Department of Homeland Security

Immigration and Customs Enforcement Office of Detention and Removal

Condition of Confinement Review Worksheet

(This document must be attached to each G-324A Inspection Form)

This Form to be used for Inspections of all Facilities Used Over 72 Hours



Detention Review Worksheet

State Facility – IGSA			
ICE Contract Detention Facility			
Name	·	÷	
Alamance County Detention Center			
Address (Street and Name)			
109 South Maple Street			
City, State and Zip Code			
Graham, North Carolina 27253			
County			
Alamance			
Name and Title of Chief Executive Officer (Warde	en/OIC/Superintendent)		
Major b6,b7c		· · ·	
Name and title of Reviewer-In-Charge			
b6,b7c			
Date[s] of Review			
August 26-28, 2008			
Type of Review	•		
☐ Headquarters ☐ Operational ☐ Special	Assessment Other	· .	

FOR OFFICIA

NT SENSITIVE)

TABLE OF CONTENTS

DETAINEE SERVICES STANDARDS (SECTION I)
ACCESS TO LEGAL MATERIALS
ADMISSION AND RELEASE
CLASSIFICATION SYSTEM
CORRESPONDENCE AND OTHER MAIL
DETAINEE HANDBOOK
FOOD SERVICE
FUNDS AND PERSONAL PROPERTY
DETAINEE GRIEVANCE PROCEDURES
GROUP PRESENTATIONS ON LEGAL RIGHTS
ISSUANCE AND EXCHANGE OF CLOTHING BEDDING, AND TOWELS.
MARRIAGE REOUESTS
NON-MEDICAL ESCORTED TRIPS
RECREATION
RELIGIOUS PRACTICES
ACCESS TO TELEPHONES
VISITATION
VOLUNTARY WORK PROGRAM
HEALTH SERVICES STANDARDS (SECTION II)32
LITRICED STRIVES
ACCESS TO MEDICAL CARE
SUICIDE PREVENTION AND INTERVENTION
TERMINAL ILLNESS, ADVANCED DIRECTIVES AND DEATH
A1
SECURITY AND CONTROL STANDARDS (SECTION III)
CONTRABAND
DETENTION FILES.
DISCIPLINARY POLICY
EMERGENCY PLANS
ENVIRONMENTAL HEALTH AND SAFETY
HOLD ROOMS IN DETENTION FACILITIES.
KEY AND LOCK CONTROL
POPULATION COUNTS
POST ORDERS
SECURITY INSPECTIONS.
SPECIAL MANAGEMENT UNIT (ADMINISTRATIVE SEGREGATION)
SPECIAL MANAGEMENT UNIT (DISCIPLINARY SEGREGATION)
TOOL CONTROL.
TRANSPORTATION (LAND)
USE OF FORCE
STAFF/DETAINEE COMMUNICATIONS
DETAINEE TRANSFER STANDARD

NOTE: FOR EACH STANDARD RATED <u>BELOW</u> ACCEPTABLE, FACILITIES MUST ATTACH A PLAN OF ACTION FOR BRINGING OPERATIONS INTO COMPLIANCE. EACH FACILITY SHOULD EXAMINE THE ENTIRE WORKSHEET TO IDENTIFY AREAS OF IMPROVEMENT, <u>INCLUDING</u> THOSE STANDARDS WHERE AN OVERALL FINDING OF ACCEPTABLE WAS ACHIEVED.

FOR OFFI

T SENSITIVE)

SECTION I DETAINEE SERVICES STANDARDS

ACCESS TO LEGAL MATERIALS

POLICY: FACILITIES HOLDING ICE DETAINEES SHALL PERMIT DETAINEES ACCESS TO A LAW LIBRARY, AND PROVIDE LEGAL MATERIALS, FACILITIES, EQUIPMENT, DOCUMENT COPYING PRIVILEGES, AND THE OPPORTUNITY TO PREPARE LEGAL DOCUMENTS.

COMPONENTS	Y	N	NA	REMARKS
The facility provides a designated law library for detainee use.	×			A room on the second floor of the Alamance County Detention Center is designated as the Law Library.
The law library contains all materials listed in the "Access to Legal Materials" Standard, Attachment A. The listing of materials is posted in the law library.	. 🗆	\boxtimes		There are no law books or reference materials in the Law Library.
The library contains a sufficient number of chairs, is well lit, and is reasonably isolated from noisy areas.		\boxtimes		There is no furniture in the Law Library.
The law library is adequately equipped with typewriters and/or computers, and has sufficient supplies for daily use by the detainees.	. 🗆	⊠		The equipment is limited to one computer terminal which is mounted on a portable cart.
In addition to the physical law library, detainees have access to the Lexis Nexis electronic law library.	\boxtimes			
Where provided, the Lexis Nexis library is updated and is current.	⊠ ′			The Lexis Nexis Immigration Law Library was installed the week of the review.
Outside persons and organizations are permitted to submit published legal material for inclusion in the legal library. Outside published material is forwarded and reviewed by ICE prior to inclusion.		. 🗆	×	There have been no instances of outside legal material being sent to the ACDC.
There is a designated ICE or facility employee who inspects, updates, and maintains/replaces legal materials and equipment on a routine basis.	\boxtimes			
Detainees are offered a minimum 5 hours per week in the law library. Detainees are not required to forego recreation time in lieu of library usage. Detainees facing a court deadline are given priority use of the law library.				ICE detainees have not requested to use the Law Library.
Detainees may request materials not currently in the law library. Each request is reviewed and, where appropriate, an acquisition request is timely initiated. Requests for copies of court decisions are accommodated within 3 – 5 business days.			×	There have been no requests for legal materials by the ICE detainees.
Detainees are permitted to assist other detainees, voluntarily and free of charge, in researching and preparing legal documents, consistent with security.	×			
Illiterate or non-English-speaking detainees without legal representation receive access to more than just English-language law books after indicating their need for help.				The Law Library is limited to the Lexis Nexis program.
Detainees may retain a reasonable amount of personal legal material in the general population and in the special management unit. Stored legal materials are accessible within 24 hours of a written request.				
Detainees housed in Administrative Detention and Disciplinary Segregation units have the same law library access as the general population, barring security concerns. Detainees denied access to legal materials are documented and reviewed routinely for lifting of sanctions.				
All denials of access to the law library fully documented.				There have been no denials to access to the Law Library.

FOR OFFICIAL U MENT SENSITIVE)

G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

ACCESS TO LEGAL MATERIALS							
POLICY: FACILITIES HOLDING ICE DETAINEES SHALL PERMIT DETAINEES ACCESS TO A LAW LIBRARY, AND PROVIDE LEGAL MATERIALS, FACILITIES, EQUIPMENT, DOCUMENT COPYING PRIVILEGES, AND THE OPPORTUNITY TO PREPARE LEGAL DOCUMENTS.							
COMPONENTS Y N NA REMARKS							
Facility staff informs ICE Management when a detainee or group of detainees is denied access to the law library or law materials.			\boxtimes				
Detainees who seek judicial relief on any matter are not subjected to reprisals, retaliation, or penalties.							
☐ ACCEPTABLE ☑ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING							

REMARKS:

The Law Library at the ACDC is limited to a room which contains a computer terminal on a stand. There is no other furniture or legal reference material on hand. Prior to the review, the computer terminal was equipped with the North Carolina Legal Law Library. During the week of the review, the Immigration Lexis Nexis program was installed on the terminal. There has been no reported use of the Law Library by an ICE detainee.

AUDITOR'S SIGNATURE / DATE

| Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date |

ADMISSION AND RELEASE

POLICY: ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MANNER THAT ENSURES THEIR HEALTH, SAFETY, AND WELFARE. THE ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDICAL SCREENING; A FILE-BASED ASSESSMENT AND CLASSIFICATION PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WHICH WILL BE INVENTORIED, DOCUMENTED, AND SAFEGUARDED AS NECESSARY.

COMPONENTS	Y	N	NA	REMARKS
In-processing includes an orientation of the facility. The orientation includes: Unacceptable activities and behavior, and corresponding sanctions; How to contact ICE; The availability of <i>pro bono</i> legal services, and how to pursue such services; schedule of programs, services, daily activities, including visitation, telephone usage, mail service, religious programs, count procedures, access to and use of the law library and the general library; sick-call procedures, and the detainee handbook.				Detainee handbooks are issued during the booking process. The handbooks are printed in both English and Spanish.
Medical screenings are performed by medical staff <u>or</u> persons who have received specialized training for the purpose of conducting an initial health screening.			·	Initial medical and mental health screenings are done by a classification officer in booking. Specialized training is conducted at the North Carolina Justice Academy.
Each new arrival is classified according to criminal history and threat levels. Criminal history is provided for each detainee by the ICE field office.	×			Detainees are classified by ICE prior to arrival. The classification level is noted on ICE form I-203.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	×			ACDC Policy 205.0, Strip Searches, states that officers may strip search newly admitted detainees only if reasonable suspicion exists that the detainee may be concealing contraband.
Detainees are stripped searched only when cause has been established and not as routine policy. Non-criminal detainees are not strip-searched but are patted down, unless reasonable suspicion is established.	X			
The "Contraband" standard governs all personal property searches. IGSAs/CDFs use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.				Local form titled Prisoner Property and Custody Control Report addresses this line item. This form is signed by the arresting officer, the booking officer and the detainee.
Staff completes Form I-387 or similar form for CDFs and IGSAs for every lost or missing property claim. Facilities forward all I-387 claims to ICE.				Local form titled Prisoner Property and Custody Control Report addresses this line item. This form is signed by the arresting officer, the booking officer and the detainee.
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.				The clothing issue does not include underwear or socks. Detainees are allowed to retain these items and the facility provides a laundry service twice a week. These items are sold in commissary.

	1
FOR OFFICIAL	SENSITIVE

ADMISSION AND RELEASE						
POLICY: ALL DETAINEES WILL BE ADMITTED AND RELEASED IN A MAN	NER THAT	Γ ENSURES	THEIR HE	ALTH, SAFETY, AND WELFARE. THE		
ADMISSIONS PROCEDURE WILL, AMONG OTHER THINGS INCLUDE: MEDIC		•		•		
PROCESS; A BODY SEARCH; AND A SEARCH OF PERSONAL BELONGINGS, WI	HCH WILL	BE INVEN	TORIED, DO	DCUMENTED, AND SAFEGUARDED AS		
NECESSARY.		•				
COMPONENTS	Y	N	NA	REMARKS		
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	\boxtimes			Hygiene kits are provided during booking and reissued in the dorm as needed.		
All releases are properly coordinated with ICE using a Form I-203. CE coordinates all detainee movement.						
Staff completes paperwork/forms for release as required.] · 🔲			
☑ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING						
REMARKS:						

Underwear and socks are not provided upon admission to the ACDC; however, detainees retain their own undergarments which are laundered by the facility twice a week. These items are sold through commissary. The facility should consider issuing underwear to detainees upon admission to the ACDC.

Auditor's Signature / Date

CLASSIFICATION SYSTEM

POLICY: ALL FACILITIES WILL DEVELOP AND IMPLEMENT A SYSTEM ACCORDING TO WHICH ICE DETAINEES ARE CLASSIFIED. THE CLASSIFICATION SYSTEM WILL ENSURE THAT EACH DETAINEE IS PLACED IN THE APPROPRIATE CATEGORY, PHYSICALLY SEPARATED FROM DETAINEES IN OTHER CATEGORIES

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for classifying detainees. In CDFs and IGSAs, an Objective Classification System or similar is used.				Detainees are classified by ICE prior to arrival. The classification level is noted on ICE form I-203.
 The facility classification system includes: Classifying detainees upon arrival; Separating from the general population those individuals who cannot be classified upon arrival; and The first-line supervisor or designated classification specialist reviewing every classification decision. 	⊠			Booking Officers complete a Jail Classification History Report which is part of the computer based Jail Management System (JMS). Medical and Suicide screenings are also completed.
The intake/processing officer reviews work-folders, A-files, etc., to identify and classify each new arrival.				All ICE documentation is reviewed including the I-203 which provides the initial classification level.
Staff uses only information that is factual, and reliable to determine classification assignments. Opinions and unsubstantiated/unconfirmed reports may be filed but are not used to score detainees classifications.				
Housing assignments are based on classification-level.	×			Level one's are housed in Dorm R (open) and level three's are housed in Dorm S (closed).
A detainee's classification-level does not affect his/her recreation opportunities. Detainees recreate with persons of similar classification designations.	×			All detainees have access to recreation in the housing unit on a daily basis. The ACDC does not provide outdoor recreation.
Detainee work assignments are based upon classification designations.				The ACDC does not have a voluntary work program for any detainee/inmate.
The classification process includes reassessment/reclassification. At IGSA's, detainees may request reassessment 60 days after arrival.	×			ACDC Policy 300.0 titled Classification Plan provides for a detainee to request a reclassification 45 days after arrival.
Procedures exist for a detainee to appeal their classification assignment. Only a designated supervisor or classification specialist has the authority to reduce a classification-level on appeal.				:
Classification appeals are resolved within five business days and detainees are notified of the outcome within 10 business days.	\boxtimes			The ACDC responds to classification appeals within four days.
Classification designations may be appealed to a higher authority, such as the Warden or equivalent.	\boxtimes			

FOR OFFICIAL

G-324A Detention Inspection Form Worksheet for IGSAs - Rev. 07/09/07

CLASSIFICATION SYSTEM							
POLICY: ALL FACILITIES WILL DEVELOP AND IMPLEMENT A SYSTEM ACCORDING TO WHICH ICE DETAINEES ARE CLASSIFIED. THE CLASSIFICATION SYSTEM WILL ENSURE THAT EACH DETAINEE IS PLACED IN THE APPROPRIATE CATEGORY, PHYSICALLY SEPARATED FROM DETAINEES IN OTHER CATEGORIES							
COMPONENTS	Y	N	NA	REMARKS			
The Detainee Handbook or equivalent for IGSAs explains the classification levels, with the conditions and restrictions applicable to each.		⊠		Classification is mentioned in the section titled Living Quarters (page 5) in the detainee handbook. However, classification levels with their conditions and restrictions are not explained.			
ACCEPTABLE DEFICIENT	AT-RI	SK		REPEAT FINDING			

REMARKS:

Detainees are classified by ICE prior to arrival. The classification level is noted on ICE form I-203. Thirty percent of the files were reviewed and all of these detainees were classified and appropriately housed. There are two full time ICE Officers assigned to the 287(G) program at the ACDC. They work closely with the Classification Supervisor who provides oversite to the classification status of all ICE detainees.

August 28, 2008

AUDITOR'S SIGNATURE / DATE

CORRESPONDENCE AND OTHER MAIL

POLICY: ALL FACILITIES WILL ENSURE THAT DETAINEES SEND AND RECEIVE CORRESPONDENCE IN A TIMELY MANNER, SUBJECT TO LIMITATIONS REQUIRED FOR THE SAFETY, SECURITY, AND ORDERLY OPERATION OF THE FACILITY. OTHER MAIL WILL BE PERMITTED, SUBJECT TO THE SAME LIMITATIONS. EACH FACILITY WILL WIDELY DISTRIBUTE ITS GUIDELINES CONCERNING CORRESPONDENCE AND OTHER MAIL.

THE SAME LIMITATIONS. EACH FACILITY WILL WIDELY DISTRIBUTE ITS GUI				D
COMPONENTS	YES	No	NA	REMARKS
The rules for correspondence and other mail are posted in each housing or common area, or provided to each detainee via a detainee handbook.	×			Detainee correspondence is addressed on page 8 of the detainee handbook.
The facility provides key information in languages other than English; In the language(s) spoken by significant numbers of detainees. List any exceptions.	. 🖂		. 🗆	The handbook is printed in Spanish and is posted in the ICE housing unit(s).
Incoming mail is distributed to detainees within 24 hours or 1 business day after it is received and inspected.	⊠			The Graham, NC, Post Office delivers mail to the ACDC Monday – Saturday. Special Services Staff process and deliver the mail within 24 hours.
Outgoing mail is delivered to the postal service within one business day of its entering the internal mail system (excluding weekends and holidays).	<u>.</u> 🖾			The Graham, NC, Post Office picks up outgoing mail Monday – Saturday.
Staff does not open and inspect incoming general correspondence and other mail (including packages and publications) without the detainee present unless documented and authorized in writing by the Warden or equivalent for prevailing security reasons.				Incoming mail is opened to inspect for contraband and the processing of money orders.
Staff does not read incoming general correspondence without the Warden's prior written approval.	\boxtimes			
Staff does not inspect incoming special Correspondence for physical contraband or to verify the "special" status of enclosures without the detainee present.	\boxtimes			Legal mail is opened in the presence of the detainee.
Staff is prohibited from reading or copying incoming special correspondence.				
Staff is only authorized to inspect outgoing correspondence or other mail without the detainee present when there is reason to believe the item might present a threat to the facility's secure or orderly operation, endanger the recipient or the public, or might facilitate criminal activity.				Outgoing mail is sealed by the detainee.
Correspondence to a politician or to the media is processed as special correspondence and is not read or copied.				
The official authorizing the rejection of incoming mail sends written notice to the sender and the addressee.				Rejected correspondence is returned to the sender and the detainee is notified that the correspondence was rejected.
The official authorizing censorship or rejection of outgoing mail provides the detainee with signed written notice.		\boxtimes		The detainee is verbally notified of the rejected correspondence.
Staff maintains a written record of every item removed from detainee mail.				Items removed from detainee mail are recorded and placed in the detainee's property.
The Warden or equivalent monitors staff handling of discovered contraband and its disposition. Records are accurate and up to date.				

EUB	OFFICE	AT. I	

CORRESPONDENCE AND OTHER MAIL						
POLICY: ALL FACILITIES WILL ENSURE THAT DETAINEES SEND AND RILLIMITATIONS REQUIRED FOR THE SAFETY, SECURITY, AND ORDERLY OPERATIONS AND LIMITATIONS. EACH FACILITY WILL WIDELY DISTRIBUTE ITS GUIDANNESS.	ONOFTHE	FACILITY	OTHER M	IAIL WILL BE PERMITTED, SUBJECT TO		
The procedure for safeguarding cash removed from a detainee protects the detainee from loss of funds and theft. The amount of cash credited to detainee accounts is accurate. Discrepancies are documented and investigated. Standard procedure includes issuing a receipt to the detainee.				Incoming funds are recorded and a copy of the money order or cash is kept on file. Funds are secured in a locked drop box.		
Original identity documents (e.g., passports, birth certificates) are immediately removed and forwarded to ICE staff for placement in A-files.	×			Identity documents are turned over to the ICE Officers assigned to ACDC.		
Staff provides the detainee a copy of his/her identity document(s) upon request.	\boxtimes					
Staff disposes of prohibited items found in detainee mail in accordance with the "Control and Disposition of Contraband" Standard or the similar prevailing policy in IGSAs.	×			Nuisance contraband is returned to sender and illegal contraband is turned over to an Alamance County detective for prosecution.		
Every indigent detainee has the opportunity to mail, at government expense, reasonable correspondence about a legal matter, in three one ounce letters per week and packages deemed necessary by ICE.				Indigent detainees are provided three stamped envelopes per week for social correspondence. Legal mail is processed at no cost to the detainee.		
The facility has a system for detainees to purchase stamps and for mailing all special correspondence and a minimum of 5 pieces of general correspondence per week.	\boxtimes	□.	· 🗆	There is no limit to outgoing correspondence.		
The facility provides writing paper, envelopes, and pencils at no cost to ICE detainees.	×					
ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING						
REMARKS:						
Incoming and outgoing correspondence is processed six days a week at the ACDC. Indigent detainees are provided postage for legal and social correspondence in accord with this standard.						
b6,b7c / August 28, 2008 b6,b7c AUDITOR'S SIGNATURE / DATE						

DETAINEE HANDBOOK

POLICY: EVERY OIC WILL DEVELOP A SITE-SPECIFIC DETAINEE HANDBOOK TO SERVE AS AN OVERVIEW OF, AND GUIDE TO, THE DETENTION POLICIES, RULES, AND PROCEDURES IN EFFECT AT THE FACILITY. THE HANDBOOK WILL ALSO DESCRIBE THE SERVICES, PROGRAMS, AND OPPORTUNITIES AVAILABLE THROUGH VARIOUS SOURCES, INCLUDING THE FACILITY, ICE, PRIVATE ORGANIZATIONS, ETC. EVERY DETAINEE WILL RECEIVE A COPY OF THIS HANDBOOK UPON ADMISSION TO THE FACILITY.

COMPONENTS	Y	N	NA	REMARKS
The detainee handbook is written in English and translated into Spanish, or into the next most-prevalent Language(s).	⊠			The Alamance County Detention Center (ACDC) detainee handbook is written in English and Spanish.
The handbook is supplemented by the facility orientation video, where one is provided.				ACDC handbook is not supplemented by an orientation video.
All staff members receive a handbook and training regarding the handbook contents.	\boxtimes			
The handbook is revised as necessary and there are procedures in place for immediately communicating any revisions to staff and detainees.				Informational changes are disseminated through daily roll calls and postings in the units.
There an annual review of the handbook by a designated committee or staff member.				The Special Services Lieutenant is responsible for initiating the annual review.
The detainee handbook addresses the following issues: • Personal Items permitted to be retained by the detainee; and • Initial issue of clothes, bedding and personal hygiene items.	\boxtimes			
The detainee handbook states in clear language the basic detainee responsibilities.	\boxtimes			
The handbook clearly outlines the methods for classification of detainees, explains each level, and explains the classification appeals process.		\boxtimes		The handbook does not outline the methods of classification of detainees, explain the levels of classification or appeal process.
The handbook states when a medical examination will be conducted.	×			The time frame which medical evaluation will be conducted is listed on page 11 of the handbook.
The handbook describes the facility, housing units, dayrooms, in-dorm activities, and special housing units.	\boxtimes	□.		
The handbook describes official count times and count procedures; meal times and feeding procedures; procedures for medical or religious diets; smoking policy; clothing exchange schedules; and, if authorized, clothes washing and drying procedures, and expected personal hygiene practices.	\boxtimes			
The handbook describe times and procedures for obtaining disposable razors, and allows that detainees attending court will be afforded the opportunity to shave first.				Disposable razor procedures are clearly outlined on page 5, of the detainee handbook.
The handbook describes barber hours and hair cutting restrictions.		×		Barbering hours are not listed in the handbook nor haircutting restrictions.
The handbook describes the telephone policy; debit card procedures; direct and free calls; locations of telephones; policy when telephone demand is high; and policy and procedures for emergency phone calls.	\boxtimes			
The handbook addresses religious programming.	\boxtimes			Religious programming is addressed on page 10 of the detainee handbook.

FOR	OFFICIAL	US	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx N	T SENSITIVE
	G-324A De	tention Inspect	ion Form Worksheet for IG	SAs - Rev: 07/	09/07

POLICY: EVERY OIC WILL DEVELOP A SITE-SPECIFIC DETAINEE HANDBOOK TO SERVE AS AN OVERVIEW OF, AND GUIDE TO, THE DETENTION						
POLICIES, RULES, AND PROCEDURES IN EFFECT AT THE FACILITY. THE F						
OPPORTUNITIES AVAILABLE THROUGH VARIOUS SOURCES, INCLUDING THE FACILITY, ICE, PRIVATE ORGANIZATIONS, ETC. EVERY DETA						
WILL RECEIVE A COPY OF THIS HANDBOOK UPON ADMISSION TO THE FACE		, 1023, 1 xu	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	OZINEMIONO, DIO: DVEKT DEIMINEE		
COMPONENTS	Y	N	NA	REMARKS		
The handbook states times and procedures for commissary or vending				A SALITA RAZINO		
machine usage, where available.						
The handbook describes the detainee voluntary work program.			Ø	Detainees do not work		
The handbook describes the library location and hours of operation, and				The handbook does not describe		
law library procedures and schedules.						
			┌┐			
				library location or hours.		
		1		,		
The handhoole describes attempt and more larger than house malicies	 -	<u> </u>	<u></u>	TV. 1 - 31 - 1 1 - 4 - 4 - 1 2 2		
The handbook describes attorney and regular visitation hours, policies, and procedures.			П	The handbook lists the visiting		
and procedures.				hours for attorney visits but does not list the hours for regular visit.		
The handbook describes the facility contraband policy.				The facility contraband policy is		
The mandook describes are memby contraband poncy.				listed on page 5 of the handbook.		
The handbook describes the facility visiting hours and schedule, and	K-7			instea on page 5 of the nationeer.		
visiting rules and regulations.	\boxtimes	Ш		· ·		
The handbook describes the correspondence policy and procedures.	\boxtimes					
The handbook describes the detainee disciplinary policy and procedures,	-					
including.				Disciplinary procedures are		
 Prohibited acts and severity scale sanctions; 	\boxtimes			covered on pages 14-18 of the		
Time limits in the Disciplinary Process; and				handbook.		
Summary of the Disciplinary Process.						
The grievance section of the handbook explains all steps in the		·				
grievance process – Including:						
 Informal (if used) and formal grievance procedures; 						
The appeals process;						
• <u>In CDF</u> facilities: procedures for filing an appeal of a	-	_	_			
grievance with ICE.	\boxtimes		·[_]			
Staff/detainee availability to help during the grievance process.						
Guarantee against staff retaliation for filing/pursuing a			٠.			
grievance.			· ·	·		
How to file a complaint about officer misconduct with the Day of the second of				ļ		
Department of Homeland Security.						
The detainee handbook describes the medical sick call procedures for general population and segregation.						
general population and segregation.	\boxtimes					
The handbook describes the facility recreation policy including:				There is only recreation in the		
Outdoor recreation hours.		\boxtimes		housing units at this facility. The		
• Indoor recreation hours.				handbook does not address		
				facility recreation policy.		
The handbook describes the detainee dress code for daily living; and				The detainee dress code is clearly		
work assignments.				explained in the handbook.		
The handbook specifies the rights and responsibilities of all detainees.				1		
ACCEPTABLE DEFICIENT	AT-RIS	K		REPEAT FINDING		

FOR OFFICIAL USE O

SENSITIVE)

REMARKS:

The Alamance County Detention Center handbook is not supplemented by an orientation video. The handbook does not outline the methods of classification of detainees, explain the classification levels, or appeal process. Barbering hours are not listed in the hand book nor haircutting restrictions. The handbook lists the visiting hours for attorney visits but does not list the hours for regular visits. The handbook does not describe library location or hours. There only recreation at this facility is in the housing units and the handbook does not address either indoor or outdoor re

h6,b7c / August 28, 2008 AUDITOR'S SIGNATURE / DATE

b6,b7c

				· · · · · · · · · · · · · · · · · · ·
FOOD SER	VICE			
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTHE HIGHEST SANITARY STANDARDS.	TRITIOUS A	ND APPET	IZING MEA	LS, PREPARED IN ACCORDANCE WITH
COMPONENTS	Ý	N	NA	REMARKS
The food service program is under the direct supervision of a <u>professionally trained</u> and certified food service administrator. Responsibilities of cooks and cook foremen are in writing. The Food Service Administrator (FSA) determines the responsibilities of the Food Service Staff.		\boxtimes		The Food Service Director (FSD) is not professionally trained or certified. The responsibilities of the cook and cook foreman are in writing. The FSD determines the responsibilities of the Food Service Staff.
The Cook Supervisor is on duty on days when the FSA is off duty and vice versa.	\boxtimes			A Cook Supervisor is on duty on days when the FSD is off duty and vice versa.
The FSA provides food service employees with training that specifically addresses detainee-related issues. • In ICE Facilities this includes a review of the ICE "Food Service" standard				The FSD was not providing ICE "Food Service" standard training. However, this deficiency was corrected during this review and training is being provided.
Knife cabinets close with an approved locking device, and the on-duty cook foreman maintains control of the key that locks the device.			\boxtimes	The Food Service Department is operated exclusively by civilian staff.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitors the condition of knives and dining utensils.			\boxtimes	Detainees are not permitted to work in the facility.
When necessary, special procedures govern the handling of food items that pose a security threat.			\boxtimes	Special procedures are not necessary because the kitchen is operated exclusively by civilian staff.
Operating procedures include daily searches (shakedowns) of detainee work areas.				No detainees are permitted in the kitchen.
The FSA monitors staff implementation of the facility's population counts procedures. Staff is trained in count procedures.			Ø	Detainees are not permitted in the food service area.
The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the "Food Service" standard.				Detainees are not permitted in the food service area.
The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.			\boxtimes	Detainees are not permitted in the food service area.
The Cook Foreman or equivalent instructs newly assigned detainee workers in the rules and procedures of the food service department.			. 🛛	Detainees are not permitted in the food service area.
During orientation and training session(s), the CS explains and demonstrates: • Safe work practices and methods; • Safety features of individual products/pieces of equipment; and • Training covers the safe handling of hazardous material[s] the detainees are likely to encounter in their work.			×	Detainees are not permitted in the food service area.
The Cook Supervisor documents all training in individual detainee detention files.				Detainees are not permitted in the food service area.

he safe handling of hazardous material[s] the ly to encounter in their work.			: 	•
cuments all training in individual detainee			\boxtimes	Detainees are not permitted in the food service area.
	• .			
FOR OFFICIAL USI	xxxxxxxxxxxx	XXXXX	_	ISITIVE)
G-324A Detention Inspection Form Work	sheet for IG	SAs - Rev: 0	7/09/07	

FOOD SERVICE

POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.

THE HIGHEST SANITARY STANDARDS.				
COMPONENTS	Y	N	NA	REMARKS
Detainees at CDFs are paid in accordance with the "Voluntary Work Program" standard. Detainee workers at IGSAs are subject to local and state rules and regulations regarding detainee pay.			\boxtimes	Detainees are not permitted in the food service area.
Detainees are served at least two hot meals every day. No more than 14 hours elapse between the last meal served and the first meal of the following day.				Detainees are served three meals daily. At least two of the daily meals are served hot. No more than 14 hours elapse between the last meal served and the first meal of the following day.
For cafeteria style operations, a transparent "sneeze guard" protects both the serving line and salad bar line.			\boxtimes	All meals are satellite fed. There are no cafeteria dining rooms in this facility.
The facility has a standard 35-day menu cycle. IGSAs use a 35 day or similar system for rotating meals.	×			ACDC Policy 601.0, Menu Planning. A 28-day menu cycle is used.
The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles (Provide examples).	\boxtimes			
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	\boxtimes			
The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	\boxtimes			Approved recipes with preparation instructions are used.
 The Cook Foreman has the authority to change menu items if necessary. If yes, documenting each substitution, along with its justification With copy to FSA 				Substitutions are documented with justification and a copy is provided to the FSD.
All staff and volunteers know and adhere to written "food preparation" procedures.				Computerized recipes with preparation instructions are used.
Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.				Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Captain.
A common-fare menu available to detainees whose dietary requirements cannot be met on the main line. Changes to the planned common-fare menu can be made at the facility level; Hot entrees are offered three times a week; The common-fare menus satisfy nutritional recommended daily allowances (RDAs); Staff routinely provide hot water for instant beverages and foods; Common-fare meals are served with: Disposable plates and utensils. Reusable plates and utensils. Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items.				This facility has a no-pork or pork product menu and offers a vegetarian option if requested. A 14-day religious diet cycle menu with nutritional analysis is also available; however, there are currently no detainees participating in the religious diet program.

FOOD SER'	VICE			
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTHE HIGHEST SANITARY STANDARDS.	TRITIOUS A	AND APPET	IZING MEA	LS, PREPARED IN ACCORDANCE WITH
COMPONENTS	Y	N	NA	REMARKS
A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.	\boxtimes			The Captain/OIC approves and/or removes detainees from the Common-Fare Program.
The Warden, in conjunction with the chaplain and/or local religious leaders, provides the FSA a schedule of the ceremonial meals for the following calendar year.		⊠		The Captain/OIC, in conjunction with the chaplain and/or local religious leaders, does not provide the FSD with a schedule of the ceremonial meals for the following calendar year.
 The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year. Muslims fasting during Ramadan receive their meals after sundown. Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for-Passover meals as those who do participate. Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent. 				Accomodations are made to detainees abstaining from a particular food or fasting for religious purposes at prescribed times of the year. The only requested observance requested in the past year was Ramadan and the detainees were accommodated.
The food service program addresses medical diets.	\boxtimes			Medical diets are provided when prescribed. However, it is recommended that all requests be reviewed by the contract doctor.
Satellite-feeding programs follow guidelines for proper sanitation.	\boxtimes			
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) while being served.	×			Food temperatures were checked throughout this review and all food items were maintained within the prescribed, "safe" temperatures.
All meals are provided in nutritionally adequate portions.	\boxtimes			Portions are adequate.
Food is not used to punish or reward detainees based upon behavior.	\boxtimes			
 The food service staff instructs detainee volunteers on: Personal cleanliness and hygiene; Sanitary techniques for preparing, storing, and serving food; and The sanitary operation, care, and maintenance of equipment. 			×	Detainees do not work in the food service department.
Everyone working in the food service department complies with food safety and sanitation requirements.	\boxtimes			
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment. • Who conducts the inspections?				Formal weekly sanitation inspections were not being completed. However, this deficiency was corrected and the FSD is conducting weekly

1	R	\cap	T.	₹ (\cap	1	Fì	F1	1	~1	٢,	Δ	T	
ı				`		4						٦.	. 1	

FOOD SERVICE POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS. Y **COMPONENTS** N NA REMARKS Equipment is inspected for compliance with health and safety codes and The North Carolina Department regulations. of Environment and Natural Resources Division of When was the most recent inspection? Environmental Health conducts Which agency conducted the inspection? X quarterly reviews of the food service operation. The latest inspection was conducted August 4, 2008 and the final rating was 96.5% Reports of discrepancies from Reports of discrepancies are forwarded to the Warden or designated department head, and corrective action is scheduled and completed. the Health Department X П inspection are forwarded to Lt. Eastwood and corrective action is scheduled and completed. Dishwasher temperatures were Standard procedure includes checking and documenting temperatures of not being recorded, however this all dishwashing machines after each meal. \boxtimes deficiency was corrected and the temperatures are recorded after each meal. Staff were not documenting the Staff documents the results of every refrigerator/freezer temperature results of every check. refrigerator/freezer temperature; \boxtimes П however, this deficiency was corrected and the temperatures are recorded daily. The cleaning schedule for each food service area is conspicuously Cleaning schedules are not \boxtimes conspicuously posted in each posted. food service area. Procedures include inspecting all incoming food shipments for damage, \boxtimes contamination, and pest infestation. Storage areas are locked when not in use. Storage areas are not required to be locked because the kitchen is

AT-RISK

 \boxtimes

FOR OFFICIAL US

ACCEPTABLE

DEFICIENT

operated by civilian staff and no detainees are permitted in the

food service area.

REPEAT FINDING

REMARKS:

Alamance County Detention Center is contacted with Canteen to provide all meals to the detainee population. Canteen is providing the detainees with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards. Canteen operates the food service operation exclusively with civilian staff; therefore all components pertaining to detainee workers are not applicable. There are no dining areas and all meals are satellite fed.

The Food Service Director is not ServSafe certified or professionally trained.

The Captain, in conjunction with the Chaplain and/or local religious leaders, does not provide the FSD with a schedule of the ceremonial meals for the following calendar year.

Cleaning schedules are not conspicuously posted in each food service area.

b6,b7c / August 28, 2008 AUDITOR'S SIGNATURE / DATE

			•	
FUNDS AND PERSONA	L PROPI	ERTY		
POLICY: ALL FACILITIES WILL IMPLEMENT PROCEDURES TO CONTROL AND PROVIDE FOR THE SECURE STORAGE OF FUNDS, VALUABLES, BAGGAGE RECEIPTING OF SURRENDERED PROPERTY; AND THE INITIAL AND REGULAR OTHER PROPERTY.	AND OTHE	R PERSO	NAL PROI	PERTY; THE DOCUMENTATION AND
STANDARD NA: (IGSA ONLY) CHECK THIS BOX IF ALL ICE DETAIL BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CON				
COMPONENTS	YES	No	NA .	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	×			ACDC Policy 207.0, Confiscation and Storage of Property and Cash: Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisors(s).
Detainees' large valuables are secured in a location accessible to designated supervisor(s) or processing staff only.	\boxtimes			,
Staff itemizes the baggage and personal property of arriving detainees (including funds and valuables). For IGSAs and CDFs, using a personal property inventory form that meets the ICE standard?				
Staff forwards an arriving detainee's medication to the medical staff.	\boxtimes			
Audits of baggage and non-valuable property occur each quarter and audits are logged and verified.	- 🔲	\boxtimes		Audits of baggage and non- valuable property do not occur each quarter and audits are not logged and verified.
Two officers are present during the processing of detainee funds and valuables during in-processing to the facility. Both officers verify funds and valuables.	×			The arresting Officer and the Booking Officer both verify funds and valuables during the in-processing.
Staff searches arriving detainees and their personal property for contraband.	× ×			
Staff procedures follow written policy for returning forgotten property to detainees.	\boxtimes			
Property discrepancies are immediately reported to the CDEO or Chief of Security.	\boxtimes			Property discrepancies are immediately reported to Lieutenant or Chief of Security.
Staff follows written procedures when returning property to detainees.				
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	\boxtimes			
The facility attempts to notify an out-processed detainee that he/she left property in the facility: • By sending written notice to the detainee's last known address; • Via certified mail; and • The notice state that the detainee has 30 days in which to claim the property, after which it will be considered abandoned.				The facility attempts to notify an out-processed detainee that he/she left property in the facility by sending written notice to detainee's last know address. The notice states that the detainee has 30 days in which to claim the property, after which it will be considered abandoned.

	<u> </u>					will be con	sidered aba
procedures. • If a CDF/IGSA	abandoned property in accordance A facility, written procedure requaborated property to ICE.						
					·	•	
			•	٠			*
	FOR OFFICIAL U	xxxxxxxxxxxxx	xxxxxxxxxx			ISITIVE)	
	G-324A Detention In	rspection Form Worksh	eet for IGS/	ts = Rev: 07	709707		

		FUNDS AND P	ERSONAL PROPE	RTY	
PROVIDE FO	L FACILITIES WILL IMPLEMEN OR THE SECURE STORAGE OF OF SURRENDERED PROPERTY PERTY.	FUNDS, VALUABLES, B	AGGAGE AND OTHER	PERSONAL PROPERTY; TH	E DOCUMENTATION AND
☐ STANDA	RD NA: (IGSA ONLY) CHI BY THE ICE FIELD	CK THIS BOX IF ALL IC OFFICE OR SUB-OFFIC			TYARE HANDLED ONLY
	ACCEPTABLE	☐ DEFICIENT	AT-RISK	REPEAT	FINDING
REMARKS					
funds, valua	has procedures to control a ables, baggage, and other per ot logged and verified.	nd safeguard detainee's sonal property. Audits	personal property. Tof baggage and non-	Their procedures provide for valuable property do not o	or the secure storage of occur each quarter, and
b6,b7c AUDITOR'S	/ August 28, 2008 SIGNATURE / DATE	b6,b;	<i>7</i> c		

POLICY: EVERY FACILITY WILL DEVELOP AND IMPLEMENT STANDARD OPERATING PROCEDURES (SOPS) FOR ADDRESSING DETAINEE GRIEVANCES IN TIMELY FASHION. EACH STEP IN THE PROCESS WILL OCCUR WITHIN THE PRESCRIBED TIME FRAME. AMONG OTHER THINGS, A GRIEVANCE WILL BE PROCESSED, INVESTIGATED, AND DECIDED (SUBJECT TO APPEAL) IN ACCORDANCE WITH THE SOPS; A GRIEVANCE COMMITTEE WILL CONVENE AS PROVIDED IN THE SOPS. STANDARD PROCEDURE WILL INCLUDE PROVIDING THE DETAINEE WITH A WRITTEN RESPONSE TO ANY FORMAL GRIEVANCE, WHICH WILL INCLUDE THE BASIS FOR THE DECISION. THE FACILITY WILL ALSO ESTABLISH STANDARD PROCEDURES FOR HANDLING EMERGENCY GRIEVANCES. ALL GRIEVANCES WILL RECEIVE SUPERVISORY REVIEW. REPRISAL AGAINST THE FILER OF A GRIEVANCE WILL NOT BE TOLFRATED.

OF A GRIEVANCE WILL NOT BE TOLERATED.	¥7 ·	NT I	NA	REMARKS		
COMPONENTS	Y	N	NA	Written grievance procedures are		
Written procedures provide for the informal resolution of oral grievances (Not mandatory). • If yes, the detainee has up to five days within which to make his/her concern known to a member of the staff.	⊠ .	. 🗆		found in the Alamance County Detention Center Policy # 505.0 titled "Grievance System."		
Detainees have access to the grievance committee (or equivalent in IGSA), using formal procedures. • Detainees may seek help from other detainees or facility staff when preparing a grievance. • Illiterate, disabled, or non-English-speaking detainees receive special assistance when necessary.	×					
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	×			Staff receives information on this subject in Policy and Procedures Training and during In Service Training.		
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint: • If yes, explain.		\boxtimes		There were no documented cases of staff harassing or retaliating against inmates who had filed complaints.		
 If yes, explain. Procedures include maintaining a Detainee Grievance Log. If not, an alternative acceptable record keeping system is maintained. "Nuisance complaints" are identified in the records. For quality control purposes, staff document nuisance complaints received but not filed. 				The grievance officer maintained a log that met all requirements.		
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.						
ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING						

REMARKS:

The Alamance County Detention Center has a well developed and implemented policy that addresses detainee grievances in	a timely
The Alamance County Determine Control has a world at the property of the standard complaints	
manner There were no documented cases of staff harassing or retaliating against inmates who had filed complaints.	•

las	
b6,b7c / August 28, 2008	b6,b7c
AUDITOR'S SIGNATURE / DATE	

GROUP LEGAL RIGHTS PRESENTATIONS

POLICY: FACILITIES HOUSING ICE DETAINEES SHALL PERMIT AUTHORIZE PERSONS TO MAKE PRESENTATIONS TO GROUPS OF DETAINEES FOR THE PURPOSE OF INFORMING THEM OF U.S. IMMIGRATION LAW AND PROCEDURES, CONSISTENT WITH THE SECURITY AND ORDERLY OPERATION OF EACH FACILITY. ICE ENCOURAGES SUCH PRESENTATIONS, WHICH INSTRUCT DETAINEES ABOUT THE IMMIGRATION SYSTEM AND THEIR RIGHTS AND OPTIONS WITHIN IT.

CHECK HERE IF NO GROUP PRESENTATIONS WERE CONDUCTED WITH OVERALL AND CONTINUE ON WITH NEXT PORTION OF WORKSHEET.	HIN THE PA	AST 12 MC	ONTHS. N	MARK STANDARD AS ACCEPTABLE	
COMPONENTS	YES	No	NA	REMARKS	
The Field Office is responsive to requests by attorneys and accredited representatives for group presentations.					
Upon receipt of concurrence by the Field Office Director, the facility or authorized ICE Field Office ensures timely and proper notification to attorneys or accredited representatives.					
The facility follows policy and procedure when rejecting or requesting modifications to objectionable material provided or presented by the attorney or accredited representative.					
Posters announcing presentations appear in common areas at least 48 hours in advance and sign-up sheets are available and accessible.					
Documentation is submitted and maintained when any detainee is denied permission to attend a presentation and the reason(s) for the denial.					
When the number of detainees allowed to attend a presentation is limited, the facility provides a sufficient number of presentations so that all detainees signed up may attend.					
Detainees in segregation, unable to attend for security reasons, may request separate sessions with presenters. Such requests are documented.					
Interpreters are admitted when necessary to assist attorneys and other legal representatives.					
Presenters are afforded a minimum of one hour to make the presentation and to conduct a question-and-answer session.					
Staff permits presenters to distribute ICE-approved materials.			<u> </u>		
Presenters are permitted to meet with small groups of detainees to discuss their cases after the group presentation. ICE or authorized detention staff is present but do not monitor conversations with legal providers.					
Group presenters who have had their privileges suspended are notified in writing by the Field Office Director or designee; and the reasons for suspension are documented. The Headquarters Office for Detention and Removal, Field Operations and Detention management Division, is notified when a group or individual is suspended from making presentations.					
The facility plays ICE-approved videotaped presentations on legal rights at regular opportunities, at the request of outside organizations.					
A copy of the Group Legal Rights Presentation policy, including attachments, is available to detainees upon request				·	
ACCEPTABLE DEFICIENT	AT-RIS	K		REPEAT FINDING	
REMARKS: There have been no requests for group legal presentations at the Alamance County Detention Center (ACDC) during the past twelve					
months. / August 28, 2008 AUDITOR'S SIGNATURE / DATE	b6,b7c				

FOR OFFICIAL US

INT SENSITIVE)

ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS

POLICY: ICE REQUIRES THAT ALL FACILITIES HOUSING ICE DETAINEES PROVIDE CLEAN CLOTHING, BEDDING, LINENS AND TOWELS TO EVERY ICE DETAINEE UPON ARRIVAL. FURTHER, FACILITIES SHALL PROVIDE ICE DETAINEES WITH REGULAR EXCHANGES OF CLOTHING, LINENS, AND TOWELS FOR AS LONG AS THEY REMAIN IN DETENTION.

	r	·	77.4	.
COMPONENTS	YES	No	NA	REMARKS
The facility has a policy and procedure for the regular issuance and exchange of clothing, bedding, linens, and towels. • The supply of these items exceeds the minimum required for the number of detainees.		· 🗖		ACDC policy "Housekeeping" plan 801.0, and Issuance of uniforms, "Linens and Hygiene supplies 212.0".
 All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing. Detainees receive: One uniform shirt and one pair of uniform pants, or one jumpsuit; One pair of socks; One pair of underwear (Daily change); and One pair of facility-issued footwear. 				Detainees do not receive under clothing (socks, underwear). They are allowed to keep the under clothing they came in with and are allowed to buy under garments thru the commissary.
Additional clothing is available for changing weather conditions, or as seasonally appropriate.				
New detainees are issued clean bedding, linens, and towels. They receive at a minimum: One mattress; One blanket; Two sheets; One pillowcase; One towel; and Additional blankets are issued based on local weather conditions.				New detainees are issued clean bedding, linens, and towels in accordance with the minimum standards.
Detainees assigned to special work areas are clothed in accordance with the requirements of the job.			\boxtimes	Detainees are not assigned to work details.
Detainees are provided clean clothing, linen and towels. Socks and undergarments - exchanged daily. Outer garments - twice weekly. Sheets - weekly. Towels - weekly. Pillowcases - weekly.		×		Underwear is washed twice weekly. Daily exchange requirement may be met if the inmate has a mininum three sets of underwear. Since the facility does not issue underwear, it can not be determined if the twice weekly washing is sufficient to meet the daily change rule.
Food service detainee volunteer workers are permitted to exchange outer garments daily.			\boxtimes	There are no detainees working in food service.
Volunteer detainee workers are permitted to exchange outer garments more frequently.		口	\boxtimes	Detainees are not assigned to work details.
ACCEPTABLE DEFICIENT	AT-RISI	ζ		REPEAT FINDING

REMARKS:

Detainees are not issued (socks/ underwear) under clothing. Detainees are allowed to keep the under clothing they come in with or they may buy under garments thru the commissary. All items met standards with the exception of daily exchange of underwear. Underwear is washed twice weekly. The daily exchange requirement could be met if the inmates have the minimum three sets of underwear. Since the facility is not issuing underwear it cannot be determined if the twice weekly washing is sufficient to meet the daily change requirements. Detainees are not assigned to work details.

daily change requirements. Betainess t	TO HOL USSIZIOU W WORK GOLDING.
b6.b7c / August 28, 2008 AUDITOR'S SIGNATURE / DATE	b 6,b7c
. <i>V</i>	

MARRIAGE REQUESTS							
POLICY: ALL DETAINEE MARRIAGE REQUESTS WILL RECEIVE CASE-BY-CA	SE CONSIDI	ERATION	FROM IC	E management.			
COMPONENTS	Y	N .	·NA	REMARKS			
The Field Office considers detainee marriage requests on a case-by-case basis.	⊠			The Field Office considers detainee marriage requests on a case-by-case basis.			
The Field Office Director reviews every marriage request rejected by a Warden/OIC or IGSA. Rejections are documented.	\boxtimes						
It is standard practice to require a written request for permission to marry.	\boxtimes						
The written request includes a signed statement or comparable documentation from the intended spouse, confirming marital intent.							
The Warden/OIC provides a written copy of his/her decision to the detainee and his/her legal representative.	\boxtimes						
When permission is denied, the Warden/OIC states the basis for his/her decision.	\boxtimes						
The Warden/OIC provides the detainee with a place and time to make wedding arrangements.	\boxtimes						
ACCEPTABLE DEFICIENT	AT-RISI	ζ		REPEAT FINDING			
REMARKS:							
All detainee marriage requests receive case-by-case consideration from I this facility in the past year.	CE Manag	gement.	There hav	ve been no marriage requests at			
b6,b7c / August 28, 2008 / Auditor's Signature / Date b6,b7c	·						

NON MEDICAL EMERCIENC	W ECCO	DODEN ON) TDC	· .			
NON-MEDICAL EMERGENC		:					
POLICY: THE IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) MAY PROVIDE DETAINEES WITH STAFF-ESCORTED TRIPS INTO THE COMMUNITY FOR THE PURPOSE OF VISITING CRITICALLY ILL MEMBERS OF THE DETAINEE'S IMMEDIATE FAMILY, OR FOR ATTENDING FUNERALS.							
STANDARD N/A: CHECK THIS BOX IF ALL ICE NON-MEDICAL EMFIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.	ERGENCY	ESCORT	ED TRIPS	ARE HANDLED ONLY BY THE ICE			
COMPONENTS	YES	No	NA	REMARKS			
The Field Office Director considers and approves, on a case-by-case basis, trips to an immediate family member's: • Funeral; or • Deathbed							
The facility recognizes mother, father, brother, sister, spouse, child, step-parent, and foster parent as "immediate family".							
The IGSA facility notifies ICE of all detainee requests for non-medical escorts.							
The detainee's Deportation Officer reviews the file before forwarding a detainee's request, with recommendation, to the approving official. Each recommendation addresses the individual's suitability for travel; e.g., the kind of supervision required.							
Each escort includes at least two officers.							
Escorting officers report unexpected situations to the originating facility as a matter of procedure, and the ranking supervisor on duty has the authority to issue instructions for completion of the trip.							
Escorting officers have the discretion to increase or decrease minimum restraints in accordance with written procedures and classification level of the detainee.							
Escort officers are precluded from accepting gifts/gratuities from a detainee, or detainee's relative or friend for any reason.							
Escort officers ensure that detainees: Conduct themselves in a manner that does not bring discredit to the ICE;			-				
 Do not violate federal, state, or local laws; Do not purchase, possess, use, consume, or administer narcotics, other drugs, or intoxicants; 							
 Make no unauthorized phone calls; and Know they are subject to search, urinalysis, breathalyzer, or comparable test upon return. 			-				
Standard procedure requires the immediate return to the facility of any detainee who violates trip rules.							
	AT-RISE			REPEAT FINDING			
REMARKS: Non-medical emergency trips are only handled by ICE transporting offic responsible for these escorted trips.	er. Staff a	it the Ala	mance Co	ounty Detention Center is not			

Non-medical emergency trips are only ha	ndled by IC	CE transporting officer.	Staff at the Alamance	County Detention (Center is not
responsible for these escorted trips.	*			•	
responsible for mose escorted trips.					

August 28, 2008 AUDITOR'S SIGNATURE / DATE

RECREATION						
POLICY: IT IS ICE POLICY TO PROVIDE ACCESS TO RECREATIONAL PROGRAMS AND ACTIVITIES TO ALL ICE DETAINEES, TO THE EXTENT POSSIBLE, UNDER CONDITIONS OF SECURITY AND SUPERVISION THAT PROTECT THEIR SAFETY AND WELFARE.						
COMPONENTS	Y	N	NA	REMARKS		
The facility has a recreation program and facility.	×		. 🗆	The detainees recreate in the housing unit day rooms in this facility.		
A recreational specialist (for facilities with more than 350 detainees) tailors the program activities and offerings to the detainee population.	<u> </u>		×			
Regular maintenance keeps recreational facilities and equipment in good condition.			\boxtimes	There is no recreation equipment in this facility.		
The recreational specialist or trained equivalent supervises detained recreation workers.			×	There are no detainee recreation workers at this facility.		
The recreational specialist or trainee equivalent oversees recreation programs for special housing units (SHU) and special-needs detainees.				The secuity staff oversees the recreation for special housing units (SHU) and special-needs detainees.		
Dayrooms offer sedentary activities, e.g., board games, cards, television,	×			Televisions are provided in the dayrooms and board games and cards are available through the commissary.		
Outside activities are restricted to limited-contact sports.			\boxtimes	There is no outside recreation.		
Each detainee has the opportunity to participate in daily recreation.				Inside the housing units.		
Detainees have access to recreation activities outside the housing units for at least one hour daily, 5 days a week.				The ACDC does not provide recreation outside the housing units.		
Staff checks all items for damage and condition when equipment is returned.			\boxtimes	There is no exercise equipment in this facility.		
Staff conducts searches of recreation areas before and after use.	\boxtimes					
All recreation areas under constant staff supervision.	\boxtimes					
Supervising staff is equipped with radios.						
The facility provides detainees in the SHU at least one hour of outdoor recreation time daily, five times per week.		×		There is no outside recreation in this facility.		
Detainees in disciplinary/administrative segregation receive a written explanation when a panel revokes his/her recreation privileges.	\boxtimes	. 🗆				
Special programs or religious activities are available to detainees.						
Volunteers are required to sign a waiver of liability before entering a secure portion of the facility where detainees are present.						
Visitors, relatives or friends are not allowed to serve as volunteers.						
If outdoor recreation is offered, check this box. No further inform	nation is	required	when or	atdoor recreation is offered.		
If the facility has no outside recreation, are detainees considered for transfer after six months? • If yes, written procedures ensure timely review of all eligible detainees.	×			There are no detainees housed at this facility for 6 months. The average stay is approximately 10 days or less. The resident ICE agent monitors the detainees length of stay by using the Post Order of Custody Review (POCR) computer program.		
Case officers make written transfer recommendations about every sixmonth detainee to the OIC.	\boxtimes			No recommendations have been made in the past year.		
The OIC documents all detainee-transfer decisions, whether yes or no.	\boxtimes			No recommendations have been made in the past year.		

FOR OFFICIAL U	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	T SENSITIVE

RECREATI	ON					
POLICY: IT IS ICE POLICY TO PROVIDE ACCESS TO RECREATIONAL PROGRAMS AND ACTIVITIES TO ALL ICE DETAINEES, TO THE EXTENT POSSIBLE, UNDER CONDITIONS OF SECURITY AND SUPERVISION THAT PROTECT THEIR SAFETY AND WELFARE.						
The detainee's written decision for or against an offered transfer documented in his/her A-file.	×			No recommendations have been made in the past year.		
Staff notifies the detainee's legal representative of his/her decision to accept/decline a transfer.	\boxtimes			No recommendations have been made in the past year.		
If no recreation is available, the ICE Districts routinely review transfer eligibility for all detainees after 60 days.				No recommendations have been made in the past year.		
The A-file of every detainee who is held more than 60 days without access to recreation contains either a transfer-waiver signed by the detainee, or the OIC's written determination of the detainee's ineligibility for transfer.	\boxtimes			No recommendations have been made in the past year.		
The detainee's legal representative is notified of the detainee's/OIC's decision.				No recommendations have been made in the past year.		
☐ ACCEPTABLE ☐ DEFICIENT ☐ AT-RISK ☐ REPEAT FINDING						

REMARK S

The ACDC does not provide outdoor recreation for detainees. The recreational program at this facility consists of detainees walking and watching television in their housing unit dayrooms. Board games and playing cards are not issued by the facility. These items are sold through commissary.

b6,b7c / August 28, 2008 b6,b7c b6,b7c AUDITOR'S SIGNATURE / DATE

FOR OFFICIAL

NSITIVE)

RELIGIOUS PRA	CTICES		·	. ,			
POLICY: FACILITIES WILL PROVIDE ICE DETAINEES OF ALL FAITHS WITH REASONABLE AND EQUITABLE OPPORTUNITIES TO PARTICIPATE IN THE PRACTICES OF THEIR FAITH, LIMITED ONLY BY THE CONSTRAINTS OF SAFETY, SECURITY, THE ORDERLY OPERATIONS OF THE FACILITY AND BUDGETARY CONSIDERATIONS.							
COMPONENTS	Y	N	NA	REMARKS			
Detainees are allowed to engage in religious services.				Detainees are allowed to engage in religious services.			
Space is available for detainees to conduct religious services.				Religious services are held in the multi-purpose room in this facility.			
The facility allows detainees to observe the major "holy days" of their religious faith. • List any exceptions.				Ramadan was the only requested religious observance requested in the past year and it was accommodated.			
 The facility accommodates recognized holy-day observances by: Providing special meals, consistent with dietary restrictions; Honoring fasting requirements; Facilitating religious services; and Allowing activity restrictions. 				Honoring fasting requirements and providing meals during non-daylight hours for Ramadan was the only requested special observance in this institution in the past year.			
Each detainee is allowed religious items in his/her immediate possession.				Detainees are permitted to have Bibles and Korans in their immediate possession.			
Volunteer's credentials are checked and verified before allowing participation in detainee programs.	\boxtimes			Volunteer's credentials are checked and verified before allowing participation in detainee programs.			
Members of faiths not represented by clergy may conduct their own services within security allowances.	×						
Detainees in the Special Management Unit are allowed to participate in religious practices unless otherwise documented for the safety and security of the facility.							
ACCEPTABLE DEFICIENT	AT-RISE	K .		REPEAT FINDING			
REMARKS: ICE detainees of all faiths are provided with reasonable and equitable opportunities to participate in the practice of their faith, limited only by the constraints of safety, security, the orderly operations of the facility and budgetary considerations. The religious programs are provided by outside volunteers with oversight provided by the Chaplains.							
b6,b7c / August 28, 2008 AUDITOR'S SIGNATURE / DATE							

DETAINEE TELEPHONE ACCESS

POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAIN	EES' REAS	ONABLE A	ND EQUITA	ABLE ACCESS TO TELEPHONES.
COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.				Telephones are available to the detainees from 6:30 AM. to 9:00 PM.
Upon admittance, detainees are made aware of the facility's telephone access policy.	×			Telephone use is addressed on page 7 of the detainee handbook.
Access rules are posted in housing units.				
The facility makes a reasonable effort to provide key information to detainees in languages spoken by any significant portion of the facility's population.	Ø	<u></u> .		The detainee handbook is printed in Spanish and is posted in the ICE housing units.
Telephones are provided at a minimum ratio of one telephone per 25 detainees in the facility population.	×			There are four phones in both of the forty bed ICE units.
Telephones are inspected regularly by facility staff to ensure that they are in good working order.	Ø			The on duty Lieutenant inspects the phones on a regular basis.
The facility administration promptly reports out-of-order telephones to the facility's telephone service provider.	×			The facility reports a good working relationship with the phone provider, Securus.
The facility administration monitors repair progress and takes appropriate measures to ensure that required repairs are begun and completed timely.	×			
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	\boxtimes			
A procedure exists to assist a detainee who is having trouble placing a confidential call.				ICE staff assigned to the facility assists detainees who are having trouble placing a legal call.
The facility provides the detainees with the ability to make non-collect (special access) calls.	\boxtimes	Image: section of the property o		
Special Access calls are at no charge to the detainees.	\boxtimes			
The OIG phone number for reporting abuse is programmed into the detainee phone system and the phone number was checked by the inspector during the review.	\boxtimes			The OIG hotline number is programmed into the facility speed dial program.
In facilities unable to fully meet this requirement initially because of limitations of its telephone service, ICE makes alternate arrangements to provide required access within 24 hours of a request by a detainee.				
No restrictions are placed on detainees attempting to contact attorneys and legal service providers who are on the approved "Free Legal Services List".	×			
Special arrangements are made to allow detainees to speak by telephone with an immediate family member detained in another Facility.				These requests are handled on a case-by-case basis by the ICE Officer assigned to the ACDC.
Any telephone restrictions are documented.				There have been no phone restrictions during the past 12 months.
The facility has a system for taking and delivering emergency detained telephone messages.				The on-duty Lieutenant responds to emergency phone calls.
Emergency phone call messages are immediately given to detainees.	\boxtimes			

· ·	
OR OFFICIAL	xxxxxxxxxxxxxxxxx

WWY WYY	DATE A C	CECC		
DETAINEE TELEPHO				
POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINE	es' reasc	NABLE AN	ID EQUITA	BLE ACCESS TO TELEPHONES.
COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed to return emergency phone calls as soon as possible.	\boxtimes			The ACDC will also authorize a special visit in response to an emergency phone call, if appropriate.
Detainees in disciplinary segregation are allowed phone calls relating to the detainee's immigration case or other legal matters, including consultation calls.	\boxtimes			
Detainees in disciplinary segregation are allowed phone calls to	\boxtimes			
Detainees in disciplinary segregation are allowed phone calls for family emergencies.		. 🗆		
Detainees in administrative detention and protective custody are afforded the same telephone privileges as those in general population.	\boxtimes			
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	\boxtimes			Both the caller and the party being called receive a voice prompt stating that detainee calls may be monitored.
ACCEPTABLE DEFICIENT	AT-RI	SK		REPEAT FINDING
Remarks:				
ICE detainees have access to telephones on a daily basis and assistance. The number of phones on the units exceeds the minimum number requi	is provid red in this	ed by the a	assigned I The OIC	CE Officer, when appropriate. 3 hotline number is programmed

into the facilities speed dial program. Detainees are allowed a toll free legal and social call in booking prior to moving to their housing units.

b6,b7c / August 28, 2008	Par 66,67c
AUDITOR'S SIGNATURE / DATE	
	V

VISITATION POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA. NA REMARKS **COMPONENTS** Alamance County detention Center (ACDC) Policy #507.0 titled Visitation, addresses this X \Box There is a written visitation schedule and hours for general visitation. line item. Visitation is also addressed on pages 9 and 10 in the detainee handbook. Social visits are limited to two 15 minute visits, one day per The visitation hours tailored to the detainee population and the demand \boxtimes week. Requests for special for visitation. visits are considered on a case by case basis. A Family and Visitor Guide are The visitation schedule and rules are available to the public. \boxtimes available from the Lobby Officer. The hours for all categories of visitation are posted in the visitation \boxtimes waiting area. A Family and Visitor Guide are A written copy of the rules regulating visitation and the hours of X available from the Lobby П visitation is available to visitors. Officer. The Lobby Officer requires all visitors to sign a visiting log. A general visitation log is The detainees are permitt in the standard. A visitor dress code is av Visitors are searched and The requirement on visita At facilities where there arranges for visits by chil first 30 days.

A general visitation log is maintained.			L-J .	maintained in the Jail Management System (JMS).
The detainees are permitted to retain personal property items specified in the standard.				
A visitor dress code is available to the public.				The visitor dress code is not posted in the lobby and it is not included in the visitor guide.
Visitors are searched and identified according to standard requirements.				Approved visitors are checked on the JMS. Visitors must provide identity documents which match the information provided by the detainee.
The requirement on visitation by minors is complied with.		D		A parent or legal guardian must accompany any child under age 16 desiring to visit a detainee.
At facilities where there is no provision for visits by minors, ICE arranges for visits by children and stepchildren, on request, within the first 30 days.				Minors are allowed to visit with a parent or legal guardian.
After that time, on request, ICE considers a transfer, when possible, to a facility that will allow minor visitation. At a minimum, monthly visits are allowed.			\boxtimes	
Detainees in special housing are afforded visitation.				
Legal visitation is available seven (7) days a week, including holidays.	\boxtimes			
•				
***************************************	····	, ,	T ODA	

VISITATI	ON					
POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, L. MEDIA.	EGAL REPR	ESENTATI	VES, SPECIA	AL INTEREST GROUPS, AND THE NEWS		
On regular business days legal visitation hours are provide for a minimum of eight (8) hours per day, and a minimum of four hours per day on weekends and holidays.				There are no limits to legal visits with the exception of the lunch hour and during an official head count.		
On regular business days, detainees are given the option of continuing a meeting with a legal representative through a scheduled meal.	×					
Private consultation rooms are available for attorney meetings. There is a mechanism for the detainee and his/her representative to exchange documents.				There are three private consultation rooms for legal visits.		
There are written procedures governing detainee searches.						
When strip searches are required after every contact visit with a legal representative, the facility provides an option for non-contact visits with legal representatives.				ICE detainees are pat searched following contact legal visits.		
Prior to each visit, legal service providers and assistants are identified per the standard.				Attorneys are identified by a valid driver's license and an American Bar Association card.		
The current list of <i>pro bono</i> legal organizations is posted in the detainee housing areas and other appropriate areas.	\boxtimes					
The decision to permit or deny a tour is not delegated below the level of Field Office Director.	\boxtimes					
Provisions for NGO visitation, as stated in the Detention Standards, are complied with.	\boxtimes					
Law enforcement officials who request to visit with a detainee are referred to the ICE Field Office for approval.				ICE staff assigned to the ACDC handles these requests.		
Former detainees or aliens in proceedings, requesting to visit with a detainee, are referred to the OIC or ICE Field Office.	\boxtimes					
Procedures are in place, consistent with the detention standard, for examinations by independent medical service providers and experts.				ICE staff assigned to the facility coordinates these exams with DIHS staff in the Atlanta Field Office.		
ACCEPTABLE DEFICIENT	AT-RIS	sk		REPEAT FINDING		
REMARKS:						
The Alamance County Detention Center provides non-contact social visits via a video visitation program. There are nine video stations in the Video Visitation Area in the lobby and two stations for detainee use in each of the housing units. Social visits are limited to two, 15-minute visits, one day per week. Requests for special visits are considered on a case-by-case basis. Attorneys are allowed contact visits with detainees seven days per week. The visitor dress code is not posted in the lobby. August 28, 2008						

FOR OFFICIAL CONTINUED OF SENSITIVE)

G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

VOLUNTARY	WORK PROGR	AM		
POLICY: IN EVERY FACILITY OFFERING A VOLUNTARY WORK PROC MONEY BY PARTICIPATING. WHILE NOT LEGALLY REQUIRED, ICE A ADMINISTRATION (OSHA) PROTECTIONS.	AFFORDS DETAINEE	WORKER	S BASIC OCC	CUPATIONAL SAFETY AND HEALTH
CHECK HERE IF ICE DETAINEES ARE NOT AUTHORIZED TO AND MOVE TO NEXT SECTION.	WORK AT THE IG	SA FACII	LITY. MARI	
COMPONENTS	Y	N	NA	REMARKS
Does the facility have a voluntary work program?				

COMPONENTS	Y	N	NA	REMARKS
Does the facility have a voluntary work program? • Do ICE detainees participate?				
Detainee housekeeping meets neatness and cleanliness standards.	П			
Detainee housekeeping meets hearness and creammess standards. Detainees have the opportunity to participate in special details, however,		Ċ		
are never allowed to work outside the secure perimeter.				
Written procedures govern selection of detainees for the Voluntary Work	П	П		
Program.				
Where possible, physically and mentally challenged detainees participate				
in the program.				
The facility complies with work-hour requirements for detainees, not	.			
exceeding:				
Eight hours a day and Forty hours a week.	 			
Detainee volunteers generally work according to fixed schedule.		<u> </u>	├ ─└─	
If a detainee is removed from a work detail, staff places the written				
justification for the action in the detainee's detention file.				
Staff, in accordance with written procedure, ensures that detainee				
volunteers understand their responsibilities as workers before they join				
the work program.	<u> </u>		<u> </u>	
The voluntary work program meets:	🗆			
OSHA, NFPA, ACA standards			 	
Medical staff screen and formally certify detainee food service				
volunteers.	Ιп	lП		
Before the assignment begins; and			<u> </u>	
As a matter of written procedure		 		
Detainees receive safety equipment/ training sufficient for the assignment.	<u> </u>	┝╠	<u> </u>	<u> </u>
Proper procedure is followed when an ICE detainee is injured on the job.	<u> </u>		<u> </u>	
ACCEPTABLE DEFICIENT	AT-RIS	K		REPEAT FINDING

REMARKS

CE	detainees	are not	authorize	d to	work	at this	facility.
----	-----------	---------	-----------	------	------	---------	-----------

AUDITOR'S SIGNATURE / DATE

FOR OFFICIAL U

G-324A Detention Inspection Form Worksheet for

ENSITIVE)

SECTION II HEALTH SERVICES STANDARDS

LITTN	CER	STD	IKES	١

POLICY: ALL FACILITIES WILL FOLLOW STANDARD GUIDELINES FOR THE MEDICAL AND ADMINISTRATIVE MANAGEMENT OF ICE DETAINEES ENGAGING IN HUNGER STRIKES. BY MONITORING OF THE HEALTH AND WELFARE OF THE INDIVIDUAL DETAINEES, FACILITIES WILL STRIVE TO SUSTAIN THEIR LIVES. REMARKS NA Y N **COMPONENTS** Alamance County Detention When a detainee has refused food for 72 hours, it is standard practice for Center Policy 1005.0, titled staff to refer him/her to the medical department. "Hunger Strikes" was reviewed \boxtimes and requires the referral of detainees refusing food for 72 hours. **Alamance County Detention** CDFs and IGSAs immediately report a hunger strike to the ICE. Center Policy 1005.0, titled "Hunger Strikes" was reviewed \boxtimes and requires notification of ICE when a detainee is on hunger strike. The facility has established procedures to ensure staff respond \square . Ø immediately to a hunger strike. Policy and procedure require that staff isolate a hunger-striking detainee \boxtimes from other detainees. • If yes, in an observation room? Medical personnel are authorized to place a detainee in the Special \boxtimes П Management Unit or a locked hospital room. Alamance County Detention Medical staff records the weight and vital signs of a hunger-striking Center Policy 1005.0, section detainee at least once every 24 hours. 5B, titled "Hunger Strikes/Initial П \boxtimes Medical Management" requires this. Alamance County Detention The OIC of the facility obtains a hunger striker's consent before medical Center Policy 1005.0, section treatment. 5D, titled "Hunger X Strikes/Informed Consent" requires this. A signed Refusal of Treatment form is required of every detainee who П M rejects medical evaluation or treatment. **Alamance County Detention** During a hunger strike, staff document and provide the hunger-striking Center Policy 1005.0, section detainee three meals a day. 6A, titled "Hunger Strikes/Food \boxtimes and Liquid Input and Output" requires this. Staff maintains the hunger striker's supply of drinking water/other \boxtimes beverages. During a hunger strike, staff removes all food items from the hunger 冈 П striker's living area. Staff is directed to record the hunger striker's fluid intake and food consumption; Does staff always use Hunger Strike Monitoring Form I-X П 839 or similar IGSA form. The medical staff has written procedures for treating hunger strikers. Staff documents all treatment attempts, including attempts to persuade

Staff docum	ents all treatment attempts, including attempts to persuada er of medical risks.				
•					
	FOR OFFICIAL O	xxxxxxxxxxx	****		ITIVE)
	G-324A Detention Inspection Form Wor	ksneet for 105	AS - ICCV. U /	וטוכטני	

HUNGER STE	IKES					
POLICY: ALL FACILITIES WILL FOLLOW STANDARD GUIDELINES FOR THE MENGAGING IN HUNGER STRIKES. BY MONITORING OF THE HEALTH AND WEIGHT SUSTAIN THEIR LIVES.	IEDICAL AN	ID ADMIN HE INDIVI	ISTRATIV DUAL DE	E MANAGEM FAINEES, FAG	IENT OF ICE	E DETAINEES L STRIVE TO
Staff has received training in identification of hunger strikes. Medical staff receives early training in hunger-strike evaluation and treatment. Staff remains current in evaluation and treatment techniques.	\boxtimes					•
ACCEPTABLE DEFICIENT	AT-RIS	K		REPEAT F	INDING	•
REMARKS:					•	

The local policy regarding hunger strikes was reviewed and contains the required provisions for identification, observation and management of detainees engaging in a hunger strike. Detainees identified as being on hunger strikes are placed in observation cells with all personal food removed. An adequate supply of liquids is constantly available and intake and output are monitored every shift. Daily monitoring of weights and vital signs is performed by medical staff.

AUDITOR'S SIGNATURE / DATE

ACCESS TO MEDICAL CARE

POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.

WELL-BEING OF ICE DETAINEES.	·		· · · · · · · · · · · · · · · · · · ·	
COMPONENTS	Y	N	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	\boxtimes			The licenses of all professionals in the medical department were reviewed and were current and verified. State and Federal controlled substance permits are also current.
The facility's in-processing procedures for arriving detainees include	\boxtimes			0,100,00,1,0,100
medical screening. All detainees have access to and receive medical care.				
The facility has access to a PHS/DIHS Managed Health Care Coordinator.				The facility uses the T.A.R. system to communicate with the DIHS manage care system. The head nurse has limited personal contact with the DIHS managed care coordinator but access is available.
The medical staff is large enough to provide, examine, and treat the facility's detainee population.				Authorized staffing is adequate, however there are a couple of nursing vacancies at the present time. Recruiting for these positions is ongoing.
The facility has sufficient space and equipment to afford detainee privacy when receiving health care.	X			
The medical facility has its own restricted-access area. The restricted access area is located within the confines of the secure perimeter.	×			* * .
The medical facility entrance includes a holding/waiting room.				
The medical facility's holding/waiting room is under the direct supervision of custodial staff.	\boxtimes			
Detainees in the holding/waiting room have access to a drinking fountain.	\boxtimes			
Medical records are kept apart from other files. They are: • Secured in a locked area within the medical unit; • With physical access restricted to authorized medical staff; and • Procedurally, no copies made and placed in detainee files.	\boxtimes			
Pharmaceuticals are stored in a secure area.	\square			
 Medical screening includes a Tuberculosis (TB) test. Every arriving detainee receives a TB test during the admission process; Detainee's TB-screening does not occur more than one business day after his/her arrival at the facility; and Detainees not screened are housed separate from the general population. 	⊠			Every detainee receives a TB skin test within 24 hours of arrival. The tests are read and recorded after 72 hours. Detainees who test positive for TB exposure, receive a chest x-ray. X-ray results are usually received within 24 hours.
All detainees receive a mental-health screening upon arrival. It is conducted: • By a health care provider or specially trained officer; and • Before a detainee's assignment to a housing unit.		- 🗆		Mental health screening is performed by the booking officers. Training in mental health screening is provided during the 4 week detention officer training academy.

ITIVE)

ACCESS TO MEDIO	ACCESS TO MEDICAL CARE						
POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED/ACCREDITATION-WORTHY HEALTH PROGRAM FOR THE GENERAL WELL-BEING OF ICE DETAINEES.							
The facility health care provider promptly reviews all I-794s (or equivalent) to identify detainees needing medical attention.	\boxtimes						
The health care provider physically examines/assesses arriving detainees within 14 days of admission/arrival at the facility.				Per the head nurse, physicals/ assessments are not performed on a regular basis unless it is performed via the sick call process or if a problem is identified during the intake screening process.			
Detainees in the Special Management Unit have access to health care services.	×						
 Staff provides detainees with health services (sick call) request slips daily, upon request. Request slips are available in languages other than English, including every language spoken by a sizeable number of the facility's detainee population. Service-request slips are delivered in a timely fashion to the health care provider. 	×						
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	×			Alamance County Detention Center Policy #404, titled "Emergency Medical Care" was reviewed and outlines procedures for providing emergency medical care. Medical staff are present 24 hours per day/five days per week, Monday thru Friday and at least 12 hours on Saturday and Sunday.			
The plan includes an on-call provider.	\boxtimes						
The plan includes a list of telephone numbers for local ambulance and hospital services.	\boxtimes						
The plan includes procedures for facility staff to utilize this emergency health care consistent with security and safety.	×						
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.				There is no unit within the facility that cannot be reached in less than 4 minutes. All staff are trained in first aid and CPR.			
Where staff is used to distribute medication, a health care provider properly trains these officers.			\boxtimes	Only medical staff distribute medication.			
The medical unit keeps written records of medication that is distributed.							
The Form I-819 (or IGSA equivalent) is used to notify the Warden/Facility of a detainee that has special medical needs.	\boxtimes						
A signed and dated consent form is obtained from a detainee before medical treatment is administered.							
Detainees use the I-813 (or IGSA equivalent) to authorize the release of confidential medical records to outside sources.	\boxtimes						
The facility health care provider is given advance notice prior to the release, transfer, or removal of a detainee.	\boxtimes						

FOR OFFICIAL US

G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

ACCESS TO MEDIO	CAL CAR	E	•	
POLICY: EVERY FACILITY WILL ESTABLISH AND MAINTAIN AN ACCREDITED WELL-BEING OF ICE DETAINEES.	/ACCREDIT	TATION-W	ORTHY H	EALTH PROGRAM FOR THE GENERAL
Detainee's medical records or a copy thereof, are available and transferred with the detainee.	⊠ '			A full copy of the detainees medical record plus a medical transfer summary is prepared on all departing detainees.
Medical records are placed in a sealed envelope or other container labeled with the detainee's name and A-number and marked "MEDICAL CONFIDENTIAL".	⊠			The records are stapled shut or placed in an envelope. The detainees name and number are placed on the outside and labled "Medical"
ACCEPTABLE □ DEFICIENT □ AT-RISK □ REPEAT FINDING				

REMARKS:

Health care in the Alamance County Detention Center is provided in a clean environment of adequate size. Staffing consists of a contract physician who visits the facility 2-3 times per week as well as RNs and LPNs that are Alamance County Health Department employees. These Health Department employees are permanently assigned to the detention center. The nurses operate under a thorough set of protocols and have frequent and rapid access to the contract physician. Detainee access to medical care is not inhibited. Detainees with acute and chronic care medical and mental health problems are identified during the intake screening process. Detainees are very rarely housed at this facility for more than 7 days and the complete physical assessment of a detainee within 14 days of arrival is seldom required. However, when detainees are housed for more than 14 days, physical examinations/assessments are not conducted on a regular basis unless they are performed during a sick call visit or if a major problem is identified during the intake screening process. Screening for Tuberculosis is accomplished by means of a TB skin test and chest x-ray if warranted.

During the course of the review, it was noted that the medical staff takes extraordinary measures to make sure that all medical information and medications accompany the detainee when they are transferred from this facility. This is remarkable considering the small size of the medical staff and large number of detainees that pass through the institution each week.

b6,b7c / August 28, 2008 Auditor's Signature / Date

b6 b7c

SUICIDE PREVENTION AND INTERVENTION POLICY: ALL DETENTION STAFF WORKING WITH ICE DETAINEES WILL BE TRAINED TO RECOGNIZE SUICIDE-RISK INDICATORS. STAFF WILL HANDLE POTENTIALLY SUICIDAL INDIVIDUALS WITH SENSITIVITY, SUPERVISION, AND REFERRALS. A CLINICALLY SUICIDAL DETAINEE WILL RECEIVE PREVENTIVE SUPERVISION AND TREATMENT. REMARKS NA COMPONENTS Suicide Prevention and Crisis Every new staff member receives suicide-prevention training. Suicide-Management is taught to all new prevention training occurs during the employee orientation program. detention officers at the North Carolina Justice Academy. The П Ø training outline (DOCC:11:01E) was reviewed and is very thorough. Training prepares staff to: Recognize potentially suicidal behavior; \boxtimes Refer potentially suicidal detainees, following facility procedures; and Understand and apply suicide-prevention techniques. Screening for mental health A health-care provider or specially trained officer screens all detainees for problems and suicide potential suicide potential as part of the admission process. is performed by the booking Screening does not occur later than one working day after the X officer who receives specialized detainee's arrival. training at the NC Justice Academy. Alamance County Detention Written procedures cover when and how to refer at-risk detainees to Center Policy # 408, titled medical staff and procedures are followed. "Suicide/Threat of Suicide" was reviewed and outlines П 冈 procedures for referral of detainees identified as having suicide potential. The facility has a designated isolation room for evaluation and treatment. Ø An entire pod of 12 cells has The designated isolation room does not contain any structures or smaller been designated as a suicide \boxtimes items that could be used in a suicide attempt. observation area. X Medical staff has approved the room for this purpose. The practice is that staff observe Staff observes and documents the status of a suicide-watch detainee at detainees on suicide watch every least once every 15 minutes. 15 minutes, however, written Policy # 408.0, titled "Suicide /Threat of Suicide" states "Consistent with North Carolina Minimum Jail Standards, any inmate/detainee placed in a П X medical hold cell on suicide status will be visually observed by officers at least four (4) times per hour (or every 15 minutes).

ACCEPTABLE	☐ DEFICIENT	AT-RISK	KEPEATTI
			•
•			
		•	
FOR O	FFICIAL U G-324A Detention Inspect	ion Form Worksheet for IGSAs - Rev	SENSITIVE) v: 07/09/07
	region and district the first of the second section of the second	د مۇنلىرىن قىك مىسىدلىكىنىيىدىن ئەملىدى بىدىد كالىرىنىدىكىنىدىنىيىن يەدىنىدىتى بىدىنىدىتى بىدىلى بىدى بەد	والمقادم المهادي يبهم فراهم في المجالي والمجالي والمحمود ويواد

AT-RISK

Consideration should be given to revising policy to read "at least every 15 minutes"

REPEAT FINDING

REMARKS:

Medical and detention staffs at the Alamance County Detention Center are trained to recognize, refer and manage detainees who demonstrate a potential suicide risk. During the course of the review a person was observed on suicide watch. Documentation of the detainee's status is recorded at least every 15 minutes. Officers were interviewed and understood the appropriate procedures for placing inmates on suicide watch.

AUDITOR'S SIGNATURE / DATE

b6,b7c

FOR OFFICIAL U

TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH

POLICY ALL FACILITIES HOUSING ICE DETAINEES SHALL HAVE POLICIES AND PROCEDURES ADDRESSING THE ISSUES OF TERMINAL ILLNESS OR INJURY, MEDICAL ADVANCED DIRECTIVES, AND DETAINEE DEATH, TO INCLUDE THE PROCEDURES TO ENSURE PROPER NOTIFICATION IS PROVIDED TO ICE OFFICIALS, FAMILY MEMBERS AND OTHER INTERESTED PARTIES IN THE EVENT OF A DETAINEE BECOMING TERMINALLY ILL OR INJURED OR DEATH OF A DETAINEE OCCURS. IN ADDITION, THE POLICY WILL COVER PROCEDURES TO BE TAKEN IF THE DEATH OF A DETAINEE OCCURS WHILE IN TRANSIT.

CHECK THIS BOX IF THE FACILITY DOES NOT ACCEPT ICE DETAINEES WHO ARE SEVERELY OR TERMINALLY ILL. INDICATE NA IN THE APPROPRIATE BOX FOR THIS PORTION OF THE WORKSHEET. ALWAYS COMPLETE ALL REFERENCES TO DETAINEE DEATH AND DELATED NOTIFICATIONS.

RELATED NOTIFICATIONS.	Y	N	NA	REMARKS
COMPONENTS Components Components Components				
Detainees who are chronically or terminally ill are transferred to an	\boxtimes			
appropriate offsite medical facility. The facility or appropriate ICE office promptly notifies the next of kin of the detainee's medical condition, to include: The detainee's location; and The limitations placed on visiting.				Alamance County Detention Center Policy1004.0, titled "Death/Suicide" was reviewed and includes procedures for notifying ICE. The procedure also states that ICE will make appropriate notifications.
 There are guidelines addressing the State Advanced Directive Form for Implementing Living Wills and Advanced Directives. The guidelines include instructions for detainees who wish to have a living will other than the generic form the DIHS provides or who wishes to appoint another to make advance decisions for him or her. 		. 🗆	×	The facility does not routinely accept detainees who are severely or terminally ill. Detainees are rarely housed at this facility for more than a week.
The guidelines provide the detainee the opportunity to have a private attorney prepare the documents.				The facility does not routinely accept detainees who are severely or terminally ill. Detainees are rarely housed at this facility for more than a week.
There is a policy addressing "Do Not Resuscitate Orders"				The facility does not routinely accept detainees who are severely or terminally ill. Detainees are rarely housed at this facility for more than a week.
Detainees with a "Do Not Resuscitate" order in the medical record receive maximal therapeutic efforts short of resuscitation?				The facility does not routinely accept detainees who are severely or terminally ill. Detainees are rarely housed at this facility for more than a week.
The facility notifies the DIHS Medical Director and Headquarters' Legal Counsel of the name and basic circumstances of any detainee with a "Do Not Resuscitate" order in the medical record. In the case of IGSAs, this notification is made through the local ICE representative.	ı			The facility does not routinely accept detainees who are severely or terminally ill. Detainees are rarely housed at this facility for more than a week.

FOR OFFICIAL USE MENT SENSITIVE

TERMINAL ILLNESS, ADVANCED DIRECTIVES, AND DEATH POLICY ALL FACILITIES HOUSING ICE DETAINEES SHALL HAVE POLICIES AND PROCEDURES ADDRESSING THE ISSUES OF TERMINAL ILLNESS OR INJURY, MEDICAL ADVANCED DIRECTIVES, AND DETAINEE DEATH, TO INCLUDE THE PROCEDURES TO ENSURE PROPER NOTIFICATION IS PROVIDED TO ICE OFFICIALS, FAMILY MEMBERS AND OTHER INTERESTED PARTIES IN THE EVENT OF A DETAINEE BECOMING TERMINALLY ILL OR INJURED OR DEATH OF A DETAINEE OCCURS. IN ADDITION, THE POLICY WILL COVER PROCEDURES TO BE TAKEN IF THE DEATH OF A DETAINEE OCCURS WHILE IN TRANSIT. CHECK THIS BOX IF THE FACILITY DOES NOT ACCEPT ICE DETAINEES WHO ARE SEVERELY OR TERMINALLY ILL. INDICATE NA IN THE APPROPRIATE BOX FOR THIS PORTION OF THE WORKSHEET. ALWAYS COMPLETE ALL REFERENCES TO DETAINEE DEATH AND RELATED NOTIFICATIONS. REMARKS NA **COMPONENTS** The facility does not routinely The facility has written procedures to address the issues of organ accept detainees who are donation by detainees. severely or terminally ill. \bowtie П Detainees are rarely housed at this facility for more than a Alamance County Detention The facility has written procedures to notify ICE officials, deceased Center Policy1004.0, titled family members and consulates, when a detainee dies while in Service. "Death/Suicide" was reviewed \boxtimes and includes procedures for notifying ICE. There was not policy that The facility has a policy and procedure to address the death of a detainee addressed the death of a 冈 while in transport. detainee while in transport. At all ICE locations the detainee's remains disposed of in accordance П \boxtimes This is not an "ICE" location. with the provisions detailed in this standard. In the event that neither family nor consulate claims the remains, the Field Office schedules an indigent's burial, consistent with local procedures. \boxtimes \Box If the detainee's is a U.S. military veteran, is the Department of Veterans Affairs notified? There have been no deaths at An original or certified copy of a detainee's death certificate is placed in \bowtie this facility in the last 12 the subject's a-file. months. Alamance County Detention The facility follows established policy and procedures describing when to Center Policy1004.0, titled contact the local coroner regarding such issues as: "Death/Suicide" was reviewed Performance of an autopsy; and includes procedures for Who will perform the autopsy; notifying ICE and the local Obtaining state approved death certificates; and 冈 medical examiner; however, Local transportation of the body. specific procedures for performing or ordering autopsies was not detailed in this document.

REMARKS:

deceased detainee.

Alamance County Detention Center does not routinely house seriously or terminally ill detainees from ICE. There have been no detainee deaths at this facility over the previous 12 months. Policy regarding detainee deaths was reviewed and was adequate in most

 \boxtimes

AT-RISK

П

T SENSITIVE)

REPEAT FINDING

DEFICIENT

ICE staff follows established procedures to properly close the case of a

ACCEPTABLE

cases; however, specific policy regarding autopsies and death of a detainee while in transport should be included in the existing policy.

SECURITY AND CONTROL STANDARDS

CONTRABAND						
POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF						
CONTRABAND DESTRUCTION IS REQUIRED.	Y	N	NA	REMARKS		
COMPONENTS The facility follows a written procedure for handling illegal contraband.	<u> </u>	- 11	INA	REMARKS		
Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.						
Contraband that is government property is retained as evidence for potential disciplinary action or criminal prosecution.	×			All items of government property acquired during searches are processed as evidence. Appropriate reports are completed and forwarded to the proper authorities for possible prosecution.		
Staff returns property not needed as evidence to the proper authority. Written procedures cover the return of such property.						
Altered property is destroyed following documentation and using established procedures.		×		Written procedures do not cover the method of disposing altered contraband.		
Before confiscating religious items, the OIC or designated investigator contacts a religious authority.	×					
Staff follows written procedures when destroying hard contraband that is illegal.	×			Any contraband defined as illegal, (i.e., illegal drugs, firearms, etc.), will be tagged as evidence by the officer(s) and will be turned over to the Assistant Detention Director within 48 hours of their discovery per Alamance County Detention Facility, Policy 704.0, Shakedown Procedures (Security Inspection).		
Hard contraband that is illegal (under criminal statutes) may be retained and used for official use, e.g. training purposes. If yes, under specific circumstances and using specified written procedures. Hard contraband is secured when not in use.						
ACCEPTABLE DEFICIENT	AT-RISI	Κ .		REPEAT FINDING		
REMARKS: Written procedures do not cover the method for disposing of altered con b6,b7c August 28, 2008 AUDITOR'S SIGNATURE / DATE	traband.					
		٠	• .			

CE DETAIL E WILL COI CLASSIFI	NEE BOOK NTAIN CO CATION S	ED INTO	THE FACILITY, EXCLUDING ONLY , IN SOME CASES, THE ORIGINAL OF EDICAL QUESTIONNAIRE, PROPERTY
Y	N	NA	REMARKS
\boxtimes			Detention files are created for all ICE detainees.
⊠			Detainee files contain original documentation such as initial medical, mental health, classification and property forms. ICE provides form I-203, Order to Detainee or Release.
×			ICE detention files are maintained in a separate drawer in the booking area.
⊠			The facility retains files of released/transferred detainees for seven years.
			ICE files remain in the booking area and are available to booking and ICE staff.
AT-RIS	K		REPEAT FINDING
ACDC. F	iles are ko	ept sepai	ate from other jurisdictions and
	ACDC. F	ACDC. Files are keeping and the second secon	ACDC. Files are kept separ

OFFICIAL ENSITIVE)

DISCIPLINARY POLICY						
POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN						
COMPLIANCE WITH FACILITY RULES AND REGULATIONS.	Y	N	NA	REMARKS		
COMPONENTS The facility has a written disciplinary system using progressive levels of reviews and appeals.				The facility has a written disciplinary system using progressive levels of reviews and appeals, Alamanace County Sheriff's Office, Policy 5060, Disciplinary System.		
The facility rules state that disciplinary action shall not be capricious or retaliatory.	\boxtimes					
Written rules prohibit staff from imposing or permitting the following sanctions: corporal punishment deviations from normal food service clothing deprivation bedding deprivation denial of personal hygiene items loss of correspondence privileges deprivation of physical exercise						
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	×			Upon admission to the facility, each detainee shall be provided a copy of the rules of conduct, sanctions, and procedures for violations. Non-English speaking and illiterate detainees will be assisted to understand the rules of conduct. A Spanish version is available for the Spanish population.		
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: Rights and Responsibilities Prohibited Acts Disciplinary Severity Scale	\boxtimes			The English and Spanish version of the Rights and Responsibilities, Prohibited Acts, Disciplinary Severity Scale, and Sanctions are posted in the inmate handbook.		
Sanctions When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	×			Staff at Alamance County Detention Center are encouraged to handle minor rule infractions by informal resolutions.		
Incident reports and Notice of Charges are promptly forwarded to the						
designated supervisor. Incident reports are investigated within 24 hours of the incident. The Unit Disciplinary Committee (UDC) or equivalent does not convene before an investigation ends.						
An intermediate disciplinary process is used to adjudicate minor infractions.	\boxtimes					

FOR OFFICIAL USE OINET (EAW DAWN F SENSITIVE)

G-324A Detention Inspection Form Worksheet for IGSAs - Rev: 07/09/07

DISCIPLINARY P	OLICY			
POLICY: ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO I	MPOSE DI	SCIPLINE (ON DETAI	NEES WHOSE BEHAVIOR IS NOT IN
POLICY: ALL FACILITIES HOUSING ICE DETAINESS ARE AUTHORIZED TO COMPLIANCE WITH FACILITY RULES AND REGULATIONS.				
COMPONENTS	Y	N	NA_	REMARKS
A disciplinary panel (or equivalent in IGSAs) adjudicates infractions. The panel: Conducts hearings on all charges and allegations referred by the				The Detention Director will designate a detention facility employee to serve as a Hearing Officer. The Hearing Officer
 Considers written reports, statements, physical evidence, and oral testimony; Hears pleadings by detainees and staff representatives; Bases its findings on the preponderance of evidence; and 				may not be the employee who filed the charges against the inmate/detainee or any employee who may have witnessed the incident.
Imposes only authorized sanctions				If the inmate/detainee is
A staff representative is available if requested for a detainee facing a disciplinary hearing.				illiterate, disabled or non- English speaking, the right to receive assistance in preparing and presenting the case is
				provided by another immate/detainee, staff member or from an inmate/detainee designated by staff.
The facility permits hearing postponements or continuances when	. 🛛			
conditions warrant such a continuance. Reasons are documented.	: EX	ļ		
The duration of punishment set by the OIC, as recommended by the				
time in disciplinary segregation is limited to 60 days for a single offense. Written procedures govern the handling of confidential-informant information. Standards include criteria for recognizing "substantial evidence"			×	There are no written procedures in place to govern the handling of confidential-informant information, nor criteria for recognizing "substantial evidence". This facility does not utilize confidential informants during the disciplinary process.
All forms relevant to the incident, investigation, committee/panel reports, etc., are completed and distributed as required.				
ACCEPTABLE DEFICIENT	AT-RIS	SK		REPEAT FINDING
KNACOS				•
REMARKS:			·	
The facility has Inmate Handbooks in both English and Spanish.		·		
b6,b7c / August 28, 2008 AUDITOR'S SIGNATURE / DATE				

EMERGENCY (CONTINGENCY) PLANS

POLICY ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENCIES WITH A PREDETERMINED STANDARDIZED PLAN TO MINIMIZE THE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECOMMENDED THAT SPCS AND CDFS ENTER INTO AGREEMENT, VIA MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND STATE AGENCIES TO ASSIST IN TIMES OF EMERGENCY.

COMPONENTS	Y	N	NA	REMARKS
Policy precludes detainees or detainee groups from exercising control or authority over other detainees.	Ø			Written policy precludes offenders or offender groups from exercising control or authority over other offenders, Alamance County Detention Facility, Policy 705.0, Supervision and Head Count.
Detainees are protected from:		-	• .	•
 Personal abuse Corporal punishment Personal injury Disease 				
Property damage				
Harassment from other detainees				· · · · · · · · · · · · · · · · · · ·
Staff is trained to identify signs of detainee unrest. • What type of training and how often?	\boxtimes			
Staff effectively disseminates information on facility climate, detainee attitudes, and moods to the Officer In Charge (OIC)				Information on the facility climate, detainee attitudes, and moods is passed on to the Shift Supervisor.
There is a designated person or persons responsible for emergency plans and their implementation. Sufficient time is allotted to the person or group for development and implementation of the plans.	☒			Major Rich is the designated person for emergency plans and their implementation.
The plans address the following issues:		⊠		Emergency plans do not address Confidentiality, Accountability (copies and storage locations), Annual Review Procedures and Schedule, and Revisions.
Contingency plans include a comprehensive general section with procedures applicable to most emergency situations.				Contingency plans do not include a comprehensive general section with procedures applicable to most emergency situations.
The facility has cooperative contingency plans with applicable: • Local law enforcement agencies • State agencies • Federal agencies				
All staff receives copies of Hostage Situation Management policy and procedures.				Staff receive a copy of the Hostage Situation Management policy and procedures in basic training.
Staff is trained to disregard instructions from hostages, regardless of rank. Within 24 hours after release, hostages are screened for medical and psychological effects.				Written procedures are available to provide guidance in the event of a hostage situation, Alamance County Detention Facility, Policy 1003.0, Hostage Taking Situations.

FOR OFFICI	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	r sensitive)
	, ,	•

POLICY ALL FACILITIES HOLDING ICE DETAINEES WILL RESPOND TO EMERGENTHE HARMING OF HUMAN LIFE AND THE DESTRUCTION OF PROPERTY. IT IS RECO	OMMENDE	DTHAT S	PCs and	CDFs enter into agreement, via
MEMORANDUM OF UNDERSTANDING (MOU), WITH FEDERAL, LOCAL AND S COMPONENTS	TATE AGE	NCIES TO N	ASSIST II NA	TIMES OF EMERGENCY. REMARKS
Emergency plans include emergency medical treatment for staff and detainees during and after an incident.	\boxtimes	П		
Food service maintains at least 3 days' worth of emergency meals for staff and detainees.	×			More than three (3) days worth of emergency meals for staff and detainees is maintained in Food Service.
Written plans identify locations of shut-off valves and switches for all utilities (water, gas, electric).		×		Locations of shut-off valves and switches for all utilities (water, gas, and electric) are not included in the written plans.
Written procedures cover: Work/Food Strike Disturbances Escapes Bomb Threats Adverse Weather Internal Searches Facility Evacuation Detainee Transportation System Plan Internal Hostages Civil Disturbances		\boxtimes		Written procedures do not cover Work/Food Strike, Adverse Weather, and Civil Disturbances.
ACCEPTABLE DEFICIENT	AT-RİSK		F	REPEAT FINDING

Schedule, and Revisions.

A comprehensive general section with procedures applicable to most emergency situations needs to be included in the plans.

Locations of shut-off valves and switches for all utilities (water, gas, and electric) are not included in the written plans.

Written procedures do not cover Work/Food Strike, Adverse Weather, and Civil Disturbances.

AUDITOR'S SIGNATURE / DATE

FOR OFFICE

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND

SAFE-HANDLING PROCEDURES	Y	N	NA	REMARKS
COMPONENTS Components in contaction in contaction	<u> </u>	14	1457	The facility practices good
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.				procedures for handling flammable, toxic and caustic materials but does not have a written policy. Recommend a written policy be developed.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	×			Maintenance and Medical departments were not maintaining inventory logs. Each area had a limited number of products and were able to establish inventories.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used. • The files list all storage areas, and include a plant diagram and legend. • The MSDSs and other information in the files are available to personnel managing the facility's safety program.				
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: • Wear personal protective equipment; and • Report hazards and spills to the designated official.				
The MSDSs are readily accessible to staff and detainees in work areas.	×			MSDS were accessible in all areas.
Hazardous materials are always issued under proper supervision. • Quantities are limited; and • Staff always supervises detainees using these substances.	\boxtimes			Detainees have limited access to diluted chemicals under supervision.
All "flammable" and "combustible" materials (liquid and aerosol) are stored and used according to label recommendations.				
Lighting fixtures and electrical equipment installed in storage rooms and other hazardous areas meet National Electrical Code requirements.	\boxtimes			
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.				
Vents return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.				Vents and air conditioning ducts were checked and found free of obstruction.
Living units are maintained at appropriate temperatures in accordance with industry standards. (68 to 74 degrees in the winter and 72 to 78 degrees in the summer.)				
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.				Shower and sink water temperatures are maintained below the industry standard of 120 degrees.
All toxic and caustic materials are stored in their original containers in a secure area.	\boxtimes			
Excess flammables, combustibles, and toxic liquids are disposed of properly and in accordance with MSDSs.	×			

FOR OFFICIAL

xxxxxxxxxxxxxxxxxxxxxxxx

SENSITIVE)

ENVIRONMENTAL HEALTH AND SAFETY

POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND

Staff directly supervise and account for products with methyl alcohol. Staff receives a list of products containing diluted methyl alcohol. e.g., shoe dye. All such products are clearly labeled. "Accountability"	SAFE-HANDLING PROCEDURES		DT I	NT A	DEMANUS
Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable quantities. Every employee and detainee using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal. The facility complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and the Occupational Safety and Health Administration (OSHA). A technically qualified officer conducts the fire and safety inspections. The Safety Office (or officer) maintains files of inspection reports. The plan requires: Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. Fire drills are conducted and documented monthly. A sanitation program covers barbering operations. The barber shop has the facilities and equipment necessary to meet sanitation requirements. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.		Y	N	NA	KEMIAKKS
Every employee and detained using flammable, toxic, or caustic materials receives advance training in their use, storage, and disposal.	Staff receives a list of products containing diluted methyl alcohol, e.g., shoe dye. All such products are clearly labeled. "Accountability" includes issuing such products to detainees in the smallest workable				
The facility complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and the Occupational Safety and Health Administration (OSHA). A technically qualified officer conducts the fire and safety inspections. The Safety Office (or officer) maintains files of inspection reports. The facility has an approved fire prevention, control, and evacuation plan. The plan requires: • Monthly fire inspections; • Fire protection equipment strategically located throughout the facility; • Public posting of emergency plans with accessible building/room floor plans; • Exit signs and directional arrows; and • An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. A sanitation program covers barbering operations. A sanitation program covers barbering operations. A sanitation requirements. A room is provided and a barber from the local community brings in all tools and supplies. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: • Using specified equipment; cleansers; disinfectants and detergents.	Every employee and detainee using flammable, toxic, or caustic materials	\boxtimes			
A technically qualified officer conducts the fire and safety inspections. The Safety Office (or officer) maintains files of inspection reports. The facility has an approved fire prevention, control, and evacuation plan. The plan requires: Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. Fire drills are conducted and documented monthly. A sanitation program covers barbering operations. The barber shop has the facilities and equipment necessary to meet sanitation requirements. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.	The facility complies with the most current edition of applicable codes, standards, and regulations of the National Fire Protection Association and				
The Safety Office (or officer) maintains files of inspection reports. The facility has an approved fire prevention, control, and evacuation plan. The plan requires: Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. Fire drills are conducted and documented monthly. A sanitation program covers barbering operations. The barber shop has the facilities and equipment necessary to meet sanitation requirements. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.	A technically qualified officer conducts the fire and safety inspections.				<u> </u>
The facility has an approved fire prevention, control, and evacuation plan. The plan requires: Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. A sanitation program covers barbering operations. The barber shop has the facilities and equipment necessary to meet sanitation requirements. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.	The Safety Office (or officer) maintains files of inspection reports.				
The plan requires: • Monthly fire inspections; • Fire protection equipment strategically located throughout the facility; • Public posting of emergency plans with accessible building/room floor plans; • Exit signs and directional arrows; and • An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. Fire drills are conducted and documented monthly. Fire drills are being conducted. However, it is recommended that drills be modified to show the use of emergency keys and include start and completion time of the drills. A sanitation program covers barbering operations. The barber shop has the facilities and equipment necessary to meet sanitation requirements. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: • Using specified equipment; cleansers; disinfectants and detergents.	The facility has an approved fire prevention control and evacuation plan.	X			
Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the diagrammed area. Fire drills are conducted and documented monthly. Fire drills are conducted and documented monthly. Fire drills are conducted and documented monthly. Fire drills are being conducted. However, it is recommended that drills be modified to show the use of emergency keys and include start and completion time of the drills. A sanitation program covers barbering operations. The barber shop has the facilities and equipment necessary to meet sanitation requirements. A room is provided and a barber from the local community brings in all tools and supplies. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.		E			
Fire drills are conducted and documented monthly. Sire drills are conducted and documented monthly. Fire drills are being conducted. However, it is recommended that drills be modified to show the use of emergency keys and include start and completion time of the drills.	 Monthly fire inspections; Fire protection equipment strategically located throughout the facility; Public posting of emergency plans with accessible building/room floor plans; Exit signs and directional arrows; and An area-specific exit diagram conspicuously posted in the 				
The barber shop has the facilities and equipment necessary to meet sanitation requirements. A room is provided and a barber from the local community brings in all tools and supplies. A room is provided and a barber from the local community brings in all tools and supplies. The sanitation standards are conspicuously posted in the barbershop. Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.		⊠			However, it is recommended that drills be modified to show the use of emergency keys and include start and completion
Sanitation requirements. Community brings in all tools and supplies. Community brings in all tools and supplies.	A sanitation program covers barbering operations.	×			
Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.		\boxtimes			barber from the local community brings in all tools
Written procedures regulate the handling and disposal of used needles and other sharp objects. All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly. Standard cleaning practices include: Using specified equipment; cleansers; disinfectants and detergents.	The sanitation standards are conspicuously posted in the barbershop.				
and a designated individual checks this inventory weekly. Standard cleaning practices include: • Using specified equipment; cleansers; disinfectants and detergents.	Written procedures regulate the handling and disposal of used needles and other sharp objects.				procedures regulating the handling and disposal of used
Standard cleaning practices include: • Using specified equipment; cleansers; disinfectants and detergents.	All items representing potential safety or security risks are inventoried and a designated individual checks this inventory weekly.	☒			
	Standard cleaning practices include: • Using specified equipment; cleansers; disinfectants and detergents.				

ΩR	OFFICIA	SENSITIVE
\mathbf{v}	OLLICIA	

ENVIRONMENTAL HEALTH AND SAFETY					
POLICY: EVERY FACILITY WILL CONTROL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS THROUGH A HAZARDOUS MATERIALS PROGRAM. THE PROGRAM WILL INCLUDE, AMONG OTHER THINGS, THE IDENTIFICATION AND LABELING OF HAZARDOUS MATERIALS IN ACCORDANCE WITH APPLICABLE STANDARDS (E.G., NATIONAL FIRE PROTECTION ASSOCIATION [NFPA]); IDENTIFICATION OF INCOMPATIBLE MATERIALS, AND					
SAFE-HANDLING PROCEDURES COMPONENTS	Y	N.	NA	REMARKS	
The facility follows standard cleaning procedures.	\boxtimes				
Spill kits are readily available.	\boxtimes				
A licensed medical waste contractor disposes of infectious/bio-hazardous waste.		. 🗆	□.	Stericycle is the licensed medical waste contractor disposing of infectious/bio-hazardous waste.	
Staff is trained to prevent contact with blood and other body fluids and written procedures are followed.	\boxtimes				
Do the methods for handling/disposing of refuse meet all regulatory requirements?	\boxtimes			Refuse disposal is handled by Waste Industries a contractor.	
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. At least monthly. The pest-control program includes preventative spraying for indigenous insects.	×			Orkin a licensed contractor provides pest control services.	
Drinking water and wastewater is routinely tested according to a fixed schedule.	\boxtimes			Graham City Public Works Department is responsible for compliance.	
Emergency power generators are tested at least every two weeks. Other emergency systems and equipment receive testing at least quarterly. Testing is followed-up with timely corrective actions (repairs and replacements).					
and replacements). ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING					

REMARKS:

The facility practices good procedures for handling flammable, toxic and caustic materials, but should develop a written policy. Maintenance and Medical Departments were not maintaining inventory logs. Each area had a limited number of products and was able to establish inventories. No products were found to contain methyl alcohol. Fire drills are being conducted, however, it is recommended that drills be modified to show the use of emergency keys and include start and completion time of the drills. There were no written procedures regulating the handling and disposal of used needles and sharps.

AUDITOR'S SIGNATURE / DATE	b6,b7c
----------------------------	--------

HOLD ROOMS IN DETENTION FACILITIES POLICY: HOLD ROOMS WILL BE USED ONLY FOR TEMPORARY DETENTION OF DETAINEES AWAITING REMOVAL, TRANSFER, EOIR HEARINGS, MEDICAL TREATMENT, INTRA-FACILITY MOVEMENT, OR OTHER PROCESSING INTO OR OUT OF THE FACILITY. REMARKS COMPONENTS Y N NA The hold rooms are situated within the secure perimeter. The holding cells are large, well The hold rooms are well ventilated, well lighted, and all activating ventilated, well lighted, and all switches are located outside the room. \boxtimes П activating switches are operated from the control panel. The holding cells contain The hold rooms contain sufficient seating for the number of detainees sufficient space for the number \boxtimes held. of offenders being held. Bunks, cots, beds, or other related make-shift sleeping apparatus are 冈 П precluded from use inside hold rooms. Ø The walls and ceilings of the hold rooms are tamper and escape proof. If the offender is intoxicated, Individuals are not held in hold rooms for more than 12 hours. combatitive, or otherwise X uncooperative, they are held until they become cooperative. X Male and females are segregated from each other. Offenders under the age of 18 Detainees under the age of 18 are not held with adult detainees. are not held with adult 冈 detainees. All inmates are issued a Detainees are provided with basic personal hygiene items such as water, □ · personal hygiene kit upon soap, toilet paper, cups for water, feminine hygiene items, diapers and \boxtimes admittance to this facility. wipes. The new addition to the In older facilities, officers are within visual or audible range to allow Alamance County Detention detainees access to toilet facilities on a regular basis. \boxtimes Center, which houses the ICE П detainees, was completed in 2007. All detainees are given a pat down search for weapons or contraband X before being placed in the room. Holding rooms are closely Officers closely supervise the detention hold rooms using direct supervised by use of direct supervision (Irregular visual monitoring.). supervision and cameras. Hold rooms are irregularly monitored every 15 minutes. \boxtimes Monitors are located in both the Unusual behavior or complaints are noted. booking area and in Central Control. When the last detainee has been removed from the hold room, it is given \boxtimes a thorough inspection. There is a written evacuation plan that includes a designated officer to \boxtimes remove detainees from hold rooms in case of fire and/or building evacuation. An appropriate emergency service is called immediately upon a 冈 П determination that a medical emergency may exist.

		•
FOR OFFICIAL U	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	ENSITIVE
G-324A Detention Inspect	ION FORM WORKSheet for 103/48 - Rev. 01103/01	

DEFICIENT

ACCEPTABLE

AT-RISK

REPEAT FINDING

REMARKS:

Holding rooms are closely supervised by use of direct supervision and cameras in each room. Monitors are located in both the booking area and in Central Control.

b6,b7c / August 28, 2008

AUDITOR'S SIGNATURE / DATE

b6,b7c

KEY AND LOCK CONTROL (SECURITY, ACCOUNTABILITY AND MAINTENANCE)

POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS. Y N NA: REMARKS **COMPONENTS** Captain Miles has attended The security officer[s], or equivalent in IGSAs, has attended an approved some training but with the locksmith training program. \boxtimes majority of the problems, Cockman's Locksmith is used. Major Rich has the The security officer, or equivalent in IGSAs, has responsibly for all responsibility and administrative administrative duties and responsibilities relating to keys, locks etc. \boxtimes П duties relating to keys, locks, Training in key control is The security officer, or equivalent in IGSAs, provides training to provided in Basic Training to all \boxtimes П employees in key control. employees. The security officer, or equivalent in IGSAs, maintains inventories of all \boxtimes \Box keys, locks and locking devices. The security officer follows a preventive maintenance program and \boxtimes maintains all preventive maintenance documentation. Written policies and procedures Facility policies and procedures address the issue of compromised keys address the issue of \boxtimes and locks. compromised keys and locks. The security officer, or equivalent in IGSAs, develops policy and \bowtie П procedures to ensure safe combinations integrity. Only dead bolt or dead lock functions are used in detainee accessible X areas. Only authorized locks (as detainee accessible areas. Grand master keying syst All worn or discarded key Padlocks and/or chains a The entrance/exit door lo occupant load of 50 or m Occupational Sa National Fire Pr The operational keyboard rings, including keys in u Procedures are in place to Identifiable: The numbers of Keys cannot be

areas.			
Only authorized locks (as specified in the Detention Standard) are used in detainee accessible areas.	\boxtimes		
Grand master keying systems are prohibited.	\boxtimes		
All worn or discarded keys and locks are cut up and properly disposed of.		\	Written procedures do not reflect the method of disposal for discarded keys and locks, Alamance County Detention Facility, Policy 701, Key Control.
Padlocks and/or chains are prohibited from use on cell doors.			
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: Occupational Safety and Environmental Health Manual, Ch. 3; National Fire Protection Association Life Safety Code 101.			
The operational keyboard is sufficient to accommodate all the facility key rings, including keys in use, and is located in a secure area.	\boxtimes		
Procedures are in place to ensure that key rings are: Identifiable; The numbers of keys are cited; and Keys cannot be removed.			The number of keys on each key ring is not cited, and the keys can be removed from the key ring.
Emergency keys are available for all areas of the facility.			
The facilities use a key accountability system.	\boxtimes		

IT SENSITIVE) FOR OFFICIAL

KEY AND LOCK CONTROL (SECURITY, ACCOUNTABILITY AND MAINTENANCE)						
POLICY IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT S KEYS AND LOCKS.	YSTEM FOR	THE USE,				
COMPONENTS	Y	N	NA	REMARKS		
Authorization is necessary to issue any restricted key.				Authorization is required by the supervisor to issue restricted keys.		
 Individual gun lockers are provided. They are located in an area that permits constant officer observation. In an area that does not allow detainee or public access. 	\boxtimes			Individual gun lockers are located in areas not accessible to detainees or the public.		
The facility has a key accountability policy and procedures to ensure key accountability. The keys are physically counted daily.				Keys located in the Control Center are checked on each shift but are not physically counted daily.		
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. • Issued keys are returned immediately in the event an employee inadvertently carries a key ring home. • When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified. • Detainees are not permitted to handle keys assigned to staff.						
ACCEPTABLE DEFICIENT	AT-RISI	Κ		REPEAT FINDING		
REMARKS: Written procedures do not reflect the method of disposal for discarded ke	eys and lo	cks, Alan	nance Co	ounty Detention Facility, Policy		

The number of keys on each key ring is not cited, and the keys can be removed from the key ring.

Keys located in the Control Center are checked on each shift but are not physically counted daily.

	0	
/ August 28, 2008 AUDITOR'S SIGNATURE / DATE		b6,b7c

POPULATION COUNTS					
POLICY: ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.					
COMPONENTS	Y	N	NA	REMARKS	
Staff conduct a formal count at least once each shift.				At each shift change, the incoming and outgoing Supervisor conducts an official head count of all inmates/detainees, Alamance County Detention Facility, Policy 705.0, Supervision and Head Counts.	
Activities cease or are strictly controlled while a formal count is being conducted.				The 11:30 a.m. count was observed on Tuesday, August 26, 2008. No discrepancies were noted. Staff conducted a face-to-photo check when the detainee was handed his/her food tray.	
Certain operations cease during formal counts.					
All movement ceases for the duration of a formal count.					
Formal counts in all units take place simultaneously.				Formal counts take place simultaneously in all units.	
Detainee participation in counts is prohibited.					
A face-to-photo count follows each unsuccessful recount.	\boxtimes			A face-to-photo count is conducted of all counts.	
Officers positively identify each detainee before counting him/her as present.					
Written procedures cover informal and emergency counts. • They are followed during informal counts and emergencies.				All emergency head counts are conducted as a face-to-photo head count and are documented.	
The control officer (or other designated position) maintains an out count record of all detainees temporarily leaving the facility.	\boxtimes				
This training is documented in each officer's training folder.	\boxtimes				
ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING					
REMARKS:					

The facility population counts are conducted timely and securely.

b6,b7c August 28, 2008	b6,b7c
AUDITOR'S SIGNATURE / DATE /	
V	•

POST ORDERS						
POLICY: ICE PROVIDES OFFICERS ALL NECESSARY GUIDANCE FOR CARRYING OUT THEIR DUTIES. THIS GUIDANCE INCLUDES THE POST ORDERS						
ESTABLISHED FOR EVERY POST, WHICH ARE REVIEWED AT LEAST ANNUALLY	, AND GIVE	N TO EAC	HOFFICE	R UPON ASSIGNMENT TO THAT POST.		
COMPONENTS	. Y	N	NA	REMARKS		
Every fixed post has a set of post orders.	\boxtimes			A set of post orders is available for every fixed post.		
Each set contains the latest inserts (emergency memoranda, etc.) and revisions.	Ø					
One individual or department is responsible for keeping all post-orders current with revisions that take place between reviews.	⊠			Lieutenant Eastwood is the individual responsible for maintaining and revising the post-orders.		
The IGSA maintains a complete set (central file) of post orders.						
The central file is accessible to all staff.	\boxtimes					
The OIC or Contract / IGSA equivalent initiates/authorizes all post-order changes.	×					
The OIC or Contract / IGSA equivalent has signed and dated the last page of every section.				The last page of every set of post orders has been signed and dated.		
A review/updating/reissuing of post orders occurs regularly and at a minimum, annually.	\boxtimes					
Procedures keep post orders and logbooks secure from detainees at all times.	⊠.					
Every armed-post officer qualifies with the post weapon(s) before assuming post duty.				Firearms training is provided to staff but the facility does not have armed posts.		
Armed-post post orders provide instructions for escape attempts.				There is no designated armed- post at this facility.		
The post orders for housing units track the event schedule.	\boxtimes					
Housing-unit post officers record all detainee activity in a log. The post order includes instructions on maintaining the logbook.				·		
ACCEPTABLE DEFICIENT	AT-RISE	ζ		REPEAT FINDING		
REMARKS:						
Post orders have been established for every fixed post within the facility,	and they	re currer	ntly being	g reviewed and updated.		
b6,b7c / August 28, 2008 AUDITOR'S SIGNATURE / DATE						
V			÷			

FOR OFFICI G-324A

SENSITIVE)

SECURITY INSPECTIONS POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS. REMARKS NA YES COMPONENTS The facility has a comprehensive security inspection policy. The policy Alamance County Detention specifies: Center has a comprehensive Posts to be inspected; security inspection policy, Alamance County Detention Required inspection forms; X Frequency of inspections; Facility, Policy 704, Shakedown Guidelines for checking security features; and Procedures (Security Procedures for reporting weak spots, inconsistencies, and other Inspections). areas needing improvement Security checks are conducted Every officer is required to conduct a security check of his/her assigned by every officer, and the results area. The results are documented. X are documented on the weekly security inspection sheet. 冈 Documentation of security inspections is kept on file. Procedures ensure that recurring problems and a failure to take corrective X П action are reported to the appropriate manager. The Front Entrance Officer The front-entrance officer checks the ID of everyone entering or exiting checks the ID of everyone \boxtimes the facility. entering or exiting the facility. Visits are recorded on a visitor All visits are officially recorded in a visitor logbook or electronically \Box X sign-in sheet and the JMS. recorded. The facility has a secure visitor pass system. Every Control Center officer receives specialized training. The Detention Director is The Control Center is staffed around the clock. responsible for ensuring that the Control Room is staffed on a 24hours per day, seven (7) days per week basis with at least one (1) officer during each shift. At no time is the Control Room left X unmanned. The only exception is during an emergency situation that requires the total evacuation of all employees and persons from the facility, Alamance County Detention Facility, Policy 700.0, Control Room. Detention facility staff may Policy restricts staff access to the Control Center. enter the Control Room, but П 冈 П only with the permission of the Control Room officer on duty. On a limited basis, the Detention Detainees are restricted from access to the Control Center. Director/designee may authorize inmates in trustee status entry X П into the Control Room for cleaning purposes.

		TO SENICITIVE
OR OFFI	xxxxxxxxxxxxxxxxxxxxxxxxx	EMOTITAT

Communications are centralized in the Control Center.

SECURITY INSPI	ECTIONS			
POLICY: POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHER	E SPECIAL	SECURITY	PROCED	URES MUST BE FOLLOWED, WILL BE
RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING				
COMPONENTS	YES	No	NA .	REMARKS
Officers monitor all vehicular traffic entering and leaving the facility.	×			Vehicular traffic entering and leaving the facility is monitored by staff and cameras in the Control Center.
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility. Each entry contains: • The driver's name; • Company represented; • Vehicle contents; • Delivery date and time; • Date and time out; • Vehicle license number; and • Name of employee responsible for the vehicle during the visit		⊠ .		A vehicle log is not maintained of all incoming and departing vehicles to sensitive areas of the facility.
Officers thoroughly search each vehicle entering and leaving the facility.		Ø		Vehicles are not searched upon entering and leaving the facility.
The facility has a written policy and procedures to prevent the introduction of contraband into the facility or any of its components.				
Tools being taken into the secure area of the facility are inventoried before entering and prior to departure.	\boxtimes			
The SMU entrance has a sally port.			×	The SMU is located on the older side of the facility and houses six offenders. There is no sally port.
Written procedures govern searches of detainee housing units and personal areas.	\boxtimes			
Housing area searches occur at irregular times.	\boxtimes			Housing areas are searched at irregular times.
Every search of the SMU and other housing units is documented.		- 🗆	. 🗆	The weekly security inspection sheet is used to document the results.
Storage and supply rooms, walls, light and plumbing fixtures, accesses, and drains, etc., undergo frequent, irregular searches. These searches are documented.				
Walls, fences, and exits, including exterior windows, are inspected for defects once each shift.	\boxtimes			
Daily procedures include: • Perimeter alarm system tests; • Physical checks of the perimeter fence; and • Documenting the results.	×			All areas outside the secure perimeter of the facility are searched for contraband, frequently and on an irregular basis.
Visitation areas receive frequent, irregular inspections.	\boxtimes			
ACCEPTABLE DEFICIENT	AT-RISI	χ		REPEAT FINDING

FOR OFFICIAL	ENT SENSITIVE

REMARKS:

There should be no inmate access into the Control Center but at this facility, inmates in trustee status, are permitted to enter the Control Center to clean. A vehicle log is not maintained of all incoming and departing vehicles to sensitive areas of the facility, nor are the vehicles thoroughly searched by an officer.

AUDITOR'S SIGNATURE / DATE

b6,b7c

FOR OFFICIAL

SPECIAL MANAGEMENT UNIT (SMU) ADMINISTRATIVE SEGREGATION

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT IDISCIPLINARY SEGREGATION!" STANDARD).

COMPONENTS	Y	N	NA	REMARKS
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. • Detainees are placed in the SMU (administrative) in accordance with written criteria.				Detainees will be placed in the SMU in accordance with written criteria, Alamance County Detention Facility, Policy 506.0, Disciplinary System.
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. • A copy of the order given to the detainee within 24 hours.				
The OIC (or equivalent) regularly reviews the status of detainees in administrative detention. • A supervisory officer conducts a review within 72 hours of the detainee's placement in the SMU (administrative).				The Supervisor will conduct an interview with detainees in administration segregation. The detainee will receive a copy of the decision and justification.
A supervisory officer conducts another review after the detainee has spent seven days in administrative segregation, and: • Every week thereafter for the first month; and • Every 30 days after the first month. • Does each review include an interview with the detainee? • Is a written record made of the decision and the justification?				The Supervisor conducts a review of the inmate's status every seven (7) days for the first two (2) months, and at least every 30 days thereafter.
The detainee is given a copy of the decision and justification for each review. • The detainee is given an opportunity to appeal the reviewer's decision to someone else in the facility.	×			
The OIC (or equivalent) routinely notifies the Field Office Director (or staff officer in charge of IGSAs) any time a detainee's stay in administrative detention exceeds 30 days. • Upon notification that the detainee's administrative segregation has exceeded 60 days, the FD forwards written notice to HQ Field Operations Branch Chief for DRO.				
The OIC or equivalent) reviews the case of every detainee who objects to administrative segregation after 30 days in the SMU. • A written record is made of the decision and the justification. • The detainee receives a copy of this record.				
The detainee is given the right to appeal to the OIC (or equivalent) the conclusions and recommendations of any review conducted after the detainee have remained in administrative segregation for seven consecutive days.				
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.				Administrative detainees are allowed the same general privileges as detainees in the general population.
The SMU is: Well ventilated; Adequately lighted; Appropriately heated; and Maintained in a sanitary condition.	🗵			The SMU is orderly and maintained in a sanitary condition.

			ary arma
OR.	OFFICIAL	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	SENSITIVE

SPECIAL MANAGEMENT UNIT (SMU) ADMINISTRATIVE SEGREGATION

POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY ISOLATES CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, ADMINISTRATIVE SEGREGATION, HOUSES DETAINEES ISOLATED FOR THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINED FOR WRONGDOING (SEE THE "SPECIAL MANAGEMENT UNIT IDISCIPLINARY SEGREGATION!" STANDARD).

DISCHERVARY SECRECATION STANDARDY.			· · · · · · · · · · · · · · · · · · ·	
COMPONENTS	Y	N	NA "	REMARKS
All cells are equipped with beds.				
Every bed is securely fastened to the floor or wall.	<u> </u>	<u> </u>		
The number of detainees in any cell does not exceed the occupancy				
limit.				
When occupancy exceeds recommended capacity, do basic	⊠.			
living standards decline?			_	
Do criteria for objectively assessing living standards exist? **Comparison of the comparison of	-			
• If yes, are the criteria included in the written procedures? The segregated detainees have the same opportunities to				
The segregated detainees have the same opportunities to exchange/launder clothing, bedding, and linen as detainees in the			П	·
general population.				
Detainees receive three nutritious meals per day, from the general				
population's menu of the day.	,a	ļ ,,	_	Detainees in the SMU will
Do detainees eat only with disposable utensils?			📙 .	receive the same meals as the
Is food ever used as punishment?	, '			general population.
Each detainee maintains a normal level of personal hygiene in the SMU.				~
The detainees have the opportunity to shower and shave at	⊠ .			Each detainee will be afforded
least three times a week.				the opportunity to shower and
If not, explain.			·	shave daily.
The detainees are provided:				
Barbering services;				
Recreation privileges in accordance with the "Detainee"				·
Recreation" standard;		-		Offenders in administrative
 Non-legal reading material; 	\boxtimes	П	П	segregation receive the same
Religious material;	KX	L	- Land	privileges as the general
The same correspondence privileges as detainees in the general				population.
population;				
Telephone access similar to that of the general population; and				
Personal legal material.				
A health care professional visits every detainee at least three times a			-	Trackh save is superided at least
Week.	\boxtimes			Health care is provided at least three times a week.
 The shift supervisor visits each detainee daily. Weekends and holidays. 				unee times a week.
Procedures comply with the "Visitation" standard.				Procedures comply with
The detainee retains visiting privileges; and	:			"Visitation" standards,
The detailed retails visiting privileges, and The visiting room is available during normal visiting hours.	\boxtimes			Alamance County Detention
The visiting room is available daring normal visiting hours.		<u></u>	— .	Facility, Policy 507.0,
				Visitation.
Visits from clergy are allowed.	\boxtimes			
Detainees have the same law-library access as the general population.				
 Are they required to use the law library Separately, or 	\boxtimes	П		
As a group?	K-21			
Are legal materials brought to them?				
The SMU maintains a permanent log of detainee-related activity, e.g.,	5 7			The housing unit log is used to
meals served, recreation, visitors etc.	\boxtimes	· · [_]		document all detainee-related
				activity.

FOR OFFIC	ENSITIVE

SPECIAL MANAGEMENT UNIT (SMU) ADMINISTRATIVE SEGREGATION						
POLICY: THE SPECIAL MANAGEMENT UNIT REQUIRED IN EVERY FACILITY THE SPECIAL MANAGEMENT UNIT WILL CONSIST OF TWO SECTIONS. ONE, A THEIR OWN PROTECTION; THE OTHER FOR DETAINEES BEING DISCIPLINE [DISCIPLINARY SEGREGATION]" STANDARD). COMPONENTS	ADMINISTI	RATIVE SEC	JKEGATIO	N' HOOPE2 DETAINCES POPUTED LOY		
 SPC procedures include completing the SMU Housing Record (I-888) immediately upon a detainee's placement in the SMU. Staff completes the form at the end of each shift. CDFs and IGSA facilities use Form I-888 (or local equivalent). 						
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift. • Staff logs record all pertinent information, e.g., a medical condition, suicidal/assaultive behavior, etc; • The medical officer/health care professional signs each individual's record during each visit; and • The housing officer initials the record when all detainee services are completed or at the end of the shift.				The housing unit log is used to document pertinent information about the detainee's well being and utilization of privileges.		
A new record is created for each week the detainee is in Administrative Segregation. The weekly records are retained in the SMU until the detainee's return to the general population.						
ACCEPTABLE DEFICIENT	AT-RI	sk		REPEAT FINDING		

R	E.	ъÆ	A	D	W	c	•
1	P.	W	м	м	\mathbf{r}		ı

	receive non-punitive protection		1	and maintilance
		- frame the second of somulation	I hill onlow the came	Geberal Dovileses
- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	wagania nan nunitiya ntotectic	n trom the veneral hobulation	I Dut Office and Same	COLLOS OF LAND PAGE
Lightninger houseen in the Nivil I	receive non-ountry brotocas	II II OIII WIE Peries pepisione		

AUDITOR'S SIGNATURE / DATE		b6,b7c	
	•	•	_

SPECIAL MANAGEMENT UNIT DISCIPLINARY SEGREGATION

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	· Y	N	NA	REMARKS
Officers placing detainees in disciplinary segregation follow written procedures.				Written procedures are followed when placing detainees in disciplinary segregation, Alamance County Detention Facility, 506.0, Discplinary System.
The sanctions for violations committed during one incident are limited to 60 days.				
A completed Disciplinary Segregation Order accompanies the detainee into the SMU. • The detainee receives a copy of the order within 24 hours of placement in disciplinary segregation.	X			
Standard procedures include reviewing the cases of individual detainees housed in disciplinary detention at set intervals. • After each formal review, the detainee receives a written copy of the decision and supporting reasons.				The Supervisor conducts an interview with detainees in disciplinary segregation. The detainee will receive a copy of the decision and justification.
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	\boxtimes			
Detainees in disciplinary segregation have fewer privileges than those housed in administrative segregation.	Ø			Sanctions for detainees in disciplinary segregation may be loss of visiting and limited phone privileges.
Living conditions in disciplinary SMUs remain the same regardless of behavior. If no, does staff prepare written documentation for this action? Does the OIC sign to indicate approval.	×		. 🔲 🗼	
Every detainee in disciplinary segregation receives the same humane treatment, regardless of offense.				
The quarters used for segregation are: Well-ventilated. Adequately lighted. Appropriately heated. Maintained in a sanitary condition.				The unit is orderly and maintained in a sanitary condition.
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	\boxtimes			
The number of detainees confined to each cell or room is limited to the number for which the space was designate. • Does the OIC approve excess occupancy on a temporary basis?	Ø			The number of detainees in a cell would be limited to the designated space.
When a detainee is segregated without clothing, mattress, blanket, or pillow (in a dry cell setting), a justification is made and the decision is reviewed each shift. Items are returned as soon as it is safe.				
Detainees in the SMU have the same opportunities to exchange clothing, bedding, etc., as other detainees.	×			

FOR OFFICI SENSITIVE

SPECIAL MANAGEMENT UNIT DISCIPLINARY SEGREGATION

POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS.

COMPONENTS	Y	N	NA	REMARKS
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day.	. 🛛			Detainees in the SMU receive the same meals as the general population.
• Food is not used as punishment. Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	Ø			Detainees are afforded the opportunity to shower and shave daily.
Detainees receive, unless documented as a threat to security: Barbering services; Recreation privileges; Other-than-legal reading material; Religious material; The same correspondence privileges as other detainees; and Personal legal material.				Detainees receive services equivalent to the general population.
 When phone access is limited by number or type of calls, the following areas are exempt: Calls about the detainee's immigration case or other legal matters; Calls to consular/embassy officials; and Calls during family emergencies (as determined by the OIC/Warden). 	· ⊠			
A health care professional visits every detainee in disciplinary segregation every week day. The shift supervisor visits each segregated detainee daily Weekends and holidays.				Health care is provided at least three times a week.
SMU detainees are allowed visitors, in accordance with the "Visitation" standard.	×			Detainees are allowed visitors in accordance with the "Visitation" standard, Alamance County Detention Facility, Policy 507.0, Visitation.
SMU detainees receive legal visits, as provided in the "Visitation" standard. • Legal service providers are notified of security concerns arising before a visit.				
Visits from clergy are allowed. The clergy member is given the option of visiting/not visiting the segregated detainee. Violent/uncooperative detainees are denied access to religious services when safety and security would otherwise be affected.	×			
 SMU detainees have law library access. Violent/uncooperative detainees retain access to the law library unless adjudicated a security threat in writing. Legal material brought to individuals in the SMU on a case-by-case basis. Staff documents every incident of denied access to the law library. 				

SITIVE)

SPECIAL MANAGEMENT UNIT

DISCIPLINARY SEGREGATION POLICY: EACH FACILITY WILL ESTABLISH A SPECIAL MANAGEMENT UNIT IN WHICH TO ISOLATE CERTAIN DETAINEES FROM THE GENERAL POPULATION. THE SPECIAL MANAGEMENT UNIT WILL HAVE TWO SECTIONS, ONE FOR DETAINEES IN ADMINISTRATIVE SEGREGATION; THE OTHER FOR DETAINEES BEING SEGREGATED FOR DISCIPLINARY REASONS: REMARKS N NA COMPONENTS The housing unit log is used to All detainee-related activities are documented, e.g. meals served, document pertinent information recreation activities, visitors, etc. \boxtimes П about the detainee's well being and utilization of privileges. The SPC's, the Special Management Housing Unit Record (I-888or equivalent), is prepared as soon as the detainee is placed in the SMU. П \boxtimes П All I-888s are filled out by the end of each shift. The CDF/IGSA facility use Form. I-888 (or equivalent local form). SMU staff record whether the detainee ate, showered, exercised, took medication, etc. Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc. The Daily Log is used to The health care official sign individual records after each visit. document pertinent information X П The housing officer initials the record when all detainee about the detainee's well being services are completed or at the end of the shift. and utilization of privileges. A new record is created weekly for each detainee in the SMU. The SMU retains these records until the detainee leaves the SMU. REPEAT FINDING AT-RISK DEFICIENT **ACCEPTABLE** REMARKS: Offenders housed in the SMU are separated from the general population for disciplinary actions.

AUDITOR'S SIGNATURE / DAT

T SENSITIVE)

TO	OL.	CON	TR	OL

POLICY: IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY.

THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR

TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT. COMPONENTS	Y	N	NA	REMARKS
There is an individual who is responsible for developing a tool control procedure and an inspection system to insure accountability.	⊠			Greg Shatterly and Gordon Michael in Maintenance, are the two individuals responsible for developing a tool control procedure and an inspection system to ensure accountability.
Department heads are responsible for implementing this standard in their departments.	Ø			·
Tool inventories are required for the: • Maintenance Department; • Medial Department; • Food Service Department; • Electronics Shop; • Recreation Department; and				Tool inventories are not available for the Food Service Department and the Medical Department to ensure accountability of tools within the facility.
 Armory. The facility has a policy for the regular inventory of all tools. The policy sets minimum time lines for physical inventory and all necessary documentation. ICE facilities use AMIS bar code labels when required. 				The facility has a policy for the regular inventory of all tools, Alamance County Detention Facility, Policy 702.0, Control of Tools, Utensils, and Cleaning Materials.
The facility has a tool classification system. Tools are classified according to: Restricted (dangerous/hazardous); and Non-Restricted (non-hazardous).	⊠			A system is in place to ensure that all identified, restricted and limited tools are stored in a locked and secure area at the end of each workday for safekeeping purposes.
Department heads are responsible for implementing tool-control procedures.	\boxtimes			
The facility has policies and procedures in place to ensure that all tools are marked and readily identifiable.				The Tool Control Officer is responsible for establishing a marking system to ensure all tools used in every work location are labeled with a symbol to signify the tools appropriate storage location.
The facility has an approved tool storage system. The system ensures that all stored tools are accountable. Commonly used tools (tools that can be mounted) are stored in such a way that missing tool is readily notice.	\boxtimes			The tool storage system is designed specifically to ensure the accountability and control of all tools/equipment.
Each facility has procedures for the issuance of tools to staff and detainees.				

[SENSITIVE)

ROL			•
TED OR TY	PEWRITTI	EN MAST	NG WITH THE TOOL CONTROL POLICY. ER INVENTORY LIST OF TOOLS AND FILED AND READILY AVAILABLE FOR
Y	N	NA	REMARKS
			Any tool being permanently removed from service must be turned over to the Tool Control Officer for recordkeeping and for disposal.
			Equipment is inventoried by a staff member prior to admittance into or departure from the facility.
] AT-RISI	K		REPEAT FINDING
		·	
	ATED OR TY ENTORIES SH	ATED OR TYPEWRITTI ENTORIES SHALL BE C	ATED OR TYPEWRITTEN MAST ENTORIES SHALL BE CURRENT, Y N NA N

Tool inventories are not available for the Food Service Department and the Medical Department to ensure accountability of tools within the facility.

٠	· /
b6,b7c	August 28, 2008
AUDITOR'S S	IGNATURE / DATE

b6.b7c

FOR OFFICIAL USE

EMENT SENSITIVE)

TRANSPORTATION LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENERGY.

ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.					
STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS ECONTROL OF THE DETAINEE CASE.	IANDLED C	NLY BY		FIELD OFFICE OR SUB-OFFICE IN	
COMPONENTS	YES	No	NA	REMARKS	
Transporting officers comply with applicable local, state, and federal motor vehicle laws and regulations. Records support this finding of compliance.					
Every transporting officer required to drive a commercial size bus has a valid Commercial Driver's License (CDL) issued by the state of employment.	×				
Supervisors maintain records for each vehicle operator.	\square				
Officers use a checklist during every vehicle inspection. Officers report deficiencies affecting operability; and Deficiencies are corrected before the vehicle goes back into service.	×		口		
 Transporting officers: Limit driving time to 10 hours in any 15 hour period; Drive only after eight consecutive off-duty hours; Do not receive transportation assignments after having been on duty, in any capacity, for 15 hours; Drive a 50-hour maximum in a given work week; a 70-hour maximum during eight consecutive days; During emergency conditions (including bad weather), officers may drive as long as necessary and safe to reach a safe area—exceeding the 10-hour limit. 					
Two officers with valid CDLs required in any bus transporting detainees. • When buses travel in tandem with detainees, there are two qualified officers per vehicle. • An unaccompanied driver may transport an empty vehicle.	X				
Before the start of each detail, the vehicle is thoroughly searched.					
Positive identification of all detainees being transported is confirmed.				Positive identification is made by means of the photo wrist band.	
All detainees are searched immediately prior to boarding the vehicle by staff controlling the bus or vehicle.	×				
The facility ensures that the number of detainees transported does not exceed the vehicles manufacturer's occupancy level.					
Protective vests are provided to all transporting officers.	\boxtimes			All transporting officers wear protective vests.	
The vehicle crew conducts a visual count once all passengers are on board and seated. • Additional visual counts are made whenever the vehicle makes a scheduled or unscheduled stop.					

OR OFFICIAL U.S. CAUST (EARLY SEEMENT SENSITIVE

TRANSPORTATION LAND TRANSPORTATION

POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT THE LIVES, SAFETY, AND WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTODY DURING THE TRANSPORTATION OF DETAINEES. STANDARDS HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.

HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER THE SUPERVISION OF EXPERIENCED AND TRAINED DETENTION ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.							
STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.							
COMPONENTS	YES	No	NA	REMARKS			
Policies and procedures are in place addressing the use of restraining equipment on transportation vehicles.	×		· 🗆	Policies and procedures are in place addressing the use of restraint equipment on transportation vehicles, Alamance County Detention Facility, Policy 707.0, Use of Physical Restraints.			
Officers ensure that no one contacts the detainees. • One officer remains in the vehicle at all times when detainees are present.							
Meals are provided during long distance transfers. • The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE.		. 🗆	X	Meals are provided prior to the start of the trip from Charleston, SC, or at the end so that bag lunches will not be needed.			
 The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative; Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule. 			⊠	Meals are not received from Food Service.			
Vehicles have: Two-way radios; Cellular telephones; and Equipment boxes stocked in accordance with the Use of Force Standard.	\boxtimes						
The vehicles are clean and sanitary at all times.							
Personal property of a detainee transferring to another facility is: Inventoried; Inspected; and Accompanies the detainee.	×						

FOR OFFICIA MENT SENSITIVE

TRANSPORTA LAND TRANSPORT			·	
POLICY: THE IMMIGRATION AND NATURALIZATION SERVICE WILL TAKE ALL WELFARE OF OUR OFFICERS, THE GENERAL PUBLIC, AND THOSE IN ICE CUSTO HAVE BEEN ESTABLISHED FOR PROFESSIONAL TRANSPORTATION UNDER ENFORCEMENT OFFICERS OR AUTHORIZED CONTRACT PERSONNEL.	ODY DURIN THE SUPER	IG THE TR RVISION(ANSPORT OF EXPERI	ATION OF DETAINEES. STANDARDS ENCED AND TRAINED DETENTION
STANDARD NA: CHECK THIS BOX IF ALL ICE TRANSPORTATION IS H	IANDLED (ONLY BY	THE ICE	FIELD OFFICE OR SUB-OFFICE IN
CONTROL OF THE DETAINEE CASE. COMPONENTS	YES	No	NA	REMARKS
The following contingencies are included in the written procedures for vehicle crews: Attack Escape Hostage-taking Detainee sickness Detainee death Vehicle fire Riot Traffic accident Mechanical problems Natural disasters Severe weather Passenger list includes women or minors	⊠			
ACCEPTABLE DEFICIENT	AT-RISI	ζ.	☐ I	REPEAT FINDING

REMARKS:

Transportation staff at the Alamance County Detention Ce	nter drives to Charleston, SC, to pick up Immigration and Customs
Enforcement (ICE) detainees to be returned to this facility.	

)	
b6,b7c August 28, 2008	In	b6,b7c
AUDITOR'S SIGNATURE / DATE	0	

USE	OF	FO	P	CF
עוכונו	vr	T U	.17	

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	No	NA	REMARKS
Written policy authorizes staff to respond in an immediate-use-of-force situation without a supervisor's presence or direction. When the detainee is in an area that is or can be isolated (e.g., a locked	⊠			Written procedures are in place to authorize staff to respond to an immediate-use-of-force situation, Alamance County Detention Facility, Policy 706.0, Use of Force. Staff at Alamance County
cell, a range), posing no direct threat to the detainee or others, officers must try to resolve the situation without resorting to force.	\boxtimes			Detention Center pride themselves in communicating with detainees to resolve the situation at hand without resorting to force.
Written policy asserts that calculated rather than immediate use of force is feasible in most cases.	\boxtimes			
The facility subscribes to the prescribed Confrontation Avoidance Procedures. Ranking detention official, health professional, and others confer before every calculated use of force.	×			
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. • Under staff supervision.			\boxtimes	There have been no reported incidents of a calculated use of force within the past 12 months.
Staff members are trained in the performance of the Use-of-Force Team Technique.	×			Staff are trained in the performance of the Use-of-Force Team Technique during orientation and annual training.
All use-of-force incidents are documented and reviewed.	. 🔲			There have been no reported incidents of a calculated use of force within the past 12 months.
 Staff: Do not use force as punishment; Attempt to gain the detainee's voluntary cooperation before resorting to force; Use only as much force as necessary to control the detainee; and Use restraints only when other non-confrontational means, including verbal persuasion, have failed or are impractical. 				
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	\boxtimes			
Use-of-Force Team follows written procedures that attempt to prevent injury and exposure to communicable disease(s).				There is no designated Use of Force Team at this facility.

[SENSITIVE)

USE OF FORCE

POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:

COMPONENTS	YES	No ·	NA	REMARKS
 Standard procedures associated with using four-point restraints include: Soft restraints (e.g., vinyl); Dressing the detainee appropriately for the temperature; A bed, mattress, and blanket/sheet; Checking the detainee at least every 15 minutes; Logging each check; Turning the bed-restrained detainee often enough to prevent soreness or stiffness; Medical evaluation of the restrained detainee twice per eight-hour shift; and When qualified medical staff is not immediately available, staff position the detainee "face-up". 	Ż			Standard procedures include all of the aforementioned items.
The shift supervisor monitors the detainee's position/condition every two hours. • He/she allows the detainee to use the rest room at these times under safeguards.	\boxtimes	. 🗆		
All detainee checks are logged.	\boxtimes			
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	\boxtimes			If immediate-use-of-force situations were to occur, medical staff are notified to ensure there are no injuries.
 When the OIC authorizes use of non-lethal weapons: Medical staff is consulted before staff use pepper spray/non-lethal weapons. Medical staff reviews the detainee's medical file before use of a non-lethal weapon is authorized. 	×			
Special precautions are taken when restraining pregnant detainees. • Medical personnel are consulted	×			
Protective gear is worn when restraining detainees with open cuts or wounds.	×			
Staff documents every use of force and/or non-routine application of restraints.				Immediately following the use of physical force or the use of pepper spray, the officer(s) involved in the incident will complete an Incident Report and Use of Force Report for submission to the Detention Director and Sheriff.
It is standard practice to review any use of force and the non-routine application of restraints.	×			

OR OFFICIAI		VSITIVE)
OR OFFICIAL	xxxxxxxxxxxxxxxxxxxxxxxx	VOLUM

USE OF FOR	USE OF FORCE						
POLICY: THE U.S. DEPARTMENT OF HOMELAND SECURITY AUTHORIZES THE USE OF FORCE ONLY AS A LAST ALTERNATIVE AFTER ALL OTHER REASONABLE EFFORTS TO RESOLVE A SITUATION HAVE FAILED. ONLY THAT AMOUNT OF FORCE NECESSARY TO GAIN CONTROL OF THE DETAINEE, TO PROTECT AND ENSURE THE SAFETY OF DETAINEES, STAFF AND OTHERS, TO PREVENT SERIOUS PROPERTY DAMAGE AND TO ENSURE INSTITUTION SECURITY AND GOOD ORDER MAY BE USED. PHYSICAL RESTRAINTS NECESSARY TO GAIN CONTROL OF A DETAINEE WHO APPEARS TO BE DANGEROUS MAY BE EMPLOYED WHEN THE DETAINEE:							
COMPONENTS	YES	No	NA	REMARKS			
All officers receive training in self-defense, confrontation-avoidance techniques and the use of force to control detainees. • Specialized training is given and Officers are certified in all devices they use.				All officers assigned to the Alamance County Detention Facility will be provided training in the use of force during their first year of employment through their attendance at the State Mandated Basic Jail School.			
In SPCs, is the Use of Force form is used? In other facilities (IGSAs / CDFs) is this form or its equivalent used?	\boxtimes						
ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING							
REMARKS: Written policy outlines immediate and calculated use of force and confro	ntation av	oidance.					

AUDITOR'S SIGNATURE / DATE

STAFF DETAINEE COM	MUNICA	TIONS		
POLICY: PROCEDURES MUST BE IN PLACE TO ALLOW FOR FORMAL AND INFAND ICE DETAINEE AND TO PERMIT DETAINEES TO MAKE WRITTEN REQUEST FRAME.	STOICES	NTACT BE FAFF AND	ETWEEN K RECEIVE NA	TEY FACILITY STAFF AND ICE STAFF AN ANSWER IN AN ACCEPTABLE TIME REMARKS
COMPONENTS	Y		INA	The Deportation Officer
The ICE Field Office Director ensures that weekly announced and unannounced visits occur at the IGSA.	\boxtimes		. 🗆	assigned to the 287(G) program at the ACDC serves as the facility liaison.
Detention and Deportation Staff conduct scheduled weekly visits with detainees held in the IGSA.	\boxtimes			ICE staff routinely visit the ICE dorms twice a week.
Scheduled visits are posted in ICE detainee areas.		\boxtimes	□.	Schedules are not posted in the dorms.
Visiting staff observe and note current climate and conditions of confinement at each IGSA.	×			
ICE information request Forms are available at the IGSA for use by ICE detainees.				Detainee inquiries are addressed in person. This method is practical because of the frequency of ICE visits and the short term placement of the detainees i.e. 1-7 days.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.				
ICE staff responds to a detainee request from an IGSA within 72 hours.	\boxtimes			
ICE detainees are notified in writing upon admission to the facility of their right to correspond with ICE staff regarding their case or conditions of confinement.				
ACCEPTABLE DEFICIENT	AT-RIS	К		REPEAT FINDING
REMARKS: Two full time ICE staff is assigned to the Alamance County Detention C serves as the liaison with the facility staff and the ICE detainees and mal posted in the ICE dorms.	Center as pa kes freque	art of the nt visits to	287(G) po the dor	program. The Deportation Officer ms. The visiting schedule is not

FOR OFFICIAL U.S. Form Worksheet for IGSAs - Rev. 07/09/07

AUDITOR'S SIGNATURE / DATE

DETAINEE TRANSFER STANDARD

POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINEE IS TRANSFERRED. IF A DETAINEE IS BEING TRANSFERRED VIA THE JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL ADHERE TO JPATS PROTOCOLS. IN DECIDING WHETHER TO TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE DETAINEE IS REPRESENTED BEFORE THE IMMIGRATION COURT. IN SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S STAGE WITHIN THE REMOVAL PROCESS, WHETHER THE DETAINEE'S ATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACILITY, AND WHERE THE IMMIGRATION COURT PROCEEDINGS ARE TAKING PLACE.

COMPONENTS	Y	N	NA	REMARKS
When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer. • The notification is recorded in the detainee's file; and • When the A File is not available, notification is noted within DACS	×			Attorneys of record are notified in writing by the assigned Deportation Officer when a detainee has been transferred.
Notification includes the reason for the transfer and the location of the new facility.	\boxtimes			
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	\boxtimes			
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	Ø			
 Facility policy mandates that: Times and transfer plans are never discussed with the detainee prior to transfer; The detainee is not notified of the transfer until immediately prior to departing the facility; and The detainee is not permitted to make any phone calls or have contact with any detainee in the general population. 				Proper security protocols are followed regarding detainee transfers.
The detainee is provided with a completed Detainee Transfer Notification Form.	\boxtimes		. 🗆	Detainees sign this document and receive a copy.
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	\boxtimes		<u></u> .	
 For medical transfers: The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer; Medical transfers are coordinated through the local ICE office; and A medical transfer summary is completed and accompanies the detainee. 				
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.				There are no DIHS staff assigned to the ACDC.
For medical transfers, transporting officers receive instructions regarding medical issues.				
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	\boxtimes			All property, medication and funds are transferred with the detainee.
Transfer and documentary procedures outlined in Section C and D are followed.	\boxtimes			
Meals are provided when transfers occur during normally schedule meal times.	×			
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	×	□·		

FOR OFFICIAL	xxxxxxxxxxxxxxxxxxxxxxxx	ENSITIVÉ
G-324A De	tention Inspection Form Worksheet for IGSAs -	Rev: 07/09/07

DETAINEE TRANSFER	STAND	ARD				
POLICY: ICE WILL MAKE ALL NECESSARY NOTIFICATIONS WHEN A DETAINED JUSTICE PRISONER ALIEN TRANSPORTATION SYSTEM (JPATS), ICE WILL TRANSFER A DETAINEE, ICE WILL TAKE INTO CONSIDERATION WHETHER THE SUCH CASES, THE FIELD OFFICE DIRECTOR WILL CONSIDER THE DETAINEE'S SATTORNEY IS LOCATED WITHIN REASONABLE DRIVING DISTANCE OF THE FACTAKING PLACE.	ADHERE DETAINE TAGE WIT	TO JPA' E IS REPRE HIN THE F	TS PROTO SENTED B EMOVAL	DCOLS. IN DECIDING WHETHER TO DEFORE THE IMMIGRATION COURT. IN PROCESS, WHETHER THE DETAINEE'S		
COMPONENTS Y N NA REMARKS						
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	\boxtimes					
ACCEPTABLE DEFICIENT AT-RISK REPEAT FINDING						
REMARKS: The Alamance County Detention Center coordinates all ICE movement we have found to be a coordinate of the standard o	ith the ap	propriate	e ICE Off	acials who schedule detainee		

transfers. Security protocols are followed in accordance with

ICE Detention Standards Compliance Review

Alamance County Detention Center

August 26-28, 2008

REPORT DATE – September 4, 2008



Contract Number: ODT-6-D-0001 Order Number: HSCEOP-07-F-01016

Executive Vice President
Creative Corrections
6415 Calder, Suite B
Beaumont, TX 77706

U.S. Immigration and Customs Enforcement
Detention Standards Compliance Unit
801 I Street NW
Washington, DC 20536



6415 Calder, Suite B • Beaumont, Texas 77706 409.866.9920 • www.correctionalexperts.com

Making a Difference!

September 4, 2008

MEMORANDUM FOR:

James T. Hayes, Jr., Acting Director

Office of Detention and Removal Operations

FROM:

Reviewer-In-Charge (RIC

b6,b7c

SUBJECT:

Alamance County Detention Center

Annual Detention Review

Creative Corrections conducted the ADR of the Alamance County Detention Center located in Graham, North Carolina, on August 26-28, 2008. Alamance County is participating in the ICE 287(g) program and has 15 specially trained deputies who are authorized to identify, process, and detain criminal illegal immigrants. Since this program started in February, 2007, the ACDC has processed 770 criminal immigrants. As noted on the attached documents, my team of Subject Matter Experts (SME) included

SME for Security;

SME for Food Services.

A closeout meeting was held on August 28, 2008, with Major Captain 66,67c and 66,67c ICE Deportation Officer (assigned to the 287 (g) program at the facility), during which all deficiencies and recommendations were discussed.

Type of Review

This review is a scheduled Detention Standard Review to determine compliance with ICE National Detention Standards for facilities used over 72 hours.

Review Summary

The ACDC is not accredited by the American Correctional Association (ACA), National Commission on Correctional Health Care (NCCHC), or the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

Standards Compliance

The following statistical information provides a direct comparison of the August 2007 ADR and the ADR conducted in August 2008.

IENT SENSITIVE) 1/3

August 15-17, 2007	Review	August 26-28, 2008	Review
Compliant	33	Compliant	34
Deficient	1	Deficient	. 2
At Risk	0	At Risk	0
Non-Applicable	4	Non-Applicable	2

Access to Legal Materials - Deficient

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

• The law library is one office-sized room with one computer terminal mounted on a stand. The ICE Lexis Nexis program was installed during the week of the review. There are no other legal materials, equipment, or furniture in the law library. There is no posted schedule and there is no record of ICE detainees using the law library.

Recommendation

The ACDC should consider placing secure computer terminals equipped with the ICE Lexis Nexis program in ICE dorms. The facility should consider designating a staff member from Special Services as the law library liaison to address detainee legal issues beyond the use of the Lexis Nexis program. By adding space, equipment, furniture, supplies, and providing general guidelines for law library use, detainees could better conduct their own legal research, per ICE standards.

Recreation - Deficient

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

• The facility does not provide detainees at least one hour of recreation time daily, outside the housing unit, five times per week.

Recommendation

Facility management should consider the amount of detainee idle time and review the potential for expanding recreational opportunities for detainees. Other than television, there are few options to keep detainees busy in the unit. There is no opportunity for detainees to recreate outside the housing units. A recreation area outside the housing units should be designated to bring the facility into compliance with ICE standards.

FOR OFFICIAL US T SENSITIVE) 2/3

Recommended Rating and Justification

It is the Reviewer-in-Charge recommendation that the facility receive a rating of "Acceptable." It is also recommended by the RIC that a Plan of Action be required for this facility to identify and implement necessary corrective actions for the deficiencies noted during this review.

RIC Assurance Statement

All findings of this review have been documented on the Detention Review Worksheet attached and are supported by the written documentation contained in the review file.

FOR OFFICIA NSITIVE) 3/3

Department Of Homeland Security Immigration and Customs Enforcement

A. Type of Facility Reviewed	Estimated Man-da	ays Per Year:	***	
ICE Service Processing Center	26,809			
ICE Contract Detention Facility				
ICE Contract Detention Facinty	G. Accreditation	n Certificates		•
ICE Intergovernmental Service Agreement	List all State or N	lational Accre	ditation[s] receiv	ed:
	List all state of 1	ational ricord	aradon[5] 10011	
B. Current Inspection	☐ Check box if	facility has no	a accreditation[c]	
Type of Inspection	Check box ii	Tacinty has no	o accreditation[s]	
Field Office HQ Inspection			a	.4414\
Date[s] of Facility Review	H. Problems / C	complaints (Copies must be a	rracneu)
August 26-28, 2008	The Facility is un			
	Court Order		Class Action Ord	er
C. Previous/Most Recent Facility Review	The Facility has			
Date[s] of Last Facility Review	Major Litigati	ion 🛄 🗀	Life/Safety Issues	3
August 15-17, 2007	Check if Non	ie.		
Previous Rating			•	
☐ Superior ☐ Good ☐ Acceptable ☐ Deficient ☐ At-Risk	I. Facility Hist	torv		
	Date Built	J		
D. Name and Location of Facility	1985	÷		
Name	Date Last Remod	leled or Unor	aded	
Alamance County Detention Center	2007	tored or obsid		
Address (Street and Name)	Date New Constr	mation / Dad	anace Added	
109 South Maple Street	A. Company of the com	ruction / Beu:	space Added	
City, State and Zip Code	2007			
	Future Construct		•	
Graham, North Carolina 27253	☐ Yes ⊠ No			
County	Current Bed space		Bed space (# Ne	w Beds only)
Alamance Name and Title of Chief Executive Officer (Warden/OIC/Supt.)	476	Numbe	er: Date:	<u> </u>
			•	
Major b6,b7c	J. Total Facili	ty Population	1	·
Telephone # (Include Area Code)	Total Facility Int	ake for previo	ous 12 months	·
(336) b6,b7c	12,197			ŀ
Field Office / Sub-Office (List Office with oversight responsibilities)	Total ICE Man-d	lays for Previo	ous 12 months	
Charlotte, North Carolina Sub-Office	26,645	шув 101 1 10 11		
Distance from Field Office	20,043			
120 miles	YZ 601 16 . 41.	T1 (TC	E CDCs and CD	Fe Only)
	K. Classification			L-3
E. ICE Information		L-	1 14	13
Name of Inspector (Last Name, Title and Duty Station)	Adult Male			
b6,b7c / Reviewer-In-Charge /	Adult Female			
Name of Team Member / Title / Duty Location				
SME - Medical /	•			
Name of Team Member / Title / Duty Location	L. Facility Cap	acity		
b6 SME - Food Service /		Rated	Operational	Emergency
Name of Team Member / Title / Duty Location	Adult Male	476	432	No set limit
Name of Team Member / Title / Buty Eccation	Adult Female	44	44	
		enders 16 and old	er as Adults	
Name of Team Member / Title / Duty Location	A Facility holds	Suveniles Off	vinders to and old	- AD IAWAIN
SME - Security /	N/ A	ily Danulati	m ·	
	M. Average Da			Other
F. CDF/IGSA Information Only		IC		
Contract Number Date of Contract or IGSA	Adult Male	71		208
57-06-0021 February 14, 2006	Adult Female	2	7	36
Basic Rates per Man-Day		•		
\$ 66.95	N. Facility Sta	ffing Level		
Other Charges: (If None, Indicate N/A)	Security:		Support:	•
N/A	b2High	•	(b)(2)High	
IVA				

Significant Incident Summary Worksheet

For ICE to complete its review of your facility, the following information must be completed prior to the scheduled review dates. The information on this form should contain data for the past twelve months in the boxes provided. The information on this form is used in conjunction with the ICE Detention Standards in assessing your Detention Operations against the needs of the ICE and its detained population. This form should be filled out by the facility prior to the start of any inspection. Failure to complete this section will result in a delay in processing this report and the possible reduction or removal of ICE' detainees at your facility.

Incidents	Description	Jan – Mar	Apr – Jun	Jul – Sept	Oct – Dec
Assault:	Types (Sexual ² , Physical, etc.)	· 12 P	14 P	7 P	15 P
Offenders on Offenders ¹	With Weapon	0	0	0	0
	Without Weapon	12	14	. 7	15
Assault:	Types (Sexual Physical, etc.)	6 P	16 P	6 P	11 P
Detainee on Staff	With Weapon	0	0	0	0
	Without Weapon	6	16	6 .	11
Number of Forced Moves, incl. Forced Cell moves ³		0	0	. 0	0 .,
Disturbances ⁴		0	0	0	0
Number of Times Chemical Agents Used		4	8	0	0
Number of Times Special Reaction Team Deployed/Used		0	0	0	0.
# Times Four/Five Point	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	0	0	. 0	. 0
Restraints applied/used	Type (C=Chair, B=Bed, BB=Board, O=Other)	N/A	N/A	N/A	N/A
Offender / Detainee Medical Referrals as a result of injuries sustained.		16	17	0	1
Escapes	Attempted	0	0	0	0
	Actual	0	, θ .	0	0
Grievances:	# Received	183	101	91	. 180
	# Resolved in favor of Offender/Detainee	70	29	40	68
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	N/A	N/A	N/A	N/A
	Number	0	0	. 0	0
Psychiatric / Medical Referrals	# Medical Cases referred for Outside Care	1	2	0	0
	# Psychiatric Cases referred for Outside Care	0	3	0	0

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

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

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

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

DHS/ICE Detention Standards Review Summary Report			
1. Acceptable 2. Deficient 3. At Risk 4. Repeat Finding 5.Not Applicable			
Legal Access Standards		1. 2. 3.	4. 5.
1. Access to Legal Materials			
2. Group Presentations on Legal Rights	L		
3. Visitation	L		
4. Telephone Access			
Detainee Services			
5. Admission and Release			
6. Classification System	L		
7. Correspondence and Other Mail	L		
8. Detainee Handbook	<u> </u>		
9. Food Service			
10. Funds and Personal Property			
11. Detainee Grievance Procedures			
12. Issuance and Exchange of Clothing, Bedding, and Towels	ļ		
13. Marriage Requests	,		
14. Non-Medical Emergency Escorted Trip].	片기片	<u> </u>
15. Recreation			
16. Religious Practices			<u> </u>
17. Voluntary Work Program			
Health Services			
18. Hunger Strikes			-
19. Medical Care			-
20. Suicide Prevention and Intervention			╡┼┼
21. Terminal Illness, Advanced Directives and Death			
Security and Control			
22. Contraband			
23. Detention Files			
24. Disciplinary Policy			
25. Emergency Plans	!		
26. Environmental Health and Safety			=
27. Hold Rooms in Detention Facilities			=
28. Key and Lock Control			= =
29. Population Counts			
30. Post Orders			=
31. Security Inspections		 	╒╅┼╞╡
32 Special Management Units (Administrative Segregation)			
33. Special Management Units (Disciplinary Segregation)			
34. Tool Control			
35. Transportation (Land management)			
36. Use of Force			
37. Staff / Detainee Communication (Added August 2003)			
38. Detainee Transfer (Added September 2004)	,		
	<u> </u>		

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

RIC Review Assurance Statement

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

Reviewer-In-Charge: (Print Name)		Signature				
Title & Duty Location		Date	b(5,b7c		
Beaumont, TX		August 28, 20	08	· · · · · · · · · · · · · · · · · · ·		
Team Members			•			-
Print Name, Title, & Duty Location		Print Name, T	itle, & Duty Loca	tion		
b6 SME - Medical		b6	SME - Safety			
Print Name, Title, & Duty Location		Print Name, T	itle, & Duty Loca	tion		
SME - Food Service		b6,b7c	SME - Security			
						1.1
Recommended Rating:	Superior Good				٠	
	Acceptable Deficient					
	At-Risk	•				

Comments: The Alamance County Detention Center authorizes the use of tasers by officers trained and qualified in their proper use for purposes of controlling inmates/detainees who pose a threat to the safety and security of themselves, other inmates/detainees, staff and/or the public. Local Policy 706.0, Use of Force, states that the Detention Director will ensure that officers are instructed to only use a taser when other lesser means to control the situation have failed. When the taser has been used on a inmate/detainee, the nurse on duty will be notified to determine if further treatment of the inmate/detainee is needed. There has been no use of a taser on an ICE detainee in the last twelve months.

HEADQUARTERS EXECUTIVE REVIEW **Review Authority** The signature below constitutes review of this report and acceptance by the Review Authority. OIC/EEO/will have 30 days from receipt of this report to respond to all findings and recommendations. HQDRO EXECUTIVE REVIEW: (Please Print Name) Signature James T. Hayes, Jr. Date Title Director **Superior** Final Rating: Good Acceptable **Deficient** At-Risk No Rating

Comments: The Review Authority has downgraded the recommended rating of "Acceptable" to "Deficient" due to the use of EMDDs (Elector Muscular Disruption Devices). No plan of action is required in regard to the use of EMDDs. A plan of action is required to address the deficiencies identified in the Access to Legal Materials, and Recreation Standards.

Form CC-324A

U.S. Department of Homeland Security 180 Spring Street, SW Atlanta, GA 30303



Interoffice Memorandum

To:

James T. Hayes

Director

Detention and Removal Operations

From:

Field Office Director

Atlanta

Date: March 13, 2009

Re:

Plan of Action/Response to Address the Deficiencies Identified During the Review of the

Alamance County Detention Center on August 26-28, 2008.

Creative Corrections, Inc. conducted an Annual Detention Review of the Alamance County Detention Center on August 26-28, 2008. This Annual Review was conducted for the purpose of determining whether the facility was in compliance with the ICE National Detention Standards for housing ICE detainees as an Over 72 hour facility. During the review, the team identified deficiencies, which were addressed by Alamance County administrators and reviewed by the Atlanta Field Office. The deficiencies are outlined below along with the facility's response and Plan of Action (POA) to address these areas.

ACCESS TO LEGAL

The ACDC should consider placing secure computer terminals equipped with the ICE 1. Lexis Nexis program in ICE dorms.

The facility should consider designating a staff member from Special Services as the 2. law library liaison to address detainee legal issues beyond the use of the Lexis Nexis

By adding space, equipment, furniture, supplies and providing general guidelines for 3. law library use, detainees could better conduct their own legal research, per ICE standards

Action Taken:

1. Alamance County officials reported that at this time they do not have the space or the required electrical outlets to plug computers terminals and printers into any of the cell block areas, including the areas where ICE detainees are housed.

- 2. Alamance County reported that due to staffing issues and the required day movements, legal/non-legal visitations and court appearances, it has been their practice to take inmates/detainees to the law library during the evening hours when these activities are not being performed. Alamance County added that staffing issues requires them to use rotating shifts during the evening hours and therefore they can not dedicate a staff member to be the law library liaison.
- 3. The Alamance County Detention Center has recently revised their detainee handbook, which will better explain the law library procedures. Additionally, use of the law library will be documented and retained for auditors to review.

The Atlanta Field Office offered to provide the Alamance County Detention Center with additional computers and printers for their law library but the facility advised that while they would like to add more computers and printers there is not any available space in the facility. In addition to the space and electrical outlet issues, Alamance County explained that they do not have the financial resources to construct additional space, purchase furniture or supply toner for the law library computers. Alamance County reported that they were not advised that the costs associated with maintaining the law library would be their responsibility and the associated costs are not budgeted.

Creative Corrections found this standard to be deficient but it should be noted that the ICE National Detention Standards (NDS) requires the facility to. "... provide a law library in a designated room with sufficient space to facilitate detainee's legal research and writing." Creative Corrections wrote that the law library is located in an office-sized room (designated room) with one computer mounted on a stand. The office also has a chair and work area.

The reviewer cited that there was, "no other legal materials, equipment or furniture in the law library." The NDS do not require "other legal material". ICE's current Lexis Nexis subscription contains all of the legal references required under Attachment A of the NDS and more, such as the Occupational Outlook Handbook and other references. With the exception of paper and writing utensils, no other electronic equipment is needed to conduct legal research or prepare legal documents when using the Lexis Nexis program. Copies of legal documents can be obtained from the printer and material that is not readily available can be requested through the ICE personnel at the facility, who will forward any such request to the Atlanta Office of Chief Counsel.

It should be noted that ICE detainees are not housed at the Alamance County Detention Center for very long before they are transferred to longer-term facilities in Georgia and Alabama. At this time aliens are transferred out of this facility twice a week, which reduces the number of law library requests the facility receives from the ICE detainees.

While there may be space and design issues that prevent Alamance County from expanding the law library at their facility, there are steps that the Atlanta Field Office can take to ensure that the intent of the standard is met. In order to ensure that ICE detainees have adequate access to supplies, the Atlanta Field Office has offered to provide Alamance County with an adequate supply of paper, writing utensils and

toner cartridges, as necessary. The Atlanta Field Office will also work with Alamance County to ensure that ICE detainees have the ability to access or make requests for a reasonable number of photocopies, if requested.

The Atlanta Field Office has a Supervisory Detention and Deportation Officer (SDDO) and Deportation Officer (DO) on site to oversee Alamance County's 287(g) program and the field office will require one of them to inspect the law library weekly and ensure that the equipment is operational and an adequate amount of supplies are available.

II. RECREATION

1. The facility does not provide detainees at least one hour of recreation time daily, outside the housing unit, five times per week.

2. Facility should consider the amount of detainee idle time and review the potential for expanding recreational opportunities for detainees. Other than television, there are few options to keep detainees busy in the unit.

3. There is no opportunity for detainees to recreate outside the housing units.

4. A recreation area outside the housing units should be designated to being the facility into compliance with ICE standards.

Action Taken:

1. Alamance County administrators reported that the recreation area at the facility is designed for the law enforcement officer's use. The Alamance County officials added that physical limitations and the design of the facility prevent them from having designated outdoor recreation areas for any of the inmates/detainees housed at the facility. Alamance County reported that in addition to television the detainees have access to cards and other items that can be purchased fro the commissary.

It should be noted that while every effort is made to place a detainee in a facility that provides outdoor recreation, the majority of the detainees at this facility are initially encountered as county inmates under 287(g) programs and once they bond out, or have their cases adjudicated and/or complete their sentences, ICE assumes custody of the inmate and transfers the detainee to facilities in Georgia and Alabama that do have outdoor recreation. Transfers out of this facility occur twice a week and the average length of stay is only 2-4 days.

The ICE NDS state, "In exceptional circumstances, a facility lacking any recreation area may be used to provide short-term housing for detainees." Due to the physical limitations of the building, the Alamance County Detention Center is precluded from providing an outdoor recreation area for inmates/detainees. Given this fact and the short length of stay for ICE detainees, the Atlanta Field Office requests that this circumstance be considered exceptional.

The Alamance County Sheriff's Office expressed their desire to cooperate with ICE in an effort to better serve their local community and to support national security through their operational 287(g) program. The deficiencies cited in the Reviewer in Charge (RIC) Memorandum have been addressed by this POA. The facility is well run and is an important law enforcement partner

with their 287(g) program, ground transportation service and the detention space they provide to the Atlanta Field Office.

In keeping with Detention Management Control Program (DMCP) procedures, the local DMCP Coordinator will ensure that reviews by Creative Corrections are reviewed and issues are discussed and addressed with the facility to further compliance with the ICE National Detention Standards.

U.S. Department of Homeland Security 500 12th Street, SW Washington, DC 20536



MEMORANDUM FOR:

Field Office Director Atlanta Field Office

FROM:

James T. Hayes, Jr.

Director

SUBJECT:

Alamance County Detention Center Annual Review

The annual review of the Alamance County Detention Center conducted on August 26-28, 2008, in Graham, North Carolina, has been received. The Review Authority has assigned an interim rating of **Deficient** due to the use of EMDDs (Electro Muscular Disruption Devices) in this facility; otherwise a rating of "Acceptable" would have been assigned. The policy regarding the use of EMDDs is currently being reviewed and no plan of action is required at this time. However, a Plan of Action is needed to address the deficiencies noted in the Access to Legal Materials and Recreation Standards.

On September 3, 2008 bb.b7c Assistant Field Office Director, advised bb.b7c Detention and Deportation Officer, that the deficient standards were in the process of being corrected.

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

1) The Field Office Director, Detention and Removal Operations, shall notify the facility within five business days of receipt of this memorandum. Notification shall include copies of the Form G-324A, Detention Facility Review Form, the G-324A Worksheet, RIC Summary Memorandum, and a copy of this memorandum.

SENSITIVE)

www.ice.gov

SUBJECT: Alamance County Detention Center Annual Review Page 2

- 2) The Field Office Director is responsible for ensuring that the facility responds to all findings and a Plan of Action is submitted to the Review Authority (RA) within 30 days.
- 3) The RA will advise the Field Office Director once the Plan of Action is approved.
- 4) Once a Plan of Action is approved, the Field Office Director shall schedule a follow-up on the above noted deficiencies within 90 days.

The Field Office is responsible for assisting the Intergovernmental Service Agreement (IGSA) facility to respond to the U.S. Immigration and Customs Enforcement findings when assistance is requested. Notification to the facility shall include information that this assistance is available.

Sho				ding this matter, please contact ion Management Division at (202)	b6
cc:	Official File			, , , , , , , , , , , , , , , , , , ,	
	ICE: HQDRO:	b6,b7c	09/04/08		
			b2High		

U.S. Department of Homeland Security 500 12th Street, SW Washington, DC 20536



APR 1 0 2009

MEMORANDUM FOR:

Acting Field Office Director Atlanta Field Office Agting Chief Detention Standards Compliance Unit

FROM:

SUBJECT:

Alamance County Detention Center Plan of Action

The Alamance County Detention Center Plan of Action dated March 13, 2009, has been received. The plan was developed in response to a review conducted by Creative Corrections on August 26-28, 2008.

The Review Authority concurs with the Plan of Action and this review is closed. The Field Office must now initiate the following actions in accordance with the Detention Management Control Program (DMCP):

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility within five business days of receipt of this memorandum. Notification shall include a copy of this memorandum.
- 2) The Field Office Director shall ensure that the facility complies with its proposed Plan of Action. A certified Detention Reviewer shall be assigned to follow up on the deficiencies identified in the Initial Review within 90 days.
- 3) The next annual review will be scheduled on or before August 26, 2009.

Should you or your staff have any questions regarding this matter, please contact Detention and Deportation Officer, Detention Standards Compliance Unit at (202)

cc: Official File ICE:HODRO:

03/17/2009