल लाल के सुविधा, भोजन, दिन के कमरे के लिए पर्यावरण क्षेत्र हैं जो हंगाम करने की अनुमति देते हैं और अर्थव्यवस्था संघ (एसीए) की आवश्यकताओं के अनुरूप है। इस प्रकार की रहने की आवश्यकता के कारण, हम अन्य बिंदियों को वह समान्य दिखाकर जो आप प्राप्त करना चाहते हैं और दूसरों की संपत्ति का समान करने और आपके सहयोग की अपेक्षा करते हैं। आपके टेलीफोन, टेबल, टैवर, मोरॉंजेक खेल और उपकरण जैसे सामान्य उपकरण साझा करने की आवश्यकता का समान करने के लिए भी कहा जाता है।

शयन क्षेत्र/स्थल

आपको अपने बिस्तर और तकनीक नियंत्रण के साथ और साफ रखने की आवश्यकता है। आपको अपने कार्य असाइनमेंट की रिपोर्ट करने से नहीं; या जब आप अपनी दैनिक दिनियाँ शुरू कर देंगे, तो आपको अपने बिस्तर बनाने की आवश्यकता होती है। जब आपका बिस्तर उपयोग में न हो तो अवश्य बनाएं। चादरें, तौलिये, कंबल या कपड़े को सैलैंग बार, घर के बेंग कपड़े, ओवरहेड लाट या बेड से टकराने की अनुमति नहीं है।

स्वस्थता वस्तुओं सहित व्यवहार का भ्रान्त, आपके प्राप्त हुए वित्त के संपूर्ण किए जाने हैं। खिलौने, खिड़कियाँ, चारपाई, लकड़ी आदि भी आदिम आदि के बीच सामने न रखें। इन वस्तुओं को प्रतिबिधित के रूप में जब्त कर लें जिसे ज्यादा और अनिवार्य क्षेत्रों
में छोटी जाने पर हटा दिया जाएगा। उपयुक्त पत्रविवक्षक के माध्यम से वस्तुओं की पहचान करना और उन्हें पुनः प्राप्त करना आपकी जिम्मेदारी होगी।

- यह सुनिश्चित करने के लिए कि खबरा बनी रहे, आपको हाउसिंग यूनिट ऑर्डररी के सहयोग से डॉमिकी / हाउसिंग यूनिट क्षेत्रों को सफाई में भाग लेने के लिए कहा जाएगा, जिसमें डेमून एरिया, स्वीमिंग एरिया, डॉपटेट एरिया और शॉर्टर एरिया शामिल हैं। जबकि हम मसूरस करूँगे कि इस सुविधा में आपका रहना अस्वीकार है, हम इसे सुनिश्चित और स्वच्छ रखने के लिए आपके सहयोग की अपेक्षा करते हैं।
- उचित स्वच्छता और सुरक्षा सुनिश्चित करने के लिए, प्रत्येक बौज्ह के बाद, आवश्यकतानुसार या स्टाफ सदस्य द्वारा निरीक्षित आबाद इकाइयों का साफ किया जाएगा। एक स्टाफ सदस्य सभी उपकरण, आपूर्ति और निर्देश जारी करेगा।
- यह सुनिश्चित करना आपकी जिम्मेदारी है कि आपके बिस्तर के आसपास का क्षेत्र साफ-सुथरा हो।
- प्रत्येक बौज्ठ को एक अवसर देने के लिए प्रत्येक आवास इकाई में बड़ी संख्या में शावर प्रदान किया जाता है दैनिक सान। कृपया क्षेत्र में समाप्त होने के बाद सफाई करके अन्य बौज्ठों का समाप्त करें।
- उपयोग में न होने पर सभी सफाई आपूर्ति को उपयुक्त भंडारण स्थानों में रखा जाएगा।

**सुरक्षा विनियम/आपातकालीन प्रकारपात**

टीसीटीएफ के कर्मचारी आपके यहाँ रहने के लिए हर संभव प्रयास करेंगे। इस सुविधा को सुनिश्चित बनाने में मदद करने के लिए आपकी काफी कुछ हिम्मेदारी लेनी चाहिए। खतरनाक क्षेत्रों को बिखराने के लिए संकेत उपजाएँ हैं जहाँ भी वे होते हैं। यदि आप कृपया ध्यान देंगे, तो कृपया इस साफ करें। यदि आप किसी संभावित खतरे का साक्षात्कार करें, तो आपके क्षेत्र के अधिकारी को बताएँ। यह न मानना कि समस्याओं की सुधार दी गई है। चेतावनी के संदर्भों पर ध्यान दें और संभावित खतरनाक स्थितियों जैसे ऐसे फर्शों में उचित देखभाल का उपयोग करें।

1. बौज्ठों को सभी सुरक्षा नियम, संकेत, निर्देश, निर्देश लेखांकित और प्रदान किया गए किसी भी प्रशिक्षण का पालन करना चाहिए।
2. सभी बौज्ठों को सभी सुरक्षा/आपातकालीन प्रशिक्षण में भाग लेना चाहिए। किसी भी खतरनाक कार्य करने से पहले बौज्ठों को प्रशिक्षित किया जाना चाहिए।
3. सफाई या अन्य रसायनों को संभालने के लिए इस्तेमाल सुरक्षा उपकरण पहनना चाहिए।
4. बौज्ठ वस्तुओं को बदल नहीं करने हेतु, या किसी वस्तु का उसके इच्छित उद्देश्य के अनुसार अन्य उपयोग नहीं कर सकते हैं। बदली हुई वस्तुओं पर प्रतिबंधित हैं और हमें जब्त कर लिया जाएगा।
5. डिवाइसेबल रेजर से बौज्ठ को न हटाएँ।
6. बौज्ठों को गिराए गए किसी भी तरल पदार्थ को स्फोट करना चाहिए या उस क्षेत्र से तब तक दूर रहना चाहिए जब तक कि इसे सफाई नहीं किया जा सकता।
7. हाउसिंग यूनिट में, नोनोंजन यािय में, सुविधा में किसी भी और प्राप्त हुए बौज्ठों को तुरंत उस क्षेत्र में डूबाएँ जो कर्मचारी का हृदय सुधारने की चाहिए।
8. बौज्ठ किसी भी लॉकिंग डिवाइस और/या दरवाजे के साथ छेर किया जाने के लिए है। उसे कोई भी, बाल किसी भी अक्षम नहीं करें।
9. नोनोंजन यािय में बौज्ठों को शॉर्ट नहीं तांगनी चाहिए।
10. बौज्ठ किसी भी कारण से रेजर वापर में नहीं पहुँचें।
11. बौज्ठ किसी भी कारण से किसी बाद पर नहीं करें।
12. रहने वाले क्षेत्रों सहित पूरे सुविधा में अपराध आयोजित किया जाता है। आपका स्थिति या डिल बौज्ठों की स्थिति में कर्मचारियों द्वारा लिया गया सभी निर्देशों का पालन करने के लिए जिम्मेदार है। अनुपालन करने में विफलता का सुविधा सुरक्षा विनियमों में हस्तक्षेप/बाधक माना जाएगा।
13. प्रत्येक आवास इकाई में एक निर्माता यौन/व्यावसायिक प्रोट किया गया है जो आप लगने की स्थिति में आपातकालीन निर्माण मार्ग को दर्शाता है। इन पोजलों को न हटाएँ।

**अधिकारिक गणना**
এই সুবিধায় মোবাইলীয় ব্যবহারকারীদের জন্য টেলিফোন ব্যবহার করার জন্য অনুমোদিত সময়কালের ফলে নিম্নলিখিত নিয়মপত্র পর্যালোচনা করে নিয়মে থাকার জন্য অনুমোদন করা হয়েছে:

1. ওপরাইকারি গণনা নিম্নলিখিত সময়কালে পরিবর্তন করা যায়: 3:00 পূর্বাঞ্চল, 6:30 পূর্বাঞ্চল, 9:15 পূর্বাঞ্চল, 3:00 পূর্বাঞ্চল, 7:00 পূর্বাঞ্চল, 10:00 পূর্বাঞ্চল। (আরিফ আইডি/রিসার্চ নিয়ন্ত্রণ - কেন্দ্র-অপ গণনা), 12:00 পূর্বাঞ্চল।
2. নিম্নমূল্যের মোবাইলের ফলে নিয়মকালে অনুমোদন সময়কালে পরিবর্তন করা হয়েছে অনিয়মিত, অনুমোদন সময়কালে পরিবর্তন করা হয়েছে।

প্রত্যেক মোবাইলীয় মোবাইলের জন্য সুবিধায় অনুমোদন করা হয়। টেলিফোন ব্যবহার করার জন্য মোবাইলের নিয়ম পরিসরে সচেতন হওয়া উচিত। উদাহরণ দ্বারা আমরা যে তা চেষ্টা করেছি তা প্রত্যাখ্যান করা হয়েছে যার জন্য মোবাইলের এক অনুমতি নেন। নিয়মকালে টেলিফোন ব্যবহার করার জন্য অনুমোদন করা হয়। মোবাইলের জন্য প্রতিভার বহিঃস্থাতর লোক টেলিফোন ব্যবহার করেছে।

ধোনি

সব ধোনি পৃষ্ঠক্রমে সংশোধন, সংস্কার, সলাম সংস্কার এবং সংশোধন পরিষেবা সময়কালের ফলে পরিসরে সচেতন হওয়া উচিত। জারি অদ্যাবধি সুবিধায় অনুমোদন পরিসরে সচেতন হওয়া উচিত। প্রত্যেক মোবাইলের নিয়মকালে অনুমোদন করা হয়েছে অনুমোদন পরিসরে সচেতন হওয়া উচিত।

উন মোবাইলের জন্য অনুমোদন কারণে সেই বাধ্যতা অবলম্বন করা হয়। স্বাস্থ্য সেবায় মাধ্যমে সময়কালের জন্য অনুমোদন করা হয়। উন মোবাইলের জন্য অনুমোদন করা হয়।

TCD(টিসিসিএফ) অফিসের অনুমোদন এক(3) ভোজন প্রতিদিন তিন(3) মোবাইল ব্যবহার করার জন্য। সুবিধা পরিসরের জন্য অনুমোদন করা হয়। সময়কালের জন্য অনুমোদন করা হয়।

ভোজন বিভাগ সময়কালের জন্য অনুমোদন করা হয়।

1. প্রত্যেক মোবাইলের নিয়মকালে অনুমোদন করা হয়।
2. প্রত্যেক মোবাইলের জন্য অনুমোদন করা হয়।
3. প্রত্যেক মোবাইলের জন্য অনুমোদন করা হয়।
4. প্রত্যেক মোবাইলের জন্য অনুমোদন করা হয়।
5. প্রত্যেক মোবাইলের জন্য অনুমোদন করা হয়।
6. প্রত্যেক মোবাইলের জন্য অনুমোদন করা হয়।
7. প্রত্যেক মোবাইলের জন্য অনুমোদন করা হয়।
8. মাইক্রোফোনের জন্য অনুমোদন করা হয়।

টেলিফোন ব্যবহার

আমরা ঈকাইয়ের টেলিফোন ব্যবহার করার জন্য প্রতিভার বহিঃস্থাতর লোক টেলিফোন ব্যবহার করেছি। সময়কালের জন্য প্রতিভার বহিঃস্থাতর লোক টেলিফোন ব্যবহার করেছি। আমরা ঈকাইয়ের টেলিফোন ব্যবহার করেছি ততক্ষণ অধিকাংশ যার কি করেছি সময়কালের জন্য প্রতিভার বহিঃস্থাতর লোক টেলিফোন ব্যবহার করেছি। প্রতিভার বহিঃস্থাতর লোক টেলিফোন ব্যবহার করেছি। প্রতিভার বহিঃস্থাতর লোক টেলিফোন ব্যবহার করেছি।
इस प्रणाली को यह सुनिश्चित करने के लिए डिजाइन किया गया है कि कोई अन्य बंदी आपके प्रीपेड खाते तक नहीं पहुँच सकता है। प्रीपेड खाते आपकी जिम्मेदारी है; अपनी धनवाद प्राप्त करने के लिए आपको अपने वॉर्स्ब्रोड्राइव की रक्षा करने की चाहिए। टेलीफोन कॉलों को एक्सिट किया जा सकता है या आप प्रीपेड कॉलिंग सिस्टम में भाग लेने का बुनाव कर सकते हैं। यह प्रणाली आपके कॉमिसनर के माध्यम से फोन मिनट बुलेटिन भेजेंगे।

- आपका परिचारक या मित्र भी टेलीफोन ग्राहक सेवा सेवा (सर्वोच्च) पर कॉल करके आपके फोन खाते में पैसे जमा कर सकते 1-866-348-6231; टेलीफोन वेबसाइट www.Talton.com; या लॉकी कियोस्क (नकद या क्रेडिट) के माध्यम से। वर्तमान कॉलिंग दरों के लिए अपना मूल्य बुलेटिन बोर्ड देखें।

- फोन पर आवाज़ः बढ़ाने के लिए, बात करने समय तारा (**) बटन या आवाज़ को दबाएँ।

- इन टेलीफोनों पर न लो इनकमिंग कॉल रिसीव की जाएगी और न ही फोन उपलब्ध है।

- दूसरों की गोपनीयता का सम्मान करने के लिए, हम चाहते हैं कि आप चुपचाप अपनी बारी की प्रतीक्षा करें, क्योंकि टेलीफोन का उपयोग पहले आओ पहले पाओं के आधार पर किया जाएगा। यदि आपको सहायता की आवश्यकता है, तो अपने क्षेत्र में नियुक्त अधिकारी से पूछें।

- सभी फोन कॉल निगमनी और/या रिकोर्डिंग के अधिक हैं। किसी अदालत, कानूनी प्रतिनिधि या कानूनी प्रतिनिधित्व प्राप्त करने के प्रयासों के लिए एक गैर-निगमनी कॉल प्राप्त करने के लिए, अपने डिस्टेंशन काउंटसर को एक बंदी/केंद्री अनुरोध प्राप्त जमा करें। एक अनाम कॉल करने की प्रक्रिया हाउसिंग युनिट में पोस्ट की जाती है।

- आपके मामले की स्थिति के बारे में पूछताछ करने के लिए टेलीफोन नंबर और साथ ही अधिकारी वाणिज्य दूरभाष्य के नंबर आपको बिना किसी शुल्क के उपलब्ध कराए गए हैं (प्री बोन)। (संख्याओं की सूची के लिए अपने आवास इकाइ के बुलेटिन बोर्ड से प्राप्त करें)।

1. अंग्रेज़ी के लिए 1 दबाएँ;
2. # प्रत के बाद मिनट दर करें;
3. प्री बोन कॉल के लिए 6 दबाएँ;
4. स्पीड डायल नंबर दर करें;

उस इकाइ के अनुसार जिसे आप कॉल करना चाहते हैं।

- इस घटना में कि आप हाउसिंग युनिट फोन का उपयोग करने के अपने वकील या वाणिज्य दूरभाष्य से संपर्क करने में असमर्थ हैं, आप वैकल्पिक टेलीफोन एक्सेस के लिए अपनी किसी भी युनिट नवाबन टीम को एक अनुरोध फॉर्म जमा कर सकते हैं।

- व्यक्ति प्रतिनिधि के लिए टीलीही टेलीफोन मशीनें उपलब्ध हैं।

- जब टेलीफोन की मांग अश्लील होती है, तो आपको अपशंसा की जाती है कि आप अपने टेलीफोन कॉल को बीस (20) मिनट तक सीमित रखें ताकि दूसरों को समान रूप से विशेषाधिकारियों का मिल सके। मांग की अनुमति होने पर आपको 20 मिनट से अधिक समय तक कॉल करती है अनुमति है।

- जागरूक के संयोजन से लेकर संयोजन के समय तक आपके उपयोग के लिए टेलीफोन उपलब्ध है; गिनीज़ के समय फोन बंद रहेगी।

- जब सूचनाबद्ध कर्मचारी किसी बंदी के लिए एक आपातकालीन टेलीफोन कॉल प्राप्त करते हैं, तो कॉल करने वाले का नाम और टेलीफोन नंबर प्राप्त किया जाएगा और आपको तुरंत दिया जाएगा।

- आपको सूचना की सुरक्षा और सुरक्षा की बाधाओं के भीतर एक आपातकालीन कॉल को तुरंत वापस करने की अनुमति दी जाएगी।

- फोन कॉल जिसमें बाहरी संपकों को सूचित में रूप / कॉट्नबैंड भेजने या पेश करने का प्रयास किया जाता है, जिसके परिणामस्वरूप बाहरी व्यक्ति का नंबर अवरुद्ध हो सकता है।

**टेलन्ट टेलेफोन निर्देश:**

1. उपयोग में न होने पर टेलेफोन को चार्जिंग स्टेशन पर छोड़ दें;
2. टेलेफोन नंबर करने के लिए हॉस्ट के किनारे शीश दाएं बटन का उपयोग करें;
3. स्क्रीन के प्राँच दाएं और शीत दाएं बाइडबॉक्स से आंग्रेजी स्पीकर पर फ्रेंच का चयन करें;
4. अपने टेलीफोन पिन का उपयोग करें और लॉग इन करने के लिए स्क्रीन पर बॉक्स में अपना चेहरा छाड़ें; तथा
5. आपको दूसरा पिन नंबर सेट करने के लिए कहा जाएगा (कृपया अपने फोन पिन से अलग नंबर चुनें)।

नोट: पांच मिनट की निक्षिप्तता के बाद टेबलेट आपको लॉग आउट कर देगा। जब तक आप टेबलेट में लॉग इन हैं, तब तक आपसे सुनाकर लिया जाता रहेगा।

धार्मिक सेवा

सभी बंदियों को सैण्टिक अध्यादेश पर धार्मिक संसाधनों, सेवाओं, निर्देशों और परामर्श तक पहुँच प्राप्त होगी। सभी बंदियों को सुरक्षा और सुरक्षा शर्तों की बाधाओं के बीतर किसी भी वैष्णव धार्मिक विश्वास या अभ्यास की आगे बढ़ने के लिए आवश्यक स्वतंत्रता और अवसर की मात्रा बढ़ा दी जाएगी।

पादरी कार्यालय के माध्यम से और सामस्याधिक स्वयंसेवकों द्वारा प्रदान की जाने वाली सेवाओं के माध्यम से धार्मिक सेवाएं प्रदान की जाती हैं। इन सेवाओं में वैष्णव भाषण, समूह प्रकाश, बाइबल अध्ययन और विभिन्न धार्मिक सांप्रदायिक स्थल/पूजा सेवाएं शामिल हो सकती हैं। समय सुबह 8:30 बजे से शुरू हो सकता है। 8:30 बजे तक, प्रत्येक नियमित रूप से निर्धारित सेवा के दिनों और समय का एक चौकूल आपकी हाउसिंग युनिट के बुलेटिन बोर्ड पर चिह्नित किया जाता है। ये सेवाएं उन सभी के लिए उपलब्ध हैं जो संतोषित समय और सुरक्षा चाहिए के संबंध में भाग लेना चाहते हैं।

आपकी आवाज कई में बुलेटिन बोर्ड पर चिह्नित की गई गतिविधि अनुसूची के अनुसार धर्म आधारित धार्मिक कार्यक्रम और विशेष गतिविधियों भी उपलब्ध हैं।

अधिकारी

कमिसरी इनेब्लैट दिनों को छोड़कर, आपकी हाउसिंग युनिट में पोस्ट किए गए शेक्कूल के अनुसार सोमवार से शुक्रवार तक आपके उपयोग के लिए कमिसरी खुला रहेगा।

कमिसरी आदेशों का पूरा किया जाना और प्रत्येक आदेश इकाई में स्थित मेलबॉक्स में रखा जाना है। आदेश प्रदत्त की सामान्य में ठीक से पूरा किया जाना चाहिए, आपके नाम, आवाज इकाई संख्या और एचडी नंबर के साथ, उस दिन कमिसरी प्राप्त करने के लिए। (कानूनी ढंग से लिखें)। सभी ऑडर पॉर्म कमिसरी के दिन सुबह 7:30 बजे तक प्राप्त होने चाहिए।

खैरिद एवं गतिविधि अनुसूची के लिए कोई रिफंड नहीं होगा। ऑडर पॉर्म को ठीक से भरना आपकी जिम्मेदारी है। अपना कमिसरी बैग खोलने से पहले, आपको सभी वस्तुओं को सूचीबद्ध करना होगा। इसके लिए आपको लगता है कि आदेश के साथ कोई समस्या है, तो कमिसरी स्टाफ में से कोई एक खोलें जाने से पहले आपके साथ बैग में वस्तुओं का साक्षरण करेंगे। एक बार जब आप बैग खोल देंगे, तो ऑडर पूरा हो जाएगा। लापता वस्तुओं को कोई आदेश प्राप्त नहीं होगा। धनवादपीय और परिचयतन के अधीन हैं।

कमिसरी आइटम दिन इन्सान के सीमाओं और या परिवर्तन के अधीन है।

सैण्टिक कार्यक्रम

बंदियों की उपलब्ध अवसरों की संख्या और संस्थाओं की सुरक्षा, सुरक्षा और अभ्यास की बाधाओं के अधीन सीमित रहते हुए पैसा कमाने के लिए काम करने के अवसर ही सकते हैं। बंदी कार्य असाइनमेंट के लिए सेवाओं से सक्षम होने, लेकिन वैष्णव हाउसिंग को छोड़कर, काम करने की आवश्यकता नहीं होगी। उच्च हिरासत में बंदियों को उनके आवास क्षेत्रों के बाहर काम करने की अनुमति नहीं है।

आपको सैण्टिक कार्यक्रम में भाग लेने का अवसर प्रदान करने का हर संभव प्राप्त किया जाएगा।

बंदियों को पहुँच के एवं काम का मुआवजा मिलेगा।

आपकी प्रतिदिन आठ (8) घंटे या सप्ताहिक चालीस (40) घंटे से अधिक काम करने की अनुमति नहीं दी जाएगी।

आपको एक सैण्टिक कार्य कार्यक्रम विवरण पर हस्ताक्षर करने और आवश्यक प्रशिक्षण प्राप्त करने की आवश्यकता होगी।

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पुस्तकालय / कानून पुस्तकालय

इस सुविधा के पुस्तकालय में स्कूल या सामूहिक पुस्तकालय में पाई जाने वाली मानक पुस्तकालय सामग्री है। अधिकांश बंदियों की जरूरतों, रुचि और श्रमणात्मक पर ध्यान से विचार किया गया है, और पुस्तकालय संग्रह तदनुसार विकसित किया गया था। पुस्तकालय की पुस्तकें एक अनुरोध के पूरा करके और उपलब्ध पुस्तकें की एक प्रदान की गई सूची से चाहने करके उपलब्ध है। एक बार जाने के बाद, पुस्तकालय कार्यालय आपकी अनुरोधित पुस्तक (पुस्तक) को आगे दिन, सूचिवार से शुक्रवार, सप्ताहांत और चुटियों को छोड़कर, बाद में वितरित नहीं करेगा। सप्ताहांत पर सबसे अधिक किये गए अनुरोधों को आगे चालाने दिन संसाधित किया जाएगा।

एक (1) सामान्य पठन पुस्तक को कुल सत्ता (7) दिनों के लिए चेक आउट किया जा सकता है। अतिरिक्त सामग्री के आवाज करने से पहले आइटम को वापस कर दिया जाना चाहिए। यह महत्वपूर्ण है कि आप पुस्तकों की देखभाल करें और उसे समय पर लौटाए तक अन्य बंदियों की उसने पढ़ने और आनंद लेने का अवसर मिले। आपके विमोचन से पहले सभी पुस्तकें सुविधा से लौटा दी जानी चाहिए, और हरें उसी स्थिति में प्राप्त किया गया था।

व्यक्तिगत पढ़ने का समय सोन्मूल से दिवाली तक कर्मकार के रूप में दिया जाएगा। सभी बंदियों को चुपचाप पढ़ने का अवसर उपलब्ध किया जा सकता है। समय के साथ सत्ता के लिए प्रकाश दिन एक घंटे के लिए पढ़ने का समय दिया जाएगा। आप प्रति कित्ताय अन्य कार्यक्रमों के कारण वितरित करने का अनुरोध नहीं कर सकते हैं। पढ़ने के समय के लिए दिन और समय आपके नियत आवश्यक क्षेत्र में पोस्ट किया जाएगा।

संदर्भ सामग्री, कानूनी सामग्री और पत्रिकाओं को पुस्तकालय से बाहर नहीं ले जाना है।

कानून पुस्तकालय सभी बंदियों के लिए उनके आवाज इकाइयों के निर्देशित समय के दौरान उपयोग करने के लिए उपलब्ध है। प्रकाश हाउसिंग यूनिट एक श्रेणी योजना किया जाता है। जब अधिक समय की आवश्यकता है, तो पुस्तकालय के कार्यालयों की कोई एक शिल्प अनुरोध प्रस्तुत कर जा सकता है। अनुरोध का समय पर दिया जाएगा, आमतौर पर एवं वाणी योजना के लिए कर्मचारी की सहायता में पट्टे किया जाएगा।

यदि आपके अतिरिक्त संदर्भ सामग्री की आवश्यकता है जो कानून पुस्तकालय में नहीं रखी गई है, तो आप पुस्तकालय को एक अनुरोध प्रस्तुत कर सकते हैं, जिसमें आवश्यक सामग्री का नाम और प्रकाश दिया गया है। आपका अनुरोध अनुमोदन के लिए आईडीसी को भेजा जाएगा।

यदि आप पुस्तकालय सामग्री का ग्राह्य या व्यक्तिगत पाते हैं, तो मनोरंजन करने का अनुरोध प्रस्तुत करके पुस्तकालय समन्वय को सुचित करें।

सभी बंदी पुस्तकालय के अंदर और बाहर साझा तय करें।

कानून पुस्तकालय में कंप्यूटर के लिए कानूनी दस्तावेज द्वारा करने के लिए उपलब्ध हैं। उल्लंघन करने वालों पर अनुरागार्डन कार्यक्रम की जाएगी। आपके मामले की तैयारी के लिए कानूनी दस्तावेजों की मुद्रित करने के लिए आपके
कानून पुस्तकालय सदन के दीर्घां प्रिंटर प्रदान किए जाएगे। आपके कानूनी कार्यालय को स्टोर करने के लिए धंब ढालने उपलब्ध है।

- विकलांग बंदी, एलाइमी बंदियों और निरक्षर बंदी जो अपनी आवश्यक कार्बॉलायी या हिरासत से संबंधित कानूनी दावे का पीछा करना चाहते हैं, और जिन्हें अपने कानूनी दावे को आगे बढ़ाने में सहायता की आवश्यकता है, उन्हें अपने यूनिट स्टोफ से ऐसी सहायता का अनुरोध करना चाहिए।

- प्रतिबंधितक आवास इकाई (आरएचयू) में रखे गए बंदियों के पास कानून पुस्तकालय तक पहुंच है, जिसमें सामान्य आबादी में बंदियों के समान कानूनी संसाधन और सामग्री शामिल है।

**मुलाकात**

- टीसीडीएफ आपको परिवार और दोस्तों के साथ दो घंटे की संपर्क यात्रा के लिए प्रतिस्पर्धा एक (1) मुलाकात (विवाह से मंगलवार यूनिट से, शनिवार और चूड़ियों के दीर्घां) करने का अवसर प्रदान करता है। शोधकूट के अनुसार समय अलग-अलग होगा। यदि विजिटिंग रूम में समायोजित किए जा सकने वाले से अधिक आंगंतुक हैं, तो विजिट रूम को कम समय तक सीमित करना आवश्यक हो सकता है। सुरक्षा जोखिमों, गिनियों, या अन्य अप्रायाशित घटनाओं के कारण विजिटिंग समय को भी छोटा किया जा सकता है।

- उन दिनों की पहचान दिनों के लिए अनुमोदन के लिए जो आपके आवास इकाई के लिए निर्धारित नहीं है या लंबी दौरी की यात्रा का अन्य आवश्यक परिधियों के कारण विस्तारित यात्रा के लिए, यूनिट प्रबंधन के प्रमुख का एक विशेष विजिट फॉर्म जमा करें।

- यदि आंगंतुक बच्चों (अटारह (18) वर्ष या उससे कम उम्र के बच्चों को लाते हैं, तो उनसे वस्तुक आंगंतुक (ओ) की प्रत्यक्ष निगरानी में रहने की उम्मीद की जाती है, इसलिए वे उन अवसर उन्हें परोक्ष रूप से जिनके पास आंगंतुक हैं। स्थानीय अनुमति होने के कारण एक बार में केवल दो (2) वयस्क और दो (2) नाबालिग बच्चों (उम्र अटारह (18) और उससे कम) को जाने की अनुमति होगी।

- आपको आंगंतुकों की बड़ी मात्रा में हाथ दे लें, जाने वाली वस्तुओं को लाने से हो उसका संचालन करना चाहिए। आंगंतुकों को कठोर वस्तुओं को लेकर या अपने वाहन में चूड़ाना पड़ सकता है। सभी आंगंतुक और आइटम को अद्वितीय होने में सहायता करें।

- आपको इन घटनों एवं प्रक्रियाओं के बारे में आंगंतुकों की सूचना देने और उन्हें सलाह देने की आवश्यकता होगी कि उन्हें यात्रा करने की अनुमति देने के लिए सराहना दिखाने का तारीख व समय अंतर्गत (अटारह (18) और उससे अधिक उम्र के लिए) लाना होगा।

- आंगंतुकों को उचित और सामाजिक रूप से स्वीकारे प्रोफारां में होना चाहिए। निम्नलिखित कपड़े परिष्कार किए हैं: वॉर्टेस, घुटने के ऊपर मिनी-स्कर्ट, छोटे कपड़े, टैंक टॉप, बिना आस्तीन के शर्ट, सी-ड्री कपड़े, स्कुटर पैर के जूते, या तंतु से अधिक ऊँची एडी के जूते।

- आपको आवास इकाई में मुलाकात कार्यक्रम, साथ ही मुलाकात के निम्न पोस्ट किए गए हैं।

- आंगंतुकों को आपके कोई वस्तु, पैसा या कागजात कार्यवाही देने की अनुमति नहीं है।

- 505-384-2711 पर कॉल करके आंगंतुकों और/या वकीलों के लिए दिशा-निर्देश उपलब्ध है।

**वकील का दौरा**

- जनरल अंडर्सके मुलाकात का समय सम्बन्ध है। शुक्रवार, सुबह 8 बजे तक है। शाम 4 बजे तक, और यदि आवश्यक हो तो तक कम से तक में घटे के लिए शामिल, रविवार और चूड़ियों के लिए उपलब्ध है।

- यदि आवश्यक हो, तो आपको भोजन के घटे के दौरान अपने कानूनी प्रतिनिधियों से मिलने का विकल्प दी जाएगा और आपको एक भोजन टेबल एवं एक भोजन दिखाता है।

- उपयुक्त प्रवेशकी वित्तीय पूर्ति कार्यक्रम को अनुमोदित करने के लिए है।
यदि आपने किसी संगठन, कानूनी फॉर्म या अन्य संघ या कंपनी के बकील, कानूनी प्रतिनिधि या पैरालीगल से मिलने के लिए अपॉइंटमेंट लिया है, तो यह आपकी जिम्मेदारी है कि यदि आप अपॉइंटमेंट को बनाए रखने का इरादा नहीं रखते हैं तो अपॉइंटमेंट रद्द कर दें। अपॉइंटमेंट रद्द करने पर आपकी ओर से किसी अधिकारी या जिसी अन्य द्वारा या उसके माध्यम से पूरा नहीं किया जाएगा।

सूची नि:शुल्क (सुक्क) कानूनी संगठन सभी बंडी आवास क्षेत्रों और अन्य उपयुक्त क्षेत्रों में तैनात है। यदि आप उस संगठन के प्रतिनिधि या पैरालीगल को देखना चाहते हैं, तो यह आपकी जिम्मेदारी है कि आप उनसे मुलाकात के लिए संपर्क करें।

आप उनकी सहयोग का अनुरोध करने के लिए मेल या फोन द्वारा उनसे संपर्क कर सकते हैं।

यदि आपके पास अपने मामले की स्थिति से संबंधित प्रश्न हैं, तो हाउसिंग यूनिट के फोन से #222 पर कॉल करें या आईसीई को एक बंदी अनुरोध फॉर्म जमा करें और इसे आईसीई मेलबॉक्स में रखें।

समुह कानूनी अधिकार प्रस्तुतीकरण

“अपने अधिकारियों को जाने” (केवलआई) / “कानूनी अभिविन्यास कार्यक्रम” (एलओपी) स्वयंसेवी कानूनी प्रतिनिधियों द्वारा दिए जाते हैं। आवास सौंपे जाने के बाद आपको इनमें से किसी एक प्रस्तुतीकरण में भाग लेने का अवसर दिया जाएगा। उपस्थिति स्वच्छता है और केवल उपलब्ध स्थान और सुविधा की सुरक्षा चिंताओं तक सीमित है।

सूचिता मुनाफ़ात क्षेत्र में प्रस्तुतियाँ होंगी।

आरएचौ में बंदियों को निर्देशित प्रस्तुतियों की सूचना दी जाएगी।

अनुसूचित प्रस्तुतियों की अधिसूचना घटना से कम से कम 48 घंटे पहले आपकी इकाई में पोस्ट की जाएगी। आपको अपनी इकाई में पोस्ट की गई साइन-अप शीट पर साइन अप करके भाग लेने में अपनी रुचि का संकेत देना चाहिए।

इन प्रस्तुतियों में सामान्य जानकारी शामिल है और इसका उद्देश्य विशिष्ट कानूनी सलाह देना नहीं है।

शादी के अनुरोध

शादी के लिए अनुरोध वांडन को भेजा जाना चाहिए। यदि असीमित कर दिया जाता है, तो अनुरोध की समीक्षा आईसीई के अधिकारियों द्वारा की जाएगी जो वांडन के इनकार को बरकरार रख सकते हैं या उलट सकते हैं। आपको नियमित रूप से दस्तावेज उपलब्ध कराने में सक्षम होना चाहिए:

1. आप इस राज्य में विवाह करने के लिए कानूनी रूप से योग्य हैं; तथा
2. आपके अनुसूचित जीवनसाधनों ने लिखित रूप में पुर्ती की है कि वह आपसे शादी करने का इरादा रखता है। (यह आपके अनुरोध के साथ होना चाहिए।)

पत्राचार और अन्य मेल

सीमवार से शुरुवार (हूड़ट्स) को छोड़कर) प्राप्त होने के 24 घंटे के भीतर मेल उठाया और वितरित किया जाएगा।

आप किसी ऐसे व्यक्ति से मेल भेज या प्राप्त कर सकते हैं जिसे आप व्यक्तिगत रूप से जानते हैं। आप “मेल” के रूप में चिह्नित अपनी हाउसिंग यूनिट के बॉक्स में अपने बिना सील किए गए आउटगोइंग पत्रों को रख सकते हैं।

सभी इनकमिंग और आउटगोइंग मेल को ठीक से संबंधित किया जाना चाहिए और इसमें आपका नाम, इमिग्रेशन ए # और हाउसिंग यूनिट / बेड नंबर शामिल होना चाहिए। यदि सभी जानकारी शामिल नहीं है, तो मेल वापस कर दिया जाएगा। नीचे उदाहरण देख़:
कम से कम, किसी भी आपने वाले पत्रचार पर निर्देशित जानकारी शामिल की जानी चाहिए:

जॉन डो #00000000
कोरसिविक/टीसीडीएफ
पी. पी.ओ. बॉक्स 837
ई. एस्टानिया, नू. मैकसिको 87016

श्री श्रीमती। जॉन डो
1234 मुख्य सेट
अलबुकर्क, एनएम 87121

भेजने वाले का नाम
प्रेषक का पता

जॉन डो #00000000
कोरसिविक/टीसीडीएफ
पी.पी.ओ. बॉक्स 837
ई. एस्टानिया, नू. मैकसिको 87016

पानी पदार्थ

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德拉 नियमों के कारण आपके आउटगॉइंग लिफाफों के सामने चित्र बनाना प्रतिबंधित है।

विशेष पत्रचार / कानूनी मेल

"विशेष पत्रचार" का संयुक्त राज्य अमेरिका के राष्ट्रपति और उपराष्ट्रपति से या उनके द्वारा लिखित संचार के रूप में परिभाषित किया गया है; अमेरिकी न्याय विभाग, यू.एस. पब्लिक ऑफ हेल्थ सर्विस; सेना, नौसेना या वायु सेना के सचिव; अमेरिकी न्यायालय (परिवेश कार्यालयों सहित); कांग्रेस के सदस्य; दूतावासों और वाणिज्य दूतावासों; राज्य के राज्यपाल; राज्य के अयोध्या जनरल, अभियोजन पक्ष के वकील; सुधार के राज्य विभागों के निदेशक; राज्य पेशेवर कार्यालय; राज्य विधानमंडल; राज्य की अदालतें; राज्य परिवेश अधिकारी; अन्य संघीय और राज्य कानूनउद्धार कार्यालय; व्यक्तिगत वकील; समाचार मीडिया के प्रति निधि; होमलैंड सुरक्षा विभाग (डीएचएस); यू.एस. आर्मी और सीमा शुल्क प्रवर्तन (आईसीई); आईसीई स्वास्थ्य सेवा कोर (आईएचएससी); डीएचएस नागरिक अधिकार और नागरिक स्वतंत्रता (सीआरसीएल); महानिरीक्षक (OIG) का DHS कार्यालय; स्वास्थ्य देखभाल प्रदाताओं के बाहर; और शिक्षक प्रणाली के प्रशासक।

यदि आप आपके विशेष पत्रचार प्राप्त करते हैं, तो इसे आपकी उपस्थिति में खोला जाएगा (जब तक कि वार्डन द्वारा अन्यथा अधिकृत न किया गया हो) और भोतिक निषेध के लिए निरीक्षण किया जाएगा। कर्मचारी विशेष पत्रचार को न तो पढ़ेंगे और न ही कोई करेंगे। यदि आप पत्र को व्यक्तिकी नहीं करते हैं या अपनी उपस्थिति में पत्र का निरीक्षण करने की अनुमति नहीं देते
है, तो इसे प्रेषक को वापस कर दिया जाएगा। पत्राचार को केवल विशेष पत्राचार या कानूनी मेल के रूप में माना जाएगा यदि हिन्दी पर प्रेषक या पत्राचार का शीर्षक और कार्यालय स्पेशलिस्ट में शीर्षक पत्राचार भी है, और लिखावत के उपर निर्भरत है। "विशेष पत्राचार" का रूप में विशिष्ट किया जाता है। "विशेष पत्राचार" या "कानूनी मेल" के लिए लेखकों आदि बारेमें देख करना आपकी जिम्मेदारी है।

- उत्तराखंड "कानूनी मेल" और "विशेष पत्राचार" खोला, निरीक्षण या पढ़ा नहीं जाएगा।
- आपको सूचक प्रकाश से अतिम व्यक्ता और पर्याप्त सुविधा के बिना पैकेज प्राप्त करने या भेजने की अनुमति नहीं दी जाएगी। पैकेज भेजने और बढ़ा या अधिक मजबूर मेल भेजने की नियमसंबंधी आपकी होगी। अन्य वाणूं पैकेजों के लिए अनुमोदन फॉर्म के लिए उद्देश्य उपलब्ध रखें।

- इनकमिंग और उत्तराखंड मेल, विशेष पत्राचार या कानूनी मेल के अपवाद के साथ, आपकी उपस्थिति में खोले जाएगे और रोकते हैं। निरीक्षण किया जाएगा।

- एक्सेडॉनीशे शेयर में 2.5% फंड और व्यक्तिगत संपत्ति के अनुसार, इस सुविधा में एक स्वावलंबी फंड सिस्टम है और मेल के माध्यम से फंड स्थानकरण नहीं करता है। मेल के माध्यम से प्राप्त कोई भी धनमान्य प्रेषक को वापस कर दी जाएगी।

- उत्तराखंड सामान्य पत्राचार वाले सभी लिखावत किनी सील किये और निरीक्षण के लिए तैयार मेलरूप में भेजे जाने चाहिए।

- सामान्य पत्राचार को केवल सुविधा के सुरक्षित, सुरक्षित और व्यवस्थित संचालन की रक्षा के लिए पढ़ा या असीमी निरीक्षण किया जाएगा, और जब पत्राचार अधिक है या लोग तक दिया जाता है तो बंदियों को लिखित के रूप में सूचित किया जाएगा।

- सभी इनकमिंग और उत्तराखंड पैकेज आपकी उपस्थिति में खोले जाएगे (जब तक कि वार्डन द्वारा अन्यथा किया जाने वाला है)। इसके अलावा, कोई भी अन्य उपलब्धताओं या अन्य उपयोग से संबंधित सामायिकी, अवसर, अनुभवों के लिए प्रसारित किया जाएगा।

- विशेष उपयोगकर्ता के लिए किया जाएगा। इसके अलावा, कोई भी अन्य उपलब्धताओं या अन्य उपयोग से संबंधित सामायिकी, अवसर, अनुभवों के लिए प्रसारित किया जाएगा।

- आपको प्रेषक का असीमी कर दिया जाएगा, तो आपके और प्रेषक के असीमी के कारण को स्पष्ट करते हुए एक लिखित नोटें सामने रखें।

- जब पत्राचार या पैकेज को असीमी कर दिया जाता है, तो आपके और प्रेषक के असीमी के कारण को स्पष्ट करते हुए एक लिखित नोटें सामने रखें।

- अन्य व्यक्तिगत उपयोग के लिए कागज, लेखन उपकरण और लिखावत प्राप्त करने के लिए, यूनिट टीम को एक कैडि / बंदी अनुमोदन फॉर्म में जमा करें।

- डाक टिकट उत्तराखंड मेल के लिए रीमेश्त से बढ़ी जा सकते हैं। निर्धारित बंदियों को कारण के शीर्षक असीमित मात्रा में विशेष पत्राचार या कानूनी मेल डाक से भेजने की अनुमति दी जाएगी; सामायिक पत्राचार के तीन दिन के बाद और/या पैकेज किसी ICE(आईसीई)द्वारा अवस्थित नहीं होगा। निर्धारित नाम जाने के लिए, आपने पिछले 10 दिनों से अपने CoreCivic/TCDF(कोरसिसिक/टीसीडीएफ) खाते में $15.00 या उससे कम की शेष राशि बनाए रखी होगी।
Ice(बर्फ) के कर्मचारियों से संपर्क करना

- आपकी यूनिट में आपके लिए Ice कर्मचारी उपलब्ध होने के निधीरित घंटे और दिन मंगलवार और गुरुवार सुबह 09:00 बजे से दोपहर 3:00 बजे के बीच होंगे। इस शेड्यूल में कोई भी बदलाव आपकी हाउसिंग यूनिट में पोस्ट किया जाएगा। स्थानीय आईसीई कार्यालय का पता है U.S. Immigration and Customs Enforcement, 5441 Watson Drive, Albuquerque, NM 87106. Phone: (505) 452-4771। आप स्थानीय आईसीई कार्यालय को सोमवार से शुक्रवार, 0800 से 1600 बजे तक कॉल कर सकते हैं।

- प्रभारी आईसीई अधिकारी (ओआईसीई), प्रभारी सहायक अधिकारी (एआईसीई) और नामित विभाग प्रमुख आपके आवास क्षेत्र में साक्षात्कार अधिकारी (अनुसूची किया गया) दौरे करेंगे। इन प्रातः का उद्देश्य आपकी व्यक्तिगत बिंदुओं को दूर करना और आपके रहन-सहन और काम करने की स्थितियों का निरीक्षण करना है। आपके पास Ice विशेष पत्राचार फॉर्म का उपयोग करके Ice कर्मचारियों का लिखित प्रत्य, अनुसूची या चिंता प्रस्तुत करने का अवसर है। Ice विशेष पत्राचार प्रपत्र आपके आवास क्षेत्र में "ICE" लेबल वाले मेलबॉक्स में रखा जाना चाहिए। आप अपना अनुरोध फॉर्म तैयार करने में किसी अन्य बंदी, बंदी आवास अधिकारियों या अन्य सुविधा कर्मचारियों से सहायता प्राप्त कर सकते हैं। आपका अनुरोध फॉर्म प्राप्त करने वाले Ice कर्मचारी जल्द से जल्द जवाब देंगे, लेकिन आपका अनुरोध प्राप्त होने के 72 घंटे के भीतर नहीं। ओपरेशनल शिकायतों को प्रस्तुत करने के लिए इस प्रक्रिया का उपयोग करना नहीं किया जाएगा। (देखें "शिकायत" अनुशंसा)

- Ice(आईसीई) टाफ्र के पास हाउसिंग यूनिट में स्थित Ice(आईसीई) मेलबॉक्स की चिवारियों होगी। आईसीई कर्मचारी अनुरोधों को उठाएगे, सुविधा कर्मचारियों के पास इन बाबसे तक पहुंच नहीं है।

- अतिरिक्त संपर्क जानकारी के लिए, कृपया इस पुस्तिका के अंतिम पृष्ठ का संदर्भ लें।

टॉरंस काउंटी डिटेंशन सुविधा का पता:

कोरसिविक/टीसीडीएफ

CoreCivic/TCDF
P.O. Box 837
Estancia, New Mexico 87016

स्थानीय आईसीई कार्यालय को लिखने के लिए, कृपया निम्नलिखित पते का उपयोग करें:

यु एस. आयमास और सीमा शूलक प्रवर्तन, ईआईओ
U.S. Immigration and Customs Enforcement, ERO
5441 Watson Drive
Albuquerque, NM 87106

आईसीई एल पास फील्ड ऑफिस को लिखने के लिए, कृपया निम्नलिखित पते का उपयोग करें:

यु एस. आयमास और सीमा शूलक लागू करना,
U.S. Immigration and Customs Enforcement,
El Paso Field Office
11541 Montana Ave., Suite E
El Paso, TX 79936

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कृपया अपने लिफाफ़े को ऊपर बताए अनुसार चिह्नित करें।

नोटीरी, प्रतियां और निषिद्ध निर्देशों का विमोचन

- नोटीरी - यूनिट टीम को अनुरोध भेजकर नोटीरी सहायता प्राप्त की जा सकती है। कार्य को पूरा करने के लिए आपसे जल्द से जल्द संपर्क किया जाएगा।
- प्रतियां - कानूनी सामग्री की प्रतियां के लिए अनुरोध यूनिट टीम को अग्रिमृत किया जाना चाहिए।
- निषिद्ध का विमोचन - फक्त जारी करने का अनुरोध फॉर्म (2-5प) अनुमोदन के लिए यूनिट प्रबंधन टीम को प्रस्तुत किया जाना चाहिए। कानूनी सेवाओं के लिए भुगतान करने के लिए आपको व्यक्तिगत निष्ठायें तक पहुंच की अनुमति दी जा सकती है। यदि आपके कोई प्रश्न है तो अपने यूनिट प्रबंधन स्टाफ से संपर्क करें। आपको CoreCivic/TCDF कोरसिविक/टीसीडीएफ के भीतर अपने खाते से अन्य बंदियों के खाते में धन भेजने या स्थानांतरित करने की अनुमति नहीं होगी।

बंदी अनुशासन

एक ऐसी सुविधा में जहां कई व्यक्ति अपेक्षाकृत कम मात्रा में एक साथ रहते हैं, यह अत्यंत महत्वपूर्ण है कि व्यवस्था और अनुशासन बनाए रखा जाए। अनुशासन और व्यवस्था न केवल कर्मचारियों के लाभ के लिए है, बल्कि आपकी और अन्य सभी बंदियों की सुरक्षा और कल्याण के लिए भी है। जबकि कई समस्याओं को अनौपचारिक रूप से परामर्श के माध्यम से हल किया जा सकता है, अनुशासनात्मक उपायों को कभी-कभी लागू किया जाना चाहिए।

आचरण के नियम/अनुशासनात्मक प्रक्रियाएं

आपसे टीसीडीएफ में अपने समय के दौरान स्थायित नियमों और सुविधा कार्यक्रमों का पालन करने की अपेक्षा की जाती है। ये नियम प्रथम हाउसिंग यूनिट में पोस्ट किए जाते हैं और हाउसिंग यूनिट अवार्डमेंट के दौरान इसकी पूरी समीक्षा की जाती चाहिए।

आचरण के नियमों के अनुसार और प्रतिबंधों की एक सूची शामिल है (नीचे देखें)। एक अनौपचारिक और औपचारिक अनुशासन कार्यक्रम होगा। अनौपचारिक प्रक्रियाओं मामूली उल्लंघनों को संबंधित करने है। औपचारिक प्रक्रिया अधिक गंभीर अपराधों को संबंधित करने है। यदि आप किसी ऐसी घटना में शामिल हैं, जिसके परिणामस्वरूप आप पर औपचारिक आरोप लगाए जाते हैं, तो कर्मचारियों को घटना के बारे में पता चलने के लिए अधिकारियों को तदनस्वीकृत सूचना दी जाएगी। जांच पूरी होने पर (आमतौर पर 24 घंटों के भीतर, लेकिन 72 घंटों तक), आपको अपनी खिलाफ लगे आरोपों की लिखित सूचना दी जाएगी और आपके उचित प्रक्रिया अधिकारों की सलाह दी जाएगी।

यदि आपके प्रति उच्च मध्यम (300) या निम्न मध्यम (400) श्रेणी में निषिद्ध अधिनियम का उल्लंघन करने का आरोप लगाया जाता है, तो सामान्य रूप से इकाइया अनुशासन समिति (यूडीसी) के ख़ास संस्थान की जाएगी और उसका समाधान किया जाएगा। इस प्रक्रिया के दौरान, आपको अपना बुलाने का अधिकार है, जब तक कि यह संस्थान सुरक्षा को ख़तरे में नहीं डालता, और दस्तावेज़ी साथ्य प्रस्तुत करता है।

यूडीसी अपने विवेक पर इस घटना को संस्थागत अनुशासन पैनल (आईडीएपी) या अनुशासनात्मक सूचनाओं की अधिकारी (डीएचओ) को संदर्भित कर सकता है। सभी महानिवासी (100) और उच्च (200) श्रेणी के अपराधों कीआईडीपी या डीएचओ के पास भेजा जाना चाहिए। जांच अधिकारीय या यूडीसी सूचना आम तौर पर रेफरल के 48 घंटों के भीतर आईडीपी/डीएचओ सूचना करेगा, जब तक कि आप द्वारा माफ नहीं किया जाता है, या आप तैयारी के लिए और समय का अनुरोध नहीं करते हैं। आवश्यकतानुसार, आपको खोजी, अनुशासनात्मक और अधिक प्रक्रिया के दौरान अनुवाद या व्याख्या सेवाओं प्राप्त होगी।

अनुशासनात्मक गंभीरता पैमाना और निषिद्ध अधिनियम
परिशिष्ट 3.1. ए अपराध श्रेणियाँ

I. "महानतम" अपराध श्रेणी

ए। निषिद्ध अधिनियम

100 हत्या

101 किसी भी व्यक्ति पर हमला करना (यौन हमला शामिल है)

102 अनुरक्षण से बच, एक सुरक्षित सुविधा से बच

103 आग लगाना (इस श्रेणी में इस अधिनियम का आरोप तभी लगाया जाता है जब जीवन के लिए खतरा या गंभीर शारीरिक नुकसान का खतरा या सबसे बड़ी गंभीरता के निषिद्ध कार्य को आगे बढ़ाने के लिए पाया जाता है [जैसे, दंगा या पलायन]; अन्यथा शुल्क को कोड 222, 223 या 322 के रूप में वर्गीकृत किया गया है)

104 बंदूक, बदूंक, हथियार, धारदार उपकरण, चाकू, खतरनाक रसायन, विस्फोटक, बचाव उपकरण, उपकरण या गोला-बारूद का कब्जा या परिचय

105 दंगा

106 दूसरों को दंगा करने के लिए उकसाना

107 बंधक बनाना

108 किसी स्टाफ सदस्य या किसी कानून प्रवर्तन अधिकारी पर हमला करना

109 किसी स्टाफ सदस्य या किसी कानून प्रवर्तन कार्यालय को शारीरिक क्षति पहुँचाने की धमकी देना

वी। प्रतिबंध

1. आपराधिक कार्यवाही शुरू करें
2. अनुशासनांक स्थानांतरण (सिफारिश)
3. अनुशासनांक अलगाव (60 दिनों तक)
4. धन उपलब्ध होने पर मौद्रिक क्षतिपूर्ति करें
5. विशेषधिकारियों का नुकसान (जैसे, स्मारक, वेबिंग मशीन, फिल्में, मनोरंजन, आदि)

II. "ऊंचा" अपराध श्रेणी
ए। निषिद्ध अधिनियम

200 बिना सुरक्षा वाली गतिविधियों से बचना खुली या सुरक्षित सुविधा, बिना हिस्सा के आगे बढ़ना

201 लड़ाई, मुक्के-बाजी, कुश्ती, लड़ाई और शारीरिक मुठभेड़ का कोई अन्य रूप, जिसमें घुड़सवारी भी शामिल है जो किसी अन्य व्यक्ति को चोट पहुँचाती है या चोट पहुँचा सकती है, सिवाय इसके कि जब एक अनुमोदित मनोरंजन या एथलीटिक गतिविधि का हिस्सा हो।

202 एक अनधिकृत उपकरण का कब्ज़ा या परिचय

203 किसी प्रतिबंधित उपकरण की हानि, गलत जगह या क्षति

204 दूसरे को शारीरिक नुकसान पहुँचाने की धमकी

205 जबरन वसूली, ब्लैकमेल, सुरक्षा और मांग करना या प्राप्त करना या दूसरों के खिलाफ सुरक्षा के बदले में कुछ भी मूल्य प्राप्त करना, शारीरिक नुकसान से बचना या इसके खिलाफ सूचित किए जाने के खतरे से बचना

206 पौन क्रियाओं में शामिल होना

207 पौन प्रस्ताव या धमकी देना

208 भेष या मुखोटा पहनना

209 किसी भी लॉक डिवाइस के साथ खेड़छाड़ या ब्लॉक करना

210 खाने-पीने की चीजों में मिलावट

211 नशीले पदार्थों, स्वापक सामग्री या दवाओं को रखना, पेश करना या उनका उपयोग करना जो चिकित्सा कर्मचारियों द्वारा व्यक्ति के लिए निर्धारित नहीं है

212 किसी अधिकारी या स्टाफ सदस्य के कपड़े रखना

213 समुह प्रदर्शन में शामिल होना या उकसाना
214 दूसरों को कार्य रूकने में भाग लेने या काम करने से मना करने के लिए प्रोत्साहित करना

215 मूत्र का नमृता प्रदान करने से इंकार करना या दवा परीक्षण में अन्यथा सहयोग करना

216 सुविधा में शराब का परिचय

217 किसी अधिकारी या स्टाफ सदस्य को रिश्तत या मूल्यवान वस्तु देना या देना

218 अवैध या निषिद्ध उद्देश्य के लिए किसी व्यक्ति को धन देना या उससे धन प्राप्त करना (उदा., प्रतिबंधित पदार्थ लाना/संदेश देना)

219 $100 से अधिक मूल्य की संपत्ति (सरकार या किसी अन्य व्यक्ति की) को नष्ट करना, बदलना या नुकसान पहुंचाना

220 90 दिनों के भीतर तीन या अधिक उच्च मध्यम या निम्न मध्यम अपराधों के किसी भी संयोजन का दोषी पाया जाना

222 आग लगाने वाला उपकरण (जैसे, माचिस, लाइटर, आदि) रखना या पेश करना

223 किसी ऐसे कार्य में शामिल होना जिससे व्यक्ति (व्यक्तियों) और/या संपत्ति को हत्या हो सकता है

बी। प्रतिबंध

1. आपराधिक कार्यवाही शुरू करें
2. अनुशासनात्मक स्थानांतरण (सिफारिश)
3. अनुशासनात्मक अलगाव (30 दिनों तक)
4. धन उपलब्ध होने पर मौद्रिक क्षतिपूर्ति करें
5. विशेषाधिकारियों का नुकसान (जैसे, स्मारक, वैंडिंग मशीन, फिल्में, मनोरंजन, आदि)
6. आवास बदलें
7. कार्यक्रम और/या समूह गतिविधि से निकालें
8. नौकरी का नुकसान
9. बंदी की निजी संपत्ति को जब्त और स्टोर करें
10. प्रतिबंधित सामग्री को जब्त करें
11. आवास तक सीमित
12. चेतावनी

III. "उच्च मध्यम" अपराध श्रेणी

ए । नियमित अधिनियम

300 अपरिलेल प्रदर्शन

301 चोरी (चोरी)

302 अधिकृत दवा का दुरुपयोग

303 कम प्रति-बालिक टूल की हानि, गलत जगह या क्षति

304 लाभ/बढ़ी हुई प्रतिफल के लिए संपत्ति या मूल्य की अन्य वस्तु को उधार देना

305 जिनके पास ऐसी वस्तु है जो प्राप्ति या प्रतिधारण के लिए अधिकृत नहीं है और नियमित चेनल्स के माध्यम से जारी नहीं की गई है

306 नियत रहने वाले क्षेत्र को साफ करने से इंकार करना

307 एक टारफ सदस्य या अधिकारी के आवेदन का पालन करने से इंकार करना (अवज्ज ब्रह्माक के आधार पर वर्गीकृत और बर्ड को अपराध के रूप में आरोपित किया जा सकता है: दंगा जारी रखना कोड 105-दंगा है; कोड 201 से तद्दृष्टा जारी रखना- तद्दृष्टा; मना करना मूत्र का नमूना प्रदान करने के लिए, कोड 215—मूत्र का नमूना प्रदान करने से इंकार करना या किसी दवा परीक्षण में सहयोग करना).

308 एक टारफ सदस्य के प्रति बदतमीजी

309 कर्मचारियों को छुट बोलना या गलत बयान देना

310 धन की कार्यवाही या अन्य अधिकारिक दस्तावेज या आइटम (जैसे, सुरक्षा दस्तावेज, पहचान पत्र, आदि) की जालवापी, जारी या अन्य अनधिकृत पुनर्लेखन; पुनर्लेखन की प्रकृति और उद्देश्य के आधार पर अधिक या कम अपराध के रूप में वर्गीकृत किया जा सकता है (उदाहरण के लिए, बचने के लिए जारी किए गए नकली रिलीज पेपर- कोड 102 या 200)

311 अनधिकृत बेठक या सभा में भाग लेना

312 अनधिकृत क्षेत्र में होना

313 गिनती खड़े करने में विफल

314 गिनती के साथ हस्तक्षेप

315 नशीला पदार्थ बनाना, रखना या प्रयोग करना

316 एक श्रासनी परीक्षण या शराब की खप्त के अन्य परीक्षण से इंकार करना
317 जुआ
318 जुआ पूरा तैयार करना या संचालित करना
319 जुआ सामग्री रखने वाले
320 जनता के साथ अनधिकृत संपर्क
321 स्टाफ की अनुमति के बिना किसी अन्य बंदी सहित किसी को भी पैसे या अन्य मूल्य की वस्तु देना, या पैसे या मूल्य की कोई अन्य वस्तु स्वीकार करना
322 ₹100 के बराबर या उससे कम मूल्य की संपत्ति (सरकार या किसी अन्य व्यक्ति की) को नष्ट करना, बदलना या नुकसान पहुँचाना
323 समूह याचिकाओं के लिए हस्ताक्षर करना, तैयार करना, प्रसारित करना या समर्थन मांगना, जो ₹ 100 के बराबर या उससे कम मूल्य की सुरक्षा या शक्ति संपत्ति (सरकार या किसी अन्य व्यक्ति की) को खतरा है।
323 समूह याचिकाओं के लिए हस्ताक्षर करना, तैयार करना, प्रसारित करना या समर्थन मांगना जो सुविधा की सुरक्षा या व्यवस्थित संचालन के लिए खतरा है।

बी। प्रतिबंध
1. आपराधिक कार्यवाही शुरू करें
2. अनुशासनात्मक स्थानांतरण (सिफारिश)
3. अनुशासनात्मक अलगाव (72 घंटे तक)
4. धन उपलब्ध होने पर मौद्रिक क्षतिपूर्ति करें
5. विशेषाधिकारों का नुकसान (उदाहरण के लिए स्मारक, वेबिंग मशीन, फिल्म, मनोरंजन, आदि)
6. आवास बदलें
7. कार्यक्रम और/या समूह मतविधि से निकालें
8. नौकरी का नुकसान
9. बंदी की निजी संपत्ति को जब्त और स्टोर करें
10. प्रतिबंधित सामग्री को जब्त करें
11. आवास इकाई तक सीमित
12. डांटना
13. चेतावनी

IV. "निश्च प्रथम" अपराध श्रेणी
ए। निषिद्ध अधिनियम
400 किसी अन्य व्यक्ति की संपत्ति रखने वाले
401 अनधिकृत कपड़े रखना

402 मलिगारिंग; दिखावटी बीमारी

403 धूम्रपान जहां निषिद्ध है

404 अभद्र या अश्लील भाषा का प्रयोग

405 गोदना, शरीर भेदी या आत्म-विकृति

406 मेल या टेलीफोन का अनधिकृत उपयोग (दुरुपयोग विशेषाधिकारों के प्रतिबंध या अस्थायी निलंबन के साथ अक्सर उचित मंजूरी)

407 नियमों और विनियमों के उल्लंघन में एक आगंतुक के साथ आत्मरक्षण (प्रतिबंध या आगे आते विशेषाधिकारों के अस्थायी निलंबन के साथ अक्सर उचित मंजूरी)

408 एक व्यवसाय का संचालन

409 धन या मुद्रा रखना, जब तक कि विशेष रूप से अधिकृत न हो

410 सुरक्षा या स्वच्छता नियमों का पालन करने में विफल होना

411 उपकरण या मशीनरी का अनधिकृत उपयोग

412 तैनात सुरक्षा मानकों के विपरीत उपकरण या मशीनरी का उपयोग करना

413 अस्वस्थ या गंदा होना; स्वयं और रहने के क्षेत्र को निर्धारित मानकों के अनुसार रखने में विफल होना

बी प्रतिबंध
1. विशेषाधिकारों का नुकसान, स्मारक, वैद्यक विशेष, फिल्में, मनोरंजन, आदि।
2. आवास बदलें
3. कार्यक्रम और/या समूह गतिविधि से निकालें
4. नौकरी का नुकसान
5. बंदी की निजी संपत्ति को जब्त और ठोर करें
6. प्रतिबंधित सामग्री को जब्त करें
7. आवास इकाई तक सीमित
8. डांटना
9. चेतावनी

संस्थान अनुशासन पैनल (आईडीपी)

- जांच या यूडीसी से संदर्भित घटना रिपोर्ट पर औपचारिक सुनवाई करेंगे और "महानायक" और "उच्च" स्तर के निपटने क्रमों के लिए उच्च स्तरीय प्रतिबंध लगा सकते हैं।

- प्रतिबंधित कर्म (कार्य) के आरोपित बंदी के रूप में, यदि नियुक्ति के लिए IDP(आईडीपी) को संदर्भित किया जाता है, तो आपके पास निम्नलिखित अधिकार होंगे:
  1. आईडीपी के समक्ष पेश होने से कम से कम 24 घंटे पहले आपके खिलाफ आरोपों की एक लिखित प्रति प्राप्त करने का अधिकार।
  2. अनुरोध करने पर, या स्वचालित रूप से यदि बंदी निरक्षर है, उसके पास सीमित अंग्रेजी भाषा कोशल है या अन्यथा उसे विशेष सहायता की आवश्यकता है, एक पुर्णकालिक स्टाफ सदस्य रखने का अधिकार जो आईडीपी से पहले आपकी सहायता के लिए उचित रूप से उपलब्ध है।
  3. गवाहों को बुलाने और आपकी ओर से दस्तावेजी साक्ष्य पेश करने का अधिकार, बशर्त संस्थागत सुरक्षा खतरे में न पड़े।
  4. चुप रहने का अधिकार। आपकी चुप्पी का उपयोग आपके खिलाफ प्रतिकूल निष्कर्ष निकालने के लिए किया जा सकता है। हालांकि, अकेले आपकी चुप्पी का उपयोग इस निष्कर्ष का समर्थन करने के लिए नहीं किया जा सकता है कि आपने एक निषिद्ध कार्य किया है।
  5. समिति के विचार-विमर्श के दौरान और जहां संस्थागत सुरक्षा खतरे में होगी, को छोड़कर, पूरे आईडीपी निर्णय में उपस्थित रहने का अधिकार।
  6. IDP(आईडीपी) के निर्णय के बारे में लिखित रूप में सताह देने का अधिकार और पैनल के निर्णय का समर्थन करने वाले तथ्य, सिवाय उन मामलों को छोड़कर जहां संस्थागत सुरक्षा खतरे में पड़ जाएगी।
  7. बंदी शिकायत प्रक्रिया के माध्यम से वार्ड को IDP के निर्णय के विरुद्ध अपील करने का अधिकार।

IDP के लिए कर्मचारी प्रतिनिधित्व

- वार्ड, बंदी के अनुरोध पर, IDP(आईडीपी) के प्रारंभ होने से पहले एक बचाव तैयार करने में मदद करने के लिए एक स्टाफ प्रतिनिधित्व को नियुक्त करेगा। यह सहायता उन बंदियों के लिए स्वचालित रूप से प्रदान की जाएगी जो अनुपस्थित है, जिनके पास सीमित अंग्रेजी-भाषा कोशल है, या जिनके पास आवश्यक साक्ष्य एकत्र करने और प्रस्तुत करने के साथन नहीं हैं। बंदियों के पास अपने चयन के अन्य बंदियों से सहायता प्राप्त करने का विकल्प भी होगा, जो वार्ड से अनुमोदन के अधीन होगा।

यूडीसी संस्थागत समिति (यूडीसी)

- यूडीसी सुनवाई करेगा और, जहां तक संभव हो, आरोपों की सूची और संबंधित प्रतिबंधों के अनुसार उच्च मध्यम या निम्न मध्यम शूलक बाले मामलों को अनौपचारिक रूप से हल करेगा।
- यूडीसी बंदी को उचित प्रक्रिया का अधिकार प्रदान करेगा, जिसमें निम्नलिखित अधिकार शामिल हैं:
  1. अनुशासनात्मक प्रक्रिया के किसी भी स्तर पर चुप रहें;
  2. जांच समाप्त होने के 24 घंटे के भीतर यूडीसी की सुनवाई करें, जब तक कि बंदी:
i. अधिसूचना अवधि को माफ करता है और तकनीक सूचनाओं का अनुरोध करता है, या

ii. सूचना इकट्ठा करने या बचाव तैयार करने के लिए और अधिक समय का अनुरोध करता है;

3. पूरी सूचनाओं में भ्रम लेंगे (समति विचार-विविधता को छोड़कर) या उपस्थित होने के अधिकार का लाग रहे।

4. अपनी ओर से गवाह की गवाही सहित बयान और सबूत पेश करे; तथा

5. बंदी शिकायत प्रक्रिया के माध्यम से समति के निर्णय की अपील करे

❖ बंदी को इसकी प्रतियोगी प्राप्त होगी: 
  ○ यूडी०२ सेवाओं जिसमें समता और लागु गवाही प्रक्रियाओं का कारण शामिल होगा;
  ○ आईपी०२ के समक्ष आपातकालीन और सुनावली की लिखित अधिसूचना; तथा
  ○ अनुशंसानांक सुनवाइंग के समापन पर रिपोर्ट की एक प्रति।

गोपनीय मुख्यबिर - यूडी०२ या आईपी०२ सूचित कर्मचारियों और अन्य व्यक्तियों की सूचना और सूचना को खतरे में डाले बिना 
उतनी ही गोपनीय जानकारी का खुलासा करेगा, जितना खुलासा किया जा सकता है, और सूचना रिकॉर्ड में जानकारी को 
विश्वसनीय रूप से लें।

मंजूरी - विश्वसाप्रभावकों को रोकने से लेकर अलग तक।

❖ जबकि एक बंदी पर कई निषेध कस्तों का आरोप लगाया जा सकता है और एक घटना के लिए कई प्रतिबंध प्राप्त हो 
सकते हैं, एक ही घटना से उत्पन्न प्रतिबंध एक साथ चलेगी।

अपील करना - बंदी औपचारिक जानकारी प्रक्रिया के माध्यम से अनुशंसानांक निर्णय के खिलाफ अपील कर सकते हैं।

कृप्या पढ़ें - यदि कोई बंदी किसी बड़े या छोटे अपराध का दोषी नहीं पाया जाता है, तो सूचनाओं या अपील के बाद, उस अपराध के 
सभी संदर्भ उनकी फाइल से हटा दिए जाएंगे।

आपातकालिक कदम - विशेष फॉर्म ओफिस निदेशक के साथ समन्वय में, अभियोजकों और अन्य कानूनी वाणिज्य 
अधिकारियों के साथ काम करेगा ताकि यह सुनिश्चित किया जा सके कि कर्मचारियों और अन्य बंदियों के खिलाफ हानिकारक 
गंभीर आपातकालिक गतिविधियों में शामिल होने वाले बंदीयों को उपयुक्त होने पर आपातकालिक मुकदमे का समापन करना पड़ता है।

शिकायत कार्यक्रमाली
❖ तीसरी मौके पर सभी बंदियों को सूचित की संख्या, उपचार, विचित्र देखभाल और नीतियों और प्रक्रियाओं के संबंध में शिकायतों 
को होने के लिए एक साधन प्रदान करता है। अधिकांश मामलों को बंदी और कर्मचारियों के बीच सीधे और तुरंत हल 
किया जा सकता है और इसका आवश्यकता है।
❖ विचित्र शिकायतों: विचित्र शिकायतों को "विचित्र" या "बीमार बॉक्स" के रूप में चिह्नित बॉक्स में रखा जाना चाहिए।
  सभी बंदियों के पास अपनी शिकायतों का हो जाना होता है। अपनी बंदीयों के रूप में एक नामांकन आधुनिक समाधान प्रक्रिया तक पहुँच है। किसी भी समय अनुपस्थित अनुपालन और निर्णय की अवस्था में, बंदी औपचारिक जानकारी प्रक्रिया का उपयोग कर सकते हैं।
  सभी शिकायतों को निष्क्रिय और निष्क्रिय तरीके से उपयोग किया जाए। बंदी और सुधिक के स्वायत्त हित में समाधान प्राप्त हो सकते हैं।
  आप अनुशंसक या, व्यक्तिगत, या अन्य प्रश्नास्तिक निर्णयों की परवाह किए बिना शिकायत प्रक्रिया को लागू कर सकते हैं, 
  जिसके आप विशेष उपयोग हो सकते हैं।
  आप किसी अन्य बंदी की ओर से शिकायत प्रस्तुत नहीं कर सकते हैं; हालाँकि, शिकायत प्रस्तुत सभी संस्था को सम्प्रेषित करने 
  के लिए आवश्यक होने पर कस्तो लागू सर्वस्थय या किसी अन्य बंदी से सहायता प्रदान कर सकती है। शिकायतों को विशेष 
  प्रस्तुत प्रमाण माना जाता है।

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प्रारंभिक समाधान प्रक्रिया या शिकायत प्रक्रिया में उपयोग या भागीदार के लिए आप प्रतिशोध, प्रतिशोध, उपरीयन या अनुशासन के अधीन नहीं होंगे। इस प्रक्रिया के क्षेत्र में आपकी भूमिका का वार्डन द्वारा गठन जारी की जाती है।

यदि वार्डन द्वारा यह निर्धारित किया जाता है कि आप अनुपालिक शिकायत के टर्म करके और या प्रक्रियाओं का पालन करने से बाय-बाय नुकसान करने वाले शिकायत प्रतिक्रिया का समाधान करें या शिकायत के संबंध में अनीपालिका समाधान प्रक्रिया का उपयोग करना चाहिए। आप आप्रवास के किसी भी समय किसी भी स्थान से अपनी शिकायत मौलिक रूप से स्थान पर संकेत कर सकते हैं या आवास अधिकारी या यूनिट फॉर्म को कॉर्सविक फॉर्म, 14-5ए अनीपालिका समाधान फॉर्म जमा कर सकते हैं।

जबकि आप अनीपालिका शिकायत प्रक्रिया का बयान का संचालन करने के लिए रखते हैं और सीधे औपचारिक शिकायत चरण में आगे बढ़ते हैं, आपको अनीपालिका चरण के उपयोग करने और शिकायत को निर्माता से प्रतिक्रिया प्राप्त करने की अनुमति देने के लिए प्रोसाइथ संपत्रित किया जाता है। शिकायत में, जब भी समय है, विशेष मुद्दों के लिए जिम्मेदार कर्मचारीयों के साथ सीधे संकेत के माध्यम से और कर्मचारियों और बड़ी क्षेत्र प्रसारित दो-तरफ संचार के माध्यम से हल किया जाता है।

- यदि आप अनीपालिका समाधान प्रक्रिया के परिणामों से संतुष्ट नहीं हैं, तो आप आवास इकाई में "शिकायत" के रूप में जिहलिक बॉडस में रखकर शिकायत कॉर्सविक करके अवधारणा कर सकते हैं।

- शिकायत अधिकारी संप्रति और चित्रों को छोड़कर, प्रतिदिन शिकायत में बॉडस की जरूरत करें। रचित विभाग प्राप्तक औपचारिक या औपचारिक समाधान के माध्यम से पांच (5) कार्य दिवसों के भीतर कार्यान्वयन और उपरको एक निर्दिष्ट प्रतिक्रिया प्राप्त करें।

- शिकायत दर्ज करने समय, यदि किसी भी जिंदा की शिकायत ढील रखने में सहयोग की आवश्यकता है या हानि या अक्षमता, या व्याख्या/अनुवाद सेवाओं के कारण सहयोग की आवश्यकता है, सीमित अंग्रेजी दक्षता (एलएचएसी) वाले बड़ी क्षेत्र और सीमित स्थानों के साथ सहयोग की आवश्यकता है, तो वह सहयोग का अनुशंसा कर सकता है एक कर्मचारी संस्था।

- यदि आप शिकायत के निर्णय को स्वीकार नहीं करते हैं, तो आप एक अर्पित दायर कर सकते हैं और अपनी शिकायत प्रतिक्रिया पर संकेत कर सकते हैं और इसे शिकायत बॉडस में रख सकते हैं। शिकायत अर्पित बॉड (जीएसी) आपकी अपील के पांच (5) कार्य दिवसों के भीतर शिकायत का अपनान करने के लिए बुलाएगा। किसी निर्णय पर पहुंचने के पांच (5) कार्य दिवसों के भीतर, GAB आपको लिखित में शिकायत का जवाब प्रदान करेगा।

- यदि आप समीक्षा के लिए एक प्रतिशत प्रतिक्रिया करने या आपकी रिपोर्ट/निर्माण कर दिया जाता है, तो शिकायत को नतीज से प्रमाण करने के लिए अनुचित चरण रूप से कार्य रहेंगे। यह में आपकी अर्पित बॉडस शिकायत अधिकारी की तृप्ति करने और एक अनुप्रेषण पता और कोई अन्य प्राप्त संबंधित जानकारी प्रदान करने को जिम्मेदार है।

- अपातकालीन शिकायत - बड़ी धन घटानों के कारण अपातकालीन शिकायत दर्ज कर सकते हैं जिनमें स्वास्थ्य, शुरुआत या कल्याण के लिए तकनीक शामिल है, और उन्हें समय पर लिखित प्रतिक्रिया प्राप्त होगी।

- यूनि शराब के आरोपों के बाद आप का आरोप दर्ज कर सकते हैं, इसकी कोई समय सीमा नहीं है।

- किसी भी समय, आपको कर्मचारियों के दुःखदार, शारीरिक या यूनि शराब या नागरिक अधिकारों के उत्तरदाता के बारे में होशियार इंतजरपर विवाद (डीएसएस) और आईटी को सीधे शिकायत दर्ज करने का अधिकार है; 1-800-323-8603 पर DHS OIG होटलाइन पर कॉल करके शिकायत दर्ज की जा सकती है, या आप निम्न को लिख सकते हैं:
गैर-दुर्भावनापूर्ण मामले - शिकायत प्रक्रिया के माध्यम से बंदियों द्वारा निम्नलिखित मामले शोक करने योग्य नहीं हैं:
1. राज्य और संघीय अदालत के फैसले;
2. राज्य और संघीय कानून और विनियम;
3. शिकायतों पर अंतिम निर्णय;
4. ठेका एजेंसी (आईएसई), नीतियाँ, प्रक्रियाएं, निर्णय या मामलों (पानी, संस्थागत स्थानांतरण, रिहाई/निर्वासन निर्णय, आदि);
5. किसी अन्य बंदी की ओर से कोई शिकायत प्रस्तुत नहीं की जा सकती है।

अलगाव/शॉट से यूनिट

प्रशासनिक अलगाव
1. विवेश्य आवास आवश्यकताओं वाले बंदियों के लिए अभिप्रेरित है;
2. निषिद्ध कृत्यों की लंबित जांच/सुनवाई;
3. चिकित्सा अतिलोकन;
4. चोरीस (24) घंटों के भीतर स्थानांतरण या रिलीज लंबित;
5. सुरक्षा जोखिम; या
6. सुरक्षात्मक हिरासत।

अनुशासनात्मक अलगाव
1. बंदियों के लिए विवेश्य आवास इकाई जो सामान्य आबादी के लिए एक गंभीर व्यवधान है;
2. अतिरिक्त भौतिक सीमाओं की आवश्यकता है; या
3. आईडीपी से मंजूरी मिल गई है।

कार्यक्रम और सेवाएं
1. सामान्य आबादी को प्रदान किए जाने वाले कार्यक्रम और सेवाएं प्रशासनिक अलगाव के लिए उपलब्ध हैं।
2. प्रशासनिक अलगाव में बंदियों को प्रति दिन कम से कम एक घंटे के मनोरंजन या व्यायाम के अवसरों की पेशकश की जाएगी, सप्ताह में सात (7) दिन। अनुशासनात्मक अलगाव में बंदियों को प्रति दिन एक (1) घंटे का मनोरंजन या व्यायाम का अवसर दिया जाएगा, सप्ताह में पांच दिन।
3. आरएचयू में रहने हुए लोगों के लिए उपलब्ध है। यदि कोई सुरक्षा चिंता है, तो एक मोबाइल LexisNexis कंप्यूटर को RHU में ले जाया जाएगा। ताकि बंदियों को उनके निर्धारित समय के दौरान उपयोग किया जा सके। यदि अधिक समय की आवश्यकता हो, तो पुस्तकालय के कर्मचारियों को एक लिखित अनुरोध प्रस्तुत करें। फोटोकॉपी, नोटिस सेवाएं, और अन्य सभी कानूनी पुस्तकालय की जरूरत पुस्तकालय या यूनिट टीम के कर्मचारियों के अनुरोध पर बंदियों के लिए उपलब्ध हैं।
4. सामान्य पुस्तकालय साप्ताहिक आधार पर उपलब्ध है।
5. आरएचयू बंदियों के लिए चिकित्सा देखभाल / बीमार कोट स्वास्थ्य सेवा कर्मचारियों द्वारा दैनिक दौर के माध्यम से प्रदान की जाएगी।

के लिए उनके द्वारा उद्धृत कार्यांक की जाएगी। आपत्तिकारी प्राथमिक चिकित्सा और जीवन रक्षक तकनीकों को संचालित करने के लिए प्रशिक्षित कर्मचारी उपलब्ध है। ऑन-कॉल सेवाओं के माध्यम से नसिंग स्टाफ और डॉक्टर हमेशा उपलब्ध रहते हैं।

- चिकित्सक देखभाल सेवाएं: उपलब्ध निजी बिंदुओं को चिकित्सक देखभाल सेवाओं द्वारा प्रदान करता है जिसमें विशिष्ट बीमारियों (उर्ध्वाधिकार, मधुमेह, हृदय की स्थिति, अस्थायी, आदि) के लिए दवा के नर्वोनकारण, उपचार और अनुकूल देखभाल की आवश्यकता होती है। ये सेवाएं निर्दिष्ट रूप से प्रदान की जाती हैं।

- अनुरोध पर स्वास्थ्य सेवाओं के माध्यम से जीवित बची गई संरक्षण उपलब्ध है।

- ऐसा न करें बिना पूर्व अनुमति के विनिमय में आए और आपकी हस्तक्षेप व्यस्तता को आपके क्लियर जाने के लिए पूर्वसूचना प्राप्त करने के लिए पहले बिंदुओं को कैल करना होगा।

- मानविक स्वास्थ्य सेवाएं: यदि आप मानविक स्वास्थ्य समस्याओं का सामना कर रहे हैं, तो निर्दिष्ट/आपत्तिकारी सेवाओं के तहत उपचार उल्लिखित प्रक्रियाओं का पालन करें। आपकी उपलब्ध देखभाल प्रदाता द्वारा देखा जाएगा जो यह निर्दिष्ट करेगा कि मानविक स्वास्थ्य रेफरल की आवश्यकता है या नहीं।

- पिल लाइन (मेड-लाइन): सी-20 और सी-30 स्थान के बीच स्थान चिकित्सा विभाग दिशा है। हालांकि, सुविधा के आवश्यकता के कारण मेड-लाइन का स्थान बदल सकता है।

- बुधवार जाने पर मेड-लाइन को रिपोर्ट करने के लिए कॉडियर्स की जिम्मेदारी होती है। कर्मचारी आवास इकाई में मेड-लाइन की घोषणा करें। आपके दर्शन के पास पता चलता है कि तलाशी देने के लिए कुछ मिनट दिए जाएंगे। आपके अपने पत्नी बैज्ज के साथ यह ठीक हो, इसलिए आपके दर्शन का अनुरोध करना अनुमति नहीं होता।

- यदि आपकी निर्दिष्ट दवा नहीं दी गई है, तो आप मेड-लाइन पर नहीं जा सकते। यह हॉल में धमाके या नसिंग को देखने या बीमार काट का अनुरोध करने का काम नहीं होता।

- अपने दर्शन प्राप्त करने के लिए आपको अपना पत्नी बैज्ज द्वारा प्राप्त करना होगा। सभी दवाएं नसिंग और आरोग्य स्टाफ के सामने देने की जा सकती है। यह सुनिश्चित करने के लिए आपके मुख्य और हाथ का निरीक्षण करने और आपकी दवा निम्नता होती है।

- किसी अन्य कौण्सल का दवा की छिपाने या लेने वाले का अनुशासनात्मक रिपोर्ट जारी की जा सकती है।

मनोरंजन

- मनोरंजन गतिविधियों निम्नलिखित ऊर्जा को मुक्त करने और आपको अच्छी शारीरिक स्थिति में रहने में मदद करने के लिए रूप में प्रदान की जाती है। आउटडोर/इनडोर मनोरंजन सत्र सबसे 7:00 बजे से दोपहर 3:45 बजे के बीच पेश किया

डिटेक्शन फाइल

प्रत्येक व्यक्ति के लिए TCDF(टीसीडीएफ) द्वारा एक निरोध फाइल का रखरखाव किया जाता है और इसमें निम्न से कम नहीं होता है:

1. सुविधा अनुशासनाल्मक कार्यवाहियाँ;
2. व्यवहार रिपोर्ट;
3. निधि, मूल्यवर्तन और संपत्ति प्राप्तियाँ;
4. बंदी के लिखित अनुरोध, शिकायतें और मुद्दे;
5. उपरोक्त अनुरोधों का जवाब; तथा
6. आरएव्यू रिकॉर्ड।

अधिकार एवं उत्तरदायित्व

1. सुविधा के संचालन से संबंधित नियमों, प्रक्रियाओं और अनुसूचियों के बारे में सूचित किए जाने का अधिकार।

उन्हें जानने और उनका पालन करने की आपकी जिम्मेदारी है।

2. व्यक्तिगत दृष्टिकोण, शारीरिक दंड, अनावश्यक या अव्यवस्थित बल प्रयोग, व्यक्तिगत चोट, बीमारी, संपत्ति की क्षति और उत्तीर्ण से सुरक्षा का अधिकार।

3. जाति, धर्म, राष्ट्रीय मूल, लिंग, यौन अभिव्यक्ति, शारीरिक या मानसिक श्रमण, या राजनीतिक मान्यताओं के आधार पर भेदभाव से सुरक्षा का अधिकार।

4. प्रतिशोध के डर के बिना, बंदी पुलिस का माध्यम की गई प्रक्रियाओं के अनुसार शिकायत को आगे बढ़ाने का अधिकार

5. मानक "6.2 शिकायत प्रणाली" और बंदी पुलिस का माध्यम की गई प्रक्रियाओं के अनुसार शिकायत को आगे बढ़ाने का अधिकार।

6. सुरक्षा, सुरक्षा और सुविधा के व्यवस्थित संचालन के अनुरूप व्यवस्थित या संगठनों के साथ पत्र व्यवहार करने का अधिकार।

7. अनुशासनाल्मक मामलों के लिए समाधान सहित उचित प्रक्रिया का अधिकार।

8. स्वास्थ् देखभाल का अधिकार जिसमें पौष्टिक भोजन, उचित बिस्तर और कपड़े शामिल हैं। इसकी सफाई के लिए कपड़े धोने का कार्यक्रम, नियमित रूप से सान करने का अवसर, गर्मी और ताजी हवा के लिए उचित वेटिलेशन, नियमित व्यायाम अवधि, शौचालय लेख और चिकित्सा उपचार बिना किसी खर्च के।

यह आपकी जिम्मेदारी है कि आप खाना बाहर न करें, कपड़े धोने और शौचालय शोक्लूल का पालन करें। साफ-सुथरे रहने वाले कार्टेड बनाए रखें और आवश्यकतानुसार चिकित्सा देखभाल लें।

परिवार के सदस्यों और दोस्तों की सुविधा नियमों और अनुसूचियों के अनुसार आपके साथ यात्रा करने का अधिकार।
यह आपकी जिम्मेदारी है कि आप यात्राओं के दौरान अपने आप को ठीक से संचालित करें और प्रतिबिंबित को स्वीकार या पारित न करें।
पत्रचार द्वारा अदालतों में अप्रतिबंधित और गोपनीय पत्तन का अधिकार।
आपकी जिम्मेदारी है कि आप अपनी याचिकाओं, प्रश्नों और समस्याओं को इमानदारी से और निष्पक्ष रूप से अदालतों में पेश करें।

संयुक्त राज्य सरकार को किसी भी कीमत पर साक्षात्कार और पत्रचार के माध्यम से अपनी पसंद के वकील से कानूनी सलाह लेने का अधिकार।
एक वकील की सेवाएं इमानदारी और निष्पक्षता से प्राप्त करना आपकी जिम्मेदारी है।

अपने सच्चे आनंद के लिए पठन सामग्री तक पत्तन का अधिकार। इन सामग्रियों में अनुमोदित पत्रिकाएं शामिल हो सकती हैं।

दूसरों को समान लाभ से बंचित किए बिना, अपने व्यक्तिगत लाभ के लिए ऐसी सामग्रियों की तलाश करना और उनका उपयोग करना आपकी जिम्मेदारी है।

कानूनी समस्याओं को हल करने में आपकी सहायता करने के लिए कानून पुस्तकालय संदर्भ सामग्री के उपयोग में भाग लेने का अधिकार। कानूनी सहायता कार्यक्रमों के माध्यम से उपलब्ध होने पर आपकी सहायता प्राप्त करने का भी अधिकार है।

उन संसाधनों का उपयोग निर्धारित प्रक्रियाओं और अनुसूची के अनुसार करना और सामग्री के उपयोग के लिए अन्य बंधियों के अधिकारों का समान करना आपकी जिम्मेदारी है।

शैक्षिक उद्देश्यों के लिए और अपने सच्चे आनंद के लिए पठन सामग्री की एक विस्तृत श्रृंखला का अधिकार। इन सामग्रियों में प्रकाशितों द्वारा भेजी गई पत्रिकाएं और समाचार पत्र शामिल हो सकते हैं।

दूसरों को इस सामग्री का उपयोग करने के उनके सामान अधिकारों से बंचित किए बिना, व्यक्तिगत लाभ के लिए ऐसी सामग्री की तलाश करना और उसका उपयोग करना आपकी जिम्मेदारी है।

जहाँ तक संसाधन उपलब्ध हैं, और अपनी रुचि, ज़िक्रती और क्षमताओं को ध्यान में रखते हुए किसी कार्यक्रम में भाग लेने का अधिकार,
आप यह उन गतिविधियों का लाभ उठाने की जिम्मेदारी है जो आपकी सुविधा के लिए और समूह के लिए एक सफल और स्थायी जीवन जीने में मदद कर सकती है। आपसे ऐसी गतिविधियों के उपयोग का नियंत्रण करने वाले नियमों का पालन करने की अपेक्षा की जाएगी। व्यक्तिगत सेवा का अनुरोध करने के लिए CoreCivic(कोरसिविक) स्टाफ सदस्यों से संपर्क करना आपकी जिम्मेदारी है।

अतिरिक्त संपर्क जानकारी:

स्वास्थ्य और मानव सेवा विभाग, महानिरीक्षक कार्यालय (OIG)ओआईजी

Office of Inspector General
U.S. Department of Health & Human Services
ATTN: HOTLINE
PO Box 23489
Washington, DC 20026
Phone: (800) HHS-TIPS [(800) 447-8477]
Fax: (800) 223-8164
TTY: (800) 377-4950

**डीओजे व्यावसायिक उत्तरदायित्व कार्यालय (ओपीआर)**

U.S. Department of Justice
Office of Professional Responsibility
950 Pennsylvania Ave, NW, Suite 3266
Washington, DC 20530-0001

**Phone:** 202-514-3365
**Fax:** 202-514-5050
**Email:** opr.complaints@usdoj.gov
**Website:** https://www.justice.gov/opr

**डीएचएस कार्यालय महानिरीक्षक (ओआईजी)**

DHS Office of the Inspector General/Mail Stop 0305
Attn: Office of Investigations-Hotline
245 Murray Lane, SW
Washington, DC 20528-0305

**Phone:** 1-800-323-8603 or 1-844-889-4357 (TTY)
**Fax:** 1-202-254-4297
Online [DHS OIG Complaint/Allegation Form](http://hotline.oig.dhs.gov/hotline/hotline.php)

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**आईसीई के लिए जेआईसी-संयुक्त सेवन केंद्र**

- **1-877-2INTAKE** or sending a fax to **(202) 344-3390** पर टोल-फ्री ज्वाइंट इन्टेक्ट इन्टरनेक्ट हॉटलाइन पर कॉल करना;
- **Joint.Intake@dhs.gov** को एक ई-मेल संदेश भेजना;
- P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044 पर संयुक्त सेवन केंद्र को लिखना
টিসিডিএফ
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CoreCivic / ট্রেন কাউন্টি আইডন সুবিধা (টিটিডিএফ) হল একটি বেসরকারী কোম্পানী যা ইউএস ইমিগ্রেশন এবং কাস্টমস এনফোর্সমেন্ট (আইইসিএ) দ্বারা চুক্তিবদ্ধ। টিটিডিএফ-এর লক্ষ্য হল একটি আইডন সুবিধা প্রদান করা যা তাদের প্রশাসনিক শুরুনিম্নের প্রতিরক্ষাকর্মকর্তা জন্য অপেক্ষাকৃত বন্দীদের জন্য নিরসন দিয়ে নিরসন এবং সমাধানের।

আপনার মামলার অবস্থা, ব্রহ্ম এবং অথবা অভিবাসন ভক্তিমণ্ডলী সম্পর্কে প্রশ্নগুলি সমাধানের জন্য আইসিএ দায়ি। টিটিডিএফ আইসিএ-এর একটি অংশ নয় এবং আপনার কেস সম্পর্কে জানা বা আপনার হেফাজতের অবস্থার নিয়ন্ত্রণ নেই।

উদ্দেশ্য

এই হামাডুকের উদ্দেশ্য হল আপনাকে নিদিষ্ট নিয়ম, প্রশিক্ষণ, নীতি এবং পদ্ধতিগুলি ব্যাখ্যা করা যা এই সুবিধার হেফাজতে থাকাকালীন অনুসরণ করা উচিত। এই সুবিধার হেফাজতে থাকাকালীন হামাডুকের আপনাকে আপনার ক্রিয়াকলাপের জন্য দায়ী করবে। অতএব, এই হামাডুকের বিষয়বস্তুর সাথে পরিচিত হওয়া আপনার দায়িত্ব।

এই হামাডুকের একটি অনুমিত্র প্রতিষ্ঠিত বন্দীকে প্রধান পরে জারি করা হবে এবং প্রতিটি হেফাজিং এলাকার রুলেটিং বোর্ডে, সেইসাথে পুরো সুবিধা জুড়ে অন্যান্য রুলেটিং বোর্ডগুলিতে নিদিষ্ট বিভাগগুলি পার্স করা হবে। আপনাকে এই হামাডুকের স্বাক্ষর, রসিদ মাধ্যম দ্বারা দীর্ঘকালীন করতে হবে। আপনার মধ্যে কোনও প্রশ্ন থাকে, অনুগ্রহ করে আপনার হেফাজিং এলাকায় নিযুক্ত অফিসারকে জিজ্ঞাসা করুন বা এই হামাডুকের জুড়তে এবং রুলেটিং তালিকাধুকুর উপযুক্ত বিভাগগুলিতে একটি লিখিত "বন্দী অনুরোধ" (আইসিএ সাফের কাছে তথ্যের জন্য অনুরোধ পাঠানোর জন্য) ব্যবহার করা যাবে না) পাঠান। আপনার হেফাজিং ইনিউটে বোর্ড।

প্রতিবন্ধী বন্দী

পলিসি 14-101 (অক্ষমতা, শনাক্তকরণ, মুলায়ন এবং আবাসন) আপনার সুবিধার প্রক্রিয়া, প্রবিধান এবং ক্রিয়াকলাপগুলি অন্তর্ভুক্ত, আবাসনের সমন্বয় সুযোগ ধারণের ভিত্তিতে নিষ্ঠিত করার জন্য প্রয়োজনীয় প্রক্রিয়াগুলির রূপরেখা দেয়। এই ধরনের অন্তর্ভুক্ত সব দৃষ্টিকোণ সহ সব এই প্রক্রিয়াগুলির সমন্বয়ে, যুক্তি সংগ্রহ আবাসন, পরিবর্তন, এবং / অথবা সমর্থন সহযোগী এবং পরিবহন বিষয়ের বিষয়ের মধ্যে, প্রয়োজনীয় এবং শীর্ষের বিভাগে আক্ষেপঘটন একটি সুবিধার মাধ্যমে সম্পন্ন করা হবে।

প্রক্রিয়াগুলির মধ্যে একটি অক্ষমতা সম্পর্কিত বাসনার জন্য অনুরোধগুলি প্রকাশন করার জন্য এবং থাকার ব্যবস্থা (অন্বেষণকালীন আবাসন সহ), পরিবর্তন এবং পুনরুদ্ধার করার জন্য যুক্তি সংগ্রহ সময়সীমা অন্তর্ভুক্ত রয়েছে।

আপনি অক্ষমতা কম্পিউটারের কাছে বাসনার বা সহযোগীর জন্য একটি অনুরোধের বা অনন্তর্ভুক্ত (যেমন মৌখিক বা লিখিত) অনুরোধ জন্য দিতে পারেন। বন্দী / বন্দী অনুরোধ বা অনুসরণ করা আপনার ফরম লিখিত অনুরোধ জন্য দেওয়া হবে।

প্রাথমিক বন্দীদের দায়িত্ব

এটি টিটিডিএফ এবং আইসিএ-এর নীতি হল একটি নিরসন দুর্নীতি এবং সাময়িক অট্টিমুক্তি সুবিধা বজায় রাখার সময় বন্দীদের সাথে মার্ক ও সমানতার সাথে আচরণ করা। এটা প্রতাশিত যে কর্মীরা আপনার মামলা প্রক্রিয়াকরণের জন্য অপেক্ষা করার সময় আপনার সম্পর্কে সহযোগিতা পাবেন। সহজ শর্তে, আপনি আশা করা হচ্ছে:-

1. নিয়ম, আইন, নীতি এবং পদ্ধতি অনুসরণ এবং মেনে চলা;
2. স্ট্ফের সদস্য এবং চুক্তি নিরাপত্তা কর্মীদের দ্বারা প্রদত্ত সমস্ত আদেশ মেনে চলন;
3. কর্মীদের এবং অন্যান্য বন্দীদের স্বাধীন সম্পর্ক করন;
4. টিসিডিএফ এবং সরকারী সম্পত্তি এবং অন্যদের সম্পত্তি সমান;
5. নিজেকে, আপনার পোশাক এবং থাকার জায়গা সর্বদা পরিষ্কার রাখুন; এবং
6. সমস্ত নিরাপত্তা, নিরাপত্তা, এবং আমন্ত্রণ নিয়ম, নীতি এবং পদক্ষেপ মেনে চলুন।

আপনি যদি উপরেরকৃ নির্দেশিকাগুলি পর্যবেক্ষণ করেন এবং মেনে চলেন, তাহলে এই সরবাধাতে থাকার সময় আপনার কোন সমস্যা হবে না। কর্মীদের সম্পাদন করার সময়, আপনার তাদের প্রথম নাম এবং অক্ষরের মাধ্যমে ব্যাখ্যা করা উল্লেখ্য করা উচিত না। আপনাকে অন্য তাদের পদমর্যাদা/সিয়রনেম এবং পদবিদ ঘৃণা করতে হবে (যেমন: ডিটেশন অফিসিয়ার, শিফট সুপারবাইজার, ডি., নার্স, মিস্টার এবং মিসেস)। স্ট্যাফ সদস্যরা আপনার নাম জানলে একইভাবে আপনাকে সম্পাদন করবে। একজন অফিসিয়ার এই সুবিধার মধ্যে থাকা সমস্ত কর্মীদের নাম ধরে চেনেন বলে আশা করা অযৌক্তিক। যাইহোক, অফিসিয়ার বা কর্মচারী সদস্য আপনাকে উপযুক্ত পদক্ষেপে সমন্বয় করবেন।

টিসিডিএফ-এ, অট্র্যাকশন ব্যক্তিগত নিয়ন্ত্রণ, শারীরিক শান্তি, ব্যক্তিগত আঘাত, রোগ, সম্পদের ক্ষতি বা হয়নির শিকার হয় না। কর্মীদের সম্পত্তি রক্ষা করা হয়। বন্দীদের তথ্যায়ন করতে পারে না, নিয়ন্ত্রণ করতে পারে না বা অন্য কর্মীদের দায়িত্বে থাকতে পারে না।

নিম্নলিখিত বিধিগুলি এই সুবিধার জন্য নির্ধারিত প্রতিটি ব্যক্তির নিরাপত্তা, স্বাস্থ্য এবং নিরাপত্তা নিশ্চিত করার জন্য প্রতিটি ব্যক্তির নির্দিষ্ট প্রয়োগী সাথে সম্পর্কিত। এই প্রবিধানগুলি শুরু করার পাশাপাশি অন্য আলাদা নয়; তাই, কোনো ব্যক্তির মাধ্যমে আপনার সাথে সম্পর্কিত নিষেধাজ্ঞা আরোপ করা হতে পারে। এই নিয়মগুলিকে আলাদা করার উদ্দেশ্য হল আপনাকে হাউসইন্টার্নেট বসানোর সাথে সম্পর্কিত কর্মকর্তাকে প্রোগ্রাম এবং পদক্ষেপ সাথে সম্পর্কিত নির্দিষ্ট নিয়ম সম্পর্কে সচেতন হওয়ার সুযোগ প্রদান করা।

সুবিধার নিয়ম

1. **টেবিল**
   টেবিলের উপরে বসবেন না।

2. **চুরি**
   কোন সিভিক্টিক/টিসিডিএফ সম্পত্তি সহ অন্য করের কোনো আইটেম অনুমোদিত গ্রহণ করা যাবে না।

3. **ফাইটিং**
   মারামারি অনুমোদিত নয়। বজ্জিং, বজ্জিং, কুষ্টি এবং খেলার লড়াই অনুমোদিত নয়।

4. **পাপার সময়**
   নিয়মিত শেষার সময় সম্পর্কিত সহ প্রতি রাত ১০:০০ সমারূহ হবে। এই সময়ে আপনার বিছানায় থাকতে হবে। আলো নিয়ে যাওয়ার পরে এবং অবশ্যই আপনাকে একে অপরের সাথে দেখা করার অনুমতি দেওয়া হবে নাতাপনার নিজের বিছানায় থাকতে। শুরুকার পরে দিনের ঘরে পরিবেশক করার সময় যা দেওয়ার কাজকে অনুমতি দেওয়া হবে না। শয়নকক্ষের পরে বিছানা এলাকায় কোনো ধরনের খেলার অনুমতি নেই।

5. **সীমাবদ্ধ এলাকা**
   ডার্মিটরি/হাউসিং ইউনিটের বার, দরজা, কোচের জানালার জায়গা বা বাইরের বিনোদনের জায়গায় বসার সাথে আপনাকে শারীরিক যোগাযোগ করার অনুমতি নেই।

6. **জুয়া**
   কোন প্রকার জুয়া খেলার অনুমতি নেই।

7. **ব্যক্তিগত প্রবেশ বিধিক করা বা দেওয়া নিষিদ্ধ**
   কলামের জাতির কর্মকর্ম চলবে না। একটি 'স্টোর' চালানো নিষিদ্ধ (যেমন, মিষ্টি, খাবার, পোশাক রেয়ে ইত্যাদি বিধিক করা)
8. মৌখিক এবং শারীরিক নির্যাতন
স্ট্যাফ, বন্ধী বা অন্যান্য বাক্সিতের প্রতি মৌখিক এবং শারীরিক নির্যাতন নিষিদ্ধ এবং সহযোগিতা করা হবে না।

9. কোরসিদিক/টিসিটিএফ সৃষ্টিও ধ্রুঃ
কোর সিদিক/টিসিটিএফ বা অন্য ব্যক্তির সৃষ্টি ধ্রুঃ, পরিবর্তন, প্রাফিল, অনন্যের ব্যবহার বা নষ্ট করা অনুমতি নেই।

10. রেডিওস
ইয়ার্কেন ছাড়া বাজানো রেডিও নিষিদ্ধ হিসাবে বাজেয়াপ্ত করা হবে।

11. নিয়ম এবং প্রতিষ্ঠান
আপানেক অবশায় করে সিদিক কর্মীদের দেওয়া লিখিত বা মৌখিক সমস্ত আদেশ অনুসরণ করতে হবে।

12. কমগাইং/লাইন জানালা/লাইট
উইন্ডোজ/লাইট যেকোনও সময় কভার করার যাত্রা না এবং অথবা ডিক করা যাত্রা না।

ধুমপান না করার নীতি
এটি একটি অধুনাতন সুবিধা। ই-সিগারেট, তামক, চিবানো তামক, ধোঁয়াবিহীন তামক বা করেনো ধরনের ধুমপান সামগ্রী সহ কোনো সিগারেট টিসিটিএফ-এর ভিত্তে অনুমোদিত নয়। আটক ব্যবহারের ফলে এই নিয়ম লঙ্ঘন করে তাদের শাস্ত্রীয় ব্যবস্থা গ্রহণ করা হবে।

প্রিজন রেপ এলিমিনেশন অ্যাক্ট (বিহার) - সাব(যৌন নির্যাতন এবং হামলা প্রতিরোধ ও হস্তক্ষেপ)
যৌন ক্রিয়াকলাপে জড়িত বা অন্যদের চাপ দেওয়ার অনুমতি দেওয়া হয় না। ফৌজদারী বা শাস্ত্রীয় চার্জ দায়ের করা হবে। এই অধীন সম্পর্কিত শিক্ষামূলক উপকরণগুলি সুবিধায় প্রণয়ানুষ্ঠানের সময় সরবরাহ করা হয় এবং প্রতিটি ট্যাবুমিট্রি/হেডফিজ ইউনিটে পোশ করা হয়। এই প্রকৃতির কার্যক্রম রিপোর্ট করার জন্য কোন কর্মী সদস্যের সাথে যোগাযোগ করুন। যখন আপনি আটক থাকেন, তখন আপনার উপর যৌনকর্মে লিপ্ত হওয়ার জন্য চাপ দেওয়ার অধিকার করেন নেই। ধর্ষণ এবং যৌন নিপীড়ন সহিংস কাজ। আপনার বয়স, জাতি এবং বিধি নিয়মের মাধ্যমে, বন্ধীদের মধ্যের সাথে তাদের আটকের সূত্র দেওয়া উচিত। টাইটেস কাউন্সিল ডিটেনশন ফ্যাসিলিটি সব ধরনের যৌন নিপীড়ন এবং হামলার জন্য শুন্য সন্ধানপূর্ণ রয়েছে।

আপানাকে কোনো যৌন চাপ, হয়রানি, ম্যানিলেশন বা ক্রিয়াকলাপ সহ করতে হবে না। যৌন নিপীড়ন এবং যৌন ক্রিয়াকলাপ নিয়ন্ত্রণ করতে হবে। যদি আপনার সাথে যোগাযোগ করা হয়, চাপ দেওয়া হয়, বা লাইভ করা হয়, তাহলে অবিলম্বে রিপোর্ট করুন। আপনার কাছে বেশ কয়েকটি উপায় রয়েছে যার মাধ্যমে আপনি যৌন নির্যাতনের প্রতিবেদন করতে পারেন:

1. ডিটেনশন অফিসার, ডিপোর্টেশন অফিসার, চ্যাপ্লেন, মেডিকেল স্ট্যাফ বা সুপারভাইজার, ডিএচএস অফিস অফ ইস্পাসের জেনারেল এবং জেনারেল ইনফর্মারোন অনুমতি করতে আপনার বিষাদসৃষ্টি করা সহযোগকের মৌখিকভাবে ফোল। সহযোগ অনুরত্ত।
2. ইয়ার্ডেন কর্তৃক করা একটি চিঠি দেখায়, সীমাবদ্ধ করা এবং এটিকে সূত্র হিসাবে চিহ্নিত করা।
3. সুবিধায় বাইরের কাউন্সিল করা করা বা লিখিত করা বিভিন্ন সুবিধায় স্থলের কর্মীদের অবহিত করতে পারে।
4. ফোন নম্বর ডিএচএস অফিস অফ ইস্পাসের জেনারেল (ওয়াইজ) এক যোগাযোগ করুন 202- 254-4100 বা 1-800-323-8603 / 1-844-889-4357 TTY
5. আপনার কাউন্সিল কর্মকর্তাদের সাথে যোগাযোগ করা হচ্ছে।
6. ইন্সপেক্টর জেনারেলের ডিইএচএস অফিসের অফিসে লেখ নিম্নলিখিত ঠিকানায়: MAIL STOP 0305
Department of Homeland Security
245 Murray Lane, SW
Washington, D.C. 20530-0305

7. আইসিই ডিটেনশন রিপোর্টিং এবং তথ্য লাইনের সাথে যোগাযোগ করা: 1-888-351-4024 অথবা 9116#
ভাষা সহযোগ পাওয়া যায়।
8. সিকিউরিটি বা ইউনিট ম্যানেজমেন্ট স্টাফদের কাছে চিঠি লেখা, সিল করা এবং "গোপনীয়" চিহ্নিত করা।
9. নিম্নলিখিত ঠিকানায় ব্যবস্থাপনা পরিচালক, ফ্যাসিলিটি অপারেশনের কাছে লিখিত

CoreCivic Managing Director
5501 Virginia Way
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আপনার পরিকল্পনা নির্দেশ তা নিষ্ঠিত করার জন্য, আপনি যদি জানেন যে অন্য একজন বক্তৃতা যৌন হয়েছিল বা যৌন আচরণে জড়িত, তাহলে অবিশেষে রিপোর্ট করুন। বন্ধুদের মধ্যে, বন্ধু এবং কমিটির মধ্যে, সেছাসেবক বা চুক্তি
কূটিদের মধ্যে সমতীমূলক যৌন আচরণ নিষিদ্ধ। ইচ্ছাকৃত মিঠা অভিযোগের ফলে শাস্তমূলক ব্যবস্থা এবং/যা বিচার হতে পারে।

আপনি প্রতিষ্ঠান, প্রতিষ্ঠান, হয়েছিল বা শাসন কর্তব্যের মধ্যে না সত্ত্বায় অপরাধবাহী বা অপরাধবাহীর লক্ষণগুলির
প্রতিবন্ধক করার জন্য। সেটিউল ইন্টার্নেটের রেপ ক্রাইমিস সেন্টার এর একটি অবস্থা: 9741 Candelaria Rd. NE
Albuquerque, NM 87112. টেলিফোন নাম্বার: 505-266-7711

প্রাথমিক ভর্তি

- সূচনালাভ হওয়ার পরে আপনি একটি অনুসন্ধানের অধীন এবং যখন বিশ্বাস করার যুক্তিসঙ্গত কারণ থাকে যে
আপনি আপনার বক্তৃতা উপর নিষ্ঠার আলোকে লেখছেন।
- আপনার প্রবেশের রেকর্ডগুলি পর্যাপ্তভাবে অধিকৃত করা হয়েছে তা নির্দিষ্ট করতে চিল্ডিভার্ক এক অবশ্যই নির্দিষ্ট
তথ্যে পেতে হবে। এই তথ্যগুলি ব্যবহার করা হবে যাতে আমরা আপনাকে আপনার বক্তৃতা প্রয়োজনের জন্য
সরবারে উপযুক্ত বসাস্থানে শ্রেণীবদ্ধ করতে পারি। এই ধরনের তথ্যে পূর্বকীর্তি বাসস্থান, জাতীয়তা, জাতি, লিঙ্গ,
চিকিৎসা ইত্যাদি এবং অপরাধমূলক ইতিহাস অন্তর্ভুক্ত থাকবে।
- পরিচয় নথি যেমন পাসপোর্ট, জন্ম সংবাদপত্র, ইত্যাদি আপনার ফোনে বসনার জন্য আইসিই-কে দেওয়া হবে।
অনুরোধের ভিত্তিতে, আপনাকে যেকোন পরিচয় নথি একটি আইসিই-প্রত্যয় অনুলিপি প্রদান করা হবে।
- আগমনের পরে, আপনার জামাকাপড়, বক্তৃতা সম্পত্তি, মূল্যবান জিনিসপত্র এবং তহবিলগুলি নির্দেশ রাখার
জন্য প্রত্যক্ষার্থক অফিসের দ্বারা অনুবাদ এবং ধরের রাখা হবে। আইচিটেমজড রিপোর্ট অ্যাসেটগুলি আপনাকে জারি করা
হবে এবং আপনার সমস্ত পেশকর্ম, বক্তৃতা সম্পত্তি, মূল্যবান জিনিসপত্র এবং তহবিলের জন্য একটি (1)
আপনার ফাইলে স্থাপন করা হবে।
- সমস্ত বক্তৃতা সম্পত্তি এবং মূল্যবান জিনিসপত্র যা আপনি আপনার সাথে আনবেন তার জন্য হিসাব করা হবে
এবং তারা কাজ করে হবে। এই আইটেমগুলির জন্য আপনাকে একটি রসিদ জারি করা হবে।
- চিল্ডিভার্ক-এ পৌছানোর পরে আপনার দলে থাকা ইউএস কেরেসি ইনস্টিটুট করা হবে, একটি রসিদ জারি
করা হবে এবং তারপর কমিশনারিতে আপনার ব্যবহারের জন্য একটি অ্যাকাউন্ট জমা করা হবে।
- চিল্ডিভার্ক-এ পৌছানোর পরে আপনার দলে থাকা বক্তৃতা চেকাগুলি আপনার সম্পত্তিতে স্থাপন করা হবে।
আপনার ধারায় সময় টাকা লাগবে না। যদি আপনার কাছে কোনো অর্থ পাওয়া যায়, তাহলে তা নিষিদ্ধ হিসেবে
বাজেয়াপ্ত করা হবে এবং আপনি শাস্তমূলক ব্যবস্থা গ্রহণ করতে পারেন।
এই সুবিধা থেকে আপনার ডিস্চার্জ করার পরে, আপনাকে সমস্ত টিস্টিএফ সম্পত্তি রিসিভিং এবং ডিস্চার্জ এলাকায় নিযুক্ত অফিসারের কাছে ফিরিয়ে দিতে হবে। আপনি নিশ্চিত করার পরে যে সমস্ত আইটেমের জন্য অ্যাকাউন্ট করা হয়েছে, আপনাকে হারানো বা ক্ষতিগ্রস্ত সম্পত্তির জন্য পুনরুদ্ধার করতে হবে। এর মধ্যে রয়েছে পেশাক, বিচ্ছিন্নপত্র এবং যেকোনো বিদেশীন অবসর সময়ের সরঞ্জাম (যেমন গোমস এবং লাইটিয়ার বই)

আপনার সম্পত্তি এবং আপনার অ্যাকাউন্ট থাকা যেকোনো স্থানে থাকলে আপনার প্রশাসনের আগে আপনাকে ফেরত দেওয়া হবে। এই আইটেমগুলির জন্য আপনাকে অবশ্যই সাইন ইন করতে হবে।

আপনার কাছে রাখার জন্য আপনি অনুমোদিত নন এমন কোনো সম্পত্তি আপনার জন্য নির্ধারিত একটি উপযুক্ত ব্যাগে রাখা হবে এবং একটি নিরাপদ স্টোরেজ এলাকায় তালাবদ্ধ করা হবে। অতিরিক্ত ব্যক্তিগত সম্পত্তি মেইল আউট করা উচিত।

সুবিধায় প্রশংসকরী প্রতোত্ব ব্যক্তির জন্য পরিষদ লিনেনগুলি অন্তর্ভুক্ত করার জন্য প্রদান করা হয়:

- টিনিটি (2)
- প্লাইট
- এক (1) বালিশ
- এক (1) কক্স, এবং
- এক (1) লাইটিয়ার ব্যাগ

আপনাকে একটি হাইজেনিক কিট দেওয়া হবে এবং আপনাকে গোপন করতে হবে এবং পরিষদ ইউনিফর্মে পরিবর্তন করতে হবে। আপনার পেশাক লিনেনের প্রাথমিক ইস্তাম্বুল অন্তর্ভুক্ত করার মধ্যে সীমাবদ্ধ থাকবে (পেশাকের ব্যক্তিগত আইটেম, অন্তর্ভুক্ত এবং জুট সহ অনুমোদিত নয়)।

- টিনিটিটি (3)
- ইউনিফর্ম সেট (ম্যানস এবং শাট)
- এক (1) জোড়া জুটা (চিকিৎসা সাগতভাবে অনুমোদিত না হলে ব্যক্তিগত জুটা অনুমোদিত নয়)
- টিনিটিটি (3)
- জোড়া অত্যন্ত ভাল
- টিনিটিটি (3)
- জোড়া মোজাত

এই পরিকল্পনার উপরে যে কোনো আইটেম নিবিষ্ট বলে বিবেচিত হবে। পেশাকের আইটেমের পরিবর্তনের মধ্যে কমিসারিতে কোনো আইটেম অন্তর্ভুক্ত।

প্রাথমিক ইন্টেক্স ক্রীনিং

ক সুবিধায় প্রবেশকৃত্রিম বন্ধু ক্রিনিকাল কমিশনের দ্বারা প্রাথমিক চিকিৎসা এবং মানসিক স্বাস্থ্য ক্রীনিং পাবেন। সেই সময়ে আপনি যে ওষুধগুলি গ্রহণ করছেন তা নিয়ে আলোচনা করা উচিত এবং আপনি যে কোনো স্বাস্থ্য সমস্যা অনুভব করছেন তা প্রকাশ করা উচিত। হাট বা ডায়াগনাসিস ওষুধের মতো কিছু ওষুধ আপনি যখন পৌঁছাবেন তখন চালিয়ে যাওয়া হবে।

খ. সমস্ত নতুন আগ্রহের লিপিবদ্ধ (মাংটস পদ্ধতি) বা রুকের এক্সে দ্বারা ব্যক্তি (টিবি) ক্রীনিং করতে হবে। দ্বিতীয় লিপিবদ্ধ হবে প্রাথমিক ক্রীনিং পদ্ধতি যদিও এই ডায়াগনাসিস ক্রীনিং নিষেধ করা হয়, তারপর একটি বুকের এক্সে পাওয়া যায়।

গ. প্রাথমিক প্রণয়নের ক্রীনিংয়ের অংশ হিসাবে সমস্ত ব্যক্তি বন্ধুদের একটি গর্ভাবস্থা পরীক্ষা করা হবে।

d. আপনার আগমন চৌদ্দ (14) দিনের মধ্যে স্বাস্থ্য পরিষেবার একজন সদস্য দ্বারা একটি সম্পূর্ণ মেডিকেল পরীক্ষা করা হবে।


ঔপনন্ত অ্যাকাউন্টে পোস্ট করার আগে সমস্ত লেনদেন যাচাই করতে হবে। এই প্রক্রিয়াটি সম্পূর্ণতায় এবং দুটির দিনগুলি ব্যতীত, লোভমার-বৃহস্পতিবার ২৪ ঘণ্টা পর্যন্ত সময় নিতে পারে।

ঔপনন্ত যদি মেইল টাকা পান তবে মেইল অফিসার প্রেরকের কাছে টাকা ফেরত দেবেন। এই সুবিধায় কাউন্ট বন্ধীদের জন্য কেনাটা গ্রহণ করা হবে না।

অর্থ পাঠাতে, তহবিল প্রকাশের প্রস্তুতির ব্যবস্থা করতে ইউনিট ব্যবস্থাপনা কর্মীদের সাথে যোগাযোগ করুন। চাইন পরিষেবার জন্য অর্থ প্রদানের জন্য আপনাকে ব্যক্তিগত তহবিল আয়কেরের অনুমতি দেওয়া হতে পারে। আপনার কেনাদের প্রথা থাকলে ইউনিট ব্যবস্থাপনা কর্মীদের সাথে যোগাযোগ করুন।

অন্য বাসিন্দার পরিচিতি বা অ্যাকাউন্টে টাকা পাঠানো নিষিদ্ধ এবং এর ফলে শাস্ত্রীয় ব্যবস্থা নেওয়া হতে পারে।

ঔপনন্ত অ্যাকাউন্ট থেকে তহবিল আইন পরিষেবার জন্য অর্থ প্রদানের জন্য ব্যবহার করা যেতে পারে। এটি প্রয়োজন হলে, আপনার ইউনিট টিমের একজন সদস্যের সাথে যোগাযোগ করুন।

শ্রেণীবিভাগ

সাধারণ জনগণের মধ্যে ভর্তি হওয়ার আগে সমস্ত বন্ধীকে শ্রেণীবিভাগ করা হয়। শ্রেণীবিভাগ ব্যবস্থা বন্ধীদেরকে সুবিধায় নিরাপত্তা এবং নিরাপত্তার সাথে সামগ্রিক সূচির নুন্নত শীর্ষস্থান আবাসন ইউনিটে নিয়োগ করে। শ্রেণীবিভাগ ব্যবস্থা নিশ্চিত করে যে আপনাকে উপজেলা বিভাগের রাখা হয়েছে এবং অন্যান্য বিভাগের বন্ধীদের থেকে শারীরিকভাবে আবাসন করা হয়েছে। আপনার প্রাপ্তিতাত্ত্বিক আচরণ, অতিরিক্ত চার্জ বা প্রাপ্ত তথ্য, পালানার চেষ্টা বা পৌরীক্ষণ অবস্থা থেকে মুক্তির উপর ভিত্তি করে আপনার শ্রেণীবিভাগের অর্থ পরিবর্তিত (পুনঃশ্রেণীবিভাগ) হতে পারে। আপনি ক্ষতি থেকে সুরক্ষিত থাকবেন, কারণ আপনাকে একই দফায়ের প্রকারপ্রাপ্ত এবং অপরাধমূলক ইতিহাসের ব্যক্তিদের সাথে আবাসন বরাদ্দ করা হবে। আপনাকে আপনার শ্রেণীবিভাগের স্তর অনুযায়ী রাখা হবে এবং রঙে-উপজেলায় শনাক্তকরণ এবং ইউনিফর্ম জারি করা হবে।

কম হেফাজতে বন্ধী:

কম হেফাজত বন্ধী উচ্চ হেফাজত বন্ধীদের সঙ্গে আসা নাও হতে পারে।

শারীরিক সহিংসতার একটি কাজ, অথবা আক্রমণাত্মক আচরণের ইতিহাস সহ কোনো অট্টক ব্যক্তিকে প্রেরণ বা দেখার সাব্যস্ত করা কোনো বন্ধীতে অন্তর্ভুক্ত করা যাবে না।

নিচের অপরাধ স্কেলের টীকাতার "উচ্চ" বা "সর্বোচ্চ" বিষয়ের অধীনে তালিকাভুক্ত কোনো অপরাধের জন্য অপরাধমূলক দেখার সাব্যস্ত হওয়া কোনো বন্ধীতে অন্তর্ভুক্ত করা যাবে না।

ছোটাটো অপরাধমূলক ইতিহাস এবং অহিংস অপরাধমূলক অভিযোগ এবং দেখা সাব্যস্ত বন্ধীদের অন্তর্ভুক্ত থাকতে পারে।

মাঝারি হেফাজতে অট্টক ব্যক্তি:

মাঝারি হেফাজতে বন্ধীরা সাধারণত উচ্চ বা নিম্ন হেফাজতে বন্ধীদের সাথে মিশে যেতে পারে না, নীচে উল্লেখ করা ছাড়া।
অপরাধ সংকেলের তীব্রতার “সর্বোচ্চ” বিভাগের অধীনে তালিকাভুক্ত কোনো অপরাধের জন্য যার সাম্প্রতিকতম দোষী সাব্যস্ত হওয়া একজন বন্দীকে অন্তর্ভুক্ত করা যাবে না।

হিংসাত্মক হামলার ইতিহাস বা পাটার্ন সহ কোনো আটক ব্যক্তিকে অন্তর্ভুক্ত করা যাবে না।

হেফাজতে থাকাকালীন একজন সংশোধনাগর কর্মকর্তার উপর হামলার জন্য দোষী সাব্যস্ত একজন বন্দীকে অন্তর্ভুক্ত করা যাবে না যা যেখানে পূর্বপুরুষে প্রতিষ্ঠানিক কর্মকর্তা হেফাজতে থাকাকালীন আক্রমণের একটি প্যাটার্ন নিদর্শন করে।

উচ্চ হেফাজতে আটক ব্যক্তি:

মাঝারি-উচ্চ এবং উচ্চ হেফাজতে বন্দী হল যারা হিংসাত্মক বা আক্রমণাত্মক অভিযোগ, দোষী সাব্যস্ত, প্রতিষ্ঠানিক অসুদাচরণ, বা একটি গ্যাং সংশ্লিষ্ট বাল ইতিহাস সহ। উচ্চ হেফাজতে বন্দীদের উচ্চ-বুকি হিসাবে বিবেচনা করা হয়, মাঝারি থেকে সর্বোচ্চ-নিরাপদ আবাসীর প্রয়োজন হয়, সর্বদা নজরদারি করা হয় এবং রক্ষা করা হয়, এবং কম হেফাজতে বন্দীদের সাথে এককিত্ত নাও হতে পারে। উপরন্তু, উচ্চ হেফাজতে বন্দীদের তাদের নির্ধারিত থাকার জায়গায় বাইরে কাজের দায়িত্ব দেওয়া হবে না।

অপরাধের মাত্রার তীব্রতা:

1. সর্বোচ্চ

সাহায্যকারী পালনে
উন্মুক্ত
ডেভেলপ ওয়েপন সহ ব্যাটারি
শশ্রু ডাকাতি (আলাঠ সহ একাধিক)
অ্যাসেল সহ চুরি
পালনে (নিরাপত্তা সুরক্ষা)
দাঙ্গা উত্তেজিত দিচ্ছে
অপহরণ
হত্যা (1ম, ২য় ডিগ্রি)
যৌন ব্যাটারি (নাবালকের উপর সহিংত্তা সহ)

2. উচ্চ

কৃপিত লাঞ্ছনা
উন্মুক্ত ব্যাটারি
উন্মুক্ত শিশু নির্যাতন
অ্যাকার্স্যোগ
ব্যাটারি আইন প্রয়োগকারী কর্মকর্তা
ডাকাতি (শশ্রু)
চাঁদাবাজি
মিথ্যা কারাবাস
বেসম হামলার মিথ্যা রিপোর্ট
নিয়ন্ত্রিত পদার্থ (আমদানি, পাচার)
আটকের মধ্যে নিষিদ্ধ প্রবর্তন
সুরক্ষা
বিস্ফোরক উত্পাদন
ডাকাতি (শস্ত্র, শক্তিশালী শস্ত্র)
যৌন ব্যাটারি (মূলধন বা জীবন অপরাধ ব্যতীত)

III. মডারেট

শস্ত্র অনুপ্রবেশ
চূরি
গোপন আগেোয়ান্ত বহন
জালিয়াতি
প্রায়ুপুঞ্চ চূরি
নরহত্যা
বিক্রয়, বিতরণ, নিয়ন্ত্রিত পদার্থের দখল
উইটেন্সের সাথে টেস্পারিং
মুলাজ্ঞী চেক (অপরাধ)
কল্যাঙ্গ জালিয়াতি (অপরাধ)
পালনো (অ-সুরক্ষিত সুবিধা)

IV কম

প্রভাবে পরিচালিত
দুর্ঘটনাস্থল তাগ করা
ব্যাটারি (সাধারণ আক্রমণ)
গোপন অস্ত্র বহন (আগেোয়ান্ত ছাড়া)
অগোহালো আচরণের
জুয়া
পতিতাবৃত্তি করার প্রস্তাব
মার্জুয়ানা দখল (অপকর্ম)
পজেনন্স ক্রাউ প্যারাফারনালিয়া
ক্ষুদ্র চূরি
অনধিকার
মুলাজ্ঞী চেক (অপকর্ম)

বন্দীদের হেফাজতের স্তর অনুসারে বন্দীদের সনাক্ত করার জন্য বন্দীদের জন্য মৌলিক ইউনিফর্ম দেখতে হবে সত্ত্বা।
কোর সিস্টিক/টিসিএফএ, ইউনিফর্ম রঙগুলি নিম্নরূপ:
- কম হেফাজত - গাঢ় সবুজ
- মাঝারি কম - বাদামী
- মাঝারি/উচ্চ - নীল

অবাসন বিধিনিষেধ: নিম্ন এবং মাঝারি নিম্ন বন্দীদের একসাথে রাখা যেতে পারে (যদি না সেখানে আক্রমণাত্মক বা লড়াই মূলক আচরণের ইতিহাস না থাকে)। মাঝারি এবং মাঝারি/উচ্চ বন্দীদের একসাথে রাখা যেতে পারে। নিম্ন এবং মাঝারি/উচ্চ বন্দীদের কখনই একসাথে রাখা যায় না।
মাঝারি/উচ্চকে হাউজিং এলাকার বাইরে নিয়ে যাওয়া হবে এবং বন্দীদের অন্যান্য শ্রেণীবিভাগের সাথে শুধুমাত্র নিরদিষ্ট সাধারণ এলাকায় থাকতে পারে।
ফ্রেঞ্চ বিভাগের তর্ক দ্বারা কার্যক্রম নির্ধারণ করা হবে।

আপনার প্রথম পর্যালোচনা আপনার আগমনের তারিখ থেকে যাতে (60) দিন থেকে কমই (90) দিনের মধ্যে হবে। তারপরে, আপনার আসল আগমনের তারিখ থেকে নয়ন (90) দিন থেকে একশ। বিশেষ (120) দিনের ব্যাপারে মূলযোন্ত পর্যালোচনা করা হবে।

আপিল: মাঝারিভাড়া বা উচ্চ হিসাবে শ্রেণীবিভাগ সমন্বয় নতুন আগতরা এই হ্যান্ডবুকের পেশা 29-এ অভিযোগের পদ্ধতিতে বর্ণিত আইনের স্টাফের কাছে একটি আইনের অনুরুদারে তাদের আপিল জমা দিয়ে তাদের শ্রেণীবিভাগের পদের আর্থন করতে পারে। অন্যন্য সমস্ত শ্রেণীবিভাগ আপিল পর্যালোচনার জন্য ইউনিট ম্যানেজমেন্টের প্রধান বা শ্রেণীবিভাগ সুপারভাইজারের কাছে পাঠানো উচিত। আপিলের ফলাফলের লিপিবদ্ধ বিজ্ঞপ্তি (5) কার্যদিবসের মধ্যে করা হবে।

লন্ডন

সমস্ত বন্দীদের জন্য পর্যাপ্ত সরবরাহ নিশ্চিত করার জন্য, পনাশকের মজুদ নিষিদ্ধ। সাধারণত, বন্দীদের তাদের হাউজিং ইউনিটে পনাশককে, বিশেষ অথবা অন্যান্য আইনের মুরান্ত দেওয়া হয় না। লন্ডন অবশয়ই সকল 6:00 এর মধ্যে ইন-পুল লন্ডন কমিশনের দিকে হবে। আপনি যদি হাউজিং ইউনিটে ছোড়ে চলে যান তবে আপনার লন্ডন চালু হয়েছ কিনা তা নিশ্চিত করার দায়িত্ব আপনাকে। প্রতিটি দিন শেষ হওয়ার আগে এটি আপনাকে ফেরত দেওয়া হবে। (প্রশ্ন: আপনার লন্ডন ব্যাটে অতিরিক্ত ভার করেন না। ব্যাগগুলি সুস্থশালীয় ব্যাপারে বিচার আছে কিনা তা নিশ্চিত করবেন। প্রায় সর্বোচ্চ জায়গা রয়েছ যেতে সাভার এবং জন এবং ড্রাই থেকে সম্প্রমাণ হবে।) পর্যাপ্ত এবং মহিলা বন্দীদের জন্য পনাশক/লাইটে পর্যালো ইউনিট ব্রুকলিন বোর্ড পেশার সময়সূচী অনুযায়ী পরিচালিত হয়। সমস্ত পনাশক পেশার সময়সূচী অনুযায়ী পরিযায়কার করার জন্য পাঠানো প্রয়োজন।

পনাশক

সমস্ত জারি করা পনাশক এবং আইডি নিম্নলিখিত নির্দেশাবলীতে উল্লেখ করা হয়েছে এবং অন্য কেনও উপায়ে পরিধান করা হবে। এই প্রয়োজনীয়তাগুলি সমস্ত মানুষের জন্য সম্প্রতির রাজ্যের মধ্যে নিরাপত্তা, খাদ্যশিক্ষা এবং আচরণের সম্ভাবনা নিশ্চিত করার জন্য অপরিহার্য।

1. সূচনা: জারি করা মানুষের অবশেষ সর্বনা পরিধান করা উচিত। যদি আপনার শনাক্তকরণ ছিল যায়, তাহলে আপনার ইউনিটের অফিসারকে অবহিত করন যে আপনার একটি জন্য প্রয়োজন বা শ্রেণীবিভাগ অফিসারের একজনের সাথে কথা বলুন।
2. পনাশক অবশ্যই পরিধান হবে এবং পরায় সময় ছুটে যাবে না।
3. মিশ্র রঙের ইউনিফর্ম পরা অনুমোদিত নয়।
4. আভাসগুর্গুলি বাইরের পনাশক ছুটাই পরিধান করা যেতে পারে স্থূলমাত্র যুমানোর ঘরের ভিতরে বা বিশ্বাসঘাতান্ত্রিক সংলাপ থেকায় যাবে। কোন আশা নাই।
5. শাওয়ার জুতা স্থূলমাত্র হাউজিং ইউনিটের ভিতরে থাকা কল্লুন পরা যেতে পারে।
6. কোন সিকিউরিটি/সিভার অফ ইউনিট ম্যানেজমেন্টের দ্বারা ডাক্তার প্রয়োজন বা অনুমোদিত না হলে ব্যক্তিগত জুতা অনুমোদিত না।
7. টুপি বা অন্যান্য হেড কাপার সাধারণ জনগণের জন্য অনুমোদিত হবে না। মানুষের শনীদিদের যথাযথ মাথার আবরণ জারি করা যেতে যখন স্থূলমাত্র জুতা সম্পর্কিত দায়িত্ব পালন করার সময় পরিহার হবে।
8. ডাক্তার/হাউজিং ইউনিটের বাইরে থাকার সময় বন্দীরা সর্বদা সম্পূর্ণ ইউনিফর্ম (শার্ট, প্রাইং, জুতা) পরিধান করবে।
9. পনাশকগুলি কেমনের কাছে কাছে এমন একটি হানে পরা হবে যা শার্টের দৈর্ঘ্য হওয়া সত্ত্বেও নিঃশব্দের ক্রিজকে পেশায় দেয়।
10. আপনি সুবিধা সম্পর্কে হাটা হয় নাআমরা নিরিখে আপনার প্যান্টের কোমরবদ্ধের ভিতরে আপনার হাট নিয়ে আসার অবস্থা

11. কোন পেশাক এমনভাবে পরিধান করা হবে না যেটি সাধারণত সেই আইটেমের জন্য নয় (একটি শাঁটকে হেড ব্যান্ড বা হেড কভার হিসাবে ব্যবহার করা ইত্যাদি)

ব্যক্তিগত স্বাস্থ্যবিধি

আপনি অন্য ব্যক্তিদের সাথে একটি হাউজিং ইউনিটে বসবাস করবেন, তাই ব্যক্তিগত স্বাস্থ্যবিধি অপরিহার্য। আপনি প্রতিদিন গেসল করবেন এবং আপনার চুল পরিশোধ করবেন বলে আশা করা হচ্ছে। ব্যক্তিগত স্বাস্থ্যবিধি আইটেম যেমন মোরন, টুষ্টপেট, ড্রাইরস, চিকান, শায়ারপুটি, জ্বিন লোশন এবং অন্যান্য আইটেম ভর্তির সময় আপনাকে দেওয়া হবে। যদি আপনার কোনো আইটেম ফুরিয়ে যায়, তাহলে একই আইটেমের একটি খালি কন্টেইনার বিনিময়ের জন্য আপনার হাউজিং অফিসারকে দেখুন। সিস্টেমের রেজার প্রতিদিন সরবরাহ করা হবে। রেজারগুলি প্রয়োজনীয় ভিত্তিতে চেক আউট করা হবে এবং আপনি শেক শেষ করার পরে ফেরত দেওয়া হবে। ডিস্পেন্সারেন্ট রেজারগুলি বন্ধী এবং কর্মীদের সুরক্ষার জন্য বাধ্য এবং সুরক্ষার কারণে একাধিক (1) বন্ধী ব্যবহার করবেন না। ব্যক্তিগত স্বাস্থ্যবিধি পণ্যগুলি প্রয়োজনীয় ভিত্তিতে পুনরায় পূরণ করা হবে। স্বাস্থ্যবিধি পণ্য প্রতিস্থাপনের প্রয়োজন হলে আপনার আটক কর্মকাজের সাথে যোগাযোগ করুন।

আদালতের জন্য নির্ধারিত বন্ধীদের সুবিধা প্রস্তাব করার আগে শেষ করার অনুমতি দেওয়া হবে।

বারবারিং পরিষেবা

সাধারণ জনসংখ্যা এবং যোগ্য আরএইচইউ বন্ধীরা সকল ৮টায় নাপিতের দোকানে প্রতিদিন শিখাবার পাবেন। বিকল্প ৪টা থেকে পোস্টার, বিকল্প চুলের পোস্টার, আপনার হাউজিং এলাকায় বুলেটিন বোর্ডে গোপন করা সময়সূচী অনুযায়ী। আপনার হাউজিং এলাকায় নিযুক্ত অফিসার বন্ধীদের ডাকবেন যারা চুল কাটতে চান। স্যানিটারি কারণে, স্যানিটারি হাউজিং ইউনিটের চুল কাটার কাঠামোগত নিষিদ্ধ। বন্ধীর মুখ, ঘাড় বা মাথার চুল হচ্ছে কিন্তু হলে বা ঙ্ঝিলে, পুষ্টি বা অন্যান্য স্বাস্থ্যের বিকাশে ঘটে নামিত বা বিউশালকন্যার কোনো বন্ধীর পরিবেশের নিষিদ্ধ অনুমোদন অনুমান করা সম্ভব হয়। প্রধান মেডিকেল অফিসার। মাথার উক্ত সিঁদুর এর আক্রান্ত কোন ব্যক্তিকে পরিবেশন করা হবে না। আপনার নিজের বা অ্যানের চুল কাটা বা ক্লিপিং রাখাও নিষিদ্ধ।

আটক ড্রেস কোড

- সমস্ত ক্রিয়াকলাপের সময় আপনাকে নিজেকে পরিকাম্ল রাখতে হবে এবং সঠিক পেশাক জ্যুতি পরিধান করতে হবে।
- আপনাকে মনে কামিয়ে দেওয়া হচ্ছে যে দুর্বল স্বাস্থ্য বিধি, দুর্বল স্যানিটেশন এবং সঠিক পেশাক এবং জ্যুতি না পরা আপনার সমক্ষী এবং আপনার সাথে সম্ভ্রাণ বিরোধের কারণ হবে পরে এবং আপনার স্বাস্থ্য এবং নিরাপত্তার পাশাপাশি আপনার চারপাশের লোকদের উপর নেতিবাচক প্রভাব ফেলতে পারে।
- ড্রেস কোড এবং সাধারণত মানুষের মতে বাধ্য দেশ পর্যন্ত একটি
- সমস্ত হয়ে উঠবে যে পরিস্থিতি সংশোধন করার জন্য উপযুক্ত শাস্ত্রীয় মূলক পদক্ষেপের আকারে কমিয়ে হত্যক্ষেপ প্রয়োজন।
- ডেনন্দিন জীবনশ্রম এবং কোজের আয়াসেন্টের জন্য পেশাক কোড একই।
- সাধারণত, বন্ধীরা নিয়ন্ত্রিত ব্যতিক্রমগুলি ছাড়া যে কোনও চুলের স্টাইল পরতে পারে: 2022-ICLI-00045 6040
নিরাপদ্য ও স্বাস্থ্যিধিষ্ঠিত কারণে বন্ধী কর্মীর যন্ত্রপাতি পরিচালনা করে তাদের চুল একটি ঝঠপ্পার, পরিক্ষার এবং সাধারণভাবে স্প্যারোয়াম সুবিধালায় থাকে।

1. চুলের স্টাইল নিরাপদ্য এবং স্বাস্থ্যিধিষ্ঠিত প্রযোজনাীয়তার সাথে সম্পর্কিত।
2. সাধারণত, মুখ্য চুল নিষ্পত্তিত ব্যাকরণগুলির সাথে সীমাবদ্ধতা ছাড়াই বৃদ্ধি পেতে পারে;
   - নিরাপদ্য কারণে, বন্ধী মানদণ্ড যা যন্ত্রপাতি পরিচালনা করে তাদের সর্বদা স্বাস্থ্য পেরিয়োজনা তাদের উপর বলে আশা করা যেতে পারে। এই বিদ্যমান স্থলের উপর বিশ্বাস করে অ্যাসাইনমেন্টগুলিতে চারকৃত জন্য একটি প্রযোজনীয়তা এবং এই ক্ষেত্রে একটি চারকৃত প্রচেষ্টা যে উপরে বিশ্বাস করে অ্যাসাইনমেন্টের জন্য প্রমিল মানদণ্ডের সীমাবদ্ধতা বোঝায়।

এমনকি চিকিৎসার কারণে এই প্রযোজনীয়তার কোনো ব্যতিক্রম হবে না।

- হাউজিং ইউনিটের বাইরে থাকার সময় সম্পূর্ণ ইউনিফর্ম (প্যান্ট, শার্ট, জুতা এবং সুবিধা সন্ত্বনক করা) পরে থাকতে হবে।
- টি শার্ট এবং ঝুঁক জুতু দিয়ে যাওয়া যাবে এবং সম্পূর্ণ টি শার্ট দিয়ে অনুমোদিত।
- বিনামূল্যে শুধুমাত্র টি শার্ট অনুমোদিত।
- উপস্থাপন অনুমোদনকৃত কর্তৃপক্ষ দ্বারা অনুমোদিত না হওয়া পর্যন্ত অ্যাসাইনমেন্টের বিচার এলাকার বাইরে অনুমোদিত নয়।
- দর্শনীয় শুলা শুদ্ধ ও স্বর এখানে অনুমোদিত হিসেবে পরিধান করা যেতে পারে।
- কোন গায়া চালানো যাতে করে তাদের দ্বারা মনের কা না হলে পরিচালনায় জন্য ব্যবহার করা যাবে।
- কোন লক্ষভেথক এ সম্পর্কের (পরিবর্তিত, ছেড়ে, হাতের যাওয়া বা প্রিন্টিং) চিকিৎসা বা অপবিত্রজীবিরক কৃতির বলে শাস্তি সম্পর্কি ব্যবস্থা এবং পুনরায় করা হবে।

ব্যক্তি এবং সম্পত্তির পরিদর্শন (অনুসন্ধান)

সুবিধার নিয়ন্ত্রিত অন্যতম অনুষদ অনুসন্ধান, একজন বন্ধী ব্যক্তি এবং সম্পত্তি প্রযোজনীয় হিসেবে বিবেচিত হবে।

- ব্যক্তিদের অনুসন্ধান করা হয় যখন:
  1. হাউজিং ইউনিটের প্রবেশ বা প্রস্থান;
  2. একটি পরিদর্শনের পর পরিদর্শন এলাকা হেড যাওয়া এবং অন্যান্য বিভিন্ন এ স্থানে প্রবেশ বা প্রস্থান।
- অনুসন্ধানগুলি এই উদ্দেশ্যে পরিচালিত হয়।
  1. নিষেধাজ্ঞার প্রবর্তন সন্ত্বনক এবং প্রতিষ্ঠিত করা (যেমন অংশ, মাদক, অনুমোদিত পেশাক অয়েতন, ইত্যাদি);
  2. সুবিধার মধ্যে নিরাপদ এবং সাদৃশ্যের পরিচিতি বিদ্যমান হয় তার নির্দিষ্ট করা;
  3. হাঁটা হাতে যাওয়া বা চুরি হওয়া সম্পর্কে পুনর্নির্দেশ করা;
  4. প্রতিষ্ঠান নিয়ন্ত্রণ নির্দেশনা যাওয়া এবং অন্যান্য বাক্যালো।
- অনুসন্ধানগুলি এমনভাবে পরিচালিত হবে যাতে বন্ধীর প্রতি অপ্রযোজনীয় বলপ্রযোগ, বিবেচনা এবং সামর্থ্য এড়ানো যায় এবং প্রকৃতিতে শাস্তি সম্পর্কি হওয়া উদ্দেশ্যে নয়।
- সিস্টেম এ সম্পর্কিত অনুসন্ধানের প্রকার:
  1. চাষিক পরিদর্শন: একজন বন্ধী বা শারীরিক যোগাযোগ ছাড়াই নিষিদ্ধ জন্য একটি এলাকা অনুসন্ধান।
  2. ফ্রুক্স বা পাত্র অনুসন্ধান: বন্ধীর পেশাকে অংশ/নিষিদ্ধ বোধ করার জন্য তাদের সেবায় একটি অনুসন্ধান চালানো হয়। সম্পূর্ণ পুনর্নির্দেশ করার জন্য পুনর্নির্দেশ করা হয়।
  3. শেকাতাইন এর নিদিত্তে অ্যাসাইনমেন্টের একটি শারীরিক বা চাষিক অনুসন্ধান।
টিসিডিএফ নিম্নলিখিত শর্তের অধীনে বাধ্যতামূলক ইউরিনালাইসিস পরীক্ষা পরিচালনা করবে।
1. যখন নিরাপত্তা কর্মীদের যুক্তিসঙ্গত সদস্য হয় যে একজন বন্দী মাদক বা নেশাদ্রব্য ব্যবহার করেছে বা তার প্রভাবে রয়েছে;
2. যখন একজন আটক ব্যক্তিকে সমেহভাজন অনুমোদিত মাদক বা নেশাজীতীয় দ্রব্যের দখলে পাওয়া যায় বা যখন সমেহভাজন অনুমোদিত মাদক বা নেশাদ্রব্য সনাক্ত করা হয় বা একজন বন্দীর দ্বারা নিয়ন্ত্রিত, দখলকৃত বা বন্দীসাক্রান্ত এলাকায় পাওয়া যায়;
3. যখন আটকে ব্যক্তিকে অনুমোদিত ওষুধ বা নেশাদ্রব্যের দখলে বা ব্যবহার করতে দেখা যায়, কিন্তু কর্মীরা পদার্থের নমুনা পেতে অক্ষম হয়;
4. এলামেলো ভিত্তিতে, একটি উপযুক্ত এলামেলো পরীক্ষার পদ্ধতি ব্যবহার করা বা রুটিন ভিত্তিতে যখন বন্দীরা বাইরের কাজের বিরুদ্ধে ফিরে আসে বা;
5. একটি উপযুক্ত এলামেলো পরীক্ষার পদ্ধতি অনুসরণ করে, সুবিধার সম্পূর্ণ বন্দি জনসংখ্যা, যে কেনও শনাক্ত করা প্রোগ্রাম এলামো বা বন্দীদের শনাক্ত করা যেতে পারে।
6. যখন টেস্টিং প্রোগ্রামটি উদ্দেশ্যের জন্য ব্যবহার করা হবে না বা বন্দীদের কোনো ব্যক্তি বা গোষ্ঠীকে হয়নি বা ভব দেখানোর প্রভাব থাকবে না।
7. ইউরিনালাইসিস টেস্টে জন্ম দিতে অধিকার করলে কঠোর শাস্তিমূলক জরিমানা হবে।

অবস্থান্ত যে আইটিমেগুলি সুবিধার নিরাপত্তা এবং সুষুদ্ধ অপারেশনের জন্য ক্ষতিকারক বলে নিষেধিত হয় তা নিষিদ্ধ। নিষিদ্ধ আইটিমেগুলি হলো:
1. কোনো বিশেষজ্ঞ মাদক, মাদকস্বার্থ, গাঁজা, যে কোনো ধরনের নেশাজীতীয় মদ, মারাত্মক অক্ষ, বিপড়নক যন্ত্র, বিশীর্ণ বা অন্য কোনো জিনিস যা ব্যবহার করা বা রাখা হলে, সুবিধার সৃষ্টিতে রক্ষা করা বিপন্ন করবে;
2. প্রয়োজনের জন্য আইটিমেগুলি এলামো ব্যবহার করা যেতে পারে এমন কোনো আইটিমেগুলি;
3. বন্দীর ছবিচেষ্টা বা চোখের পরিবর্তন করার জন্য ব্যবহার করা যেতে পারে এমন কোনো আইটিমেগুলি;
4. ব্যক্তিগত ব্যবহার বা ব্যবহারের জন্য সেলাশার্ক বা আইটিমেগুলির জিনিস যা প্রথমে উওর্ডেনের মাধ্যমে পরিচালনা করা হয়নি বা কমিশনারী থেকে বন্দী কিনেছেন;
5. কমিশনার, ভিত্তিতে, অভিধু, বা সম্পর্কিত সরঞ্জাম যা অনুমোদিত ফ্যাক্টরগুলি বা অভিধু, বা বৈবর্ত, কর্মচারী বা সরকারী সম্পর্কিত অভিধু ভিত্তিতে যেতে পারে ব্যবহার করা যেতে পারে;
6. সিগারেট, কারাক, ইসিগারেট, বা ধুমপান সামগ্রী, অ্যালকোহলুক পানীয়, কাউন্সেলিং বাক্স এবং অর্থাধিক মায়াকশ; এবং
7. টর্মিটর/হাউডিং ইউনিটের দেয়ালে লাগানো যেকোনো ধরনের ছবি এবং
8. অন্য বহিঃসর্ব পিপন নমুনা।
9. অন্য বহিঃসর্ব পিপন নমুনা।

জীবনযাত্রার অবস্থা - সাধারণ জনসংখ্যা
আপনাকে সাময়িকভাবে টিসিডিএফ এ রাখা হচ্ছে। যত্ন না আইটিমেগুলি অন্য কোনো সুবিধার স্থানান্তর করার সময় নিষিদ্ধ করে ততকিং পর্যন্ত আপনি সুবিধাটিতে থাকবেন। টিসিডিএফ আপনার মুক্তি বা স্থানান্তর সংক্রান্ত কোনো সিদ্ধান্ত নিতে পারে না।
টিসিডিএফ একটি অতিরিক্ত মূল্য করে যা মধ্যে রয়েছে টেরেসা কাউন্সিলিং শেরিফের অফিস (টিসিএফ)। কোনো সময়ই আইটিমেগুলি বন্দিরা টিসিএফ এর বন্দীদের সাথে আসে না।
বন্ধুদের তাদের নির্ধারিত থাকার জায়গাগুলি সর্ব্বা পরিস্থিত রাখতে হবে। যুগের ও ঠাকুর সাথে সাইটে আপনার বিশেষ তৌরত্রিক করতে হবে এবং ব্যবহার করার সময় তৈরি করতে হবে এবং সমস্ত যোগাযোগ সম্পর্কে অবশ্যই এবং সংগঠিত করতে হবে। একটি পরিস্থিত থাকার জায়গা বজায় রাখা এবং অংশ খুঁজে পাওয়ার সাথে সম্পর্কিত অনেক সমস্যা এড়ানো আপনার স্বর্ণপথ থাকতে হবে।

অসাধারণ বন্ধুদের জন্য প্যাডলকগুলি কোনও চার্ট ছাড়াই পাওয়া যায় এবং সুবিধা গুরুত্বপূর্ণ ব্যবহারের মাধ্যমে অন্তর্ভুক্ত বন্ধুদের কাছে বিক্রি করা হয়। আপনি যদি একটি তালা দিতে চান, তাহলে ইউনিট ম্যানেজার বা গুলাম ব্যবস্থাপকের কাছে একটি লিখিত অনুরোধ জমা দিন।

প্রফেসর এরিয়া/স্যানিটেশন

আপনি আপনার বিরূপ এবং তৎক্ষণাত এলাকা পরিকার এবং ব্যবহার রাখা প্রয়োজন। আপনার কাজের অ্যাসাইনমেন্টের বিপক্ষে করার আগে বা আপনি যখন আপনার দৈনন্দিন রুটিন শুরু করবেন তখন আপনাকে প্রতিদিন আপনার বিশেষ তৈরি করতে হবে। যখন আপনার বিশেষ ব্যবহার করা যায় না, এটি তৈরি করা আবশ্যক।

চাদর, টোয়েল, কলন্দ বা স্যান্স বার, ঘরে তৈরি পেশাকের লাইন, ওভারহেড লাইট বা বিশেষ থেকে পেশাকে যুক্ত করা নয়।

ব্যবস্থাগত প্রভাব, স্বাস্থ্যবিধি আইটিম সহ, আপনার সম্পর্কে বিন্দু সংরক্ষ করতে হবে। জানালার সিল, জানালা, বাঁক, লকার, গদির নিচে, ইটালি আইটেমগুলি রাখবেন না। এই আইটেমগুলি নিষিদ্ধ হিসাবে বাজেয়াপ্ত করা হবে এবং অন্তর্ভুক্ত এলাকার ছাড় থেকে দুর্বল রাখার হয়। উপযোগী পুলিশ প্রাইমারির মাধ্যমে আইটেমগুলি সনাক্ত করা এবং পরুক্ষ্যকার আপনার দুর্বলতা হবে।

পরিকার-পরিচ্ছন্নতা বজায় রাখা বিশ্বাস করতে, আপনাকে আবাসন ইউনিট অ্যাডারলির সহযোগিতায় ডেকে এলাকা, যুগান্ত জায়গা, বিশ্বাসযোগ্য এলাকা এবং বর্তমান এলাকা অন্তর্ভুক্ত করতে তুলির হাউজিং ইউনিট এলাকা পরিকারের অংশগ্রহণ করতে হবে। যদিও আমরা উপলক্ষ্য করি যে এই সুবিধাগুলি আপনার অবস্থায় অস্বল্প, এই সময়ে এটি আপনার বাড়ি এবং আমার এটিকে নিরাপত্তা এবং পরিকার রাখতে আপনার সহযোগিতা আমার করি।

স্থানীয় সানিটেশন এবং নিরাপত্তা নিশ্চিত করার জন্য প্রতিটি থাকার পরে সহ প্রয়োজন অনুসারে এবং একজন স্টাফ সাধারণ নিদর্শন অনুসারে হাউজিং ইউনিটগুলি পরিবর্তন করা হয়। একজন কর্মী সম্প্রদায় সমস্ত সরঞ্জাম, সরবরাহ এবং নির্দেশক জারি করবেন।

আপনার বিশেষায়িত চার্পাঙ্গের জায়গা পরিকার করা নিশ্চিত করা আপনার দায়িত্ব।

প্রতিটি ব্যবহারকে প্রতিদিন গোপন করার সুযোগ দেওয়ার জন্য প্রতিটি হাউজিং ইউনিটে উল্লেখযোগ্য সংখ্যাক বোনা দেওয়া হয়। অনুমোদন করে আপনি এলাকায় শেষ করার পরে পরিকার করার মাধ্যমে অন্যান্য বন্ধুদের সম্মান করতে।

ব্যবহার না করার সময় সমস্ত পরিকারের সরবরাহ উপযোগী স্টেরেজে অবস্থান স্থাপন করা হবে।

নিরাপত্তা প্রবিধান/জরুরী প্রত্যক্ষ
আপনি এখানে থাকাকালীন আপনার নিরপেক্ষ নিষিদ্ধ করতে চিন্তিত এক কর্মীর সর্বজ্ঞতা প্রচেষ্টা চালাবে। এই সুবিধাটি কিছু দায়িত্ব নিতে হবে। বিপজ্জনক অঞ্চলগুলি যেখানে নিয়মে নিয়ন্ত্রণ করা জন্য আপনাকে অর্থসুত্রের মধ্যে বিচিত্র করার জন্য চিন্তুর উপলব্ধি। আপনি যদি কিছু চিন্তা, দয়া করে এটি পরিসংখ্যান করবেন।

আপনি যদি কোনো সত্যকর্ম বিষয়ে সমৃদ্ধ হন, আপনার এলাকায় অফিসিয়াল বেলেন। অনুমান করবেন না যে সমস্যাগুলির রিপোর্ট করা হয়েছে। সতর্কতা চিন্তুর মধ্যে মনের ধরন এবং সত্যকর্ম বিপজ্জনক পরিস্থিতিতে সৃষ্টিসঞ্চয় কর্তন ব্যবহার করলে মেরে যেতে পারে।

1. আসক্ত ব্যক্তিদের অত্যন্ত সমস্ত নিরপেক্ষ বিষ, চিহ্ন, নির্দেশনাবিলীন হেল্থ এবং প্রদত্ত যেকোন প্রশ্ন অনুসরণ করতে হবে।
2. সমস্ত বন্ধুকে অত্যন্ত সমস্ত নিরপেক্ষ জীবন প্রশ্নে যোগ দিতে হবে। আইনের যে কোনো ক্ষুঞ্জুপুর্ণ কাজ করার আগে প্রশ্ন অনুসরণ করতে হবে।
3. বিপজ্জনক অত্যন্ত পরিস্থিতিতে বা অন্যান্য রাসায়নিক দ্বারা পরিচালনা করার সময় ব্যক্তিগত সুরক্ষামূলক সরঞ্জাম পরিচালনা করতে হবে।
4. আসক্ত ব্যক্তিগত আইনের পরিবর্তন করতে পারে না বা একটি আইনের তার উদ্দেশ্য ছাড়া অন্য উদ্দেশ্য ব্যবহার করতে পারে না। পরিবর্তিত আইনের নিয়ম এবং বাজেয়াপ্ত করতে হবে।
5. উল্লেখ্য করা রেজার থেকে ব্যাবহার করা বাধি করে না।
6. বিপজ্জনক অত্যন্ত অবিলম্বে প্রেরণ করতে হবে বা পরিসংখ্যান করা পর্যন্ত এলাকাটি পরিশোধ করতে হবে।
7. হাইজিউন ইন্টিন্টে, টার্কিয়া ইয়ার্ড বা সুবিধাগুলি অন্য কোনো অধিকারীর ব্যবহার করতে পারে না। পরিবর্তিত আইনের নিয়ম এবং বাজেয়াপ্ত করতে হবে।
8. বিপিনা কোনো লিংক ডিভিগ এবং অথবা দরজার সাথে হস্তক্ষেপ করবে না, খুলতে সাহায্য করবে, ব্লক করবে না বা নির্দেশ করবে না।
9. বিপিনা বিধেয় করতে শুট বুলিয়ে দেবে না।
10. বিপিনা কোনো কারণে রেজারের তার পৌঁছানা না।
11. বিপিনা করণে কোনো বেলা আরোপ করবে না।
12. বন্ধুকে সহ সমস্ত সুবিধা জড়িত পরিচালিত হয়। জীবন পরিস্থিতিতে বা ড্রিল বন্ধু কর্মীদের দ্বারা প্রদত্ত সাধারণ অনুসরণ করার জন্য দায়ি। মেনে চলতে ব্যাখ্যা সুবিধা নিরপেক্ষ প্রবাহিত হয় তথ্যক্ষেপ প্রতিবর্তন বলে বিবেচিত হবে।
13. প্রতিটি হাইজিউন ইন্টিন্টে একটি ইভাকুরেশন প্ল্যান ম্যাপ পোস্ট করা আছে যা আগাইদের ক্ষেত্রে জীবন সুষ্ঠুতার পর্যাপ্ত দীর্ঘ। এই পরিসনামনুগতি অপসারণ করবেন না।

অফিসিয়াল কাউন্ট

এই সুবিধায় বন্ধুদের যথাযথ জবাইবেদিতা বজায় রাখার জন্য, সরকারি গণনা নিষিদ্ধ সময়ে পরিচালিত হয়।

1. অন্যরায় গণনা নিষিদ্ধ সময়ে, সকাল 3:00 টা, 6:30 টা, সকাল 9:15টা, বিকেল 3:00টা, সন্ধ্যা 7টা, 10টা। (ছবি আইডি/রোস্টার গণনা - স্ট্যান্ড-আপ কাউন্ট), 12:00 পূর্বাঞ্চল
2. অন্যন্তরায় গণনা নিষিদ্ধ সময়ে পরিচালিত হয়।

ফদিরা ধরিতে খাবার

খাবার

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সমস্ত খাবার পৃষ্ঠের দিক থেকে সুষম, শুভরে মাস্টার, ডায়েটিশিয়ান অনুমোদিত, সঠিকভাবে প্রস্তুত এবং অকর্মীণ্যতাবাদে নীতিতে করা হয়। ধর্মীয় উদ্দেশ্যে একটি বিশেষ খাদ্য পেতে দর্শন এবং বিশেষ খাদ্যের প্রয়োজনীয়তা উল্লেখ করা যায়। খাদ্যের প্রয়োজনীয়তা একটি অনুরূপ পাঠান। বিশেষ খাদ্য সম্পর্কে যদি কোনো ভাবে আপনার ব্যবহার, অথবা অন্যান্য প্রথম ইউনিটের মূলম্যান ও প্রয়োজনীয়তা নিষেধ। আপনাকে উপরের দেওয়া পাত্র (গুলি) জারি করা হবে। আপনার হাউজিং ইউনিটের বুলেটিন বোর্ডে মেনু পোস্ট করা হয়।

মেসর অতিক্রিয়ার চিকিৎসা করার জন্য একটি বিশেষ খাদ্য প্রয়োজন, তাদের জন্য নীতিতে প্রবেশ মাধ্যমে খাদ্যের অনুরূপ করা যেতে পারে। বিচিত্র করার জন্য, ব্যায়াম পরিবর্তন একটি অস্থায়ী ফল ফল হয়।

তারপর নাস্তা আপনার জন্য একজন চিকিৎসা প্রদানকারীর সাথে দেখা করার জন্য একটি ইয়ামেন্ট করেন যেন আপনার অনুরূপের মূলম্যান করবে।

টিসিডিএফ আনাকে প্রতিদিন তিন (3) খাবার সরবরাহ করবে; সকালের নাস্তাসকাল 5:00 টা, ডিউপুরের খাবার 11:00 টা এবং ডিউনার 5:00 টা। এই নিয়মের মাধ্যমে আপনার সেরা ভাবে করা যেতে পারে।

আপনাকে চিকিৎসা প্রদানকারীর সাথে পর্যবেক্ষণ করার জন্য একটি অনুরূপ ফল ফল হয়। আপনাকে প্রতি প্রদানের জন্য একটি প্রদান করা হয়।

্যাসেক্সটেলিফোন

আবাসন ইউনিটে টেলিফোন দিয়ে সংজ্ঞায়িত করা হয়েছে। এই টেলিফোনগুলি প্রদান করা হয়েছে যাতে আপনি বসু এবং অন্যান্য আবাসনের মাধ্যমে গেমেস করতে পারেন।

আপনার আগমনের পরে, প্রেসিডিং অফিসার আপনাকে একটি পিন নম্বর ইস্যু করবেন, এটি আপনাকে একাডেমিক, বিনামূল্যে তিনি মিনিটের ফোন করার জন্য অনুমোদন দেবে। এই পিন নম্বরটি আপনার জন্য অনন্য এবং বিশ্বাসযোগ্য আপনার মাধ্যমে জড়িত করা হয়।

খাবার বেড এরিয়ায় খাওয়া যাবে।

মাইক্রোওয়েভ খাবারের টে বায়োগোন রাখবেন না।

চিকিৎসা সব পর্যন্ত মাইক্রোওয়েভ পরিসর করতে হবে।

চিকিৎসা খাবার তেরে আপনার মোট বিশ (20) মিনিট সময় ধরবে।

আপনার থেকে কেন খাবার লকার বা লকার বাবকে সংরক্ষণ করা হবে।

টেলিফোনগুলি ইনকামিং কলগুলি প্রহর করা হবে না, যে তিনটি (3)-ওয়ে কলিং উপলব্ধ নয়।

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মূল তথ্য সম্পর্কে আলাদা অভিলেখ করুন।

সমস্ত নিয়ম ব্যবহার এবং অবশ্যই রোপাঞ্চ সাপেক্ষে, আদালতে, আইনী অর্থনীতি বা আইনী অর্থনীতিতে পাওয়া উপস্থিততা একটি বিবর্ণিত কোন দলের, আপনার বিশেষ কাউন্সিলারকে কারো একটি বিবর্ণিত নিয়ম দিয়ে যে তাঁকে করা হয় প্রাপ্ত স্বাধীন উপর নিয়মিত ইউনিটে পোস্ট করা হয়।

আপনির মামলার স্বাধীন সমর্থনের জন্য টেলিফোন নম্বরগুলির প্রশ্নগুলি বেশিরভাগ কনসুলেটর নম্বরগুলি আপনাকে বিশেষ উপর বা একে হাসিয়ে ইউনিটে বুলেটিন সাপেক্ষে দিতে পারেন।

আপনি টেলিফোন ব্যবহার করে আপনার আইডিয় বা কনসুলেটের সাথে যোগাযোগ করতে অনুমতি করে, আপনি টেলিফোন এক্সেলসের জন্য আপনার ইন্টারন্যাশনাল টিমের থেকেনো একটি অনুমতি জানা দিতে পারেন।

শ্রেষ্ঠ প্রতিকূলব্যাপারের জন্য টিডিটুল টেলিফোনে মেশিন উপলব্ধ।

যখন টেলিফোনের চাহিদা বেশি হয়, তখন ইউনিটের ইটেলিফোন বা কনসুলেটের সাথে যোগাযোগ করতে অনুমতি হলে, আপনি বিবর্ধ টেলিফোন অ্যাক্সেসের জন্য আপনার ইন্টারন্যাশনাল টিমের থেকেনো একটি অনুমতি জানা দিতে পারেন।

খুব তথ্য থেকে ওঠার সময় থেকে যুক্তির সময় পর্যন্ত টেলিফোনগুলি আপনার ব্যবহারের জন্য উপলব্ধ; গণনার সময় বক্স থেকে যেতে বলা হয়।

খুব সুবিধার নিষেধাজ্ঞার একজন বর্ণীর জন্য একটি করোনা টেলিফোন কল পান, যখন কলকারীর নাম এবং টেলিফোন নম্বর প্রাপ্ত করা হবে এবং অবিলম্বে আপনাকে দেওয়া হবে।

সুবিধার নিরপেক্ষ এবং নিরাপত্তার সীমাবদ্ধতার মধ্যে আপনাকে অবিলম্বে একটি কল ফেরত দেওয়ার অনুমতি দেওয়া হবে।

খুব বেসরকারি বাইরের পরিচিতদের সুবিধার মধ্যে মাসকার্য নির্দিষ্ট দ্বারা পাঠানো বা প্রবন্ধন করার প্রচেষ্টা ফলে বাইরের ব্যাঢ় নম্বর ব্লক করা হতে পারে।

ট্যাবলেট ট্যাবলেট নির্দেশাবলী:

1. ট্যাবলেটগুলি চালু করতে প্রধান উপরের ডানদিকের বোতাম দ্বারা ব্যবহার করুন;
2. ট্যাবলেট চালু করতে কেসের পাশে উপরের ডানদিকের বোতাম দ্বারা ব্যবহার করুন;
3. ক্রিয়ার উপরের ডানদিকের ব্র্যাডেকর্ন থেকে ইংরেজি, ইন্ডিয়ান বা ফরাসি নির্বাচন করুন;
4. আপনার টেলিফোন নিয়রন করুন এবং লগ ইন করতে ক্রিয়ার বাক্সে আপনার মুখ রাখুন; এবং
5. আপনাকে একটি দ্বিতীয় নম্বর সেট করতে বলা হবে (অনুপ্রেরণের জন্য আপনার ফোনের নিয়ম থেকে আলাদা একটি নম্বর রেখে নিন)।

বৃত্তাকার: পাঁচ মিনিটের নিয়মের পরে ট্যাবলেট আপনাকে লগ আউট করবে। যতক্ষণ পর্যন্ত আপনি ট্যাবলেটে লগ ইন করেন ততক্ষণ আপনি চার্জ করা চালিয়ে যাবেন।

ধন্যবাদ

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সমুদ্র বন্দীদের বেঁচে থাকার ধর্মীয় সংস্থান, পরিষেবা, নির্দেশাবলী এবং কাউসেলিং এর অ্যাক্সেস থাকবে। সম্পূর্ন বন্দীকে নির্দেশাবস্থার শেষের সময়মাত্র মধ্যে যেকোনো বৈধ ধর্মীয় বিশ্বাস বা অনুশীলন অমূল্য করার জন্য প্রয়োজনীয় সাহায্য এবং সুযোগের পরিমাণ বাড়ানো হবে।

ধর্মীয় সেবা চালেন্সসি অফিসের মাধ্যমে এবং সম্প্রদায়ের ব্যক্তিগত পরিবারের মাধ্যমে প্রদত্ত পরিবারের মাধ্যমে প্রদান করা হয়। এই পরিবারের মধ্যে পৃথিবীর কাউসেলিং, গোষ্ঠী প্রথম, বাইবেল অধ্যয়ন এবং বিভিন্ন ধর্মীয় সংগঠনবিশিষ্ট সাহায্য উপস্থাপনা পরিবারের অন্তর্ভুক্ত থাকতে পারে। সমস্ত ৪:৩০ থেকে শুরু হতে পারে রাত ৮:৩০ থেকে, প্রতিটি নিয়মিত নির্ধারিত পরিবারের দিন এবং সময়ের একটি সময়সূচি আপনার হাউজিং ইনিউটেটের রেলিং বোর্ডে পোস্ট করা হয়। এই পরিবারের সকলের জন্য উপযোগী যা স্থানের সীমাবদ্ধতা এবং নিয়মাপন সংক্রান্ত উদ্ধৃতি নিয়ে উপস্থিত হতে চান।

আপনার হাউজিং ইনিউটের রেলিং বোর্ডে পোস্ট করা কর্মকালের সময়সূচি অনুসারে ধর্মীয় ভিত্তিক শিক্ষামূলক প্রোগ্রাম এবং বিশেষ ক্রিয়াকালের সাথে উপস্থাপনা হবে।

অন্যান্যের ভিত্তিতে বৈধ ধর্মীয় উপকরণ পাওয়া যায়।

কমিশনারী

কমিশনারী ইনভেন্টরি দিন ব্যাপারে আপনার হাউজিং ইনিউটে পোস্ট করা সময়সূচি অনুসারে সম্পাদনা থেকে শুরু হবে এবং প্রতিটি মাহান ইনিউটে অবস্থিত মেইলব্যবস্থা স্থাপন করতে হবে।

কমিশনারী আদেশগুলি সম্পূর্ণ করতে হবে এবং প্রতিটি হাউজিং ইনিউটে অবস্থিত মেইলব্যবস্থা স্থাপন করতে হবে।

চূড়ান্ত ক্রীড়া জন্য কোনো ফিট্যাশ না করা কর্মকালের দায়িত্ব। আপনার কমিশনারী ব্যাগ খোলার আগে, আপনাকে অবশ্যই সমস্ত আইটেম ফাইকাই করতে হবে। যদি আপনি মনে করেন যে অর্থচিত্রাতে সমস্ত আইটেম থাকতে না হলে, কমিশনারী স্টোরের মধ্যে একজন একজন কার্যালয় থাকতে থাকতে আইটেমগুলি থাকার করবে। এক্সের আপনি ব্যাগ খুলতে, অর্থচিত্রাতে সম্পূর্ণ হয়। অনুপযুক্ত আইটেমগুলির কোনও বিনিময়, ফেরত বা প্রতিস্থাপন করা হবে না।

কমিশনারী আইটেম সীমাবদ্ধতা এবং অধীন পরিবর্তন সাপেক্ষে বিকল্প ছাড় দিন।

স্বাস্থ্যের কর্মকর্মী

স্বাস্থ্য এবং ব্যাধির ঘটনায় অর্থ উপার্জনের জন্য কাজ করার সুযোগ থাকতে পারে, সুযোগের সম্ভাবনা এবং বৈদিক নির্দেশানুযায়ী, সীমাবদ্ধতার মাধ্যমে। আইটেম ব্যবহার কারণটি আপনার আইটেমস্টেটের জন্য বেঁচে থাকা হতে সম্ভব হবে, কিন্তু অন্যান্য ব্যক্তির গুরুত্বপূর্ণ কাজ ছাড়া কাজ করার প্রয়োজন হবে না। উচ্চ হেফাজত বন্দীদের প্রদানের জন্য আরাস এলাকার বাইরে কাজ করার অনুমতি নেই।

আপনাকে বেঁচে থাকায় ভর্তরোধ করার সুযোগ দেওয়ার জন্য সর্বমাত্র প্রচেষ্টা করা হবে।

আইটেম কচ্ছ করার জন্য কৃষিপূর্ণ পরিষেবা প্রদান।

আপনাকে দৈনিক আট (৮) ঘণ্টার শেষ বা সাপ্তাহিক চলিত (৪০) ঘণ্টার শেষ কাজ করার অনুমতি দেওয়া হবে না।

আপনাকে একটি বল্লিশীর কাজের প্রোগ্রাম বিনিময় করতে হবে এবং প্রয়োজনীয় প্রশিক্ষণ গ্রহণ করতে হবে।

স্বাস্থ্যের কর্মকর্মী অ্যাম্বুলেন্সবাহী বন্দীদের একটি নির্ধারিত কাজের সময়সূচি অনুযায়ী কাজ করতে হবে এবং কাজ থেকে অপ্রয়োজনীয় অনুপযুক্ত বা অস্ত্রেজনক কাজের কর্মক্ষমতা জন্য উন্নতি কর্মকর্মী কর্মকর্মী থেকে অপসারণ হতে পারে। কোন বন্দীর অন্য কোন বন্দীর উপর দাবিদারান্তরিত থাকতে না।
লাইব্রেরি / লাইব্রেরি

এই সুবিধায় লাইব্রেরিতে একটি কুইন্ট বা কমিউনিটি লাইব্রেরিতে পাওয়া স্টাফডার্ড লাইব্রেরি উপকরণ রয়েছে। বান্ধবদের অধিকাংশ চাইনা, আইইই এবং ক্ষমতা সাধারণে বিবেচনা করা হয় এবং সেই অনুযায়ী লাইব্রেরি সংগ্রহ গড়ে তোলা হয়। একটি অনুরোধ পুরান করে এবং উপাদান বইগুলি একটি প্রতিটি তালিকা থেকে নির্বাচন করে প্রথমার্থের বইগুলি পাওয়া যায়। এককার জন্য দেওয়ার পরে, লাইব্রেরির কর্মীর অনুরোধ করেন বইগুলি আপনাকে পরিবেশন করে দিতেন। সোমবার থেকে শুরু এবং স্পষ্টত একটি দিনগুলি ব্যাপিত অনুযায়ী করে পৌঁছে দেবে।

সুস্থতায় জন্য দেওয়া অনুরোধ গল্প পরিবেশন করে প্রক্রিয়া করা হয়েছে।

একটি (1) সাধারণ পাঠার বই মোট সাত (৭) দিনের জন্য চেক আউট করা যেতে পারে। অতিরিক্ত উপাদান চেক করার আগে আইটিমোটি ফেরত দিতে হবে। এটি শুধুমাত্র যে আপনি বইগুলির মধ্যে নিন এবং সমস্ত দেওয়া ফেরত দেন যেতে অন্যান্য বান্ধবরা গল্প পাঁচ এবং উপাদান করার সুযোগ পায়। সমস্ত বই আপনার সুবিধা থেকে মুক্তির আগে দেওয়া হবে, এবং একই অবস্থায় সেগুলি গৃহীত হবে।

সোমবার থেকে বিপরীতার প্রোগ্রাম কমে বাসের পাঠার সময় দেওয়া হবে। সকল বান্ধব যেতে শান্তভাবে পাঠার সুযোগ পায়। তার নিষ্ঠায় করতে প্রতিদিন এক ঘাটা পাঠার সময় দেওয়া হবে। অনুরূপে অন্যান্য প্রোগ্রামের কারণে একটি বিস্তৃত সময়ের অনুরোধ করতে পারেন না। পাঠার ঘাটার দিন এবং সময় আপনার নিষ্ঠার হাউজিং এলাকায় পোস্ট করা হবে।

রেফারেন্স সামগ্রী, আইই উপকরণ এবং মায়াজিন লাইব্রেরি থেকে বের করা যাবে না।

আইই প্রওয়ার্গটি সকল বান্ধবরাও জন্য দেওয়া আইই লাইব্রেরির নির্ধারিত সময়ে ব্যবহারের জন্য উপলব্ধ।

প্রতিটি হাউজিং ইনিউটিটে একটি সময়কালীন চেক করা হয়। যখন আরও সময় প্রয়োজন, একটি লিথিত অনুরূপে লাইব্রেরির কর্মীদের কাছে জানা দেওয়া যেতে পারে। অনুরূপের একটি সময়মত উপর দেওয়া হবে, সাধারণত পরিবেশন করে।

আইই লাইব্রেরিতে আইই রেফারেন্স সামগ্রী রয়েছে এবং আইই আন্দোলনে অভিবাসন আইই এবং কার্যকারিতা স্থান প্রয়োজন হবে। প্রাক্তন প্রথমার্থের হাউজিং।

লেফিস/লেফিস প্রোগ্রামের লাইব্রেরির কম্পিউটারে এই তথ্য আক্ষেপ নিষ্ঠার হাউজিং।

করার নির্দেশার্থী আইই লাইব্রেরিতে কম্পিউটারের উপরে পোস্ট করা হয়েছে।

আন্দোলনের যদি আপনি প্রওয়ার্গের রক্ষণাবেক্ষণ না করে অতিরিক্ত রেফারেন্স সামগ্রীর প্রয়োজন হয় তবে আপনি প্রয়োজনীয় উপাদানের নাম এবং প্রকার উল্লেখ করে লাইব্রেরিতে একটি অনুল্লেখ জানা দিতে পারেন। আপনার আনুরূপে অনুমোদনের জন্য আইই-এ পাঠানো হবে।

আইই লাইব্রেরিতে সামগ্রী অনুষ্ঠিত বা ক্ষতিগ্রস্থ দেখতে পান, তাহলে বিনোদন বিভাগে একটি অনুরূপে জানা দিয়ে প্রস্তাব সমঝবার করিয়ে আহ্বান করবেন।

আইই প্রয়োজনের সময় সকাল 7:30 এ শুরু হয়। হাউজিং ইনিউটিটিতে বুলেটন বোর্ডে পোস্ট করা সময়সূচী আনুসারে দুপুর 2:45 মিনিট পর্যন্ত। অতিরিক্ত আইই প্রয়োজনের সময় প্রশ্ন পাত্র দ্বারা লাইব্রেরিতে এবং অথবা লাইব্রেরির সহযোগের কাছে একটি অনুরূপে জানা দিয়ে উল্লেখ।

আদালতের সময়সূচী সহ আইই বক্তব্যের অপারাফিকার দেওয়া হয়।

সমস্ত বান্ধব লাইব্রেরি থেকে সাইন ইন এবং আউট হবে।
আইন লাইব্রেরিতে কম্পিউটার পাওয়া যায় শুধুমাত্র আইনি নথি তৈরির জন্য। লঙ্ঘনকারীদের শাস্তিমূলক ব্যবস্থা নেওয়া হবে। আপনার মামলার প্রতিটির জন্য আইনি নথি প্রিন্ট করার জন্য আপনার আইন প্রস্তাবারের অধিবেশন চালুর প্রিন্টারগুলি সরবরাহ করা হবে। আপনার আইনি কাগজপত্র সংরক্ষণ করার জন্য থাকে ড্রাইভ পাওয়া যায়।

প্রতিবণ্ডী বন্ধু, এলাইনি বন্ধু এবং নির্জন বন্ধু যাদের অভিবাসন প্রক্রিয়া বা আটকের সাথে সম্পর্কিত একটি আইনি দাবি অনুসরণ করতে চায় এবং যাদের আইনি দাবি অনুসরণ সহায়তার প্রয়োজন তাদের অবশ্যই তাদের ইউনিট কর্মীদের কাছ থেকে এই ধরনের সহায়তার অনুরোধ করতে হবে।

রেস্ট্র্যাঁটিড হাউজিং ইউনিটে আসতেও যাবে কাগজদের আইন প্রস্তাবে প্রবেশাধিকার রয়েছে, যার মধ্যে সাধারণ জনগণের বন্ধুদের মতো একই আইনী সংস্থার এবং উপকরণ রয়েছে।

পরিদর্শন

টিটিভিএ আপনাকে প্রতি সপ্তাহে একটি (1) পরিদর্শন করার সুযোগ দেয় (রিকার্ড থেকে মুক্তির ব্যবস্থা থেকে শনিবার, এবং ছুটির দিন) পরিবার এবং বন্ধুদের সাথে দুই ঘন্টা পর্যন্ত যোগাযোগের জন্য। সময়সূচি অনুযায়ী পরিবর্তিত হবে। ভিজিটর রূপে ধারায় চলে বেশি দক্ষিণ থাকলে, কম সময়ের ভিজিট সীমিত করতে প্রয়োজন হবে পারে। নিরাপত্তা লক্ষ্য, গণনা বা অন্যান্য অপ্রত্যাশিত ইভেন্টের কারণে পরিদর্শনের সময় সংক্ষেপ করতে হবে।

আপনার হাউজিং ইউনিটের জন্য নির্দিষ্ট নয় এমন দিনগুলিতে বা দীর্ঘ দুরত্বের ব্রান্ধ বা অন্যান্য ক্লাসিকার পরিস্থিতির কারণে বর্তমান সকলের জন্য অনুমোদনের জন্য, ইউনিট মানুষের প্রথম কর্তা একটি বিশেষ ভিজিট ফর মাস দিন।

যদি দর্শন (রা) বাচ্চাদের (আঠার (18) বছর বা তার কম বয়সী বাচ্চাদের নিয়ে আসে), তবে তারা প্রাপ্তবয়স্ক দর্শনের সাথে বহু বলে আশা করা যায়, তাই তারা দর্শনের অন্যদের বিরুদ্ধ করতে না। শুধুমাত্র দুই (2) প্রাপ্তবয়স্ক এবং দুই (2) অপ্রাপ্তবয়স্ক শিশু (বয়স আঠারের (18) এবং তার কম) একবারে দেখার অনুমতি দেওয়া হবে, কারণ তা সীমিত।

আপনার দর্শনের চুরির পরিমাণে যাতে বহন করা আইটেম আনতে নিরুৎসাহিত করা উচিত। ভিজিটরদের নিদিষ্ট আইটেমগুলিকে লক্ষ্য করে তাদের গাড়িতে রেখে যেতে হবে। সমস্ত দর্শন এবং আইটেম অনুসংহারের সাথে।

আপনাকে এই সময় এবং পদ্ধতি সম্পর্কে দর্শনের অবহিত করতে হবে এবং তাদের পরামর্শ দিতে হবে যে তাদের দেখতে মেয়ে অনুমতি দেওয়ার জন্য সকলের প্রদত্ত বুই সনাক্তকরণ (আঠারের (18) এবং তার বেশি বয়সের জন্য) অনতে হবে।

দর্শনের অবশ্যই উপযুক্ত এবং সামাজিকভাবে গ্রহণযোগ্য পেশাকে ধারে হবে। নিম্নলিখিত পেশাকে নিষিদ্ধ: হাফপ্যাস্ট, হেটার উপর মিনি-ক্লান্ট, ছোট পেশাক, ট্যাঙ্ক টপস, স্লিভলেস শার্ট, সি-ম্যাগর পেশাক, পায়ের পাতার খোলা জোড়া বা 2 ইঞ্চির বেশি হিল।

পরিদর্শনের সময়সূচি, সেইসাথে পরিদর্শনের নিয়মগুলি আপনার হাউজিং ইউনিটে পোস্ট করা হয়েছে।

দর্শনের আপনাকে কোনো আইটেম, ট্যাকা বা কাগজপত্র দেওয়ার অনুমতি দেই।

কল করে দর্শন এবং/অথবা অ্যাটল্টিউনদের জন্য নির্দেশাধীনী উপলক্ষ 505-384-2711.

আইনি ভিজিট

সাধারণ অ্যাটল্টিউন পরিদর্শন সময় সেমিবার থেকে শুরু, পূর্ববারি ৪টা থেকে, এবং প্রয়োজনে শনিবার রবিবার এবং ছুটির দিন মুখতার চার ঘণ্টা জন্য উপলক্ষ।

প্রয়োজনে, আপনাকে কাগজ থেকে আইন প্রতিনিধির সাথে দেখা করার বিকল্প দেওয়া হবে এবং আপনাকে একটি যাত্রীর ট্রে বা একটি বস্তু যাতার সরবরাহ করা হবে।
গ্রুপ আইনি অধিকার উপস্থাপনা

"আপনার অধিকার জানুন" (কেওয়াইআর) / "লিগাল ওরিয়েন্টেশন প্রোগ্রাম" (এলওপি) সংস্থার আইনি প্রতিনিধিদের দ্বারা দেওয়া হয়। একবার আপনাকে আবাসন বর্ণনা করা হলে আপনাকে এই উপস্থাপনাগুলির একটিতে উপস্থিত হওয়ার সুযোগ দেওয়া হবে। উপস্থিতি স্বচ্ছতায় এবং শুধুমাত্র উপলব্ধ স্থান এবং সুবিধার নির্দেশ উদ্ধৃত করার সীমিত।

উপস্থাপনা সুবিধা পরিদর্শন করে ঘটে।

আরএইচইউএ আটক ব্যক্তিদের নির্দেশিত উপস্থাপনার বিভাগে দেওয়া হবে।

নির্দেশিত প্রোজেক্টেশনের বিভাগে সংঘর্ষ কমপক্ষে 48 ঘন্টা আগে আপনার ইউনিটে পোস্ট করা হবে।

আপনার ইউনিটে পোস্ট করা সাইন-আপ শীর্ষে সাইন আপ করার মাধ্যমে আপনাকে অবশ্যই অংশগ্রহণের অধিকার দিতে হবে।

এই উপস্থাপনাগুলি সাধারণ তথ্য কর্তার করে এবং নির্দেশ আইনি পরামর্শ দেওয়ার উদ্দেশ্যে নয়।

বিয়ের অনুরোধ

বিয়ের অনুরোধ ওয়ার্ডেনকে পাঠাতে হবে। যদি প্রত্যাখ্যান করা হয়, অনুরোধটি আইসিই কর্ম্মচারীদের দ্বারা পর্যালোচনা করা হবে যারা ওয়ার্ডেনের অধীন কর্তৃক সমাপ্ত করতে বিবিরোধিত করতে পারে। অপনি নিম্নলিখিত উপায়ের প্রস্তাব করতে পারেন:

1. আপনি এই রাজ্যে বিবাহ করার জন্য আইনি যোগ্য এবং
2. আপনার ইচ্ছার পাশে লিখিতভাবে নিষ্ঠের প্রতি ছাড়াই যে, আপনাকে বিয়ে করার জন্য তার অভিপ্রায়।

চিঠিপত্র এবং অন্যান্য মেইল

সোমবার থেকে শুক্রবার (সোনার দিন ব্যতীত) প্রতিরক্ষা 24 ঘণ্টার মধ্যে মেইল তোলা হবে এবং বিতরণ করা হবে।

আপনি বিভিন্ন তথ্যযোগ্য যোগ্য এমন কারণ কাছে থেকে মেইল পাঠাতে বা পেতে পারেন। অপনি আপনার আবাসন ইউনিটের "মেইল" চিঠিপত্র পাঠাতে আপনার লিটলসাইন ব্রিটাইন চিঠিপত্র রাখতে পারেন।

সমস্ত আগ্রহ এবং বইগুলি মেইল অবশ্যই সাধারণ তথ্যযোগ্য ঠিকানা দিতে হবে এবং আপনার নাম, ইমিটেশন আই এবং হাউজিং ইনিউটে দেওয়ার অনুমতি করতে হবে। সমস্ত তথ্য অনুমতি না হলে, মেইল করতে দেওয়া হবে। নীচের উদাহরণ দেখুন:

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পোস্টাল প্রবিধানের কারণে আপনার বহিঃর্গমী থাকার সমন্বেক অন্তঃকর্ণ করা হয়।

বিশেষ চিঠিপত্র/আইনি মেইল

"বিশেষ চিঠিপত্র" মার্কিন যুক্তরাষ্ট্রের রাষ্ট্রপতি বা ভাইস প্রেসিডেন্টের কাছে লিখিত যোগ্যায়োগ হিসাবে সংজ্ঞায়িত করা হয়; মার্কিন বিচার বিভাগ; ইউএস পাবলিক অফ হেলথ সার্ভিস; সেনাবাহিনী, সেনাবাহিনী বা বিমান বাহিনীর সচিব; মার্কিন আদালত (প্রবেশন অফিস সহ); কংগ্রেস সদস্য; মূলতাবাদ এবং কনসুলেট; রাজ্যের গভর্নর; রাষ্ট্রীয় অ্যাটরনি জেনারেল; প্রসিকুটিং অ্যাটরনি; সংশোধনের রাষ্ট্রীয় বিভাগের পরিচালক; রাষ্ট্র প্যারেল অফিস; রাষ্ট্রীয় আইনসভা; রাষ্ট্রীয় আদালত; রাষ্ট্র প্রবেশন অফিস; অন্যান্য ফেডারেল এবং রাজ্য আইন প্রয়োগকারী অফিস; বাংলাদেশ আইনজীবী; সংবাদ মাধ্যমের প্রতিনিধি; হোমল্যান্ড সিকিউরিটি ডিপার্টমেন্ট (ডিএইচএস); ইউএস ইমিগ্রেশন অ্যান্ড কাস্টমস এনফোর্সমেন্ট (আইসিই); আইসিই হেলথ সার্ভিস কর্পস (আইএডিএসসি); ডিএইচএস নাগরিক অধিকার এবং নাগরিক স্বাস্থ্য নৈতিক (সিআরসিএল); ডিএইচএস অফিস অফ দ্য ইনসপেক্টর জেনারেল (ওআইজি); বাইরের বাঙালি সেবা প্রদানকারী; এবং অতিযোগ ব্যবহার প্রশাসক।

আপনি যদি আপনি আপনা বিশেষ চিঠিপত্র পান, তবে এটি আপনার উপস্থিতিতে খুলা হবে (অন্যথায় ওয়ার্ডেন দ্বারা অনুমোদিত না হলে) এবং শরীরিক নিষ্কাশায় জন্য পরিদর্শন করা হবে। কম্পিউটার বিশেষ চিঠিপত্র পড়তে না বা অনুলিপি করবে না। আমাদের যদি চিঠিটি গ্রহণ না করেন বা আপনার উপস্থিতিতে চিঠিটি পরিদর্শনের অনুমোদন না
দেন তবে এটি প্রেকের কাছে ফেরত দেওয়া হবে। চিঠিপত্র শুধুমাত্র হিসাবে গণ্য করা হবে বিশেষ চিঠিপত্র বা আইনি মেইল যদি প্রেক বা টিকিনা প্রাদানকারীর শিরোনাম এবং অফিস খাতে পাঠানোর জন্য আপনার আমন্ত্রণ হবে এবং যামিতি উপরে সংজ্ঞায়িত হিসাবে "বিশেষ চিঠিপত্র" বা "আইনি মেইল" হিসাবে চিহ্নিত করা হয়। "বিশেষ চিঠিপত্র" বা "আইনি মেইল" এর জন্য লেবেল করার প্রয়োজনীয়তা প্রেকের জন্য অন্যান্য দায়িত্ব।

বহিগীমি "আইনি মেইল" এবং "বিশেষ চিঠিপত্র" খোলা, পরিদর্শন বা পড়া হবে না।

আপনাকে অত্যাধুনিক ব্যবস্থা এবং নিরাপত্তা প্রদানের পূর্ব দিয়ে আপনার আমন্ত্রণ দেওয়া হবে। প্রেকে পাঠানোর জন্য ডাক এবং বড় আকারের বা অতিরিক্ত ওজনের মেইল আপনার দায়িত্ব হবে।

বেশিরভাগ প্রেকের জন্য একটি আমন্দান ফরমেন জন্য ডিটেলিনশন কাউন্সেল দেখুন।

বিষয় চিঠিপত্র বা আইনি মেইল ব্যবহার করা ইনকাম্য এবং আউটগাইং মেইল আপনার উপস্থিতিতে খোলা হবে এবং নিষিদ্ধের জন্য পরিদর্শন করা হবে।

পিবিঝিডিসে 2011 2.5 তহবিল এবং ব্যক্তিগত সম্পত্তি অনুমোদন এই সুবিধার একটি ব্যক্তিগত তহবিল ব্যবস্থা রয়েছে এবং এটি মেইলের মাধ্যমে তহবিল প্রেকে করা হবে। মেইলের মাধ্যমে প্রাপ্ত কোনো তহবিল প্রেকের ক্ষেত্রে দেওয়া হবে।

বহিগীমি সাধারণ চিঠিপত্র সম্পর্কে সমস্ত মাত্রা সিলমুক্ত এবং পরিদর্শনের জন্য প্রত্যেক মেইলকে পাঠানো হয়।

সাধারণ চিঠিপত্র শুধুমাত্র লিখিত নিরাপত্তা, সন্তুষ্ট এবং সুরক্ষিত এবং সুরক্ষিত ক্রিয়াকলাপের সমস্ত মাত্রা পাঠানো হয় এবং প্রত্যাখ্যান করা হবে এবং বস্তুর পাঠানোর সম্ভাব্যতা অনুসারে প্রত্যাখ্যান করা হবে যখন চিঠিপত্র অগ্রগতি বা সম্পূর্ণরূপে আটকে রাখা হবে।

সমস্ত ইনকাম্য এবং আউটগাইং প্রেকে আপনার উপস্থিতিতে খোলা হবে (অনন্যা ওয়ারেন দ্বারা অনুমোদিত যেখানে নিরীক্ষণ পরিস্কার এবং নিষিদ্ধের জন্য পরিদর্শন করা হবে। নিষিদ্ধের অনুমতি বিদ্যমান এবং নিষিদ্ধের জন্য পরিদর্শন করা। নিষিদ্ধের অনুমতি থাকায় নিষিদ্ধের অনুমতি থাকায় নিষিদ্ধ হবে।

পরিচিত যেমন পাপারেট জমি শাসন প্রতিকরিত করা হবে এবং অনুমানের সরকার করা হবে। আপনাকে আপনার শাসন একটি পলিসি নথি রাখার অনুমোদন দেওয়া হবে না। সাধারণত আইনি এবং বিভিন্ন বিষয়ে অনুমোদন হস্তাক্ষর আসে এবং যে ধরনের পরিকল্পনা করা একটি প্রত্যাখ্যান প্রদান করা হয়।

চিঠিপত্র বা প্রেক প্রত্যাখ্যান করা হলে, আপনি এবং প্রেক প্রত্যাখ্যানের কারণ ব্যাখ্যা করে একটি লিখিত নোটিশ পাবেন।

যখন আপনি সুরক্ষিত হয়েছে মূল্য পাবেন, আপনার ইনকাম্য মেইলটি আপনার গ্রহণ/মুক্তি সময় অফিসের দেওয়া ফরাওয়ার্ডিং থিকানায় পাঠানো হবে। আপনি যদি একটি ফরাওয়ার্ডিং থিকানা প্রদান না করেন, তাহলে আপনার মেইল অনুমোদন করা হবে, "কোনো ফরাওয়ার্ডিং থিকানা নেই, প্রেকের কাছে ফিরে যান।" এই ধরনের সমস্ত মেইল মার্কার ডাক পরিস্কারে কোনো দেওয়া হবে।

আপনার ব্যক্তিগত ব্যবহারের জন্য কাজাত, লেখার সরঞ্জাম এবং খাম পেতে, ইউনিট টিমের কাছে একটি বদলী প্রেক স্টিফিক এফ্যাকটিভে $15.00 বা তার কম ব্যালেন্স বজায় রাখতে হবে।

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আইসিস্টাফ যোগাযোগ

♣ আপনার ইউনিটে আইসিসি কর্মীরা আপনার জন্য যে সময় এবং দিনগুলি উপলব্ধ থাকবে তা হল মঙ্গলবার এবং রুহিক্ষিতবার সকাল 09:00-3:00 আরও এর মধ্যে। এই সময়সূচির ধারকে পরিবর্তন আপনার হাউজিং ইউনিটে পোস্ট করা হবে। স্থানীয় আইসিসি অফিসের ঠিকানা U.S. Immigration and Customs Enforcement, 5441 Watson Drive, Albuquerque, NM 87106. Phone: (505) 452-4771. আপনি স্থানীয় আইসিসি অফিসে সেরা থেকে শুরু করে, 0800 থেকে 1600 শনাক্ত মধ্যে কল করতে পারেন।

♣ আইসিসি অফিসার ইন চার্জ (এআই), আইসিস্টাফ অফিসার ইন চার্জ (এআইসি), আইসিস্টাফ অফিসার ইন চার্জ (এআইসি) এবং মনোনীত বিভাগীয় প্রধানী আপনার আবাসন এলাকায় সাপ্তাহিক আয়োজিত নির্ধারিত খালের পরিদর্শন করবেন। এই পরিদর্শনের উদেশ্য হল আপনার ব্যক্তিগত উদ্নৃত্তি সমাধান করা এবং আপনার জীবনযাপন এবং কাজের অবস্থা পর্যবেক্ষণ করা। আপনার কাছে আইসিসি স্পেশাল করেসপন্দস ফরমটি ব্যবহার করে আইসিসি কর্মীদের লিখিত প্রশ্ন, অনুরোধ বা উদ্ধৃতি জমা দেওয়ার সুযোগ রয়েছে। আপনার আবাসন এলাকায় "আইসিসি" লেবেলমূলক মেইলব্যবস্থা আইসিসি স্পেশাল করেসপন্দস ফরমটি স্পন করা উচিত। আপনার অনুরোধ ফরম প্রস্তুত করার জন্য আপনি অন্য কথা, আটক হাউজিং অফিসার বা অন্যান্য সুবিধা কর্মীদের কাছ থেকে সহায়তা পেতে পারেন। আপনার অনুরোধ ফরম প্রস্তুত করার জন্য আপনি অন্য কথা, আটক হাউজিং অফিসার বা অন্যান্য সুবিধা কর্মীদের কাছ থেকে সহায়তা পেতে পারেন। আপনার অনুরোধ ফরম প্রস্তুত করার জন্য আপনি অন্য কথা, আটক হাউজিং অফিসার বা অন্যান্য সুবিধা কর্মীদের কাছ থেকে সহায়তা পেতে পারেন। আপনার অনুরোধ ফরম প্রস্তুত করার জন্য আপনি অন্য কথা, আটক হাউজিং অফিসার বা অন্যান্য সুবিধা কর্মীদের কাছ থেকে সহায়তা পেতে পারেন। আপনার অনুরোধ ফরম প্রস্তুত করার জন্য আপনি অন্য কথা, আটক হাউজিং অফিসার বা অন্যান্য সুবিধা কর্মীদের কাছ থেকে সহায়তা পেতে পারেন।

♣ স্বাধীনতা যোগাযোগের তথ্যের জন্য, অনুগ্রহ করে এই হ্যান্ডবুকের শেষ পঞ্চাটটি দেখুন।

টার্মস কাউন্টিয়াল আটক সুবিধার ঠিকানা:

কোরসিভিক/টিসিফিক
CoreCivic/TCDF
P.O. Box 837
Estancia, New Mexico 87016

স্থানীয় আইসিসি অফিসে লিখতে, অনুগ্রহ করে নিম্নলিখিত ঠিকানাটি ব্যবহার করুন:

ইউএস ইমিগ্রেশন এবং কাস্টমস এনফয়ার্সমেন্ট, ইআরও
U.S. Immigration and Customs Enforcement, ERO
5441 Watson Drive
Albuquerque, NM 87106

আইসিসি এল পাসো ফিল্ড অফিসে লিখতে, অনুগ্রহ করে নিম্নলিখিত ঠিকানাটি ব্যবহার করুন:

ইউএস ইমিগ্রেশন এবং কাস্টমস এনফয়ার্সমেন্ট,
U.S. Immigration and Customs Enforcement,
El Paso Field Office
11541 Montana Ave., Suite E
El Paso, TX 79936

উপরে উল্লেখিত হিসাবে আপনার খাম চিহ্নিত করুন।
নোটারি কপি এবং ফাস্ট রিলিজ

- নোটারি- ইউনিট টিমের কাছে একটি অনুরোধ পাঠিয়ে নোটারি সহায়তা পাওয়া যেতে পারে। কাজটি সম্পন্ন করার জন্য তাড়াতাড়ি সকল অপারেশন থেকে যোগাযোগ করা হবে।
- কপি- আইনী উপাদানের অনুলিপিগুলির জন্য অনুরোধ ইউনিট টিমের কাছে ফরমার্ট করা উচিত।
- ফাস্ট রিলিজ: ফাস্ট ফরম (2-5A) প্রকাশের অনুরোধ অনুমোদনের জন্য ইউনিট ম্যানেজমেন্ট টিমের কাছে জমা দিতে হবে। আইনী পরিষেবার জন্য অর্থ প্রদানের জন্য আপনাকে যোগাযোগ তহবিলে অ্যাপ্লিকেশন অনুমোদন দেওয়া হবে। অনুমোদনের জন্য অর্থ প্রদানের জন্য আপনাকে যোগাযোগ তহবিলে অ্যাপ্লিকেশন অনুমোদন দেওয়া হবে।

ডিটেলী ডিসিপ্লিন

এমন একটি সুবিধা যেখানে আন্তর্জাতিক ব্যবসা পরিমাপে একটি বাস করে, কেন্দ্রে বসত, সুন্দরী এবং সূন্দরী ব্যবসা পরিমাপে একটি বাস করে, কেন্দ্রে বসত, সুন্দরী এবং সূন্দরী ব্যবসা পরিমাপে একটি বাস করে, কেন্দ্রে বসত, সুন্দরী এবং সূন্দরী ব্যবসা পরিমাপে একটি বাস করে, কেন্দ্রে বসত, সুন্দরী এবং সূন্দরী ব্যবসা পরিমাপে একটি বাস করে, কেন্দ্রে বসত, সুন্দরী এবং সূন্দরী ব্যবসা পরিমাপে একটি বাস করে, কেন্দ্রে বসত, সুন্দরী এবং সূন্দরী 

আচরণের নিয়ম/শৃঙ্গার পদ্ধতি

আপনি কপি এর আপনার সময়কালে প্রতিষ্ঠিত নিয়ম এবং সুবিধার সময়সীমা মেনে চলবে বলে আশা করা হচ্ছে।

নিয়মগুলি প্রতিষ্ঠিত হচ্ছে।

আপনি কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে কোন সমস্যা অনুসন্ধান করে 

ইউনিটের কাছে অর্থ প্রদান করে অর্থ প্রদান করে অর্থ প্রদান করে অর্থ প্রদান করে 

যদি আপনার রিলিজ উচ্চ মাধ্যমিকা (300) বা নিম্ন মাধ্যমিক (400) হাইস্পেক্ট একটি নিষিদ্ধ আইন লোকের অভিযোগ না হয় তবে সাধারণ ইউনিট ইউনিট ডিসিপ্লিনার কমিটি (ইউনিট) দ্বারা একটি শুনানি পরিচালিত হবে এবং সমাধান করা হবে।

ইউনিটের কাছে যদি আপনি সবসময় ডিসিপ্লিনার হিয়ারিং অফিসার (যে) কাছে পাঠান তাহলে সর্বপ্রথম ইউনিট ইউনিট ডিসিপ্লিনার কমিটি (ইউনিট) দ্বারা একটি শুনানি পরিচালিত হবে এবং সমাধান করা হবে।

ইউনিটের কাছে যদি আপনি সবসময় ডিসিপ্লিনার হিয়ারিং অফিসার (যে) কাছে পাঠান তাহলে সর্বপ্রথম ইউনিট ইউনিট ডিসিপ্লিনার কমিটি (ইউনিট) দ্বারা একটি শুনানি পরিচালিত হবে এবং সমাধান করা হবে।
পরিশিষ্ট 3.1.A: অপরাধ বিভাগ

I. "সর্বশ্রেষ্ঠ" অপরাধ বিভাগ

উ: নিষিদ্ধ আইন

100 হত্যা

101 যে কোনো ব্যক্তিকে লাঞ্ছিত করা (যৌন নিপীড়ন প্রক্রিয়া)

102 এসকট থেকে পালানো; একটি নিরাপদ সুবিধা থেকে অব্যাহতি

103 আপনি লাগানো (এই ক্যাটাগরিতে এই আইনের জন্য অভিযুক্ত করা হয় শুধুমাত্র যখন জীবনের জন্য হুমকি বা প্রভূতর শারীরিক ক্ষতির হুমকি বা সর্বাধিক তীব্রতার একটি নিষিদ্ধ কাজ [যেমন, দাঙ্গা বা পালানো] বুঝির জন্য পাওয়া যায়; অন্যদায়ের চার্জ কোড 222, 223 বা 322 হিসাবে শ্রেণীবদ্ধ করা হয়)

104 একটি বন্দুক, আগ্নেয়স্পদ অস্ত্র, ধারালো যন্ত্র, ছুরি, বিপজ্জনক রাসায়নিক, বিস্ফোরক, পালানোর সরঞ্জাম, ডিভাইস বা গোলাবারুদ দখল বা পরিচয়

105 দাঙ্গা

106 অন্যদের দাঙ্গায় প্ররোচিত করা

107 জিব্বি করা

108 একজন স্ট্যাফ সদস্য বা আইন প্রয়োগকারী কর্মকর্তাকে আক্রমণ করা

109 একজন স্ট্যাফ সদস্য বা আইন প্রয়োগকারী অফিসারকে শারীরিক ক্ষতির হুমকি দেওয়া

B. নিষেধাজ্ঞা

1. ফৌজদারি কার্যক্রম শুরু করুন

2. শাসনমূলক স্থানান্তর (প্রস্তাবিত)

3. শাসনমূলক বিচিত্র্য (60 দিন পর্যন্ত)

4. যদি তহবিল পাওয়া যায় তাহলে আর্থিক প্রতিস্থাপন করুন

5. সুবিধায় ক্ষতি (যেমন, কমিশনারী, ভেন্ডিং মেশিন, সিনেমা, বিনোদন, ইত্যাদি)

২. "উচ্চ" অপরাধ বিভাগ

উ: নিষিদ্ধ আইন

200 সাইন্সতা ছাড়াই অপ্রস্ন হওয়া উন্মুক্ত বা সুরক্ষিত সুবিধা থেকে পালানো

201 ফাইটিং, বক্সিং, কুস্তি, স্প্যারিং এবং অন্য যেকোনো ধরনের শারীরিক এককাউন্টার, যার মধ্যে ঘোড়ার খেলার সহ অন্য ব্যক্তির আঘাতের কারণ হতে পারে বা ঘটাতে পারে, একটি অনুমোদিত বিনোদনমূলক বা অ্যাথলেটিক কার্যকলাপের অংশ ছাড়া

202 অনন্যমূলিত টুলের দখল বা পরিচয়

203 কোনো সীমাবদ্ধ সরঞ্জামের ক্ষতি, টুল স্থান বা ক্ষতি

204 অন্যের শারীরিক ক্ষতির হুমকি দেওয়া
205 চাঁদাবাজি, ব্ল্যাকমেল, সুরক্ষা এবং দাবি করা বা অন্যের বিরুদ্ধে সুরক্ষার বিনিময়ে অর্থ বা মূল্যবান কিছু গ্রহণ করা, শারীরিক ক্ষতি এড়ানো বা বিরুদ্ধে জানানোর হমকী এড়ানো
206 যৌনকর্মে লিপ্ত হওয়া
207 যৌন প্রস্তাব বা হমকী দেওয়া
208 একটি ছদ্মবেশ বা মুখোশ পরা
209 যে কোনো লক ডিভাইসের সাথে টেম্পলারিং বা ব্লক করা
210 খাদ্য বা পানীয় ভেজাল
211 মাদকদ্রব্য, মাদকদ্রব্যের সামগ্রী বা ওষুধের দারুণ করা, প্রবর্তন করা বা ব্যবহার করা যা চিকিৎসা কমিটির দ্বারা ব্যক্তির জন্য নির্ধারিত নয়
212 একজন অফিসার বা স্ট্যাফ সদস্যের পোশাক থাকা
213 একটি গোষ্ঠী প্রদর্শনে শালিওত বা প্রবোধিত করা
214 অনাদরের কাজের খুলিওতে অংশগ্রহণ করতে বা কাজ করতে অধিকার করতে উৎসাহিত করা
215 প্রশাসনের নমুনা দিতে অধিকার করা বা অন্যান্য ওষুধ পরীক্ষায় সহযোগিতা করা
216 সুবিধার মধ্যে অ্যালকোহল প্রবর্তন
217 একজন কর্মকর্তা বা কর্মচারী সদস্যের তুষু বা মূল্যবান কিছু দেওয়া বা দেওয়া
218 অতিবাহিক বা নিষিদ্ধ ওষুধের কোন ব্যক্তিকে অর্থ প্রদান করা বা তার কাছ থেকে অর্থ গ্রহণ করা (যেমন, নিষিদ্ধ প্রবর্তন/পরিবহন)
219 100 ডলারের বেশি মূল্যের সম্পত্তি (সরকার বা অন্য ব্যক্তির) ধ্বংস করা, পরিবর্তন করা বা ক্ষতি করা
220 90 দিনের মধ্যে তিনটি বা তত্ত্বাত্মক উচ্চ মাঝারি বা মিস্ট মাঝারি অপরাধের যে কোনো সংমিশ্রণে দেষী সান্তাহ হওয়া
222 একটি অরিসংযোগকারী যুক্ত রাখা বা প্রবর্তন করা (যেমন, ম্যাচ, লাইটার, ইত্যাদি)
223 ব্যক্তি (গুলি) এবং/অথচ সম্পত্তি কে বিপন্ন করতে পারে এমন কোনো কাজে জড়িত হওয়া

B. নিষেধাজ্ঞা
1. কৌণ্ডলী কার্যক্রম শুরু করন
2. শাস্তিমূলক হাননাত্ত (প্রস্তাবিত)
3. শাস্তিমূলক বিচ্ছিন্নতা (30 দিন পর্যন্ত)
4. যদি তহবিল পাওয়া যায় তাহলে আর্থিক প্রতিস্থাপন করন
5. সুবিধার ক্ষতি (যেমন, কমিশনারি, বোঁড়ি মেশিন, সিনেমা, বিনোদন, ইত্যাদি)
6. বাসস্থান পরিবর্তন করন
7. প্রোগ্রাম এবং/অথচ ক্রপ কার্যকলাপ থেকে সরান
8. চাকরি হারান
9. আটক ব্যক্তির ব্যক্তিগত সম্পত্তি বাজেয়াপ্ত করা এবং সংরক্ষণ করা
10. মাদকদ্রব্য বাজেয়াপ্ত করা
11. আরামেন সীমাবদ্ধ
12. সতর্কতা

### III. “উচ্চ মাঝারি” অপরাধ বিভাগ

#### “নিবিড় আইন”

300 অনুমোদিত প্রকাশ

301 তুরি (তুরি)

302 অনুমোদিত ওষুধের অপব্যবহার

303 কম সীমাবদ্ধ ভোজনের ক্ষতি, ভুল স্থান বা ক্ষতি

304 লাভ/বর্ধিত রিটার্নের জন্য ধার দেওয়া সম্পত্তি বা মূল্যের অন্যান্য আইটেম

305 প্রাপ্ত আইটেম(গুলি) প্রাপ্তি বা ধরে রাখার জন্য অনুমোদিত নয় এবং নিয়মিত চ্যানেলের মাধ্যমে জারি করা হয়নি

306 নির্ধারিত থাকার জায়গা পরিশ্রম করতে অধীনকরণ করা

307 একজন সাফ সদস্য বা অফিসারের আদেশ মানতে অধীনকরণ করা (অবাধ্যতার ধরণের উপর নির্ভর করে শ্রেণীবিভাগ করা যেতে পারে এবং একটি বড় বা কম অপব্যবহার হিসাবে অভিযুক্ত করা যেতে পারে: দাঙ্গা চালিয়ে যাওয়া হবে কোড 105-দাঙ্গা; কোড 201-এর সাথে লড়াই চালিয়ে যাওয়া-যুদ্ধে অধীনকরণ করা একটি প্রস্তাবের নমুনা প্রদান করতে, কোড 215—প্রস্তাবের নমুনা প্রদান করতে অধীনকরণ করা বা অন্যান্য ওষুধ

পরীক্ষায় সহযোগিতা করা)

308 একজন কর্মী সদস্যের প্রতি বৃদ্ধি

309 মিথ্যা বলা বা কর্মীদের মিথ্যা বিরুদ্ধে প্রদান

310 জাল, জাল বা অর্থের কার্যক্রম বা অন্যান্য অফিসিয়াল নথি বা আইটেমের অনন্য পুনরুত্তপন
(যেমন, নিরাপত্তা নথি, পরিচয়পত্র, ইত্যাদি); পুনরুত্তপনের প্রকৃতি এবং উদ্দেশ্যের উপর নির্ভর করে বড় বা কম অপব্যবহার হিসাবে শ্রেণীবিভাগ করা যেতে পারে (যেমন, অব্যাহতি কার্যকর করার জন্য জাল প্রকাশের কাগজপত্র-কোড 102 বা 200)।

311 একটি অনুমোদিত সভা বা সমাবেশে অংশগ্রহণ

312 একটি অনন্যমূলক আলাপ হচ্ছে

313 গণ্ডা দাঙ্গায় বাধ্য

314 গণ্ডা হস্তক্ষেপ

315 নেশা (গুলি) তৈরি করা, রাখা বা ব্যবহার করা

316 বেথলাইজার পরীক্ষা বা অ্যালকোহল সবের অন্যান্য পরীক্ষা প্রত্যাখ্যান করা

317 জুড়া

318 একটি জুড়ার পুল প্রস্তুত করা বা পরিচালনা করা

319 জুড়া খেলার সরঞ্জাম থাকা

320 জনসাধারণের সাথে অনন্যমূলক যোগাযোগ

31
321 কর্মীদের অনুমোদন ছাড়াই অন্য বন্দী সহ যে কারো কাছ থেকে অর্থ বা অন্য মূল্যবান আইটেম দেওয়া বা প্রদান করা
322 ১০০ ডলারের সমান বা তার কম মূল্যের সম্পত্তি (সরকার বা অন্য ব্যক্তির) ধ্বংস করা, পরিবর্তন করা বা ক্ষতি করা
323 গোষ্ঠী পিটিশনের জন্য স্বাক্ষর করা, প্রস্তুত করা, প্রচার করা বা সমর্থন চাওয়া যা নিরাপত্তা বাক্সতিকর সম্পত্তি (সরকার বা অন্য ব্যক্তির) মূল্য $১০০ এর সমান বা তার কম
323 সুবিধার নিরাপত্তা বা সুরক্ষাল ক্রিয়াকলাপের জন্য হয়েকপূর্ব গ্রুপ পিটিশনের জন্য স্বাক্ষর করা, প্রস্তুত করা, প্রচার করা বা সমর্থন চাওয়া।

B. নিষেধাজ্ঞা

1. ফৌজদারি কার্যক্রম শুরু করুন
2. শাস্ত্রীয় মূল্য স্থানান্তর (প্রস্তাবিত)
3. শাস্ত্রীয় মূল্য বিচ্ছিন্নতা (৬২ পাঁচ পর্যন্ত)
4. যদি তহবিল পাওয়া যায় তাহলে আর্থিক প্রতিস্থাপন করুন
5. সুবিধার ক্ষতি (যেমন কমিশনারী, ভোটিং মেশিন, সিনেমা, বিনোদন, ইত্যাদি)
6. বাস্তবের পরিবর্তন করুন
7. প্রোগ্রাম এবং/অথবা গ্রুপ কার্যকলাপ থেকে সরান
8. চাকরি হারান
9. আটক ব্যক্তির ব্যক্তিগত সম্পত্তি বাজেয়াপ্ত করা এবং সংরক্ষণ করা
10. মাদকদ্রব্য বাজেয়াপ্ত করা
11. হাউজিং ইউনিটে সীমাবদ্ধ
12. তিলাক
13. সতর্কতা

IV “নিম্ন মধ্যপালী অপরাধ বিভাগ”

A. নিষিদ্ধ আইন

400 অন্য ব্যক্তির মালিকানাধীন সম্পত্তি থাকা
401 অনন্যমোদিতে পোশাক রাখা
402 ম্যালিঙারিং; অসুস্থ জাহির করা
403 যেখানে মূল্যবান নিষিদ্ধ
404 আপত্তিজনক বা অশ্লীল ভাষা ব্যবহার করা
405 ট্যাক্স করা, শরীর ভেদ করা বা আত্ম-বিচ্ছেদ
406 মেল বা টেলিফোনের অনুমোদিত ব্যবহার (নিষেধাজ্ঞা সহ বা অন্যায় করে অপব্যবহার বিশেষাধিকার প্রায়ই উপযুক্ত অনুমোদন)
407 নিয়ম ও প্রবিধান লঙ্ঘন করে একজন দর্শনার্থীর সাথে আচরণ করা (নিষেধাজ্ঞা সহ বা সাময়িক সৃষ্টি থাকে বিশেষাধিকারগুলি প্রায়ই উপযুক্ত অনুমোদন)

408 একটি ব্যবসা পরিচালনা

409 অর্থ বা মুদ্রার অধিকারী, যদি দাপ্তরিকভাবে অনুমোদিত হয়

410 নিরাপত্তা বা স্যানিটেশন প্রবিধান অনুসরণ করতে ব্যর্থ

411 সরঞ্জাম বা যন্ত্রপাতির অনুমোদিত ব্যবহার

412 পোস্ট করা নিরাপত্তা মানগুলির বিপরীতে সরঞ্জাম বা যন্ত্রপাতি ব্যবহার করা

413 অবস্থায়কর বা অপরিচ্ছন্ন হওয়া; পোস্ট করা মান অনুযায়ী নিজের এবং থাকার জায়গা রাখতে ব্যর্থ

B. নিষেধাজ্ঞা

1. সুযোগ-সুবিধা, কমিশনারী, ভেডিং মেশিন, লিব্রেরি, বিনোদন ইত্যাদির ক্ষতি।

2. বাসস্থান পরিবর্তন করুন

3. প্রোগ্রাম এবং/অথবা রূপান্তর করার কারণে সরান

4. চাকরি হারান

5. আটক ব্যক্তির ব্যাঙ্কের সম্পত্তি বাজেয়াপ্ত করা এবং সংরক্ষণ করা

6. মাদকপ্রস্তুত বাজেয়াপ্ত করা

7. হাউজিং ইউনিটে বীমাবদ্ধ

8. তিরিক্ষর

9. সতর্কতা

ইনস্টিটিউশন ডিজিটালিজেশন প্যানেল (আইডিপি)

❖ তদন্ত বা আইডিপি থেকে উল্লেখ করা ঘটনা রিপোর্টের উপর আনুষ্ঠানিক শুনানি পরিচালনা করবে এবং

"সর্বশ্রেষ্ঠ" এবং "উচ্চ" স্তরের নিষিদ্ধ কাজের জন্য উচ্চ স্তরের নিষেধাজ্ঞা আরোপ করতে পারে।

❖ একটি নিষিদ্ধ কাজ(গুলি) এর অভিযোগে অভিযুক্ত একজন ব্যক্তি হিসেবে, যদি তার ব্যবহার জন্য আইডিপি-তে

উল্লেখ করা হয়, তাহলে আপনার নির্দিষ্টতার অধিকার থাকবে:

1. আইডিপি-এর সামনে হাজির হওয়ার কমপক্ষে 24 ঘন্টা আগে আপনার বিরুদ্ধে চার্জ(গুলি) এর একটি

লিখিত অনুমোদন পাওয়ার অধিকার।

2. অনুরোধের ভিত্তিতে, বা স্বয়ংক্রিয়ভাবে যদি আটক ব্যক্তি নির্দেশ হয়, সীমিত ইংরেজি ভাষার দক্ষতা

থাকে বা অন্যান্য বিশেষ সহায়তার প্রয়োজন,আইডিপি এর এসে আপনাকে সহায়তা করার জন্য

যুক্তিসঙ্গতভাবে উপলব্ধ স্তরের পূর্ণকালীন সদস্য।

3. সাক্ষীদের ডাকার এবং দালিলিক প্রমাণ উপস্থাপনের অধিকারআপনার পক্ষ থেকে, যদি প্রতিষ্ঠানের

নিরাপত্তা বিপত্তি হয়ে না।

4. নীরব থাকার অধিকার। আপনার নীরবতা আপনার বিরুদ্ধে একটি প্রতিকূল অনুমান আকার জন্য

ব্যবহার করা যেতে পারে। যদিও নীরবতা বা নীরবতার অধিকারপূর্বক, আপনি একটি নিষিদ্ধ কাজ

করছেন এমন একটি অনুসন্ধানের সম্মতি করার জন্য আপনার একাধিক ব্যবহার করা যেতে পারে না।

5. কমিটির আলোচনার সময় এবং যেখানে প্রতিষ্ঠানের নিরাপত্তা ব্যক্তির মধ্যে পড়ে ব্যতীত আইডিপি

সিদ্ধান্ত জোড় উপহৃত থাকার অধিকার।
6. আইডিসি সিদ্ধান্তের বিষয়ে লিথিতভাবে পরামর্শ দেওয়ার অধিকার এবং প্যানেলের সিদ্ধান্তের সমন্বয় করে এমন স্থান, যেখানে প্রতিষ্ঠানিক নির্দেশনা বিপন্ন হবে।

7. এর মাধ্যমে আইডিসির সিদ্ধান্তের বিরুদ্ধে আপিল করার অধিকারও আরো অধিক আইডিসির অভিযোগের পদ্ধতি।

আইডিসি জন্য স্টাফ প্রতিনিধিত্ব

* বন্ধীর অনুমোদনের ভিত্তিতে ওয়ার্ডেন আইডিসি শুরু আগে একটি প্রতিষ্ঠার স্তর করতে সাহায্য করার জন্য একজন স্টাফ প্রতিনিধিত্বের বরাদ্দ করবেন। এই সাহায্য হ্যাম্বার্ডিয়ের বন্ধীদের জন্য প্রদান করা হবে যারা নির্মল, জীবন ইংরেজি-ভাষা দক্ষতা অর্জন করের, অর্জন যারা প্রয়োজনীয় প্রমাণ সংগ্রহ ও উপস্থাপনার উপায় ছাড়াই। বন্ধীদের কাছে ওয়ার্ডেন থেকে অনুমোদন সাপেক্ষে, তাদের বাচাই করা অন্যান্য বন্ধীদের কাছ থেকে সহায়তা পাওয়ার সময় থাকবে।

ইউনিট ডিপ্লোমারি কমিটি (ইউডিসি)

* ইউডিসি শুনানি পরিচালনা করবে এবং, যতটা সম্ভব, অনানুষ্ঠানিকভাবে চার্জ এবং সম্পর্কিত নিষেধাজ্ঞার তালিকা অনুসারে উচ্চ মারাত্মক বা নিম্ন মারাত্মক চার্জ জড়িত মামলাগুলির সমাধান করবে।

* ইউডিসি বন্ধীকে যথাযথ প্রক্রিয়ার অধিকার প্রদান করবে, যার মধ্যে রয়েছে:
  1. শাস্তির মূলক প্রক্রিয়ার যেকোনো পর্যায়ে নীরব থাকুন;
  2. তদন্ত শেষ হওয়ার 24 ঘণ্টার মধ্যে ইউডিসি শুনানি করবেন, যদি না আটক ব্যবস্থা;
      i. বিষয়ক মেয়াদ মোকাফ করে এবং অবিলম্বে শুনানির জন্য অনুরোধ করে, বা
      ii. প্রমাণ সংগ্রহ করা বা অন্য তত্ত্বাবধান একটি প্রতিষ্ঠার প্রস্তর করার জন্য আরও সময় অনুরোধ করে;
  3. সম্পূর্ণ শুনানিতে উপস্থিত থাকুন (কমিটির আলোচনা ব্যতীত) বা উপস্থিত হওয়ায় অধিকার ত্যাগ করুন।
  4. বর্তমান বিবর্তি এবং প্রমাণ, যার মধ্যে তার নিজের পক্ষে সাফ্ট সাক্ষাৎ রয়েছে; এবং
  5. বন্ধী অভিযোগ প্রক্রিয়ার মাধ্যমে কমিটির সংবেদনের আবেদন করুন।

* আটক ব্যবস্থা এর কথা পাবেন:
  o ইউডিসি সিদ্ধান্ত যার মধ্যে স্বাভাব এবং অরোপণ নিষেধাজ্ঞার কারণ থাকবে;
  o আইডিসির আগে অভিযোগ ও শুনানির লিথিত বিজ্ঞপ্তি; এবং
  o শাস্তির মূলক শুনানি শেষে প্রতিবেদনের একটি অনুলিপি।

গোপনীয় তথ্য- ইউডিসি বা আইডিসি যতটা গোপনীয় তথ্য প্রকাশ করতে পারে সুবিধার কর্মীদের এবং অন্যান্য ব্যক্তিদের নিরাপত্তা এবং নিরাপত্তাকে বুঝিতে না ফেলাই প্রকাশ করবে, এবং শুনানির রেকর্ডের তথ্য নির্ভরযোগ্য থেকে পাওয়ার জন্য বাতাস ভিত্তি অন্তর্ভুক্ত করবে।

অনুমোদন-বিষয়াদিকার(গুলি) আইকোনা থেকে বিচ্ছিন্নে করণ প্রয়োজন।

* যদিও একজন আটক ব্যক্তিকে একাধিক নিষেধাজ্ঞার কাজের জন্য অভিযুক্ত করা হতে পারে এবং একটি ঘটনার জন্য একাধিক নিষেধাজ্ঞা পেতে পারে, তবে একটি ঘটনার থেকে উদ্ভূত নিষেধাজ্ঞামূলি একই সাথে চলবে।

আপিল-বন্ধীর আনুষ্ঠানিক অভিযোগ প্রক্রিয়ার মাধ্যমে শাস্তির মূলক সিদ্ধান্তের জন্য আপিল করতে পারে।
বর্জন-শুনানি যা আপিলের পর যদি একজন বন্ধী অপরাধী, বড় বা ছোট অপরাধের জন্য দোষী নয় বলে প্রমাণিত হয়, তবে সেই অপরাধের সমস্ত ফাইল থেকে মুছে ফেলা হবে।

অপরাধমূলক অসাধারণ-চিকিৎসা, আইসিসিফিক্স অফিসিয়ালিক চিকিত্সকের সাথে সম্বন্ধ করে, প্রসিকিউটর এবং অন্যান্য আইন প্রয়োগকারী কর্মকর্তাদের সাথে কাজ করবে তা নির্দিষ্ট করতে যে আটক ব্যক্তিরা গুরুতর অপরাধমূলক কর্মকাণ্ডে জড়িত, যার মধ্যে স্টাফ এবং অন্যান্য বন্ধীদের বিকল্পে সহিংসতা রয়েছে, উপযুক্ত হলে তারা ফৌজদারী বিচারের মুখ্যমন্ত্রী হবে।

অবিভাগ পদ্ধতি

- চিকিত্সাগুল্ল সমস্ত বন্ধীদের সুবিধার শর্ত, চিকিৎসা, চিকিৎসা সেবা এবং নীতি ও পদ্ধতি সংক্রান্ত অভিযোগের সমাধান করার জন্য একটি উপায় প্রদান করে। বেশিরভাগ বিষয়েই বন্ধী এবং কর্মীদের মধ্যে সরাসরি এবং অবিলম্বে সমাধান করা যেতে পারে এবং করা উচিত।

- মেডিকেল অভিযোগ: চিকিৎসা সংক্রান্ত অভিযোগ অবশ্যই “চিকিৎসা” বা “অসুস্থ কলা” চিহ্নিত বাণে রাখতে হবে। সমস্ত বন্ধীদের তাদের অভিযোগগুলি সমাধান করার জন্য একটি অনন্তভাবের সমাধান প্রক্রিয়ার অ্যাক্সেস রয়েছে। যে কোনো সাময়িক অনন্তভাবের সমাধান প্রক্রিয়ার অভিযোগের সমাধান প্রদান করা নিজেকে জুড়ে অভিযোগের ক্ষেত্রে, আটক ব্যক্তিরা অনন্তভাবের অভিযোগ প্রক্রিয়া ব্যবহার করতে পারে। সকল অভিযোগ সূষ্ঠ ও নিরক্ষভাবে মূল যোগ করা হবে। বন্ধীদের সর্বাধিক বাণে সমাধান এবং সুবিধা প্রাথমিক লক্ষ্য।

- অন্যান্য শাস্ত্রীয় ব্যবস্থা, প্রশাসনিক সিদ্ধান্ত নিবিড়তার অভিযোগ প্রক্রিয়ার জন্য আমাদের জানাতে পারেন যার জন্য আপনি অধিক হতে পারেন।

- আপনি অন্য বন্ধীর পক্ষে অভিযোগ জমা দিতে পারবেন না; যাইহোক, অভিযোগ ফরম্য সমস্ত জাতিতে প্রয়োজন হলে একজন স্টাফ সদস্য যা অন্য বন্ধীর কাছে থেকে সহায়তা প্রদান করা যেতে পারে। অভিযোগগুলি বিশেষ চিঠির হিসাবে বিবেচিত হবে।

- অনন্তভাবের সমাধান প্রক্রিয়া এবং অভিযোগের প্রক্রিয়া ব্যবহার ব্যাপক ও অন্যগুলোর জন্য আপনি অনুমতি প্রদান করতে হবেন, অর্থাৎ, এই প্রক্রিয়ার পূর্বে অনন্তভাব ব্যবহার করা উচিত।

- আপনি ইন্টিন্টের যেকোনো কোনো উদ্যোক্তা বা অনন্তভাবের নিয়মের মূখ্যক্ষেত্রে নিজেকে সংগ্রহ সদস্য করে উপস্থাপন করতে পারেন অথবা নিজেকে সিলিকিফিক ফরম, 14-র অনেক রেজিয়ালিশন ফরম, ইউনিট অফিসার বা উইন্টিক কর্মীদের কাছে জমা দিতে পারেন।

- আপনি যখন অনন্তভাবের অভিযোগ প্রক্রিয়াতে বইপাস বা সমাপ্ত করতে এবং সরাসরি অনন্তভাবের পর্যায়ে যেতে পারেন, আপনাকে অনন্তভাবের প্রক্রিয়া প্রকৃতির কোন সমস্ত ও বিভিন্ন স্তরের অভিযোগের সমাধান করার অনুমতি দেওয়ার জন্য উত্তোলন করা হয়। অভিযোগগুলি, যেখানে স্টাফ, নিজস্ব সমসাময়িক জন্য দায়ী কর্মীদের সাথে সরাসরি যোগাযোগের মাধ্যমে এবং স্টাফ এবং বন্ধীদের মধ্যে উৎসাহিত দ্বিমুখী যোগাযোগের মাধ্যমে সমাধান করা উচিত।

- আপনি যদি অনন্তভাবের সমাধান প্রক্রিয়ার প্রধান অফিসার না হন, তাহলে আপনি একটি 14-৫ আইসিসিফিক অভিযোগ ফরম হাউজিং ইন্টিন্টে "অভিযোগ" চিহ্নিত বাণে রেখে অভিযোগ অফিসারের কাছে জমা দিতে পারেন। অভিযোগকারী কর্মকর্তা সম্মানসূত্রে এবং বিনামূল্যে বিদ্যমান প্রধান অনন্তভাবে যা
আনুষ্ঠানিক সমাধানের মাধ্যমে পাঁচ (5) কার্যদিবসের মধ্যে অভিযোগের বিষয়ে কাজ করবেন এবং আপনাকে একটি লিখিত প্রতিক্রিয়া প্রদান করবেন।

• একটি অভিযোগ দায়ের করার সময়, যদি একজন ব্যাপীর অভিযোগ প্রস্তুত করতে সহায়তার প্রয়োজন হয় বা প্রতিরোধকারী বা আক্রমণকারী কারণে সহায়তার প্রয়োজন হয়, বা ব্যাখ্যা/অনুবাদ পরিষেবার প্রয়োজন হয়, সীমিত ইংরেজি দক্ষতা (গ্রেডম) এবং সিদ্ধান্ত সংক্রান্ত সহ বন্ধীদের সহায়তার প্রয়োজন হয়, তাহলে সে সাহায্যের জন্য অনুরোধ করতে পারে একজন কর্মী সদস্য।

• আপনি যদি অভিযোগের সিদ্ধান্ত গ্রহণ না করেন, তাহলে আপনি একটি অপিল দায়ের করতে পারেন এবং আপনার অভিযোগের প্রতিক্রিয়াতে তা নিবেদন করতে পারেন এবং অভিযোগ বাক্যে এটি স্থাপন করতে পারেন। আপনার আপিলের পাঁচ (5) কার্যদিবসের মধ্যে অভিযোগ অধ্যায়ন করার জন্য অভিযোগ অপিল বোর্ড (গ্যাব) আদান করবে। একটি সিদ্ধান্ত পৌঁছানোর পাঁচ (5) কার্যদিবসের মধ্যে, গ্যাব আপনাকে লিখিত অভিযোগের প্রতিক্রিয়া প্রদান করবে।

  o আপনি যদি অভিযোগ অপিল বোর্ডের (গ্যাব) সাথে এক্ষেত্রে না হন, তাহলে আপনি ওয়ার্ডেনের কাছে আবেদন করতে পারেন।
  o ওয়ার্ডেন, এবং কিছু ক্ষেত্রে আইসিসি ফিল্ড অফিসের পরিচালক (এবং/অথবা মনোনীত), অভিযোগ আপিল বোর্ড (গ্যাব) এর অনুমোদন পর্যালোচনা করবেন অপিল পাওয়ার পাঁচ (5) দিনের মধ্যে আপনাকে একটি লিখিত সিদ্ধান্ত প্রদান করবে।

• সমস্ত অভিযোগের একটি অনুলিপি আপনার অটক ফাইলে রক্ষণাবেক্ষন করা হবে।
• আপনি যদি পর্যালোচনার জন্য একটি অভিযোগ জমা দেন এবং আপনাকে মুখ্য/নির্বাচিত করা হয়, তবে অভিযোগের সমাধান করার প্রচেষ্টা সাধারণত অব্যাহত থাকবে। আপনার মুখ্য/নির্বাচনের অভিযোগকারীর কর্মকর্তাকে অবহিত করা এবং একটি ফরোয়ার্ডিং ঠিকানা এবং অন্য কোনো প্রাসঙ্গিক তথ্য প্রদান করা আপনার দায়িত্ব।

• জরুরী অভিযোগ: আটক ব্যক্তির স্বাস্থ্য, নিরাপত্তা বা কল্যাণের জন্য তাংশক্ষণিক সুষ্ঠুতা জড়িত এমন ঘটনার জন্য একটি জরুরী অভিযোগ দায়ের করতে পারে এবং সময়মত একটি লিখিত প্রতিক্রিয়া প্রদান করে।
• যৌন নির্বর্তনের অভিযোগের বিষয়ে আপনি কখন অভিযোগ জমা দিতে পারেন তার কোনো সময়ের এই।
• যে কোনো সময়ে, কর্মীর অস্থায়ী, শারীরিক বা যৌন নির্বর্তন বা নাগরিক অধিকার লঙ্ঘনের বিষয়ে ডিপার্টমেন্ট অফ হোমল্যান্ড সিকিউরিটি (ডিএমসি) ওয়াইসি-এর কাছে সরাসরি অভিযোগ দায়ের করার অধিকার আপনার আছে; ডিএমসি ওয়াইসি ইটলাইনে কল করে অভিযোগ দায়ের করা যেতে পারে 1-800-323-8603, অথবা আপনি লিখিত পারেন:

  হোমল্যান্ড সিকিউরিটি ডিপার্টমেন্ট
  Department of Homeland Security
  Washington, D.C. 20528
  Attn: Office of the Inspector General

• অ-শোকযোগবিষয়ক - অভিযোগ প্রক্রিয়ার মাধ্যমে বন্ধীদের দ্বারা নিম্নলিখিত বিষয়গুলি দুঃখজনক নয়:
  1. রাজা এবং ফেডারেল আদালতের সিদ্ধান্ত;
  2. রাজা এবং ফেডারেল অবস্থান এবং প্রবিধান;
  3. অভিযোগের বিষয়ে চূড়ান্ত সিদ্ধান্ত;
  4. ঠিকানার সংস্থা (আইসিসি) নীতি, পদ্ধতি, সিদ্ধান্ত বা বিষয় (যেমন, প্রতিজ্ঞানিক স্থানান্তর, মুখ্য/নির্বাচনের সিদ্ধান্ত, ইত্যাদি);
  5. অনন্য পক্ষে কোনো অভিযোগ জমা দেওয়া যাবে নাবদী

বিচ্ছিন্নতা/শেষ স্টেইনটি ইউনিট
প্রশাসনিক পথকিকরণ
1. বিশেষ আবাসন প্রয়োজনীয়তা সহ বন্দীদের জন্য উদ্দেশ্যে।
2. মূলত্বির বদন্ত্ব/নিষেধাজ্ঞ আইনের সূত্রাঙ্গ;
3. চিকিৎসা পর্যবেক্ষণ;
4. চরিত্র (24) ঘণ্টার মধ্যে একটি স্থানান্তর বা মৃত্যু মূলত্বির;
5. নিরাপত্তা বুকিং;
6. নিরাপত্তামূলক হেফাজত।

দিসিসমিনারি সেট্রিগেশন
1. বন্দীদের জন্য বিশেষ হাউজিং ইউনিট যারা সাধারণ জনগণের জন্য একটি গুরুত্ব ব্যাপার;
2. অতিরিক্ত শারীরিক সীমাবদ্ধতা প্রয়োজন;
3. আই দ্বারা একটি অনুমোদন পেয়েছে দিপি।

প্রোগ্রাম এবং সেবা
1. প্রোগ্রাম এবং সাধারণ জনগণের দেওয়ার পরিষেবাগুলি প্রায়শিক উপকূলিকরণের জন্য উপলব্ধ।
2. প্রায়শিক উপকূলিকরণ আটক ব্যক্তিদের সম্প্রদায় সহ (7) দিন প্রতিদিন অন্তত এক ঘণ্টা বিনামূল্যে বা স্বাধীনভাবে দেওয়া হবে। দিসিসিনারি সেট্রিগেশনে আটক ব্যক্তিদের সম্প্রদায় পাঁচ দিন প্রতিদিন এক (1) ঘণ্টা বিনামূল্যে বা স্বাধীনভাবে দেওয়া হবে।
3. দ্যারিউইউ তে থাকাকালীন আইন লাইসেন্স পাওয়া যায়। যদি নিরাপত্তা কোনো উদ্দেশ্য থাকে, তাহলে একটি মোবাইল লেন্জারেন্সার্ক কম্পিউটার আরএইচইউ-তে নিয়ে যাওয়া হবে যাতে বন্দীরা তাদের নির্দেশিত সময়ে ব্যবহার করতে পারে। যদি আরও সময়ের প্রয়োজন হয়, লাইসেন্স কর্মীর কাছে একটি লিখিত অনুমোদন জমা দিন। ফটোপিকু, নোটারি পরিষেবা এবং অন্যান্য সমস্ত আইন গ্রহণের প্রয়োজনীয়তা বন্দীদের কাছে প্রস্তাব করার ইউনিট ফম কর্মীদের অনুমোদনের মাধ্যমে উপলব্ধ।
4. সাধারণ প্রস্তাবানুগত সাফটিক ভিত্তিতে পাওয়া যায়।
5. আরিউইউ বন্দীদের জন্য চিকিৎসা সেবা/অস্থায়ী কল প্রতিদিনের রাউন্ডের মাধ্যমে স্বাস্থ্য পরিষেবা কর্মীদের দ্বারা সরবরাহ করা হবে।
6. টিসিডিঁ অপেক্ষাকৃত পরিবার এবং বন্দীদের সাথে যোগাযোগের এক (1) ঘণ্টা পর্যন্ত প্রতি সপ্তাহ (সময়ের থেকে চিকিৎসা) একটি (1) পরিদর্শন সূত্রপাত করে। উভয় পক্ষের দ্বারা বিনিয়োগ চালু হবে এবং ভবিষ্যতের সম্পর্কের উপর রিপোর্ট ফেলতে পারে।
7. নিরাপত্তা সাথে আপসের না করা হলে আরিউইউ-তে আটক ব্যক্তিদের ধর্মীয় সেবায় যোগদানের অনুমতি দেওয়া হবে। প্রয়োজনে, চাপলিন আরিউইউ-তে বন্দীদের মাল্টি করবেন বা, বিশেষ অনুমোদনের ভিত্তিতে এবং নিরাপত্তার উদ্দেশ্য বিবেচনা করে, আপানার বিষয়ের ধর্মীয় ব্যাবসায়ীকরণকে একের পর এক পরিসরে পরিচালনা করার ব্যবস্থা করা যেতে পারে।
8. আরিউইউ কর্মীদের অনুমোদনের ভিত্তিতে ব্যক্তিগত স্বাস্থ্য বিধি আইটিম পাওয়া যায়। সময়, বুধবার এবং শুক্রবার সময় 8:00 টা থেকে বিকাল 4:00 এর মধ্যে হিসেব পাওয়া যায়।
9. ছুটির দিনগুলির ছাড়া, সমাবার থেকে শুক্রবার সময় 8:30 টা মধ্যে আরিউইউ থেকে মেল তোলা হবে। সাধারণ জনগণের বন্দীদের মেটোই আরিউইউ বন্দীদের জন্য মেল পরিচালনা করা হবে।
10. নিরাপত্তা সাথে আপসের না করা হলে আরিউইউ-তে আটক ব্যক্তিদের ক্রোধ লিগাল রাইটস উপস্থাপনাসূচী যোগদানের অন্তর্গত দেওয়া হবে। যদি এটি প্রয়োজন হয়, আরিউইউ-এ ব্যক্তিদের কাছে উপস্থাপনা করা যেতে পারে, উপস্থাপনার সাথে মূলত্বির চূড়কু এবং নিরাপত্তা বজায় রাখা যেতে
পারে। যদি আরএইচইউ-তে একজন বন্দী এই কারণে উপস্থিত হতে না পারেন, এবং তিনি এবং উপস্থাপক উত্তরে তাই অনুরোধ করেন, বিকল্প ব্যবস্থা করা হবে।

11. আরএইচইউ থেকে মুক্তি পাওয়ার আগে, বন্দীদের পুনঃমূল্যায়ন/পুনঃ শ্রেণীবিন্দু করা হবে তা নিশ্চিত করার জন্য যে তাদের সঠিকভাবে শ্রেণীবিন্দু করা হয়েছে এবং একটি উপযুক্ত হাউজিং ইউনিটে রাখা হয়েছে।

12. সাধারণ জনসংখ্যার জন্য নির্ধারিত একই সময়সূচি অনুসারে লঘু তোলা, ধোয়া এবং আরএইচইউ-তে ফেরত দেওয়া হবে।

13. আরএইচইউ সম্পর্কিত এই বিভাগে বিশেষভাবে উল্লেখ করা হয়নি এমন অন্যান্য সমস্ত পরিষেবাগুলি সাধারণ জনসংখ্যার বন্দীদের জন্য বিনির্মিত একই আইকন্স পদ্ধতির অধীন হবে।

স্বাস্থ্য সেবা

স্বাস্থ্য পরিষেবা এই সুবিধায় আটক ব্যক্তিদের চিকিৎসা সেবা প্রদান করে। আপনার অসুস্থ হলে এমন কিছু করা জরুরি। অনেকের অচ্ছন্ন সময়ে এটি সহায়তা করে। সেখানে স্ট্যাফ সদস্যকে একটি কর্মরত ম্যানেজার তাদের সাথে কথা কথিয়ে তাদের সাহায্যে তাদের স্বাস্থ্যের জন্য প্রয়োজন।

অসুস্থ কল

- টিসিডিএফএ অসুস্থ কল স্বাস্থ্য পরিষেবার কর্মীদের দ্বারা সমস্ত বন্দীদের বিষয় তাদের সময়ে মূর্তি সময় পর্যন্ত, অবিভাজ্য চিকিৎসা সেবা প্রদানের জন্য প্রয়োজন।
- ক্লিনিকের মধ্যে: ক্লিনিকটি খোলা থাকবে এবং নারিস্ট্র্ট স্ট্যাফ দিয়ে চিকিত্সা (24) ঘণ্টা উপলক্ষ থাকবে। সুবিধায়াসুলের যথাযথ প্রশিক্ষণভাবে সময় সামরিক সময়ের সময়ে সময় ব্যবহৃত হবে এবং স্থানাঙ্ক হলের দিনগুলিতে অ্যাপয়েন্টমেন্টের সময় নির্ধারিত ব্যবহৃত হয়।

চিকিৎসা সেবা আইকন্স

- রূটি চিকিৎসা সেবা: আপনার যদি অ-ক্লিনিক চিকিৎসা সমস্যার সমস্যী হন, তাহলে একটি অসুস্থ কল ফরম জমা দিন এরকম স্ট্যাফ দানের প্রয়োজন। অনুরোধ থাকলে চিকিৎসা সেবা ব্যবহার করে। চিকিৎসা প্রয়োজন অনুযায়ী অ্যাপয়েন্টমেন্ট নির্ধারিত হয়।
- জরুরী চিকিৎসা সেবা: আপনি যদি কোনো জরুরী চিকিৎসা সমস্যার সমূহীন হন, তাহলে অন্য লক্ষ নয়। নারিস্ট্র্ট কল করা হবে এবং অবিভাজ্য আপনার চিকিৎসা সমস্যা সমাধানের জন্য তাদের সাহায্য প্রদান করা হবে। জরুরী প্রাইমারিক চিকিৎসা এবং জীবন রক্ষার কৌশলগুলি পরিচালনা করার জন্য প্রশিক্ষিত কর্মী উপলব্ধ। নারিস্ট্র্ট এবং ডাঃ সিরিজ এর সহযোগে মাধ্যম উপলব্ধ।
- সীমাবদ্ধতার সময় বিষয় - ক্লিনিক সেই বন্দীদের সীমাবদ্ধতার সময় সরবরাহ করার জন্য নির্দিষ্ট অসুস্থতার (যেমন উচ্চ রক্তচাপ, ডায়াবেটিস, হার্ট আক্রমণ) ওধীন পুনর্নবীকরণ, চিকিৎসা এবং ফলো-আপ যেমন প্রয়োজন হয় এই সেবা নিয়মিত বিভাগে প্রদান করা হয়।
- অনুরোধের বিভিন্ন স্বাস্থ্য পরিষেবার মাধ্যমে লিখিত উপলব্ধ পাওয়া যায়।
- করা না পর্যাপ্তমূলক ছড়ি ক্লিনিকে আসা। অন্যান্য হাউজিং ইউনিটের ডিটেকশন অফিসারকে অনুরোধ প্রথম ক্লিনিকে কল করতে হবে যাতে আপনি ক্লিনিকে যাওয়ার পূর্বন্মুক্তি পেতে পারেন।
মানসিক স্বাভাবিক পরিবেশ - আপনি যদি মানসিক স্বাভাবিক সম্পর্কে সন্ধ্যীন হন, তবে রুটিন/জরুরী পরিবেশের অধীনে উপরে বর্ণিত পদ্ধতিগুলি অনুসরণ করুন। আপনাকে একজন স্বাভাবিক প্রাদর্শিক দ্বারা দেখা হবে যেন মানসিক স্বাভাবের রেফারেল প্রয়োজন কিনা তা নির্ধারণ করবেন।

দৌড়ের পরিবেশ - আপনি যদি দৌড়ের স্বাভাবিক সম্পর্কে সন্ধ্যীন হন, তবে রুটিন/জরুরী চিকিৎসা পরিবেশের অধীনে উপরে বর্ণিত পদ্ধতিগুলি অনুসরণ করুন। আপনাকে স্বাভাবিক প্রাদর্শিক দ্বারা দেখা হবে যেন একটি ডেন্টাল রেফারেল প্রয়োজন কিনা তা নির্ধারণ করবেন। জরুরি দৌড়ের প্রয়োজনের জন্য ব্যবহা করা হবে।

৩১. স্বাভাবিক

১. কপ ব্যাক্তির উপর রাখানো ওষুধগুলি এমন ওষুধ যা বন্দীদের তাদের দৌড়ের সাথে অনুমতি দেওয়া হয়। কপ ওষুধ অবশেষে আপনার লক্ষ সংগ্রহ এবং সংরক্ষিত রাখতে হবে। আপনার লক্ষ বা সাপ্তাহিক পাওয়া ওষুধ যা আপনাকে নির্দেশ নয় তা নিষিদ্ধ হিসাবে বাজারে শোধ করা হবে এবং শারীরিক মাল্য ব্যবহার নেওয়া হবে। বন্দীদের নির্দেশ অনুযায়ী ওষুধ সবে না করা বা আপনার ওষুধ শেয়ার করাকে কপ স্ট্যাটাস থেকে সরিয়ে দেওয়া হবে এবং নার্সিং কর্মীদের তত্ত্বাবধানে তাদের ওষুধ গ্রহণ করা হবে। কপ প্যাকেজ থেকে অপসারিত ওষুধ নিষিদ্ধ হিসাবে বাজারে শোধ করা হবে। কপ পিল লাইন হল সমৃদ্ধি, মন্দল, বৃহত্তর স্বপ্ন অথবা একজন ব্যক্তির শির্ষ পরিবেশ প্রদান করা যায়। ঝিনুক অনুসরণ কল সাইন্ড আপনি চিকিৎসা কর্মীদের কাছ থেকে এই পরিবেশগুলির জন্য অনুরোধ করতে পারেন।

পিল লাইন (মেড-লাইন)- অবস্থান হল মেডিকেল ডিপার্টমেন্ট ইউইনা, C-20 এবং C-30 স্ক্রাইনের মধ্যে। যাইহোক, সুবিধায় প্রয়োজনের কারণে মেড-লাইনের অধীনে পরিত্যক্ত হতে পারে।

- কল করা হল বন্দীদের মেড-লাইনে রিপোর্ট করার দায়িত্ব। স্টো হাউজিং ইউনিটে মেড-লাইন ঘোষণা করবে। আপনাকে দরজার কাছে প্রতিষ্ঠা করতে হবে, অনুমোদন করার জন্য কয়েক মিনিট সময় দেওয়া হবে। আপনাকে অবশেষে সম্পূর্ণ ইউনিফর্ম পরতে হবে, শার, পার্শা, আপনার শারীরিক করণ ব্যাক সহ।

- যদি আপনাকে ওষুধ না দেওয়া হয়, আপনি মেড-লাইনে যেতে পারবেন না। এটি হল ঘোষাগুলি করার বা নার্সিং কর্মীদের অনুরোধ করার বা অসুস্থ কলের অনুরোধ করার সময় নয়।

- আপনার ওষুধ গ্রহণ করার জন্য আপনাকে অবশেষে আপনার সম্পর্কে ব্যাপ্তি উপস্থাপন করতে হবে। সমস্ত ওষুধ নাস এবং/যেহেতু একজন নিরাপত্তা কর্মী সদস্যের সামনে নেওয়া হবে, যিনি আপনার মুখ এবং হাত পরিধী করে যেতে আপনি আপনার ওষুধ গিনেছেন কিনা।

- ব্যয়ের শুরুকে রাখুন বা অন্য বন্দী/বন্দীর ওষুধ সবে করতে তার জন্য একটি শারীরিক প্রতিবেদন জারি করা যেতে পারে।

বিনোদন

- বিনোদনমুক্ত ক্রিয়াকলাপগুলি অনুরি নির্মিত শক্তি ছড়ি দেওয়ার উপায় হিসাবে সরবরাহ করা হয় এবং আপনাকে ভাল শারীরিক অবস্থায় রাখতে সহায়তা করে। আপনার পোস্ট করা সময়সূচীর উপর নির্ভর করে প্রতিদিন সকাল 7:00 থেকে বিকাল 3:45 এর মধ্যে আউটডোর/ইনডোর বিনোদন দেওয়া হয়। অনুগ্রহ করে আপনার হাউজিং এলাকায় পোস্ট করা শিডিউল দেখুন।

- ইন-পোস্ট রিক্রিয়েশন সুবিধা - রিক্রিয়েশন কোআর্ডেনেটর আপনার আনন্দ এবং বিকাশের জন্য নির্দিষ্ট ক্রিয়াকলাপ নির্ধারণ করবেন। আমার আপনাকে এই কার্যক্রমে সহযোগিতা ও অংশগ্রহণ করার অনুরোধ জানাই: কিছু নতুন এবং ভিন্ন হবে।
শেষ হবে যেহেতু জন্য আমাদের ও অন্যান্য সমস্ত কাজ শেষ করার জন্য যাত্রা শেষ হবে।

4. টেলিভিশনের ভলিউম একটি যুক্তিসঙ্গত পরিবর্তন করে রাখা হবে যাতে অন্যান্য বন্ধু বা স্ত্রী কার্যক্রম ব্যাঘাত না ঘটে।

5. টেলিভিশনের সরাসরি তাত্ত্বিক উচ্চতা থেকে সরাসরি যান না বা কেন্দ্রোর উচ্চতা থেকে বিকৃত করা হবে না।

6. মুক্ত ব্যক্তিত্ব-এই সূচনাটি আপনার বিনোদনের জন্য, সেইসাথে সাদৃশ্যক এবং মানসিক বিবর্তনের জন্য আমাদের উইলিট্যাক্টিভের কাজ শেষ হবে। অন্য সময়ের ক্রিয়াকলাপগুলির মধ্যে রয়েছে টেলিভিশন প্লে, কার্ড, টেলিভিশন ইত্যাদি। আপনাকে এই আইটেমগুলি যথাযথ পরিচালনা করতে এবং অন্য যারা ব্যবহার করতে ইচ্ছুক হলে প্রতি সময়ের হেতু বলা হবে। এই আইটেমগুলির অন্যতম ব্যবহারকে আবিষ্কার করতে আবিষ্কার করতে আবিষ্কার করতে।

1. এই অনুচ্ছেদের আইটেমগুলির ব্যবহার প্রতিটি ব্যক্তির তাদের ব্যবহারের জন্য সমান সুযোগ রয়েছে যা নিশ্চিত করার জন্য অন্য ব্যবহারের বিভিন্ন পরিবর্তন করা হবে।

2. আত্মসংযোগ হিসেবে ইনোডিন সরবরাহ প্রতিটি, একজন বিনোদন স্ট্যাটার সদস্যকে জিজ্ঞাসা করুন।

3. আমা অশা করুন বিনোদন ইনস্ট্রিকশন সরবরাহ এবং নগ্ন মেয়েকে যথাযথ নেবুন এবং ব্যবহারের পরে আইটেমগুলি ফেরত দেবেন।

4. বার্যোন বিনোদনমূলক বা অবসর সময়ের আইটেমের জন্য আপনাকে দায়িত্ব করার হেতু সমর্থন

5. ভিত্তির বাইরে বিনোদনের সময় টিভির একটি পরিকল্পনা উপস্থাপন করুন।

নির্দেশনার কারণ এবং প্রতিকূল আহতার কারণে যে কেন সময় বিনোদন বাতিল হবে পারে। আপনার সহযোগিতা প্রদান করুন।
ডিটেকশন ফাইল

• একটি আটক ফাইল প্রতিটি ব্যক্তির জন্য টিপিডিএফ দ্বারা রক্ষণাবেক্ষণ করা হয় এবং এতে নিম্নলিখিতগুলির থেকে কম নেই:
  1. সুবিধা সৃষ্টিলাভকর্ম;
  2. আচরণ রিপোর্ট;
  3. তহবিল, মূল্যবান জিনিসপত্র এবং সম্পত্তির রসিদ;
  4. আটক ব্যক্তির লিখিত অনুরোধ, অভিযোগ এবং সমস্যা;
  5. উল্লিখিত অনুরোধের প্রতিক্রিয়া; এবং
  6. আরএইচইউ রেকর্ড।

অধিকার এবং দায়িত্ব

• সুবিধার পরিচালনা সংক্রান্ত নিয়ম, পদ্ধতি এবং সময়সূচী সম্পর্কে অবহিত হওয়ার অধিকার।

  তাদের জানা এবং মনে চলার দায়িত্ব আপনার।

• ব্যক্তিগত নির্ধারণ, শারীরিক শাস্তি, অপ্রয়োজনীয় বা অতিরিক্ত বলপ্রয়োগ, ব্যক্তিগত আঘাত, রোগ, সম্পত্তির ক্ষতি এবং হয়রানি থেকে সুরক্ষা পাওয়ার অধিকার।

• জাতি, ধর্ম, জাতীয় উৎস, লিঙ্গ, যৌন অভিযোগ, শারীরিক বা মানসিক ক্ষমতা বা রাজনৈতিক বিষয়ের উপর ভিত্তি করে বৈষম্য থেকে স্বাধীনতার অধিকার।

• প্রতিশোধের ভয় ছাড়াই বন্দীর হাতপুকে প্রদত্ত পদ্ধতি অনুসারে অভিযোগ করার অধিকার।

• বন্দীর হাতপুকে প্রদত্ত স্টায়ন্ডার্ড “6.2 অভিযোগ ব্যবস্থা” এবং পদ্ধতি অনুসারে অভিযোগ করার অধিকার।

• নিরাপত্তা, নিরাপত্তা এবং সুবিধার সৃষ্টিলাভ অপারেন্সের সাথে সামঞ্জস্যপূর্ণ ব্যক্তি বা সংস্থার সাথে যোগাযোগ করার অধিকার।

• একটি শাসনমূলক বিষয়ের অভ্যন্তর সমাধান সহ যথাযথ প্রক্রিয়ার অধিকার।

• স্বাস্থ্যসেবার অধিকার যার মধ্যে রয়েছে পৃষ্ঠিকর খাবার, সঠিক বিষয়ানা এবং পোশাক। একই পরিচয়পত্রর জন্য একটি নলটি সময়সূচী, নিয়মিত গোসল করার সুযোগ, উঁচুতা এবং তাজা বাতাসের জন্য সঠিক বায়ুচালচল, নিয়মিত ব্যায়ামের সময়কাল, টয়নেট সামগ্রী এবং আপনার বিনা খরচে চিকিৎসা।

  খাবার নষ্ট না করা, নলটি এবং বোনার সময়সূচী অনুসরণ করা, পরিচয় পরিচ্ছন্ন থাকার জায়গা বজায় রাখা 
  এবং প্রয়াজন অনুযায়ী চিকিৎসা সেবা নেওয়া আপনার দায়িত্ব।

• সুবিধার নিয়ম এবং সময়সূচী মেনে পরিবারের সদস্যদের এবং বন্দুকের সাথে আপনার সাথে দেখা করার অধিকার।

পরিদর্শনের সময় নিজেকে সঠিকভাবে পরিচালনা করা এবং নিষিদ্ধ জিনিস গ্রহণ বা পাস না করা আপনার দায়িত্ব।

• চিঠিপত্রের মাধ্যমে আদালতে অনিয়ন্ত্রিত এবং গোপনীয় অ্যাক্রেসের অধিকার।
আনার আনুষ্ঠানিকর ও মানব সেবা বিভাগ, ইসপেক্টর জেনারেলের অফিস (ওইজি)

Office of Inspector General
U.S. Department of Health & Human Services
ATTN: HOTLINE
PO Box 23489
Washington, DC 20026
Phone: (800) HHS-TIPS [(800) 447-8477]
Fax: (800) 223-8164
TTY: (800) 377-4950

U.S. Department of Justice
Office of Professional Responsibility
950 Pennsylvania Ave, NW, Suite 3266
Washington, DC 20530-0001

Phone: 202-514-3365
Fax: 202-514-5050
Email: opr.complaints@usdoj.gov
Website: https://www.justice.gov/opr

DHS Office of the Inspector General/Mail Stop 0305
Attn: Office of Investigations-Hotline
245 Murray Lane, SW
Washington, DC 20528-0305

Phone: 1-800-323-8603 or 1-844-889-4357 (TTY)
Fax: 1-202-254-4297
Online DHS OIG Complaint/Allegation Form at http://hotline.oig.dhs.gov/hotline/hotline.php

আইসিই-এর জন্য জেআইসি-জয়েন্ট ইন্টেক সেন্টার

- টোল ফ্রি জয়েন্ট ইন্টেক সেন্টার হটলাইনে কল করুন 1-877-2INTAKE অথবা একটি ফ্যাক্স পাঠানো (202) 344-3390;
- একটি ই-মেইল বার্তা পাঠানো হচ্ছে Joint.Intake@dhs.gov;
- এ জয়েন্ট ইন্টেক সেন্টারে লেখা P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044;
TCDF
被拘留者手册
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简介/使命

- CoreCivic/托伦斯县拘留所 (TCDF) 是一家与美国移民和海关执法局 (ICE) 签约的私营公司。
  TCDF 的使命是为等待行政听证的被拘留者提供安全、可靠和卫生的拘留设施。
- ICE 负责解决有关您的案件状态、旅行和/或移民文件的问题。TCDF 不是 ICE 的一部分，
  既不了解您的案件，也不控制您的监护状态。

目的

- 本手册的目的是向您解释在该设施羁押期间必须遵守的具体规则、规定、政策和程序。
  该手册还将让您对自己在该设施被拘留期间的行为负责。因此，您有责任熟悉本手册的
  内容。
- 该手册的副本将在每个被拘留者入狱时发给，并且某些部分张贴在每个住房区的公告板
  上，以及整个设施的其他公告板上。您需要签字确认收到本手册。如果您有任何疑问，请
  询问驻扎在您居住区的官员或向本手册和公告中列出的相应部门发送书面“囚犯请求”
  （不用于向 ICE 工作人员发送信息请求）寄宿在您的住房单元中。

残疾被拘留者

- 政策 14-101（残疾、身份识别、评估和住宿）概述了确保您有平等机会参与、访问和享
  受设施计划、服务和活动的好处的必要流程。这种参与将在限制最少和最完整进入的环境中
  完成，通过提供合理的便利、修改和/或必要的辅助设备和服务，并在物理上可以访问的
  设施中完成。
- 程序包括审查与残疾有关的住宿请求和提供住宿（包括临时住宿）、修改和重新评估的
  合理时间表。
- 您可以向残疾合规经理提交正式或非正式（即口头或书面）的住宿或协助请求。书面请
  求将通过被拘留者/囚犯请求或病假请求表提交。

被拘留者的基本责任

- TCDF 和 ICE 的政策是在保持安全、可靠和卫生的拘留设施的同时，以尊严和尊重对待被
  拘留者。在等待您的案件处理期间，预计工作人员将得到您的全力配合。用最简单的话
  来说，您应该：
  - 遵守和尊重规则、法律、政策和程序；
  - 服从工作人员和合同安保人员的所有命令；
  - 始终尊重工作人员和其他被拘留者；
  - 尊重 TCDF 和政府财产以及他人的财产；
  - 始终保持自己、衣服和生活区域的清洁；和
  - 遵守所有安全、安保和卫生规则、政策和程序。

- 如果您遵守并遵守上述准则，那么您在此设施中的生活应该不会有任何问题。在称呼员
  工时，您不应直呼他们的名字或昵称。您必须按职级/头衔和姓氏（即拘留官、值班主管
  、医生、护士、先生和女士）来称呼员工。如果工作人员知道您的姓名，他们会以同样的
  方式称呼您。期望一名官员知道设施内所有被拘留者的姓名是不合理的。但是，该官
  员或工作人员会以适当的方式与您联系。
在 TCDF，被拘留者不会受到人身虐待、体罚、人身伤害、疾病、财产损失或骚扰。囚犯财产受到保护。被拘留者不能监督、控制或管理其他被拘留者。

以下规定与每个被拘留者的具体期望有关，以确保被分配到该设施的每个人的安全、健康和安保。这些规定与张贴的纪律规则没有分开；因此，任何违规行为都可能导致对您实施制裁。将这些规则分开的目的是让您有机会了解与居住在住房单元相关的活动、计划和程序相关的具体规则。

设施规则

• **表格**
  不要在桌面上。

• **盗窃**
  不得擅自拿走属于他人的任何类型的物品，包括 CoreCivic/TCDF 财产。

• **斗殴**
  不允许打架。不允许进行陪练、拳击、摔跤和打架比赛。

• **睡觉时间**
  正常就寝时间为每晚 10:00 pm，包括周末。这个时候你一定在床上。熄灯后不得互相拜访，必须留在自己的床上。睡后除清洁时的打扫服务员外，任何人都不得进入休息室。睡后禁止在睡床区进行任何类型的游戏。

• **限制区域**
  您不得与宿舍/房屋单元的栏杆、门、玻璃窗区域或户外休闲区的围栏进行身体接触。

• **赌博**
  不允许任何形式的赌博。

• **禁止出售或赠送个人物品**
  不得进行黑市活动。禁止经营“商店”（即出售糖果、食品、服装收音机等）。

• **言语和身体虐待**
  禁止并且不会容忍对工作人员、被拘留者或其他人进行言语和身体虐待。

• **CoreCivic/TCDF 财产的破坏**
  不允许破坏、更改、涂鸦、未经授权使用或浪费属于 CoreCivic/TCDF 或他人的财产。

• **收音机**
  不带耳机播放的收音机将作为违禁品予以没收。

• **条款和规则**
  您必须遵守 CoreCivic 工作人员发出的所有书面或口头命令。

• **遮盖/挡住窗户/灯**
  任何时候都不得遮盖和/或阻挡任何类型的窗户/灯。
禁烟政策

这是一个禁烟设施。TCDF 内不允许携带任何香烟，包括电子香、烟草、咀嚼烟草、无烟烟草或任何类型的吸烟用具。违反这些规则的被拘留者将面临纪律处分。

监狱强奸消除法 (PREA) – SAAPI（性虐待和性侵犯预防与干预）

不允许从事或强迫他人从事性活动。将提出刑事或纪律指控。进入设施时会提供有关这些行为的教育材料，并张贴在每个宿舍/住房单元中。联系任何工作人员报告这种性质的活动。

在您被拘留期间，任何人都无权强迫您进行性行为。强奸和性侵犯是暴力行为。无论您的年龄、种族、体型、民族或性取向如何，被拘留者都该该有机会有尊严地服刑。托伦斯县拘留所对所有形式的性虐待和性侵犯行为零容忍。

您不必忍受性压力、骚扰、操纵或攻击。每个被拘留者都有责任消除性侵犯和性活动。如果您被接近、施压或殴打，请立即报告。您可以通过多种方式举报性虐待：

- 口头告诉您信任的任何工作人员，包括拘留官员、驱逐出境官员、牧师、医务人员或主管、国土安全局监察长办公室和联合招生中心。工作人员将对您的信息保密，仅在需要了解的情况下与其他官员讨论。
- 给监狱长/管理员写一封信，密封并标记为“机密”。
- 致电或写信通知设施管理人员的设施外人员。
- 拨打电话号码免费致电国土安全局监察长办公室 (OIG) 202-254-4100 或 1-800-323-8603 / 1-844-889-4357-TTY
- 联系你的辅导员官员。
- 撰写国土安全局监察长办公室 MAIL STOP 0305 在以下地址：
  Department of Homeland Security
  245 Murray Lane, SW
  Washington, D.C. 20530-0305

  - 联系 ICE 拘留报告和信息热线：1-888-351-4024 或 9116# 提供语言帮助。
  - 写信给保安或单位管理人员，密封并标记为“机密”。
  - 写信给设施运营部总经理，地址如下”

  CoreCivic Managing Director
  5501 Virginia Way
  Brentwood, Tennessee, 37027

为确保您的环境安全，如果您知道另一名被拘留者受到性侵犯或涉及性行为，请立即报告。被拘留者之间、被拘留者与工作人员、志愿者或合同人员之间的自愿性行为是被禁止的。故意的虚假指控可能导致纪律处分和/或起诉。

您不会因如实报告虐待或观察到的虐待迹象而受到报复、报复、骚扰或纪律处分。新墨西哥州中部强奸危机中心位于：9741 Candelaria Rd. NE Albuquerque, NM 87112。电话号码：505-266-7711
初次入学

- 您在进入该设施时以及有合理理由相信您身上可能藏有违禁品时，将接受搜查。
- TCDF 必须获取特定信息，以确保您的条目记录得到充分记录。这些信息也将被利用，因此我们可以将您分类到最适合您个人需求的生活区域。此类信息将包括以前的居住地、国籍、种族、性别、病史和犯罪记录。
- 护照、出生证明等身份证明将被清点并交给 ICE 以放入您的档案中。根据要求，应向您提供任何身份证明文件的 ICE 认证副本。
- 抵达后，处理人员将搜集您的衣服、个人财产、贵重物品和资金并妥善保管。将向您开具明细收据，并将一 (1) 份存放在您的档案中，用于存放您的所有衣物、个人财产、贵重物品和资金。
- 您随身携带的所有个人财产和贵重物品都将被清点和盘点。将为您开具这些物品的收据。
- 您在到达 TCDF 时持有的美元货币将被清点，开具收据，然后存入您在小卖部使用的账户。
- 抵达 TCDF 后，您持有的个人支票将存放在您的财产中。您在入住期间不需要钱。如果您发现您持有任何金钱，将作为违禁品予以没收，您可能会受到纪律处分。
- 您从该设施出院后，您必须将所有 TCDF 财产上缴给分配到接收和出院区域的官员。在您确认所有物品都已入账后，您将被要求赔偿丢失或损坏的财产。这包括衣服、床上用品和任何娱乐/休闲时间设备（如游戏和图书馆书籍）。
- 您的财产和您账户上的任何资金将在您离开之前退还给您。您必须签收这些物品。

- 为进入设施的每个人提供干净的床单，包括：
  - 两 (2) 张纸，
  - 一 (1) 条毛巾，
  - 一 (1) 个枕套，
  - 一 (1) 条毯子，和
  - 一 (1) 个洗衣袋。

- 您将获得一个卫生工具包，并被要求淋浴并换上干净的制服。您最初发放的衣物/床单应仅限于包括（不允许使用个人衣物，包括内衣和鞋子）。
  - 三 (3) 套制服（裤子和衬衫）
  - 一 (1) 双鞋（除非获得医疗许可，否则不允许穿个人鞋）
  - 三 (3) 件 T 恤
  - 三 (3) 条内衣
  - 三 (3) 双袜子
• 超过这些金额的任何物品都将被视为违禁品。服装物品的数量包括在小卖部购买的物品。

初始摄入筛查

a. 每个进入设施的被拘留者都将接受临床工作人员的初步医疗和心理健康检查。那时，您应该讨论您正在服用的任何药物，并披露您遇到的任何健康问题。如果您到达时，将继续使用一些药物，例如心脏病或糖尿病药物。

b. 所有新来港人士均须接受 PPD（mantoux 法）或胸部 X 光检查的肺结核 (TB) 筛查。这除非该诊断测试有禁忌，否则 PPD 应是主要筛查方法，然后获得胸部 X 光片。

c. 作为初始入狱筛查的一部分，所有女性被拘留者都将接受妊娠试验。

d. 健康服务成员将在您抵达后十四 (14) 天内进行全面体检。

资金和个人财产

根据 CoreCivic 政策 14-6AA，允许的个人财产清单清单，您只能获得授权的个人财产。政策不允许的个人衣物将被收集、盘点、放入提供的洗衣袋中，并转交洗衣部进行清洁，然后返回物业室存放。个人财产可以“逐案”邮寄。应向每位被拘留者索取转送地址，以备在被拘留者释放、转移或转移后个人财产丢失或遗忘在设施内时使用。如果您通过提供适当的邮寄地址拒绝合作，或者有经济能力但不愿意支付邮寄，监狱长可以根据 PBNDs 2.3，违禁品，在向被拘留者提供书面通知后。然而，如果您未能指定送货地址是因为不存在适当的邮寄地址，该设施可能会安排住宿来储存该财产，直到您搬走或释放。通常，存储财产的数量不得超过 40 磅。

被拘留者/囚犯可能会在其住房单元中保留一些个人财产，包括:

• 在合理范围内的法律文件、法律文件和法律信息。大量的法律工作将存放在物业房间；您只能保留您正在处理的当前案件的法律工作和/或文件。您可以通过向接收和出院主管提交设施申请来索取您的额外文件。

• 家人、朋友和同事的照片（即您拥有的照片不超过十 (10) 张，(5) x (7) 或更小）（只能放置在您指定的睡眠区的指定区域。

• 医疗假肢（即眼镜、假牙等），

• 个人参考资料，（即地址/电话簿和/或亲戚、朋友和/或其他通讯员的名单。

• 收音机必须始终与耳机一起使用，每人限制使用一对一 (1) 台收音机。不允许使用插入式收音机。没有耳机播放的收音机将被没收并放置在您的财产中。不允许在宿舍/宿舍外使用收音机或耳机。您的收音机上必须刻有您的外星人号码，否则将被视为违禁品。

• 结婚戒指和小型宗教物品（包括宗教首饰）将被授权在您逗留期间保留在您手中。所有其他首饰将被清点并存放在保险箱中，直到您获释为止。将向您发出收据为您的贵重物品。
转让、移除或释放时的财产索赔
在您被释放之前，您的个人财产的完整清单将由指定的员工进行。清单应在您在场的情况下完成。您将签署允许的个人财产清单/数据并获得一份副本。原始将由工厂保存在永久财产档案中。所有个人财产，包括存储财产（如果有），将在释放时归还给您。规定的保健用具在放行时应由您保留和维护。工作人员将确保所有设施财产已被接收并且不会离开设施。您的信托基金账户将会得到平衡，任何可用资金将在发布时提供给您。该设施可能允许家庭成员邮寄 (1) 套衣服，以供在释放当天使用。为此目的从家庭成员那里收到的物品的来源没有限制。释放服装可在释放后十四 (14) 日日历日内邮寄至设施。应为没有存放释放衣物或由家庭成员邮寄的囚犯/居民提供适当的释放衣物。

财产损失或损坏；
由于 CoreCivic 员工疏忽而丢失或损坏的财产将有资格进行索赔调查。如果您请求对因 CoreCivic 员工疏忽而丢失或损坏的财产进行调查，您必须填写 14-6D 丢失/损坏/被盗财产索赔的第 1 页并将其转发给财产官员。所有索赔必须在事件发生后七 (7) 个日历日内提交。所有权和价值证明的证据必须在调查后立即进行。该政策的副本将在图书馆提供。

仅限 ICE 被拘留者根据 PBNDS 2011，第 2.5 节资金和个人财产，该机构有一个自动资金系统，不接受邮寄资金。通过邮件收到的任何资金都将退还给发件人。非美国货币将被扣押，盘点并放入您的财产中。您将收到一张收据。

财政
在您抵达后的合理时间内，商务办公会为您开立一个帐户。您的外星人号码（A 号码）将是您的帐号。如果您在抵达时持有美元货币，您将收到一张收据，款项将在下一个工作日存入您的账户。取款过程完成后发现的任何类型的货币都将被视为违禁品。货币将被没收，并可能采取纪律处分。通过邮件不接受任何货币。收到的任何货币都将退还给收件人。未经不接受任何货币。发送钱，请向您的单位管理团队提交一份“释放资金授权”表格，如果资金可用，我们会从您的账户中开出一张授权金额的支票。所有表格都可以从您指定的拘留官员处获得。

- 所有交易都必须在发布到您的帐户之前进行验证。此过程最多可能需要 24 小时，周一至周四，不包括周末和节假日。

- 如果您在邮件中收到钱，邮递员会将钱退还给寄件人。该设施不接受县级囚犯的任何金钱。
分类
所有被拘留者在进入普通人群之前都会被分类。分类系统将被拘留者分配到符合设施安全和安保要求的限制最少的住房单元。分类系统确保被置于适当的类别中，并与其他类别的被拘留者物理隔离。您的分类级别可能会根据您的机构行为、收到的额外费用或信息、企图逃跑或解除隔离状态而更改（重新分类）。您将被分流入具有相似背景和犯罪历史的人的住房。您将根据您的分类级别进行安置，并颁发与颜色相称的身份证明和制服。

低羁押被拘留者：
低羁押被拘留者不得与高羁押被羁押者混在一起。
可能不包括任何被逮捕或定罪包括暴力性行为的被拘留者，或任何有攻击行为历史的被拘留者。
不得包括因以下罪行严重程度的“高”或“最高”部分所列罪行而被定为重罪的任何被拘留者。
可能包括有轻微犯罪历史和非暴力重罪指控和定罪的被拘留者。

中度羁押人员：
除以下规定外，中度拘留被拘留者通常不得与高级或低级拘留被拘留者混在一起。
可能不包括最近被定罪的被拘留者犯有罪行严重程度“最高”部分所列的任何罪行。
可能不包括任何有暴力袭击历史或模式的被拘留者。
可能不包括因在拘留期间袭击惩罚人员而被定罪的被拘留者，或者以前的机构记录表明在拘留期间存在袭击模式的被拘留者。

高度羁押的被拘留者：
中高度和高度拘留的被拘留者是那些有暴力或攻击性指控、定罪、机构不当行为或有帮派关系的人。高度羁押的被拘留者被认为是高风险的，需要中至最高安全级别的住房，始终受到监视和护送，并且不得与低羁押的被羁押者混在一起。此外，高度羁押在押人员不得在其指定期的居住区域外分配工作职责。
犯罪严重程度：

一、最高

协助逃逸
加重
带致命武器的电池
持械抢劫（多人受伤）
入室行窃
逃逸（安全设施）
煽动骚乱
绑架
谋杀（一级、二级）
性殴打（对未成年人施暴）

二、高的

严重袭击
加重电池
加重虐待儿童
纵火
电池执法官
入室盗窃（武装）
敲诈勒索
非法监禁
爆炸事件的虚假报告
受控物质（进口、贩运）
将违禁品引入拘留所
设施
炸药制造
抢劫（武装，强力武装）
性电池（死刑或终身重罪除外）

三、缓和

武装入侵
入室盗窃
携带隐藏的枪支
伪造
大盗
误杀
受控物质的销售、交付、持有
篡改人
毫无价值的支票（重罪）
福利欺诈（重罪）
逃生（非安全设施）

四。低的

在影响下驾驶
离开事故现场
电池（简单突击）
携带隐藏武器（枪支除外）
无序行为
赌博
提供卖淫
持有大麻（轻罪）
拥有吸毒用具
小偷小摸
侵入
无价值支票（轻罪）

被羁押人的基本着装应当有特色，以便根据羁押等级识别被羁押人。在 CoreCivic/TCDF，统一颜色如下：
- 低托管 - 深绿色
- 中低 - 棕色
- 中/高 - 蓝色

- 住房限制：低和中低被拘留者可以被关在一起（除非有攻击性或好斗行为的历史）。中级和中级/高级被拘留者可以被关在一起。低级和中级/高级被拘留者永远不会被关在一起。
- 中/高将被押送到居住区外，并且只能与其他类别的被拘留者一起进入指定的公共区域。
- 所有住房、工作分配和程序化活动都由收到的分类级别决定。
- 在您的初始分类后，您的第一次审核将在您抵达之日起六十 (60) 天到九十 (90) 天内。此后，评估审查将在您最初到达日期后的九十 (90) 天到一百二十 (120) 天之间进行。
- 上诉：所有归类为中/高或高的新来港定居人士都可以按照本手册第 29 页的申诉程序中的概述，通过向 ICE 工作人员提出上诉，对他们的分类指定提出上诉。所诉其他分类上诉应转给单位管理主管或分类主管进行审查。上诉结果的书面通知将在 (5) 个工作日内发出。
洗衣店

为了确保所有被拘留者的充足供应，禁止囤积衣物。一般而言，被拘留者不得在其住所内清洗衣物、床上用品或其他物品。必须在早上 6:00 之前将衣物交还给舱内洗衣工。如果您必须离开住房单元，您有责任确保您的衣物被上交。它将在每天结束前归还给您。
（注意：不要把洗衣袋装得太满。确保袋子系紧。袋子里面留出足够的空间让肥皂和水流过以及烘干机产生的热量。）男性和女性被拘留者的衣物/洗衣根据宿舍/住房单元公告板上张贴的时间表进行。所有衣物都必须按照公布的时间表送去清洗。

衣服

所有发放的服装和身份证件将按照以下说明中的规定穿着，不得以其他方式穿着。这些要求对于确保所有人在财产范围内遵守安全、卫生和行为至关重要。

- 必须始终佩戴设施签发的身份证件。如果您的身份证明被撕毁，请通知您单位的官员您需要一个新的身份证明或与其中一位分类官员交谈。
- 衣服必须干净，穿着时不要撕裂。
- 不允许穿混色制服。
- 只有在睡眠区或洗手间/淋浴区时，才可以穿着不带外衣的内衣。没有例外！
- 洗浴鞋只能在住房单元内穿。
- CoreCivic/TCDF 发放的鞋子在住房单元外时将始终穿着。除非安全主管/单位管理层主管有医疗要求或授权，否则不允许穿私人鞋。
- 普通人群不得佩戴帽子或其他头饰。仅在执行与工作相关的职责时才需要佩戴指定的被拘留人员时，将向指定的被拘留人员发放适当的头饰。
- 被拘留者在宿舍/住房单元外面时将始终穿着完整的制服（衬衫、裤子、鞋子）。
- 袜子将穿在腰部左右的位置，以防止大腿出现稀疏，尽管衬衫很长。
- 您不得在设施中四处走动无论我们如何，都把手放在裤子的腰带内其他条件。
- 不得以通常不适合该物品的方式穿着任何衣服（使用衬衫作为头带或头罩等）

个人卫生

您将与其他人一起住在一个住房单元中，因此个人卫生至关重要。您应该每天洗澡并保持头发清洁。个人卫生用品，如肥皂、牙膏、牙刷、梳子、洗发水、润肤露和其他物品将在入场时发给您。如果您的某件物品用完了，请向您的住房官员寻求相同物品的空容器交换。每天都会提供一次性剃须刀。剃须刀将根据需要进行检查，并在您完成剃须后归还。出于保护被拘留者和工作人员的健康和安全原因，一次性剃须刀不会被超过一名被拘留者使用。个人卫生用品将根据需要补充。需要更换卫生用品时，请联系您的拘留人员。

预订出庭的被拘留者将被允许在离开设施之前刮胡子。
理发服务

一般人群和符合的 RHU 被拘留者将可以进入理发店，该理发店于上午 8 点开放，到下午 4 点周一周日，根据您居住区公告板上发布的时间表。驻扎在您居住区的官员将召集希望理发的被拘留者。出于卫生原因，严禁在宿舍/住房单元内剪头发。被羁押人面部、颈部、头皮皮肤发炎，或者有脱屑、流脓等皮疹时，理发师、美容师不得为被羁押人提供服务，除非被羁押人的服务得到相关人员的特别授权。首席医疗官。不得送达染有头虱的人。还禁止拥有自己或他人的剪发或剪报。

被拘留者着装规范

- 在所有活动中，您必须保持清洁并穿着合适的衣服/鞋子。
- 请注意，卫生条件差，卫生条件差以及不穿合适的衣服和鞋子可能会与您的同龄人和其他人发生潜在冲突，并对您以及您周围的人的健康和安全产生负面影响。
- 不遵守着装规范和仪容标准最终将成为一个问题，需要员工以适当的纪律处分的形式进行干预以纠正这种情况。
- 日常生活和工作任务的着装要求是相同的。
- 通常，被拘留者可以穿任何发型，但以下情况除外：
  - 出于安全和卫生原因，操作机器的被拘留者工作人员将保持头发整齐、干净和普遍接受的发型。
  - 发型不会干扰安全和卫生要求。
  - 通常，面部毛发可以不受限制地生长，但以下情况除外：
    - 出于安全原因，在押人员操作机器时可能会一直被要求刮得干干净净。这些限制是上述工作分配中的就业要求，接受这些领域的工作表示接受上述工作分配的修饰标准。
- 即使出于医疗原因，这些要求也不例外。
  - 在住房单元外时，必须穿着完整的制服（裤子、衬衫、鞋子和设施标识）。
  - 下午 5 点后和周末/节假日允许在休息室区域穿 T 恤和淋浴鞋。
  - 休闲场允许穿 T 恤。
  - 除非得到适当的批准机构的授权，否则不允许在床头区佩戴头饰。
人员和财产检查（搜索）
如有必要，将对设施、被拘留者的人员和财产进行例行计划外搜查。

在以下情况下对人员进行搜查：
- 进入或离开住房单元；
- 参观后离开参观区；和
- 进入或离开其他建筑物或区域。

进行搜查的目的是：
- 检测和防止引入违禁品（即武器、毒品、未经授权的衣物等）；
- 确保设施内存在安全和卫生条件；
- 找回丢失、丢失或被盗的财产；和
- 防止逃跑和其他干扰。

搜查的方式将避免对被拘留者造成不必要的武力、尴尬或侮辱，并且不具有惩罚性质。

在 TCDF 执行的搜索类型：
- 目视检查：在没有身体接触的情况下搜查被拘留者或区域是否有违禁品。
- Frisk or Pat Search：通过将手放在被拘留者的衣服上以感觉武器/违禁品进行的搜查。
- 对所有口袋、衣领、夹克腰带和鞋子进行了彻底的搜索。脱鞋检查袜子和脚底。
- Shakedown：对设施特定区域的物理或视觉搜索。

TCDF 将在以下情况下进行强制性尿液检测：
- 当保安人员合理怀疑被拘留者曾使用或受毒品或酒精影响时；
- 当被拘留者被发现持有涉嫌未经许可的毒品或麻醉品时，或者在被拘留者控制、占用或居住的区域内发现或发现涉嫌未经许可的毒品或麻醉品时；
- 当观察到被拘留者持有或使用未经授权的药物或麻醉品，但工作人员无法获得该物质的样本时；
- 在被拘留者从外部工作场所返回时，随机采用适当的随机测试程序或常规方式；或者
- 根据适当的随机测试程序，可以在设施的所有被拘留者、任何可识别的计划区域或任何可识别的被拘留者分类进行测试。
- 随机测试程序不会用于骚扰或恐吓任何个人或群体的被拘留者的目的或产生骚扰或恐吓的效果。
- 拒绝接受尿液分析测试将导致严重的纪律处分。

违禁品
禁止携带被认为不利于设施安全有序运行的物品。违禁品包括但不限于：
生活条件——一般人口

您被拘留在 TCDF。您将在该设施，直到 ICE 确定是时候将您转移到另一个设施。TCDF 无法就您的释放或转让做出任何决定。

TCDF 拥有一份额外的合同，其中包括托伦斯县治安官办公室 (TCSO)。ICE 被拘留者绝不会与 TCSO 囚犯混在一起。

该设施分为二十四 (24) 个住房单元，不包括医学观察。每个住房单元的每个房间可容纳两名被拘留者，每个囚室最多可容纳 40 名被拘留者。每间宿舍被设计为在开放式环境中容纳多名被拘留者；每个区域最多可容纳 75 名被拘留者。

被拘留者必须始终保持其指定的生活区域清洁。您的床必须在醒来后立即整理，并在不使用时保持整理。所有个人财产必须井井有条。保持一个干净的生活区并避免许多与不卫生的生活条件相关的问题符合您的最大利益。

食宿免费提供给贫困被拘留者，并通过设施仓库经理出售给非贫困被拘留者。如果您想要挂贴，请向单位经理或仓库经理提交书面申请。

每个住房单元都有足够的淋浴间、厕所设施、餐厅、休息室，允许室内娱乐，并符合美国惩教协会 (ACA) 的要求。这种生活安排，我们期待您的合作，向其他被拘留者展示您希望得到的尊重并尊重他人的财产。还要求您尊重共用电话、桌子、电视、娱乐游戏和设备等公用设备的需要。

睡眠区/卫生设施

您需要保持你的床和附近的区域干净整洁。您还必须每天整理床铺，然后再报告工作任务或开始日常工作。当您的床不使用时，它必须被整理！不允许将床单、毛巾、毯子或其他衣物挂在窗框、自制晾衣绳、顶灯或床上。

个人物品，包括卫生用品，将存放在你的物业箱中。请勿将物品放在窗台、窗户、床铺、储物柜、床下等。这些物品将作为违禁品被没收并在未经授权的区域被移除。您有责任通过适当的主管识别和回收这些物品。
安全法规/紧急程序

TCDF 的工作人员将尽一切努力帮助确保您在此期间的安全。您必须承担一些责任来帮助确保该设施的安全。危险区域出现在任何地方都可以使用标志来标记。如果您洒了东西，请把它清理干净。如果您遇到可能的危险，请告诉您所在的官员。不要假设问题已被报告。注意警告标志并在潜在危险情况下采取合理的谨慎措施比如潮湿的地板。

1. 被拘留者必须遵守所有安全规定、标志、说明、指示、标签和提供的任何培训。
2. 所有被拘留者必须参加所有安全/应急培训。在执行任何危险任务之前，被拘留者必须接受培训。
3. 被拘留者在处理清洁用品或其他化学品时必须穿戴个人防护装备。
4. 被拘留者不得移动物品或将物品用于其他用途。更改的物品是违禁品，将被没收。
5. 不要从一次性剃须刀上取下刀片。
6. 被拘留者必须立即清理任何溢出的液体，或者在清理干净之前远离该区域。
7. 在住房单元、娱乐场所或设施内任何其他地方受伤的被拘留者必须立即向该区域的值班员工报告受伤情况。
8. 被拘留者不得篡改、撑开、遮住或禁用任何锁定装置和/或门。
9. 在押人员不得在操场上挂衬衫。
10. 被拘留者不得以任何理由进入铁丝网。
11. 被拘留者不得以任何理由攀爬任何栅栏。
12. 演习在整日的设施包括生活区进行。如果发生紧急情况或演习，被拘留者有责任遵守工作人员的所有指示。不遵守将被视为干扰/障碍设施安全法规。
13. 每个住房单元都张贴了疏散计划/地图，显示发生火灾时的紧急疏散路线。不要删除这些计划。

官方统计

为了维持对在该设施的被拘留者的适当问责，在以下时间进行正式清点：

- 正式计数在以下时间进行：凌晨 3:00, 早上 6:30, 上午 9:15, 下午 3:00, 晚上 7:00, 晚上 10:00（图片 ID/名册计数 - 站立计数），上午 12:00
- 非正式计数在不定期的、不事先通知的时间进行。
- 在每次计数期间，被拘留者应予以配合。在进行计数时，电视将被关闭，并且不允许移动。当警官计算时，您必须返回并留在您的铺位上，直到您可以移动为止。
膳食

- 所有餐点都营养均衡，不含猪肉，经营养师批准，准备妥当，在健康、清洁和安全的环境 中提供精致的服务。要获得用于宗教目的的特殊饮食，请向牧师发送说 明宗教和特殊饮食要求的请求。特殊饮食需接受合规性监测。禁止使用 食物（即拒绝或更改标准菜单）作为纪律措施或奖励，您将获得适当的饮 食器具。菜单张贴在您住房单元的公告板上。

- 对于因医疗原因需要特殊饮食的被拘留者，可通过卫生服务部门要求饮食。需 要考虑，请向 Health Services 提交病假假条表格。然后，护士将为您约 会谈评估您请求的医疗服务提供者。

- TCD 提供每天为您提供三 (3) 餐；早餐在上午 5:00，上午 11:00 享用午餐，下午 5:00 享用 晚餐。这些是大概的时间。每个住房单元都供应餐点和饮料。您要遵守拘留 人员规定的。必须出示您的设施批准的身份证件才能领取您的餐点。不允许 用刀、抓盘或将盘子 带到床区。每餐只允许您使用一 (1) 个托盘，被拘留者不得 拿起另一个被拘留者餐盘。每个被拘留者都必须拿起自己的餐盘。

- 所有食物都应在宿舍单元提供的餐桌上食用。

- 您将在指定时间用餐，并立即将您的托盘放回提供的购物车。

- 除了通过厨房和小卖部设施提供的食物外，不允许在住房单元内提供任何外部食物， 除非通过“食物之夜”订购（您的帐户中必须有钱才能购买）。

- 不得在床边用餐。

- 请勿将餐盘或箔纸放入微波炉中。

- 微波炉每次使用后都要清洗。

- 每顿饭您总共有二十分 (20) 分钟的时间吃饭。

- 餐食不会存放在储物柜或储物柜中。

使用权到电话

- 住房单元配备了电话。提供了这些电话，以便您可以与朋友和/或亲戚交流。

- 在您抵达后，处理人员将向您发出 PIN 码；这将允许您一次免费的三分钟电话。此密码 对您来说是唯一的，并且会在您入住该设施期间一直有效。在完成他们的第一个电话之 前，您需要设置语音密码。

该系统旨在确保其他被拘留者无法访问您的预付费帐户。预付帐户是您的责任；您必须 保护您的语音生物识别技术才能收到您的资金。您可以拨打对方付费电话，也可以选择 加入预付费电话系统。该系统允许您通过小卖部购买电话分钟数。
您的家人或朋友也可以通过致电 Talon 客户服务将钱存入您的电话帐户 1-866-348-6231; 塔尔顿网站 www.Talon.com; 或通过大堂售货亭（现金或信用卡）。查看您的单位公告板了解当前的通话费率。

要提高电话音量，请在通话时按星号 (*) 按钮或音量。

这些电话不会接听来电，也不提供三 (3) 路通话。

为了尊重他人的隐私，我们要求您安静地等待轮到您，因为电话将按照先到先得的原则使用。如果您需要帮助，请询问分配到您所在地区的官员。

所有电话都受到监控和/或录音。要获得对法庭、法律代表的不受监控的电话或为了获得法律代表的目的，请向您的拘留顾问提交一份被拘留者/囚犯申请表。拨打匿名电话的程序张贴在住房单元中。

询问您案件状态的电话号码以及大多数领事馆的电话号码已免费提供给您（无偿服务）。请咨询您的住房单元公告板以获取数字列表。拨打免费/无偿电话：

1) 英文按 1;
2) 输入 PIN 后按 # 号;
3) 按 6 拨打 Pro Bono 电话
4) 输入与您要呼的实体相对应的快速拨号码。

如果您无法使用住房单元电话联系您的孩子或领事馆，您可以向您的任何单元管理团队提交申请表，以获取其他电话访问权限。

TDD 电话机可供听障人士使用。

当电话需求量很大时，您应该将您的电话限制在 20 (20) 分钟内，以允许其他人享有相同的电话特权。如果需求允许，您可以在 20 分钟后继续通话。

从起床时间到就寝时间，您都可以使用电话；电话将计数时间内关闭。

当工作人员接到被拘留者的紧急电话时，应获取来电者的姓名和电话号码并及时提供给您。

您将被允许在设施的安保和安全限制范围内及时回复紧急呼叫。

试图让外部联系人向设施发送或引入毒品/违禁品的电话可能会导致外部人员的号码被阻止。

TALON 平板电脑使用说明：

- 不使用时将平板电脑留在充电站；
- 使用机箱侧面的右上角按钮打开平板电脑；
- 从屏幕右上角的下拉框中选择英文、西班牙语或法语；
- 使用您的电话 PIN 并将您的脸放在屏幕上的框中登录；和
- 系统将要求您设置第二个 PIN 码（请选择与您的手机 PIN 不同的数字）。

注意：平板电脑会在您闲置五分钟后注销。只要您登录平板电脑，您就会继续被收费。

宗教服务

所有被拘留者都可以自愿获得宗教资源、服务、指导和咨询。所有被拘留者都将获得在安全和安全条件限制下追求任何合法宗教信仰或实践所需的自由和机会。

- 宗教服务通过牧师办公室和社区志愿者提供的服务提供。这些服务可能包括个人咨询、集体祈祷、圣经学习和各种宗教组织的教堂/崇拜服务。时间可能从上午 8:30 开始。到
晚上8点30分，每个定期安排的服务的日期和时间安排会张贴在您住房单元的公告板上。这些服务对所有希望参加有关空间限制和安全问题的人开放。

- 根据您居住单元公告板上发布的活动时间表，还可以提供基于宗教的教育计划和特殊活动。
- 可应要求提供来自不同信仰的宗教材料。

**小卖部**

- 小卖部将根据您住房单元中公布的时间表在周一至周五开放供您使用，但小卖部库存日除外。
- 小卖部订单将完成并放入位于每个住房单元的邮箱中。订单必须用墨水正确填写，包括您的姓名、住房单元编号和外国人编号，以便在当天收到小卖部。（写清楚）。所有订单必须在小卖部当天早上7:30之前收到。
- 购买错误的物品将不予退款。您有责任正确填写订单。在打开您的小卖部袋子之前，您必须验证所有物品。如果您觉得订单有问题，一名小卖部工作人员将在打开袋子之前检查实际袋子中的物品。打开袋子后，订单就完成了。不会有任何交换、退款或更换丢失的物品。
- 小卖部物品受限制和/或更改没有通知。

**志愿工作计划**

被拘留者可能有机会在受限期间工作以赚钱，这取决于可用机会的数量以及设施的安全、安保和良好秩序的限制。被拘留者应能够自愿参加工作职务，但除做家务外，不得要求其他工作。高度拘留的被拘留者不得在其居住区之外工作。

- 我们将尽一切努力为您提供参与志愿工作计划的机会。
- 被拘留者将获得完成工作的补偿。
- 您不得每天工作超过8 (8) 小时，或每周工作超过四十 (40) 小时。
- 您将需要签署一份志愿工作计划声明并接受必要的培训。
- 参与志愿工作计划的被拘留者必须按照指定的工作时间表工作，无法缺勤或工作表现不理想可能会导致被从志愿工作计划中除名。任何被拘留者不得监督/控制任何其他被拘留者。
- 您被要求执行与设施的日常运营相关的任务。此类任务可能包括一般卫生以及其他任务。
- 在任何情况下，您都不会被强迫参加工作计划。
- 您的工作资格将由ICE和TCDF工作人员决定。如果您希望被安排参加工作计划，请将囚犯申请表发送给负责的轮班主管或部门主管，他们将转发您的姓名以供考虑。请记住，没有足够的工作分配给每个人；因此，我们请求您的耐心与合作。
- 如果您被分配了超出其职责范围的任务，请将信息报告给工作人员或工作人员主管。
图书馆/法律图书馆

- 该设施的图书馆包含在学校或社区图书馆中找到的标准图书馆资料。仔细考虑了大多数在押人员的需求、兴趣和能力，并据此开发了图书馆藏书。通过完成请求并从提供的可 用书籍列表中进行选择，即可获得图书馆书籍。提交后，图书馆工作人员将在不迟于次 日星期一至星期五（不包括周末和节假日）将所要求的图书交付给您。周末提交的请求 将在下一个工作日处理。
- 一（1）本普通阅读书可以借出总共七（7）天。该项目必须在签出其他材料之前退出。 重要的是您要妥善保管这些书籍并及时归还，以便其他被拘留者有机会阅读和欣赏它们。 所有书籍必须在您离开设施之前归还，并保持与收到时相同的状态。
- 个人阅读时间将在周一至周日在节目室提供。每天提供一个半小时的阅读时间，以确保所有在押人员都有机会安静地阅读。由于提供的其他服务，您可能不会要求延长阅读时间。 阅读时间的日期和时间将张贴在您指定的住房区域。
- 参考资料、法律资料和杂志不得带出图书馆。
- 法律图书馆可供所有被拘留者在其住房单元的预定时间内使用。每个住房单元都张贴了 时间表。当需要更多时间时，可以向图书馆工作人员提交书面请求。该请求将得到及时 答复，通常在下一个工作日。法律图书馆包含 ICE 认定的法律参考资料，这些资料对于 需要法律援助的被拘留者及有担保的移民非常有用。此信息可在 Lexis/Nexis 计划的图书馆 中的计算机上访问。访问 Lexis/Nexis 时请使用您的邮箱地址。
- 如果您需要法律图书馆未保存的其他参考资料，您可以向图书馆提交请求，说明所需资 料的名称和类型。您的请求将被转交至 ICE 以供批准。
- 如果您发现图书馆资料丢失或损坏，请通过向图书馆提交请求来通知图书馆管理员。
- 法律图书馆的时间从早上 7:30 开始。到下午 2 点 45 分，根据住房单元公告板上张贴的 时间表。额外的法律图书馆时间（超过每周 5 小时）可以通过向图书馆员和/或图书馆助 理提交请求来获得。有法庭期限的被拘留者将被优先考虑。
- 所有被拘留者将进出图书馆。
- 法律图书馆中的计算机仅用于准备法律文件。违反者将受到纪律处分。将在您的法律图 书馆会议期间提供打印机，以打印法律文件以准备您的案件。打印机用于存储您的 法律文件。
- 残疾被拘留者、LEP 被拘留者和文盲被拘留者如果希望就其移民诉讼或拘留提出法律要 求，并且在提起法律要求方面需要帮助，则必须向其单位工作人员请求此类协助。
- 被关押在限制性住房单位 (RHU) 的被拘留者可以使用法律图书馆，其中包括与普通被拘留 者相同的法律资源和材料。

访问

- TCDF 为您提供每周一 (1) 次访问的机会（周日至周二、周四及周六以及节假日），与家 人和朋友进行最多两小时的联系访问。时间将根据时间表而有所不同。如果来访者的人 数超过了探视室所能容纳的人数，则可能有必要将探访时间限制在较短的时间段内。由 于安全风险、计数或其他意外事件，访问时间也可能会缩短。
如需批准在您的住房单元未安排的日期访问或由于长途旅行或其他情有可原的情况延长访问，请您跟管理主管提交一份特别访问表。

如果访客携带儿童（十八 (18) 岁或以下），他们应继续在成年访客的直接监督下，因此他们不会打扰其他有访客的人。由于空间有限，一次只允许两 (2) 名成人和两 (2) 名未成年儿童（十八 (18) 岁及以下）参观。

您应该阻止访客携带大手提物品。访客可能需要将某些物品留在储物柜或车辆中。所有访客和项目都需要搜索。

您需要将这些时间和程序通知访客，并告知他们必须携带政府签发的带照片的身份证件（适用于十八 (18) 岁及以上）才能获准参观。

访客必须穿着适当且社会可接受的服装。禁止以下服装：短裤、膝盖以上的迷你裙、短裙、背心、无袖衬衫、透视服装、露趾鞋或高于 2 英寸的高跟鞋。

探视时间表以及探视规则都张贴在您的住房单元中。

访客不得向您提供任何物品、金钱或文书工具。

访者者和/or律师可致电获得指示 505-384-2711。

**律师访问**

- 周检在探视时间为周一至周五上午 8 点。到下午 4 点，如果需要，周六、周日和节假日至少可以使用 4 小时。
- 如有必要，您可以选择在用餐时间与您的法定代表会面，并为您提供餐盘或麻袋餐。
- 经适当监督人员批准后，您只能从您的律师处获得法律文件。
- 如果您已预约与组织、律师事务所或其他协会或公司的律师、法定代表或律师助理会面，如果您不打算继续预约，您有责任取消预约。取消预约将不会由官员或其他人代表您或通过官员或其他人完成。
- 一份无偿（免费）法律组织的名单张贴在所有被拘留者居住区和其他适当区域。如果您希望会见该组织的代表或律师助理，您有责任联系他们进行预约。
- 您可以方便收到邮件与他们联系以寻求帮助。
- 如果您对您的案件状态有任何疑问，请通过住房单元电话拨打 #222 或向 ICE 提交一份被拘留者申请表并将其放入 ICE 邮箱。

**集团法律权利陈述**

- “了解您的权利”（KYR）/“法律培训计划”（LOP）由志愿法律代表提供。一旦您被分配住处，您将有机会参加其中一个演讲。出席是自愿的，仅受可用空间和设施安全问题的限制。
- 演示应在设施访问室进行。
- RHU 中的被拘留者将收到预定的演示通知。
- 预定演示的通知将在发生前至少 48 小时发布于您的单元中。您必须通过在您所在单位张贴的报名表上报名来表明您有兴趣参加。
- 这些演示文稿涵盖一般信息，并不旨在提供具体的法律建议。
求婚

- 结婚请求必须发送给监狱长。如果被拒绝，该请求将由 ICE 官员审查，他们可能会支持或撤销监狱长的拒绝。您必须能够提供以下文件：
  1. 您有合法资格在该州结婚；
  2. 您的预期配偶已以书面形式确认他/她打算与您结婚。（这必须伴随您的请求。）

信函和其他邮件

- 邮件将在周一至周五（节假日除外）收到后 24 小时内取件并送达。
- 您可以发送或接收您认识的任何人的邮件。您可以将未密封的邮件放入您的住房单元标有“MAIL”的盒子中。
- 所有入和传出的邮件都必须妥善处理，包括您的姓名，移民*# 和住房单元/床位号码。

如果未包含所有信息，邮件将被退回。请参见下面的示例：

约翰·多伊 #00000000
CoreCivic/TCDF
PPO 箱 837
埃斯坦西亚，新墨西哥州 87016

先生女士。约翰·多伊
主街 1234 号
新墨西哥州阿尔伯克基 87121

任何收到的信件至少应包含以下信息：

- 发信人的姓名
- 寄件人地址

约翰·多伊 #00000000
CoreCivic/TCDF
箱 837
新墨西哥州埃斯坦西亚 87016

- 由于邮政法规，禁止在寄出信封的正面画图。
“特殊通信”被定义为与美国总统及副总统之间的书面通信：美国司法部；美国公共卫生服务；陆军、海军或空军部长；美国法院（包括缓刑办公室）；国会议员；大使馆和领事馆；州长：州检察官、检察官；国家惩教署署长；州假释办公室；州立法机构；州法院：州缓刑官员；其他联邦和州执法办公室；私人律师；新闻媒体代表；国土安全部（DHS）；美国移民和海关执法局（ICE）；ICE健康服务团（IHSC）；国土安全部公民权利和公民自由（CRCL）；国土安全部监察长办公室（OIG）；外部医疗保健提供者；和申诉系统的管理员。

- 如果您收到传入的特殊信件，它将在您面前打开（除非监狱长另有授权）并检查是否有实物违禁品。工作人员不会阅读也不会复制特殊信件。如果您不接受该信件或允许在信件封面上醒目地标注了发件人或收件人的职务和办公地点，并在信封上标有“特殊信件”或“法律邮件”，则为特殊信件或法律邮件。您有责任将“特殊信件”或“法律邮件”的标签要求告知发件人。
- 发出的“法律邮件”和“特殊信件”将不被打开、检查或阅读。
- 未经监狱主管事先安排和事先批准，您不得接收或发送包裹。发送包裹和超大或超重邮件的邮递将由您承担。请咨询拘留中心以获取入辖区包裹的批准表。
- 除特殊信件或法律邮件外，进出邮件应在您在场的情况下开拆并检查是否有违禁品。
- 根据 PBNDS 2011 2.5 资金和个人财产，该机构有一个自动资金系统，不接受邮寄资金。通过邮件收到的资金都将退还给发件人。
- 所有包含外发普通信件的信封都应开封并准备好发送到收发室以供检查。
- 经为保护设施的安全、可靠和有序运行，才应阅读或拒绝一般通信，当部分或全部拒绝通信的，应以书面形式通知被拘留者。
- 所有流出的包裹都将在您面前打开（除非在某些情况下由监狱长授权）并检查是否有违禁品。违禁品包括但不限于以下内容：描绘、叙述或鼓励可能导致暴力或暴力的活动的材料，例如涉及自卫或生存主题的材料、武器、军备、爆炸装置或燃烧装置；有关逃脱地或非法活动的规则或指南的计划的信息；有关毒品或酒精生产的信息；色情材料；威胁、勒索、淫秽或无端亵渎；一个代码；邮票、信封和白纸；电话卡；大于 5x7 的照片；书籍和杂志（如果获得批准，它们必须直接从出版商处收到）；手中的其中他违禁品。未经事先批准收到的包裹被视为违禁品。
- 护照、出生证明等身份证明文件将被保护并提供给 ICE。您不得随身携带身份证件。

ICE/ERO 可将这些文件作不被拘留者的证据或用于法律授权的其他目的。根据您向 ICE / ERO 提出的要求，您将获得该文件的认证副本。
- 当信件或包裹被拒绝时，您和寄件人将收到书面通知，说明拒绝的原因。
- 当您被释放时，您收到的邮件将被发送给你在接收/释放期间提供给官员的转发地址。如果您不提供转发地址，您的邮件将被计入，“无转发地址，退回发件人。”所有此类邮件将退回给美国邮政服务。
- 要获得您个人使用的纸张、书写工具和信封，请向单位团队提交囚犯/被拘留者申请表。
- 寄出邮件的邮票可从直接购买。在合理范围内，被拘留者将被允许邮寄无限量的特殊信件或法律邮件；三份一般信件；和/或 ICE 认为必要的包裹。要被视为贫困，您必须在过去 10 天内在您的 CoreCivic/TCDF 帐户上保持 15.00 美元或更少的余额。）
联系ICE工作人员

- ICE工作人员将在您的单位为您服务的预定时间和日期是周二和周四上午09:00至下午3:00。对此时间表的任何更改都应张贴在您的住房单元中。当地的ICE办公室地址是U.S. Immigration and Customs Enforcement, 5441 Watson Drive, Albuquerque, NM 87106。电话：(505) 452-4771。您可以在周一至周五的0800至1600时致电当地的ICE办公室。
- ICE主管(OIC)、助理主管(AOIC)和指定的部门负责人将每周对您的住房区域进行突击（非预定）访问。这些访问的目的是解决您的个人问题并观察您的生活和工作条件。您有机会使用ICE特殊通信表格向ICE工作人员提交书面问题、请求或疑虑。ICE特殊通信表格应放在您居住区标有“ICE”的邮箱中。在准备申请表时，您可以从其他被拘留者、拘留所官员或其他设施工作人员那里获得帮助。收到您的申请表的ICE工作人员将尽快回复，但不迟于收到您的申请后72小时内。此程序不适用于提交正式申诉。〔参见“申诉”部分。〕
- ICE工作人员将拥有位于住房单元内的ICE邮箱的钥匙。ICE工作人员会接收请求，设施工作人员无权使用这些盒子。
- 如需更多联系信息，请参阅本手册的最后一页。

托伦斯县拘留所地址：

CoreCivic/TCDF
P.O. Box 837
Estancia, New Mexico 87016

要写信给当地的ICE办公室，请使用以下地址：

美国移民和海关执法局，ERO
5441 Watson Drive
Albuquerque, NM 87106

要写信给ICE El Paso办事处，请使用以下地址：

美国移民和海关执法局，
El Paso Field Office
11541 Montana Ave., Suite E
El Paso, TX 79936

请在您的信封上注明上面提到的内容。
公证、复印件和资金发放

- 公证人- 可以通过向单位团队发送请求来获得公证协助。将尽快与您联系以完成任务。
- 副本- 法律材料副本的请求应转发给单位团队。
- 释放资金- 资金发放申请表 (2-5A) 应提交单位管理团队批准。您可能被允许使用个人资金来支付法律服务费用。如果您有任何问题，请联系您的单位管理人员。您将不被允许从您的账户向 CoreCivic/TCDF 内的其他被拘留者账户汇款或转账。

被拘留者纪律

在许多人一起生活在一个相对较小的空间中的设施中，维持秩序和纪律是极其重要的。纪律和秩序不仅是为了工作人员的利益，也是为了您和所有其他被拘留者的安全和福利。虽然许多问题可以通过咨询非正式地解决，但有时必须采取纪律措施。

行为准则/纪律程序

您在 TCDF 期间应遵守既定规则和设施时间表。这些规则张贴在每个住房单元中，并应在分配住房单元后立即进行彻底审查。

行为规则中包含一系列罪行和制裁（见下文）。将有一个非正式和正式的纪律计划。非正式程序处理轻微违规行为。正式程序将处理更严重的罪行。如果您卷入的事件导致您受到正式指控，通常会在工作人员知道该事件后 24 小时内启动调查。调查完成后（通常在 24 小时内，但最多 72 小时内），您将收到针对您的指控的书面通知，并告知您的正当程序权利。

如果您被指控违反中等 (300) 或中低 (400) 类别的违禁行为，通常会由单位纪律委员会 (UDC) 举行听证会并予以解决。在此过程中，您有权保持沉默，可以传唤证人，只要不危及机构安全，并提供书面证据。

UDC 可自行决定将事件提交机构纪律小组 (IDP) 或纪律听证官 (DHO)。所有最严重 (100) 和高度 (200) 类别的违法行为都必须提交给 IDP 或 DHO。调查官或 UDC 听证会通常会在转介后的 48 小时内举行 IDP/DHO 听证会。除非您放弃，或者您要求更多时间准备。根据需要，您将在整个调查、纪律处分和上诉过程中获得翻译或口译服务。

纪律严重程度量表和禁止行为

附录3.1.A：犯罪类别

一、“最大”犯罪类别

A. 禁止行为

100 杀戮

101 袭击任何人（包括性侵犯）

102 逃离护送：逃离安全设施
103 放火（仅在发现对生命构成威胁或严重身体伤害威胁或助长最严重的被禁止行为时，才被指控此行为的此行为；否则费用分类为代码 222、223 或 322）

104 持有或引入枪支、火器、武器、锋利的工具、刀、危险化学品、爆炸物、逃生工具、装置或弹药

105 舞动

106 煽动他人暴动

107 劫持人质

108 袭击工作人员或任何执法人员

109 以人身伤害威胁工作人员或任何执法部门

B. 制裁

- 提起刑事诉讼
- 纪律转移（推荐）
- 纪律隔离（最多 60 天）
- 如果有资金，请进行货币返还
- 失去特权（如小卖部、自动售货机、电影、娱乐等）

二、“高”犯罪类别

A. 禁止行为

200 逃离无人陪同的活动 开放或安全的设施，在没有暴力的情况下进行

201 格斗、拳击、摔跤、训练和任何其他形式的身体接触，包括导致或可能导致他人受伤的马戏，除非是经批准的娱乐或体育活动的一部分

202 拥有或引入未经授权的工具

203 任何受限工具的丢失、错位或损坏

第 204 章 以人身伤害威胁他人

205 勒索、勒索、保护和索取或收受金钱或任何有价值的以换取对他人的保护、避免身体伤害或避免被告知的威胁

206 从事性行为

207 提出性建议或威胁

208 伪装或面具
209 篡改或阻止任何锁定设备
210 食品或饮料掺假
211 持有、引入或使用非医务人员为个人开具的麻醉品、麻醉用具或药品
212 持有军需品或工作人员的服装
213 参与或煽动集体示威
214 鼓励他人参加停工或拒绝工作
215 拒绝提供尿液样本或以其他方式配合药物测试
216 将酒精引入设施
217 向官员或工作人员提供或提供贿赂或任何有价物品
218 出于非法或禁止目的（例如，引入/运送违禁品）向任何人提供金钱或从任何人处收款
219 破坏、改变或损坏价值超过 100 美元的财产（政府或他人的）
220 在 90 天内被判犯有三项或三项以上中度或中度以上罪行的任意组合
222 拥有或引入燃烧装置（例如火柴、打火机等）
223 从事任何可能危及人身和/或财产安全的行为

B. 制裁

- 提起刑事诉讼
- 纪律转移（推荐）
- 纪律隔离（最多 30 天）
- 如果有资金，请进行货币返还
- 失去特权（例如，小卖部、自动售货机、电影、娱乐等）
- 换房
- 从计划和/或小组活动中删除
- 失业
- 扣押和储存被拘留者的个人财产
- 没收违禁品
- 限于住房
- 警告

三、“高中”犯罪类别

A. 禁止行为

300 不雅曝光
301 偷窃（盗窃）
302 滥用授权药物
303 限制较少的工具的丢失、错位或损坏
304 出借财产或其他有价物品以获取利润/增加回报
305 拥有未经授权接收或保留且未通过正规渠道发放的物品
306 拒绝清洁指定的生活区域
307 拒绝服从工作人员或官员的命令（根据不服从的类型，可能被归类为或多或少的罪行：继续骚乱是代码 105——骚乱；继续战斗代码 201——战斗；拒绝提供尿样，代码 215——拒绝提供尿样或以其他方式配合药物测试）。
308 对工作人员的无礼
309 向员工撒谎或提供虚假陈述
310 伪造、伪造或其他未经授权复制金钱程序或其他官方文件或物品（例如，安全文件、身份证等）：根据复制的性质和目的（例如，伪造离婚纸以实现逃跑——代码 102 或 200）。
311 参加未经授权的会议或聚会
第 312 章
第 313 章
314 干扰计数
315 制造、拥有或使用麻醉品
316 拒绝酒精测试或其他酒精消耗测试
317 赌博
318 准备或进行赌池
319 持有赌博用具
320 未经授权与公众接触
321 未经授权工作人员授权，向任何人（包括另一名被拘留者）提供金钱或其他有价物品，或从他们那里接受金钱或其他有价物品
322 破坏、改变或损坏价值等于或低于 100 美元的财产（政府或他人的）
323 为威胁安全或安全的团体请愿书签署、准备、传播或征求支持损坏价值等于或低于 100 美元的财产（政府或他人的）
B. 制裁

- 提起刑事诉讼
- 纪律转移（推荐）
- 纪律隔离（最长 72 小时）
- 如果有资金，请进行货币返还
- 失去特权（例如小卖部、自动售货机、电影、娱乐等）
- 换房
- 从计划和/或小组活动中删除
- 失业
- 扣押和储存被拘留者的个人财产
- 没收违禁品
- 限于住房单位
- 惩戒
- 警告

四。 “低中” 犯罪类别

- 禁止行为

400 拥有属于他人的财产
401 拥有未经授权的衣服
402 装病；装病
403 禁止吸烟
404 使用辱骂或淫秽语言
405 纹身、穿体或自残
406 未经授权使用邮件或电话（限制或暂时中止滥用的特权通常会受到适当的制裁）
407 违反规则和规定与访客进行的行为（限制或临时暂停访问权限通常会受到适当的制裁）
408 做生意
409 拥有金钱或货币，除非特别授权
410 未遵守安全或卫生规定
411 未经授权使用设备或机械
412 使用违反公布的安全标准的设备或机械
413 不卫生或不整洁；未能按照公布的标准保持自我和生活区域
B. 制裁

- 失去特权、小卖部、自动售货机、电影、娱乐等。
- 换房
- 从计划和/或小组活动中删除
- 失业
- 扣押和储存被拘留者的个人财产
- 没收违禁品
- 限于住房单位
- 惩戒
- 警告

机构纪律小组 (IDP)

- 应对从调查或 UDC 提交的事件报告进行正式听证，并可能对“最严重”和“最高”级别的违规行为实施更高级别的制裁。
- 作为被指控犯有违规行为的被拘留者，如果将其移交给 IDP 进行处置，您将拥有以下权利：
  1. 有权在出现在 IDP 面前至少 24 小时之前获得针对您的指控的书面副本。
  2. 根据要求，或如果被拘留者是文盲、英语语言能力有限或需要特殊帮助，则自动可以根据 IDP 之前为您提供帮助的全职工作人员。
  3. 传唤证人和出示书面证据的权利代表您，前提是机构安全不会受到危害。
  4. 保持沉默的权利。你的沉默可能会被用来对你做出不利的推论。但是，您的沉默不能单独用来支持你犯有违规行为的认定。
  5. 有权在整个 IDP 决定过程中出席，除非在委员会审议期间以及机构安全受到威胁的情况下。
  6. 以书面形式告知 IDP 决定和支持专家组决定的事实的权利，除非会危及机构安全。
  7. 对国内流离失所者的决定提出上诉的权利被拘留者向监狱长提出申诉程序。

国内流离失所者的工作人员代表

- 监狱长应根据被拘留者的要求，指派一名工作人员代表在 IDP 开始之前帮助准备辩护。这种帮助应自动提供给文盲、英语语言能力有限或无法收集和提供必要证据的被拘留者。被拘留者还可以选择接受他们选择的其他被拘留者的帮助，但须经监狱长批准。

单位纪律委员会 (UDC)

- UDC 将举行听证会，并尽可能根据指控清单和相关制裁非正式解决涉及中高或中低收费的案件。
- UDC 将为被拘留者提供正当程序的权利，其中包括以下权利：
  - 在纪律处分过程的任何阶段保持沉默；
在调查结束后24小时内举行UDC听证会，除非被拘留者；
放弃通知期并要求立即举行听证会，或
要求更多时间收集证据或以其他方式准备辩护；
参加整个听证会（不包括委员会审议）或放弃出席的权利。
提供陈述和证据，包括代表他/她的用证词，和
通过被拘留者申诉程序上诉委员会的决定

被拘留者将收到以下文件的副本：

- UDC 决定将包含处置和实施制裁的原因；
- IDP 之前的指控和听证会的书面通知；和
- 纪律听证会结束时的报告副本。

机密线人 - UDC 或 IDP 应在不危及设施工作人员和其他人员的安全和保障的情况下尽可能多地披露机密信息，并应在听证记录中包含认定信息可靠的事实依据。

制裁——范围从保留特权到隔离。

- 虽然被拘留者可能被指控犯有多项违奉行为，并且可能因一次事件而受到多项制裁
  但因单一事件而产生的制裁应同时进行。

上诉 - 被拘留者可以通过正式的申诉程序对纪律处分决定提出上诉。

删除 - 如果在听证会或上诉后发现被拘留者没有犯有重大或轻微罪行，所有提及该罪行的内容都将从他们的档案中删除。

刑事不当行为 - TCD 应与 ICE 外地办事处主任协调，与检察官和其他执法官员合作，确保参与者犯罪活动的被拘留者，包括对工作人和其他被拘留者的暴力行为，在适当时面临刑事责任。

申诉程序

- TCDF 为所有被拘留者提供了处理有关设施条件、治疗、医疗护理以及政策和程序的投诉的方法。大多数问题可以而且应该在被拘留者和工作人员之间直接、迅速地解决。

- 医疗申诉：医疗申诉必须放在标有“医疗”或“病假”的方框中。所有被拘留者都可以通过非正式解决程序来解决他们的投诉。在任何情况下，非正式解决程序未能成功解决投诉或发生紧急申诉时，被拘留者可以使用正式申诉程序。所有投诉都将以公平公正的方式进行评估。为被拘留者和设施的最大利益解决问题是首要目标。

- 无论您可能受到纪律处分、分类或其他行政决定，您都可以调用申诉流程。

- 您不得代表其他被拘留者提出申诉；但是，在必要时可以提供工作人员或其他被拘留者的帮助，以便在申诉表上说明问题。申诉被视为特殊信件。

- 您不会因使用或参与非正式解决程序或申诉程序而受到报复、报复、骚扰或纪律处分。任何此类性质的指控都将被彻底调查由典狱长。
如果监狱长确定您通过过度提出申诉和/或一再拒绝遵循程序故意滥用申诉系统，则监狱长可能会暂停您提出更多申诉的权利，直到所有未决的申诉得到解决。继续滥用可能会导致对您采取不利行动。

除紧急申诉外，您应在提交正式申诉之前利用有关问题、争议或投诉的非正式解决流程。您可以在活动期间的任何时间向任何工作人员口头提出您的投诉，或将 CoreCivic 表格、14-5A 非正式解决方案表格提交给住房官员或单位工作人员。

虽然您可以自由绕过或终止非正式申诉流程并直接进入正式申诉阶段，但我们鼓励您利用非正式流程并允许在最低级别解决投诉。投诉应尽可能通过与负责特定问题的工作人员直接联系以及通过鼓励工作人员和被拘留者之间的双向沟通来解决。

- 如果您对非正式解决程序的结果不满意，您可以将 14-5B ICE 被拘留者申诉表放入住房单元标有“申诉”的箱内，提交给申诉官。申诉官将检查申诉箱，周末和节假日除外。适当的部门负责人将在五 (5) 个工作日内通过非正式或正式解决方案对申诉采取行动，并向您提供书面答复。
- 在提出申诉时，如果被拘留者在准备申诉时需要帮助，或者由于残障或残疾、口译/笔译服务、英语水平有限 (LEP) 和识字能力有限的被拘留者需要帮助，他或她可以向一名工作人员。
- 如果您不接受申诉决定，您可以提出上诉，并在您的申诉回复中注明，并将其放入申诉框中。申诉上诉委员会 (GAB) 将在您提出上诉后五 (5) 个工作日内召开会议研究申诉。在做出决定后的五 (5) 个工作日内，GAB 将向您提供对申诉的书面答复。
  - 如果您不同意申诉上诉委员会 (GAB) 决定，您可以向监狱长提出上诉。
  - 监狱长，在某些情况下，ICE 现场办公室主任（和/或指定人员）应审查申诉上诉委员会 (GAB) 的调查结果，并在收到上诉后的五 (5) 天内向您提供书面决定。

所有申诉的副本将保存在您的拘留档案中。

- 如果您提交申诉以供审查并且您被释放/驱逐出境，通常会继续努力解决申诉。您有责任将您的释放/驱逐出境通知申诉官并提供转发地址和任何其他相关信息。

紧急申诉 - 被拘留者可以针对对健康、安全或福利构成直接威胁的事件提出紧急申诉，并将及时收到书面答复。

您何时可以就虐待指控提交申诉没有时间限制。

在任何时候，您都有权就员工不当行为、身体或性虐待或侵犯公民权利的行为直接向国土安全部 (DHS) OIG 提出投诉；可致电 DHS OIG 热线提出投诉：1-800-323-8603，或者您可以写信给：

国土安全部
Washington, D.C. 20528
Attn: Office of the Inspector General

不难过事项 - 在申诉过程中，被拘留者不得申诉以下事项：
  - 州和联邦法院的判决；
  - 州和联邦法律法规；
  - 对申诉的最终决定；
  - 签约机构 (ICE) 的政策、程序、决定或事项（即机构转移、释放/驱逐决定等）；

5. 不得代表他人提出申诉被拘留者。
隔离/短期住宿单位

行政隔离
- 适用于有特殊住房要求的被拘留者；
- 待调查/听证禁止行为；
- 医学观察；
- 在二十四 (24) 小时内等待转段或释放；
- 安全风险；或者
- 保护性监护。

纪律隔离
1. 被拘留者的特殊住房单元对普通民众造成严重干扰；
2. 需要额外的物理限制；或者
3. 已收到 I 的制裁 DP。

计划和服务
1. 程序和向普通民众提供的服务可用于行政隔离。
2. 每周六 (7) 天，每天将为行政隔离中的被拘留者提供至少一小时的娱乐或锻炼机会。每周五，每天将为纪律隔离的被拘留者提供一 (1) 小时的娱乐或锻炼机会。
3. 这在 RHU 期间可以使用法律图书馆。如果存在安全问题，LexisNexis 移动计算机将被带到 RHU，供被拘留者在预定时间内使用。如果需要更多时间，请向图书馆工作人员提交书面请求，被拘留者可向图书馆或单位团队工作人员索取复印件、公证服务和所有其他法律图书馆需求。
- 通用图书馆每周提供一次。
- 卫生服务人员将通过每日查房为 RHU 被拘留者提供医疗护理/病假。
- TCDEF 为您提供每周 (周一至周日) 一 (1) 次探访的机会，与家人和朋友进行长达 (1) 小时的联系探视。任何一方的破坏性行为将导致访问的终止，并可能对未来访问产生不利影响。
- 如果安全不受影响，RHU 的被拘留者将被允许参加宗教仪式。如有必要，牧师将为 RHU 的被拘留者提供服务，或者，根据特殊要求并考虑到安全问题，可以安排您信仰的宗教志愿者进行一对一的服务。
- RHU 工作人员可应要求提供个人卫生用品。周一、周三和周五上午 8:00 至下午 4:00 期间提供淋浴。
- 邮件将在周一至周五上午 8:30 之前从 RHU 取件，节假日除外。RHU 被拘留者的邮件将由与普通人口被拘留者相同的方式处理。
- 如果安全不受影响，RHU 的被拘留者将被允许参加集体法律权利演示会。如有必要，可向 RHU 中的个人进行演示，等待与演示者达成协议并保持安全。如果 RHU 的被拘留者因此无法出席，并且他/她和演示者都提出要求，将做出替代安排。
- 在从 RHU 释放之前，被拘留者将被重新评估/重新分类，以确保他们已被适当分类并被安置在适当的住房单元中。
- 衣物将按照为普通人群设定的相同时间表进行洗涤、清洗并返回 RHU。
- 本节未特别提及的所有其他有关 RHU 的服务将遵循与一般人群被拘留者概述的相同的访问程序。
医疗保健

卫生服务部门为该设施的被拘留者提供医疗服务。如果您生病或需要就医，您必须提交病假电话表格。向任何工作人员索取表格，描述您的医疗问题，随身携带填写好的病假电话表格，并在您被叫到病假电话诊所时交给护士。不要放在盒子里，交给非医务人员。如果是紧急情况，您必须通知您的住房单位官员，他们将联系医务人员。

生病的电话

- 卫生服务人员向所有被拘留者提供从入院到释放期间的 TCDF 病假电话，以提供持续的医疗护理。
- 诊所时间 - 诊所将开放，护理人员将全天二十四 (24) 小时提供服务。设施医疗保健机构安排周一至周五的约会，并可能在周末/节假日安排约会。病假时间按发布的时间表计算，每周七 (7) 天。

获得医疗服务

- 常规医疗服务 - 如果您遇到非紧急医疗问题，请提交病假电话表格 - 向工作人员索取表格。如果有需要，医疗会安排您去看医务人员，根据医疗需要安排约会。
- 紧急医疗服务 - 如果您遇到紧急医疗问题，请通知驻扎在您所在地区的官员。护理人员将收到通知，他们将采取适当措施立即解决您的医疗问题。训练有素的工作人员可以管理紧急急救和救生技术。护理人员和医生随时待命。
- 慢性护理服务 - 诊所为需要更新药物、治疗和针对特定疾病（如高血压、糖尿病、心脏病、哮喘等）的后续护理的被拘留者提供慢性护理服务。这些服务是定期提供的。
- 生前遗嘱应通过 Health Services 获得。
- 不要未经事先许可来到诊所。您住房单元的拘留人员必须先致电诊所，以获得事先批准，以便您访问诊所。
- 心理健康服务 - 如果您遇到心理健康问题，请按照常规/紧急服务中概述的程序进行操作。您将由医疗保健提员者看诊，他们将确定是否需要进行心理健康转诊。
- 牙科服务 - 如果您遇到牙科健康问题，请按照常规或紧急医疗服务中概述的程序进行操作。医疗保健提供者将看到您，他们将确定是否需要牙科转诊。将提供紧急牙科需求。
- 药物
  - KOP (Keep on Person) 药物是允许被拘留者持有的药物。KOP 药物必须存放在您的储物柜中。在您的储物柜或财产中发现的非处方药将被违禁品予以没收，并将采取纪律处分。被发现未按指示服药或分享您的药物的被拘留者将被取消 KOP 身份，并在拘留人员的监督下接受他们的药物。从 KOP 包装中取出的药物将被违禁品予以没收。KOP 药丸箱是周一、周二、周四和周五下午。
  - 非 KOP 药物每天在以下时间通过药丸呼叫分配：上午 8:00 和晚上 8:00。
- 艾滋病/艾滋病教育/检测 - 提供艾滋病/艾滋病检测服务。向所有被拘留者提供教育服务。您可以在病假呼叫登记时向医务人员提出这些服务。
药丸线（Med-Line）- 位置是医疗部门窗口，在 C-20 和 C-30 滑块之间。但是，医疗热线的位置可能会因设施的需要而改变。

- 因有责任在接到电话时向医疗热线报告。工作人员将在住房单元内公布 med-Line。您将有几分钟的时间在门口做好准备，接受搜查。您必须身着全套制服，将衬衫塞进去，并带有您的身份证。
- 如果您没有得到处方药，则不能前往 med-Line。现在不是在大厅里游荡或要求见护士或请假病假的时候。
- 您必须出示您的身份证才能领取您的药物。所有药物都将在护士和/或保安人员面前服用，他们将检查您的唇和手，以确保您已吞下药物。
- 可能会向任何隐藏或服用其他囚犯/被拘留者药物的人发出纪律报告。

娱乐

- 提供娱乐活动作为释放累积能量并帮助您保持良好身体状况的一种方式。每天上午 7:00 至下午 3:45 提供户外/室内娱乐活动，根据您发布的时间表轮流提供。请参阅在您的住房区域张贴的时间表。
- 舱内娱乐设施 - 娱乐协调员将安排特定活动，以满足您的乐趣和发展。我们要求您合作并参与这些活动；有些将是新的和不同的。
- 每个住房单元都放置了电视供您娱乐，应该共享电视，以确保每个人都有机会观看感兴趣的节目。虽然我们对观看哪些节目没有具体规则，但我们希望你们每个人都能体谅他人（即西班牙语/英语语言节目），并避免在使用方面出现不必要的问题。在出现问题时，您住房单元的官员将解决并可能决定停止使用，直到情况得到解决。
- 看电视和娱乐活动可以从早上 5:00 起床开始，到晚上 10:00 就寝时间结束，每周 7 天。警告您不要在观看指定观看时间内播出的节目，因为电视将在指定时间关闭。
- 在官方计数、清洁住房区域以及干扰其他设备时，电视将被关闭。
- 在节目结束时，可以进行投票以选择接下来要观看的节目。多数投票规则。如果有人在看电视，在节目中不会改变频道。不要对某个节目进行投票，然后离开该区域。
- 电视音量将保持在合理水平，以免干扰其他在押人员或设施运作。
- 不得以任何理由将电视从其所在位置移走或篡改。
- 休闲时间的活动 - 该设施在住房单元中提供休闲活动，供您娱乐以及身心发展。休闲活动包括桌游、棋牌、电视等。请您小心处理这些物品，并体谅其他可能希望使用它们的人。被发现滥用这些物品的人可能会根据该设施制定的特定准则受到纪律处分，并被要求对损坏的物品进行赔偿。
- 这些休闲物品的使用将以先到先得的方式处理，以确保每个人都有平等的机会使用它们。
- 要获得额外的娱乐用品，请咨询娱乐工作人员。
- 我们希望您妥善保管发放的用品和设备，并在使用后退回物品。在归还之前，您将对任何娱乐或休闲时间物品负责。
- 参加户外娱乐活动 - 如果天气允许，所有被拘留者每天将获得至少一小时四十五分钟的户外娱乐活动。
- 户外休闲活动可能包括篮球、足球、手球、田径和心血管锻炼设备。
• 在户外娱乐时，不要靠在栅栏上或在上面挂衣服。
• 所有住房单元的娱乐时间表每天轮换，以实现公平和平衡的访问。当轮到您的住房
单位时，您会被告知。
• 白天工作但无法工作的被拘留者与他们的住房单元一起参加娱乐活动将在一天结束
时在核实他们的工作出勤后提供娱乐机会。
• 在室内/室外娱乐期间，必须始终穿着 T 帽。
• 出于安全原因和恶劣天气，娱乐活动可能随时取消。感谢您的合作。

拘留档案

- TCDF 为每个人维护一份拘留档案，其中包含不少于以下内容：
  - 设施纪律处分；
  - 行为报告；
  - 资金、贵重物品和个人财物；
  - 被拘留者的书面请求、投诉和问题；
  - 回应上述内容；和
  - RHU 记录。

权利和责任

• 有权了解有关设施运营的规则、程序和时间表。

您有责任了解并遵守它们。

• 免受人身虐待、体罚、不必要或过度使用武力、人身伤害、疾病、财产损失和骚扰
的权利。

• 免受基于种族、宗教、国籍、性别、性取向、身体或精神能力或政治信仰的歧视的
权利。

• 有权根据被拘留者手册中规定的程序提出申诉，而不必担心遭到报复。

• 有权按照《6.2 申诉制度》标准和在押人员手册规定的程序进行申诉。

• 与个人或组织通信的权利，符合设施的安全、安保和有条运行。

• 享有正当程序的权利，包括迅速解决纪律问题。

• 获得保健的权利，包括营养膳食、适当的寝具和衣物。清洁的洗衣时间表，定期淋
浴的机会，适当的通风以保持温暖和新鲜空气，定期锻炼，盥洗用品和免费医疗。

您有责任不浪费食物，遵守洗衣和淋浴时间表，保持住处整洁干净，并根据需要寻求
医疗护理。
• 根据设施规则和时间表，让家人和朋友与您一起探访的权利。

您有责任在访问期间正确行事，不接受或传递违禁品。

• 通过通信不受限制和保密地进入法院的权利。
   您有责任诚实、公正地向法院提出您的诉愿书、问题和问题。

• 有权通过面谈和通信方式从您选择的律师那里获得法律顾问，而无需向美国政府支付费用。
   您有责任诚实公正地获得律师的服务。

• 有权访问阅读材料以供自己享受。这些材料可能包括经批准的杂志。
   您有责任为您的个人利益寻找和使用此类材料，同时不剥夺他人同样的利益。

• 参与使用法律图书馆参考资料协助您解决法律问题的权利。您也有权通过法律援助计划获得帮助。
   您有责任按照规定的程序和时间表使用这些资源，并尊重其他被拘留者使用这些材料的权利。

• 为教育目的和您自己的享受而获得广泛阅读材料的权利。这些材料可能包括出版机构发送的杂志和报纸。
   您有责任为个人利益寻求和使用此类材料，同时不剥夺他人使用该材料的平等权利。

• 在资源可用且符合您的兴趣、需求和能力的情况下参与工作计划的权利。
   您有责任利用可以帮助您在设施和社区内过上成功和持久的生活的活动。您将被要求遵守管理此类活动使用的规定。您有责任联系 CoreCivic 工作人员以请求口译服务。

其他联系信息：

卫生与公众服务部监察长办公室 (OIG)
Office of Inspector General
U.S. Department of Health & Human Services
ATTN: HOTLINE
PO Box 23489
Washington, DC 20026
电话：(800) HHS-TIPS [(800) 447-8477]
传真：(800) 223-8164
TTY：(800) 377-4950

**DOJ 职业责任办公室 (OPR)**
U.S. Department of Justice
Office of Professional Responsibility
950 Pennsylvania Ave, NW, Suite 3266
Washington, DC 20530-0001

通过电话：202-514-3365
传真：202-514-5050
电子邮件：opr.complaints@usdoj.gov
网站：https://www.justice.gov/opr

**国土安全部监察长办公室 (OIG)**
DHS Office of the Inspector General/Mail Stop 0305
Attn: Office of Investigations-Hotline
245 Murray Lane, SW
Washington, DC 20528-0305

通过电话：1-800-323-8603 or 1-844-889-4357 (TTY)
传真：1-202-254-4297
在线访问 [DHS OIG Complaint/Allegation Form](http://hotline.oig.dhs.gov/hotline/hotline.php)

**JIC-ICE 联合招生中心**

- 拨打免费联合招生中心热线：**1-877-2INTAKE** 或发送传真至 **(202) 344-3390**;

- 发送电子邮件至 Joint.Intake@dhs.gov;
  - 写信给联合招生中心 P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044;
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ENTWODIKSYON / MISYON

✓ CoreCivic / Torrance County Detention Facility (TCDF) se yon konpayi imigrasyon ak Ranfòsman Ladvàn Ètazini prive (ICE). Misyon TCDF se bay yon etablisman detansyon ki an sekríte, an sekríte ak sanitè pou detni k ap tann pwosesis odyan administratif yo.

✓ ICE responsab pou adresse kesyon sou sitiyasyon dosye w la, sou vwayaj ak/oswa dokiman imigrasyon w lan. TCDF pa fè pati ICE epi li pa gen konesans sou ka w la ni kontwòl sou sitiyasyon gad ou.

OBJEKTIIF

✓ Objektif manyèl sa a se pou eksprike w règ spesifik, règleman, politik ak pwosedi ki dwe swiv pandan w nan prizòn nan etablisman sa a. Manyèl la pral rann ou responsab tou pou aksyon w yo pandan w nan prizòn nan etablisman sa a. Kidonk, se responsablite w pou w abitye ak sa ki nan manyèl sa a.

✓ Y ap bay chak detni yon kopè manyèl sa a lè yo pran yo epi yo afiche kèk seksyon sou tablo afichaj yo nan chak zòn lojman, ansanm ak lòt tablo afichaj nan tout etablisman an. Ou oblisse rekonièt pa siyati, ou resevwa manyèl sa a . Si w gen nenpòt kesyon, tanpri mande ofisyè ki estasyone nan zòn lojman w la oswa voye yon “Demann detnì” alekri (pa dwe itilize pou voye demann enfòmasyon bay Anplwaye ICE) bay depatman apwopriye yo jan yo endike nan ti liv sa a ak nan biten tablo nan inite lojman w la.

DETNI KI GEN ANDIKAP

✓ Règleman 14-101 (Enfimite, Iandifikasyon, Evalyasyon ak Akomodasyon) eksprike pwosesis ki nesesè yo pou asire w ap gen yon opòtinite egal pou patisipe, jwen akèsè, epi jwi benefis pwogram, sévis ak aktivite etablisman an. Patísipasyon sa a pral ralaye nan anviwòman ki gen plis restriksyon ak plis entregre posib, atravè akomodasyon rezonab, modifikasyon, ak/oswa èd ak sèvis oksilyè, jan sa nesesè, ak nan yon etablisman ki akksesib fizikman.

✓ Pwosedi yo enkli delè rezonab pou revize demann pou akomodasyon ki gen rapò ak yon andikap ak pou bay akomodasyon (ki gen ladan akomodasyon pwovicwa), modifikasyon, ak reyevalyasyon.

✓ Ou ka soumèt yon demann fòmèl oswa enfòmèl ( sa vie di vèbal oswa alekri) pou akomodasyon oswa asistans bay Manadjà Konfòmite ak Enfimite. Yap soumèt demann alekri sou yon Demann Detni oswa sou yon Fòm Demann pou Apèl Malad.

RESPONSABLITE BAZ DETNI

✓ Se politik TDCF ak ICE pou trete detni yo avèk diyite ak respè pandan y ap kenbe yon etablisman detansyon ki an sekríte, sanitè. Yo prewwa ke anplwaye yo pral resevwa koperasyon total ou pandan y ap tann pwosesis ka w la. Nan tèm ki pi senp yo, ou dwe:

1. Swiv epi obeyi règ, Iwa, règleman ak pwosedi;
2. Obeyi tout lòd yo bay manm pèsonèl la ak pèsonèl sekríte kontra yo;
3. Respekte anplwaye yo ak lòt detni yo toutan;
4. Respekte TCDF ak pwopriyete gouvènman an ak byen lòt moun;
5. Kenbe tèt ou, rad ou ak zòn k ap viv pwòp tout tan, epi
6. Obeyi ak tout règ, règleman ak pwosedi sekríte, sekríte ak sanitasyon .

✓ Si w obsève epi respekte direktiv ki anwo yo, ou pa ta dwe gen pwoblèm pandan w ap viv nan etablisman sa a. Lê w ap adresse anplwaye yo, ou pa ta dwe fè referans ak yo pa premye non oswa tinon. Ou dwe refere ak anplwaye yo dapre grad/tit yo ak siyati yo (sa vie di: Ofisyè Detansyon, Sipéviżè Chaniyan, Doktè, Enfimyè, Mesye, ak Madam). Anplwaye yo pral adresse w menm jan an si yo konnen non w. Li pa rezonab pou atann yon ofisyè konnen tout detni ki nan etablisman an sou non. Sepandan, ofisyè a oswa manm pèsonèl la pral adresse w nan yon fason ki apwopriye.

Règleman sa yo gen rapò ak atant especifik chak detni pou asire pwoteksyon, sante ak sekitite chak moun ki plase nan etablisman sa a. Règleman sa yo pa separe de règ disiplin ki afiche yo; Se poutèt sa, nenpòt vyonasyon ka lakòz sanksyon enpoze kont ou. Objetif separe règ sa yo se pou ba w opòtinite pou w konnen règ specifik yo enpoze konsènan aktivite, pwogram ak pwosèdi ki gen rapò ak k ap viv nan inite lojman an.

RÈG ENSTALASYON YO

1. **TAB**
   Pa chita sou tab la.

2. **VÔLÈ**
   Pa gen otorizasyon pran yon atik nenpòt kalite ki fè pati yon lòt moun, tankou pwopriyète CoreCivic /TCDF.

3. **GOUМEN**
   Goumen pa pèmèt. Konba, bòks, lit ak jwèt-batay pa pèmèt.

4. **lÈ KOUЧE**
   Yo pral dòmi regilye a 10:00 pm chak swa wiken enkli. Ou dwe nan kabann ou nan moman sa a. Ou p ap gen dwa vizite youn ak lòt apre lìmè yo etenn epi yo dwe rete nan pwòp kabann ou. Pèsonn p ap gen dwa antre nan sal lajounen apre yo fin dòmi, eksepte moun k ap bay lòd pou gous yo pandan y ap netwaye. Pa gen okenn jwèt ki pèmèt nan zòn kabann nan apre yo fin dòmi.

5. **ZÒN KONTWÔLE**
   Ou pa gen dwa fè kontakt fizik ak ba yo, pòt yo, zòn fenèt an vit nan dòtwa yo/inite lojman yo oswa kloti a nan zòn lwazi deyò yo.

6. **JWE AZA**
   Pa gen okenn jwèt aza ki otorize.

7. **VANN OSWA BAY ATIK PÈSONÈL ENTÈDI**
   Pa gen aktivite sou mache nwa. Ouvri yon "magazen" entèdi (sa vle di, vann sirèt, manje, rad, elatriye).

8. **ABI VÈBAL AK FIZIK**
   Abi vèbal ak fizik sou anplwaye yo, detnì yo oswa lòt moun yo entèdi epi yo p ap tolere.

9. **DESTRIKSYON PWOPRIYÈTE CoreCivic /TCDF**
   Destrikson, chanjman, grafit, itiliizasyon san otorizasyon oswa gaspiye pwopriyète ki fè pati CoreCivic /TCDF oswa yon lòt moun.

10. **RADYO**
    Yo pral konfiske radyo yo jwe san ekoutè kòm kontrebann.

11. **RÈG AK RÈGLEMAN**
    Ou dwe swiv tout lòd, swa alekri oswa vèbal, anplwaye CoreCivic bay .

12. **KOURLI/BLOKE FENET/LIMYÈ**
    Fenèt/limyè nenpòt kalite yo pa dwe kouvri ak/oswa bloke nenpòt ki lè.

POLITÈ KONT FIMEN

Sa se yon etablisman kont fimen. Pa gen okenn sigarèt, ki gen ladan sigarèt elektronik, tabak, tabak moulèn, tabak ki pa lafimen oswa nenpòt kalite ekipman pou fimen andedan TCDF. Detnì ki vyole règ sa yo ap fè fas ak akson disiplinè.
LWA SOU ELIMINASYON VÔL NAN PRIZON (PREA) – SAAPI (Prevansyon ak Entèveansyon Abi Seksyèl ak Atak)


TORRANCE COUNTY DETENTION FACILITY GEN YON TOLERANS ZERO POU TOUT FÔM ABI SEKSYÈL AK AGRESYON.

Ou pa oblije tolere presyon seksyèl, arasman, manipilasyon, oswa atak. Chak detni gen responsablite pou elimine agresyon seksyèl ak aktivite seksyèl. Si yo apwoche w, fè presyon sou ou oswa atake w – rapòte sa imedyatman.

Ou gen plizyè fason ou ka rapòte abi seksyèl:

1. Di vèbalman nepòt manm pèsonèl ou fè konfyan, poun site ofisyè deytansyon yo, ofisyè depòtasyon yo, konpanyatè, anvilwaye medikal oswa sipèvizè, Biwo Enspèktè Jeneral DHS la, ak Joint Intake Center la. Anplwaye a pral kenbe enfòmasyon ou yo konfindyansèl epi sèlman diskite sou yo ak ofisyèl apwopryè yo sou yon baz bezwen konnen.
2. Ekri yon lèt bay gadyen/administratè a, sele epi make li "KONFIDANSYÈL".
3. Rele oswa ekri yon moun anèdyè etablisman an ki ka notifeye anvilwaye administratif etablisman an.
4. Rele gratis pou ou DHS Biwo Enspèktè Jeneral (OIG) nan nimèwo telefon la 202-254-4100 o 1-800-323-8603 / 1-844-889-4357-TTY
5. Kontakte ofisyè konseye w la.
6. Ekri Biwo DHS Biwo Enspèktè Jeneral MAIL STOP 0305 nan adrès sa a:
   Department of Homeland Security
   245 Murray Lane, SW
   Washington, D.C. 20530-0305
8. Ekri yon lèt bay Anplwaye Sekirite oswa Jesyon Inite a, sele epi make li "KONFIDANSYÈL".
9. Ekri bay Direktè Managing, Operasyon Etablisman an nan adrès sa a"

CoreCivic Managing Director
5501 Virginia Way
Brentwood, Tennessee, 37027

Pou asire ke anviwònman ou an an sekirite, si ou konnen yon lòt detni yo te agrese seksyèl oswa enplike nan konpòtman seksyèl, rapòte li imedyatman. Konduit seksyèl konsantman ant detni yo, ant detni yo ak anvilwaye yo, volontè, oswa anvilwaye kontra yo entèdi. Fo akizasyon ekspre ka lakòz aksyon disiplinè ak/oswa pououis.

Ou p ap siby vanjans, reprezay, arasman, oswa disiplin pou rapòte abi oswa siy abi yo obsève avèk laverite. Sant Kriz Kadejak Santral New Mexico ki sitiye nan: 9741 Candelaria Rd. NE Albuquerque, NM 87112. Nimèwo telefon: 505-266-7711
inisyal admisyon

- Ou dwe fouye lè w admi nan etablisman an epi lè gen yon rezon rezonab pou kwè ou ka gen kontrebann kache sou ou.
- TCDF dwe jwenn enfòmasyon spesifik pou asire ke dosye ou antre yo byen dokimante. Yo pral ilize enfofòmasyon sa yo tou pou nou ka klase w nan zòn k ap viv la ki pi adapte a bezwen endividyél ou yo. Enfòmasyon sa yo ap gen ladan rezidans anvan, nasyonalite, ras, sëks, istwa medikal ak istwa kriminèl.
- Dokiman idantite tankou passpòt, batistè, elatriye y ap anrejistre epi yap bay ICE pou yo mete yo nan dosye w la. Lè w mande w, yo pral ba w yon kopi sètifye nenpòt dokiman idantite ICE.
- Lè yo rive, rad ou, byen pèsonèl, bagay ki gen valè ak lajan yo pral fouye epi kenbe pa ofisy pworesis la pou konsève. Y ap ba w resi detaye epi y ap mete youn (1) nan dosye w pou tout rad ou, byen pèsonèl, bagay ki gen valè ak lajan w.
- Tout byen pèsonèl ak bagay ki gen valè ke ou pote avèk ou pral kontabilize epi anrejistre. Y ap ba w yon resi pou atik sa yo.
- Lè w rive nan TCDF la, y ap fè envantè lajan ameriken ou genyen, y ap bay yon resi epi depoze nan yon kont pou w ilize nan komisarya a.
- Yo pral mete chèk pèsonèl ou genyen lè w rive nan TCDF nan pwopriyete w la. Ou p ap bezwen lajan pandan sejou ou. Si yo jwenn ou ak nenpòt lajan nan posesyon ou, yo pral konfiske li kòm kontrebann epi ou ka sijè a aksyon disiplinè.
- Lè w soli nan etablisman, ou oblje remèt tout pwopriyete TCDF bay ofisy ki nan zòn Resepsyon ak Dechaj la. Apou ou fòm konfime ke tout atik yo te konte, ou pral oblje fè restitisyon pou pwopriyete pèdi oswa domaje. Sa gen ladann rad, kabann ak nenpòt ekipman rekreyasyon/tna lwazi (sa vle di jwèt ak liv bibliyotèk).
- Pwopriyete w ak nenpòt lajan ou genyen sou kont ou y pral retounen ba ou anvan ou ale. Ou dwe siyen pou atik sa yo.
- Nenpòt pwopriyete w pa otorize pou kenbe avè w, y ap mete l nan yon sak apwopriye ki ba w e y ap fèmen nan yon zòn depo an sekirite. Pwopriyete pèsonèl ki depase yo ta dwe voye pa lapòs.
- Yo bay twal fin blan pwòp pou chak moun k ap antre nan etablisman pou enkli:
  - De (2) féy,
  - Yon (1) sèvyèt,
  - Yon (1) sak zòrye,
  - Yon (1) dra, ak
  - Yon (1) sak pou lesiv.
- Yo pral ba w yon twous iiyén epi yo pral oblje pran yon douch epi chanje inifòm pwòp. Premye pwoblèm rad/dra ou a dwe limite pou enkli (atik pèsonèl, tankou kalson ak soulye yo pa pèmèt).
  - Twa (3) seri inifòm (pantalon ak chemiz)
  - Yon (1) pè soulye (soulye pèsonèl yo pa pèmèt sof si medikalman otorize)
  - Twa (3) mayo
  - Twa (3) pè kilòt
  - Twa (3) pè chosòt

- Nenpòt atik ki depase kantite lajan sa yo pral konsidere kòm kontrebann. Kantite atik rad yo enkli atik ki achte nan komisarya a.

Egzamen Inisyal Antre

a. Chak detni k ap antre nan etablisman an ap resevwa yon premye tès depistaj medikal ak sante mantal pa anpliwaye klinik la. Lè sa a, ou ta dwe diskite sou nenpòt medikaman ke w ap pran epi divije nenpòt pwoblèm sante ke w ap fè eksperyans. Gen kék medikaman tankou kè oswa medikaman dyabetik ap kontinye lè ou rive.
b. Tout nouvo arive yo dwe resevwa tès depistaj tibèkiloz (TB) pa PPD (metòd mantoux) oswa radyografi pwatrin.

PPD ta dwe metòd prenispal tès depistaj la sof si tès dyagnostik sa a pa rekòmande, Lê sa a, yo jwenn yon radyografi pwatrin.

c. Yo pral bay tout fi yo yon tès gwosè kòm yon pati nan premye tès depistaj konsomasyon yo.

d. Yon manm nan Sèvis Sante pral fè yon egzamen medikal konplè nan katòz (14) jou apre ou rive.

**FON AK PWOPRIYETE PÈSONÈL**

W ap gen dwe jwenn pwopriyete pèsonèl sèlman jan sa otorize dapre Règleman CoreCivic 14-6AA, Lis Envantè Pwopriyete Pèsonèl Admisib. Y ap ranmase rad pèsonèl ki pa otorize dapre règleman yo, y ap fè envanntse yo, yo pral mete yo nan yon sachè pou lesiv yo bay yo, epi yo pral voye yo bay Depatman Lesiv la pou yo netwaye epi retouren nan Sal Pwopriyete a pou yo estoke. Pwopriyete pèsonèl yo ka voye pa lapòs "ka pa ka". Yo dwe jwenn yon adres transfè nan men chak detni pou itilize se yo pèdi oswa bilye pwopriyete pèsonèl nan etablisman an apre yo fin lage, transfere, oswa retire li. Si w refitè kolaborè lè w bay yon adres postal apwopriye, oswa si w kapab finansyèman men w pa vle peye lapòs la, gadyen an ka jete pwopriyete a dapre PBNDS 2.3, Kontrebann, apre w fin bay detni a yon avl alekri. Sepandan; si ou pa presize yon adres anbake se paske yon adres postal apwopriye pa egziste, etablisman ka fè aranjman pou estoke pwopriyete a jiskaske yo retire oswa lage w. Nòmalman, kantite pwopriyete ki estoke pa ko depa 40 liv.

Detni yo ka kenbe kèk pwopriyete pèsonèl nan inite lojman yo, tankou:

- Dokiman legal, papyè legal, ak enfòmasyon legal, nan rezon. Yo pral stoke gwo kantite travay legal nan chanm pwopriyete a; ou ka sèlman kenbe travay legal ak/oswa dokiman nan ka aktyèl w ap travay la. Ou ka mande lòt dokiman w lè w soumèt yon deman etablisman bay Sipèvizi Resepsyon ak Dechaj la.
- Foto fanmi, zanmi ak asosye, ( sa vle di pa plis pase dis (10) foto nan posesyon ou, (5) x (7) oswa pi piti, (yo kapab sèlman mete yo nan zòn ki fèt nan zòn kote w ap dòmi).
- Pwotèz medikal, ( sa vle di linèt, fo dan, elatriye),
- Materyèl referans pèsonèl, ( sa vle di adrés/anyèl telefon ak/oswa lis fanmi, zanmi ak/oswa lòt korespondan.
- Yo dwe itilize radyo ak ekoutè tout tan, limit la se yon (1) radyo pou chak mou. Pa gen okenn plog nan radyo yo ki pèmi. Yap konfièse radyo kap jwe san ekoutè epi yap mete yo nan pwopriyete w la. Pa gen okenn radyo oswa ekoutè ki pèmi anèdyò dòtwa ou/inite lojman ou. Radyo ou a dwe gen mimewo enkon ou grave sou li oswa lap konsidère kòm kontrebann.
- Yon bann marjat ak yon ti atik relijye (ki gen ladan bijou relijye, yo pral otorize pou reta nan posesyon ou pandan sejou ou isit la. Tout lòt bijou yo pral stoke epi mete yo yon kote pou stoke yo jiskaske yo lage ou. Y ab ba ou yon resi pou bagay ki gen valè ou yo.
- Magazin, liv, lekti relijye ak eksklizyon (softbound), ak lòt literati yo limite a nepòt kombinezon senk (5) pou asire akimilasyon pa pwodui ak/oswa efè estanda sekirite dife. Yo ka resevwa sèlman atik dirèkteman nan yon magazen liv oswa yon piblikatè. Yo pa pèmèt okenn materyèl pònomografik.
- Tout atik manje yo dwe konsome lè yon lovri yo pou asire standa sanitasyon yo respekte. Ou gen dwa achte epi gen nan posesyon ou de (2) bòl, yon (1) kiye ak yon (1) gode.
- Chèf Sekirite a oswa Chèf Jesyon Inite yo dwe apwouve lòt pwopriyete pèsonèl yo ki pèmèt yo kenbe yo anvay yo achte/posede yo pou asire yo kenbe asenisman akseptab kòmsadwa.
- Tout atik pèsònèl ou bay dwa kenbe yo dwe stoke nan sak depo ou. Pa gen okenn atik ki dwe tache ak etaj la, miray la, fenòt oswa kote sou rebò fenèt la. Tout atik yo dwe stoke nan veso orijinal yo.
- Ou responsab pou pèt atik pèsonèl TCDF pa pwoteje oswa stoke.
REKLAMASYON PWOPRIYETE LOU TRANSFERE, RETIRE OSWA LIBERE

Anvan yo lage w, yon anplwaye deziyen ap fè yon envantè konplè sou pwopriyete w la. Envantè a ta dwe ranpli nan prezans ou. W ap siyen Envantè/Resi Pwopriyete Pèsonèl Admisib la epi y ap ba w yon kopi. Se etablisman an ki pral konsèvè orijinal la nan dosye pwopriyete pèman an. Tout pwopriyete pèsonèl, pou enkli byen ki stoke (si genyen), y ap remèt ou nan moman liberasyon an. Aparèy swen sante preskri yo dwe konsèvè epi kenbe pa ou lè yo lage. Anplwaye yo pral asire ke tout pwopriyete etablisman yo te konfiske epi yo pa kite etablisman an. Kont fon konfyans ou a pral balanse epi yo pral ba ou nenpòt ki lajan ki disponib nan moman lage a. Etablisman an gendwa pèmèt manm fanmi yo voye yon (1) seri rad pa lapòs pou yo itilize jou liberasyon an. Pa gen okenn restrikson konsènan sous rad yo resevwa nan men manm fanmi yo pou objektif sa a. Yo ka voye rad pou lage yo pa lapòs nan etablisman an nan katòz (14) jou kalandriye apre yo fin lage yo. Detni /rezidan ki pa gen rad lage nan depo oswa ki pa lapòs pa yon manm fanmi, yo dwe bay rad apwopriye pou yo lage.

PÈT PWOPRIYETE OUBYEN DOMAJE:
Pwopriyete ki te pèdi oswa domaje akoz neglijans anplwaye CoreCivic yo pral elijib pou envestigasyon reklamasyon an. Si w vle mande yon ankèt sou pwopriyete ki pèdi oswa domaje akoz neglijans anplwaye CoreCivic, ou dwe ranpli Paj 1 nan Reklamasyon Pwopriyete Pèdi/Domaje/Vòlè 14-60 epi voye l bay Ofisyè Pwopriyete a. Tout reklamasyon yo dwe soumèt nan sèt (7) jou kalandriye apre ensid an. Verifikasyon prèv pwopriyèt ak valè dwe fèt imedyatman apre ankèt la. Yon kopi règleman sa a ap disponib nan bibliyotèk la.

ICE DETNI SÈLMAN Dapre PBADS 2011, 2.5 Fon ak Pwopriyete Pèsonèl, etablisman sa a gen yon sistèm fon otomatik epi li pa aksepte lajan pa lapòs. Nenpòt lajan ki resevwa pa lapòs pral retoune bay moun k ap voye la. Y ap sezi Lajan ki pa Etazini, yo pral fè envantè epò yo pral l nan pwopriyete w la. Yo pral ba w yon resi.

FINANS


- Tout tranzaksyon yo dwe verifye anvan yo poste sou kont ou. Pwosesis sa a ka pran jiska 24 èdtan , lendi-jedi, eksepte wikenn ak jou ferye.
- Si w resevwa lajan pa lapòs, ofisyè lapòs la ap retoune lajan an bay moun k ap voyel la. Yo p ap aksepte okenn lajan pou detni konte yo nan etablisman sa a.
- Pou voye lajan, kontakte anplwaye jesyon inite yo pou fè aranjman pou prepare yon liberasyon lajan. Ou ka gen aksè ak lajan pèsonèl pou peye pou sèvis legal. Kontakte anplwaye jesyon inite w la si w gen nenpòt kèsyon.
- Voye lajan nan kontac oswa kont yon lôt rezidan yo entèdi epi li ka lakòz aksyon disiplinè.
- Lajan ki soti nan kont ou ka itilize pou peye pou sèvis legal. Si sa nesesè, kontakte yon manm ekip inite w la.
**KLASFIKASYON**

Tout detsi yo klase anvan yo admèt yo nan popilasyon jeneral la. Sistèm klasifikasyon plase detsi yo nan inite lojman ki gen mwens restriksyon ki konsist ansak avèk pwoteksyon ak seki ride etablisman an. Sistèm klasifikasyon an asire w yo mete w nan kategori apwoapriye a epi yo separe fizikman ak detsi ki nan lôt kategori. Nivo klasifikasyon ou a ka chanje (reklasifye) daps konpòtman enstisisyon ou, chaj adisyonèl oswa enfòmasyon ou resevwa, eseye chape oswa lè w libere nan sitiyasyon segregasyon. Yo pral pwoteje w kont mal, paske yo pral ba w lojman ak moun ki gen menm orijin ak istwa kriminèl. Yo pral loje w daps nivo klasifikasyon w epi yo ba w idantifikasyon ak inifòm ki apwoapriye pou koulè yo.

**Detsi ki ba yo:**

Detsi ki gen gad ki ba yo pa ka melanje ak detsi ki gen anpil gad yo.

Pa gen dwa enkli okenn detsi ki gen yon arestasyon oswa yon kondanasyon ki gen ladan yon zak vyolans fizik, oswa nenpòt detsi ki gen yon istwa nan konpòtman agresyon.

Pa gen dwa mete okenn detsi ki gen yon kondanasyon krim pou yon ofans ki nan lis anba seksyon "Ewo" oswa "Pi wo" nan echèl gravite ofans ki anba a.

Ka gen ladan yo detsi ki gen istwa kriminèl minè ak akizasyon krim san vyolans ak kondanasyon.

**Detsi Mwayen yo:**

An jeneral, detsi ki gen gad mwayen pa ka melanje ansanm ak detsi ki gen gad ki wo oswa ki ba, eksepte jan sa spesifye pi ba a.

Pa gendwa enkli yon detsi ki gen kondanasyon pi resan pou nenpòt ofans ki nan lis anba seksyon "Pi wo" nan echèl gravite ofans lan.

Pa gen dwa enkli okenn detsi ki gen yon istwa oswa yon modèl atak vyolan.

Pa gen dwa mete yon detsi ki te kondane pou atak sou yon ofisye koreksyonèl pandan li nan prizon oswa kote yon dosye enstisisyonèl anvan síjere yon modèl atak pandan y ap nan prizon.

**Detsi ki gen gwo gad yo:**

Detsi ki gen gad mwayen-wo ak wo yo se moun ki gen yon istwa nan akizasyon vyolan oswa agresyon, kondanasyon, move konduit enstisisyonèl, oswa moun ki gen yon afilyasyon gang. Detsi ki gen gwo gad yo konsidere kòm gwo risk, yo bezwen lojman seki ride mwayen ak maksimòm, yo toujou siveye ak akonpaye yo, epi yo pa ka melanje ak detsi ki ba yo. Anplis de sa, yo pa dwe asiyen devwa travay yo deyò nan zòn kote yo rete yo.

**Echèl gravite ofans yo:**

1. PI WO

Ede sove
Agrave
Batri ak zam ki ka touye moun
Vòl ak zam (plizyè ak blesi)
Vòlè ak Atak
Chape (Etablisman an sekirite)
Ensite revòlt
Kidnaping
Touye moun (1ye, 2yèm degre)
Batri seksyèl (ak vyolans sou yon minè)

II. WO

Atak grav
Batri grav
Abi grav sou timoun
Mete dife
Ofisyè ki fè respekte lalwa batri
vòl (ak zam)
Ekstòsysyon
Fo Prizonman
Fo Rapò Bonm
Sibstans kontwole (enpòtasyon, trafik)
Entwodiksyon kontrebann nan Detansyon
Etablisman
Faktori eksplozif
Vòl (ak zam, ak gwo zam)
Batri Seksyèl (lòt ke krim kapital oswa lavi)

III. MODERE

Enfraksyon ak zam
vòlè
Pote zam afe an sekrè
Fòs
Gran vòl
Touye moun
Vann, livrezon, posesyon sibstans kontwole
Manipilasyon ak Temwen
Chèk san valè (krim)
Fwod byennèt (krim)
Chape (Etablisman ki pa an sekirite)

IV. BA

Kondwi anba Enfliyans
Kîte sèn Aksidan an
Batri (Şenp atak)
Pote zam kache (ki pa zam afe)
Konduit Dezòd
Jwèt aza
Ofri pou komèt pwostitisyon
Inifòm debaz pou detni yo dwe diferan nan aparans pou yo ka idantifye detni yo dapre nivo gad yo. Nan CoreCivic/TCDF, koulè inifòm yo konsa:

- Ba gad - vèt fonse
- Mwayen Ba - Mawon
- Mwayen/Segondè - Ble

- Restrikson sou Lojman: Yo ka mete detni ki ba ak mwayen ba yo ansam (sòf si gen yon istwa konpòtman agresif oswa konbatif). Mwayen ak Mwayen/Wo detni yo ka loje ansanm. Detni ki ba ak mwayen/wo pa janm loje ansanm.
- Mwayen/Wo yo pral akonpaye andeyò zòn lojman an epi yo ka sèlman nan zòn komen spesifik ak lòt klasifikasyon nan detni yo.
- Tout lojman, devwa travay ak aktivite pwogram yo pral deside dapre nivo klasifikasyon yo resevwa.
- Apre premye klasifikasyon ou a, premye revizyon w ap fèt nan swasant (60) jou rive nan katre vendis (90) jou apati dat ou arive. Apre sa, revize evalyasyon yo pral fèt katre vendis (90) jou jiska sanven (120) jou entèval apati dat orijinal arive ou.
- APÈL: Tout nouvo arive ki klase kóm Mwayen/Wo oswa Wo ka fè apèl kont deziyasyon klasifikasyon yo lè yo soumèt kontestasyon yo sou yon demann ICE bay Anplwayne ICE jan sa endike nan pwosedi doleyans yo nan paj 29 manyèl sa a. Tout lòt kontestasyon klasifikasyon yo ta dwe voye bay Chèf Jesyon Inite a oswa Spèvizè Klasifikasyon pou yo ka revize. Yo pral fè yon notifikasyon alekri sou rezilta apèl la nan (5) jou ouvраб.

LESIV

Pou asire yon rezèv adekwat pou tout detni yo, yo entèdi mete rad. Anjeneral, detni yo pa gen pèmisyon pou yo lave rad, kabann oswa lòt bagay nan inite lojman yo. Yo dwe remèt lesvi yo bay travay lesvi la anvan 6:00 am. Si w dwe kite inite lojman an , se responsabilite w pou asire w ke w remèt lesvi ou a. Y ap remèt ou l anvan chak jou fini. (NOT: Pa ranpli sak lesvi ou a twòp. Asire w ke sachè yo byen mare. Kite ase plas nan sachè a pou savon ak dlo koulè nan tout ansanm ak chalè ki soti nan sèch rad la.) Rad/lesvi pou gason ak detni fi yo pral fèt dapre orè ki afiche nan tablo afichaj dòtw/a/inite lojman yo. Tout rad yo oblje voye pou netwaye selon orè afiche a.

RAD

Tout rad ak idantité yo bay yo pral mete jan sa espesifye nan enstrikyon sa yon epi nan okenn lòt fason. Kondisyon sa yon esansyèl pou asire konfòmitè sekitire, ijiyen ak konduit nan domèn pwoptiye pou tout moun.

1. Yo dwe mete idantifikasyon etablisman an toutan. Si idantifikasyon w la chire, fè ofisyè nan inite w la konnen ou bezwen yon nouvo oswa pale ak youn nan Ofisyè Klasifikasyon yo.
2. Rad yo dwe pwòp epi yo pa chire lè yo mete yo.
3. Yo pa otorize mete inifòm koulè melanje.
4. Yo ka mete souvètman san rad deyò sèlman pandan yo anedan chann pou dòmi yo oswa nan zòn twalèt/douch yo. **Okenn eksepsyon!**
5. Sòulye douch yo ka mete sèlman pandan anedan inite lojman yo.
7. Chapo oswa lòt kouvèti tèt yo pap otorize pou popilasyon jeneral la. Travayè detni yo deziyen yo pral bay kouvèti tèt apwopriye a lè yo mande pou yo mete sèlman pandan y ap fè travay ki gen rapò ak travay yo.
8. Detni yo pral mete yon inifòm konplè (chemiz, pantalon, soulye) tout tan pandan yo deyò dòtwa/inite lojman an.
9. Pantalon yo pral mete nan yan pwen sou ren an ki anpeche pli nan bounda yo soti nan montre malgre longè chemiz la.
10. Ou pa dwe mache nan etablisman an ak men ou anchedan senti pantalon ou kèlkesa kondisyon nou yo.
11. Yo p ap mete okenn atik rad nan yan fason ki pa nòmalman fèt pou atik sa a (sèvi ak yon chemiz kòm yon bann tèt oswa kouvèti tèt, elatriye)

JJYYÈN PËSONÈL

Ou pral viv nan yan inite lojman ak lòt moun, kidonk ijèn pèsonèl esansyèl. Ou dwe benyen chak jou epi kenbe cheve ou pwòp. Yo pral ba w atik ijèn pèsonèl tankou savon, pat dantifris, bwòs dan, peny, chanpou, losyon pou po, ak lòt bagay lè admisyon w. Si ou ta manke yon atik, wè ofisyè lojman ou pou yon echanj resipyan vid nan menm atik la. Y ap bay razwa jetab chak jou. Razwa yo pral tcheke deyò sou yon baz jan sa nesesè epi retounen lè ou fin fè bab ou. Plis pase yon (1) detni p ap itilize razwa jetab pou rezon sante ak sekirite ki vle di pou pwoteje detni yo ak anplwaye yo. Pwodui ijèn pèsonèl yo pral ranpli sou yon baz jan sa nesesè. Kontakte ofisyè detansyon ou a lè w bezwen ranplase pwodwi ijèn.

Yo pral pèmèt detni ki pwograme pou yo ale nan tribinal pou yo raze anvan yo kite etablisman an.

SÈVIS KWAFI

Popilasyon jeneral ak detni RHU ki elijibo yo pral jwenn aksè nan kwafè a, k ap louvr a 8è a.m. rive 4è p.m. Lendi jiska dimanch, dapre orè ki afiche sou tablo afichaj yo nan zòn lojman w. Ofisyè ki estasyone nan zòn kote w ap viv la ap rele pou detni ki vle koupè cheve. Pou rezon sanitè, koupe cheve nan inite dòtwa / lojman se entèdi entèdi. Babye oswa estetisyen an pa dwe bay okenn detni sèvis lè po figi, kou oswa po tèt detni a anflame, oswa lè gen kalman, pi oswa lòt eripsyon po, sof si sèvis detni sa a fèt dapre otorizasyon spesifik ofisyè an chèf medikal la. Yo pa dwe sèvi okenn moun ki enfekte ak pou. Li entèdi tou pou posede koupèt cheve oswa tondez, swa pwòp pa ou a oswa pa lòt moun.

KÒD ABIMAN POU DETNI

<void>

 Ou oblize kenbe tèt ou pwòp epi mete rad/soulye apwopriye pandan tout aktivite yo.

 N ap raple w kë move ijèn, move sanitasyon ak pa mete rad ak soulye apwopriye ka lakòz potansyèl konfli ak kamarad ou yo ak lòt moun epi yo ka gen yon enpak negatif sou sante w ak sekirite osi byen ke moun ki bò kote w.

 Si w pa respekte kòd abiman ak standa penyen yo pral finalman touwen yon pwoblèm ki mande anplwaye entèvansyon nan fòm aksyon disiplinè apwopriye pou korije sitiyasyon an.

 Kòd abiman pou lavi chak jou ak travay yo se menm bagay la.

 Òdinèman, detni yo ka mete nenpòt kwafè ak eksepsyon sa yo: Pou rezon sekirite ak ijèn, travayè detni k ap opere machin yo pral kenbe cheve yo byen netwaye, pwòp epi akseptab.
1. Kwafi pa pral entèfere ak kondisyon sekirite ak ijèn.
2. Odinèman, cheve nan figi yo ka grandi san restrikson ak ekspesyon sa yo;
   - Pou rezon sekirite, yo ka espere travayè detni k ap opere machin yo dwe byen raze tout tan. Restrikson sa yo se yon kondisyon pou travay nan travay ki dekri pi wo a epi aksepte yon djòb nan zòn sa yo vle di akseptasyon standa penyen yo pou devwa travay ki dekri anwo yo.

**Pa pral gen okenn ekspesyon nan kondisyon sa yo, menm pou rezon medikal.**
- inifòm konplè (pantalon, chemiz, soulye ak idantifikasyon etablisman) lè yo déyò inite lojman an.
- Mayo ak soulye douch yo gen dwa nan zòn sal lajounen yo apre 5pm ak nan wikenn/jou ferey.
- Mayo yo gen dwa nan lakou rekreyasyon an.
- Yo pa pèmèt rad tèt dèyò zòn kabann nan sof si otorite apwobasyon apwopriye a otorize.
- Yo ka mete rad reliye sèlman jan Chaplen an apwouvé l.
- Yo p ap pèmèt sévyèt, dra oswa kouvètò kòm rad epi yo pa dwe itilize pou netwaye sof si anplwaye yo deziyen sa.
- Domaj entansyonèl oswa neglijans sou pwopriyete CoreCivic / TCDF (chanje, chire, pèdi dechire, oswa grafiti) pral lakòz aksis disiplinè ak restitisyon .

**ENSPEKSYON MOUN AK PWOPRIYETE (Rechèch)***
Yo pral fé foutu woutin ki pa pwoograme nan etablisman an, moun yon detni ak pwopriyete a jan yo jije sa nesesè.

- Yo fé rechèch sou moun lè:
  1. Antre oswa sòti nan inite lojman yo;
  2. Kite zòn vizit la aprè yon vizit; epi
  3. Antre oswa sòti nan lòt biding oswa zòn.

- Yo fé rechèch nan objektif:
  1. Detekte ak anpeche entwodiḵsyon kontrebann ( sa vle di zam, dwòg, atik rad san otorizasyon, elatriye);
  2. Asire ke kondisyon sekirite ak sanité egziste nan etablisman an;
  3. Rekipere pwopriyete ki pèdi, ki manke oswa yo vòlè; epi
  4. Anpeche chape ak lòt latwoulay.

- Fouyaj yo pral fèt nan yon fason ki evite fòs ki pa nesesè, anbarasman oswa endiyite pou detni a epi yo pa gen entansyon pinitif nan nati.

- Kalite rechèch ki fèt nan TCDF:
  1. Enspeksyon vizylè: Yon rechèch nan yon detni oswa yon zòn pou kontrebann san kontak fizik.

- TCDF pral fé tèt pipi obligatwa nan kondisyon sa yo:
  1. Lè anplwaye sekirite yo gen yon sispré rezonab ke yon detni te itilize oswa li anba enflıyans a dwòg oswa entoksik;
  2. Lè yo jwenn yon detni nan posesyon dwòg oswa entsokisan yo sispré ki pa otorize oswa lè yo detekte oswa jwenn dwòg yo sispré oswa dwòg ki pa otorize nan zòn nan kontwole, okipe oswa abite pa yon detni;
  3. Lè yo obèse detni a an posesyon oswa itilize dwòg san otorizasyon oswa entsokik, men anplwaye yo pa kapab jwenn yo echaniyô nan sabstans la;
  4. Sou yon baz o aza, itilize yon pwosedi tès o aza apwopriye oswa sou yon baz woutin lè detni yo retouyen sòti nan yon detay travay déyo; oswa
  5. Dapre yon pwosedi tès o aza apwopriye, tout popilasyon detni nan etablisman an, nepòt zòn pwogram ki idantifye oswa nepòt klasifikasyon idantifyab nan detni yo ka teste.
6. Yo p ap sèvi ak pwogram tès o aza a nan objektif oswa pou l amède oswa entimide nenpòt moun oswa gwoup detni.
7. Refize pou soumèt nan tès pipi sa pral lakoz sanksyon disiplinè grav.

KONTREBANN
Atik ki konsidere kôm prejidlis pou operasyon an sekirite ak lòd nan etabilisman an entèdi.
Atik kontrebann gen ladan, men se pa sa sèlman:
1. Nenpòt dwòg danjere, dwòg nakotik, marigwana, likè entoksikan nenpòt kalite, zam mòtèl, enstriman danjere, eksplozif oswa nenpòt lòt atik ki, si yo itilize oswa posede, ta mete an danje pou konsève lòd nan etabilisman an;
2. Nenpòt atik ki ta ka itilize kôm yon èd pou sove;
3. Nenpòt atik ki ta ka itilize pou degize oswa chanje aparans yon detni;
4. Nenpòt atik rad oswa atik pou itilizasyon pèsonèl oswa konsomasyon ki pa te netwaye anvan Wardens oswa achte pa yon detni nan komisè a;
5. Kamera, videoyo, odyo, oswa ekipman ki gen rapò ki ka itilize pou fòt foto oswa odyo san otorizasyon, oswa anrejistreman odyo/videoy nan detni yo, anplwaye oswa pwopriyete gouvènman an;
6. Sigarèt, tabak, e-sigarèt, oswa fimen ekipman, bwason ki gen alkòl, bwat katon ak magazin twòp;
7. Foto nenpòt kalite ki te mete sou mi dòtwa/inite lojman; epi
8. Nenpòt atik ki pa achte atravè chanèl otorize (komisè).

KONDISYON LAVI - Popilasyon Jeneral
Yo kenbe w nan tanporèman nan TCDF. Ou pral rete nan etabilisman jiskaske ICE detèmine li lè pou transfere ou nan yon lòt etabilisman. TCDF pa kapab pran okenn desizyon konèsan liberasyon y oswa transfè w la.

TCDF gen yon lòt kontra ki gen ladann Biwo Torrance County Sheriff (TCSO). Nan okenn moman, detni ICE p ap rankontre ak detni TCSO yo.

Etablisman an divize an vennkat (24) inite lojman, san yo pa enkli obsèvasyon medikal. Chak inite lojman sellè ki kenbe de detni nan chak chanj, jis 40 detni nan chak kapsil. Gen de dòtwa ki te fèt pou loje plizyè detni nan yon anviwòman kalite ouvè; sa yo ka loje jiska 75 detni nan chak zòn.

- Detni yo gen obligasyon pou yo kenbe zòn kote yo rete yo pwòp tout tan. Kabann ou a dwe fèt imedyatman lè w reveye epi rete fè lè li pa sèvi ak tout pwopriyete pèsonèl yo dwe oganize. Li se nan pi bon enterè ou pou kenbe yon zòn k ap viv pwòp epi evite anpl nan pwoblèm ki asosye ak kondisyon lavi ki pa sanitè.
- Kadin yo disponib gratis pou detni endijèn yo, epi yo vann bay detni ki pa endijèn yo atravè Manadjè Depo etabilisman an. Si w ta renmen yon kadna, soumèt yon demann alekri bay Manadjè Inite a oswa Manadjè Depo.
- Chak inite lojman gen ase zòn pou douch, twalèt, manje, sal lajounen ki pèmèt rekreyasyon anbedan kay la epi ki an konfòmite ak egzijans American Correctional Association (ACA). Akoz kalite aranjman pou viv sa a, nou espere koperasyon w lè w montre lòt detni respè w vie resevwa epi respekt jen lòt moun. Yo mande w tou pou respekt resesite pou pataje ekipman kome tankou telefon, tab, televizyoen, jwèt lwazi ak ekipman.

ZÒN DÔMI/JIÈN
- Ou oblige kenbe kabann ou ak zòn imedya pwòp epi ranje. Ou oblige tou fè kabann ou ak chak jou anvan ou ale nan travay ou oswa lè ou kòmanse woutin chak jou ou. Lè kabann ou pa itilize, li dwe fèt! Yo pa pèmèt yo pandye dra, sèvyèt, dra oswa rad sou bawo sentiwon, liy rad endijèn, limyè anlè oswa kabann.
Efè pèsonèl yo, ki gen ladan atik iyyèn, yo dwe estoke nan bin pwoopriyèt w la. Pa mete atik sou rebò fenèt yo, fenèt, kabann, kazyè, anba yon matla, elatriye. Y ap konfiske atik sa yo kòm kontrebann epi retire yo lè yo kite yo nan zòn ki pa otorize. Se pral responsablite w pou idantifye ak reklame atik yo atravè sipèvize ki apwopriye a.

Pou asire w nan kenbe pwòpte, yo pral mande w pou w patisipe nan netwayne dòtwà/zòn inite lojman yo pou enkl zòn sal lajounen, zòn pou dòm, zòn twalèt ak zòn douch an koperasyon ak odône inite lojman yo. Menmsi nou rann nou kont sejou ou nan etablishsan sa a se tanporè, se lakay ou pandan tan sa a epi nou espere koperasyon ou pou kenbe li an sekirite epi pwòp.

Yo netwaye inite lojman yo jan sa nesèse oswa jan yon manm pèsonèl la mande l, ki gen ladan apre chak repa, pou asire bon asenisman ak sekirite. Yon anplwayne ap bay tout ekipman, founiti ak enstriksyon yo.

Se responsablite w pou asire w ke zòn nan alantou kabann ou an pwòp.

Gen yon kantite siyifikatif douch nan chak inite lojman pou pèmèt chak detni yon opòtinitè pou douch chak jou. Tanpri respekti lòt detni yo nan netwayne apre ou fin nan zòn nan.

Tout fouiniti netwayaj yo pral mete nan kote depo apwopriye lè yo pa itilize yo.

RÈGLEMAN SEKIRITE/PROSEDI IJANS

Anplwayne TCDF yo ap fè tout efò posib pou asire sekirite w pandan w la. Ou dwe pran kèk responsable ou ede rann etablishsan sa a an sekirite. Gen siy ki disponib pou make zòn ki danjere yo nenpòt kote yo rive. Si ou koule yon bagay, tanpri netwayne li. Si w rankontre yon danje posib, di ofisye ki nan zòn ou an sa. Pa asime ke pwoblèm yo te rapòte deja. Met atansyon sou siy avètisman epi sèvi ak swen rezonab nan sitiayson ki kapab danjere tankou planche mouye.

1. Detni yo dwe swiv tout règleman se kirite, siy, en striksyon, direksyon, etikèt ak nenpòt fòmasyon yo bay.
2. Tout detni yo dwe ale nan tout fòmasyon se kirite/ijans. Detni yo dwe resewa fòmasyon anvan yo fè nenpòt travay danjere.
3. Detni yo dwe mete ekipman pwoteksyon pèsonèl lè yo manyen netwayne oswa lòt pwodui chimik.
5. Pa retire lam nan razwa jetab.
6. Detni yo dwe imedyatman netwayne nenpòt likid ki koule a oswa rete lwen zòn nan jiskaske yo ka netwayne li.
7. Detni ki blesè nan inite lojman an, nan lakou rekreyasyon an, oswa nenpòt lòt kote nan etablishsan an, dwe rapòte aksidan an imedyatman bay anplwayne ki an sèvis nan zòn sa a.
8. Detni yo p ap maniplile, pwopozé louvri, bloke, oswa enfim okenn aparèy fèmen ak/oswa pòt.
10. Detni yo p ap rive nan fil razwa pou okenn rezon.
11. Detni yo pap monte okenn kloti pou okenn rezon.
12. Egzèsis yo fèt nan tout etablishsan an, enkl zòn kote yo abite yo. Nan ka yon ijans oswa fè egzèsis detni yo responsab pou swiv tout enstriksyon anplwayne yo bay. Yo pral konsidere si yo pa respektè règleman yo pou entèfé/antarve règleman se kirite etablishsan an.

KONT OFISYÈL

Pou kenbe responsable ou apwopriye pou detni yo nan etablishsan sa a, kont ofisyèl yo fèt nan moman sa yo:
1. Yo fè kont fòmèl nan moman sa yo; 3:00 a.m., 6:30 a.m. , 9:15 a.m., 3:00 p.m., 7:00 p.m., 10:00 p.m. (Foto Idrantite/Kont lis la – Kont pèmanan), 12:00 am
2. Yo fè konte enfòmèl nan moman iregilye, ki pa anonse.

**MANJE**

Tout repa yo ekilibre nitrisionèlman, san vyann kochon, dyetetisyen apwouve, byen prepare epi yo sèvi atiran nan yon anviwonman ki an sante, pwòp e an sekiRITE. Pou jwenn yon rejim spesyal pou rezon relijye, voye yon demann ki endike relijyon an ak kondisyon rejim spesyal yo bay Chapèl la. Rejim spesyal yo se sijè a siveyan pou konfòmite. Ilitizasyon manje, (sa vle di, kenbe oswa varyasyon nan meni standa) kòm yon mezi disiplinè oswa rekonpans entèdi. Yo pral ba w istansil apwopriye pou manje ak bwè. Meni yo afiche sou tablo afichaj nan inite lojman w la.

Pou detni sa yo ki bezwen yon rejim spesyal akòz rezon medikal, yo ka mande rejim nan atrave Sèvis Sante. Pou w konsidere w, voye yon fòm apèl pou maladi bay Sèvis Sante. Lè sa a, enfimyè a pral pran yon randevou pou w wè yon fouinisè medikal ki pral evalye demann ou an.

TCDF ap ba ou twa (3) repa pa jou; manje maten a 5:00am, manje midi a 11:00am ak dine a 5:00pm. Sa yo se tan apwoksimatif. Yo sèvi manje ak yon bwason nan chak inite lojman. Ou dwe swiv règ ofisyè detansyon yo. Ou dwe montre idantifikasyon etablisman w la pou w ka pran repa w. Koupe liy lan, pran plato oswa pote plato nan zòn kabann lan pa pèmèt. Ou gen dwa sèlman yon (1) plato pou chak repa; detni yo pa gen dwa pran yon lòt plato manje pou detni yo. Chak detni oblire plian pwòp plato manje.

1. Tout manje yo dwe manje nan tab yo bay nan inite lojman an.
2. Ou dwe manje nan lè deziyan an epi imedyatman retoune plato ou a nan kabwa yo bay la.
3. Yo p ap pèmèt okenn manje dëyô nan inite lojman an ke sa yo bay nan kuizin nan ak enstalasyon komisarya, sof si yo bay lòd nan "sware manje" (ou dwe gen lajan nan kont ou pou achte).

**MANJE PA POU MANJE NAN ZÒN KABANN.**

5. PA mete plato manje oswa papye nan mikwo ond yo.
6. Mikwo ond yo dwe netwaye apre chak ilitizasyon.
7. Ou pral gen yon total de ven (20) minit pou manje chak repa.
8. Yo p ap estoke manje ki soti nan manje yo nan kazye oswa nan bwat kazye yo.

**AKSÈ NAN TELEFÒN**

Initre lojman yo te ekipe ak telefon. Yo bay telefon sa yo pou ou ka kominike ak zanmi ak/oswa fanmi.

Lè w rive, Ofisyè Pwosesis la ap ba w yon nimewo PIN; sa ap pèmèt ou yon sèl fwa, gratis twa minit apèl telefon. Nimewo PIN sa a inik pou ou epi li pral aktif pandan tout sejou ou nan etablisman an. Ou oblire mete yon modpas vwa anvan w konplete premye apèl yo. Sistèm sa a fèt pou asire w ke okenn lòt detni pa ka jwenn aksè nan kont pre-peyè w la. Kont pre-peyè se responsablite w; ou dwe pwoteje Biometrik Vwa ou pou w ka resewa lajan w. Apèl telefon yo ka fèt kolekte oswa ou ka chwazi pou patispe nan sistèm apèl prepey e a. Sistèm sa a pèmèt ou achte mimit telefon nan komisarya a.

Fanmi w oswa zanmi w ka depoze lajan sou kont telefon ou tou lè w rele Sèvis Kliyantèl Talton 1-866-348-6231; sitwèb Talton www.Talton.com ; oswa atrave kyòs gwoup la (lajan kach oswa kredi). Gade tablo afichaj inite w la pou tarif apèl aktyèl yo.

Pou ogmante volim nan telefon yo, peze bouton etwal (*) la, oswa volim, pandan w ap pale.

Yo p ap resewa apèl k ap fèk ap ranre sou telefon sa yo, ni apèl twa (3) pa disponib.

Pou respekte konfidansyalite lòt moun, nou mande pou w tann tou dousman, paske telefon yo pral sèvi kòm premye vini, premye sèvi. Si w bezwen asiants, mande ofisyè ki nan zòn ou an.
Tout apèl telefon yo si jè a sivyeans ak/oswa anrejistreman. Pou jwenn yon apèl san sivyeans bay yon tribinal, yon reprazant an legal oswa nan bi pou w jwenn reprezantasyon legal, soumèt yon fòm Demann pou Detni bay Konseye Detansyon w la. Pwosedi pou fè yon apèl anonim yo afiche nan iniite lojman an.

Nimewo telefon yo pou mande enfòmasyon sou sitiyasyon ka w la ansanm ak nimewo yo nan yon majorite konsila yo te disponib pou ou gratis (Pro Bono). (Konsilte tablo afichaj iniite lojman w la pou w jwenn yon lìs nimewo). Pou fè apèl gratis/Pro Bono:

1. Peze 1 pou angli;
2. Antre PIN ak siy # a;
3. Peze 6 pou apèl Pro Bono
4. Antre nimewo nimewo rapid ki koresponn ak antite ou ta renmen rele a.

Nan ka ou pa kapa kontakte avoka w oswa konsila w itilize telefon iniite lojman yo, ou ka soumèt yon fòm demann bay nenpòt nan Ekip Jesyon Iniite w la pou yon lòt aksè nan telefon.

Machin telefòn TDD yo disponib pou moum ki pa tandè byen.

Lè demann telefon yo wo, ou dwe limite apèl nan telefon ou yo a ven (20) minit pou pèmèt lòt moun menm privilèj telefon yo. Ou gen dwa kontinye apèl ou pi lwen pase 20 minit si demann lan pèmèt.

Telefòn yo disponib pou w itilize depi lè reveye jiska lè dòmi ; telefòn yo pral etenn pandan tan konte yo.

Lè anplwaye etablishman an resevwa yon apèl ijans pou yon detni, yo dwe jwenn non moun k ap rele a ak nimewo telefon yo epi yo dwe ba w san pèdi tan.

Ou pral pèmèt ou retounen san pèdi tan yon apèl ijans nan kontrent sekrirè ak sekirèt etablishman an.

Apèl telefòn kote tantativ pou gen kontak deyò voye oswa mete dwòg/kontrebann nan etablishman an ka lakòz nimewo moum deyò a bloke.

ENSTRIKSYON TALBTË:

1. Kite tablét yo sou stasyon chaj lè yo pa itilize yo;
2. Sèvi ak bouton anlè dwat sou bo ka a pou limen grenn;
3. Chwazi angliè, panyòl, oswa fransè nan bwat deroulè ki anlè a dwat nan ekran an;
4. Sèvi ak PIN Telefòn ou epi mete figi ou nan bwat ki sou ekran an pou w konekte; epi
5. Y ap mande w pou mete yon dezyèm nimewo PIN (tanpri chwazi yon nimewo ki diferan de PIN telefòn ou).

REMAK: Tablét la ap dekonekte w apre senk minit inaktivite. Ou pral kontinye chaje w toutotan w konekte sou Tablèt la.

SÈVIS RELIYJE
Tout detni yo pral gen aksè a resous reliyje, sèvis, enstriksyon ak konsèy sou yon baz vontè. Tout detni yo pral pwolonje kantite libète ak opòtinite ki nesesè pou pouswiv nenpòt kwayans reliyje lejitim oswa pratik nan kontrent sekirite ak kondisyon sekrirè yo.

Yo bay sèvis reliyje atrévè Biwo Chaplaincy ak nan sèvis volontè kominotè yo ofri. Sèvis sa yo ka gen ladan konsèy endividyèl, lapriyè an group, etid biblik ak divès kalite sèvis oganizasyon reliyje legliz/adorasyon. Tan ka kômanse apati 8:30 a.m. jiska 8:30 p.m., yo afiche yon orè jou ak lè chak sèvis regilèyan pwograme sou tablo afichaj nan iniite lojman w la. Sèvis sa yo ouvri pou tout moun ki vle patisipe nan konsène espas limitasyon ak enkyetid sekrirè.

Pwogram edikasyon ki baze sou reliyjon ak aktivite espesyal yo disponib tou dapre orè aktivite ki afiche sou tablo afichaj nan iniite lojman w la.

Materyèl reliyje ki soti nan plizè reliyjon yo disponib sou demann.
KOMISÈ

- Komisè a ap ouvri pou w itilize lendi jiska vandredi selon orè ki afiche nan inite lojman w, eksepte nan jou evantè komisè a.
- Yo dwe ranpli ôdonans komisyara yo epi mete yo nan bwat lèt ki nan chak inite lojman. Fôm lôd la dwe byen ranpli ak lank, ak non w, nimewo inite lojman ak nimewo etranje, pou yo ka resewva komisyara nan jou sa a. (EKRI KI LIJB). Tout fôm lôd yo dwe resewva anvan 7:30 am nan jou komisyara a.
- Pa pral gen okenn ranbousman pou move atik achte. Se responsablite w pou byen ranpli fôm lôd la. Anvan w ouvri valiz komisyara w la, ou dwe verifye tout atik yo. Si w santi w gen yon pwoblèm ak lôd la, youn nan estaf komisyara a pral verifye atik ki nan sak la avèk ou anvan yo louvri l. Yon fwa ou te louvri sak la, lôd la fini. Pa pral gen okenn echanj, ranbousman oswa ranplasman atik ki manke yo.
- Atik Komisè yo sijè a limit ak/oswa chanjman san notifikasyon.

PWORGAM TRAYAV VOLONTÈ

Detni yo ka gen opòtinite pou yo travay pou yo fè lajan pandan yo nan prizon, dapre kantite opòtinite ki disponib yo an nan kontrent sekirite, sekirite ak bon lôd Etablisman an. Detni yo dwe kapab sévi kôm volontè pou travay yo, men otreman yo pa dwe oblige travay, eksepte pou fè antreryen pèsonèl. Detni ki gen gwo gad pa gen dwa travay aneyò zòn lojman yo.

- N ap fè tout efò posib pou ba w yon opòtinite pou w patísipè nan pworgam travay voluntè a.
- Detni yo pral resewva konpansasyon pou travay yo fini.
- Yo p ap pèmèt ou travay plis pase uit (8) èdëtan pa jou, oswa karant (40) èdëtan pa semèn.
- Ou pral oblige siyen yon deklarasyon pworgam travay volontè epi resewva fômasyon ki nesesè.
- Detni ki patísipè nan pworgam travay volontè yo oblige travay dapre yon orè travay yo bay epi absans san eskize nan travay oswa pèfômans travay ki pa satisfezan ka lakòz yo retire yo nan pworgam travay volontè a. Okenn detni p ap gen sipèvizyon/kontwòl sou okenn lòt detni.
- Yo mande w pou fè travay ki asosye ak operasyon chak jou nan etablisman an. Travay sa yo ka gen ladan sanitisyon jenera, os byen ke lôt travay. Nan okenn sikonstans ou p ap oblige patísipè nan pworgam travay la.
- Se anplwayne ICE ak TCDF ki pral detèmine si w kalife yon w travay. Si w vle yo mete w nan yon pworgam travay, voye yon Fôm Demann Detni bay sipèvizè shift responsab la oswa chèf depatman ki pral voye non w pou konsiderasyon. Tanpri sonje ke pa gen ase devwa travay pou chak moun; Se poutèt sa, nou mande pou pasyans ou ak koperasyon.
- Si yo ba w yon devwa ki aneyò devwa yo, rapòte enfômasyon an bay yon manm pèsonèl oswa yon sipèvizè anplwayne yo.

BIBLIOTÈK / BIBLIOTÈK LWA

- Bibliotèk nan etablisman sa gen materyèl bibliotèk standa yo jwenn nan yon lekòl oswa bibiliotèk kominotè. Bezwen, enterè ak kapasite majorite detni yo ak anpil atansyon konsidere, epi koleksyon bibliotèk la te devlope kòmsadwa. Liv bibliotèk yo disponib lè w ranpli yon demann epi chwazi nan yon lis liv ki disponib. Yon fwa ke yo soumèt, pèsonèl bibliotèk la ap remèt liv yo mande yo ba ou pa pita nan jou apre a, lendi jiska vandredi, eksepte wikenn ak jou ferye. Demann ki soumèt nan wikenn yo pral trete jou ouvrab ki vin apre a.
- Yon (1) liv lekti jenera ka tcheke pou yon total de sèt (7) jou. Atik la dwe retounen anvan tcheke lôt materyèl. Li enpòtan pou w pran swen liv yo epi retounen yo aiè pou lôt detni yo gen posiblite pou yo li epi jwi yo. Tout liv yo dwe retounen anvan ou soti nan etablisman an, epi nan menm kondisyon yo te resewva yo.
Y ap bay tan pèsonèl lekti lendi jiska dimanch nan sal pwogram yo. Y ap ofri tan lekti pou inèdtan chak jou pou asire tout detni yo gen opòtinite pou yo li an silans. Ou pa ka mande yon tan pwolonje akòz lòt pwogram yo ofri. Jou ak lè pou lè lekti yo pral afiche nan zòn lojman ou asiyen.

**Materyèl referans, materyèl legal ak magazin yo pa dwe retire nan bibliyòtèk la.**


Si w bezwen materyèl referans adisyonèl ki pa konsève nan bibliyòtèk la lwa a, ou gendwa soumèt yon demann nan bibliyòtèk la, pou di non ak kalite materyèl ki nesesè yo. Y ap voye demann ou a bay ICE pou apwobasyon.

Si w jwenn materyèl bibliyòtèk ki manke oswa ki domajje, notifye kowôdonatè bibliyòtèk la lè w soumèt yon demann bay depatman rekreyason an.

Orè Bibliyòtèk Dwa yo kòmanse a 7:30 a.m. jiska 2:45 p.m., dapre orè ki afiche sou tablo afichaj nan inite lojman yo. Tan siplemantè nan bibliyòtèk la lwa (pi lwen pase senk èdòtan pa semèn) disponib lè w soumèt yon demann bay Bibliyòtèkè a ak/oswa Asistan Bibliyòtèk la. Yo pral bay detni ki gen dat limit nan tribinal la priyorite.

Tout detni yo pral siyèn pou antre ak soti nan bibliyòtèk la.

Odìnatè yo disponib nan bibliyòtèk la lwa pou preparasyon dokiman legal **SÈLMAN**. Moun ki vyole yo pral sijè a akson disiplinè. Yo pral bay enprimant pandan sesyon bibliyòtèk la lwa la pou enprime dokiman legal pou preparasyon ka w la. kondwi pous yo disponib pou estoke papyè legal ou yo.

Detni ki gen andikap, detni LEP ak detni alanalbèt ki vle pouswiv yon reklamasyon legal ki gen rapò ak pwosedi imigrasyon yon oswa detansyon yo, epi ki bezwen èd pou pouswiv reklamasyon legal yo dwe mande asistans sa a nan men anplwaye inite yo.

Detni ki rete nan Inite Lojman Restriksyon (RHU) gen aksè a bibliyòtèk la lwa, ki gen ladan yo menm resous legal ak materyèl ak detni yo nan populasyon jeneral la.

**VIZITASYON**

TCDF bay yon opòtinite pou ou fè yon (1) vizit pa semèn (Dimanch jiska Madi ak Jedi jiska Samdi, ak pandan jou ferye) pou jiska yon vizit kontak de èdòtan ak fanmi ak zannì. Tan yo pral varye selon orè a. Si gen plis vizitè pase yo ka akomode nan sal vizit la, li ka nesesè pou limite vizit yo nan pi piti peryòd tan. Tan vizit yo kapab tou vin pi kout akòz risk sekirite, konte, oswa lèt evènman ki pa prevwa.

Pou jwenn apwobasyon pou vizit nan jou ki la pwograme pou inite lojman w la oswa pou vizit pwolonje akòz vwayaj long distans oswa lòt sikonstans atenuan, soumèt yon Fòm Vizit Espesyal bay Chèf Jesyon Inite a.

Si vizitè (yo) mennen timoun (dizwít (18) ane oswa mwens), yo dwe rete anba sipèvizyon dirèk vizitè adilt (yo), pou yo pa deranje lòt moun ki gen vizitè yo. Se sèlman de (2) adilt ak de (2) timoun minè (ki gen laj dizwít (18) oswa mwens) ap gen dwa vizite alafwa, paske espas yo limite.

Ou ta dwe dekorajye vizitè yo pote gwo kantite atik men yo pote. Vizitè a (yo) ka oblje kite kèk atik nan yon kazyse oswa nan machin yo. Tout vizitè ak atik yo sijè a rechêch.

W ap bezwen notifye vizitè yo sou èdòtan ak pwosedi sa yo epi avize yo ke yo dwe pote yon idantifikasyon foto gouvènman an bay (pou laj dizwít (18) ak plis) pou yo ka pèmèt yo vizite.

Vizitè yo dwe nan rad apworipri ak sosyalman akseptab. Rad sa yo **ENDI** : Bout pantalon, mini-ji pi wo a jenou, rad kout, tank top, chemiz san manch, rad transparan, soule zòtèy louvri, oswa talon ki pi wo pase 2 pous.

Orè vizit yo, ansanm ak règ pou vizit yo afiche nan inite lojman w la.

Vizitè yo pa gen dwa ba ou okenn atik, lajan, oswa papyè.
Enstriksyon yo disponib pou vizitè yo ak/oswa avoka yo lè w rele 505-384-2711.

VIZIT AVOKA

Orè vizit avoka jeneral yo se Lendi jiska Vandredi, 8am. jiska 4 p.m., epi yo disponib samdi, dimanch ak jou ferye pou yon minimòm kat èdtan, si sa nesesè.
Si sa nesesè, yo pral ba w opsony pou rankontre avèk reprezantan legal ou a pandan lè repa yo epi yo pral ba w yon plato manje oswa yon repa sak.
Ou gen dwa resevwa dokiman legal sèlman nan men avoka ou yon fwa ke pèsonèl sipèvizyon apwopriye apwouve.
Si w te pran yon randevou pou rankontre yon avoka, reprezantan legal oswa paralegal nan yon òganizasyon, kabinè legal oswa lòt asosyasyon oswa konpayi, se responsablite w pou anile randevou a si w pa gen entansyon kenbe randevou a. Anile randevou yo p ap akonpli sou non w pa oswa atravè yon ofisyè oswa yon lòt.
Yo afiche yon lis òganizasyon legal pro bono (gratis) nan tout zòn lojman pou detni yo ak lòt zòn ki apwopriye yo. Si w vle wè yon reprezantan oswa yon paralegal nan òganizasyon sa a, se responsablite w pou kontakte yo pou yon randevou.
Ou ka kontakte yo pa lapòs oswa telefon pou mande asistans yo.
Si w gen kesyon konsènan sitiyasyon ka w la rele #222 nan telefon inite lojman yo oswa voye yon Fòm Demann pou Detanye a bay ICE epi mete I nan bwat lèt ICE la.

PREZANTASYON GROUP DWA LEGAL

Reprezantan legal volonté yo ba “Know Your Rights” (KYR) / “Legal Oryantasyon Pwogram” (LOP). Yo pral ba w opòtinite pou w patispe nan youn nan prezantasyon sa yo yon fwa yo fin ba w yon lojman. Prezans se volonté epi sèlman limite pa espas ki disponib ak enkyetid sektire nan etablisman an.
Prezantasyon yo dwe fèt nan sal vizit etablisman an.
Yo dwe bay detni nan RHU yon notifikasyon sou prezantasyon yo pwograme yo.
Yo pral afiche yon notifikasyon sou prezantasyon pwograme yo nan inite w la omwen 48 èdтан anvan ensidan an. Ou dwe endike enterè w genyen pou w patispe lè w enski sou féy enskripsyon ki afiche nan inite w la.
Prezantasyon sa yo kouvri enfòmasyon jeneral epi yo pa gen entansyon bay konsèly legal espesifik.

DEMANN MARYAJ

Yo dwe voye demann pou maryaj bay gadyen an. Si yo refize, ofisyèl ICE yo pral egzamine demann lan ki ka kenbe oswa ranvèse refi Warden an. Ou dwe kapab bay dokiman sa yo:
1. Ou legalman elijib pou marye nan ete sa a; epi
2. Konjwen ou a te afime, alekri, entansyon li pou marye ou. (Sa a dwe akonpaye demann ou an.)

KORESPONDANS AK LÒT KOURYE

Yo pral pran lapòs epi yo pral delivre nan espas 24 èdтан apre li resevwa yo lendi jiska vandreli (eksepte jou ferye).
Ou ka voye oswa resevwa lapòs nan men nenpòt moun ou konnen pèsonèlman. Ou gendwa mete lèt ki soti yo ki pa sele yo nan bwat ki nan inite lojman w la ki make “MAIL”.
Tout lapòs k ap rantre ak k ap soti yo dwe byen adresse epi yo dwe genyen non w, A# Imigrasyon ak nimewo inite lojman/kabann ou. Si tout enfòmasyon yo pa enkli, yo pral retounen lapòs. Gade anba a egzanp:
Omwen, enfòmasyon sa yo ta dwe enkli nan nenpòt korespondans k ap fèk ap rantre:

Non moun k ap voye a
Adrès moun k ap voye a

John Doe #0000000000
CoreCivic /TCDF
PO Box 837
Estancia, Novo Meksik 87016

Place Stamp

✓ Fè desen sou devan anvlòp sortan ou yo entèdi akòz règleman lapòs.

KORESPONDANS SPESYAL/KOURYE LEGAL

"Korespondans spesyal" defini kòm komnikasyon alekri pou oswa soti nan Prezidan an ak Vis Prezidan Ozetazini; Depatman Jistis Etazini; Sévis Sante Piblik Etazini; Sekretè Lame, Marin, oswa Air Force; Tribinal Etazini (ki gen ladan biwo pwobasyon); Mannm Kongrè a; anbasad ak konsila; Gouvènè Eta; Pwokirè Jenerèl Eta a, pwosekitè avoka; direktè depatman koreksyon eta a; biwo libète pwovizwa eta a; lejislati eta a; tribinal eta; ofisyè pwobasyon eta a; lòt biwo ki fé respekt la lwa federal ak eta; avoka pòsonèl; reprezantan medya yo; Depatman Sekirite Enteryè (DHS); US Imigrasyon ak Ranfòsman Ladjòn (ICE); Kò Sévis Sante ICE (IHSC); DHS Sivil Dwa ak Libète Sivil (CRCL); Biwo Enspektè Jenerel DHS (OIG); founiè fwa sante deyò; ak administratè sistèm doleyans yo.

✓ Si w ap resevwa korespondans spesyal k ap antre, y ap ouvri l an prezans ou (sòf si gadyen an otorize yon lòt fason) epi y ap ensekpe l pou kontrebann fizik. Anplwaye yo pap li ni kopye korespondans espesyal. Si w pa aksepte lèt la osa si w pa pèmèt yo ensekpe lèt la an prezans ou, y ap retounen l bay moun k ap voye l la. Korespondans pral sèlman trete kòm korespondans spesyal oswa kourye legal si tit ak biwo moun k ap voye a osa moun k ap adrese a yo idantifyè kòmen sou anvlop la, epi anvlòp la ma fle kòm "korespondans spesyal" osa "lapòs legal," jan sa defini pi wo a. Se responsablite w pou w enfòme moun k ap voye l la sou egzijans sou etikèt yo pou "korespondans spesyal" osa "kourye legal".
"kourye legal" ak "korespondans spesyal" ki soti nan p ap louvri, enspekte oswa li.

Ou p ap gen dwa resevwa oswa voye pakè san aranjman alavans ak apwobasyon davans nan men Chèf Sekirite a. Lapòs ou voye pakè ak lapòs ki twò gwo oswa ki twò gwo se responsabilite w. Gade Konseye Detansyon an pou yon fòm apwobasyon pou pakè k ap vini yo.

Lapòs k ap rantre ak k ap soti, eksepte korespondans spesyal oswa kourye legal, yo pral louvri an prezans ou epi yo pral enspekte pou kontrebann.

Dapre PBNDS 2011 2.5 Fon ak Pwopriyete Pèsonèl, etablisman sa a gen yon sistèm fon otomatik epi li pa aksepte lajan pa lapòs. Nenpòt lajan ki resevwa pa lapòs pral retounen bay moun k ap voye l.

Tout anvôp ki gen korespondans jeneral ki soti yo ta dwe voye nan sal lapòs la san sele epi yo dwe pare pou enspeksyon.

Yo dwe li oswa rejet korespondans jeneral sèlman pou pwojetje operasyon an sekirite, an sekirite ak lòd nan etablisman an, epi yo dwe notifive detsi yo alekri lè korespondans yo sispann an pati oswa an antye.

Tout pakè k ap antre ak k ap soti yo pral ouvri an prezans ou (sòf si Warden an otorize yon lòt fason kote sèten sikonstans egziste) epi yo pral enspekte pou kontrebann. Kontrebann gen ladan, men se pa sa sèlman: materiyèl ki dekri, dekri oswa ankourage aktivite ki kapab mennen nan voyolans fizik tankou materiyèl ki gen rapò ak sijè yo nan defans pwòp tèt ou oswa siviv, zam, zam, eksplozif, oswa aparèy ensandyè; enfòmsayon konsènan konplò pou sove, plan pou kom aktivite ilegal oswa pou vyele rég ICE oswa direktiv etablisman yo; enfòmsayon konsènan pwodiksyon dwòg oswa alkòl; materiyèl seksyès ekspilisit; menas, ekstòsyon, obsceneite, oswa profanasyon gratis; yon kòd; koupon pou achte, anvôp ak papyè vid; kat telefon; foto ki pì gwo pase 5x7; liv ak magazin (si yo apwouve yo, yo dwe resevwa yo dirèktman nan men Pibliktè a); oswa lòt kontrebann jan sa endike nan manyèl sa a. Yon pake resevwa san pwojetje alavans konsidere kòm kontrebann.

Dokiman idantite tankou paspò, batistè, elatriye. yo pral garanti ak bay ICE. Ou pa gen dwa kenbe yon dokiman idantite nan byen ou. Dokiman yo ka itilize pa ICE / ERO kòm prèv kont detay oswa pou lòt reyèl ki otorize pa lalwa. Sou demann ou an nan ICE / ERO ou pral bay yon kopì sètifye nan dokiman an.

Lè yo rejet korespondans oswa pakè, ou menm ak moun k ap voye a ap resevwa yon avi alekri ki ekspilike rezon ki fè yo rejet.

Lè yo lage w nan etablisman an, yo pral voye lapòs ou a nan adrèss ou te bay ofisye yo pandan w ap pran/lage w. Si ou pa bay yon adrèss voye, lapòs ou a pral andose, "Pa gen Adrèss Forwarding, Retounen bay Sender." Tout kourye sa yo pral retounen nan US Postal Service.

Pou jwenn papye, enskripsyon ak anvôp pou itilizasyon pèsonèl ou, soumèt yon fòm Demann Detni bay Ekip Inite a.

Yo ka achte koupon pou lapòs nan komisyarya a. Yo pral pèmèt detni ki endijan yo postrate yon kantite lajan sa limit nan korespondans spesyal oswa kourye legal, nan rezon ki fè yo; twa moso korespondans jeneral; ak/oswa pakè ICE konsidere kòm nesesè. Pou yo konsidere w endijan, ou dwe kenbe yon balans $15.00 oswa mwens sou kont CoreCivic / TCDF ou pou 10 jou ki sot pase yo.)

KONTAKTE ICE STAFF

Orè ak jou pwograme ke anpliwirey ICE ap disponib pou ou nan inite w la se madi ak jedi ant èditan 09:00 am-3:00 pm. Nenpòt chanjman nan orè sa a dwe afiche nan inite lojman w la. Adrèss biwo ICE lokal la se [redakti] . Ou ka rele biwo ICE lokal la lendi jiska vandri, ant 0800 ak 1600 èditan.

Ofisyè ICE an chaj (OIC), Asistan Ofisyè an chaj (AOIC) ak chèf depatman deziyen yo pral fè vizit san anonse (pa pwograme) chak semèn nan zòn lojman ou. Objektif vizit sa yo se pou adresse enkyetid pèsonèl ou epi obsèbe kondisyon lavi ak travay ou. Ou gen possiblitè pou w soumèt kesyon, demann oswa enkyetid alekri bay anpliwirey ICE lè w itilize fòm Korespondans Spesyal ICE la . Yo ta dwe mete Fòm Korespondans Spesyal ICE a nan bwat postal ki make "ICE" nan zòn kote w rete a. Ou ka jwenn asistant nan men yon lòt detni, ofisyè lojman detansyon oswa lòt anpliwirey etablisman an pou w prepare fòm demann ou an. Anpliwirey ICE k ap resevwa fòm demann ou an an ap reponn pi vit posib men pa pita pase nan 72 èditan apre lì resevwa demann ou an. Pwosèdi sa a p dwe itilize pou soumèt doleyans fòmèl. (Gade seksyon "Dolevans").
-Anplwaye ICE ap gen kle pou bwat postal ICE yo, ki sitiye nan inite lojman an. Anplwaye ICE pral pran demann yo, anplwaye etablisman yo pa gen aksè a bwat sa yo.
Pou plis enfòmasyon sou kontak, tanpri refere dènye paj manyèl sa a.

**Adrès Sant Detansyon Konte Torrance:**

CoreCivic/TCDF  
P.O. Box 837  
Estancia, New Mexico 87016

Pou ekri biwo ICE lokal la, tanpri itilize adrès sa a:

US Imigrasyon ak Ranfòsman Ladwàn, ERO  
U.S. Immigration and Customs Enforcement, ERO  
5441 Watson Drive  
Albuquerque, NM 87106

Pou ekri biwo ICE El Paso Field Office, tanpri itilize adrès sa a:

US Imigrasyon ak Ladwàn Ranfòsman,  
U.S. Immigration and Customs Enforcement,  
El Paso Field Office  
11541 Montana Ave., Suite E  
El Paso, TX 79936

Tanpri make anviòp ou a jan yo endike anwo a.

**NOTÈ, KOPI AK LAJAN DISPONIB**

- **NOTÈ** - Ou ka jwenn asistans notè lè w voye yon demann bay Ekip Inite a. Yo pral kontakte w pi vit posib pou akonpli travay la.
- **KOPI** - Yo ta dwe voye demann pou kopi materyèl legal yo bay Ekip Inite a.
- **PIBLIKASYON FON** - Yo ta dwe soumèt Fòm Demann pou Liberasyon Lajan (2-5A) bay Ekip Jesyon Inite a pou apwobasyon. Ou ka gen aksè ak lajan pèsonèl pou peye pou sévis legal. Kontakte anplwaye jesyon inite w la si w gen nenpòt kesyon. **Oup ap gen dwa voye oswa transfere lajany soti nan kont ou a nan kont lòt detni ki nan CoreCivic/TCDF.**

**DISIPLIN DETNI**

Nan yon etablisman kote anpil moun ap viv ansanm nan yon espas relativman piti, li trè enpòtan pou yo kenbe lòd ak disiplin. Disiplin ak lòd pa sélmou pou benefis pèsonèl la, men tou pou sekirite ak byènnèt ou menm ak tout lòt detni yo. Pandan ke anpil pwoblèm yo ka rezoud enfòmèlman atravè konsèy, mezè disiplinè yo dwe detanzantan enpoze.

**Règ Konduit/ Pwosedi Disiplinè**

Ou dwe respekte règ etabli yo ak orè etablisman yo pandan tan w ap pase nan TCDF. Règ sa yo afiche nan chak
inite lojman epi yo ta dwe byen revize imedyatman lè yo plase inite lojman.

Yon lis ofans ak sanksyon yo enkli nan règ konduit yo (gade anba a). Pral gen yon pwogram disiplin enfomèl ak fômèl. Pwosedi enfomèl la adrese enfrikson minè. Pwosesis fômèl la pral okipé ofans ki pi grav yo. Si w enplike nan yon ensidan ki lakòz akizasyon fômèl yo mete sou ou, nómalman yon ankèt ap kòmanse nan 24 èdtan apre anplwaye yo vin konnen ensidan an. Lè envestigasyon an fini (nòmalman nan lespas 24 èdtan, men jiska 72 èdtan), y ap ba w yon avi alekri sou akizasyon yo kont ou epi yo pral avize w sou dwa w genyen pou pwosedi jis yo.

Si yo akize w paske w vyole yon zak entèdi nan yon kategorì Gwo Modere (300) oswa Ba Modere (400), yon odyans pral nómalman fèt epi rezoud pa Komite Disiplinè Inite (UDC). Pandan pwosesis sa a, ou gen dwa rete an silans, ka rele temwen, toutotan li pa mete an danje sekirite enstitésyonèl, epi prezante prèv dokimantè.

UDC a ka refere ensidan an bay Komite Disiplinè Enstitésyonèl (IDP oswa Ofisyè Odyans Disiplinè (DHO) selon diskresyon yo. Tout ofans kategorì ki pi gran (100) ak segondè (200) dwe refere bay IDP oswa DHO a. Ofisyè ankèt la oswa odyans UDC a pral nómalman òganize odyans IDP/DHO a nan lespas 48 èdtan apre rekòmandasyon an, sòf si ou anile, oswa si ou mande plis tan pou prepare. W ap resevwa sèvis tradikson oswa entèpretasyon pandan tout pwosesis envestigasyon, disiplinè ak apèl, jan sa nesesè.

**Echèl gravite disiplinè ak zak entèdi**

*Anèks 3.1.A: Kategorì Ofans*

1. *"Pi gwo" Kategorì Ofans*

**A. Zak Entèdi**

100 Touye

101 Agrese nenpòt moun (ki gen ladann agresyon seksyèl)

102 Chape anba eskòt; chape soti nan yon etablisman sekirite

103 Limen yon dife (Ki sa ap akize sèlman lè yo jwenn yon menas pou lavi oswa yon menas pou blesi kòporèl grav oswa pou ankouraje yon zak entèdi ki pi grav [pa egzanp, yon revòlòt oswa yon chape]\n
; chaj yo klase kòm Kòd 222, 223 oswa 322))

104 Posede oswa entwodijson yon zam, zam afe, enstríman file, kouto, pwodui chimik danjere, eksplozif, zouti pou sove, aparèy oswa minisyon .

105 Revòlt

106 Ankouraje lòt moun fè revòlòt

107 Pran otaj

108 Atak yon manm pèsonèl oswa nenpòt ofisyè ki fè respekte lalwa

109 Menase yon manm pèsonèl oswa nenpòt biwo ki fè respekte lalwa ak blesi kòporèl

**B. Sanksyon**

1. Inisyè pwosèdi kriminèl

2. Transfè disiplinè (rekòmande)
3. Segregasyon disiplinè (jiska 60 jou)
4. restitisyon monetè, si lajan ki disponib
5. Pèt privilèj (egzanp, komisè, machin lavant, sinema, rekreyasyon, elatriye)

Il. Kategori Ofans "Segondè".

A. Zak Entèdi

200 Chape anba aktivite san eskòte etablisman ouvè oswa an sekirite, kontinye san vyolans
201 Goumen, bòks, lit, skan ak nespòt lòt fòm rankont fizik, ki gen ladan jwèt cheval ki lako z oswa ki kapab lako z blesi yon lòt moun, eksepte lè yo fè pati yon aktivite lwazi oswa atletik apwouve.
202 Posee oswa entwodiksyon yon zouti ki pa otorize
203 Pèt, move plas oswa domaj nespòt zouti ki genyen restrikson
204 Menase yon lòt ak blesi kòporèl
205 Ekstòsyon, chantaj, pwotekson ak mande oswa resevwa lajan oswa nespòt bagay ki gen valè an retou pou pwotekson kont lòt moun, evite blesi kòporèl oswa evite menas pou yo enfòme kont lòt moun.
206 Patisipe nan zak seksyèl
207 Fè pwopozisyon oswa menas seksyèl
208 Mete yon degizman oswa mask
209 Manipilasyon oswa bloke nespòt aparèy fèmen
210 Adilè nan manje oswa bwè
211 Posee, prezante oswa itilize naktik, atik naktik oswa dwòg pèsonèl medikal la pa preskri pou moun nan.
212 Posee rad yon ofisyè oswa yon anplwayne
213 Patisipe oswa ankouraje yon demonstrasyon an gwoup
214 Ankouraje lòt moun pou yo patisipe nan yon arè travay oswa pou yo refize travay
215 Refize bay yon echantiyon pipi oswa kolabora nan yon tès dwòg
216 Entwodwi alkòl nan etablisman an
217 Bay oswa ofri yon ofisyèl oswa yon anplwayne yon kòronp oswa nespòt bagay ki gen valè
218 Bay oswa resevwa lajan nan men nespòt moun pou yon rezon ilegal oswa entèdi (egzanp, prezante/transmèt kontrebann)
219 Detwi, chanje, oswa domaje pwopriyete (gouvènman oswa yon lòt moun) ki yo plis pase $100
220 Yo te jwenn li koupab de nespòt konbinezon twa oswa plis ofans modere ki grav oswa ki ba modere nan 90 jou.
222 Posee oswa prezante yon aparèy ensandyè (egzanp, alimèt, brikè, elatriye)
223 Patisipe nan nenpòt zak ki ka mete an danje moun (yo) ak/oswa byen

B. Sanksyon
1. Inisyè pwosèdi kriminèl
2. Transfè disiplinè (rekòmande)
3. Segregasyon disiplinè (jiska 30 jou)
4. restitisyon monetè, si lajan ki disponib
5. Pèt privilèj (egzanp, komisè, machin lavant, sinema, rekreyasyon, elatriye)
6. Chanje lojman
7. Retire nan pwogram ak/oswa aktivite gwoup
8. Pèt travay
9. Konfizè epi estoke byen pèsonèl detni a
10. Konfiske kontrebann
11. Mete restrikisyon sou lojman
12. Avètisman

III. Kategori Ofans “Segondè Modere”.

A. Zak Entèdi
300 Exposizyon endesan
301 vòlè (vòl)
302 Move itilizasyon medikaman otorize
303 Pèt, move plas oswa domaj yon zouti ki gen mwens restrikisyon
304 Prete pwopriyete oswa lòt atik ki gen valè pou pwofi/ogmante retounen
305 Posede atik (yo) ki pa otorize pou resevwa oswa kenbe epi yo pa bay sou chanèl regilye.
306 Refize netwaye zòn kote yo rete a
307 Refize obeyi lòd yon manm pèsonèl la oswa yon ofisyè (yo ka kategorize epi akize kòm yon pi gwo oswa pi piti ofans, se kom kalite dezobeyisans la: kontinyè revòlt se Kòd 105—Revòlt; kontinyè gowmen Kòd 201—Gowmen; refize, bay yon echantiyon pipi, Kòd 215—Refize bay yon echantiyon pipi oswa kolabore nan yon tès dwòg).
308 Ensolans anvè yon manm pèsonèl la
309 Bay manti oswa bay anplwayne yo fo deklarasyon
310 Fòs, fo oswa lòt repwodiksyon san otorizasyon pwosèdi lajan oswa lòt dokiman oswa atik ofisyèl (pa egzanp, dokiman sekirite, kat idantifikasyon, elatriye); yo ka klase kòm pi gwo oswa pi piti ofans, se kom nati ak objektif repwodiksyon an (egzanp, fo papye divilgasyon pou fè chape — Kòd 102 oswa 200).
311 Patisipe nan yon reinyon oswa rasanbleman san otorizasyon
312 Nan yon zòn ki pa otorize
313 Pa kanpe konte
314 Entèferans ak konte
315 Fè, posede, oswa itilize entoksik (yo)
316 Refize yon tès alkòl oswa lòt tès konsomasyon alkòl
317 Jwèt aza
318 Prepare oswa fè yon pisin pou jwèt aza
319 Posede ekipman jwèt aza
320 Kontak san otorizasyon ak piblik la
321 Bay nenpòt moun lajan oswa yon lòt bagay ki gen valè oswa aksepte lajan oswa yon lòt bagay ki gen valè nan men nenpòt moun, enkli yon lòt detni, san otorizasyon anplwaye yo.
322 Detwi, chanje, oswa domajè pwopriyète (gouvènman oswa yon lòt moun) ki vo egal oswa mwens pase 100$. 
323 Siyen, prepare, sikile, oswa mande sipò pou petisyon gwoup ki menase sekirite oswa domajè pwopriyète (gouvènman oswa yon lòt moun) ki vo egal oswa mwens pase 100$.
323 Siyen, prepare, sikile, oswa mande sipò pou petisyon gwoup ki menase sekirite oswa bon fonksyònman etablisman an.

B. Sanksyon
1. Inisyè pwoisede kominèl
2. Transfè disiplinè (rekòmande)
3. Segregasyon disiplinè (jiska 72 èdtan)
4. restitisyon monetè, si lajan ki disponib
5. Pèt privilèj (egzamp komisarya, machin lavant, sinema, rekreyasyon, elatriye)
6. Chanje lojman
7. Retire nan pwogram ak/oswa aktivite gwoup
8. Pèt travay
9. Konfize epi estoke byen pèsonèl detni a
10. Konfiske kontrebann
11. Mete restriksyon sou inite lojman
12. Reprimande
13. Avètisman

IV. Kategori Ofans “Ba Modere”.
A. Zak entèdi

400 Posede byen ki fè pati yon lòt moun
401 Posede rad ki pa otorize
402 Malveyans; pretann maladi
403 Fimen kote yo entèdi
404 Sévi ak langaj abizif oswa obsèn
405 Tatouwaj, pèse kò oswa oto-mitilasyon
406 Itilizasyon kourye oswa telefon san otorizasyon (avèk restriksyon oswa sispansyon tanporè privilèj yo abize yo souvan sanskyon apwopriye)
407 Konduit ak yon vizitè an vyolasyon règ ak règleman (avèk restriksyon oswa sispansyon tanporè privilèj vizit souvan sanskyon apwopriye)
408 Fè yon biznis
409 Posede lajan oswa lajan, sof si yo otorize espesyalman
410 Pa respeke règleman sekirite oswa sanitasyon
411 Itilizasyon ekipman oswa machin san otorizasyon
412 Sévi ak ekipman oswa machin kontrè ak standa sekirite afiche yo
413 Lè w pa sanîtè oswa dezole; pa kenbe pwòp tèt ou ak zòn k ap viv an akò ak standa afiche

B. Sanksyon
1. Pèt privilèj, komisarya, machin lavant, sinema, rekreyasyon, elatriye.
2. Chanje lojman
3. Retire nan pwogram ak/oswa aktivite gwoup
4. Pèt travay
5. Konfize epi estoke byen pèsonèl detni a
6. Konfiske kontrebann
7. Mete restriksyon sou inite lojman
8. Reprimande
9. Avètisman

Komite Disiplinè Enstitisyon (IDP)

- Li dwe fè odyans fômèl sou Rapò Ensidan yo refere nan envestigasyon oswa UDC yo epi li ka enpoze sanskyon ki pi wo pou aksyon ki entèdi "pi gwo" ak "wo" nivo.
- Antanke yon detni ki chaje ak yon zak entèdi, si w referee li bay IDP pou dispozisyon, w ap gen dwa sa yo:
  1. Dwa pou gen yon kopi alekri akizasyon (yo) kont ou omwen 24 èdtn anvan w parèt devan IDP a.
  2. Sou demann, oswa otomatikman si detni a se analfabèt, gen konpetans limite lang angle oswa otremen bezwen asistans espesyal, dwa pou gen yon manm pèsonèl a plen tan ki rezonab ki disponib pou ede w anvan IDP a.
  3. Dwa pou w rele temwen yo epi pou w prezante prèv dokimantè sou non w, depi sekirite enstisitisonèl yo pa ta mete an danje.
5. Dwa pou yo prezan pandan tout desizyon IDP a, eksepte pandan deliberasyon komite yo ak kote sekirite enstisisonèl yo ta an danje.
6. Dwa pou yo fè yo konnen desizyon IDP a alekri ak enfòmasyon ki sipòte desizyon komite a, eksepte kote sekirite enstisisonèl yo ta mete an danje.
7. Dwa pou fè apèl kont desizyon IDP a pa mwaney pwosedi doleyans detni a bay Warden an.

**Reprezantasyon Anplèwaye pou IDP la**
- Gadyen an dwe, sou demann detni an, bay yon reprezantan pésonèl pou ede prepare yon defans anvan kômansman IDP a. Éd sa a pral otomatikman bay detni ki analfabet, ki gen konpetans limite lang angle, oswa ki pa gen mwaney pou kolekte epi prezante prèv esansyèl. Detni yo dwe gen opsyon tou pou yo resevwa asistans nan men lòt detni yo chwazi yo, dapre apwobasyon Warden lan.

**Komite Disiplinè Inite (UDC)**
- UDC a pral fè odyans epi, nan pi bon mezi posib, li pral enfòmèlman rezoud ka ki enplike gwo akizasyon modere oswa ba modere an akò ak lis akizasyon yo ak sanksyon ki gen rapò.
- UDC a pral ofri detni a dwa pou yon pwosedi jis, ki gen ladann dwa pou:
  1. Rete an silans nan nenpòt etap nan pwosesis disiplinè a;
  2. Fè yon odyans UDC nan 24 èdtan apre fini ankèt yo, sof si detni an:
     i. Anile peryòd notifikasyon an epi mande yon odyans imedyat, oswa
     ii. Mande plis tan pou rasanble prèv oswa otreman pou prepare yon defans;
  3. Patisipe nan tout odyans lan (eksepte deliberasyon komite) oswa renonsense dwa pou yo parèt.
  4. Prezante deklarasyon ak prèv, enkli temwayaj temwen pou pwòp non li; epi
  5. Fè apèl kont detèminasyon komite a atravè pwoseis doleyans detni an
- Detni a pral resevwa kopi:
  - Desizyon UDC a ki pral genyen rezon pou dispozisyon ak sanksyon yo enpoze;
  - Notifikasyon alekri sou chaj ak odyans devan IDP a; epi
  - Yon kopi rapò a nan fen odyans disiplinè a.

**ENFÒMASYON KONFIDANSYÈL** – UDC oswa IDP dwe divilge otan enfòmasyon konfidansyèl yo ka divilge san yo pa mete an danje sekirite ak sekirite anplèwaye etablisman yo ak lòt moun, epi yo dwe mete nan dosye odyans lan baz reyalite pou jwenn enfòmasyon yo fyab.

**SANKSYON** – Yo varye soti nan kenbe privilèj (yo) rive nan segregasyon.
- Byenke yon detni ka akize pou plizyè zak entèdi epi li ka resevwa plizyè sanksyon pou yon ensidan, sanksyon ki soti nan yon sèl ensidan dwe kouri ansanm.

**APÈL** – Detni yo ka fè apèl kont desizyon disiplinè atravè pwoseis fòmèl pou plent.

**EKSPILSYON** – Si yo jwenn yon detni pa koupab de yon ofans, majè oswa minè, swa apre odyans lan oswa apèl la, tout referans a ofans sa a pral retire nan dosye yo.

**KONPÒTEMAN KRIMINÈL** – TCD, an kowòdènasyon ak Direktè Biwo ICE Field la, dwe travay avèk pwosekitè yo ak lòt ofisyè ki fè respekte laïwa yo pou asire ke detni ki angaje yo nan aktivite kriminèl grav, ki gen ladan vyolans kont anplèwaye yo ak lòt detni yo, fè fas ak pouswit kriminèl lè sa apwopriye.
PWOSEDI POU DOLEYANS

- TCDF bay yon mwayen pou tout detni yo adrese plent konsènan kondisyon etablisman an, tretman, swen medikal ak légem an ak pwosed yo. Pifò pwoblèm yo ka e yo ta dwe rezoud dirèkteman ak san pèdi tan ant detni a ak anplwaye yo.

**DOLEYANS MEDIKAL** : Yo dwe mete doleyans medikal yo nan kare ki make "medikal" oswa "apèl malad". Tout detni yo gen aksè a yon pwoseisyon rezolisyon enfômèl pou rezoud plent yo. Nenpòt ki lè pwoseisyon rezolisyon enfômèl la pa te bay yon solisyon sikè pou plent lan oswa nan ka yon doleyans ijans, detni yo ka itilize pwoseisyon doleyans fômèl la. Tout plent yo pral evalye nan yon fason ki jis ak san patipri. Rezolisyon nan pi bon enterè detni a ak etablisman an se objektif prensipal la.

- Ou ka envoke pwoseisyon doleyans la kèlèksa desizyon disiplinè, klasifikasyon, oswa lòt desizyon administratif ou ka sibl.

- Ou pa gendwa soumèt yon doleyans sou non yon lòt detni; sepadan, yo ka bay asistans yon manm pèsonèl oswa yon lòt detni lè sa nesesè pou komunik teknik pwoblèm nan sou fòm doleyans la. Doleyans yo konsidere kòm korespondans espesyal.

- Ou p ap sibl vanjans, reprezay, arasman, oswa disiplin pou itilize oswa patispe nan pwoseisyon rezolisyon enfômèl la oswa pwoseisyon doleyans. Nenpòt akizasyon sa a pral byen envestige pa Warden an.

- Si gadyen an detèmne ke w ap fè espre abize sistèm doleyans la atravè depoze doleyans twòp ak/oswa refi repete pou swiv pwosed yò, gadyen an ka sispens dwa w pou depoze doleyans adisyonèl jiskaske tout doleyans ki annatant yo fin rezoud. Kontinybe a ki la kolòz yon akson negatif inisyè kont ou.

- Eksepte doleyans ijans, ou ta dwe itilize pwoseisyon rezolisyon enfômèl konsènan kesyon, diskisyon, oswa plent anvan ou soumèt yon doleyans fômèl. Ou ka prezante plent ou aloralman bay nenpòt manm pèsonèl la nenpòt ki lè evènman an oswa soumèt fòm CoreCivic, 14-5A Enfòmèl Rezolisyon Fòm, bay ofisyè lojman an oswa anplwaye init a.

- Pandan ke ou lib pou evite oswa mete fen nan pwoseisyon doleyans enfômèl la epi ale dirèkteman nan etap doleyans fômèl la, yo ankouraje w pou itilize pwoseisyon enfômèl la epi pèmèt plent la rezoud nan nivo ki pi ba a. Plent yo ta dwe rezoud, chak fwa sa posib, atravè kontak dirèk ak anplwaye ki reponsab pwoblèm patikilye a ak atravè komunikasyon nan de-fason ankouraje ant anplwaye yo ak detni yo.

  - Si w pa satisfè ak rezulta pwoseisyon rezolisyon enfômèl la, ou gendwa soumèt yon Fòm Doleyans pou Detanye ICE 14-5B bay Ofisyè Doleyans la lè w mete l nan kare ki make "doleyans" nan inite lojman an. Ofisyè Doleyans la pral tcheke bwat koury doleyans yo chak jou, eksepte wiken ak jou ferye. Chèf depatman apwopriye a pral aji sou doleyans la nan senk (5) jou travay atravè rezolisyon enfômèl oswa fômèl epi ba w yon repons alekri -

  - Lè yon moun depoze yon doleyans, si yon detni bezwen asistans pou l prepare yon doleyans oswa si li bezwen asistans akòz andikap oswa andikap, oswa sèvis entèpretasyon/tradisyon, detni ki gen konpetans limite nan lang anglè (LEP) ak yon lèkas ka yon albetizason limite, li ka mande asistans nan men. yon manm pèsonèl la.

- Si ou pa aksepte desizyon sou doleyans la, ou ka depoze yon kontestyon epi endike sa sou repons doleyans ou a epi mete l nan bwat doleyans la. Komisyon Konsèy Apèl pou Doleyans (GAB) ap reyini pou etidye doleyans la nan senk (5) jou ouvраб apre apèl ou an. Nan senk (5) jou ouvраб apre yo te pran yon desizyon, GAB ap ba w yon repons pou doleyans la alekri.

  - Si w pa dakò ak Komisyon Apèl pou Grievance (GAB), ou ka fè apèl devan Warden an.
  - Ward la, ak nan kòk ki Direktè Biwo ICE Field (ak/oswa moun li deziyen), dwe revize konklizyon Komisyon Apèl pou Plent yo (GAB) ap ba ou yon desizyon alekri nan senk (5) jou apre li resevwa apèl la.

- Y ap konsèvè yon kopi tout doleyans yo nan dosye detansyon w la.

- Si w soumèt yon doleyans pou revizyon epi yo lage/depòte w, efò pou rezoud doleyans la ap kontinwe nòmalman. Se responsablite w,pou w enfôme Ofisyè Plent lan konsènan lage/depòtasyon w epi bay yon adrès transmisyon ak nenpòt lòt enfòmisyon ki enpòtan.
DOLEYANS POU IJANS – Dëtni yo ka depoze yon doleyans ijans pou ensidan ki enplike yon menas imedyat pou sante, sekririte, oswa byennèt, epi yo pral resevwa yon repons alekri alè.

Pa gen tan limit sou lè ou ka soumèt yon doleyans konsènan yon akizasyon abi seksyèl.

Nenpòt ki pwen, ou gen dwa depoze yon plent dirèkteman nan Depatman Sekirite Nasyonal (DHS) OIG konsènan move konduit anpliwaye yo, abi fizik oswa seksyèl oswa vyolasyon dwa sivil; Ou ka depoze plent lè w rele liy dirèk DHS OIG la nan 1-800-323-8603 , oswa ou ka ekri nan:
Depatman Sekirite Teritwa
Department of Homeland Security
Washington, D.C. 20528
Attn: Office of the Inspector General

KESYON KI PA JERAB - Zafè sa yo pa jerab pa detni yo nan pwosesis doleyans la :
1. Desizyon tribunal leta ak federal;
2. Lwa ak règleman leta ak federal;
3. Desizyon final sou doleyans;
4. Règleman, pwosedi, desizyon oswa zafè ajans kontra (ICE) (sa vle di, transfè enstitisyonèl, desizyon lage/depòtasyon, elatriye);
5. Yo pa ka soumèt okenn doleyans sou non yon lòt detni.

SEGREGASYON/İNİTE KOUT DIRE

Segregasyon Administratif
1. Fet pou detni ki gen kondisyon espesyal pou lojman;
2. annatant investigasyon/odyans sou zak entèdi (yo);
3. Obsèvasyon medikal;
4. Antandan yon transfè oswa lage nan vennkat (24) èdtan;
5. Risk sekririte; oswa

Segregasyon Disiplinè
1. Inite lojman espesyal pou detni ki se yon gwo dezòd pou populasyon jeneral la;
2. Egzize limit fizik adisyonenl; oswa
3. Te resevwa yon sanksyon pa l DP a.

Pwogram ak Sèvis
1. Pwogram ak sèvis yo ofri pou populasyon jeneral yo disponib pou segregasyon administratif.
2. Yo pral ofri detni yo nan Segregasyon Administratif omwen yon èdtan nan rekreyasyon oswa opòtinite fe egzèsis pa jou, sèt (7) jou pa semèn. Yo pral ofri detni yo nan Segregasyon Disiplinè yon (1) èdtan rekreyasyon oswa opòtinite fe egzèsis pa jou, senk jou pa semèn.
3. Bibliyotèk la lalwa disponib pandan li nan RHU. Si gen yon pwoblèm sekririte, yo pral mennen yon òdinatè mobil LexisNexis nan RHU pou detni yo itilize pandan tan pwograme yo. Si w bezwen plis tan, soumèt yon demann alekri bay anpliwaye bibliyotèk la. Fotokopi, sèvis notè, ak tout iòt bezwen bibliyotèk lalwa yo disponib pou detni yo si yo mande pèsonèl bibliyotèk oswa ekip inite yo.
4. Bibliyotèk jeneral la disponib chak semèn.
5. Anpliwaye Sèvis Sante yo pral bay swen medikal/apèl maladi pou detni RHU yo atravè tou chak jou.
6. TCDF bay yon opòtìnite pou w fè yon (1) vizit pa semèn (lendi jiska dimanch) pou jiska yon (1) èdтан vizit kontak ak fannm ak zanmi. Konduit deranje pa youn nan pati yo pral lakóz yon revokasyon vizit la epi yo ka gen yon efè negatif sou vizit nan lavni.

7. Yo pral pèmèt detni yo nan RHU ale nan sèvis relyjie yo si sekirite yo pa konpwomèt. Si sa nesèsè, Chaplain a pral sèvi detni yo nan RHU oswa, sou demann espesyal ak konsidere enkyetid sekirite, aranjman yo ka pran pou volontè relyjie nan lafwa ou fè sèvis youn a youn.

8. Atik iyyèn pèsonèl yo disponib sou demann nan men anplwaye RHU a. Douch yo disponib lendi, mèkredi ak vandredi ant èdтан yo ant 8:00 am ak 4:00 pm.

9. Yo pral pran lapòs nan RHU a 8:30 am lendi jiska vandredi, eksepte nan jou ferye yo. Lapòs pral okipe pou detni RHU menm jan ak detni popilasyon jeneral yo.

10. Yo pral pèmèt detni yo nan RHU yo patisme nan Prezantsasyon Dwa Legal Gwoup yo, si sekirite yo pa konpwomèt. Si li vin nesèsè, prezantsasyon yo ka fèt bay moun ki nan RHU, annatant akò ak prezantatè a epi yo ka kenbe sekirite. Si yon detni nan RHU pa ka asiste pou rezon sa a, epi ni li menm ni prezantatè a (yo) mande sa, yo pral fè lòt aranjman.

11. Anvan yo te libere nan RHU, detni yo pral re-evalye/reklasifye pou asire ke yo te byen klase epi yo loje nan yon inite lojman apawpriye.

12. Y ap ranrase leziv, lave epi retouen nan RHU dapre menm orè ki fikse pou popilasyon jeneral la.

13. Tout lòt sèvis ki pa mansyone espesyalman nan seksyon sa a konsènan RHU yo pral sijè a menm pwosèd aksè jan sa endike pou popilasyon jeneral detni yo.

SWEN MEĐIKAŁ

Sèvis Sante bay detni yo swen medikal nan etablisman sa a. Si w malad oswa si w bezwen swen medikal, ou dwe soumèt yon fòm apèl pou malad. Mande nenpòt manm pèsonèl la pou yon fòm, dekri pwoblèm medikal ou a, kenbe fòm apèl maladi a ranpli avèk ou epi remèt enfimyè a lè yo rele w nan klinik apèl maladi a. Pa mete nan yon bwat oswa men bay anplwaye ki pa medikal. Si se yon ijans, ou dwe notifiye ofisyè inite lojman w la, ki pral kontakte pèsonèl medikal la.

APEL MALAD

❖ Anplwaye Sèvis Sante yo bay tout detni yo apèl maladi nan TCDF a, depi lè admisyon an rive nan moman yo libere, pou yo ka bay swen medikal kontinyèl.

❖ Orè Klinik la - Klinik la ap ouvri epi anplwaye enfimyè yo ap disponib vennkak (24) èdтан pa jou. Founisé swen sante etablisman yo pran randevou lendi jiska vandredi epi yo ka pran randevou nan wikenn/jou ferye. Orè apèl maladi yo se pou chak orè afiche, sêt (7) jou pa semèn.

AKSÈ A SÈVIS MEĐIKAL

❖ Sèvis Medikal Woutin - Si w gen pwoblèm medikal ki pa ijans, soumèt yon fòm apèl pou malad – mandate yon fòm nan men yon manm pèsonèl la. Si bezwen an egziste, medikal ap pran randevou pou wè pèsonèl medikal. Randevou yo pwograme selon nèsesite medikal.

❖ Sèvis Medikal Ijans - Si w gen yon pwoblèm medikal ijans, notifìye ofisyè ki estasyone nan zòn ou an. Y ap enfòme anplwaye enfimyè yo epi yo pral pran mezi apawpriye pou rezoud pwoblèm medikal ou yo imedyatman. Anplwaye ki resevwa fòmasyon disponib pou bay premye swen ijans ak teknik pou sove lavi yo. Anplwaye enfimyè ak doktè yo toujou disponib atravè sèvis sou apèl.

❖ Sèvis Swen Kwonik - Klinik la ofri sèvis swen kwonik bay detni sa yo ki bezwen renouvèlman medikaman, tretman ak swen swivi pou maladi espesifik ( sa vle di tansyon wo, dyabèt, maladi kè, opresyon, elatriye). Yo bay sèvis sa yo sou yon baz regilye.

❖ Testaman vivan yo disponib atravè Sèvis Sante sou demann.

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PA vini nan klinik la san pèmisyon alavans. Ofisyè detansyon nan inite lojman w la dwe rele klinik la dabò pou jwenn apwobasyon alavans pou w vizite klinik la.

Sèvis Sante Mantal - Si w gen pwoblèm sante mantal, swiv pwosedi ki endike anwo a anba sèvis woutin/ijans. Yon founisè swen sante pral wè w ki pral detèmine si yon referans sante mantal nesesè.

Sèvis Danò - Si w gen pwoblèm sante danò, swiv pwosedi ki endike anwo a anba sèvis medikal woutin/ijans. Founisè swen sante a pral wè w ki pral detèmine si yo bezwen yon referans pou danò. Y ap fè dispozisyon pou bezwen danò ijans.

Medikaman
1. Medikaman KOP (Kontinye Konsa) se medikaman ke detni yo gen dwa kenbe nan posesyon yo. Medikaman KOP yo dwe estoke epi an sekiirtan nan kazye w la. Medikaman yo jwenn nan kazye w la oswa nan pwopriyete w la ki pa te preski w yo pral konfiske kòm kontrebann epi y ap pran mezi disiplinè. Yo pral wete detni yo ki pa pran medikaman yo jan yo m a mante la w la, oswa ki pa pataje medikaman w yo, y ap retire yo nan sitiyason KOP epi y ap resewva medikaman yo anba sipèviyòn apnplwaye enfimyè yo. Medikaman yo retire nan pake KOP la pral konfiske kòm kontrebann. Liy grenn KOP se Lendi, Madi, Jedí ak Vandreli apremidi.

2. Medikaman ki pa KOP yo distribuye nan apèl grenn chak jou nan lè sa yo : 8:00am ak 8:00pm.

Edikasyon/Tès SIDA/VIH - Tès pou SIDA/VIH yo disponib epi yo ofrí sèvis edikasyon pou tout detni yo. Ou ka mande sèvis sa yo nan men pèsonèl medikal la nan enskripsyon apèl malad.

**Pill Line (Med-Line)** - Kote a se Fenèt Depatman Medikal, ant C-20 ak C-30 Slider. Sepandan, kote med-line ka chanje akòs bezwen etablisman an.

- Detni yo responsab pou rapòte bay med-line lè yo rele yo. Anplwaye yo pral anonse med-Line nan inite lojman an. Y ap ba w kèk minit pou w pare bò pòt la, pou w fouye w. Ou dwe nan inifòm konplè, chemiz mete, ak badj idantifikasyon ou.
- Si yo pa preski w medikaman, ou pa ka ale nan med-Line. Sa a se pa yon moman pou vwayaje nan koulwa yo oswa mande pou wè enfimyè a oswa mande apèl malad.
- Ou dwe prezante badj idantifikasyon w pou w ka resewva medikaman w yo. Tout medikaman yo pral pran devan enfimyè a ak/oswa yon mann pèsonèl sekiirtan, ki pral enspekt ou bouch ou ak men w pou asire w ou te vale medikaman ou.
- Yon rapò disiplinè ka bay nenpòt moun ki kache oswa pran medikaman yon lòt detni.

**REKREASYON**

- Aktivite lwazi yo bay kòm yon mwayen pou libere enèji ki te konsti a epi pou ede w kenbe an bon kondisyon fizik. Yo ofri rekreyasyon deyo/andedan chak jou, ant 7:00 am ak 3:45 pm sou yon baz wotasyon selon orè ou afiche. Tanpri gade nan pwograme ki afiche nan zòn lojman ou a.
- Enstalasyon rekreyasyon nan gous - Kòwidonè Rekreyasyon an pral pwograme aktivite espesifik pou plezi ak devlopm man ou. Nou mande pou w kolabor ak patispe nan aktivite sa yo; kèk pral nouvo ak differan.
- Yo mete televizyon nan chak inite lojman pou amizan ou epi yo ta dwe pataje pou asire chak moun gen yon opòtinitan pou wè pwog mam enterese yo. Malgre ke nou pa gen okinn règ espesifik ki gouvene ki pwogram yo pral wè, nou espere chak nan ou yon dwe pran konsidersyon (sa vle di; pwogram lang Panyòl/Angèl) epi evite pwoblem ki pa nesesè konèansè itilizazyon yo. Nan ka yon pwoblèm devlope, ofisyè nan inite lojman ou a pral rezoud pwoblèm nan epi li ka deside sispam itilizazyon jiskaske sitiyason an ka rezoud:
  1. gade televizyon ak rekreyasyon ka kòmanse a 5:00 am reveye epi yo pral fini lè yo dòmi 10:00 pm, sèt jou pa semèn. Yo avètì w pou w ka kòmanse gade yon pwogram ki pral fini apre lè yo deziyen pou gade yo, paske yo pral etenn televizyon an nan lè yo deziyen an.
  2. Televizyon yo pral etenn pandan konte ofisyèl, netwaye zòn lojman ak lè li entèfere ak operasyon lòt etablisman yo.
4. Volim televizyon yo ap kenbe nan yon nivo rezonab pou yo pa deranje lòt detni oswa operasyon etablisman yo.
5. Yo pa dwe retire televizyon yo nan lokal yo oswa manyen yo pou nenpòt ki rezon.

AKTIVITE LWAZI - Etablisman sa a bay aktivite lwazi nan inite lojman yo pou amizman ou, osi byen ke pou devlopman fizik ak mantal. Aktivite lwazi yo enkli jwèt tab, kat, televizyon, elatriye. Yo mante w pou w okipe atik sa yo ak anpil atansyon epi pou w pran konsiderasyon pou lòt moun ki ta vle sèvi ak yo. Yo ka jwenn disiplin pou moun ki te dekouvri yo ap abize atik sa yo ann akò ak direktiv espesifik etablisman sa a etabli epi yo dwe oblilje fè restitisyon pou atik ki andomaje yo.
1. Itilizasyon atik lwazi sa yo pral okipe sou yon baz premye vini, premye sèvi pou asire ke chak moun gen yon opòtinite egal pou itilize yo.
2. Pou jwenn lòt founiti pou lwazi, mandle yon manm pésonèl rekreyasyon.
3. Nou atann nou aske w pran swen founiti ak ekipman yo bay yo epi pou w retouwen atik yo apre w fin itilize yo. Ou pral responsab pou nenpòt atik lwazi oswa lwazi jiskaske yo retouwen li.

Aksè nan lwazi deyò - Tout detni yo, si move tan pèmèt, yo pral bay yon minimòm de inèdtan ak karant-senk minit lwazi deyò chak jou.
1. Aktivite lwazi deyò yo ka enkli baskêtbòl, foutbòl, handball, tras ak ekipman egzèsis kadyovaskilè.
2. PA CHITA KONT KLOTI A oswa pa pann rad sou li lè w nan rekreyasyon deyò.
3. Orè rekreyasyon pou tout inite lojman yo chanje chak jou pou jwenn aksè ekitab e egal. Y ap fè w konnen lè inite lojman w ap ale.
4. Detni ki te travay pandan jounen an epi ki pa kapab ale nan rekreyasyon avèk inite lojman yo nan fen jounen an lè yo verifye prezans nan travay yo.
5. Yo dwe mete mayo tout tan pandan rekreyasyon andedan/deyò.

Rekreyasyon yo ka anile nenpòt ki lè pou rezon sekirite ak akòz move tan. Se koperasyon ou apresye.

DOSYE DETANSYON

TCDF kente yon dosye detansyon pou chak moun epi li pa gen mwens pase sa ki annapre yo:
1. Aksyon Disiplinè Etablisman;
2. Rapò Konpòtman;
3. Fon, Objè ki gen valè ak resi pwopriyete;
4. Demann alekri, plent ak pwoblèm detni yo;
5. Repons pou demann yo mansyone pi wo a; epi
6. Dosye RHU.

DWA AK RESPONSABLITE

Dwa pou yo enfôme sou règ, pwosedi ak orè konsènan operasyon etablisman an.

Ou gen responsablite pou konnen ak respekte yo.

Dwa pou jwenn pwoteksyon kont abi pèsonèl, pinisyon kòporèl, itilizasyon fòs ki pa nesesè oswa twòp, blesi pèsonèl, maladi, domaj pwopriyete ak arasan.
Dwa pou libète kont diskriminasyon ki baze sou ras, reliyjon, orijin nasyonal, sèks, oryantasyon seksyèl, kapasite fizik oswa mantal, oswa kwayans politik.

Dwa pou pouswiv yon doleyans dapre pwosedi yo bay nan manyèl detni a, san yo pa pè vanjans.

Dwa pou pouswiv yon doleyans dapre estanda “6.2 Sistèm Doleyans” ak pwosedi yo bay nan manyèl detni an.

Dwa a korespunn ak moun oswa òganizasyon, ki konsistan avèk sekirite, sekirite ak operasyon an lòd nan etablisman an.

Dwa a yon pwosedi jis, ki gen ladann rezolisyon rapid yon pwoblèm disiplinè.

Dwa a swen sante ki gen ladann manje nourisan, bon kabann ak rad. Yon orè lesiv pou pwòpte a menm, yon opòtinite pou douch regilyèman, bon vantilasyon pou chalè ak lè fre, yon peryòd egzèsis regilye, atik twalèt ak tretman medikal gratis pou ou.

Se responsablite w pou w pa gaspiye manje, pou w suiv orè pou lesiv ak douch yo, pou w rete pwòp e pwòp epi pou w chèche swen medikal jan sa nesesè.

Dwa pou gen manm fanmi ak zanmi vizite w nan konfòmite avèk règ ak orè etablisman an.

Se responsablite w pou w konpòte w byen pandan vizit yo epi pou w pa aksepte oswa pase kontreban.

Dwa a aksè san restriksyon ak konfidansyèl nan tribinal yo pa korespondans.

kesyon w yo ak pwoblèm w yo ak onètman ak jistis devan tribinal yo.

Dwa pou jwenn konsèy legal nan men yon avoka ou chwazi pa mwayen entèvyou ak korespondans gratis pou Gouvènman Etazini an.

Se responsablite w pou w jwenn sèvis yon avoka onètman ak san patipri.

Dwa pou gen aksè a materyèl lekti pou pwòp plezi ou. Materyèl sa yo ka gen ladann magazin apwouve.

Se responsablite w pou w chèche epi itilize materyèl sa yo pou benefis pèsonèl ou, san w pa anpeche lòt moun jwenn menm benefis la.

Dwa pou w patisipe nan itilizasyon materyèl referans bibiliotèk lalwa pou ede w rezoud pwoblèm legal yo. Ou gen dwa tou pou resevwa èd lè li disponib atravè pwogram asistans legal.

Se responsablite w pou w itilize resous sa yo ann akò ak pwosedi ak orè ki preskri yo epi respekte dwa lòt detni yo genyen pou itilize materyèl yo.

Dwa a yon pakèt materyèl lekti pou rezon edikasyon ak pou pwòp plezi ou. Materyèl sa yo gendwa gen ladann magazin ak jounal ki soti nan pwoklamatè yo.

Se responsablite w pou w chèche epi itilize materyèl sa a pou benefis pèsonèl, san w pa anpeche lòt moun nan dwa egal yo pou itilize materyèl sa a.
Dwa pou w patisipe nan yon pwogram travay toutotan resous ki disponib, e ann amoni ak enterè w, bezwen w ak kapasite w.

*Ou gen responsablite pou w pran avantaj de aktivite ki ka ede w viv yon lavi ki gen siksè e ki dire nan Etablishman an ak nan kominote a. Ou pral atann pou w respekte règleman ki gouvène itilizasyon aktivite sa yo. Se responsablite w pou kontakte manm pèsonèl CoreCivic pou mande sèvis entèpretasyon an.*

**Lòt Enfòmasyon sou Kontak:**

**Depatman Sante ak Sèvis Imen, Biwo Enspektè Jeneral la (OIG)**

Office of Inspector General  
U.S. Department of Health & Human Services  
ATTN: HOTLINE  
PO Box 23489  
Washington, DC 20026  
Phone: (800) HHS-TIPS [(800) 447-8477]  
Fax: (800) 223-8164  
TTY: (800) 377-4950

**Biwo Responsablite Pwofesyonèl DOJ (OPR)**

U.S. Department of Justice  
Office of Professional Responsibility  
950 Pennsylvania Ave, NW, Suite 3266  
Washington, DC 20530-0001  
**Phone:** 202-514-3365  
**Fax:** 202-514-5050  
**Email:** opr.complaints@usdoj.gov  
**Website:** [https://www.justice.gov/opr](https://www.justice.gov/opr)

**Biwo Enspektè Jeneral DHS (OIG)**

DHS Office of the Inspector General/Mail Stop 0305  
Attn: Office of Investigations-Hotline  
245 Murray Lane, SW  
Washington, DC 20528-0305  

Phone: 1-800-323-8603 or 1-844-889-4357 (TTY)  
Fax: 1-202-254-4297  
JIC-Joint Intake Center pou ICE

- Rele Liy Dirèk gratis Joint Intake Center la nan **1-877-2INTAKE** oswa voye yon faks bay **(202) 344-3390**;
- Voye yon mesaj imèl bay **Joint.Intake@dhs.gov**;
- Ekri nan Joint Intake Center la nan P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044;
TCDF
MANUEL DU DÉTENU
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INTRODUCTION / MISSION

- CoreCivic/Torrance County Detention Facility (TCDF) est une entreprise privée sous contrat avec les États-Unis. Immigration et Contrôle Douanier (ICE). La mission du TCDF est de fournir un lieu de détention qui soit sauf, sécurisé et sanitaire pour les détenus en attente du traitement de leur audience administrative.
- ICE est chargé de répondre aux questions sur l'état de votre dossier, les documents de voyage et/ou d'immigration. TCDF ne fait pas partie de l'ICE et ni n'a la connaissance de votre cas ni le contrôle de votre statut de garde.

OBJET

- L'objectif de ce manuel est de vous expliquer les règles, règlements, politiques et procédures spécifiques qui doivent être suivis pendant votre détention dans cet établissement. Le manuel vous tiendra également responsable de vos actions pendant votre détention dans cet établissement. Par conséquent, il est votre responsabilité de vous familiariser avec le contenu de ce manuel.
- Un exemplaire de ce manuel sera remis à chaque détenu lors de son admission et certaines sections sont affichées sur les tableaux d'affichage de chaque zone d'habitation, ainsi que sur d'autres tableaux d'affichage dans l'ensemble de l'établissement. Vous êtes tenu d'accuser réception, par votre signature, du présent manuel. Si vous avez des questions, veuillez-vous adresser à l'agent en poste dans votre zone de logement ou envoyez une "demande de détenu" écrite (à ne pas utiliser pour envoyer des demandes d'information au personnel de l'ICE) aux départements appropriés, tels qu'ils sont énumérés dans ce manuel et sur le tableau d'affichage de votre unité de logement.

DÉTENUS HANDICAPÉS

- La politique 14-101 (Handicap, identification, évaluation et adaptation) décrit les processus nécessaires pour garantir que vous aurez une chance égale de participer, d'accéder et de profiter des avantages des programmes, services et activités de l'établissement. Cette participation s'effectuera dans le cadre le moins restrictif et le plus intégré possible, par la fourniture d'aménagements raisonnables, de modifications et/ou d'aides et de services auxiliaires, si nécessaire, et dans un établissement physiquement accessible.
- Les procédures comprennent des délais raisonnables pour l'examen des demandes d'aménagements liés à un handicap et pour la fourniture d'aménagements (y compris les aménagements provisoires), de modifications et de réévaluations.
- Vous pouvez soumettre une demande formelle ou informelle (par exemple verbale ou écrite) d'aménagement ou d'assistance au responsable de la conformité en matière de handicap. Les demandes écrites doivent être soumises sur un formulaire de demande de détenu ou d'appel malade.

RESPONSABILITÉS DE BASE DES DÉTENUS

- La politique du TDCF et de l'ICE est de traiter les détenus avec dignité et respect tout en maintenant un lieu de détention sûr, sécurisé et sanitaire. Le personnel est censé bénéficier de votre entière coopération dans l'attente du traitement de votre dossier. Dans les termes les plus simples, on attend de vous que vous :
  1. Suivre et obéir aux règles, lois, politiques et procédures ;
  2. Obéir à tous les ordres donnés par les membres du personnel et le personnel de sécurité contractuel ;
  3. Respecter le personnel et les autres détenus à tout moment ;
  4. Respecter la propriété du TCDF et du gouvernement ainsi que la propriété des autres ;
  5. Veillez à ce que vous-même, vos vêtements et votre lieu de vie restent propres en tout temps ; et
  6. Obéir à toutes les règles, politiques et procédures de sûreté, de sécurité et d'hygiène.
Si vous observez et respectez les directives ci-dessus, vous ne devriez pas avoir de problèmes pendant votre séjour dans cet établissement. Lorsque vous vous adressez au personnel, vous ne devez pas les appeler par leur prénom ou leur surnom. Vous devez désigner le personnel par son grade/titre et son nom de famille (par exemple, agent de détention, chef de quart, docteur, infirmière, monsieur et madame Ms). Les membres du personnel s’adresseront à vous de la même manière s’ils connaissent votre nom. Il n’est pas raisonnable d’attendre d’un agent qu’il connaisse tous les détenus de l’établissement par leur nom. Toutefois, l’agent ou le membre du personnel s’adressera à vous de manière appropriée.

Au TCDF, les détenus ne sont pas soumis à des abus personnels, à des châtiments corporels, à des blessures, à des maladies, à des dommages matériels ou à du harcèlement. Les biens des détenus sont protégés. Les détenus ne peuvent pas superviser, contrôler ou être en charge d'autres détenus.

Les règlements suivants concernent les attentes spécifiques de chaque détenu afin de garantir la sûreté, la santé et la sécurité de chaque personne affectée à cet établissement. Ce règlement n’est pas séparé des règles de discipline affichées ; par conséquent, toute violation peut entraîner des sanctions à votre encontre. L’objectif de la séparation de ces règles est de vous donner l’opportunité de prendre connaissance des règles spécifiques imposées concernant les activités, le programme et les procédures liées à la vie dans l’unité de logement.

RÈGLES DE L’INSTALLATION

1. **TABLEAUX**
   Ne pas s’asseoir sur les plateaux de table.

2. **LE VOL**
   Ne pas prendre sans autorisation un objet de quelque nature que ce soit qui appartient à quelqu’un d’autre, y compris la propriété de CoreCivic/TCDF.

3. **COMBATTRE**
   Les bagarres ne sont pas autorisées. Le sparring, la boxe, la lutte et jouer au combat ne sont pas autorisés.

4. **L’HEURE DU COUCHER**
   L’heure normale du coucher est fixée à 22 heures tous les soirs, y compris les week-ends. Vous devez être dans votre lit à ce moment-là. Vous ne serez pas autorisés à vous rendre visite après l’extinction des feux et vous devrez rester dans votre propre lit. Personne n’est autorisé à entrer dans la salle de séjour après l’heure du coucher, sauf les aides-soignants pendant le nettoyage. Aucun jeu de quelque nature que ce soit n’est autorisé dans la zone du lit après l’heure du coucher.

5. **ZONES RÉGLEMENTÉES**
   Il est interdit d’entrer en contact physique avec les barreaux, les portes, les vitres des dortoirs/units de logement ou la clôture des aires de récréation extérieures.

6. **JEUX D’ARGENT**
   Les jeux d’argent, quels qu’ils soient, sont interdits.

7. **LA VENTE ou LE DON D’ARTICLES PERSONNELS SONT INTERDITS.**
   Aucune activité sur le marché noir ne doit avoir lieu. Il est interdit de tenir un "magasin" (c’est-à-dire de vendre des bonbons, de la nourriture, des vêtements, des radios, etc.)

8. **LES VIOLENCES VERBALES ET PHYSIQUES**
   La violence verbale et physique envers le personnel, les détenus ou d’autres personnes est interdite et ne sera pas tolérée.

9. **DESTRUCTION DE PROPRIÉTÉ DE CoreCivic/TCDF**
   La destruction, l’altération, les graffitis, l’utilisation non autorisée ou le gaspillage de biens appartenant à CoreCivic/TCDF ou à une autre personne ne sont pas autorisés.
10. **RADIOS**
Les radios jouées sans écouteurs seront confisquées comme contrebande.

11. **RÈGLES ET RÈGLEMENTS**
Vous devez suivre tous les ordres, écrits ou verbaux, donnés par le personnel de CoreCivic.

12. **COUVRIR/BLOQUER LES FENÊTRES/LES LUMIÈRES**
Les fenêtres et les lumières, quelles qu'elles soient, ne doivent pas être couvertes et/ou bloquées à tout moment.

**POLITIQUE ANTITABAC**

Il s'agit d'un établissement non-fumeur. Aucune cigarette, y compris les e-cigarettes, le tabac, le tabac à mâcher, le tabac sans fumée ou tout autre accessoire pour fumeurs n'est autorisé à l'intérieur du TCDF. Les détenus qui enfreignent ces règles s'exposent à des mesures disciplinaires.

**LOI SUR L'ÉLIMINATION DES VIOLS EN PRISON (PREA) – SAAPi (Prévention et intervention en matière d'abus et d'agressions sexuels)**

Il est interdit de se livrer à des activités sexuelles ou de faire pression sur d'autres personnes pour qu'elles s'y livrent. Des accusations criminelles ou disciplinaires seront déposées. Des documents éducatifs concernant ces actes sont fournis à l'entrée de l'établissement et sont affichés dans chaque dortoir/unité de logement. Contactez n'importe quel membre du personnel pour signaler des activités de cette nature. Pendant votre détention, personne n'a le droit de faire pression sur vous pour que vous vous livriez à des actes sexuels. Le viol et l'agression sexuelle sont des actes violents. Indépendamment de leur âge, de leur race, de leur taille, de leur origine ethnique ou de leur orientation sexuelle, les détenus doivent avoir la possibilité de purger leur détention dans la dignité. LE CENTRE DE DÉTENTION DU COMTÉ DE TORRANCE APPLIQUE UNE TOLÉRANCE ZÉRO À L'ÉGARD DE TOUTES LES FORMES D'ABUS ET D'AGRESSIONS SEXUELS.

Vous n'avez pas à tolérer la pression, le harcèlement, la manipulation ou les agressions sexuelles. Chaque détenu a la responsabilité d'éliminer les agressions et les activités sexuelles. Si vous êtes approché, soumis à des pressions ou agressé, signalez-le immédiatement. Vous disposez de plusieurs moyens pour signaler un abus sexuel :

1. En parler verbalement à tout membre du personnel en qui vous avez confiance, notamment les agents de détention, les agents d'expulsion, les aumôniers, le personnel médical ou les superviseurs, le Bureau de l'inspecteur général du DHS et le Centre d'accueil conjoint. Le membre du personnel gardera vos informations confidentielles et n'en discutera qu'avec les responsables concernés, en cas de nécessité.
2. Écrire une lettre au directeur/administrateur, la cacheter et la marquer "CONFIDENTIEL".
3. Appeler ou écrire à une personne extérieure à l'établissement qui pourra prévenir le personnel administratif de l'établissement.
4. Appelez sans frais le Bureau de l'Inspecteur général (OIG) du DHS au numéro de téléphone 202-254-4100 ou 1-800-333-8603 / 1-844-889-4357-TTY
5. Contacter votre conseiller officiel.
6. Rédaction du bureau de l'inspecteur général du DHS Office of Inspector General MAIL STOP 0305 à l'adresse suivante :
   Department of Homeland Security
   245 Murray Lane, SW
   Washington, D.C. 20530-0305

2022-ICLI-00045  6149
7. Contacter la ligne de signalement et d'information sur la détention de l'ICE: 1-888-351-4024 ou 9116#
Une assistance linguistique est disponible.
8. Rédaction d'une lettre au personnel de sécurité ou de gestion de l'unité, la cacheter et la marquer "CONFIDENTIEL".
9. En écrivant au directeur général, Facility Operations, à l'adresse suivante:

CoreCivic Managing Director
5501 Virginia Way
Brentwood, Tennessee, 37027

Pour garantir la sécurité de votre environnement, si vous avez connaissance d'une agression sexuelle ou d'un comportement sexuel de la part d'un autre détenu, signalez-le immédiatement. Les comportements sexuels consensuels entre détenus, entre les détenus et le personnel, les bénévoles ou le personnel contractuel sont interdits. Les fausses allégations délibérées peuvent entraîner des mesures disciplinaires et/ou des poursuites judiciaires.

Vous ne ferez pas l'objet de représailles, de harcèlement ou de mesures disciplinaires pour avoir signalé honnêtement des abus ou des signes d'abus observés. Le centre de crise de viol du centre du Nouveau-Mexique, situé à l'adresse suivante : 9741 Candelaria Rd. NE Albuquerque, NM 87112. Numéro de téléphone : 505-266-7711

ADMISSION INITIALE
✓ Vous êtes soumis à une fouille lors de votre admission dans l'établissement et lorsqu'il existe des motifs raisonnables de croire que vous avez des objets interdits dissimulés sur vous.
✓ TCDF doit obtenir des informations spécifiques afin de s'assurer que les enregistrements de votre entrée sont documentés de manière adéquate. Ces informations seront également utilisées pour vous classer dans la zone de vie la plus adaptée à vos besoins individuels. Ces informations comprendront la résidence antérieure, la nationalité, la race, le sexe, les histoires médicales et l'histoire criminelle.
✓ Les documents d'identité tels que les passeports, certificats de naissance, etc. seront inventoriés et remis à ICE pour être placés dans votre dossier. Sur demande, vous recevrez une copie certifiée par l'ICE de tout document d'identité.
✓ À votre arrivée, vos vêtements, vos biens personnels, vos objets de valeur et vos fonds seront fouillés et conservés par l'agent de traitement pour être mis en sécurité. Des reçus détaillés vous seront remis et un (1) sera versé à votre dossier pour tous vos vêtements, biens personnels, objets de valeur et fonds.
✓ Tous les biens personnels et objets de valeur que vous apportez avec vous seront comptabilisés et inventoriés. Un reçu vous sera délivré pour ces articles.
✓ ÉTATS-UNIS les devises en votre possession à votre arrivée au TCDF seront inventoriées, un reçu sera délivré et elles seront ensuite déposées sur un compte que vous pourrez utiliser à l'économat.
✓ Les chèques personnels en votre possession à votre arrivée au TCDF seront placés dans votre propriété. Vous n'aurez pas besoin d'argent pendant votre séjour. Si vous êtes trouvé en possession d'argent, celui-ci sera confisqué comme objet de contrebande et vous pourrez faire l'objet de mesures disciplinaires.
✓ À votre sortie de cet établissement, vous êtes tenu de remettre tous les biens du TCDF à l'agent affecté à la zone de réception et de décharge. Après avoir confirmé que tous les articles ont été retrouvés, vous devrez restituer les biens perdus ou endommagés. Cela comprend les vêtements, la literie et tout équiment de loisirs (par exemple les jeux et les livres de bibliothèque).
✓ Vos biens et tous les fonds que vous avez sur vos comptes vous seront rendus avant votre départ. Vous devez signer pour ces articles.
Tout bien que vous n’êtes pas autorisé à garder avec vous sera placé dans un sac approprié qui vous sera attribué et enfermé dans une zone de stockage sécurisée. Les biens personnels excédentaires doivent être envoyés par la poste.

Du linge propre est fourni à chaque personne entrant dans la structure, notamment :
   Deux (2) feuilles,
   Une (1) serviette,
   Une (1) taie d’oreiller,
   Une (1) couverture, et
   Une (1) sac à linge.

Vous recevrez un kit d’hygiène et devrez prendre une douche et revêtir un uniforme propre. Votre dotation initiale en vêtements/linge se limite à ce qui suit (les articles personnels, y compris les sous-vêtements et les chaussures, ne sont pas autorisés).
   Trois (3) ensembles d’uniformes (pantalons et chemises)
   Une (1) paire de chaussures (les chaussures personnelles ne sont pas autorisées, sauf autorisation médicale)
   Trois (3) t-shirts
   Trois (3) paires de sous-vêtements
   Trois (3) paires de chaussettes

Tout article dépassant ces montants sera considéré comme de la contrebande. Les quantités d'articles d'habillement comprennent les articles achetés à l'économat.

EXAMEN INITIAL D’ADMISSION

a. Chaque détenu entrant dans le centre fera l'objet d'un premier examen médical et de santé mentale par le personnel clinique. À ce moment-là, vous devriez discuter de tous les médicaments que vous prenez et divulguer tous les problèmes de santé que vous rencontrez. Certains médicaments, comme les médicaments pour le cœur ou le diabète, seront poursuivis à votre arrivée.

b. Tous les nouveaux arrivants doivent subir un dépistage de la tuberculose (TB) par PPD (méthode de mantoux) ou par radiographie thoracique.

   La PPD est la principale méthode de dépistage, sauf si ce test diagnostique est contre-indiqué, auquel cas une radiographie pulmonaire est réalisée.

c. Toutes les femmes détenues doivent subir un test de grossesse dans le cadre de l'examen initial d'admission.

d. Un examen médical complet sera effectué par un membre des services de santé dans les quatorze (14) jours suivant votre arrivée.

FONDS ET BIENS PERSONNELS

Vous ne pourrez obtenir que les biens personnels autorisés conformément à la politique 14-6AA de CoreCivic, Liste d'inventaire des biens personnels autorisés. Les vêtements personnels non autorisés par la politique seront collectés, inventorifiés, placés dans un sac à linge fourni et envoyés au service de blanchisserie pour être nettoyés et renvoyés à la salle des biens pour être stockés. Les biens personnels peuvent être envoyés par la poste au cas par cas. Une adresse de réexpédition doit être obtenue de chaque détenu pour le cas où des biens personnels seraient perdus ou oubliés dans l'établissement après la libération, le transfert ou le déménagement du détenu. Si vous refusez de coopérer en fournissant une adresse postale appropriée, ou si vous êtes financièrement capable mais ne
voulez pas payer l'affranchissement, le directeur de l'établissement peut disposer du bien conformément à la PBND 2.3, Contrebande, après avoir donné un avis écrit au détenu.
Toutefois, si vous n'avez pas précisé d'adresse d'expédition parce qu'il n'existe pas d'adresse postale appropriée, l'établissement peut prendre des dispositions pour entreposer les biens jusqu'à votre renvoi ou votre libération. Habituellement, la quantité de biens stockés ne doit pas dépasser 40 livres.

Les détenu/détenu peuvent conserver certains biens personnels dans leurs unités de logement, notamment :

- Documents juridiques, papiers juridiques et informations juridiques, dans la limite du raisonnable. De grandes quantités de travaux juridiques seront stockées dans la salle des biens ; vous ne pouvez conserver que les travaux juridiques et/ou les documents relatifs à l'affaire sur laquelle vous travaillez actuellement. Vous pouvez demander vos documents supplémentaires en soumettant une demande de l'établissement au superviseur de la réception et des congés.
- Photos de famille, d'amis et d'associés, (par exemple pas plus de dix (10) photos en votre possession, (5) x (7) ou plus petites, (ne peuvent être placées que dans les zones conçues de votre zone de couchage assignée).
- Prothèses médicales, (par exemple lunettes, dentiers, etc.),
- Matériaux de référence personnels, (par exemple carnet d'adresses/téléphone et/ou liste de parents, amis et/ou autres correspondants).
- Les radios doivent être utilisées avec des écouteurs à tout moment, limite d'une (1) radio par personne. Les radios à brancher ne sont pas autorisées. Les radios utilisées sans écouteurs seront confisquées et placées dans votre propriété. Les radios et les écouteurs ne sont pas autorisés en dehors de votre dortoir/unité de logement. Votre radio doit avoir votre numéro d'Alien gravé dessous ou elle sera considérée comme de la contrebande.
- Une alliance et un petit objet religieux (y compris un bijou religieux) pourront rester en votre possession pendant votre séjour ici. Tous les autres bijoux seront inventoriés et placés dans un coffre-fort pour être conservés jusqu'à votre libération. Un reçu vous sera délivré pour vos objets de valeur.
- Les magazines, les livres, le matériel de lecture religieux et séculaire (à reliure souple) et les autres documents sont limités à une combinaison de cinq (5) afin de s'assurer que les accumulations ne produisent pas et/ou n'affectent pas les normes de sécurité incendie. Les articles ne peuvent être reçus que directement d'une librairie ou d'un éditeur. Aucun matériel pornographique n'est autorisé.
- Tous les produits alimentaires doivent être consommés dès leur ouverture afin de garantir le respect des normes d'hygiène. Vous êtes autorisé à acheter et à avoir en votre possession deux (2) bols, une (1) fourchette et une (1) tasse.
- Les biens personnels supplémentaires que les détenu sont autorisés à conserver doivent être approuvés par le chef de la sécurité ou le chef de la gestion de l'unité avant leur achat/possession afin de garantir le maintien d'une hygiène acceptable.
- Tous les objets personnels que vous êtes autorisé à garder doivent être rangés dans votre sac de rangement. Aucun objet ne doit être attaché à la couchette, au mur, aux fenêtres ou laissé sur le rebord des fenêtres. Tous les articles doivent être conservés dans leur emballage d'origine.
- Vous êtes responsable de la perte d'objets personnels qui ne sont pas gardés ou stockés par le TCDF.

**REVENDICATION DE LA PROPRIÉTÉ LORS DU TRANSFERT, DE L'ENLÈVEMENT OU DE LA LIBÉRATION**

Avant votre libération, un inventaire complet de vos biens personnels sera effectué par un employé désigné. L'inventaire doit être réalisé en votre présence. Vous signerez l'inventaire/récépissé des biens personnels admissibles et en recevrez une copie. L'original sera conservé par la structure dans le dossier permanent de la propriété. Tous les biens personnels, y compris les biens entreposés (le cas échéant), vous seront rendus au moment de la libération. Les appareils de soins de santé prescrits doivent être conservés et maintenus par vous lors de votre libération. Le personnel s'assurera que tous les biens de l'établissement ont été confisqués et ne quittent pas l'établissement. Votre compte de fonds en fiducie sera équilibré et les fonds disponibles vous seront remis au moment de la libération. L'établissement peut autoriser les membres de la famille à envoyer par courrier un (1)
ensemble de vêtements à utiliser le jour de la libération. Il n'y a aucune restriction concernant la provenance des vêtements reçus des membres de la famille à cette fin.

Les vêtements de sortie peuvent être envoyés par courrier à l'établissement dans les quatorze (14) jours civils suivant la sortie. Les détenus/résidents qui n'ont pas de vêtements de sortie en stock ou envoyés par un membre de la famille doivent recevoir des vêtements appropriés pour leur libération.

**LES BIENS PERDUS OU ENDOMMAGÉS :**
Les biens qui ont été perdus ou endommagés en raison de la négligence d'un employé de CoreCivic pourront faire l'objet d'une enquête. Si vous souhaitez demander une enquête sur un bien qui a été perdu ou endommagé en raison de la négligence d'un employé de CoreCivic, vous devez remplir la page 1 du formulaire 14-6D Réclamation pour biens perdu, endommagés ou volés et le faire parvenir à l'agent des biens. Toutes les demandes d'indemnisation doivent être présentées dans les sept (7) jours civils suivant l'incident. La vérification de la preuve de la propriété et de la valeur doit avoir lieu immédiatement après l'enquête. Une copie de cette politique sera disponible à la bibliothèque.

**DETENUS D’ICE SEULEMENT** Conformément à la PBNDS 2011, 2.5 Fonds et biens personnels, cet établissement dispose d'un système de fonds automatisé et n'accepte pas de fonds par la poste. Les fonds reçus par la poste seront retournés à l'expéditeur. Non américain L'argent sera saisi, inventorié et placé dans votre propriété. Un reçu vous sera délivré.

**FINANCES**
Dans un délai raisonnable après votre arrivée, le bureau d'affaires ouvre un compte pour vous. Votre numéro d'étranger (numéro A) sera votre numéro de compte. Si vous avez des devises américaines en votre possession à votre arrivée, vous recevrez un reçu et l'argent sera placé sur votre compte le jour ouvrable suivant. L'argent, de quelque type que ce soit, trouvé en votre possession après la fin du processus d'admission sera considéré comme de la contrebande. L'argent sera confisqué et des mesures disciplinaires pourront être prises. Aucune monnaie ne sera acceptée par la poste. Tout argent reçu sera retourné au destinataire. Aucune monnaie ne sera acceptée lors des visites. Pour envoyer de l'argent, soumettez un formulaire "Autorisation de déblocage de fonds" à l'équipe de gestion de votre unité et un chèque sera émis à partir de votre compte pour le montant autorisé, si les fonds sont disponibles. Tous les formulaires peuvent être obtenus auprès de l'agent de détention qui vous a été assigné.

- Toutes les transactions doivent être vérifiées avant d'être enregistrées sur votre compte. Cette procédure peut prendre jusqu'à 24 heures, du lundi au jeudi, à l'exception des week-ends et des jours fériés.

- Si vous recevez de l’argent par la poste, l'agent du courrier le retournera à l'expéditeur. Aucun argent ne sera accepté pour les détenus du comté dans cet établissement.

- Pour envoyer de l'argent, contactez le personnel de gestion de l'unité pour prendre les dispositions nécessaires à la préparation d'une libération de fonds. Vous pouvez être autorisé à accéder à des fonds personnels pour payer des services juridiques. Contactez le personnel de gestion de l'unité si vous avez des questions.

- Il est interdit d'envoyer de l'argent aux contacts ou au compte d'un autre résident et cela peut entraîner des mesures disciplinaires.

- Les fonds de votre compte peuvent être utilisés pour payer des services juridiques. Si cela est nécessaire, contactez un membre de l'équipe de votre unité.
CLASSIFICATION

Tous les détenus sont classés avant d’être admis dans la population générale. Le système de classification permet d’affecter les détenus à l’unité de logement la moins restrictive possible, dans le respect de la sûreté et de la sécurité de l’établissement. Le système de classification garantit que vous êtes placé dans la catégorie appropriée et physiquement séparé des détenus des autres catégories. Votre niveau de classification peut être modifié (reclassé) en fonction de votre comportement dans l’établissement, d’accusations ou d’informations supplémentaires reçues, d’une tentative d’évasion ou de votre libération de l’isolement. Vous serez protégé contre tout danger, car vous serez logé avec des personnes ayant des antécédents et des antécédents criminels similaires. Vous serez logé en fonction de votre niveau de classification et vous recevrez une identification et des uniformes de couleur appropriée.

Détenus de faible niveau de détention :

Les détenus de faible niveau de détention ne peuvent être mélangés avec les détenus de niveau de détention élevé.

Ne peut inclure aucun détenu ayant fait l’objet d’une arrestation ou d’une condamnation pour un acte de violence physique, ni aucun détenu ayant des antécédents de comportement agressif.

Ne peut inclure aucun détenu ayant été condamné pour un délit figurant dans la section "élevé" ou "le plus élevé" de l’échelle de gravité du délit ci-dessous.

Peut inclure des détenus ayant des antécédents criminels mineurs et des accusations et condamnations pour crimes non violents.

Détenus en détention moyenne :

Les détenus en régime de moyenne détention ne peuvent normalement pas être mélangés avec des détenus en régime de haute ou de basse détention, sauf dans les cas suivants.

Ne peut pas inclure un détenu dont la condamnation la plus récente a été prononcée pour une infraction figurant dans la section "la plus élevée" de l’échelle de gravité de l’infraction.

Ne peut inclure aucun détenu ayant des antécédents d’agressions violentes.

Ne peut pas inclure un détenu condamné pour avoir agressé un agent correctionnel pendant sa détention ou lorsque son dossier institutionnel antérieur suggère une série d’agressions pendant sa détention.

Détenus en garde à vue :

Les détenus en garde à vue de niveau moyen ou élevé sont ceux qui ont des antécédents de violence ou d’agression, de condamnation, de mauvaise conduite dans l’établissement, ou ceux qui sont affiliés à un gang. Les détenus de haute garde sont considérés comme à haut risque, nécessitent un logement de sécurité moyenne à maximale, sont toujours surveillés et escortés, et ne peuvent pas être mélangés avec les détenus de basse garde. En outre, les détenus de haute sécurité ne doivent pas se voir confier de tâches en dehors de la zone de vie qui leur est assignée.
Échelle de Gravité de l'infraction :

I. LE PLUS HAUT

Aide à l'évasion
Aggravé
Batterie avec arme mortelle
Vol à main armée (multiple avec blessures)
Cambriolage avec agression
Évasion (installation sécurisée)
Incitation à l'émeute
Enlèvement
Meurtre (1er, 2ème degré)
Harcèlement sexuel (avec violence sur un mineur)

II. HAUT

Agression aggravée
Batteries aggravées
Abus d'enfant aggravé
Incendie criminel
Batterie d'agent des forces de l'ordre
Cambriolage (armé)
Extorsion
Faux emprisonnement
Fausse déclaration d'attentats à la bombe
Substances contrôlées (importation, trafic)
Introduction de la contrebande en détention
Installation
Fabrication d'explosifs
Vol (à main armée, à main forte)
Harcèlement sexuel (autre que crime capital ou crime à vie)

III. MODÉRÉ

Intrusion armée
Cambriolage
Le port d'une arme à feu dissimulée
Contrefaçon
Grand Vol
Homicide involontaire
Vente, livraison, possession d'une substance contrôlée
Falsification d'un témoin
Chèques sans valeur (crime)
Fraude à l'aide sociale (crime)
Évasion (installation non sécurisée)
IV. BASSE

Conduite en état d'ivresse
Quitter le lieu de l'accident
Batterie (agression simple)
Port d'une arme dissimulée (autre qu'une arme à feu)
Conduite désordonnée
Jeux d'argent
Offrir de se livrer à la prostitution
Possession de marijuana (crime)
Possession d'attirail de drogue
Petit Vol
Intrusion
Chèque sans provision (crime)

L’uniforme de base des détenus doit être d'apparence distinctive afin d'identifier les détenus en fonction de leur niveau de détention. À CoreCivic/TCDF, les couleurs de l'uniforme sont les suivantes :

- Garde faible – Vert foncé
- Moyennement bas – Brun
- Moyen/Haut – Bleu

❖ Restrictions de logement : Les détenus de niveau faible et moyen peuvent être logés ensemble (sauf s'il y a des antécédents de comportement agressif ou combattif). Les détenus de niveau moyen et moyen/haut peuvent être logés ensemble. Les détenus de niveau faible et moyen ne sont jamais logés ensemble.

❖ Les détenus de niveau moyen/élevé sont escortés à l'extérieur de la zone d'habitation et ne peuvent se trouver que dans des zones communes spécifiées avec d'autres catégories de détenus.

❖ Tous les logements, les affectations de travail et les activités programmatiques seront décidés en fonction du niveau de classification reçu.

❖ Après votre classification initiale, votre premier examen sera effectué entre soixante (60) et quatre-vingt-dix (90) jours après la date de votre arrivée. Par la suite, les examens d’évaluation seront effectués à des intervalles de quatre-vingt-dix (90) jours à cent vingt (120) jours à partir de la date d'arrivée initiale.

❖ APPELS : Tous les nouveaux arrivants classés comme moyen/haut ou haut peuvent faire appel de leur classification en soumettant leur appel sur une demande de l'ICE au personnel de l'ICE comme indiqué dans les procédures de griefs à la page 29 de ce manuel. Tous les autres appels en matière de classification doivent être transmis au chef de la gestion des unités ou au superviseur de la classification pour examen. Une notification écrite du résultat de l'appel sera faite dans les (5) jours ouvrables.

BLANCHISSERIE

Afin d'assurer un approvisionnement adéquat pour tous les détenus, il est interdit d'accumuler des vêtements. En général, les détenus ne sont pas autorisés à laver les vêtements, la literie ou d'autres articles dans leur unité de logement. Le linge doit être remis à la blanchisserie de l'in-pod avant 6h du matin Si vous devez quitter le logement unité, il est de votre responsabilité de veiller à ce que votre linge soit remis. Il vous sera rendu avant la fin de chaque journée. (REMARQUE : Ne remplissez pas trop votre sac à linge). Veillez à ce que les sacs soient bien fermés. Laissez suffisamment d'espace dans le sac pour que le savon et l'eau puissent circuler ainsi que la chaleur du séchoir). L'habillage/le blanchissage des détenus hommes et femmes se fera
selon le calendrier affiché sur les tableaux d'affichage des dortoirs/unités d'habitation. Tous les vêtements doivent être envoyés au nettoyage selon le calendrier affiché.

VÊTEMENTS

Tous les vêtements et les cartes d'identité délivrées doivent être portés de la manière indiquée dans les instructions suivantes et en aucune autre manière. Ces exigences sont essentielles pour assurer la conformité de la sécurité, l'hygiène et la conduite dans le domaine de la propriété pour toutes les personnes.

1. Le port d'une pièce d'identité émise par l'établissement est obligatoire en tout temps. Si votre pièce d'identité se déchire, informez l'officier de votre unité que vous avez besoin d'une nouvelle pièce ou adressez-vous à l'un des agents de classification.
2. Les vêtements doivent être propres et non déchirés lorsqu'ils sont portés.
3. Le port d'uniformes de couleurs mélangées n'est pas autorisé.
4. Les sous-vêtements peuvent être portés sans vêtement extérieur uniquement à l'intérieur des chambres ou dans les toilettes/douches. PAS D'EXCEPTIONS !
5. Les chaussures de douche peuvent être portées uniquement à l'intérieur des unités de logement.
6. Les chaussures fournies par le CoreCivic/TCDF doivent être portées à tout moment en dehors des unités de logement. Les chaussures personnelles ne sont pas autorisées, sauf si elles sont médicalement requises ou autorisées par le chef de la sécurité/le chef de l'unité de gestion.
7. Les chapeaux ou autres couvre-chefs ne sont pas autorisés pour la population générale. Les travailleurs détenus désignés se verront remettre le couvre-chef approprié lorsqu'il doit être porté uniquement lors de l'exécution de tâches liées au travail.
8. Les détenus porteront un uniforme complet (chemise, pantalon, chaussures) à tout moment lorsqu'ils se trouvent à l'extérieur du dortoir/unité de logement.
9. Le pantalon sera porté à un point de la taille qui empêche de voir le pli des fesses malgré la longueur de la chemise.
10. Vous ne devez pas vous promener dans l'établissement avec les mains dans la ceinture de votre pantalon, quelles que soient les conditions météorologiques.
11. Aucun vêtement ne sera porté d'une manière qui n'est pas normalement prévue pour cet article (utiliser une chemise comme bandeau ou couvre-chef, etc.)

HYGIÈNE PERSONNELLE

Vous vivrez dans une unité de logement avec d'autres personnes, l'hygiène personnelle est donc essentielle. Vous devez prendre un bain quotidien et garder vos cheveux propres. Des articles d'hygiène personnelle tels que du savon, du dentifrice, des brosses à dents, des peignes, du shampooing, de la lotion pour la peau et d'autres articles vous seront remis lors de votre admission. Si vous êtes à court d'un article, demandez à votre agent de logement de vous échanger un conteneur vide du même article. Des rasoirs jetables seront fournis quotidiennement. Les rasoirs sont empruntés au fur et à mesure des besoins et sont rendus lorsque vous avez fini de vous raser. Les rasoirs jetables ne seront pas utilisés par plus d'un (1) détenu pour des raisons de santé et de sécurité visant à protéger les détenus et le personnel. Les produits d'hygiène personnelle seront réapprovisionnés en fonction des besoins. Contactez votre agent de détention lorsque vous avez besoin de remplacer un produit d'hygiène.

Les détenus programmés pour le tribunal seront autorisés à se raser avant de quitter l'établissement.
SERVICE DE COIFFURE

Les détenus de la population générale et les détenus éligibles de l’RHU auront accès au salon de coiffure, ouvert de 8h00 à 16h00 Du lundi au dimanche, selon l'horaire affiché sur les tableaux d'affichage de votre zone d'habitation. L'officier stationné dans votre zone d'habitation appellera les détenus qui souhaitent se faire couper les cheveux. Pour des raisons sanitaires, la coupe des cheveux dans le dortoir/unité de logement est strictement interdite. Les coiffeurs ou esthéticiens ne doivent pas fournir de services à un détenu lorsque la peau de son visage, de son cou ou de son cuir chevelu est enflammée, ou lorsqu'il y a des squames, du pus ou d'autres éruptions cutanées, à moins que le service de ce détenu ne soit effectué conformément à l'autorisation spécifique du médecin-chef. Aucune personne infestée de poux ne doit être servie. Il est également interdit de posséder des cheveux coupés ou des tontes, que ce soit les siens ou ceux d'autrui.

CODE VESTIMENTAIRE DES DÉTENUS

- Vous êtes tenu de rester propre et de porter des vêtements/chaussures appropriés pendant toutes les activités.
- Nous vous rappelons qu'une mauvaise hygiène, un mauvais assainissement et le fait de ne pas porter de vêtements et de chaussures appropriés peuvent entraîner des conflits potentiels avec vos pairs et d'autres personnes et avoir un impact négatif sur votre santé et votre sécurité ainsi que sur celles des personnes qui vous entourent.
- Le non-respect du code vestimentaire et des normes de toillettage deviendra un problème qui nécessitera l'intervention du personnel sous la forme d'une action disciplinaire appropriée pour corriger la situation.
- Le code vestimentaire pour la vie quotidienne et les missions de travail est le même.
- Normalement, les détenus peuvent porter n'importe quelle coiffure, avec les exceptions suivantes : Pour des raisons de sécurité et d'hygiène, les détenus qui travaillent sur des machines garderont leurs cheveux propres, soignés et dans un style communément acceptable.
  1. Les coiffures n'interfèrent pas avec les exigences de sécurité et d'hygiène.
  2. Normalement, la pilosité faciale peut être cultivée sans restriction, sauf dans les cas suivants :
      - Pour des raisons de sécurité, les détenus qui travaillent avec des machines peuvent être tenus de rester rasés en permanence. Ces restrictions sont une exigence pour l'emploi dans les missions de travail décrites ci-dessus et accepter un emploi dans ces domaines dénote l'acceptation des normes de toillettage pour les missions de travail décrites ci-dessus.

Il n'y aura aucune exception à ces exigences, même pour des raisons médicales.

- Le port d'un uniforme complet (pantalon, chemise, chaussures et identification de l'installation) est obligatoire lorsqu'il se trouve à l'extérieur de l'unité de logement.
- Les tee-shirts et les chaussures de douche sont autorisés dans les salles de classe après 17 heures et les week-ends/vacances.
- Les tee-shirts sont autorisés dans la cour de récréation.
- Les couvre-chefs ne sont pas autorisés en dehors de la zone du lit, sauf autorisation de l'autorité compétente.
- Les vêtements religieux ne peuvent être portés qu'avec l'approbation de l'aumônier.
- Les serviettes, les draps et les couvertures ne sont pas autorisés comme vêtements et ne doivent pas être utilisés pour le nettoyage, sauf si le personnel les désigne comme tels.
- Les dommages intentionnels ou par négligence aux biens de CoreCivic/TCDF (altérés, déchirés, perdus déchirés ou graffitis) entraîneront des mesures disciplinaires et une restitution.
INSPECTIONS DES PERSONNES ET DES BIENS (Recherches)

Des fouilles de routine non programmées de l’établissement, de la personne et des biens d’un détenu seront effectuées selon les besoins.

- Des fouilles sont effectuées sur des personnes lorsque :
  1. Entrer ou sortir des unités de logement ;
  2. Quitter la zone de visite après une visite ; et
  3. Entrer ou sortir d’autres bâtiments ou zones.

- Les recherches sont effectuées dans le but de :
  1. Détecter et empêcher l’introduction de produits de contrebande (par exemple armes, drogues, articles vestimentaires non autorisés, etc.) ;
  2. S’assurer que des conditions sûres et sanitaires existent dans l’établissement ;
  3. Récupérer les biens perdus, manquants ou volés ; et
  4. Empêcher les évasions et autres perturbations.

- Les fouilles seront effectuées de manière à éviter toute force inutile, tout embarras ou toute indignité pour le détenu et ne seront pas de nature punitive.

- Types de recherches effectuées à TCDF :
  1. Inspection visuelle : Fouille d’un détenu ou d’une zone à la recherche de produits de contrebande sans contact physique.
  2. Fouille ou fouille par palpation : Fouille effectuée en plaçant les mains sur les vêtements du détenu afin de détecter des armes ou de la marchandise. Une fouille minutieuse de toutes les poches, du col, de la ceinture des vestes et des chaussures. Les chaussures sont retirées pour vérifier les chaussettes et le dessous des pieds.

- TCDF effectuera des analyses d’urine obligatoires dans les conditions suivantes :
  1. Lorsque le personnel de sécurité a de bonnes raisons de soupçonner qu’un détenu a consommé ou est sous l’influence de drogues ou d’intoxicants ;
  2. Lorsqu’il est constaté qu’une personne détenu est en possession de drogues ou d’intoxications suspectes non autorisées ou lorsque des drogues ou des intoxications suspectes non autorisées sont détectées ou trouvées dans la zone contrôlée, occupée ou habitée par une personne détenu ;
  3. Lorsqu’il est observé que le détenu est en possession ou consomme des drogues ou des substances intoxicantes non autorisées, mais que le personnel n’est pas en mesure d’obtenir un échantillon de la substance ;
  4. Sur une base aléatoire, en utilisant une procédure de test aléatoire appropriée ou sur une base de routine lorsque les détenus reviennent d’un travail à l’extérieur ; où
  5. Conformément à une procédure de test aléatoire appropriée, l’ensemble de la population des détenus de l’établissement, toute zone de programme identifiable ou toute classification identifiable des détenus peut être testée.
  6. Le programme de tests aléatoires ne sera pas utilisé dans le but ou avec l’effet de harceler ou d’intimider un individu ou un groupe de détenus.
  7. Le refus de se soumettre à une analyse d’urine entraînera de graves sanctions disciplinaires.
CONTREBANDE
Les articles considérés comme nuisibles au fonctionnement sûr et ordonné de l'établissement sont interdits. Les articles de contrebande comprennent, mais ne sont pas limités à :

1. Toute drogue dangereuse, tout stupéfiant, toute marijuana, toute boisson envirante de quelque nature que ce soit, toute arme mortelle, tout instrument dangereux, tout explosif ou tout autre article dont l'utilisation ou la possession mettrait en danger le maintien de l'ordre dans l'établissement ;
2. Tout objet pouvant être utilisé comme aide à l'évasion ;
3. Tout objet pouvant être utilisé pour déguiser ou modifier l'apparence d'un détenu ;
4. Tout vêtement ou article destiné à l'usage ou à la consommation personnelle qui n'a pas été autorisé au préalable par le directeur ou acheté par un détenu à l'économat ;
5. Appareils photo, vidéo, audio ou équipements connexes pouvant être utilisés pour réaliser des photographies ou des enregistrements audio ou vidéo non autorisés de détenus, de personnel ou de biens gouvernementaux ;
6. Cigarettes, tabac, e-cigarettes ou accessoires pour fumeurs, boissons alcoolisées, boîtes en carton et magazines excessifs ;
7. Des photos de toutes sortes placées sur les murs des dortoirs/unités de logement ; et
8. Tout article qui n'est pas acheté par les canaux autorisés (commissariat).
9. La possession et/ou l'utilisation du code PIN d'un autre résident est également considérée comme une possession de contrebande. Ne prenez pas ou n'empruntez pas votre code PIN personnel.

CONDITIONS DE VIE - Population générale
Vous êtes temporairement retenu à la TCDF. Vous resterez dans l'établissement jusqu'à ce que l'ICE détermine qu'il est temps de vous transférer dans un autre établissement. Le TCDF ne peut pas prendre la une détermination concernant votre libération ou votre transfert.

Le TCDF abrite un contrat supplémentaire qui comprend le bureau du shérif du comté de Torrance (TCSO). À aucun moment les détenus de l'ICE ne se mêlent aux détenus du TCSO.

L'établissement est divisé en vingt-quatre (24) unités de logement, sans compter l'observation médicale. Chaque unité de logement en cellules peut contenir deux détenues dans chaque pièce, jusqu'à 40 détenus dans chaque module. Il existe deux dortoirs qui ont été conçus pour accueillir plusieurs détenus dans un cadre de type ouvert ; ceux-ci peuvent accueillir jusqu'à 75 détenus dans chaque zone.

- Les détenus doivent veiller à la propreté de leur lieu de vie à tout moment. Votre lit doit être fait dès votre réveil et rester fait lorsqu'il n'est pas utilisé, et tous vos biens personnels doivent être rangés. Il est dans votre intérêt de maintenir une zone de vie propre et d'éviter de nombreux problèmes associés à des conditions de vie insalubres.
- Les cadenas sont disponibles gratuitement pour les détenus indigents, et envoyés aux détenus non-indigents par le gestionnaire de l'entrepôt de l'établissement. Si vous souhaitez obtenir un cadenas, soumettez une demande écrite au responsable d'unité ou au responsable de l'entrepôt.
- Chaque unité d'habitation dispose d'un nombre suffisant de douches, de toilettes, de salles à manger et de salles de séjour qui permettent de se divertir à l'intérieur et qui sont conformes aux exigences de l'American Correctional Association (ACA). En raison de ce type d'hébergement, nous attendons de vous que vous coopériez en montrant aux autres détenus le respect que vous souhaitez recevoir et en respectant la propriété
des autres. Il vous est également demandé de respecter la nécessité de partager les équipements communs tels que les téléphones, les tables, les téléviseurs, les jeux et les équipements récréatifs.

ZONE DE COUCHAGE/SANITAIRE

- Vous êtes tenu de garder votre lit et votre environnement immédiat propres et soignés. Vous êtes également tenu de faire votre lit tous les jours avant de vous rendre à votre lieu de travail ou lorsque vous commencez votre routine quotidienne. Lorsque votre lit n’est pas utilisé, il doit être fait ! La suspension de draps, de serviettes, de couvertures ou de vêtements à des barres de châssis, à des cordes à linge faites maison, à des lumières suspendues ou à des lits n’est pas autorisée.
- Les effets personnels, y compris les articles d’hygiène, doivent être rangés dans votre bac de propriété. Ne pas placer d’articles sur les rebords de fenêtres, les fenêtres, les couchettes, les casiers, sous un matelas, etc. Ces articles seront confisqués comme contrebande et retirés s’ils sont laissés dans des zones non autorisées. Il vous incombe d’identifier et de réclamer les articles par l’intermédiaire du superviseur approprié.
- Pour assurer le maintien de la propreté, on vous demandera de participer au nettoyage des dortoirs/des zones de l’unité de logement pour inclure les zones de la salle de jour, les zones de couchage, la zone des toilettes et la zone des douches en coopération avec les ordonnances de l’unité de logement. Nous sommes conscients que votre séjour dans cet établissement est temporaire, mais il s’agit de votre maison pendant cette période de temps et nous attendons votre coopération pour la garder propre et sûre.
- Les unités de logement sont nettoyées au besoin et selon les directives d’un membre du personnel, y compris après chaque repas, pour assurer une hygiène et une sécurité adéquates. Un membre du personnel fournira tout le matériel, les fournitures et les instructions.
- Il est de votre responsabilité de vous assurer que la zone autour de votre lit est propre.
- Un nombre significatif de douches est prévu dans chaque unité de logement pour permettre à chaque détenu d’avoir la possibilité de se doucher quotidiennement. Veuillez respecter les autres détenus en nettoyant après avoir terminé dans la zone.
- Tous les produits de nettoyage sont rangés dans des endroits appropriés lorsqu’ils ne sont pas utilisés.

RÈGLES DE SÉCURITÉ/PROCÉDURES D’URGENCE

Le personnel de la TCDF fera tout son possible pour assurer votre sécurité pendant votre séjour. Vous devez assumer une certaine responsabilité pour aider à rendre cette installation sûre. Des panneaux sont disponibles pour signaler les zones dangereuses, où qu’elles se trouvent. Si tu renverses quelque chose, s’il te plait nettoie-le. Si vous rencontrez un danger potentiel, dites-le à l’agent qui se trouve dans votre secteur. Ne suppossez pas que les problèmes ont été signalés. Prêter attention aux panneaux d’avertissement et faire preuve d’une prudence raisonnable dans les situations potentiellement dangereuses comme les sols mouillés.

1. Les détenus doivent respecter toutes les règles de sécurité, les panneaux, les instructions, les directives, les étiquettes et toute formation dispensée.
2. Tous les détenus doivent assister à toutes les formations sur la sécurité et les urgences. Les détenus doivent être formés avant d’effectuer toute tâche dangereuse.
3. Les détenus doivent porter un équipement de protection individuelle lorsqu’ils manipulent des produits de nettoyage ou d’autres produits chimiques.
4. Les détenus ne peuvent pas modifier les articles ou les utiliser à d’autres fins que celles auxquelles ils sont destinés. Les articles modifiés sont contrefaits et seront confisqués.
5. Ne pas retirer la lame des rasoirs jetables.
6. Les détenus doivent immédiatement nettoyer tout liquide renversé ou rester à l’écart de la zone jusqu’à ce qu’il puisse être nettoyé.
7. Les détenus qui se blessent dans l'unité d'habitation, dans la cour de récréation ou ailleurs dans l'établissement doivent immédiatement signaler leur blessure à l'employé de service dans cette zone.
8. Les détenus n'altèreront pas, n'ouvriront pas, ne bloqueront pas ou ne désactiveront pas les dispositifs de verrouillage et/ou les portes.
9. Les détenus ne doivent pas accrocher de chemises sur la cour de récréation.
10. Les détenus ne pourront pas atteindre les fils barbelés pour quelle raison que ce soit.
11. Les détenus n'escaladeront aucune clôture, quelle qu'en soit la raison.
12. Les exercices sont effectués dans tout le bâtiment, y compris dans les zones d'habitation. En cas d'urgence ou d'exercice, les détenus sont tenus de suivre toutes les instructions données par le personnel. Le non-respect sera considéré comme une interférence/une entrave à l'installation sécurité réglementation.
13. Un plan/une carte d'évacuation est affiché(e) dans chaque unité d'habitation et indique l'itinéraire d'évacuation d'urgence en cas d'incendie. Ne retirez pas ces plans.

COMPTES OFFICIELS

Afin de maintenir une comptabilité correcte des détenus dans ce centre, des comptages officiels sont effectués aux moments suivants :

1. Les comptages formels sont effectués aux heures suivantes : 3h00, 6h30, 9h15, 15h, 19h, 22h. (Identification par photo/nombre de coqs - nombre de debout), 12h00.

2. Les comptages informels sont effectués à des moments irréguliers et non annoncés.

Les détenus doivent coopérer pendant chaque comptage. Les télévisions seront éteintes et aucun mouvement ne sera autorisé pendant le comptage. Lorsque les officiers comptent, vous devez retourner et rester assis sur votre couchette jusqu'à ce que vous soyez autorisé à bouger. Pendant les comptages, il est interdit de parler. Les perturbations pendant les comptages peuvent entraîner le déclenchement d'un verrouillage. Les détenus doivent se tenir debout pendant les comptages d'urgence.

REPAS

Tous les repas sont nutritionnellement équilibrés, sans porc, approuvés par les diététiciens, correctement préparés et servis de manière attrayante dans un environnement sain, propre et sûr. Pour obtenir un régime spécial à des fins religieuses, envoyez une demande précisant la religion et les exigences du régime spécial à l'aumônier. Les régimes alimentaires spéciaux font l'objet d'un contrôle de conformité. Il est interdit d'utiliser la nourriture (par exemple, la privation ou la variation du menu standard) comme mesure disciplinaire ou comme récompense. Vous recevrez un ou plusieurs ustensiles appropriés pour manger et boire. Les menus sont affichés sur le tableau d'affichage de votre unité de logement.

Pour les détenus qui ont besoin d'un régime spécial pour des raisons médicales, le régime peut être demandé par l'intermédiaire des services de santé. Pour être considéré, soumettez un formulaire d'appel malade à Services de Santé. L'infirmière vous fixera alors un rendez-vous avec un prestataire médical qui évaluera votre demande.

Le TCDF vous fournira trois (3) repas par jour : petit-déjeuner à 5h00, déjeuner à 11h00 et dîner à 19h00. Ce sont des temps approximatifs. Des repas et une boisson sont servis dans chaque unité de logement. Vous devez suivre les règles des agents de détention. Vous devez présenter votre identification délivrée par votre établissement pour retirer votre repas. Il est interdit de couper la ligne, de saisir les plateaux ou d'emporter des plateaux dans la zone des lits. Vous n'avez droit qu'à un (1) plateau par repas ; les détenus ne sont pas autorisés à prendre un autre détenteurs plateau repas. Chaque détenus est tenu de ramasser son propre plateau repas.

1. Toute la nourriture doit être consommée aux tables prévues dans l'unité de logement.
2. Vous devez manger à l'heure prévue et remettre immédiatement votre plateau dans le chariot prévu à cet effet.
3. Aucune nourriture extérieure ne sera autorisée dans l’unité de logement autre que celle fournie par la cuisine et les installations de l’économat, sauf si elle est commandée lors de la "nuit de la nourriture" (vous devez avoir de l’argent sur votre compte pour acheter).
4. LES REPAS NE DOIVENT PAS ÊTRE PRIS DANS LA ZONE DU LIT.
5. NE PAS mettre de plateaux-repas ou de feuilles dans les micro-ondes.
7. Vous disposerez d’un total de vingt (20) minutes pour manger chaque repas.
8. Aucune nourriture provenant des repas ne sera stockée dans les casiers ou les boîtes de casiers.

ACCÈS AUX TÉLÉPHONES

❖ Les unités de logement ont été équipées de téléphones. Ces téléphones ont été mis à votre disposition pour que vous puissiez communiquer avec vos amis et/ou votre famille.
❖ À votre arrivée, l’agent de traitement vous remettra un numéro PIN ; qui vous permettra de passer un appel téléphonique unique et gratuit de trois minutes. Ce numéro de code vous est propre et sera actif pendant toute la durée de votre séjour dans l’établissement. Vous êtes tenus de configurer un mot de passe vocal avant de passer leur premier appel téléphonique.
Ce système est conçu pour garantir qu’aucun autre détenu ne puisse accéder à votre compte prépayé. Les comptes prépayés sont sous votre responsabilité ; vous devez protéger vos données biométriques vocales afin de recevoir vos fonds. Les appels téléphoniques peuvent être effectués en PCV ou vous pouvez choisir de participer au système d’appel prépayé. Ce système vous permet d’acheter des minutes de téléphone par le biais de l’économat.
❖ Pour augmenter le volume des téléphones, appuyez sur le bouton étoile (*), ou le volume, pendant que vous parlez.
❖ Les appels entrants ne seront pas reçus sur ces téléphones, et la fonction d’appel à trois (3) voies n’est pas disponible.
❖ Afin de respecter la vie privée des autres, nous vous demandons d’attendre tranquillement votre tour, car les téléphones seront utilisés sur la base du premier arrivé premier servi. Si vous avez besoin d’aide, demandez à l’agent affecté à votre secteur.
❖ Tous les appels téléphoniques sont susceptibles d’être surveillés et/ou enregistrés. Pour obtenir un appel non surveillé à un tribunal, à un représentant légal ou dans le but d’obtenir une représentation légale, soumettez un formulaire de demande de détenu à votre conseiller en détention. Les procédures pour faire un appel anonyme sont affichées dans l’unité de logement.
❖ Les numéros de téléphone pour s’informer de l’état de votre dossier ainsi que les numéros d’une majorité de consulats ont été mis gratuitement à votre disposition (Bénévolement). (Consultez le tableau d’affichage de votre unité de logement pour obtenir une liste de numéros). Pour passer des appels gratuits/bénévolement :

1) Appuyez sur 1 pour l’anglais ;
2) Entrez le code PIN suivi du signe # ;
3) Appuyez sur le 6 pour les appels bénévolement
4) Entrez le numéro de composition abrégée correspondant à l’entité que vous souhaitez appeler
❖ Dans le cas où vous ne pouvez pas contacter votre avocat ou votre consulat en utilisant les téléphones de l’unité de logement, vous pouvez soumettre un formulaire de demande à l’un des membres de l’équipe de gestion de votre unité pour obtenir un autre accès téléphonique.
❖ Des machines téléphoniques TDD sont disponibles pour les malentendants.
Lorsque la demande téléphonique est élevée, on attend de vous que vous limitiez vos appels téléphoniques à vingt (20) minutes afin de permettre aux autres de bénéficier des mêmes privilèges téléphoniques. Vous êtes autorisé à continuer votre appel au-delà de 20 minutes si la demande le permet.

Les téléphones sont à votre disposition à partir de l'heure du réveil jusqu'à l'heure du coucher ; les téléphones seront éteints pendant les heures de comptage.

Lorsque le personnel de l'établissement reçoit un appel téléphonique d'urgence pour un détenu, il doit obtenir le nom et le numéro de téléphone de l'appelant et les communiquer rapidement à vous.

Vous serez autorisé à répondre rapidement à un appel d'urgence dans les limites de la sécurité et de la sûreté de l'établissement.

Les appels téléphoniques dans lesquels on tente de faire envoyer ou introduire des drogues/contrebande dans l'établissement par des contacts extérieurs peuvent entraîner le blocage du numéro de la personne extérieure.

**INSTRUCTIONS POUR LES TABLETTES DE TALTON :**

1. Laissez les tablettes sur la station de charge lorsqu'elles ne sont pas utilisées ;
2. Utilisez le bouton en haut à droite sur le côté de l'étui pour allumer la tablette ;
3. Sélectionnez l'anglais, l'espagnol ou le français dans la liste déroulante en haut à droite de l'écran ;
4. Utilisez le code PIN de votre téléphone et mettez votre visage dans la case de l'écran pour vous connecter ;
5. Il vous sera demandé de configurer un second PIN numéro (vous devez choisir un numéro différent du PIN de votre téléphone).

**NOTE :** La tablette vous déconnectera après cinq minutes d'inactivité. Vous continuerez à être facturé tant que vous serez connecté à la tablette.

**LES SERVICES RELIGIEUX**

Tous les détenus auront accès aux ressources, services, instructions et conseils religieux sur une base volontaire. Tous les détenus se verront accorder la liberté et les possibilités nécessaires à la poursuite de toute croyance ou pratique religieuse légitime dans les limites des conditions de sécurité et de sûreté.

Les services religieux sont assurés par le bureau de l'aumônerie et par des bénévoles de la communauté. Ces services peuvent inclure des conseils individuels, des prières de groupe, des études bibliques et divers services d'organisation religieuse, d'église ou de culte. Les horaires peuvent commencer de 8h30 à 20h30. Un calendrier des jours et des heures de chaque service régulier est affiché sur le tableau d'affichage de votre unité de logement. Ces services sont ouverts à tous ceux qui souhaitent y assister, compte tenu des contraintes d'espace et des problèmes de sécurité.

Des programmes éducatifs religieux et des activités spéciales sont également disponibles selon le calendrier des activités affiché sur le tableau d'affichage de votre unité de logement.

Des documents religieux de différentes confessions sont disponibles sur demande.

**COMMISSARIAT**

L'économat sera ouvert pour votre usage du lundi au vendredi selon les horaires affichés dans votre unité de logement, sauf les jours d'inventaire de l'économat.

Les commandes d'économat doivent être remplies et placées dans la boîte aux lettres située dans chaque unité de logement. Le formulaire de commande doit être correctement rempli à l'encre, avec votre nom, logement unité numéro et numéro d'Alien,
afin de recevoir l'économat ce jour-là. (ÉCRIRE LISIBLEMENT). Tous les formulaires de commande doivent être reçus avant 7h30 le jour de l'économat.

- Il n’y aura pas de remboursement pour les mauvais articles achetés. Il est de votre responsabilité de remplir correctement le formulaire de commande. Avant d’ouvrir votre sac commissariat, vous devez vérifier tous les articles. Si vous pensez qu’il y a un problème avec la commande, un membre du personnel de l’économat vérifiera avec vous les articles contenus dans le sac avant de l’ouvrir. Une fois que vous avez ouvert le sac, la commande est terminée. Il n’y aura pas d’échange, de remboursement ou de remplacement des articles manquants.
- Les articles de l’économat peuvent faire l’objet de limitations et/ou de modifications sans notification.

**TRAVAIL VOLONTAIRE PROGRAMME**

Les détenus peuvent avoir des occasions de travailler pour gagner de l’argent pendant leur détention, sous réserve du nombre d’occasions disponibles et dans les limites de la sûreté, de la sécurité et du bon ordre de l’Installation. Les détenus doivent pouvoir se porter volontaires pour des missions de travail, mais ne doivent pas être tenus de travailler, sauf pour effectuer des tâches ménagères personnelles. Les détenus doivent pouvoir se porter volontaires pour des missions de travail, mais ne doivent pas être tenus de travailler, sauf pour effectuer des tâches ménagères personnelles.

- Tout sera mis en œuvre pour vous donner l’occasion de participer au programme de travail volontaire.
- Les détenus recevront une compensation pour le travail effectué.
- Vous ne serez pas autorisé à travailler plus de huit (8) heures par jour ou quarante (40) heures par semaine.
- Vous devrez signer une déclaration de programme de travail volontaire et recevoir la formation nécessaire.
- Les détenus qui participent au programme de travail bénévole sont tenus de travailler selon un horaire établi et toute absence non excusée ou tout rendement insatisfaisant peut entraîner le retrait du programme de travail bénévole. Aucun détenu ne pourra superviser ou contrôler un autre détenu.
- Votre admissibilité au travail sera déterminée par le personnel de l’ICE et du TCDF. Si vous désirez être placé dans un programme de travail, envoyez un formulaire de demande de détenu au superviseur de quart ou département responsable qui transmettra votre nom pour considération. N’oubliez pas qu’il n’y a pas assez d’affectations pour chaque personne ; par conséquent, nous vous demandons de faire preuve de patience et de coopération.
- Si tu se voit confier une mission qui sort du cadre de ses fonctions, signale l’information à un membre du personnel ou à un superviseur du personnel.

**BIBLIOTHÈQUE / BIBLIOTHÈQUE DE DROIT**

- La bibliothèque de cet établissement contient des documents standard que l’on trouve dans une bibliothèque scolaire ou communautaire. Les besoins, l’intérêt et les capacités de la majorité des détenus sont soigneusement pris en compte, et la collection de la bibliothèque a été développée en conséquence. Les livres de la bibliothèque sont disponibles en remplissant une demande et en choisissant dans une liste fournie de livres disponibles. Une fois la demande soumise, le personnel de la bibliothèque vous livrera le ou les livres demandés au plus tard le jour suivant, du lundi au vendredi, à l’exclusion des week-ends et des jours fériés. Les demandes soumises le week-end seront traitées le jour ouvrable suivant.
- Un (1) livre de lecture générale peut être emprunté pour un total de sept (7) jours. L’article doit être retourné avant de pouvoir emprunter du matériel supplémentaire. Il est important que vous preniez soin des livres et que vous les rendiez à temps pour que d’autres détenus aient la possibilité de les lire et de les apprécier. Tous les livres doivent être rendus avant votre sortie de l’établissement, et dans le même état qu’ils ont été reçus.
Un temps de lecture personnelle sera accordé du lundi au dimanche dans la salle des programmes. Un temps de lecture sera proposé pendant une heure chaque jour afin que tous les détenus aient la possibilité de lire tranquillement. Vous ne pouvez pas demander une prolongation en raison d'autres programmes offerts. Les jours et heures de l'heure de lecture seront affichés dans la zone de logement qui vous est assignée.

Les documents de référence, les documents juridiques et les magazines ne doivent pas être sortis de la bibliothèque.

La bibliothèque de droit est à la disposition de tous les détenus pour l'utiliser pendant le temps prévu de leur unité de logement. Un calendrier est affiché dans chacune des unités de logement. Si un délai supplémentaire est nécessaire, une demande écrite peut être soumise au personnel de la bibliothèque. La demande sera traitée dans les meilleurs délais, généralement le jour ouvrable suivant. La bibliothèque de droit contient des documents de référence juridique que l'ICE a jugé essentiels pour vous fournir des informations relatives à la législation et aux procédures en matière d'immigration. Ces informations sont accessibles sur les ordinateurs de la bibliothèque dans le programme Lexis/Nexis. Les instructions pour accéder au programme Lexis/Nexis sont affichées au-dessus des ordinateurs de la bibliothèque de droit.

Si vous avez besoin de documents de référence supplémentaires qui ne sont pas conservés à la bibliothèque de droit, vous pouvez soumettre une demande à la bibliothèque, en indiquant le nom et le type de document dont vous avez besoin. Votre demande sera transmise à l'ICE pour approbation.

Si vous trouvez du matériel de bibliothèque manquant ou endommagé, informez le coordinateur de la bibliothèque en soumettant une demande au service des loisirs.

La bibliothèque de droit est ouverte de 7h30 à 14h45, selon l'horaire affiché sur le tableau d'affichage dans les unités d'habitation. Du temps supplémentaire de bibliothèque de droit (au-delà des cinq heures par semaine) est disponible en soumettant une demande au bibliothécaire et/ou à l'aide-bibliothécaire. Les détenus ayant des échéances judiciaires seront prioritaires.

Tous les détenus signeront leur entrée et leur sortie de la bibliothèque.

Des ordinateurs sont disponibles à la bibliothèque de droit pour la préparation de documents juridiques SEULEMENT. Les contrevenants seront soumis à des mesures disciplinaires. Des imprimantes seront mises à votre disposition pendant votre session de bibliothèque juridique pour imprimer des documents juridiques pour la préparation de votre affaire. Des lecteurs de pouces sont disponibles pour stocker vos documents juridiques.

Les détenus handicapés, les détenus LEP et les détenus analphabètes qui souhaitent poursuivre une action en justice liée à leur procédure d'immigration ou à leur détention, et qui ont besoin d'aide pour poursuivre leur action en justice doivent demander cette assistance au personnel de leur unité.

Les détenus logés dans l'unité de logement restrictive (RHU) ont accès à la bibliothèque de droit, comprenant les mêmes ressources juridiques et matériels que les détenus en population générale.

VISITATION

TCDF vous offre la possibilité d'avoir une (1) visite par semaine (du dimanche au mardi et du jeudi au samedi, et pendant les vacances) pour une visite de contact d'une durée maximale de deux heures avec votre famille et vos amis. Les horaires varient selon le programme. Si le nombre de visiteurs est supérieur au nombre de places disponibles dans le parloir, il peut être nécessaire de limiter les visites à des périodes plus courtes. Les heures de visite peuvent également être raccourcies en raison de risques de sécurité, du nombre de visiteurs ou d'autres événements imprévus.

Pour obtenir l'approbation de visites les jours qui ne sont pas prévus pour votre unité de logement ou pour des visites prolongées en raison d'un voyage longue distance ou d'autres circonstances atténuantes, soumettez un formulaire de visite spéciale au chef de la gestion des unités.
Si le ou les visiteurs amènent des enfants (dix-huit ans ou moins), ils sont censés rester sous la surveillance directe du ou des visiteurs adultes, afin qu’ils ne dérangent pas les autres visiteurs. Seuls deux (2) adultes et deux (2) enfants mineurs (âgés de dix-huit ans et moins) seront autorisés à visiter à la fois, car les places sont limitées.

Vous devez décourager les visiteurs d’apporter de grandes quantités d’objets portés à la main. Il peut être demandé au(x) visiteur(s) de laisser certains objets dans un casier ou dans leur véhicule. Tous les visiteurs et objets sont soumis à une fouille.

Vous devrez informer les visiteurs de ces heures et procédures et les aviser qu’ils doivent apporter une photo d’identité émise par le gouvernement (pour les personnes âgées de dix-huit (18) ans et plus) pour être autorisés à visiter.

Les visiteurs doivent porter des vêtements appropriés et socialement acceptables. Les vêtements suivants sont PROHIBÉS : Shorts, supérieur au genou mini-jupe, robes courtes, débardeurs, chemises sans manches, vêtements transparents, chaussures à bout ouvert ou talons de plus de 2 pouces.

Les horaires des visites, ainsi que les règles relatives aux visites, sont affichés dans votre unité de logement.

Les visiteurs ne sont pas autorisés à vous donner des objets, de l’argent ou des documents.

Les visiteurs et/ou les avocats peuvent obtenir des instructions en appelant le numéro suivant 505-384-2711.

VISITES D’AVOCATS

Les heures de visite des avocats généraux sont du lundi au vendredi, de 8h à 16h, et sont disponibles le samedi, dimanche et les jours fériés pour un minimum de quatre heures, si nécessaire.

S’il est nécessaire, vous aurez la possibilité de rencontrer votre représentant légal pendant les heures de repas et on vous fournira un plateau repas ou un sac repas.

Vous êtes autorisé à recevoir des documents juridiques uniquement de la part de votre avocat, après approbation du personnel de supervision approprié.

Si vous avez pris rendez-vous avec un avocat, un représentant légal ou un parajuriste d’une organisation, d’un cabinet d’avocats ou d’une autre association ou société, il vous incombe d’annuler le rendez-vous si vous n’avez pas l’intention de le tenir. Les annulations de rendez-vous ne seront pas effectuées en votre nom par ou par l’intermédiaire d’un agent ou d’une autre personne.

Une liste des bénévolement (gratuite) organisations juridiques est affichée dans toutes les zones de logement des détenus et dans d’autres endroits appropriés. Si vous souhaitez rencontrer un représentant ou un parajuriste de cette organisation, il vous incombe de le contacter pour prendre rendez-vous.

Vous pouvez les contacter par courrier ou par téléphone pour solliciter leur aide.

Si vous avez des questions concernant l’état de votre dossier, appelez le numéro 222 depuis les téléphones de l’unité de logement ou soumettez un formulaire Requête de détenu à l’ICE et placez-le dans la boîte aux lettres de l’ICE.

PRÉSENTATIONS COLLECTIVES DES DROITS JURIDIQUES

Les programmes "Know Your Rights" (KYR) et "Legal Orientation Programs" (LOP) sont dispensés par des représentants juridiques bénévoles. Vous aurez l’occasion d’assister à l’une de ces présentations une fois que vous aurez été affecté à un logement. La participation est volontaire et n’est limitée que par l’espace disponible et les problèmes de sécurité de l’établissement.

Les présentations doivent avoir lieu dans la salle de visite de l’établissement.

Les détenus de l’RHU doivent être informés des présentations prévues.

La notification des présentations prévues sera affichée dans votre unité au moins 48 heures avant l’événement. Vous devez indiquer votre intérêt à participer en vous inscrivant sur les feuilles d’inscription affichées dans votre unité.
Ces présentations couvrent des informations générales et ne sont pas destinées à fournir des conseils juridiques spécifiques.

DEMANDES DE MARIAGE

La demande de mariage doit être envoyée au directeur de l'école. En cas de refus, la demande sera examinée par des fonctionnaires de l'ICE qui pourront confirmer ou infirmer le refus du directeur. Vous devez être en mesure de fournir les documents suivants :
1. Vous êtes légalement autorisé à vous marier dans cet État ; et
2. Votre futur conjoint a affirmé, par écrit, son intention de vous épouser. (Celle-ci doit accompagner votre demande)

CORRESPONDANCE ET AUTRES COURRIERS

Le courrier sera ramassé et distribué dans les 24 heures suivant sa réception le lundi jusqu'au vendredi (sauf jours fériés).
Vous pouvez envoyer ou recevoir du courrier de personnes que vous connaissez personnellement. Vous pouvez placer vos lettres sortantes non cachetées dans la boîte de votre unité de logement marquée "MAIL".
Tout le courrier entrant et sortant doit être correctement adressé et inclure votre nom, votre numéro d'immigration, votre unité de logement et numéro de lit. Si toutes les informations ne sont pas incluses, le courrier sera retourné. Voir l'exemple ci-dessous :

| John Doe #0000000000 |
| CoreCivic/TCDF |
| P.O. Box 837 |
| Estancia, New Mexico 87016 |

| Mr./Mrs. John Doe |
| 1234 Main St. |
| Albuquerque, NM 87121 |

Au minimum, les informations suivantes doivent figurer sur toute correspondance entrante :
Le dessin sur le recto de vos enveloppes d'expédition est interdit en raison de la réglementation postale.

CORRESPONDANCE SPÉCIALE/COURRIER JURIDIQUE

"La correspondance spéciale" est définie comme une communication écrite à destination ou en provenance de le président et le vice-président des États-Unis ; le ministère de la Justice des États-Unis ; Service public de santé des États-Unis ; Secrétaires de l'armée, de la marine ou de l'armée de l'air ; ÉTATS-UNIS Tribunaux (y compris les bureaux de probation) ; Membres du Congrès ; ambassades et consulats ; Gouverneurs d'État ; Procureur général d'État, procureurs ; directeur des départements correctionnels d'État ; bureaux de libération conditionnelle ; législature de l'État ; tribunaux de l'État ; agents de probation de l'État ; autres bureaux d'application de la loi fédéraux et de l'État ; avocats personnels ; représentants des médias ; Département de la sécurité intérieure (DHS) ; U.S. Immigration and Customs Enforcement (ICE) ; ICE Health Service Corps (IHSC) ; DHS Civil Rights and Civil Liberties (CRCL) ; DHS Office of the Inspector General (OIG) ; prestataires de soins de santé extérieurs ; et administrateurs de systèmes de giefs.

Si vous recevez du courrier spécial, il sera ouvert en votre présence (sauf autorisation contraire du directeur) et inspecté pour détecter toute contrebande physique. Le personnel ne lira ni ne copiera la correspondance spéciale. Si vous n'acceptez pas la lettre ou si vous ne permettez pas que la lettre soit inspectée en votre présence, elle sera renvoyée à l'expéditeur. La correspondance ne sera traitée comme correspondance spéciale ou courrier légal que si le titre et bureau de l'expéditeur ou du destinataire sont clairement identifiés sur l'enveloppe, et l'enveloppe est marquée comme "correspondance spéciale" ou "courrier légal", tel que défini ci-dessus. Il vous incombe d'informer l'expéditeur des exigences d'étiquetage de la "correspondance spéciale" ou du "courrier légal".

Le "courrier légal" et la "correspondance spéciale" sortants ne seront pas ouverts, inspectés ou lus.

Vous ne serez pas autorisé à recevoir ou à envoyer des colis sans avoir pris des dispositions préalables et sans avoir obtenu l'autorisation préalable du chef de la sécurité. Les frais d'affranchissement pour l'envoi de colis et de courrier surdimensionné ou en surpoids seront à votre charge. Voir le conseiller de détention pour un formulaire d'approbation pour les colis entrants.

Le courrier entrant et sortant, à l'exception de la correspondance spéciale ou du courrier juridique, est ouvert en votre présence et inspecté pour détecter toute contrebande.
Conformément à la section 2.5 Fonds et biens personnels de la PBNDS 2011, cet établissement dispose d'un système de fonds automatisé et n'accepte pas de fonds par la poste. Les fonds reçus par la poste seront retournés à l'expéditeur.

Toutes les enveloppes contenant de la correspondance générale sortante doivent être envoyées à la salle du courrier sans être scellées et prêtes à être inspectées.

La correspondance générale ne doit être lue ou rejetée que pour protéger le fonctionnement sûr, sécuritaire et ordonné de l'établissement, et les détenu doivent être informés par écrit lorsque la correspondance est retenue en partie ou en totalité.

Tous les colis entrants et sortants seront ouverts en votre présence (sauf autorisation contraire du directeur lorsque certaines circonstances existent) et inspectés pour détecter toute contrebande. La contrebande comprend, sans s'y limiter, les éléments suivants : les documents qui dépeignent, décrivent ou encouragent des activités pouvant conduire à la violence physique, comme les documents traitant des sujets de l'autodéfense ou de la survie, les armes, les armements, les explosifs ou les dispositifs incendiaires ; les informations concernant les complot d'évasion, les plans pour commettre des activités illégales ou pour violer les règles de l'ICE ou les directives des installations ; des informations concernant la production de drogues ou d'alcool ; du matériel sexuellement explicite ; des menaces, de l'extorsion, des obscénités ou des blasphèmes gratuits ; un code ; des timbres, des enveloppes et du papier vierge ; des cartes téléphoniques ; des photos de plus de 5 x 7 ; des livres et des magazines (s'ils sont approuvés, ils doivent être reçus directement de l'éditeur) ; ou tout autre objet de contrebande tel que décrit dans ce manuel. Un colis reçu sans autorisation préalable est considéré comme de la contrebande.

Documents d'identité tels que passeports, certificats de naissance, etc. sera sécurisé et fourni à ICE. Vous n'êtes pas autorisé à garder un document d'identité en votre possession. Sur votre demande à ICE/ERO, vous recevrez une copie certifiée conforme du document.

Les documents d'identité tels que les passeports, les certificats de naissance, etc. seront sécurisés et fournis à ICE. Vous n'êtes pas autorisé à conserver une pièce d'identité en votre possession. Les documents peuvent être utilisés par l'ICE/ERO comme preuve contre le détenu ou à d'autres fins autorisées par la loi. Sur votre demande à ICE/ERO, vous recevrez une copie certifiée conforme du document.

Lorsque la correspondance ou les colis sont rejetés, vous et l'expéditeur recevrez un avis écrit expliquant les raisons du rejet.

Lorsque vous êtes libéré de l'établissement, votre courrier entrant sera envoyé à l'adresse de réexpédition que vous avez fournie aux agents lors de votre admission/libération. Si vous ne fournissez pas d'adresse de réexpédition, votre courrier portera la mention "Pas d'adresse de réexpédition, retour à l'expéditeur." Tout ce courrier sera retourné aux États-Unis. Service Postal.

Pour obtenir du papier, des instruments d'écriture et des enveloppes pour votre usage personnel, soumettez un formulaire de demande de détenu/détenu à l'équipe de l'unité.

Des timbres-poste peuvent être achetés à l'économat pour le courrier sortant. Les détenu indigents seront autorisés à affranchir une quantité illimitée de correspondance spéciale ou de courrier juridique, dans la limite du raisonnable, trois pièces de correspondance générale et/ou les colis jugés nécessaires par l'ICE. Pour être considéré comme indigent, vous devez avoir maintenu un solde de 15,00 $ ou moins sur votre compte CoreCivic/TCDF au cours des 10 derniers jours.

**CONTACTER L'ICE PERSONNEL**

Les heures et jours prévus où le personnel de l'ICE sera à votre disposition dans votre unité sont les mardis et jeudis entre 09h00 et 15h00. Toute modification de cet horaire sera affichée dans votre unité de logement. L'adresse du bureau local de l'ICE est U.S. Immigration and Customs Enforcement, 5441 Watson Drive, Albuquerque, NM 87106. Phone: (505) 452-4771. Vous pouvez appeler le bureau local de l'ICE du lundi au vendredi, de 0800 à 1600 heures.

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L'officier responsable de l'ICE (OIC), l'officier responsable adjoint (AOIC) et les chefs de service désignés effectueront des visites hebdomadaires inopinées (non programmées) dans votre zone d'habitation. L'objectif de ces visites est de répondre à vos préoccupations personnelles et d'observer vos conditions de vie et de travail. Vous avez la possibilité de soumettre des questions écrites, des demandes ou des préoccupations au personnel de l'ICE en utilisant le formulaire de correspondance spéciale ICE. Le ICE formulaire de correspondance spéciale F doit être placé dans la boîte aux lettres étiquetée "ICE" dans votre zone de logement. Vous pouvez obtenir l'aide d'un autre détenu, d'un agent de logement de détention ou d'un autre membre du personnel de l'établissement pour préparer votre formulaire de demande. Le personnel de l'ICE qui reçoit votre formulaire de demande y répondra dès que possible, mais au plus tard dans les 72 heures suivant la réception de votre demande. Cette procédure ne doit pas être utilisée pour soumettre des griefs formels. (Voir la section "Grievs").

Le personnel de l'ICE aura les clés des boîtes aux lettres de l'ICE, situées dans l'unité de logement. Le personnel de l'ICE viendra chercher les demandes. Le personnel de l'établissement n'a pas accès à ces boîtes.

Pour obtenir des informations supplémentaires sur les contacts, veuillez-vous reporter à la dernière page du manuel de ce manuel.

Adresse du centre de détention du comté de Torrance :

CoreCivic/TCDF
P.O. Box 837
Estancia, New Mexico 87016

Pour écrire au bureau local de l'ICE, veuillez utiliser l'adresse suivante :

U.S. Immigration and Customs Enforcement, ERO
5441 Watson Drive
Albuquerque, NM 87106

Pour écrire à l'ICE El Paso Field Office, veuillez utiliser l'adresse suivante :

U.S. Immigration and Customs Enforcement,
El Paso Field Office
11541 Montana Ave., Suite E
El Paso, TX 79936

Veuillez marquer votre enveloppe comme indiqué ci-dessus.

NOTAIRE, COPIES ET LIBÉRATION DU FONDS

NOTAIRE - L'assistance d'un notaire peut être obtenue en envoyant une demande à l'équipe de l'unité. Vous serez contacté dès que possible pour accomplir la tâche.

COPIES - Les demandes de copies de matériel légal doivent être envoyées à l'équipe de l'unité.

LIBERATION DES FONDS - Le formulaire de demande de libération des fonds (2-5A) doit être soumis à l'équipe de gestion de l'unité pour approbation. Vous pouvez être autorisé à accéder à des fonds personnels pour payer des services juridiques. Contactez le personnel de gestion de votre unité si vous avez des questions. Vous ne serez pas autorisé à envoyer ou à transférer de l'argent de votre compte à celui d'autres détenus au sein de CoreCivic/TCDF.
DISCIPLINE DES DÉTENUS

Dans un établissement où de nombreuses personnes vivent ensemble dans un espace relativement restreint, il est extrêmement important de maintenir l’ordre et la discipline. La discipline et l’ordre ne sont pas seulement dans l’intérêt du personnel, mais aussi pour votre sécurité et votre bien-être et ceux de tous les autres détenus. Bien que de nombreux problèmes puissent être résolus de manière informelle par le biais de conseils, des mesures disciplinaires doivent parfois être imposées.

Règles de conduite/procédures disciplinaires

On attend de vous que vous respectiez les règles établies et les horaires de l’établissement pendant votre séjour à la TCDF. Ces règles sont affichées dans chaque unité d’habitation et doivent être examinées attentivement dès l’attribution du logement unité.

Une liste des infractions et des sanctions est incluse dans les règles de conduite (voir ci-dessous). Il y aura un programme de discipline formelle et informelle. La procédure informelle concerne les infractions mineures. La procédure formelle permet de traiter les infractions plus graves. Si vous êtes impliqué dans un incident qui entraîne des accusations formelles à votre encontre, une enquête sera normalement ouverte dans les 24 heures suivant la prise de connaissance de l’incident par le personnel. À l’issue de l’enquête (normalement dans un délai de 24 heures, mais pouvant aller jusqu’à 72 heures), vous recevrez une notification écrite des accusations portées contre vous et serez informé de vos droits en matière de procédure régulière.

Si vous êtes accusé d’avoir enfreint un acte interdit dans une catégorie hautement modérée (300) ou faiblement modérée (400), une audience sera normalement menée et résolue par le comité disciplinaire d’unité (UDC). Au cours de cette procédure, vous avez le droit de garder le silence, vous pouvez appeler des témoins, à condition que cela ne mette pas en danger la sécurité de l’établissement, et présenter des preuves documentaires.

L’UDC peut soumettre l’incident au Panel disciplinaire institutionnel (IDP) ou au Conseiller auditeur disciplinaire (DHO), à leur discrétion. Toutes les infractions de la plus grande (100) et de la plus haute (200) catégorie doivent être transmises à l’IDP ou au DHO.

L’agent enquêteur ou l’audience de l’UDC tiendra normalement l’audience IDP/DHO dans les 48 heures suivant le renvoi, à moins que vous n’y renonciez par vous, ou que vous demandiez plus de temps pour vous préparer. Vous bénéficieriez de services de traduction ou d’interprétation tout au long de la procédure d’enquête, de la procédure disciplinaire et de la procédure d’appel, si nécessaire.

Échelle de sévérité disciplinaire et actes interdits

Annexe 3.1.A : Catégories d’infractions

I. Catégorie d’infraction la plus importante

A. Actes interdits

100 Le meurtre
101 Agression de toute personne (y compris les agressions sexuelles)
102 Évasion d’une escorte ; évacuation d’une installation sécurisée
103 Allumer un incendie (cet acte n’est inculpé dans cette catégorie que s’il s’agit d’une menace pour la vie ou d’une menace de lésions corporelles graves ou de la poursuite d’un acte interdit de la plus
grande gravité (par exemple, une émeute ou une évasion) ; sinon l'inculpation est classée sous le code 222, 223 ou 322)

104 Possession ou introduction d'un pistolet, d'une arme à feu, d'une arme, d'un instrument tranchant, d'un couteau, d'un produit chimique dangereux, d'un explosif, d'un outil d'évasion, d'un dispositif ou de munitions

105 Émeutes

106 Incitation à l'émeute

107 Prise d'otages

108 Agresser un membre du personnel ou un agent des forces de l'ordre

109 Menacer un membre du personnel ou un agent des forces de l'ordre de lésions corporelles

B. Sanctions

1. Engager une procédure pénale
2. Transfert disciplinaire (recommandation)
3. Mise à l'écart disciplinaire (jusqu'à 60 jours)
4. Effectuer une restitution monétaire, si les fonds sont disponibles
5. Perte de privilèges (par exemple, écomat, distributeurs automatiques, films, loisirs, etc.)

II. Catégorie de délit grave

A. Actes interdits

200 Évasion d'une activité sans escorte d'une installation ouverte ou sécurisée, se déroulant sans violence

201 Les combats, la boxe, la lutte, le sparring et toute autre forme de rencontre physique, y compris le chahut qui cause ou pourrait causer des blessures à une autre personne, sauf s'ils font partie d'une activité récréative ou athlétique approuvée

202 Possession ou introduction d'un outil non autorisé

203 Perte, égarement ou dommage de tout outil à usage restreint

204 Menacer une autre personne de lésions corporelles

205 L'extorsion, le chantage, la protection et le fait d'exiger ou de recevoir de l'argent ou toute autre chose de valeur en échange d'une protection contre autrui, d'éviter des dommages corporels ou d'éviter une menace d'être informé contre

206 Se livrer à des actes sexuels

207 Faire des propositions ou des menaces de nature sexuelle

208 Porter un déguisement ou un masque

209 Alterer ou bloquer tout dispositif de verrouillage
210 Falsification d'aliments ou de boissons

211 La possession, l'introduction ou l'utilisation de stupéfiants, d'attirail de stupéfiants ou de médicaments non prescrits à la personne par le personnel médical

212 Posséder un vêtement d'un agent ou d'un membre du personnel

213 Participer à une manifestation collective ou y inciter

214 Encourager les autres à participer à un arrêt de travail ou à refuser de travailler

215 Refuser de fournir un échantillon d'urine ou de coopérer d'une autre manière à un test de dépistage de drogue

216 Introduire de l'alcool dans l'établissement

217 Donner ou offrir à un fonctionnaire ou à un membre du personnel un pot-de-vin ou toute autre chose de valeur

218 Donner de l'argent à une personne ou recevoir de l'argent d'une personne à des fins illégales ou interdites (par exemple, introduction/transmission de produits de contrebande)

219 Détruire, altérer ou endommager des biens (du gouvernement ou d'une autre personne) d'une valeur supérieure à 100 $

220 Etre reconnu coupable de toute combinaison de trois infractions ou plus, de gravité moyenne ou faible, dans un délai de 90 jours

222 Possession ou introduction d'un dispositif incendiaire (par exemple, allumettes, briquet, etc.)

223 Se livrer à tout acte susceptible de mettre en danger les personnes et/ou les biens

**B. Sanctions**

1. Engager une procédure pénale
2. Transfert disciplinaire (recommandation)
3. Mise à l'écart disciplinaire (jusqu'à 30 jours)
4. Effectuer une restitution monétaire, si les fonds sont disponibles
5. Perte de privilèges (par exemple, économat, distributeurs automatiques, films, loisirs, etc.)
6. Changer de logement
7. Retirer du programme et/ou de l'activité de groupe
8. Perte d'emploi
9. Mettre en fourrière et stocker les biens personnels du détenu
10. Confisquer la contrebande
11. Restriction au logement
12. Avertissement

**III. Élévé Modéré Catégorie de délit**

**A. Actes interdits**

300 Exposition indécente
301 Voler (vol)
302 Utilisation abusive de médicaments autorisés
303 Perte, déplacement ou dommage d’un outil moins restreint
304 Prêt d’un bien ou d’un autre objet de valeur dans un but lucratif/de rendement accru
305 Possession d’un ou de plusieurs articles dont la réception ou la conservation n’est pas autorisée et qui n’ont pas été délivrés par les voies normales
306 Refus de nettoyer le lieu de vie qui lui a été attribué
307 Refus d’obéir à l’ordre d’un membre du personnel ou d’un agent (peut être classé et inculpé comme une infraction plus ou moins grave, selon le type de désobéissance : la poursuite de l’émeute relève du code 105 - émeute ; la poursuite de la bagarre relève du code 201 - bagarre ; le refus de fournir un échantillon d’urine relève du code 215 - refus de fournir un échantillon d’urine ou de coopérer à un test de dépistage de drogues).
308 Insolence à l’égard d’un membre du personnel
309 Insolence à l’égard d’un membre du personnel
310 Contrefaçon, falsification ou autre reproduction non autorisée d’une procédure monétaire ou d’un autre document ou article officiel (p. ex., document de sécurité, carte d’identité, etc.) ; peut être classée comme une infraction plus ou moins grave, selon la nature et le but de la reproduction (p. ex., contrefaçon de documents de libération pour permettre une évasion - code 102 ou 200).
311 Participer à une réunion ou à un rassemblement non autorisé
312 Se trouver dans une zone non autorisée
313 Ne pas tenir le compte
314 Interférence avec le comptage
315 Fabrication, possession ou utilisation d’une ou plusieurs substances intoxicantes
316 Refuser un alcootest ou un autre test de consommation d’alcool
317 Jeux d’argent
318 Préparer ou diriger un pool de jeu
319 Possession d’accessoires de jeu
320 Contact non autorisé avec le public
321 Donner de l’argent ou un autre objet de valeur à quelqu’un, y compris un autre détenu, sans l’autorisation du personnel, ou accepter de l’argent ou un autre objet de valeur de cette personne
322 Détruire, altérer ou endommager des biens (du gouvernement ou d’une autre personne) d’une valeur égale ou inférieure à 100 $
323 Signer, préparer, faire circuler ou solliciter un soutien pour des pétitions collectives qui menacent la sécurité ou endommager des biens (du gouvernement ou d’une autre personne) d’une valeur égale ou inférieure à 100 $

324 Signer, préparer, faire circuler ou solliciter le soutien de pétitions collectives qui menacent la sécurité ou le bon fonctionnement de l’établissement

**B. Sanctions**

1. Engager une procédure pénale
2. Transfert disciplinaire (recommandation)
3. Mise à l’écart disciplinaire (jusqu’à 72 heures)
4. Effectuer une restitution monétaire, si les fonds sont disponibles
5. Perte de privilèges (par exemple économat, distributeurs automatiques, films, loisirs, etc.)
6. Changer de logement
7. Retirer du programme et/ou de l’activité de groupe
8. Perte d’emploi
9. Mettre en fourrière et stocker les biens personnels du détenu
10. Confisquer la contrebande
11. Restreint à l’unité de logement
12. Réprimande
13. Avertissement

*IV. Faible Modéré Catégorie de délit*

**A. Actes interdits**

400 Possession de biens appartenant à une autre personne
401 Possession de vêtements non autorisés
402 Fausse déclaration ; simuler une maladie
403 Fumer là où c’est interdit
404 Utiliser un langage abusif ou obscène
405 Tatouage, perçage corporel ou automutilation
406 Utilisation non autorisée du courrier ou du téléphone (avec restriction ou suspension temporaire des privilèges abusés souvent la sanction appropriée)
407 Comportement avec un visiteur en violation des règles et règlements (avec restriction ou suspension temporaire des privilèges de visite souvent la sanction appropriée)
408 Conduite d’une affaire
409 Posséder de l’argent ou de la monnaie, sauf autorisation spécifique
410 Ne pas respecter les règles de sécurité ou d’hygiène
411 Utilisation non autorisée d’équipements ou de machines

412 Utilisation d’équipements ou de machines contraires aux normes de sécurité affichées

413 Être insalubre ou désordonné ; ne pas veiller à ce que sa propre personne et son lieu de vie soient conformes aux normes affichées

**B. Sanctions**

1. Perte de privilèges, économat, distributeurs automatiques, films, loisirs, etc.
2. Changer de logement
3. Retirer du programme et/ou de l'activité de groupe
4. Perte d'emploi
5. Mettre en fourrière et stocker les biens personnels du détenu
6. Confisquer la contrebande
7. Restreint à l'unité de logement
8. Réprimande
9. Avertissement

**Panel disciplinaire institutionnel (IDP)**

- Il mène une audience formelle sur les rapports d'incidents transmis par les enquêtes ou les CDU et peut imposer des sanctions de niveau supérieur pour les actes interdits de niveau "supérieur" et "élevé".

- En tant que détenu accusé d'un ou plusieurs actes interdits, si vous êtes renvoyé au IDP pour décision, vous aurez les droits suivants :
  1. Le droit d'obtenir une copie écrite de l'accusation ou des accusations portées contre vous au moins 24 heures avant de comparaître devant le IDP.
  2. Sur demande, ou automatiquement si le détenu est analphabète, a des compétences limitées en anglais ou a besoin d'une assistance spéciale, le droit d'avoir un membre du personnel à plein temps qui est raisonnablement disponible pour vous aider avant l'IDP.
  3. Le droit d'appeler des témoins et de présenter des preuves documentaires en votre nom, à condition que la sécurité de l'établissement ne soit pas compromise.
  4. Le droit de garder le silence. Votre silence peut être utilisé pour tirer des conclusions défavorables à votre égard. Toutefois, votre seul silence ne peut être utilisé pour étayer la conclusion que vous avez commis un acte interdit.
  5. Le droit d'être présent tout au long de la décision du PDN, sauf pendant les délibérations du comité et lorsque la sécurité de l'institution serait menacée.
  6. Le droit d'être informé par écrit de la décision de l'IDP et des faits à l'appui de la décision de la commission, sauf si la sécurité de l'établissement est menacée.
  7. Le droit de faire appel de la décision de l'IDP par le biais de la procédure de grief du détenu auprès du directeur de la prison.

**Représentation du personnel pour le IDP**

- Le directeur doit, à la demande du détenu, désigner un représentant du personnel pour l'aider à préparer sa défense avant le début de l'IDP. Cette aide est automatiquement fournie aux détenus analphabètes, ayant des compétences limitées en anglais ou n'ayant pas les moyens de recueillir et de présenter les
preuves essentielles. Les détenus ont également la possibilité de recevoir l'aide d'autres détenus de leur choix, sous réserve de l'approbation du directeur.

**Comité de discipline d'unité (UDC)**

- L'UDC tiendra des audiences et, dans la mesure du possible, résoudra de manière informelle les cas impliquant des accusations modérées élevées ou faibles conformément à la liste des accusations et des sanctions connexes.

- L'UDC offrira au détenu le droit à une procédure régulière, qui comprend les droits suivants :
  1. Garder le silence à n'importe quel stade de la procédure disciplinaire ;
  2. Avoir une audience de l'UDC dans les 24 heures suivant la conclusion des enquêtes, sauf si le détenu :
     i. Renonce à la période de notification et demande une audience immédiate, où
     ii. Demande plus de temps pour rassembler des preuves ou pour préparer sa défense ;
  3. Assister à toute l'audience (à l'exception des délibérations de la commission) ou renoncer à son droit de comparaître.
  4. Présenter des déclarations et des preuves, y compris des témoignages en son nom propre ; et
  5. Faire appel de la décision du comité par le biais de la procédure de règlement des griefs des détenus

- Le détenu recevra des copies de :
  - La décision de l'UDC qui contiendra le motif de la décision et les sanctions imposées ;
  - Notification écrite des accusations et de l'audience devant l'IDP ; et
  - Une copie du rapport à l'issue de l'audience disciplinaire.

**INFORMANTS CONFIDENTIELS** - l'UDC ou l'IDP divulgue autant d'informations confidentielles qu'il est possible de le faire sans mettre en danger la sécurité du personnel de l'établissement et des autres personnes, et inclut dans le dossier d'audience la base factuelle permettant de juger l'information fiable.

**SANCTIONS** - Vont de la privation de privilège(s) à l'isolement.

- Bien qu'un détenu puisse être accusé de plusieurs actes interdits et recevoir plusieurs sanctions pour un seul incident, les sanctions découlant d'un seul incident sont simultanées.

**APPEL** - Les détenus peuvent faire appel des décisions disciplinaires par la procédure formelle de grief.

**EXPURGATION** - Si un détenu est déclaré non coupable d'une infraction, majeure ou mineure, soit à l'issue de l'audience, soit à l'issue de l'appel, toute référence à cette infraction sera supprimée de son dossier.

**MISCRATIE CRIMINELLE** - l'TCD, en coordination avec l'ICE directeur du bureau local, collabore avec les procureurs et autres responsables de l'application de la loi pour veiller à ce que les détenus qui se livrent à des activités criminelles graves, y compris la violence contre le personnel et les autres détenus, fassent l'objet de poursuites pénales le cas échéant.

**PROCÉDURES DE GRIEFS**

- Le TCDF fournit un moyen pour tous les détenus de formuler des plaintes concernant les conditions de l'établissement, le traitement, les soins médicaux et les politiques et procédures. La plupart des problèmes peuvent et doivent être résolus directement et rapidement entre le détenu et le personnel.

- **GRIEFS MEDICAUX** : Les griefs médicaux doivent être placés dans la case marquée "médical" ou "malade appel". Tous les détenus ont accès à un processus de résolution informel pour régler leurs plaintes. À tout moment le
processus de résolution informelle n'a pas permis de résoudre la plainte avec succès ou en cas de grief d'urgence, les détenus peuvent utiliser le processus de grief formel. Toutes les plaintes seront évaluées de manière équitable et impartiale. La résolution dans le meilleur intérêt du détenu et de l'établissement est l'objectif principal.

- Vous pouvez invoquer la procédure de grief indépendamment des décisions disciplinaires, de classification ou autres décisions administratives dont vous pouvez faire l'objet.
- Vous ne pouvez pas soumettre un grief au nom d'un autre détenu ; cependant, l'aide d'un membre du personnel ou d'un autre détenu peut être fournie si nécessaire pour communiquer le problème sur le formulaire de grief. Les griefs sont considérés comme une correspondance spéciale.
- Vous ne ferez pas l'objet de représailles, de harcèlement ou de mesures disciplinaires pour avoir utilisé ou participé au processus de résolution informelle ou à la procédure de règlement des griefs. Toute allégation de cette nature fera l'objet d'une enquête approfondie par le directeur de l'établissement.
- Si le directeur de l'établissement détermine que vous abusez délibérément du système de règlement des griefs en déposant un nombre excessif de griefs et/ou en refusant de suivre les procédures, il peut suspendre votre droit de déposer d'autres griefs jusqu'à ce que tous les griefs en suspens aient été résolus. Un abus continu peut entraîner une action défavorable à votre encontre.
- À l'exception des griefs d'urgence, vous devez utiliser le processus de résolution informelle pour les questions, les différends ou les plaintes avant de soumettre un grief formel. Vous pouvez présenter oralement votre plainte à tout membre du personnel à tout moment de l'événement ou soumettre le CoreCivic formulaire, 14-5A Formulaire de résolution informelle, à l'agent de logement ou au personnel de l'unité.
- Bien que vous soyez libre de contourner ou de mettre fin à la procédure de grief informelle et de passer directement à l'étape du grief formel, nous vous encourageons à utiliser la procédure informelle et à permettre la résolution de la plainte au niveau le plus bas. Les plaintes doivent être, dans la mesure du possible, résolues par un contact direct avec le personnel responsable du problème particulier et via une communication bidirectionnelle encouragée entre le personnel et les détenus.
  - Si vous n'êtes pas satisfait des résultats du processus de résolution informelle, vous pouvez soumettre un formulaire de grief 14-58 du détenu ICE au responsable des griefs en le plaçant dans la boîte marquée "grief" dans l'unité de logement. L'agent des griefs vérifiera les boîtes aux lettres des griefs tous les jours, à l'exception des week-ends et des jours fériés. Le chef de service compétent donnera suite au grief dans un délai de cinq (5) jours ouvrables par une résolution informelle ou formelle et vous fournira une réponse écrite.
- Lors du dépôt d'un grief, si un détenu a besoin d'aide pour préparer un grief ou a besoin d'aide en raison de déficiences ou de handicaps, ou de services d'interprétation/traduction, de détenus ayant une compétence limitée en anglais (LEP) et d'une aide à l'alphabetisation limitée, il peut demander l'aide d'un membre du personnel.
- Si vous n'acceptez pas la décision du grief, vous pouvez déposer un appel et l'indiquer sur votre réponse au grief et le placer dans la boîte de grief. Le Grievance Appeals Board (GAB) se réunira pour étudier le grief dans les cinq (5) jours ouvrables de votre appel. Dans les cinq (5) jours ouvrables suivant la prise de décision, le GAB vous fournira une réponse au grief par écrit.
  - Si vous n'êtes pas d'accord avec la Commission d'appel des griefs (GAB), vous pouvez faire appel au directeur de l'établissement.
  - Le directeur de l'établissement et, dans certains cas, le directeur du bureau local de l'ICE (et/ou son représentant), examinera les conclusions de la Commission de recours en matière de griefs (GAB) et vous fournira une décision écrite dans les cinq (5) jours suivant la réception de l'appel.
- Une copie de tous les griefs sera conservée dans votre dossier de détention.
- Si vous soumettez un grief pour examen et que vous êtes libéré/déporté, les efforts pour résoudre le grief se poursuivront normalement. Il est votre responsabilité d'informer l'agent des griefs de votre libération/déportation et de fournir une adresse de réexpédition et toute autre information pertinente.
GRIEFS D'URGENCE - Les détenus peuvent déposer un grief d'urgence pour les incidents qui impliquent une menace immédiate pour la santé, la sécurité ou le bien-être, et recevront une réponse écrite en temps opportun.

Il n'y a pas de limite de temps pour soumettre un grief concernant une allégation d'abus sexuel.

À tout moment, vous avez le droit de déposer une plainte directement auprès de l'OIG du Département de la sécurité intérieure (DHS) concernant une mauvaise conduite du personnel, des abus physiques ou sexuels ou des violations des droits civils ; les plaintes peuvent être déposées en appelant la ligne d'assistance de l'OIG du DHS au 1-800-323-8603, ou vous pouvez écrire à :

Department of Homeland Security
Washington, D.C. 20528
Attn: Office of the Inspector General

AFFAIRES NON GRIEVABLES - Les questions suivantes sont non grievables par les détenus par le biais de la procédure de grief :
1. Décisions des tribunaux étatiques et fédéraux ;
2. Lois et règlements de l'État et fédéraux ;
3. Décisions finales sur les griefs ;
4. Politiques, procédures, décisions ou questions de l'organisme contractant (ICE) (par exemple, transferts institutionnels, décisions de libération/expulsion, etc.) ;
5. Aucun grief ne peut être présenté au nom d'un autre détenu.

UNITÉ DE SÉGRÉGATION/DE COURT SÉJOUR

Ségrégation administrative
1. Destiné aux détenus ayant des besoins particuliers en matière de logement ;
2. Enquête/audience en cours concernant des actes interdits ;
3. Observation médicale ;
4. En attente d'un transfert ou d'une libération dans les vingt-quatre (24) heures ;
5. Le risque pour la sécurité ; où
6. La détention préventive.

Ségrégation disciplinaire
1. Unité de logement spéciale pour les détenus qui constituent une perturbation grave de la population générale ;
2. Exiger des confinements physiques supplémentaires ; où
3. Avoir reçu une sanction de l'IDP.

Programmes et services
1. Les programmes et les services offerts à la population générale sont disponibles pour l'isolement préventif.
2. Les détenus en isolement préventif se verront offrir au moins une heure de récréation ou d'exercice par jour, sept (7) jours par semaine. Les détenus en isolement disciplinaire se verront offrir une (1) heure de récréation ou d'exercice par jour, cinq jours par semaine.
3. La bibliothèque de droit est disponible pendant que vous êtes dans RHU. S'il y a un problème de sécurité, un ordinateur mobile LexisNexis sera amené au RHU pour que les détenus puissent l'utiliser pendant la période prévue. Si vous avez besoin de plus de temps, soumettez une demande
écrite au personnel de la bibliothèque. Les photocopies, les services de notaire et tous les autres besoins de la bibliothèque de droit sont disponibles pour les détenus sur demande auprès du personnel de la bibliothèque ou de l'équipe de l'unité.

4. La bibliothèque générale est disponible sur une base hebdomadaire.

5. Les soins médicaux malades appels des RHU détenus seront assurés par le personnel des services de santé dans le cadre des rondes quotidiennes.

6. Le TCDF vous offre la possibilité d’avoir une (1) visite par semaine (du lundi au dimanche) pour un maximum d’une (1) heure de visite de contact avec la famille et les amis. Un comportement perturbateur de l’une ou l’autre des parties entraînera la fin de la visite et pourra avoir un effet négatif sur les visites futures.

7. Les détenus en RHU seront autorisés à assister à des services religieux si la sécurité n’est pas compromise. Si nécessaire, l’aumônier exercera son ministère auprès des détenus dans les RHU ou, sur demande spéciale et compte tenu des préoccupations en matière de sécurité, des dispositions peuvent être prises pour que des bénévoles religieux de votre confession assurent des services individuels.

8. Des articles d’hygiène personnelle sont disponibles sur demande auprès du personnel du RHU.
Les douches sont disponibles les lundis, mercredi et vendredis entre les heures entre 8h00 et 16h00.

9. Le courrier sera retiré de RHU à 8h30 du lundi au vendredi, sauf les jours fériés. Le courrier sera traité pour les détenus RHU de la même manière que les détenus de la population générale.

10. Les détenus en RHU seront autorisés à assister aux présentations collectives des droits juridiques, si la sécurité n’est pas compromise. Si cela s’avère nécessaire, des présentations peuvent être faites à des personnes de RHU, en fonction de l’accord avec le présentateur et si la sécurité peut être maintenue. Si un détenu en RHU ne peut pas assister pour cette raison, et si lui-même et le(s) présentateur(s) en font la demande, d’autres dispositions seront prises.

11. Avant d’être libérés de RHU, les détenus seront réévalués/reclassés pour s’assurer qu’ils ont été correctement classés et qu’ils sont logés dans une unité de logement appropriée.

12. Le linge sera ramassé, lavé et retourné à RHU selon le même horaire que celui établi pour la population générale.

13. Tous les autres services qui ne sont pas spécifiquement mentionnés dans cette section concernant le RHU seront soumis aux mêmes procédures d’accès que celles décrites pour les détenus de la population générale.

SOINS MÉDICAUX

Les services de santé fournissent des soins médicaux aux détenus de ce centre. Si vous êtes malade ou si vous avez besoin de soins médicaux, vous devez présenter un formulaire d’appel malade. Demandez un formulaire à n’importe quel membre du personnel, décrivez votre problème médical, Gardez le formulaire d’appel malade rempli avec vous et remettez-le à l’infirmière lorsque vous êtes appelé à la clinique d’appel malade. Ne pas mettre dans une boîte ou remettre au personnel non médical. S’il s’agit d’une urgence, vous devez en informer le responsable de votre unité de logement, qui contactera le personnel médical.

APPEL MALADE

❖ L’appel malade à la TCDF est assuré par le personnel des services de santé à tous les détenus, du moment de l’admission au moment de la libération, afin de fournir des soins médicaux continus.
❖ Heures d’ouverture de la clinique - La clinique sera ouverte et le personnel infirmier sera disponible vingt-quatre (24) heures par jour. L’établissement les fournisseurs de soins de santé fixent les rendez-vous du lundi au
vendredi et peuvent fixer des rendez-vous le week-end/les jours fériés. Les heures d’appel des malades sont selon les horaires affichés, sept (7) jours par semaine.

L’ACCÈS AUX SERVICES MÉDICAUX

- Services médicaux de routine - Si vous avez des problèmes médicaux non urgents, soumettez un formulaire d’appel malade - demandez un formulaire à un membre du personnel. Si le besoin s’en fait sentir, le service médical vous fixera un rendez-vous avec le personnel médical. Les rendez-vous sont fixés en fonction de la nécessité médicale.

- Services médicaux d’urgence - Si vous rencontrez un problème médical d’urgence, prévenez l’agent en poste dans votre secteur. Le personnel infirmier sera notifié et des mesures appropriées seront prises par lui pour immédiatement résoudre vos problèmes médicaux. Un personnel qualifié est disponible pour administrer les premiers soins d’urgence et les techniques de sauvetage. Le personnel infirmier et les médecins sont toujours disponibles grâce aux services de garde.

- Services de soins chroniques - La clinique fournit des services de soins chroniques aux détenus qui ont besoin de renouveler leurs médicaments, de traitements et de soins de suivi pour des maladies spécifiques (par exemple hypertension artérielle, diabète, troubles cardiaques, asthme, etc.) Ces services sont fournis sur une base régulière.

- Les testaments de vie sont disponibles sur demande auprès des services de santé.

- NE PAS venir à la clinique sans autorisation préalable. L’agent de détention de votre unité de logement doit d’abord appeler la clinique pour obtenir l’autorisation préalable de vous y rendre.

- Services de santé mentale - Si vous souffrez de problèmes de santé mentale, suivez les procédures décrites ci-dessus dans la section Services de routine/urgence. Vous serez vu par un prestataire de soins de santé qui déterminera si une orientation vers des services de santé mentale est nécessaire.

- Services dentaires - Si vous avez des problèmes de santé dentaire, suivez les procédures décrites ci-dessus dans la section Services médicaux courants/urgence. Vous serez vu par le fournisseur de soins de santé qui déterminera si une orientation dentaire est nécessaire. Des dispositions seront prises pour les besoins dentaires d’urgence.

- Médicaments
  1. Les médicaments KOP (Keep on Person) sont des médicaments que les détenus sont autorisés à garder en leur possession. Les médicaments KOP doivent être stockés et sécurisés dans votre casier. Les médicaments trouvés dans votre casier ou les biens qui ne vous ont pas été prescrits seront confisqués comme contrefaçon et des mesures disciplinaires seront prises. Les détenus trouvés non prenant leurs médicaments selon les instructions, ou partageant vos médicaments, seront sortis du statut KOP et recevront leurs médicaments sous la supervision du personnel infirmier. Les médicaments retirés du paquet KOP seront confisqués comme produits de contrebande. La ligne de pilules KOP est Lundi, mardi, jeudi et vendredi après-midi.
  2. Les médicaments non-KOP sont distribués au pilulier tous les jours aux heures suivantes : 8 h 00 et 20 h 00.

- Éducation et dépistage du SIDA/VIH - Des tests de dépistage du SIDA/VIH sont disponibles et des services d’éducation sont fournis à tous les détenus. Vous pouvez demander ces services au personnel médical lors de l’appel des malades.

Ligne de pilules (Med-Line) - L’emplacement est la fenêtre du département médical, entre le curseur C-20 et C-30. Cependant, l’emplacement de la ligne médicale peut changer en fonction des besoins de l’établissement.

• Si on ne vous prescrit pas de médicament, vous ne pouvez pas aller à med-Line. Ce n'est pas le moment d'errer dans les couloirs, de demander à voir l'infirmière ou de demander un appel malade.
• Vous devez présenter votre badge d'identification afin de recevoir vos médicaments. Tous les médicaments seront pris devant l'infirmière et/ou un membre du personnel de sécurité, qui inspectera votre bouche et vos mains pour s'assurer que vous avez avalé votre médicament.
• Un rapport disciplinaire peut être émis à l'encontre de toute personne qui cache ou prend les médicaments d'un autre détenu.

Récération

✓ Les activités récréatives sont proposées comme moyen de libérer l'énergie accumulée et de vous aider à rester en bonne condition physique. Des activités récréatives extérieures/d'intérieur sont offertes quotidiennement, entre 7h00 et 15h45, par rotation, selon l'horaire affiché. Veuillez-vous référer à l'horaire affiché dans votre secteur de logement.
✓ Installations de loisirs à l'intérieur des logements - Le coordonnateur des loisirs programmera des activités spécifiques pour votre plaisir et votre développement. Nous vous demandons de coopérer et de participer à ces activités, dont certaines seront nouvelles et différentes.
✓ Des télévisions ont été placées dans chaque unité de logement pour votre divertissement et devraient être partagées afin de s'assurer que chaque personne a la possibilité de regarder les programmes qui l'intéressent. Bien que nous n'ayons pas de règles spécifiques régissant les programmes qui seront visionnés, nous attendons de chacun d'entre vous qu'il fasse preuve de considération (par exemple, les programmes en espagnol ou en anglais) et évite les problèmes inutiles concernant son utilisation. En cas de problème, l'agent de votre unité de logement résoudra le problème et pourra décider d'interrrompre l'utilisation jusqu'à ce que la situation soit résolue.
  1. L'écoute de la télévision et les activités récréatives peuvent commencer au réveil à 5h00 et se termineront au coucher à 22h00, sept jours sur sept. Nous vous conseillons de ne pas commencer à regarder une émission qui se terminera après les heures d'écoute prévues, car le téléviseur sera éteint à l'heure prévue.
  2. Les téléviseurs seront éteints pendant les comptages officiels, le nettoyage des zones d'habitation et lorsqu'ils gênent le fonctionnement des autres installations.
  3. À la fin d'un programme, un vote peut être organisé pour choisir le programme suivant. La règle du vote majoritaire. Le canal ne sera pas changé pendant un programme si quelqu'un regarde la télévision. Ne votez pas sur un programme et quittez ensuite la région.
  4. Le volume des téléviseurs sera maintenu à un niveau raisonnable afin de ne pas déranger les autres détenus ou le fonctionnement de l'établissement.
  5. Les téléviseurs ne doivent pas être retirés de leur emplacement ou modifiés pour quelque raison que ce soit.
✓ ACTIVITÉS DE LOISIRS - Cette installation propose des activités de loisirs dans les unités de logement pour votre divertissement, ainsi que pour votre développement physique et mental. Les activités de loisirs comprennent les jeux de table, les cartes, la télévision, etc. Nous vous demandons de manipuler ces articles avec précaution et d'être attentif aux autres personnes qui pourraient vouloir les utiliser. Les personnes qui ont été découvertes en train d'abuser de ces articles peuvent faire l'objet de mesures disciplinaires conformément aux directives spécifiques établies par cet établissement et être tenues de restaurer les articles endommagés.
  1. L'utilisation de ces articles de loisirs sera traitée selon le principe du premier arrivé, premier servi afin de garantir que chaque personne ait une chance égale de les utiliser.
  2. Pour obtenir des fournitures récréatives supplémentaires, demandez à un membre du personnel récréatif.
  3. Nous attendons de vous que vous preniez soin des fournitures et des équipements qui vous sont remis et que vous les rendiez après usage. Vous serez tenu responsable de tout objet de loisir ou de détente jusqu'à ce qu'il ait été rendu.
Accès aux loisirs extérieurs - Tous les détenus, si le temps le permet, bénéficieront au minimum d'une heure et de quarante-cinq minutes de loisirs extérieurs par jour.
1. Les activités récréatives extérieures peuvent inclure le basket-ball, le football, le handball, la piste et les équipements d'exercices cardiovasculaires.
2. NE VOUS ASSISTEZ PAS CONTRE LA CLÔTURE et n'y suspendez pas de vêtements lorsque vous êtes en récréation à l'extérieur.
3. L'horaire des activités récréatives pour toutes les unités de logement fait l'objet d'une rotation quotidienne pour un accès équitable et égal. Vous serez informé lorsque ce sera le tour de votre unité de logement de partir.
4. Les détenus qui ont travaillé pendant la journée et qui ne peuvent pas assister à la récréation avec leur unité de logement se verront offrir des possibilités de récréation à la fin de la journée après vérification de leur présence au travail.
5. Les T-shirts doivent être portés à tout moment pendant la récréation à l'intérieur et à l'extérieur.

Les activités récréatives peuvent être annulées à tout moment pour des raisons de sécurité et en cas de mauvais temps. Votre coopération est appréciée.

DOSSIER DE DÉTENTION

Un dossier de rétention est maintenu par TCDF pour chaque individu et contient au moins les éléments suivants :
1. Actions disciplinaires de l'établissement ;
2. Rapports sur le comportement ;
3. Fonds, objets de valeur et reçus de propriété ;
4. Demandes écrites, plaintes et questions du détenu ;
5. Réponse aux demandes susmentionnées ; et
6. Les enregistrements RHU.

DROITS ET RESPONSABILITÉS

Le droit d'être informé des règles, procédures et horaires concernant le fonctionnement de l'installation.

Vous avez la responsabilité de les connaître et de les respecter.

Le droit à la protection contre les mauvais traitements, les châtiments corporels, l'usage inutile ou excessif de la force, les blessures, les maladies, les dommages matériels et le harcèlement.

Le droit de ne pas subir de discrimination fondée sur la race, la religion, l'origine nationale, le sexe, l'orientation sexuelle, les capacités physiques ou mentales ou les convictions politiques.

Le droit de déposer un grief conformément aux procédures prévues dans le manuel du détenu, sans crainte de représailles

Le droit de déposer un grief conformément à la norme "6.2 Grievance System" et aux procédures fournies dans le manuel du détenu.

Le droit de correspondre avec des personnes ou des organisations, dans le respect de la sûreté, de la sécurité et du bon fonctionnement de l'établissement.
Le droit à une procédure régulière, y compris le règlement rapide d'une question disciplinaire.

Le droit à des soins de santé comprenant des repas nutritifs, un lit et des vêtements appropriés. Un horaire de lavage pour la propreté de celui-ci, la possibilité de prendre une douche régulièrement, une ventilation adéquate pour la chaleur et l'air frais, une période d'exercice régulière, des articles de toilette et un traitement médical sans frais pour vous.

*Il est de votre responsabilité de ne pas gaspiller la nourriture, de respecter les horaires de lavage et de douche, de maintenir des quartiers de vie soignés et propres et de demander des soins médicaux si nécessaire.*

Le droit de recevoir la visite de membres de la famille et d'amis dans le respect des règles et des horaires de l'établissement.

*Il est de votre responsabilité de vous comporter correctement pendant les visites et de ne pas accepter ou passer de produits de contrebande.*

Le droit à un accès illimité et confidentiel aux tribunaux par correspondance. *Vous avez la responsabilité de présenter honnêtement et équitablement vos pétitions, questions et problèmes aux tribunaux.*

Le droit à un conseil juridique de la part d'un avocat de votre choix par le biais d'entretiens et de correspondance, sans frais pour le gouvernement des États-Unis.

*Il est de votre responsabilité d'obtenir les services d'un avocat de manière honnête et équitable.*

Le droit d'avoir accès à des documents de lecture pour votre propre plaisir. Ces matériaux peuvent inclure des magazines approuvés.

*Il est de votre responsabilité de rechercher et d'utiliser ces matériaux pour votre bénéfice personnel, sans priver les autres du même bénéfice.*

Le droit de participer à l'utilisation des documents de référence de la bibliothèque juridique pour vous aider à résoudre des problèmes juridiques. Vous avez également le droit de recevoir de l'aide lorsqu'elle est disponible par le biais de programmes d'assistance juridique.

*Il vous incombe d'utiliser ces ressources conformément aux procédures et au calendrier prescrits et de respecter les droits des autres détenu à l'utilisation du matériel.*

Le droit à un large éventail de matériel de lecture à des fins éducatives et pour votre propre plaisir. Ces documents peuvent comprendre des magazines et des journaux envoyés par les éditeurs.

*Il est de votre responsabilité de rechercher et d'utiliser ce matériel pour votre bénéfice personnel, sans priver les autres de leur droit égal d'utiliser ce matériel.*

Le droit de participer à un programme de travail dans la mesure des ressources disponibles, et en fonction de vos intérêts, besoins et capacités.
Vous avez la responsabilité de profiter des activités qui peuvent vous aider à vivre une vie réussie et durable au sein de l’établissement et de la communauté. Vous devrez vous conformer aux règlements régissant l’utilisation de ces activités. Il est de votre responsabilité de contacter les membres du personnel de CoreCivic pour demander le service d’interprétation.

Informations de contact supplémentaires :

**Département de la santé et des services sociaux, Office de l’inspecteur général (OIG)**

Office of Inspector General  
U.S. Department of Health & Human Services  
ATTN: HOTLINE  
PO Box 23489  
Washington, DC 20026  
Phone: (800) HHS-TIPS [(800) 447-8477]  
Fax: (800) 223-8164  
TTY: (800) 377-4950

**Bureau de la responsabilité professionnelle du DOJ (OPR)**

U.S. Department of Justice  
Office of Professional Responsibility  
950 Pennsylvania Ave, NW, Suite 3266  
Washington, DC 20530-0001  
**Phone:** 202-514-3365  
Fax: 202-514-5050  
**Email:** opr.complaints@usdoj.gov  
**Website:** https://www.justice.gov/opr

**Bureau de l’inspecteur général du DHS (OIG)**

DHS Office of the Inspector General/Mail Stop 0305  
Attn: Office of Investigations-Hotline  
245 Murray Lane, SW  
Washington, DC 20528-0305  
Phone: 1-800-323-8603 or 1-844-889-4357 (TTY)  
Fax: 1-202-254-4297  
Online [DHS OIG Complaint/Allegation Form](http://hotline.oig.dhs.gov/hotline/hotline.php) at http://hotline.oig.dhs.gov/hotline/hotline.php
JIC-Centre commun d'admission pour l'ICE

- En appelant la ligne d'assistance gratuite du Centre commun d'admission au numéro suivant **1-877-2INTAKE** ou l'envoi d'un fax à **(202) 344-3390** ;
- Envoi d'un message électronique à **Joint.Intake@dhs.gov**;
- En écrivant au Centre commun d'admission à l’adresse suivante P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20044;
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INTRODUÇÃO / MISSÃO

✔ CoreCivic/Torrance Centro de Detenção (TCDF) é uma companhia privada contratada pela Imigração e Fiscalização Aduaneira dos EEUU (ICE). A missão do TCDF é fornecer um centro de detenção que seja tranquilo, seguro e higiénico para os detentos aguardando os processamentos de suas audiências administrativas.

✔ ICE é responsável por abordar questões sobre o estado de seus casos, documentação de viagem e/ou de imigração. TCDF não faz parte do ICE e não tem conhecimento sobre seu caso nem controle sobre o estado da sua custódia.

PROPÓSTIO

✔ O propósito deste manual é explicar-lhe as regras, regulamentos, políticas e procedimentos específicos que devem ser seguidos enquanto estiver em custódia nesta instalação. O manual também o responsabilizará por suas ações em quanto estiver em custódia nesta instalação. Por tanto, é sua responsabilidade se familiarizar com o conteúdo deste manual.

✔ Uma cópia deste manual será emitida para cada detento no momento da admissão e certas seções serão afixadas nos quadros de aviso em cada área de alojamento, bem como em outros quadros de avisos em toda a instalação. Você é obrigado a reconhecer por assinatura, o recebimento deste manual. Se você tiver alguma dúvida, por favor, pergunte ao oficial estacionado em sua área de residência ou envie um “Pedido de Detento” por escrito (não deve ser utilizado para enviar pedidos de informação aos funcionários do ICE) para os departamentos apropriados, conforme listado ao longo deste manual e no quadro de avisos em sua unidade residencial.

DETENTOS COM DEFICIÊNCIA

✔ Política 14-101 (Deficiência, Identificação, Avaliação e Acomodação) descrever os processos necessários para garantir que você terá a mesma oportunidade de participar, acessar, dos benefícios dos programas, serviços, e atividades da instalação. Tal participação será realizada da forma menos restritiva e mais integrada possível, através do fornecimento de acomodações razoáveis, modificações, e/ou ajudas e serviços auxiliares, tanto como seja necessário, e em uma instalação que seja fisicamente acessível.

✔ Os procedimentos incluem prazos razoáveis para revisão de solicitações para acomodações relacionados à deficiência e para fornecer acomodações (incluído acomodações provisórias), modificações, e reavaliações.

✔ Você pode apresentar uma solicitação formal ou informal (ou seja, verbal ou escrita) de acomodações ou assistência ao Gerente de Conformidade de Deficiência. As solicitações por escrito serão apresentadas em um Formulário de Solicitação de Detenção/Inclusão ou de Solicitação de Atestado Médico.

Responsabilidades Básicas dos Detentos

✔ É a política do TDCF e ICE para tratar os detentos com dignidade e respeito mantendo ao mesmo tempo um centro de detenção tranquilo, seguro, e higiénico. Espera-se que os funcionários recebam sua total cooperação enquanto aguarde o processamento do seu caso. Em termos mais simples, espera-se que você:

1. Siga e obedeça a regras, leis, políticas e procedimentos;
2. Observe todas as ordens dadas pelos funcionários membros e pessoal de segurança contratado;
3. Respeite os funcionários e outros detentos em todos os momentos;
4. Respeitar TDCF e a propriedade do governo e a propriedade de outros;
5. Se manter e manter seu vestuário, sua área de moradia sempre limpo; e
6. Obedeça todas as regras, políticas e procedimentos de segurança, proteção e saneamento.

✔ Se você observar e cumprir as diretrizes acima, não deverá ter problemas em quanto viver nesta instalação. Ao se dirigir aos funcionários, você não deve se referir a eles pelo primeiro nome ou apelido. Você deve referir-se
aos funcionários pela sua hierarquia/título e sobre nome (ou seja; Oficial de Detenção, Supervisor de Turno, Dr., Enfermeiro/a, Sr., e Sra. Sra). Os funcionários se dirigirão a você da mesma forma se souberem seu nome. Não é razoável esperar que um oficial conheça todos os detentos dentro da instalação por nome. Entretanto, o oficial ou funcionário se dirigirá a você de maneira apropriada.

- No TCDF, os detentos não são submetidos a abuso pessoal, punição corporal, ferimento pessoal, doença, danos materiais ou assédio. Os bens dos detentos são protegidos. Os detentos não podem supervisionar, ter controle ou estar a cargo de outros detentos.

- Os seguintes regulamentos dizem respeito às expectativas específicas de cada detento para garantir a segurança, saúde e proteção de cada pessoa designada para esta instalação. Estes regulamentos não estão separados das regras de disciplina postadas; portanto, qualquer violação delas pode resultar em sanções impostas contra você. O propósito de separar estas regras é de proporcionar a você a oportunidade de estar ciente das regras específicas impostas relacionadas às atividades, programas e procedimentos relacionados à vida na unidade habitacional.

**REGRAS DA INSTALAÇÃO**

1. **MESAS**
   Não sente em cima das mesas.

2. **ROUBO**
   Não é permitido tomar sem autorização um item de qualquer tipo que pertença a outra pessoa, incluindo propriedade de CoreCivic/TCDF.

3. **BRIGAR**
   Brigar não é permitido. Não é permitido luta de Treinamento, boxe, luta livre e brincar de brigar.

4. **HORA DE DORMIR**
   O horário habitual de dormir será às 10:00pm todas as noites, incluindo os fins de semana. Você deverá estar na sua cama neste horário. Você não será permitido de visitar uns aos outros depois que as luzes apagarem e deve permanecer em sua própria cama. Ninguém está permitido de ficar na cama de dia após a hora de dormir exceto funcionários durante a limpeza. Não são permitidos jogos de nenhum tipo na cama após a hora de dormir.

5. **ÁREAS RESTRITAS**
   Não é permitido a você fazer contato físico com as barras, portas, áreas de janelas de vidro dos dormitórios/unidades de alojamento ou a cerca na área de recreação externa.

6. **JOGOS DE AZAR**
   Nenhum jogo de azar de nenhum tipo é permitido.

7. **É PROIBIDA A VENDA ou DOAÇÃO DE ARTIGOS PESSOAIS**
   Nenhuma atividade de mercado negro deve ocorrer. É proibido administrar uma “loja” (ou seja, vender doce, comida, roupas, rútuodos, etc.)

8. **BUSO VERBAL E FÍSICO**
   Abuso verbal e físico contra funcionários, detentos ou outra pessoa são proibidos e não serão tolerados.

9. **DESTRUÇÃO DE PROPRIEDADE DA CoreCivic/TCDF**
   Não é permitido, Destruição, alteração, grafite, uso não autorizado ou desperdício de bens pertencentes ao CoreCivic/TCDF ou outra pessoa.

10. **RÁDIOS**
    Rádios tocando sem fone de ouvido serão confiscados como contrabando.

11. **REGRAS E REGULAÇÕES**
    Você deve seguir as ordens, seja escrita ou verbal, dada pelo pessoal da CoreCivic.
12. COBERTURA/BLOQUEIO DE JANELAS/LUZES
Janelas/luzes de qualquer tipo não podem ser cobertos e/ou bloqueadas em nenhum momento.

POLÍTICA DE NÃO FUMANTES

Esta é uma instalação para não fumantes. Não são permitidos cigarros, incluindo cigarros eletrônicos, tabaco, tabaco para mascar, tabaco sem fumaça ou parafernália para fumar de nenhum tipo dentro do TCDF. Detentos que violam estas regras enfrentaram ação disciplinar.

ATO DE ELIMINAÇÃO DE ESTURO NA PRISÃO (PREA) – SAAPI (Prevenção e Intervenção de Abuso e Agressão Sexual)


Você não precisa tolerar pressão sexual, assédio, manipulação, ou agressão. Todos os detentos têm a responsabilidade de eliminar a agressão sexual e atividade sexual. Se você for abordado, pressionado ou agredido—informe-o imediatamente. Você tem varia maneiras de denunciar abuso sexual:

1. Dizer verbalmente a qualquer funcionário de sua confiança, incluindo oficiais de detenção, oficiais de deportação, capelães, pessoal médico ou supervisores, o Gabinete do Inspetor Geral do DHL, e o Centro Conjunto de Admissão. Os funcionários manterão a sua informação confidencial e só discutirão com os oficiais apropriados com base na necessidade de saber.
2. Escrevendo uma carta ao Diretor/Administrador, selando-a e marcando-a "CONFI".
3. Ligando ou escrevendo para alguém fora da instalação que possa notificar ao pessoal administrativo da instalação.
4. Ligando sem custo para você para o Escritório do DHS do Inspetor Geral (OIG) no número telefônico 202-254-4100 o 1-800-323-8603 / 1-844-889-4357-TTY
5. Contatando seu conselheiro oficial.
6. Escrevendo ao Escritório do DHS Escritório do Inspetor Geral MAIL STOP 0345 no seguinte endereço:
   Department of Homeland Security
   245 Murray Lane, SW
   Washington, D.C. 20530-0305
8. Escrevendo uma carta para a Equipe de Segurança ou Unidade de Gerenciamento, selando-a e marcando-a "CONFIDENTIAL".
9. Escrevendo para o Diretor Administrativo, Instalação de Operação no seguinte endereço

CoreCivic Managing Director
5501 Virginia Way
Brentwood, Tennessee, 37027
Para garantir que seu ambiente seja seguro, se você estiver ciente de outro detento sendo agredido sexualmente ou envolvido em comportamento sexual, informe imediatamente. A conduta sexual consensual entre detentos, entre detentos e funcionários, voluntários ou pessoa é proibida. Alegações falsas deliberadas podem resultar em ação disciplinar e/ou acusação.

Você não será submetido à retaliação, represália, assédio ou disciplina por informar com veracidade abuso ou sinais de abuso observados. O Centro de Crise de Estupro do Novo México Central localizado em: 9741 Candelaria Rd. NE Albuquerque, NM 87112. Telefone: 505-266-7711

ADMISSÃO INICIAL

- Você está sujeito a busca no momento da admissão nas instalações e quando há motivos razoáveis para acreditar que você possa ter contrabando escondido em sua pessoa.
- O TCDF precisa obter informações específicas para garantir que os registros de sua entrada sejam devidamente documentados. Estas informações também serão utilizadas para que possamos classificá-lo na área mais adequada às suas necessidades individuais. Tais informações incluirão residência anterior, nacionalidade, raça, sexo, histórico médico e histórico criminal.
- Documentos de identidade tais como passaporte, certificado de nascimento, etc. serão inventariados e entregues ao ICE para colocação em seu arquivo. Mediante solicitação, você receberá uma cópia certificada pela ICE de qualquer documento.
- Na sua chegada, suas roupas, bens pessoais, valores e fundos serão revistados e reativos pelo oficial de processamento para custódia. Recibos detalhados serão emitidos para você e um (1) será colocado em seu arquivo para todas as suas roupas, bens pessoais, valores e fundos.
- Todos os bens pessoais e de valor que você traga serão contabilizados e inventariados. Um recibo será emitido a você por estes itens.
- A moeda Americana em sua posse na sua chegada ao TCDF será inventariada, um recibo emitido e depois depositados em ma conta para seu uso no comissariado.
- Os cheques pessoais em sua posse, ao chegar ao TCDF serão colocados em sua propriedade. Você não precisará de dinheiro durante sua estadia. Se você for encontrado com qualquer dinheiro em sua posse, ele será confiscado como contrabando e você poderá ser sujeito à ação disciplinar.
- Após sua alta desta instalação, você é requerido a entregar todos os bens da TCDF ao oficial designado para a área de Recebimento e Descarga. Depois de confirmar que todos os itens foram contabilizados, se pedirá a você a fazer a restituição dos bens perdidos ou danificados. Isto inclui roupas, roupas de cama e qualquer equipamento de recreação/tempo de lazer (ou seja, jogos e livros da biblioteca).
- Seus bens e quaisquer fundos que você tenha em suas contas serão devolvidos a você antes da sua partida. Você precisa assinar por estes itens.
- Qualquer propriedade que você não esteja autorizado a manter com você será colocado em uma bolsa apropriada designada a você e trancada em uma área de armazenamento segura. O excesso de bens pessoais deve ser enviado por correio.
- Lençóis limpos são fornecidos para cada pessoa que entrar na instalação para incluir:
  - Duas (2) folhas,
  - Uma (1) toalha,
  - Uma (1) fronha de travesseiro,
  - Um (1) cobertor e
  - Um (1) saco de lavanderia.
- Você receberá um kit de higiene e será requerido a tomar banho e trocar de uniforme limpo. Sua emissão inicial de roupas/lençóis deve ser limitada a incluir (Não são permitidos; itens pessoais de roupa, incluindo roupa íntima e calçados).
Três (3) conjuntos de uniformes (calças e camisas)
Um (1) par de sapatos (sapatos pessoais não são permitidos a menos que medicamente autorizados)
Três (3) camisetas
Três (3) pares de roupas íntimas
Três (3) pares de meias

Cualquier item acima dessa quantidade será considerado contrabando. A quantidade de itens de vestuário incluem itens comprados no comissariado.

TRIAGEM INICIAL DE ADMISSÃO

a. Cada detento que entrar nas instalações receberá uma triagem inicial médica e de saúde mental por parte da equipe clínica. Nesse momento, você deve discutir qualquer medicação que esteja tomando e desvelar qualquer problema de saúde que esteja tendo. Alguns medicamentos, tais como medicamentos para o coração ou para diabéticos serão continuado quando você chegar.
b. Todos os recém chegados devem receber exames de tuberculose (TB) por PPD (método matoux) ou radiografia do tórax. O PPD deve ser o método primário de triagem a menos que este teste de diagnóstico seja contraindicado, então uma radiografia de tórax é obtida.
c. Todas as detentos de sexo feminino serão submetidas a um teste de gravidez como parte da triagem inicial de admissão.
d. Um exame medicolegal completo será conduzido por um membro do Serviço de Saúde dentro de quatorze (14) dias após sua chegada.

FUNDOS E BENS PESSOAIS

Você só será permitido de obter bens pessoais conforme autorizado de acordo com a Política CoreCivic Policy 14-6AA, Lista de Inventário de Bens Permitidos. Roupas pessoais não permitidas por política serão coletadas, inventariadas, colocadas em um saco de lavanderia fornecido, e encaminhadas ao Departamento de Lavanderia para serem limpas e retornadas à Sala da Propriedade para armazenamento. Bens pessoais podem ser enviados por correio numa base de "caso a caso". Deve ser obtido um endereço de encaminhamento de cada detento para uso no caso de perda ou esquecimento de bens pessoais na instalação após a liberação, transferência, ou remoção do detento. Se você se recusar a cooperar fornecendo um endereço postal apropriado, ou for financeiramente capaz, mas não estiver disposto a pagar a postagem, o Diretor poderá dispor do bem de acordo com PBNDS 2.3, Contrabando, após fornecer ao detento aviso por escrito. Entretanto; se sua falha em especificar um endereço de remessa for porque não existe um endereço postal apropriado, a instalação poderá fazer acomodações para armazenar o bem até sua remoção ou liberação. Originalmente, a quantidade dos bens armazenados não podem exceder 40 libras.

Os detentos/reclusos podem reter alguns bens pessoais em suas unidades habitacionais, incluindo:

Documentos legais, papéis legais e informações legais, dentro do razoável. Grandes quantidades de trabalho legal serão armazenadas na sala de propriedade; você pode ficar com o trabalho legal e/ou do caso no qual esteja trabalhando atualmente. Você pode solicitar sua documentação adicional enviando uma solicitação de instalação ao Supervisor de Recebimento e Descarga.
Fotos da família, amigos e associados, (ou seja, não mais de dez (10) fotos em sua posse, (5) x (7) ou menor), 
(só poder ser colocadas em áreas designadas da sua área de dormir).

Prótese médica, (ou seja, óculos, prótese dentária, etc.),

Materiais de referência pessoal, (ou seja, endereço/lista telefônica e/ou lista de parentes, amigos e/ou outros 
correspondentes).

Os rádios devem ser usados sempre com fone de ouvido, limite de uma (1) rádio por pessoa. Não são permitidos 
plugs em rádios. Rádios tocando sem fone de ouvido serão confiscados e colocados em sua propriedade. Rádios 
e fones de ouvidos não são permitidos fora do seu dormitório/unidade de alojamento. Seu rádio deve ter seu 
número de estrangeiro gravado nele caso contrário será considerado contrabando.

Uma aliança de casamento é um pequeno item religioso (incluindo joias religiosas, serão autorizados a 
permanecer em sua posse durante a sua estadia aqui). Todas as outras joias serão inventariadas e colocadas 
e um cofre para armazenamento até a liberação. Um recibo será emitido a você para seus objetos de valor.

Revistas, livros, material de leitura religiosa e secular (encadernação), e outras literaturas estão limitados a uma 
combinação de cinco (5) para garantir que as acumulações não produzam e/ou afetem os padrões de segurança 
contra incêndio. Os itens só podem ser recebidos diretamente da livraria ou editora. Nenhum material 
pornográfico é permitido.

Todos os itens alimentícios devem ser consumidos ao serem abertos para garantir que as normas sanitárias 
sejam cumpridas. É permitido a você comprar e ter em sua posse duas (2) tigelas, um (1) garfo e um (1) copo.

Bens pessoais adicionais permitidos de ser retidos por detentos precisam ser aprovados pelo Chefe de 
Segurança ou Chefe de Administração da Unidade prévio a compra/posse para garantir que o saneamento 
aceitável é mantido de forma adequada.

Todos os itens pessoais que você esta autorizado a ter devem ser guardados em sua bolsa de armazenamento. 
Nenhum item deve ser fixado no beliche, parede, janelas ou deixados nos peitoris da janela. Todos os itens 
devem ser guardados em sua embalagem original.

Você é responsável pela perda de itens pessoais não protegidos ou armazenados pelo TCDF.

REIVINDICAÇÃO DE PROPRIEDADE NO MOMENTO DA TRANSFERÊNCIA, REMOÇÃO OU LIBERAÇÃO

Prévio a sua liberação da custódia, um completo inventário da sua propriedade pessoal será conduzido por um 
funcionário designado. O inventário deve ser completado em sua presença. Você assinará o Inventário/Recibo de 
Propriedade Pessoal Permitido e receberá uma cópia. O original será mantido pela instalação no arquivo 
permanente de propriedade. Toda propriedade pessoal, incluindo bens armazenados (se houver), serão devolvidos 
a você no momento de sua liberação. Os aparelhos de saúde prescritos deverão ser retidos e mantidos por você 
após a liberação. A equipe garantirá que toda propriedade da instalação seja confiscada e não saiam da instalação. 
Sua conta de fundo fiduciário será balanceada e quaisquer fundos disponíveis serão fornecidos a você no momento 
da liberação. A instalação pode permitir que membros da família enviem um (1) conjunto de roupa para uso no dia 
da liberação pode ser enviada para a instalação pelo correio dentro de catorze (14) dias corridos após a liberação. 
Os reclusos/residentes que não tenham roupa para liberação armazenadas ou enviadas por um membro da família 
deverão receber roupas apropriadas para a liberação.

PROPRIEDADE PERDIDA OU DANIFICADA:

A propriedade que tenha sido perdida ou danificada devido a negligência do funcionário da CoreCivic será elegível 
para investigação de reclamação. Se você deseja solicitar uma investigação de propriedade que tenha sido perdida 
ou danificada devido a negligência do funcionário da CoreCivic, você precisa preencher a Página 1 da Reivindicação de 
Propriedade Perdida/Danificada/Roubada 14-6D e encaminhá-la ao Oficial de Propriedade. Todas as 
reclamações devem ser apresentadas dentro de sete (7) dias corridos após o incidente. A verificação da 
comprovação de propriedade e valor deve ocorrer imediatamente após a investigação. Uma cópia desta política 
estará disponível na biblioteca.
APENAS DETENTOS DO ICE De acordo com o PBNDS 2011, 2.5 Fundos e Propriedade Pessoal, esta instalação conta com um sistema de fundos automatizados e não aceita fundos pelo correio. Qualquer fundo recebido pelo correio será devolvido ao remetente. Moeda de fora dos EUA será apreendida, inventariada e colocada em sua propriedade. Você receberá um recibo.

FINANÇAS


- Todas as transações devem ser verificadas antes de serem lançadas em sua conta. Este processo pode levar até 24 horas, de segunda a quinta-feira, excluindo fins de semana e feriados.

- Se você receber dinheiro no email, o oficial de correio devolverá o dinheiro ao remetente. Nenhum dinheiro será aceito para os detentos do condado nesta instalação.

- Para enviar dinheiro, entre em contato com a equipe de gerenciamento da unidade para tomar providências para preparar uma liberação de fundos. Você pode ter acesso a fundos pessoais para pagar por serviços jurídicos. Contate a equipe de gerenciamento da unidade se tiver qualquer dúvida.

- Enviar dinheiro para os contatos ou conta de outro residente é proibido e pode resultar em ação disciplinar.

- Os fundos de sua conta podem ser usados para pagar serviços jurídicos. Se isto for necessário, entre em contato com um membro da sua equipe de unidade.

CLASSIFICAÇÃO

Todos os detentos são classificados antes de serem admitidos na população geral. O sistema de classificação designa os detentos à unidade habitacional menos restritiva consistente com a segurança e proteção da instalação. O sistema de classificação garante que você seja colocado na categoria apropriada e separado fisicamente dos detentos de outras categorias. Seu nível de classificação pode ser alterado (reclassificado) baseado no seu comportamento institucional, cargos adicionais ou informação recebida, tentativa de fuga ou após a liberação do status de segregação. Você será protegido de danos, sendo designado alojamento com pessoas de origens e antecedentes criminais parecidos. Você será alojado de acordo com seu nível de classificação e receberá uma identificação e uniformes de cor apropriada.

Detentos com Baixa Custódia:

Detentos de baixa custódia não podem ser confundidos com detentos de alta custódia.

Não pode incluir nenhum detento com prisão ou condenação que inclua um ato de violência física, ou qualquer detento de histórico de comportamento agressivo.
Não pode incluir nenhum detento com condenação criminal por um delito listado na seção “Alto” ou “Mais Alto” da escala de gravidade do delito abaixo.

Pode incluir detentos com histórico de crimes menores e acusações ou condenações por crimes não violentos.

**Detentos de Média Custódia:**

Detentos de média custódia não podem normalmente serem misturados com detentos de custódia alta ou baixa, exceto conforme ao especificado abaixo.

Não pode incluir detentos cuja condenação mais recente foi por qualquer delito listado na seção “Mais Alto” da escala de gravidade do delito.

Não pode incluir nenhum detento com histórico ou padrão de agressões violentas.

Não pode incluir um detento condenado por agressão a um oficial de correccional enquanto em custódia ou quando um registro institucional prévio sugere um padrão de agressão enquanto em custódia.

**Detentos de Alta Custódia:**

Detentos de média-alta e alta custódia são aqueles com histórico de acusações de violência ou agressão, condenação, má conduta institucional ou aqueles com afiliação a gangs. Os detentos de alta custódia são considerados de alto risco, requerem alojamento de média a alta segurança, são sempre monitorados e escoltados, e não podem ser misturados com detentos de baixa custódia. Além disso, os detentos de alta custódia não devem ser designados para tarefas de trabalho fora de sua área de residência designada.

**Gravidade da Escala de Ofensa:**

I. **MAIS ALTO**

Ajudando na Fuga
Agravada
Dano com Arma Mortífera
Roubo à Mão Armada (Múltiplos ferimentos)
Roubo com Assalto
Fuga (Instalação Segura)
Incitando Motim
Sequestro
Assassinato (1º, 2º grau)
Agressão Sexual (com violência contra um menor)

II. **ALTO**

Ataque Agravado
Dano Agravado
Abuso de Criança Agravado
Incêndio Culposo
Oficial de Aplicação de Lei de Dano
Roubo (Armado)
Extorsão
Prisão Falsa
Denúncia Falsa de Bombardeio
Sustâncias Controladas (Importação, Tráfico)
Introdução de Contrabando na Detenção
Instalação
Fabricação de Explosivos
Roubo (armado, fortemente armado)
Agressão Sexual (exceto crime capital ou perpétuo)

III. MODERADO

Invasão Armada
Roubo
Porte de Arma de Fogo Oculta
Falsificação
Roubo de Propriedade
Homicídio Culposo
Venda, Distribuição, Posse de substância Controlada
Manipulação de Testemunha
Cheques Sem Valor (crime)
Fraude de Bem-Estar (crime)
Fuga (Instalação Não Segura)

IV. BAIXO

Dirigindo Sob Influência
Deixando o cenário de Acidente
Dano (Ataque Simples)
Porte de Arma Oculta (exceto arma de fogo)
Conduta Desordenada
Jogos de Azar
Oferta para Cometer Prostituição
Posse de Maconha (contravenção)
Posse de Parafernália de Drogas
Pequeno Roubo
Invasão
Cheque sem valor (contravenção)

O uniforme básico para os detentos deve ser distinto na aparência para identificar os detentos de acordo com seu nível de custódia. No CoreCivic/TCDF, as cores dos uniformes são as seguintes:

- Baixa Custódia – Verde Escuro
- Médio Baixo – Marrom
- Médio/Alto – Azul

Restrições de Alojamento: Os detentos Baixo e Médios Baixos podem ser alojados juntos (a menos que haja um histórico de comportamento agressivo ou combativo). Os detentos Médio e Médio/Alto podem ser alojados juntos. Os detentos Médio/Alto nunca são alojados juntos.
Os detentos Médio/Alto serão escoltados para fora da área de habitação e só poderão estar em áreas específicas com outras classificações de detentos.

Todos os trabalhos de alojamento designados e atividades programáticas serão decididos pelo nível de classificação recebida.

Após sua classificação inicial, sua primeira avaliação será dentro de sessenta (60) dias a noventa (90) dias a partir da data de sua chegada. Depois disso, as revisões de avaliação serão realizadas dentro de noventa (90) dias a intervalos de cento e vinte (120) dias de sua data de chegada original.

APELOS: Todos os recém chegados classificados como Médio/Alto ou Alto podem apelar sua classificação designada enviando sua solicitação em uma solicitação do ICE à equipe do ICE conforme descrito nos procedimentos de apelação na página 29 deste manual. Todas as outras apelações de classificação devem ser encaminhadas ao Chefe da Unidade de Gerenciamento ou ao Supervisor de Classificação para revisão. A notificação por escrito do resultado da apelação será feita dentro de (5) dias úteis.

**LAVANDERIA**

A fim de assegurar um abastecimento adequado para todos os detentos, o açambarcamento de roupas é proibido. Geralmente não é permitido aos detentos lavar as roupas, roupas de cama ou outros itens em sua unidade Habitacional. A roupa suja deve ser entregue ao lavandeiro até as 6:00am. Se você tiver que sair da unidade de alojamento é sua responsabilidade garantir que sua roupa suja seja entregue. Ela será devolvida a você antes do final de cada dia. (OBSERVAÇÃO: Não encha demais seu saco de roupa suja. Assegure-se que os sacos estejam bem amarrados. Deixe suficiente espaço na bolsa para que o sabão e a água fluam, bem como o calor da secadora.) As Roupas/Lavagem para detentos masculinos e femininos serão realizados de acordo com o cronograma afixado nos quadros de avisos dos dormitórios/unidades habitacionais. Todas as roupas devem ser enviadas para serem limpas de acordo com o cronograma publicado.

**VESTUÁRIO**

Todas as roupas e identificações emitidas serão usadas conforme especificado nas instruções a seguir e de nenhuma outra forma. Estes requisitos são essenciais para garantir o cumprimento da segurança, higiene e conduta dentro do domínio da propriedade para todas as pessoas.

1. A identificação emitida pela instalação deve ser usada o tempo todo. Se sua identificação for rasgada, notifique o oficial na da sua unidade que você precisa de uma nova ou fale com um dos Oficiais de Classificação.
2. A roupa deve estar limpa e não rasgada quando usada.
3. Não é permitido o uso de uniformes de cores mistas.
4. As roupas de baixo podem ser usadas sem roupas externas somente enquanto estiverem nos quartos de dormir ou nas áreas de banheiro/ducha. SEM EXCEPÇÕES!
5. Calçados de banho podem ser usados somente no interior das unidades de alojamento.
6. Os sapatos CoreCivic/TCDF emitidos serão usados o tempo todo quando estiverem fora da unidades habitacionais. Calçados pessoais não são permitidos, a menos que sejam medicamente exigidos ou autorizados pelo Chefe de Segurança/Chefe de Gerenciamento da Unidade.
7. Chapéus ou outras coberturas para a cabeça não serão autorizadas para a população em geral. Os detentos que sejam trabalhadores designados receberão a cobertura de cabeça apropriada quando for necessário usá-la somente durante o desempenho de tarefas relacionadas ao trabalho.
8. Os detentos usaram um uniforme completo (camisetas, calças, calçados) sempre que estiverem fora do dormitório/unidade de alojamento.
9. As calças serão usadas em um ponto em torno da cintura que previne que o vinco das nádegas se mostre, apesar do comprimento da camisa.
10. Você não deve caminhar pelas instalações com as mãos dentro da cintura de suas calças, independentemente das condições do tempo.
11. Nenhum artigo de roupa será usado de uma maneira que não seja normalmente destinada a esse artigo (usar camisas como faixas ou cobertura da cabeça, etc.)

**HIGIENE PESSOAL**

Você estará morando em uma unidade habitacional com outros indivíduos, então a higiene pessoal é essencial. Espera-se que você tome banho todos os dias e que mantenha o cabelo limpo. Itens de higiene pessoal como sabão, pasta dental, escovas dentais, pentes, shampoo, loção para pele e outros itens serão emitidos a você no momento da admissão. Se acabar algum item seu, procure seu oficial de alojamento para uma troca de container vazio do mesmo item. Lâminas de barbear descartáveis serão fornecidas diariamente. As lâminas de barbear serão verificadas conforme o necessário e devolvidas assim que você terminar de barbear. Lâminas de barbear não serão utilizadas por mais de um (1) detento por motivos de saúde e segurança destinado a proteger os detentos e os funcionários. Produtos de higiene pessoal serão reabastecidos de acordo com a necessidade. Entre em contato com seu oficial de detenção quando precisar de substituição de produtos de higiene.

Os detentos agendados para o tribunal serão permitidos de fazer a barba antes de deixar a instalação.

**SERVIÇO DE BARBEAR**

A população em geral e os detentos elegível da RHU terão acesso à barbearia, abrindo às 8a.m. até às 4p.m. de Segunda a Domingo, de acordo com o horário afixado no quadro de avisos na sua área habitacional. O oficial estacionado na sua área habitacional chamará os detentos que desejem cortar o cabelo. Por motivos sanitários, **cortar o cabelo dentro do dormitório/unidade de alojamento é estritamente proibido.** Barbeiros ou esteticistas não devem prestar serviço a nenhum detento quando a pele do rosto, pescoço ou couro cabeludo estiver inflamada, ou quando houver descamação, pus ou outras erupções cutâneas, a menos que o serviço de tal detendo seja realizado de acordo com a autorização específica do médico chefe. Nenhuma pessoa que estiver infestada de piolho deve ser servida. Também é proibido possuir cabelo cortado ou aparas, sejam suas ou de outros.

**CÓDIGO DE VESTUÁRIO DO DETENTO**

- É exigido a você que se mantenha limpo e usar roupas/calçados durante as atividades.
- Lembre-se que uma má higiene, um saneamento deficiente e não vestir roupas e calçados adequados podem causar conflito potencial com seus pares e outros e podem ter um impacto negativo na sua saúde e segurança, bem como na das que o rodeiam.
- A falha no comprimento do código de vestuário e das normas de higiene padrão acabará por se tornar uma questão que requer a intervenção dos funcionários sob a forma de uma ação disciplinar apropriada para corrigir a situação.
- O código de vestimenta para tarefas diárias e de trabalho é o mesmo.
- Normalmente, os detentos podem usar qualquer estilo de cabelo, com as seguintes exceções: Por razões de segurança e higiene, os detentos que trabalham operando máquinas manterão seus cabelos arrumados, limpos e com um estilo comunmente aceitável.
  1. Os penteados não interferirão com os requisitos de segurança e higiene.
  2. Normalmente, o pelo facial se pode deixar crescer sem restrições, com as seguintes exceções;
    • Por motivos de segurança, pode-se esperar que os trabalhadores operando máquinas estejam sempre limpos e barbeados. Estas restrições são uma exigência para o emprego nas tarefas de trabalho descritas acima e aceitando o trabalho nessas áreas detona a aceitação dos padrões de preparação para as tarefas de trabalho descritas acima.

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Não haverá exceções para estas exigências, mesmo por razões médicas.
- É necessário usar uniformes completos (calças, camisas, sapatos e identificação de instalações) quando for a da unidade de alojamento.
- Camisetas e sapatos de banho são permitidos nas áreas de sala de estar após as 5pm e nos finais de semana/feriados.
- Camisetas são permitidas no pátio de recreação.
- Toca não é permitido for a da área de cama a menos que autorizada pela autoridade de aprovação apropriada.
- Vestuário religioso só pode ser usado conforme aprovado pelo Capelão.
- Toalhas, lençóis ou cobertores como roupa não serão permitidos e não devem ser usados para limpeza, a menos que sejam designados pela equipe como tal.
- Danos intencionais ou negligentes à propriedade CoreCivic/TCDF (alterado, rasgado, extraviado ou pichado) resultarão em ações disciplinar e restituição.

INSPEÇÕES DE PROPRIEDADES E PESSOAS (Procura)

As buscas não programadas de rotina na instalação, nas pessoas e nos bens do detento, serão realizadas conforme necessário.

- Buscas de pessoas são realizadas quando:
  1. Entrando ou saindo das unidades habitacionais;
  2. Deixando a área de visita depois de uma visita; e
  3. Entrando ou saindo outros prédios ou áreas.
- As buscas são realizadas para o propósito de:
  1. Detecção e prevenção da introdução de contrabando (ou seja, armas, drogas, artigos de vestuário não autorizado, etc.);
  2. Assegurar a existência de condições seguras e sanitárias dentro da instalação;
  3. Recuperar bens perdidos, desaparecidos ou roubados; e
  4. Prevenir fugas e outros distúrbios.
- As buscas serão conduzidas de forma a evitar força desnecessária, constrangimento ou indignidade para o detento não pretende ser de natureza punitiva.
- Tipos de buscas realizadas no TCDF:
  1. Inspeção Visual: A busca de um detento ou de uma área para contrabando som contato físico.
  2. Busca de corpo ou toque: Uma busca realizada pela colocação das mãos sobre a roupa do detento para sentir armas/contrabando. É feita uma busca completa em todos os bolsos, gola, cintura dos casacos e sapatos. Os sapatos são retirados para verificar as meias e a sola dos pés.
  3. Agitado: Uma busca física ou visual em uma área específica da instalação.
- O TCDF realizará testes urinários obrigatórios sob as seguintes condições:
  1. Quando a equipe de segurança tiver a suspeita razonável tenha usado ou esteja sob a influência de drogas ou intoxicantes;
  2. Quando um detento é encontrado em posse de suspeitas de drogas ou intoxicantes não autorizados ou quando suspeitas de drogas ou intoxicantes não autorizados são detectados ou encontrados em controle, ocupada ou habitada por um detento;
  3. Quando se observa que o detento está em posse ou usando drogas ou intoxicantes não autorizados, mas a equipe não consegue obter uma amostra da substância;
  4. De forma aleatória, utilizando um procedimento de teste aleatório apropriado ou de rotina quando os detentos voltam de um trabalho externo; ou
5. De acordo com um procedimento de teste aleatório apropriado, toda a população de detentos da instalação, qualquer área identificável do programa ou qualquer classificação identificável dos detentos pode ser testada.
6. O programa de teste aleatório não será usado para o propósito ou terá o efeito de assediar ou intimidar nenhum indivíduo ou grupo de detentos.
7. A recusa em submeter-se ao exame de urina resultará em severas penalidades disciplinares.

**CONTRABANDO**

Os itens considerados prejudiciais ao funcionamento seguro e ordenado da instalação são proibidos. Itens de contrabando incluem, mas não são limitados a:

1. Qualquer droga perigosa, droga narcótica, maconha, bebidas intoxicantes de qualquer tipo, armas mortíferas, instrumentos perigosos, explosivos ou qualquer outro item que, se usado ou possuido, coloque em risco a preservação da ordem na instalação;
2. Qualquer item que possa ser usado em uma fuga;
3. Qualquer item que possa ser usado para disfarçar ou alterar a aparência de um detento;
4. Qualquer item de vestuário ou item para uso ou consume pessoa que não tenha sido liberado primeiro através do Diretor ou comprado de um detendo da comissária;
5. Câmeras, vídeo, áudio, ou equipamentos relacionados que possam ser usados para fazer fotografias ou gravações de áudio/vídeo não autorizadas de detentos, funcionários ou propriedade do governo;
6. Cigarros, tabaco, cigarros eletrônicos, ou parafernália para fumantes, bebidas alcoólicas, caixas de papelão e revistas em excesso;
7. Fotos de qualquer tipo que tenham sido colocadas em paredes de dormitórios/unidade de alojamento;
8. Qualquer item não adquirido através de canais autorizados (comissária).
9. A posse e/ou uso do número PIN de outro residente é também considerado como posse de contrabando. Não peça emprestado ou empreste seu numero PIN.

**CONDições DE Vida – População Geral**

Você esta sendo retido temporalmente no TCDF. Você permanecerá nas instalações até que o ICE determine que é o momento de transferi-lo a outra instalação. O TCDF não pode tomar nenhuma determinação a respeito da sua liberação ou transferência.

O TCDF abriga um contrato adicional que inclui o Escritório do Xerife do Condado de Torrance (TCSO). Em nenhum momento os detentos do ICE se misturarão com os detentos da TCSO.

A instalação é dividida em vinte e quatro (24) unidades de alojamento, não incluída a observação médica. Cada unidade de alojamento em cela pode acomodar dois detentos em cada quarto, até 40 detentos em cada cápsula. Há dois dormitórios que foram projetados para abrigar vários detentos em um ambiente tipo aberto; estes podem abrigar até 75 detentos em cada área.

Os detentos estão obrigados a manter suas áreas de moradia designadas limpas o tempo todo. Sua cama deve ser feita imediatamente depois de acordar e permanecer feita quando não estiver em uso e todos os bens pessoais devem ser organizados. É de o seu maior interesse manter uma área de moradia limpa e evitar muitos dos problemas associados a condições de vida não higiénicas.
Os cadeados estão disponíveis sem custo para os detentos indigentes, e são vendidos aos detentos não indigentes através do Gerente de Depósito da instalação. Se você quiser um cadeado, envie uma solicitação por escrito para o Gerente da Unidade ao Gerente de Depósito.

Cada unidade habitacional tem áreas suficientes para chuveiros, instalações sanitárias, refeitórios, salas de dia que permitem recreação interior e estão em conformidade com os requisitos da Associação Correccional Americana (ACA). Devido a este tipo de arranjo de vida, nós esperamos sua cooperação mostrando aos outros detentos o respeito que você deseja receber e respeitando a propriedade de outros. Você também é solicitado a respeitar a necessidade de compartilhar equipamentos comuns, mesas, televisores, jogos recreativos e equipamentos.

ÁREA DE DORMIR/SANEAMENTO

Você é obrigado a manter a sua cama e sua área imediata limpa e arrumada. Você também é obrigado a fazer a sua cama diariamente antes de se reportar à seu trabalho designado ou quando começa sua rotina diária. Quando sua cama não está em uso, ela precisa estar feita! Não é permitido pendurar lençóis, toalhas, cobertores ou roupas em barras de faixas, varais caseiros, luminárias de teto ou camas.

Objetos pessoais, incluindo itens de higiene, devem ser armazenados em sua caixa de propriedade. Não coloque itens em parapeitos, janelas, beliches, armários, debaixo do colchão, etc. Estes itens serão confiscados como contrabando e removidos quando deixados em áreas não autorizadas. Será sua responsabilidade de identificar e recuperar os itens através do supervisor apropriado.

Para garantir que a limpeza é mantida, você será solicitado a participar da limpeza dos dormitórios/unidade de alojamento áreas que incluem áreas de sala de estar, área de dormir, área de banheiro e área de ducha em cooperação com as ordenanças da unidade habitacional. Embora saibamos que sua estadia nestas instalações é temporária, é sua casa durante este tempo e esperamos que coopere para mantê-la segura e limpa.

As unidades habitacionais são limpas conforme necessário ou conforme a orientação de um funcionário, inclusive após cada refeição, para garantir a segurança e saneamento adequados. Um membro da equipe emitirá todos os equipamentos, suprimentos e instruções.

É sua responsabilidade garantir que a área ao redor da sua cama esteja limpa.

Um número significativo de chuveiros é fornecido a cada unidade habitacional para permitir que cada detento tenha a oportunidade de tomar banho diariamente. Por favor, respeite os outros detentos fazendo a limpeza depois que tenha de usar a área.

Todos os materiais de limpeza serão colocados em locais de armazenamento apropriados quando não estiverem em uso.

REGULAMENTOS DE SEGURANÇA/PROCEDIMENTOS DE EMERGÊNCIA

A equipe na TCFI fará todos os esforços para ajudar a garantir sua segurança enquanto você estiver aqui. Você deve assumir alguma responsabilidade ajudando a tornar esta instalação mais segura. Sinais estão disponíveis para marcar áreas perigosas onde quer que elas ocorram. Se você derramar algo, por favor, limpe-o. Se você encontrar um possível perigo, comunique-o aos oficiais na sua área. Não assuma que os problemas foram relatados. Preste atenção aos sinais de perigo e use de cuidado razoável em situações potencialmente perigosas, tais como pisos molhados.

1. Os detentos devem seguir todas as regulações de segurança, sinais, instruções, direções, etiquetas e qualquer treinamento fornecido.
2. Todos os detentos devem participar de todos os treinamentos de segurança/emergência. Os detentos precisam ser treinados antes de realizar qualquer tarefa perigosa.
3. Os detentos devem vestir equipamento de proteção pessoal ao manusear produtos químicos de limpeza ou outros químicos.
4. Os detentos não podem alterar os itens ou usar um item para outro fim que não seja o seu propósito. Itens alterados é contrabando e serão confiscados.
5. Não remova a lâmina de barbear descartável.
6. Os detentos devem imediatamente limpar qualquer líquido derramado ou permanecer afastados até que possa ser limpo.
7. Detentos feridos na unidade habitacional, no pátio de recreação ou em qualquer outra parte da instalação, devem imediatamente comunicar o ferimento ao funcionário de plantão naquela área.
8. Os detentos não vão mexer, abrir, bloquear ou desabilitar qualquer dispositivo de tratamento e/ou porta.
9. Os detentos não pendurarão camisas no Pátio de Recreação.
10. Os detentos não chegarão no arame farpado por nenhum motivo.
11. Os detentos não escalarão nenhuma cerca por nenhum motivo.
12. Os exercícios de simulacro são realizados em toda a instalação incluindo as áreas de convivência. Em caso de emergência ou simulacro os detentos são responsáveis por seguir todas as instruções dadas pela equipe. Falha no cumprimento será considerado uma interferência/impedimento com os regulamentos da instalação.
13. Há um Plano/Mapa de Evacuação afixado em cada unidade habitacional que mostra a rota de evacuação de emergência em caso de incêndio. Não remova esses planos.

CONTAGENS OFICIAIS

A fim de manter a devida responsabilidade dos detentos nesta instalação, as contagens oficiais são conduzidas nos seguintes momentos:

1. As contagens formais são conduzidas nos seguintes momentos; 3:00a.m., 6:30a.m., 9:15a.m., 3:00p.m., 7:00p.m., 10:00p.m. (Foto ID/Contagem da lista – Contagem em pé), 12:00 a.m.
2. As contagens informais são realizadas em horários irregulares e sem aviso prévio.

Espera-se que os detentos cooperem durante cada contagem. Os televisores serão desligados e nenhum movimento será permitido em quanto se esteja realizando a contagem. Quando os oficiais estiverem contanto, você deverá voltar e permanecer sentado no seu berlêche até ser liberado para movimento. Durante a contagem não é permitido conversar. Interrupções durante a contagem pode resultar no início de um bloqueio. Detentos devem ficar de pé durante as contagens de emergência.

REFEIÇÕES

Todas as refeições são nutricionalmente balanceadas, sem carne de porco, aprovadas pelo nutricionista, devidamente preparadas e servidas de forma atrativa em ambientes saudáveis, limpos e seguros. Para obter uma dieta especial por fins religioso, envie um pedido declarando a religião e os requisitos de dieta para o Capelão. Dietas especiais estão sujeitas a monitoramento para cumprimento. É proibido o uso de alimentos, (ou seja, retenção ou variação do cardápio padrão) como medida disciplinar ou recompensa. Serão emitidos utensílios apropriados para comer e beber. Os cardápios são afixados no quadro de avisos em sua unidade de alojamento.

Para aqueles detentos que requerem uma dieta especial por razões médicas, a dieta pode ser solicitada através dos Serviços de Saúde. Para ser considerado, apresente um formulário de chamada de doença aos Serviços de Saúde. A enfermeira então marcará uma consulta para você ver um médico que avaliará a sua solicitação.

O TCDF lhe fornecerá três (3) refeições por dia; café da manhã às 5:00am, almoço às 11:00am e jantar às 5:00pm. Estes são horários aproximados. Refeições e bebidas são servidas em cada unidade de alojamento. Você precisa seguir as regras dos oficiais de detenção. A identificação da sua instalação deve ser mostrada para coletar sua refeição. Não é permitido cortar a fila, pegar bandejas ou levar bandejas para a área da cama. A você só é permitido uma (1) bandeja por refeição; aos detentos não é permitido pegar a bandeja de outros detentos. Cada detento é obrigado a pegar sua própria bandeja de refeições.

1. Todos os alimentos devem ser consumidos nas mesas fornecidas na unidade de alojamento.
2. Você deve comer no horário designado e devolver imediatamente sua bandeja ao carrinho fornecido.
3. Nenhum alimento externo será permitido na unidade de alojamento alem daquelas fornecidas pela cozinha e das instalações de comissariado, a menos que seja encomendada através de "noite de comida" (você precisa ter dinheiro na sua conta para comprar).

4. **AS REFEIÇÕES NÃO PODEM SER CONSUMIDAS NA ÁREA DA CAMA.**

5. NÃO coloque bandejas ou papel alumínio nos micro-ondas.


7. Você terá um total de vinte (20) minutos para comer cada refeição.

8. Nenhuma comida das refeições será armazenada em armários ou caixas de armários.

**ACESSO AOS TELEFONES**

- As unidades de alojamento foram equipadas com telefones. Esses telefones foram disponibilizados para que você possa se comunicar com amigos e/ou familiares.
- Na sua chegada, o Oficial de Processamento lhe emitirá um número PIN; isto lhe permitirá uma chamada telefônica única e gratuita de três. O número pin é único para você e se manterá ativo enquanto você estiver na instalação. Você precisa configurar uma senha de voz antes de realizar sua primeira ligação telefônica. O sistema está projetado para garantir que nenhum outro detento possa acessar a sua conta pré-paga. As contas pré-pagas são sua responsabilidade; você deve proteger sua Biometria de voz para receber seus fundos. As chamadas telefônicas podem ser feitas a cobrar ou você pode optar por participar do sistema de chamadas pré-pagas. Este sistema permite a você comprar minutos através do comissariado.
- Sua família ou amigos também podem depositar dinheiro na sua conta telefônica ligando para o Serviço de Atendimento ao Cliente Talton 1-866-348-6231; para a página web Talton www.Talton.com; ou através do quiosque do lobby (dinheiro ou crédito). Consule o quadro de avisos da sua unidade para obter as taxas de chamadas atuais.
- Para aumentar o volume nos telefones, pressione o botão asterisco (*), ou volume, enquanto estiver falando.
- **Entrada de chamadas não serão recebidas nestes telefones, nem as chamadas de três (3) vias estão disponíveis.**
- Para respeitar a privacidade de outros, nós pedimos que você aguarde silenciosamente a sua vez, já que os telefones serão usados por ordem de chegada. Se você precisa de ajuda, peça ao oficial designado para sua área.
- **Todas as chamadas telefônicas estão sujeitas a monitoramento e/ou gravação.** Para obter uma ligação não monitorada para um tribunal, um representante legal ou para fins de obtenção de representação legal, Envie um formulário de solicitação de Detento/Recluso ao seu Conselheiro de Detenção. Procedimentos para fazer uma ligação anônima são afixados nas unidades de alojamento.
- Os números de telefone para saber sobre a situação do seu caso, bem como os números da maioria dos consulados foram colocados a sua disposição gratuitamente (Pro Bono). (Consulte o quadro de avisos na sua unidade de alojamento para obter uma lista de números). Para discar gratuitamente/Pro Bono, ligue:
  1). Pressione 1 para inglês;
  2). Digite o PIN seguido do sinal #;
  3). Pressione 6 para chamadas Pro Bono
  4). Insira número de discagem rápida correspondente à entidade para a qual você gostaria de ligar.
- Caso você não consiga contatar seu advogado ou consulado usando os telefones da unidade de alojamento, você pode enviar um formulário de solicitação a qualquer um de sua Equipe de Gerenciamento da Unidade para alternativas telefônicas.
- Máquinas telefônicas TDD estão disponíveis para deficientes auditivos.
- Quando a demanda telefônica é alta, espera-se que você limite as suas ligações a vinte (20) minutos para permitir a outros terem os mesmos privilégios. Você tem permissão de continuar sua ligação além de 20 minutos caso a demanda o permita.
- Os telefones estão disponíveis para você, desde que acorda até a hora de dormir; telefones serão desligados durante as contagens.
Quando a equipe da instalação recebe uma ligação de emergência para um detento, O nome e o número de telefone de quem ligaram devem ser obtido e imediatamente entregue a você.

Você terá permissão de retornar prontamente uma chamada de emergência dentro das restrições de segurança da instalação.

Chamas telefônicas em que tentativa de ter contatos externos enviam ou introduzem drogas/contrabando nas instalações pode resultar no bloqueio do número da pessoa externa.

INSTRUÇÕES DO TABLET TALTON:

1. Deixo os tablets nas estações de recarga quando não estiverem em uso;
2. Use o botão superior direito na lateral da caixa para ligar o tablet;
3. Selecione Inglês, Espanhol, ou Francês na caixa suspenso no canto superior direito da tela;
4. Use seu PIN telefônico e coloque seu rosto na caixa da tela para fazer o login; e
5. Será solicitado a você configurar um Segundo número PIN (por favor, escolha um número diferente do PIN do seu telefone).

OBSERVAÇÃO: O tablet desconectará você após cinco minutos de inatividade. Você continuará sendo cobrado enquanto estiver conectado no tablet.

SERVIÇOS RELIGIOSOS

Todos os detentos terão acesso a recursos religiosos, serviços, instruções e aconselhamento de forma voluntária. Todos os detentos terão a liberdade e oportunidade necessárias para perseguir qualquer crença ou prática religiosa legítima dentro dos limites das condições de segurança.

Os serviços religiosos são prestados através do Escritório da Capelania e através de serviços prestados por voluntários da comunidade. Estes serviços podem incluir aconselhamento individual, oração em grupo, estudo da bíblia e vários cultos religiosos/organizacionais da igreja. Os horários podem começar de cinco a 8:30a.m. às 8:30p.m., a programação dos dias e horários de cada serviço regular é publicada no quadro de avisos de sua unidade de alojamento. Estes serviços estão abertos a todos os que desejarem participar no que diz respeito às limitações de espaço e preocupações de segurança.

Programas educacionais baseados na religião e atividades especiais também estão disponíveis de acordo com a programação de atividades publicados no quadro de avisos da sa unidade de alojamento.

Materiais religiosos de vários tipos de fé estão disponíveis mediante solicitação.

COMISSARIADO

O Comissariado estará aberto para seu uso de segunda a sexta-feira, de acordo com os horários publicados em sua unidade de alojamento, exceto nos dias de inventário do Comissariado.

As encomendas de comissário devem ser completadas e colocadas na caixa de correio localizada em cada unidade de alojamento. O formulário de pedido deve ser devidamente preenchido com tinta, com seu nome, numero de unidade de alojamento e Número de estrangeiro, para poder receber o comissariado nesse dia. (ESCREVA DE FORMA LEGÍVEL). Todos os formulários de pedido devem ser preenchidos até as 7:30am da manhã do comissariado.

Não haverá reembolso para itens comprados errados. É sua responsabilidade preencher corretamente o formulário de pedido. Antes de abrir sua bolsa de comissário, você deve verificar todos os itens. Se você sentir que há um problema com o pedido um funcionário do comissariado
verificará os itens na bolsa com você antes de abri-la. Uma vez que você tenha aberto a bolsa, a encomenda esta concluída. Não haverá trocas, reembolso ou substituição de itens em falta.

- Os itens do Comissariado estão sujeitos a limitações e/ou alterações sem prévia notificação.

**PROGRAMA DE TRABALHO VOLUNTÁRIO**

Os detentos podem ter a oportunidade de trabalhar para ganhar dinheiro enquanto estão confinados, sujeito ao número de oportunidades disponíveis e dentro das restrições de segurança, proteção e boa ordem da instalação. Os detentos poderão ser voluntários para tarefas de trabalho, mas não serão obrigados a trabalhar de outra forma, exceto para fazer tarefas domésticas pessoais. Os detentos com custódia alta não estão autorizados a trabalhar fora de suas áreas de moradia.

- Todos os esforços serão feitos para lhe proporcionar a oportunidade de participar do programa de trabalho voluntário.
- Os detentos receberão compensação por trabalho terminado.
- Você não terá permissão de trabalhar mais de oito (8) horas diárias, ou quarenta (40) horas semanais.
- Você deverá assinar uma declaração de programa de trabalho voluntário e receber o treinamento necessário.
- Os detentos que participam do programa de trabalho voluntário são obrigados a trabalhar de acordo com um horário de trabalho designado e a ausência injustificada do trabalho ou desempenho insatisfatório pode resultar na sua remoção do programa de trabalho voluntário. Nenhum detento terá supervisão/controle sobre qualquer outro detento.
- Você é solicitado a executar tarefas associadas ao funcionamento diário da instalação. Tais tarefas podem incluir saneamento geral, bem como outras tarefas. Sob nenhuma circunstância você será forçado a formar parte do programa de trabalho.
- Sua elegibilidade para trabalhar será determinada pela ICE e pela equipe do TCDF. Se você deseja ser colocado em um programa de trabalho, Envie um formulário de Solicitação de Recluso ao supervisor de turno responsável ou chefe de departamento que encaminhará seu nome para consideração. Por favor, lembre-se que não há trabalho suficiente para cada pessoa; portanto, pedimos sua paciência e colaboração.
- Se lhe for dada uma tarefa que esteja fora do seu escopo, reporte a informação para membros da equipe ou equipe supervisor.

**BIBLIOTECA / BIBLIOTECA DE DIREITO**

- A biblioteca desta instalação contém materiais padrão de biblioteca encontrados em escolas ou bibliotecas comunitárias. As necessidades, interesses e habilidades de cada detento são cuidadosamente consideradas, e a coleção da biblioteca foi desenvolvida de acordo com isso. Os livros da biblioteca estão disponíveis mediante o preenchimento de uma solicitação e seleção a partir de uma lista fornecida de livros disponíveis. Uma vez enviados, a equipe da livraria entregará o livro(s) a você até o dia seguinte, de segunda até sexta-feira, exceto fins de semana e feriados. Solicitações enviadas nos finais de semana serão processadas no próximo dia útil.
- Um (1) livro de leitura geral pode ser retirado por um total de sete (7) dias. O item deve ser devolvido antes de retirar material adicional. É importante que você cuide desses livros e os devolva em tempo hábil para que outros detentos também tenham a oportunidade de lê-lo e apreciá-lo. Todos os livros devem ser devolvidos antes de sua liberação das instalações, e nas mesmas condições que foram recebidos.
- O tempo para leitura pessoal será dado de Segunda a Domingo na sala de programas. O tempo de leitura será oferecido por uma hora cada dia para garantir que todos os detentos tenham a oportunidade de ler em silêncio. Você não pode solicitar um tempo estendido por causa de outros programas oferecidos. Dias e horários para leitura de horas serão publicados em sua área de moradia designada.
- **Materiais de referência, materiais legais e revistas não devem ser retirados da biblioteca.**
- A biblioteca jurídica está disponível para todos os detentos usarem durante o horário agendado de suas unidades habitacionais. Um horário é publicado em cada unidade habitacional. Quando for necessário mais
tempo, uma solicitação por escrito pode ser enviada à equipe da biblioteca. A solicitação será respondida em tempo hábil, geralmente no próximo dia hábil. A biblioteca jurídica contém materiais de referência legal que o ICE determinou serem essenciais para fornecer a você informações relevantes para leis e procedimentos de imigração. Estas instruções estão acessíveis nos computadores da biblioteca no programa Lexis/Nexis. As instruções para acessar o programa Lexis/Nexis são postadas acima dos computadores na Biblioteca Jurídica.

- Se você precisa de materiais de referência adicionais não mantidos na biblioteca de direito, você pode apresentar uma solicitação à biblioteca, começando com o nome e o tipo de material necessário. Sua solicitação será encaminhada ao ICE para aprovação.

- Se você encontrar um material bibliotecário faltando ou maltratado, notifique o coordenado da biblioteca, enviando um pedido ao departamento de recreação.

- O horário da biblioteca jurídica começa das 7:30a.m às 2:45p.m., de acordo com o horário publicado no quadro de avisos nas unidades habitacionais. Tempo extra da biblioteca jurídica (além das cinco horas por semana) está disponível mediante solicitação ao bibliotecário e/ou ao Auxiliar da Biblioteca. Detentos com prazos judiciais terão prioridade.

- Todos os detentos irão registrar a sua entrada e saída da biblioteca.

- Os computadores estão disponíveis na biblioteca jurídica SOMENTE para preparação de documentos legais. Infratores estarão sujeitos a ações disciplinares. Impressoras serão fornecidas durante sua sessão na biblioteca jurídica para imprimir documentos legais para a preparação do seu caso. Os pen drives estão disponíveis para armazenar seus documentos legais.

- Detentos com deficiência, detentos LEP e detentos analfabetos que desejem entrar com uma ação judicial relacionado com seus processos de imigração ou detenção, e quem precise de assistência para prosseguir com sua ação legal, devem solicitar tal assistência da sua equipe de unidade.

- Os detentos alojados na Unidade de Moradia Restrita (RHU) têm acesso à biblioteca jurídica, incluindo os mesmos recursos e materiais que os detentos da população geral.

VISITA

- TCDF oferece uma oportunidade para você ter uma (1) visita por semana (de Domingo a Terça-Feira e de Quinta a Sábado e durante os feriados) para uma visita de até duas horas de contato com família e amigos. Os horários variam de acordo com a agenda. Se houver mais visitantes do que aqueles que podem ser acomodados na sala de visitas, pode ser necessário limitar as visitas a períodos de tempo mais curto. Os tempos de visitas também podem ser reduzidos devido a risco de segurança, contagem ou outros eventos fortuitos.

- Para aprovação de visitas em dias que não estejam programados para sua unidade de alojamento ou para visitas prolongadas devido a viagens de longa distância ou outras circunstâncias atenuantes, envia um Formulário de Visita Especial ao Chefe de administração da Unidade.

- Se o(s) visitante(s) tiverem crianças (dezoito (18) anos de idade ou menos), espera-se que permaneçam sob a supervisão direta do(s) visitante(s) adulto(s), para que não perturbe outros detentos e suas visitas. Só dois (2) adultos e duas (2) crianças menores (dezoito (18) anos de idade e menos) poderão visitar de cada vez, já que o espaço é limitado.

- Você deve desencorajar os visitantes de trazer grande quantidade de itens nas mãos. O(s) visitante(s) pode(m) ser requerido(s) de deixar certos itens em um armário ou em seu veículo. Todos os visitantes e itens estão sujeito a buscas.

- Você precisará notificar os visitantes sobre esses horários e procedimentos e avisá-los que devem trazer uma identificação com foto emitida pelo governo (para maiores de dezoito (18) anos) para serem permitidos de visitar.
Visitantes devem estar vestidos apropriadamente e socialmente aceitáveis. As seguintes roupas são PROIBIDAS: Shorts, minissaia acima do joelho, vestidos curtos, camiseta regata, camisas sem mangas, roupas transparentes, calçados que mostram os pés, salto alto acima de 2 polegadas.

Os horários de visita, assim como as regras de visitação são publicados na sua unidade de alojamento.

Os visitantes não estão autorizados a lhe dar nenhum item, dinheiro, ou papelada.

Instruções estão disponíveis para os visitantes e/ou advogados ligando para 505-384-2711.

**VISITA DE ADVOGADO**

O horário de visitação do procurador-geral é de Segunda a Sexta Feira, das 8a.m. às 4p.m., e estão disponíveis Sábado, Domingo e feriados por um mínimo de 4 horas, se necessário.

Se necessário, será dado a você a opção de se encontrar com seu representante legal durante uma refeição e você receberá uma bandeja de refeições ou um saco de refeições.

Você está autorizados de receber documentos legais somente do seu advogado, uma vez aprovado pela equipe de supervisão apropriada.

Se você marcou uma reunião com um advogado, representante legal ou paralegal de uma organização, escritório jurídico ou outra associação ou companhia, é sua responsabilidade cancelar a reunião se você não quiser mantê-la. Os cancelamentos das reuniões não serão realizados em seu nome ou através de um oficial ou outro.

Uma lista de organizações legais pro bono (gratuitas) é publicada em todas as áreas de alojamento de detentos e outras áreas apropriadas. Se você deseja ver um representante ou paralegal dessa organização, é sua responsabilidade entrar em contato com eles para uma reunião.

Você pode entrar em contato com eles pelo email ou telefone para solicitar a assistência deles.

Se você tiver dúvidas a respeito do status do seu caso, ligue para #222 dos telefones da unidade habitacional ou envie um Formulário de Solicitação de Detento ao ICE e coloque na caixa postal do ICE.

**APRESENTAÇÕES DE DIREITOS LEGAIS DO GRUPO**

“Conheça seus Direitos” (KYR) / "Programas de Orientação Legal" (LOP) são dados por representantes legais voluntários. Você terá a oportunidade de frequentar um destas apresentações uma vez que lhe for designado o um alojamento. O comparecimento é voluntário e limitado somente pelo espaço disponível e preocupações de segurança da instalação.

As apresentações devem ocorrer na sala de visita da instalação.

Detentos no RHU devem ser notificados dos horários das apresentações.

Notificação das apresentações programadas será publicada na sua unidade pelo menos 48 horas antes da ocorrência. Você deve indicar seu interesse em participar, inscrevendo-se nas folhas de inscrição publicadas em sua unidade.

Estas apresentações cobrem informações gerais e não tem a intenção de dar conselhos jurídicos específicos.

**PEDIDOS DE CASAMENTO**

O pedido de casamento deve ser enviado ao Diretor. Se negado, o pedido será analisado pelos oficiais da ICE que poderão manter ou reverter a negação do diretor. Você deve ser capaz de fornecer documentação sobre o seguinte:

1. Você é legalmente elegível para se casar neste estado;
2. Seu pretendente conjuge afirmeu, por escrito, sua intenção de casar com você. (Isto deve acompanhar seu pedido.)
November 30, 2022

Rebecca Sheff  
ACLU of New Mexico  
P.O. Box 566  
Albuquerque, NM 87103  
rsheff@aclu-nm.org

RE: Innovation Law Lab v. ICE  
ICE FOIA Case Number 2022-ICLI-00045  
Fifth Interim Response

Dear Ms. Sheff:

This is the fifth interim response to your client’s Freedom of Information Act (FOIA) request to U.S. Immigration and Customs Enforcement (ICE) dated June 13, 2022. Your FOIA request sought various categories of records related to Torrance County Detention Facility (“TCDF”).

ICE has considered your request under the FOIA, 5 U.S.C. § 552, and processed 1500 pages of potentially responsive documents that were located by ICE’s Enforcement and Removal Operations (ERO) and the ICE Office of the Principal Legal Advisor (OPLA). ICE determined that 708 pages were found to be duplicative, 68 pages are being released in full and 724 pages are being released in part. These pages have been Bates numbered 2022-ICLI-00045 4215 through 2022-ICLI-00045 5006. ICE has applied FOIA Exemptions (b)(5) (b)(6), (b)(7)(C), and (b)(7)(E) to portions of these pages as described below.

**FOIA Exemption 5** protects inter-agency or intra-agency memorandums or letters which not be available by law to a party other than an agency in litigation with the agency. The deliberative process privilege protects the integrity of the deliberative or decision-making processes within the agency by exempting from mandatory disclosure opinions, conclusions, and recommendations included within inter-agency or intra-agency memoranda or letters. The release of this internal information would discourage the expression of candid opinions and inhibit the free and frank exchange of information among agency personnel. The attorney work-product privilege protects documents and other memoranda prepared by an attorney in contemplation of litigation. The attorney-client privilege protects confidential communications between an attorney and his client relating to a legal matter for which the client has sought professional advice. It applies to facts divulged by a client to his attorney, and encompasses any opinions given by an attorney to his client based upon, and thus reflecting, those facts, as well as communications between attorneys that reflect client-supplied information. The attorney-client privilege is not limited to the context of litigation.
ICE has applied FOIA Exemptions 6 and 7(C) to protect from disclosure the names, e-mail addresses, and phone numbers of ICE and DHS employees contained within the documents, as well as the names, and other personally identifiable information of other individuals contained within the records.

**FOIA Exemption 6** exempts from disclosure information in personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public’s right to disclosure against the individual’s right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

**FOIA Exemption 7(C)** protects records or information compiled for law enforcement purposes when production of such could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes particular note of the strong interests of individuals, whether they are suspects, witnesses, or investigators, in not being unwarrantably associated with alleged criminal activity. That interest extends to persons who are not only the subjects of the investigation, but those who may have their privacy invaded by having their identities and information about them revealed in connection with an investigation. Based upon the traditional recognition of strong privacy interests in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate.

ICE has applied FOIA Exemption 7(E) to protect from disclosure internal agency case numbers and other law enforcement sensitive information contained within the documents.

**FOIA Exemption 7(E)** protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. ICE has determined that disclosure of certain law enforcement sensitive information contained within the responsive records could reasonably be expected to risk circumvention of the law. Additionally, the techniques and procedures at issue are not well known to the public.

If you have any questions about this letter, please contact Assistant United States Attorney Manny Lucero at manny.lucero@usdoj.gov.

Sincerely,

Marcus Francis
Supervisory Paralegal Specialist

Enclosure(s): 792 pages

cc: AUSA Manny Lucero
October 28, 2022

Rebecca Sheff
ACLU of New Mexico
P.O. Box 566
Albuquerque, NM 87103
rsheff@aclu-nm.org

RE: Innovation Law Lab v. ICE
ICE FOIA Case Number 2022-ICLI-00045
Fourth Interim Response

Dear Ms. Sheff:

This is the fourth interim response to your client’s Freedom of Information Act (FOIA) request to U.S. Immigration and Customs Enforcement (ICE) dated June 13, 2022. Your FOIA request sought various categories of records related to Torrance County Detention Facility (“TCDF”).

ICE has considered your request under the FOIA, 5 U.S.C. § 552, and processed 1,538 pages of potentially responsive documents that were located by ICE’s Enforcement and Removal Operations (ERO) and the ICE Office of the Principal Legal Advisor (OPLA). ICE determined that 80 pages were found to be duplicative and 349 pages are being sent for submitter notice. 858 pages are being released in full, 124 pages are being released in part, and 127 pages are being withheld in full. These pages have been Bates numbered 2022-ICLI-00045 3106 through 2022-ICLI-00045 4087. ICE has applied FOIA Exemptions (b)(5) (b)(6), (b)(7)(C), and (b)(7)(E) to portions of these pages as described below.

**FOIA Exemption 5** protects inter-agency or intra-agency memorandums or letters which not be available by law to a party other than an agency in litigation with the agency. The deliberative process privilege protects the integrity of the deliberative or decision-making processes within the agency by exempting from mandatory disclosure opinions, conclusions, and recommendations included within inter-agency or intra-agency memoranda or letters. The release of this internal information would discourage the expression of candid opinions and inhibit the free and frank exchange of information among agency personnel. The attorney work-product privilege protects documents and other memoranda prepared by an attorney in contemplation of litigation. The attorney-client privilege protects confidential communications between an attorney and his client relating to a legal matter for which the client has sought professional advice. It applies to facts divulged by a client to his attorney, and encompasses any opinions given by an attorney to his client based upon, and thus reflecting, those facts, as well as communications between attorneys that reflect client-supplied information. The attorney-client privilege is not limited to the context of litigation.
ICE has applied FOIA Exemptions 6 and 7(C) to protect from disclosure the names, e-mail addresses, and phone numbers of ICE and DHS employees contained within the documents, as well as the names, and other personally identifiable information of other individuals contained within the records.

**FOIA Exemption 6** exempts from disclosure information in personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public’s right to disclosure against the individual’s right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

**FOIA Exemption 7(C)** protects records or information compiled for law enforcement purposes when production of such could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes particular note of the strong interests of individuals, whether they are suspects, witnesses, or investigators, in not being unwarrantably associated with alleged criminal activity. That interest extends to persons who are not only the subjects of the investigation, but those who may have their privacy invaded by having their identities and information about them revealed in connection with an investigation. Based upon the traditional recognition of strong privacy interests in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate.

ICE has applied FOIA Exemption 7(E) to protect from disclosure internal agency case numbers and other law enforcement sensitive information contained within the documents.

**FOIA Exemption 7(E)** protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. ICE has determined that disclosure of certain law enforcement sensitive information contained within the responsive records could reasonably be expected to risk circumvention of the law. Additionally, the techniques and procedures at issue are not well known to the public.

If you have any questions about this letter, please contact Assistant United States Attorney Manny Lucero at manny.lucero@usdoj.gov.

Sincerely,

Marcus Francis
Supervisory Paralegal Specialist

Enclosure(s): 982 pages

cc: AUSA Manny Lucero
language interpretive services to ensure fulfillment of this requirement. All written materials provided to detainees shall generally be translated into Spanish. Where practicable, provisions for written translation shall be made for other significant segments of the ICE population with limited English proficiency.

J. Disability Accommodation

It is the obligation of the Service Provider that detainees with disabilities (e.g. physical, mental, intellectual, developmental) are housed/served in the least restrictive environment and that reasonable modifications be provided to allow individuals with disabilities to have equal opportunity to participate in programs and services. The Service Provider will use auxiliary aids and necessary assistive devices for detainees who because of a disability need additional communication support.

K. Physical Plant

The facility operation and maintenance shall ensure that detainees are housed in a safe, secure, and humane manner. All equipment, supplies, and services shall be Service Provider-furnished except as otherwise noted. The facility, whether new construction expansion or an existing physical plant, shall be designed, constructed, operated, and maintained in accordance with all applicable federal, state, and local laws, regulations, codes, guidelines, and policies. In the event of a conflict between federal, state, or local codes, regulations or requirements, the most stringent shall apply. In the event there is more than one reference to a safety, health, or environmental requirement in an applicable law, standard, code, regulation or Government policy, the most stringent requirement shall apply.

The facility shall provide housing configurations commensurate with the security needs of the population. A one year construction schedule is acceptable for new physical plant requirements. The facility, whether new construction expansion or existing physical plant, shall comply with the building codes under which it was permitted at the time of original construction.

. Whether new construction expansion or existing physical plant, fire protection and life safety issues shall be governed by the building and life safety codes under which the facility was permitted at the time of original construction.

The facility, whether new construction expansion or existing physical plant, shall comply with the requirements in effect at the time of the original facility construction of the Architectural Barriers Act of 1968 as amended and the Rehabilitation Act of 1973 as amended. The standards for facility accessibility by physically handicapped persons as set forth in "Uniform Federal Accessibility Standards/Fed Std. - 795 40188 Edition" (UFAS) shall apply. All areas of the buildings and site shall meet these requirements. Activities, which are implemented, in whole or in part, with
federal funds, must comply with applicable legislation and regulations established to protect the human or physical environment and to ensure public opportunity for review. The Service Provider shall remain in compliance with federal statutes during performance of the contract including, but not limited to the following Acts: Clean Air, Clean Water, Endangered Species, Resources Conservation and Recovery; and other applicable laws, regulations and requirements. The Service Provider shall also comply with all applicable limitations and mitigation identified in any Environmental Assessment or Environmental Impact Statement prepared in conjunction with the contract pursuant to the National Environmental Policy Act, 42U.S.C. 4321. The Service Provider shall be responsible for and shall indemnify and hold the Government harmless for any and all spills, releases, emission, disposal and discharges of any toxic or hazardous substance, any pollutant, or any waste, whether sudden or gradual, caused by or arising under the performance of the contract or any substance, material, equipment, or facility utilized. For the purposes of any environmental statute or regulation, the Service Provider shall be considered the "owner and operator" for any facility utilized in the performance of the contract, and shall indemnify and hold the Government harmless for the failure to adhere to any applicable law or regulation established to protect the human or physical environment. The Service Provider shall be responsible in the same manner as above regardless of whether activities leading to or causing a spill, release, emission or discharge are performed by the Service Provider, its agent or designee, a detainee, visitors, or any third party.

If a spill(s) or release(s) of any substance into the environment occur, the Service Provider shall immediately report the incident to the COR or ICE designated official. The liability for the spill or release of such substances rests solely with the Service Provider and its agent.

A safety program shall be maintained in compliance with all applicable Federal, state and local laws, statutes, regulations and codes. The Service Provider shall comply with the requirements of the Occupational Safety and Health Act of 1970 and all codes and regulations associated with 29 CFR 1910 and 1926.

Fire Alarm Systems and Equipment - All fire detection, communication, alarm, annunciation, suppression and related equipment shall be operated, inspected, maintained and tested in accordance with the edition of the applicable NEC and Life Safety Codes under which the facility was permitted at the time of original construction. The Service Provider shall provide outside lighting sufficient to illuminate the entire facility and secure perimeter with at least 1.5foot candles.

For new construction expansion or existing physical plant, final and completed, the Service Provider prior to issuance of the NTP shall submit design/construction documents to the COR. For all new construction expansion, the construction schedule shall be updated to reflect current progress and submitted to the COR on a monthly basis. Government staff will make periodic visits during construction to verify Service Provider progress and compliance with contract requirements. As-built drawings and
current drawings of the buildings and site utilities shall be maintained in a secure location during construction and contract performance. These updates shall be provided to the COR within 30 days of any changes made. Site utilities include, but are not limited to: water and sewer lines; gas lines; tunnels; steam lines; chilled water lines; recording layouts; elevations; modifications; additions; etc. Two copies of the as-built drawings shall be provided to the COR in AUTOCAD release 14.0 on a CD-ROM no later than 90 days after issuance of the NTP. Promptly after the occurrence of any physical damage to the facility (including disturbances), the Service Provider shall report such damage to the COR or ICE designated official. It shall be the responsibility of the Service Provider to repair such damage, to rebuild or restore the institution. A number of Government staff will be on-site to monitor contract performance and manage other Government interests associated with operation of the facility. Government staff will have full access to all areas of the facility. Service Provider access to Government required space must be pre-approved by the COR. In cases of emergency the Service Provider shall notify the COR promptly.

The Service Provider, in accordance with its facility operation and maintenance, shall ensure that detainees are housed in a safe, secure, and humane manner. All equipment, supplies, and services shall be Service Provider-furnished except as otherwise noted.

The facility shall be designed, constructed, operated, and maintained in accordance with all applicable federal, state, and local laws, regulations, codes, guidelines, and policies.

The Service Provider shall provide and maintain a perimeter patrol and an electronic surveillance system, which will identify any unauthorized access to the institution’s perimeter.

4. ICE IT Equipment: ICE shall provide and install IT equipment in office spaces for ICE personnel only, to include computer workstations and screens, printers and fax machines. All infrastructure and cabling shall be provided by the Service Provider.

**NOTE:** ICE IT system must be a complete, independent and physically separate system from the Service Provider’s IT system. The system shall serve all operational components to include ICE, EOIR and OPLA.

Government space shall be climate controlled and located consistent with the administrative office space for the Service Provider's staff. Government-occupied space shall be separate from, but accessible to, detainee housing units and the centralized visiting area. Government-occupied space shall also be secure and inaccessible to Service Provider staff, except when specific permission is granted by on-site ICE, or OPLA staff. The Service Provider shall be responsible for all maintenance, security, and janitorial costs associated with space designated for Government staff. The Service Provider shall provide no less than 10 on-site parking spaces for Government use. The Service Provider shall ensure that video cameras
monitor hallways, exits, and common areas. A qualified individual shall be responsible for monitoring this system inside and outside the building. Considering that the videos will be recordings of residents who may be seeking asylum or other considerations under U.S. immigration law, the Service Provider is required to maintain the tapes and may not release them to anyone, unless approved by DRS. The Service Provider shall develop a plan for keeping the videos for the duration of the project period and destruction of them upon completion of the program.
XI. PROPERTY ACCOUNTABILITY

A. General

The Service Provider shall enact practices to safeguard and protect Government property against abuse, loss, or any other such incidents. Government property shall be used only for official business.

ICE shall maintain a written inventory of all Government property issued to the Service Provider for performance hereunder. Upon expiration of this contract, the Service Provider shall render a written accounting to the COR of all such property. The Service Provider shall assume all risk, and shall be responsible for any damage to or loss of Government furnished property used by Service Provider employees.

Normal wear and tear will be allowed. The Service Provider, upon expiration of services, shall immediately transfer to the COR, any and all Government property in its possession or in the possession of any individuals or organizations under its control, except as otherwise provided for in this contract. The Service Provider shall cooperate fully in transferring property to the successor Service Provider.

The Government shall withhold final payment until adjustments are made for any lost property.

B. Facility, Equipment, Materials, Supplies, and Instructions Furnished by the Government

The Government will furnish the following property at no cost to the Service Provider:

I. Copies of the detention standards cited in the PWS and one copy of all pertinent operational manuals prior to starting work under the contract. The Service Provider shall be responsible to duplicate these standards for Service Provider employees.

II. Administrative forms, Equal Employment Opportunity, Occupational Safety and Health Administration, Service Contract Act, Drug Free Posters, and DHS OIG hotline poster, as required in this contract. As applicable DHS work orders will be issued to the Service Provider via DHS Form 1-203, Order to Detain or Release Alien.

III. ICE office space equipment, such as, but not limited to: office telephones, copying machines, fax machines, computer equipment, and typewriters for Government use. The Government shall be responsible for installation of conduit and data lines within the dedicated Government office space, to include the ICE and EOIR administrative phone system.
XII. FIREARMS / BODY ARMOR

A. Firearms Requirements

1. The Service Provider shall provide serviceable firearms and maintain sufficient licensed firearms and ammunition to equip each armed Detention Officer and armed supervisor(s) with a licensed weapon while on duty. Firearms may be reissued to new replacement employees throughout the life of the contract as long as the firearm is in serviceable condition.
2. Personal firearms shall not be used. A licensed gunsmith shall certify, in writing, all firearms safe and accurate.
3. Firearms shall be standard police service-type, semi-automatic or revolvers capable of firing hollow-point ammunition that meets the recommendations of the firearms manufacturer. Ammunition will be factory load only - no reloads. The Service Provider shall adhere to the manufacturer's specifications regarding ammunition retention, e.g., ammunition shall be properly rotated and older ammunition utilized prior to utilization of newer ammunition.
4. The Service Provider shall provide sufficient ammunition for each armed Detention Officer, including uniformed contract supervisor(s); they shall be issued three full magazines.
5. The Service Provider shall account for all firearms and ammunition daily.
6. If any weapons or ammunition are missing from the inventory, the COR shall be notified immediately.
7. All firearms shall be licensed by the State.
8. Firearms will be inspected. This shall be documented by the Warden/Facility Director.
9. Loading, unloading, and cleaning of the firearms shall only take place in designated areas.
10. The firearms shall be cleaned and oiled as appropriate to ensure optimum operating conditions.
11. Firearms shall be carried with the safety on, if applicable, with a round in the chamber.
12. The Service Provider shall maintain appropriate and ample supplies of firearms upkeep and maintenance equipment (cleaning solvents, lubricating oil, rods, brushes, patches, and other normal maintenance tools).
13. The Service Provider shall provide a complete listing of licensed firearms by serial numbers and by each safe location to the COR prior to beginning performance under this contract.
14. These lists shall be kept current through the terms of the contract and posted within each firearm's safe.
15. The Service Provider shall obtain and maintain on file appropriate State and municipality permits and weapons permits for each officer.
16. A copy of this permit shall be provided to the COR at least three working days prior to the anticipated assignment date of any individual.
17. The Service Provider shall ensure that his/her employees have all permits and licenses in their possession at all times while in performance of this contract.

18. The Service Provider shall provide safes/vaults for storage of firearms and ammunition, for each location where firearms are issued or exchanged, which meet agency requirements and are approved for the storage of firearms and ammunition.

19. The COR is responsible for approving the proposed safes/vaults prior to usage. Contract supervisors and guards shall make accurate receipt and return entries on a Firearms and Equipment Control Register.

20. Except when issuing or returning ammunition or firearms, each safe/vault shall remain locked at all times.

21. The Service Provider shall be responsible for having the combination of each safe/vault changed at least once every six months, or more often if circumstances warrant.

22. The Service Provider certifies firearms training to the COR.

23. The Service Provider shall certify proficiency annually.

24. The Service Provider shall provide an ICE approved intermediate weapon(s).

B. Body Armor Requirements

1. The Service Provider shall provide body armor to all armed Detention Officers and armed supervisor(s).

2. Body armor shall be worn while on armed duty.

3. The body armor shall meet all requirements as set forth in the ICE Firearms Policy.

4. The Service Provider shall procure replacement body armor if the body armor becomes unserviceable, ill-fitting, worn/damaged, or at the expiration of service life.

5. All armed Detention Officers and armed supervisors need to be made aware of the health risks associated with the wearing of body armor in high heat/high humidity conditions and/or during strenuous exertion. When Detention Officers and supervisors are required to wear body armor, they shall be provided opportunities to rehydrate and remove the body armor as necessary.

6. The use of personally owned body armor is not authorized.