

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



U.S. Immigration  
and Customs  
Enforcement

DEC 24 2008

MEMORANDUM FOR: Brian M. DeMore  
Field Office Director  
Los Angeles Field Office

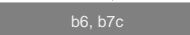

FROM:  James T. Hayes, Jr.  
Director

SUBJECT: Monterey Park City Jail Annual Detention Review


The annual review of Monterey Park City Jail, conducted on June 26-27, 2008, located in Monterey Park, California, has been received. The Review Authority (RA) 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 being reviewed and no Plan of Action is required at this time. No further action is required and this review is closed.

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

- 1) The Field Office Director, Detention and Removal Operations, shall notify the facility **within** five business days of receipt of this memorandum. Notification shall include copies of the Form G-324B, *Detention Facility Review Form*, G-324B Worksheet, RIC Summary Memorandum, and this memorandum.
- 2) The next annual review will be scheduled on or before June 27, 2009.

Should you or your staff require additional information regarding this matter, please contact  Deputy Assistant Director, Detention Management Division, at (202) 732 

cc: Official File



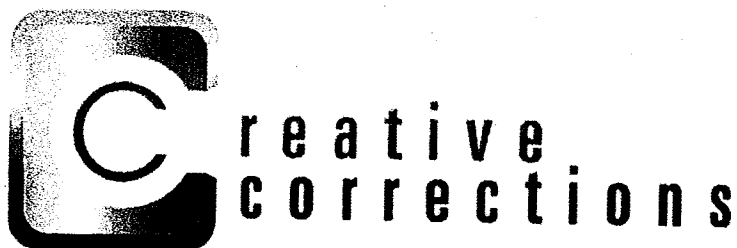
---

# ICE Detention Standards Compliance Review

Monterey Park City Jail

June 26-27, 2008

REPORT DATE – June 30, 2008



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

Percy H. Pitzer, Executive Vice President  
Creative Corrections  
6415 Calder, Suite B  
Beaumont, TX 77706

b6, b7c COTR  
U.S. Immigration and Customs Enforcement  
Detention Standards Compliance Unit  
801 I Street NW  
Washington, DC 20536

---

~~FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)~~



creative  
corrections

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

Making a Difference!

June 30, 2008

MEMORANDUM FOR: James T. Hayes, Jr.  
Acting Director  
Office of Detention and Removal Operations

FROM:

b6, b7c

Reviewer-In-Charge

b6, b7c

SUBJECT:

Monterey Park City Jail Annual Detention Review

Creative Corrections conducted an Annual Detention Review (ADR) of Monterey Park City Jail (MPCJ), located in Monterey Park City, California, on June 26-27, 2008. The facility is operated by Monterey Park City, which has an Intergovernmental Services Agreement with the United States Marshals Service. As noted on the attached documents, the team of Subject Matter Experts (SME) included: b6, b7c, Security; b6, b7c, Medical Services; b6, b7c, Environmental Health and Safety; and b6, b7c, Food Services.

A review closeout was conducted on June 27, 2008, with Agent b6, b7c, Jail Manager, and b6, b7c, Jailer, which included a discussion of all concerns and recommendations noted during the review.

### Type of Review

This review is a scheduled ADR to determine general compliance with established ICE National Detention Standards for facilities used for under 72 hours.

### Review Summary

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

### Standards Compliance

The following information summarizes the standards reviewed and the overall compliance for this review. The following statistical information outlined provides a direct comparison of the 2007 ADR and this ADR conducted for 2008.

~~FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)~~

**June 6, 2007**                      **Review**

<b>Compliant</b>	<b>24</b>
<b>Deficient</b>	<b>1</b>
<b>At-Risk</b>	<b>0</b>
<b>Not-Applicable</b>	<b>3</b>

**June 26-27, 2008**                      **Review**

<b>Compliant</b>	<b>25</b>
<b>Deficient</b>	<b>0</b>
<b>At-Risk</b>	<b>0</b>
<b>Not-Applicable</b>	<b>3</b>

**Recommended Rating and Justification**

It is the Reviewer-in-Charge (RIC) recommendation that the facility receive a rating of "Acceptable".

**RIC Assurance Statement**

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



# DETENTION FACILITY INSPECTION FORM

FACILITIES USED LESS THAN 72 HOURS

**A. TYPE OF FACILITY REVIEWED**

<input type="checkbox"/>	ICE Service Processing Center
<input type="checkbox"/>	ICE Contract Detention Facility
<input checked="" type="checkbox"/>	ICE Intergovernmental Service Agreement

**B. CURRENT INSPECTION**

Type of Inspection	
<input type="checkbox"/>	Field Office
<input checked="" type="checkbox"/>	HQ Inspection
Date[s] of Facility Review	
June 26-27, 2008	

**C. PREVIOUS/MOST RECENT FACILITY REVIEW**

Date[s] of Last Facility Review	
June 6, 2007	
Previous Rating	
<input type="checkbox"/>	Superior
<input type="checkbox"/>	Good
<input checked="" type="checkbox"/>	Acceptable
<input type="checkbox"/>	Deficient
<input type="checkbox"/>	At-Risk

**D. NAME AND LOCATION OF FACILITY**

Name	Monterey Park City Jail
Address	320 West Newmark Avenue
City, State and Zip Code	Monterey Park, California 91754
County	Los Angeles
Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)	Agent <span style="background-color: #cccccc;">b6, b7c</span> Jail Manager
Telephone Number (Include Area Code)	626 307- <span style="background-color: #cccccc;">b6, b7c</span>
Field Office / Sub-Office (List Office with Oversight)	Los Angeles
Distance from Field Office	31 miles

**E. ICE INFORMATION**

Name of Inspector (Last Name, Title and Duty Station)	<span style="background-color: #cccccc;">b6, b7c</span> / RIC / Creative Corrections, Beaumont, TX
Name of Team Member / Title / Duty Location	<span style="background-color: #cccccc;">b6, b7c</span> / Security SME / Creative Corrections
Name of Team Member / Title / Duty Location	<span style="background-color: #cccccc;">b6, b7c</span> / Safety SME / Creative Corrections
Name of Team Member / Title / Duty Location	<span style="background-color: #cccccc;">b6, b7c</span> / Food Services SME / Creative Corrections
Name of Team Member / Title / Duty Location	<span style="background-color: #cccccc;">b6, b7c</span> / Medical Services SME / Creative Corrections
Name of Team Member / Title / Duty Location	/ /

**F. CDF/IGSA INFORMATION ONLY**

Contract Number	Date of Contract or IGSA
12-98-0030	August 1, 1998

Basic Rates per Man-Day	\$75.00
Other Charges: (If None, Indicate N/A)	<input checked="" type="checkbox"/> N/A
Estimated Man-days per Year	1,500

**G. ACCREDITATION CERTIFICATES  N/A**

List all State or National Accreditation[s] received:
---

**H. PROBLEMS / COMPLAINTS (COPIES MUST BE ATTACHED)**

The Facility is under Court Order or Class Action Finding	
<input type="checkbox"/>	Court Order
<input type="checkbox"/>	Class Action Finding
The Facility has Significant Litigation Pending	
<input type="checkbox"/>	Major Litigation
<input type="checkbox"/>	Life/Safety Issues
<input checked="" type="checkbox"/>	None

**I. FACILITY HISTORY**

Date Built	1980
Date Last Remodeled or Upgraded	N/A
Date New Construction / Bed Space Added	N/A
Future Construction Planned	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date:
Current Bed space	24
Future Bed Space (# New Beds only)	Number: N/A Date:

**J. TOTAL FACILITY POPULATION**

Total Facility Intake for Previous 12 months	3,180
Total ICE Man Days for Previous 12 months	1,500

**K. CLASSIFICATION LEVEL (ICE SPCs AND CDFs ONLY)**

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

**L. FACILITY CAPACITY**

	Rated	Operational	Emergency
Adult Male	24	24	24
Adult Female	0	0	0

Facility Holds Juveniles Offenders 16 and Older as Adults

**M. AVERAGE DAILY POPULATION**

	ICE	USMS	Other
Adult Male	12	4	7
Adult Female	0	0	0

**N. FACILITY STAFFING LEVEL**

Security:	Support:
<span style="background-color: #cccccc;">b2 high</span>	<span style="background-color: #cccccc;">b2 high</span>

~~FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)~~

## SIGNIFICANT INCIDENT SUMMARY WORKSHEET

In order for Creative Corrections to complete its review of your facility, you must complete the following worksheet prior to your scheduled review dates. This worksheet must contain data for the past twelve months. We will use this worksheet in conjunction with the ICE Detention Standards to assess your detention operations with regard to the needs of ICE and its detainee population. Failure to complete this worksheet will result in a delay in processing this report, and may result in a reduction or removal of ICE detainees from your facility.

INCIDENTS	DESCRIPTION	Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec
Assault: Offenders on Offenders <sup>1</sup>	Types (Sexual <sup>2</sup> , Physical, etc.)	0	0	0	0
	With Weapon	0	0	0	0
	Without Weapon	0	0	0	0
Assault: Detainee on Staff	Types (Sexual Physical, etc.)	0	0	0	0
	With Weapon	0	0	0	0
	Without Weapon	0	0	0	0
Number of Forced Moves, incl. Forced Cell Moves <sup>3</sup>		0	0	0	0
Disturbances <sup>4</sup>		0	0	0	0
Number of Times Chemical Agents Used		0	0	0	0
Number of Times Special Reaction Team Deployed/Used		0	0	0	0
# Times Four/Five Point Restraints Applied/Used	Number/Reason (M=Medical, V=Violent Behavior, O=Other)	0	0	0	0
	Type (C=Chair, B=Bed, BB=Board, O=Other)	0	0	0	0
Offender / Detainee Medical Referrals as a Result of Injuries Sustained.		0	0	0	0
Escapes	Attempted	0	0	0	0
	Actual	0	0	0	0
Grievances:	# Received	0	0	0	0
	# Resolved in Favor of Offender/Detainee	0	0	0	0
Deaths	Reason (V=Violent, I=Illness, S=Suicide, A=Attempted Suicide, O=Other)	0	0	0	0
	Number	0	0	0	0
Psychiatric / Medical Referrals	# Medical Cases Referred for Outside Care	0	0	0	0
	# Psychiatric Cases Referred for Outside Care	0	0	0	0

<sup>1</sup> Any attempted physical contact or physical contact that involves two or more offenders

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

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

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

## DHS/ICE DETENTION STANDARDS REVIEW SUMMARY REPORT


1. ACCEPTABLE	2. DEFICIENT	3. AT-RISK	4. REPEAT FINDING	5. NOT APPLICABLE					
<b>LEGAL ACCESS STANDARDS</b>					1.	2.	3.	4.	5.
1.	Visitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Telephone Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DETAINEE SERVICES</b>									
3.	Admission and Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Classification System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Detainee Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Funds and Personal Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Detainee Grievance Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Issuance and Exchange of Clothing, Bedding, and Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Religious Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEALTH SERVICES</b>									
11.	Medical Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Suicide Prevention and Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECURITY AND CONTROL</b>									
13.	Contraband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Detention Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Disciplinary Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Emergency Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Environmental Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Hold Rooms in Detention Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Key and Lock Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Population Counts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Security Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Special Management Units (Administrative Detention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Special Management Units (Disciplinary Segregation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Tool Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Transportation (Land management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26.	Use of Force	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Staff/ Detainee Communication (Added August 2003)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Detainee Transfer (Added September 2004)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ALL FINDINGS OF DEFICIENT AND AT-RISK REQUIRE WRITTEN COMMENT DESCRIBING THE FINDING AND WHAT IS NECESSARY TO REACH COMPLIANCE.**

## RIC REVIEW ASSURANCE STATEMENT

BY SIGNING BELOW, THE REVIEWER-IN-CHARGE (RIC) CERTIFIES THAT:

1. ALL FINDINGS OF NON-COMPLIANCE WITH POLICY OR INADEQUATE CONTROLS, AND FINDINGS OF NOTEWORTHY ACCOMPLISHMENTS, CONTAINED IN THIS INSPECTION REPORT, ARE SUPPORTED BY EVIDENCE THAT IS SUFFICIENT AND RELIABLE; AND
2. WITHIN THE SCOPE OF THIS REVIEW, THE FACILITY IS OPERATING IN ACCORDANCE WITH APPLICABLE LAW AND POLICY, AND PROPERTY AND RESOURCES ARE BEING EFFICIENTLY UTILIZED AND ADEQUATELY SAFEGUARDED, EXCEPT FOR ANY DEFICIENCIES NOTED IN THE REPORT.

REVIEWER-IN-CHARGE	
Reviewer-In-Charge: (Print Name)  b6, b7c	Signature 
Title & Duty Location  RIC, Creative Corrections, Beaumont, TX	Date  June 30, 2008

TEAM MEMBERS	
Print Name, Title, & Duty Location  b6, b7c, Security SME, Creative Corrections	Print Name, Title, & Duty Location  b6, b7c, Safety SME, Creative Corrections
Print Name, Title, & Duty Location  b6, b7c, Food Services SME, Creative Corrections	Print Name, Title, & Duty Location  b6, b7c, Medical Services SME, Creative Corrections

- RECOMMENDED RATING:**
- SUPERIOR
  - GOOD
  - ACCEPTABLE
  - DEFICIENT
  - AT-RISK

**COMMENTS:**

The "Significant Incident Summary Worksheet" provided by the MPCJ Jail Manager did not contain any entries. Staff were questioned concerning the form and indicated the entries were accurate.

MPCJ utilizes Tasers as a means available to staff for "Use of Force."

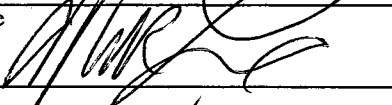
During the June 6, 2007, review, medical care was given a deficient rating. A Plan of Action was submitted August 14, 2007, by b6, b7c, Chief of Police, outlining factors that would mitigate the results for the facility. First, detainees are screened at the Santa Ana staging facility prior to being transported to MPCJ. If a detainee needs medical care, they are not accepted at MPCJ. All staff at MPCJ is trained in first aid and CPR. The fire department paramedics are located in the adjoining building to the jail, and the emergency room/hospital is only a mile away. The circumstances remain the same as last year and no health services staff is employed by MPCJ or on call for the facility to screen detainees and provide medical care.



# MANAGEMENT REVIEW

## REVIEW AUTHORITY

THE SIGNATURE BELOW CONSTITUTES REVIEW AND ACCEPTANCE OF THIS REPORT BY THE REVIEW AUTHORITY. FOD/OIC/CEO WILL HAVE THIRTY (30) CALENDAR DAYS FROM RECEIPT OF THIS REPORT TO RESPOND TO ALL FINDINGS AND RECOMMENDATIONS.

HQDRO MANAGEMENT REVIEW: (Print Name)	Signature
James T. Hayes, Jr.	
Title	Date
Director	12/29/08

**FINAL RATING:**

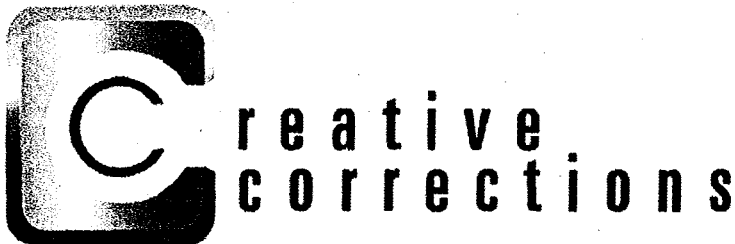
- ACCEPTABLE  
 DEFICIENT  
 AT-RISK

**COMMENTS:** The Review Authority has downgraded the recommended rating of "Acceptable" to Deficient due to the use of Electro Muscular Disruption Devices under the Use of Force Standard.

**ICE Detention Standards Review Worksheet**

(This document must be attached to each Inspection Form)

**This Form to be used for Inspections of Facilities used less than 72 Hours**



- Local Jail – IGSA
- State Facility – IGSA
- ICE Contract Detention Facility

<b>Name</b> Monterey Park City Jail
<b>Address (Street and Name)</b> 320 West Newmark Avenue
<b>City, State and Zip Code</b> Monterey Park City, California 91754
<b>County</b> Los Angeles
<b>Name and Title of Chief Executive Officer (Warden/OIC/Superintendent)</b> Agent [b6, b7c] Jail Manager
<b>Name and Title of Reviewer-In-Charge</b> [b6, b7c] RIC
<b>Date[s] of Review</b> June 27, 2008
<b>Type of Review</b> <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Operational <input type="checkbox"/> Special Assessment <input type="checkbox"/> Other

~~FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)~~

# TABLE OF CONTENTS

<b>SECTION I. LEGAL ACCESS STANDARDS</b> .....	<b>3</b>
VISITATION.....	
ACCESS TO TELEPHONES .....	
<b>SECTION II. DETAINEE SERVICES STANDARDS</b> .....	<b>6</b>
ADMISSION AND RELEASE.....	
CLASSIFICATION SYSTEM .....	
DETAINEE HANDBOOK .....	
FOOD SERVICE.....	
FUNDS AND PERSONAL PROPERTY .....	
DETAINEE GRIEVANCE PROCEDURES.....	
ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS.....	
RELIGIOUS PRACTICES.....	
<b>SECTION III. HEALTH SERVICES STANDARDS</b> .....	<b>16</b>
MEDICAL CARE.....	
SUICIDE PREVENTION AND INTERVENTION.....	
<b>SECTION IV. SECURITY AND CONTROL STANDARDS</b> .....	<b>20</b>
CONTRABAND .....	
DETENTION FILES .....	
DISCIPLINARY POLICY .....	
EMERGENCY PLANS.....	
ENVIRONMENTAL HEALTH AND SAFETY.....	
HOLD ROOMS IN DETENTION FACILITIES .....	
KEY AND LOCK CONTROL.....	
POPULATION COUNTS.....	
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 BELOW 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, INCLUDING THOSE STANDARDS WHERE AN OVERALL FINDING OF ACCEPTABLE WAS ACHIEVED.

## **SECTION I. LEGAL ACCESS STANDARDS**

**VISITATION**

**POLICY: ICE SHALL PERMIT DETAINEES TO VISIT WITH FAMILY, FRIENDS, LEGAL REPRESENTATIVES, SPECIAL INTEREST GROUPS, AND THE NEWS MEDIA.**

COMPONENTS	Y	N	NA	REMARKS
There is a written visitation schedule and hours for general visitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The visiting hours are posted in the booking area of the jail; however, ICE detainees are usually at the Monterey Park City Jail (MPCJ) less than 12 hours.
The visitation schedule and rules are available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jail visiting hours are posted in the administration building.
A general visitation log is maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jail visitors are logged in at the Monterey Police Desk on the first floor prior to being put on an elevator to the Jail located on the second floor.
Visitors are searched and identified according to standard requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Detainees may receive family, friends, and legal visits.

b6, b7c June 27, 2008 *[Signature]* b6, b7c  
 AUDITOR'S SIGNATURE/DATE

**DETAINEE TELEPHONE ACCESS**

**POLICY: ALL FACILITIES HOUSING ICE DETAINEES WILL PERMIT DETAINEES' REASONABLE AND EQUITABLE ACCESS TO TELEPHONES.**

COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed access to telephones during established facility waking hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephones are located in the cells.
Upon admittance, detainees are made aware of the facility's telephone access policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility telephone access policy is posted in the booking area of the jail.
Detainees are afforded a <i>reasonable degree of privacy</i> for legal phone calls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainee to phone ratio is 4:1.
Emergency phone call messages are immediately given to detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are allowed to return emergency phone calls as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The telephones are located inside the cells for collect calls. If a collect call is not accepted, the jail staff has the option of conducting the call.
Detainees in disciplinary segregation are allowed phone calls to consular/embassy officials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The OIG number for reporting abuse is not programmed into the detainee phone system.
Detainees in disciplinary segregation are allowed phone calls for family emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in administrative segregation and protective custody are afforded the same telephone privileges as those in general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees requiring a Special Management Unit are transferred immediately to Los Angeles County Jail.
When detainee phone calls are monitored, notification is posted by detainee telephones that phone calls made by the detainees may be monitored. Special Access calls are not monitored.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Telephone calls at MCPJ are not monitored and therefore posting a monitoring notification is not applicable.

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

The OIG phone number for reporting abuse is not programmed into the detainee phone system.

b6, b7c / June 27, 2008 *for* [Redacted Signature] 7  
 AUDITOR'S SIGNATURE/DATE

## **SECTION II. DETAINEE SERVICES STANDARDS**

**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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE Detainees are admitted at Santa Ana Staging Facility and transferred to MPCJ, a temporary overflow hold for less than twelve hours. Rules, regulations, and concerns (detainees need to know) are posted in the booking area.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical intake screening is completed at Santa Ana Staging Facility and the medical intake screening form accompanies the detainee to MPCJ for review prior to being admitted.
All new arrivals are searched in accordance with the "Detainee Search" standard. An officer of the same sex as the detainee conducts the search and the search is conducted in an area that affords as much privacy as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The "Contraband" standard governs all personal property searches. IGSA's/CDF's use or have a similar contraband standard. Staff prepares a complete inventory of each detainee's possessions. The detainee receives a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ICE detainees do not have funds or property when admitted to MPCJ, since their intake screening was completed at Santa Ana County Jail.
Two officers are present during the processing of detainee funds and valuables during admissions processing to the facility. Both officers verify funds and valuables.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainee funds and valuables are processed at Santa Ana County Jail.
Staff completes Form I-387 or similar form for CDF's and IGSA's for every lost or missing property claim. Facilities forward all I-387 claims to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are issued appropriate and sufficient clothing and bedding for the climatic conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility provides and replenishes personal hygiene items as needed. Gender-specific items are available. ICE Detainees are not charged for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All releases are properly coordinated with ICE using a Form I-203.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff completes paperwork/forms for release as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Detainees are admitted to/released from custody safely and their valuables are safeguarded.

b6, b7c /June 27, 2008 *for*  
 AUDITOR'S SIGNATURE/DATE 

b6, b7c



**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 separating criminal and non-criminal ICE detainees. Violent offenders are separated from non-violent offenders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are classified at Santa Ana Staging Facility prior to being transferred to MPCJ.
Housing assignments are based on threat level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-criminal detainees are separated from criminal detainees.

**ACCEPTABLE**
         
  **DEFICIENT**
         
  **AT-RISK**
         
  **REPEAT FINDING**

**REMARKS:**

Detainees are separated according to security needs.

b6, b7c /June 27, 2008 *for* b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

**FOOD SERVICE**

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

COMPONENTS	Y	N	NA	REMARKS
Trained staff supervises the food service program.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Food Service operation is strictly a heat-and-serve microwave system. The city jail uses DeBilio Food Distributors as their primary vendor of microwaveable meals.
Knife cabinets close with an approved locking device and the on-duty cook foreman maintains control of the key that locks the device.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monterey Park City Jail does not use knives or processing equipment of any kind.
All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitor the condition of knives and dining utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monterey Park City Jail does not use knives of any kind in the jail.
Detainees are served at least three meals daily. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All three meals are microwaveable and served within the 14-hour time frame.
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debilio Food Distributors has a dietitian who compiled a complete nutritional analysis showing the breakdown of protein, calories, carbs, and fat for each menu item.
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The food service area is operated by jail staff only. Sanitation was considered good. Both the reach-in cooler and freezer were clean and organized, and within correct operating temperatures. Microwave ovens were clean with microwave heating instructions.
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) after two hours. (140 degrees for hot – 40 degrees for cold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All microwaveable meals were heated to 180 degrees and served within a few minutes. Cold foods were served straight from the refrigerator 38 to 40 degrees.
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All meals are pre-portioned
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The jail manager conducts weekly inspection of all areas of the jail. The County of Los Angeles Public Health conducted their last health inspection on September 21, 2007.

**FOOD SERVICE**

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

COMPONENTS	Y	N	NA	REMARKS
Equipment is inspected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily temperatures are taken of the reach-in cooler/freezer and microwaves. Any concerns are immediately reported to maintenance staff.
Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas are locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail provides detainees in its care with nutritious and appetizing meals, prepared in accordance with the highest sanitary standards.

b6, b7c / June 27, 2008  b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

**FUNDS AND PERSONAL PROPERTY**

**POLICY:** ALL FACILITIES WILL IMPLEMENT PROCEDURES TO CONTROL AND SAFEGUARD DETAINEES' PERSONAL PROPERTY. PROCEDURES WILL PROVIDE FOR THE SECURE STORAGE OF FUNDS, VALUABLES, BAGGAGE AND OTHER PERSONAL PROPERTY, THE DOCUMENTATION AND RECEIPTING OF SURRENDERED PROPERTY, AND THE INITIAL AND REGULARLY SCHEDULED INVENTORYING OF ALL FUNDS, VALUABLES, AND OTHER PROPERTY.

**STANDARD NA: (IGSA ONLY) CHECK THIS BOX IF ALL ICE DETAINEE FUNDS, VALUABLES AND PROPERTY ARE HANDLED ONLY BY THE ICE FIELD OFFICE OR SUB-OFFICE IN CONTROL OF THE DETAINEE CASE.**

COMPONENTS	YES	NO	NA	REMARKS
Detainee funds and valuables are properly separated, stored, and are accessible only by designated supervisor(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All detainees are processed by ICE at Santa Ana Staging Facility prior to entering Monterey Park City Jail. Detainees do not bring funds or valuables into the facility.
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Two officers are present during the processing of detainee funds and valuables during in-processing to the facility. Both officers verify funds and valuables.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff forwards an arriving detainee's medicine to the medical staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff searches arriving detainees and their personal property for contraband.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail does conduct a pat search of detainees during in-take screening.
Staff procedures follow written policy for returning forgotten property to detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Property discrepancies are immediately reported to the CDEO or Chief of Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CDF/IGSA facility procedures for handling detainee property claims are similar with the ICE standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

Monterey Park City Jail receives detainees after they have been processed at Santa Ana Staging Facility. Detainees have no property or funds when processed into Monterey Park City Jail. ICE maintains control of detainees' funds and property.

b6, b7c / June 27, 2008 *fa*  b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

**DETAINEE GRIEVANCE PROCEDURES**

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

COMPONENTS	Y	N	NA	REMARKS
Every member of the staff knows how to identify emergency grievances, including the procedures for expediting them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are documented or substantiated cases of staff harassing, disciplining, penalizing, or otherwise retaliating against a detainee who lodged a complaint: <ul style="list-style-type: none"> <li>If yes, explain.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no documented cases of staff harassing detainees who have lodged complaints.
Procedures include maintaining a Detainee Grievance Log. <ul style="list-style-type: none"> <li>If not, an alternative acceptable record keeping system is maintained.</li> <li>"Nuisance complaints" are identified in the records.</li> <li>For quality control purposes, staff document nuisance complaints received but not filed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detainees are generally removed from this facility within 12 hours of arrival. Verbal complaints are dealt with by the shift commander. There have been no grievances in the last 12 months.
Staff is required to forward any grievance that includes officer misconduct to a higher official or, in a CDF/IGSA facility, to ICE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any complaint regarding staff misconduct is forwarded to and investigated by Monterey City Park Police Department, Detective Division
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Detainees do not remain in the facility long enough to file a grievance. Verbal complaints are handled immediately by the on shift commander. There have been no documented cases of staff harassing detainees who have voiced complaints.

b6, b7c      s/June 27, 2008      *[Signature]*      b6, b7c

**AUDITOR'S SIGNATURE/DATE**

**ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS**

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

COMPONENTS	YES	NO	NA	REMARKS
All new detainees are issued clean, temperature-appropriate, presentable clothing during in-processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate clothing is issued when detainees arrive at the facility.
New detainees are issued clean bedding, linens, and a towel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

A jumpsuit and slippers are issued to detainees upon arrival. Detainees are issued a mattress and appropriate bedding. Towels are issued to detainees when they are given a chance to shower, which is on a daily basis.

b6, b7c June 27, 2008 *for* b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

**RELIGIOUS PRACTICES**

**POLICY: FACILITIES WILL PROVIDE ICE DETAINEES OF ALL FAITHS WITH REASONABLE AND EQUITABLE OPPORTUNITIES TO PARTICIPATE IN THE PRACTICES OF THEIR FAITH, LIMITED ONLY BY THE CONSTRAINTS OF SAFETY, SECURITY, THE ORDERLY OPERATIONS OF THE FACILITY AND BUDGETARY CONSIDERATIONS.**

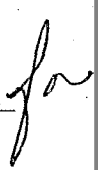
COMPONENTS	Y	N	NA	REMARKS
Detainees are allowed to engage in religious services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility allows detainees to observe the major "holy days" of their religious faith.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a detainee requests to observe a major holy day and can show they are of that faith, they are permitted to observe the holy days.
Each detainee is allowed religious items in his/her immediate possession.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detainees are not permitted to bring possessions into the facility for security reasons.

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

Detainees are not allowed religious items in his/her immediate possession.

b6, b7c      June 27, 2008  
Auditor's Signature/Date




b6, b7c

### **SECTION III. HEALTH SERVICES STANDARDS**



**ACCESS TO MEDICAL CARE**

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

COMPONENTS	Y	N	NA	REMARKS
Facilities operate a health care facility in compliance with state and local laws and guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any detainee arriving at this facility in need of medical care/treatment would be immediately transferred to L.A. County Medical Center Jail Ward for booking and treatment.
The facility's in-processing procedures for arriving detainees include medical screening.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical screening is done at another facility prior to a detainee being brought to this facility. Medical screening forms are reviewed by staff and detainees are asked if they have any medical problems. If yes, they are not housed at MPCJ.
All detainees have access to and receive medical care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per posted notice in the booking area, "Sick call is available at any time. Notify the officer if you need medical attention."
Pharmaceuticals are stored in a secure area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no medications at the jail. If a detainee needs medication, he is not housed at this facility.
Medical screening includes a Tuberculosis (TB) test.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical screening is not done at this facility or TB tests administered.
Detainees in the Special Management Unit have access to health care services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no Special Management Unit at this facility.
The facility has a written plan for the delivery of 24-hour emergency health care when no medical personnel are on duty at the facility, or when immediate outside medical attention is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees would be transported to either the jail ward at LA County Medical Center or a local contract hospital.
Detention staff is trained to respond to health-related emergencies within a 4-minute response time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is trained in CPR and first aid.
Where staff is used to distribute medication, a health care provider properly trains these officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff only provides over-the-counter types of medications.
The medical unit keeps written records of medication that is distributed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no medical unit at this facility.
Detainees are required to sign a refusal to consent form when medical treatment is refused.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No medical treatment is provided at this facility.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail does not house detainees who would require medication or medical treatment of any kind.

TB tests and medical screening are not done at the facility because detainees are screened and booked at other facilities prior to arrival. Medical screening forms are reviewed and detainees are questioned verbally regarding medical issues. The medical screening form is removed with the detainee.

 b6, b7c June 27, 2008 *for*  b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

**SUICIDE PREVENTION AND INTERVENTION**

**POLICY: ALL DETENTION STAFF WORKING WITH ICE DETAINEES WILL BE TRAINED TO RECOGNIZE SUICIDE-RISK INDICATORS. STAFF WILL HANDLE POTENTIALLY SUICIDAL INDIVIDUALS WITH SENSITIVITY, SUPERVISION, AND REFERRALS. A CLINICALLY SUICIDAL DETAINEE WILL RECEIVE PREVENTIVE SUPERVISION AND TREATMENT.**

COMPONENTS	Y	N	NA	REMARKS
Every new staff member receives suicide-prevention training. Suicide-prevention training occurs during the employee orientation program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is completed in "Jail School" prior to employment.
Training prepares staff to: <ul style="list-style-type: none"> <li>• Recognize potentially suicidal behavior;</li> <li>• Refer potentially suicidal detainees, following facility procedures; and</li> <li>• Understand and apply suicide-prevention techniques.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

There have been no suicides at this facility. If any detainee expresses suicidal ideation, he is transferred to an appropriate facility.

b6, b7c June 27, 2008 *for* b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

## **SECTION IV. SECURITY AND CONTROL**

**CONTRABAND**

**POLICY: ALL DETENTION FACILITIES WILL ENSURE THE PROPER HANDLING AND DISPOSAL OF ALL CONTRABAND. DOCUMENTATION OF CONTRABAND DESTRUCTION IS REQUIRED.**

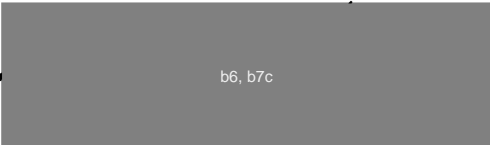
COMPONENTS	Y	N	NA	REMARKS
The facility follows a written procedure for handling illegal contraband. Staff inventory, hold, and report it when necessary to the proper authority for action/possible seizure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility has a written policy for handling of illegal contraband. This policy provides staff with instructions on how to inventory and hold property as well as who is the proper authority for action/possible seizure. The facility has procedures in place for confiscating contraband.
Upon admittance, detainees receive notice of items they can and cannot possess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The detainees are housed for less than 12 hours and posted notification defines contraband.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail policy, Jail Manual, Section 4/502.62, page 17, defines the handling and identification of illegal contraband. The procedure provides staff with instructions on how to inventory and hold property as well as who is the proper authority for action/possible seizure.

b6, b7c / June 27, 2008  
 AUDITOR'S SIGNATURE/DATE

*fr*



**DETENTION FILES**

**POLICY:** EVERY FACILITY WILL CREATE A DETENTION FILE FOR EVERY ICE DETAINEE BOOKED INTO THE FACILITY, EXCLUDING ONLY DETAINEES SCHEDULED TO DEPART WITHIN 24 HOURS. THE DETENTION FILE WILL CONTAIN COPIES AND, IN SOME CASES, THE ORIGINAL OF SPECIFIED DOCUMENTS CONCERNING THE DETAINEE'S STAY IN THE FACILITY: CLASSIFICATION SHEET, MEDICAL QUESTIONNAIRE, PROPERTY INVENTORY SHEET, DISCIPLINARY DOCUMENTS, ETC.

COMPONENTS	Y	N	NA	REMARKS
A detention file is created for every new arrival whose stay will exceed 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ICE Detainees usually spend less than 12 hours at MPCJ. Detention files are not started. Only the ICE detainee's record of being at the facility is entered into the "AEGIS" Jail Management Computer Program.
The detainee detention file contains either originals or copies of documentation and forms generated during the admissions process.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The detainee's detention file also contains documents generated during the detainee's custody. <ul style="list-style-type: none"> <li>• Special requests</li> <li>• Any G-589s and/or I-77s closed-out during the detainee's stay</li> <li>• Disciplinary forms/Segregation forms</li> <li>• Grievances, complaints, and the disposition(s) of same</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The detention files are located and maintained in a secure area. If not, the cabinets are lockable and distribution of the keys is limited to supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The detention file remains active during the detainee's stay. When the detainee is released from the facility, staff adds copies of completed release documents, the original closed-out receipts for property and valuables, the original I-385 or equivalent, and other documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The officer closing the detention file makes a notation that the file is complete and ready to be archived.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff makes copies and sends documents from the file when properly requested by supervisory personnel at the receiving facility or office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Appropriate staff has access to the detention files, and other departmental requests are accommodated by making a request for the file. Each file is properly logged out and in by a representative of the responsible department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

ICE detainees spend less than 24 hours at MPCJ.

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

b6, b7c      June 27, 2008      *for*      b6, b7c  
 AUDITOR'S SIGNATURE/DATE

**DISCIPLINARY POLICY**

**POLICY:** ALL FACILITIES HOUSING ICE DETAINEES ARE AUTHORIZED TO IMPOSE DISCIPLINE ON DETAINEES WHOSE BEHAVIOR IS NOT IN COMPLIANCE WITH FACILITY RULES AND REGULATIONS.

COMPONENTS	Y	N	NA	REMARKS
The facility has a written disciplinary system using progressive levels of reviews and appeals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monterey Park City does not have a disciplinary system. If detainees act out, they are immediately transferred to Los Angeles County Jail.
The facility rules state that disciplinary action shall not be capricious or retaliatory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail Manual Procedures address the issue of capricious and retaliatory actions.
Written rules prohibit staff from imposing or permitting the following sanctions: <ul style="list-style-type: none"> <li>• corporal punishment</li> <li>• deviations from normal food service</li> <li>• clothing deprivation</li> <li>• bedding deprivation</li> <li>• denial of personal hygiene items</li> <li>• loss of correspondence privileges</li> <li>• deprivation of physical exercise</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The rules of conduct, sanctions, and procedures for violations are defined in writing and communicated to all detainees verbally and in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The following items are conspicuously posted in Spanish and English, and other dominate languages used in the facility: <ul style="list-style-type: none"> <li>• Rights and Responsibilities</li> <li>• Prohibited Acts</li> <li>• Disciplinary Severity Scale</li> <li>• Sanctions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
When minor rule violations or prohibited acts occur, informal resolutions are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail is a small facility with 24 beds and is used as an overflow facility for ICE detainees. The jail does not usually house detainees for more than 12 hours. If a detainee becomes a disciplinary problem, the detainee is immediately transferred to Los Angeles County Jail.

b6, b7c June 27, 2008  
**AUDITOR'S SIGNATURE/DATE**




b6, b7c

### 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail has a Jail Manual that addresses the issue of detainees or detainee groups exercising control over other detainees.
Detainees are protected from: <ul style="list-style-type: none"> <li>• Personal abuse</li> <li>• Corporal punishment</li> <li>• Personal injury</li> <li>• Disease</li> <li>• Property damage</li> <li>• Harassment from other detainees</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The written procedures/emergency plans are a standardized guidelines to minimize the harming of human life and destruction of property.
Written procedures cover: <ul style="list-style-type: none"> <li>• Work/Food Strike</li> <li>• Disturbances</li> <li>• Escapes</li> <li>• Bomb Threats</li> <li>• Adverse Weather</li> <li>• Facility Evacuation</li> <li>• Internal Hostages</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail has written procedures for four of the seven areas of the required emergency plans.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail does not have written procedures for Work/Food Strikes, Adverse Weather, or Bomb Threats.

b6, b7c June 27, 2008 *for* b6, b7c  
**AUDITOR'S SIGNATURE/DATE**



**ENVIRONMENTAL HEALTH AND SAFETY**

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

COMPONENTS	Y	N	NA	REMARKS
The facility has a system for storing, issuing, and maintaining inventories of hazardous materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility does not issue or maintain hazardous materials. Chemicals are supplied and utilized by outside vendors.
Constant inventories are maintained for all flammable, toxic, and caustic substances used/stored in each section of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All chemicals utilized in the facility are provided by outside contractors. Contractors are used for the janitorial, maintenance, food service, and pest control of the facility.
The manufacturer's Material Safety Data Sheet (MSDS) file is up-to-date for every hazardous substance used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDSs are available for chemicals used inside the facility.
All personnel using flammable, toxic, and/or caustic substances follow the prescribed procedures. They: <ul style="list-style-type: none"> <li>• Wear personal protective equipment; and</li> <li>• Report hazards and spills to the designated official.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and detainees do not use flammable, toxic, or caustic materials. All janitorial, maintenance, food service and pest control is contracted with outside vendors.
The MSDSs are readily accessible to staff and detainees in work areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous materials are always issued under proper supervision. <ul style="list-style-type: none"> <li>• Quantities are limited; and</li> <li>• Staff always supervises detainees using these substances.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are not permitted to work with any chemicals.
The facility has sufficient ventilation, and provides and ensures clean air exchanges throughout all buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation is sufficient to provide clean air throughout the building.
Vents, return vents, and air conditioning ducts are not blocked or obstructed in cells or anywhere in the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were no blocked air vents or air returns noted during the tour of the facility.
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.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Living units are maintained at appropriate temperatures.
Shower and sink water temperatures do not exceed the industry standard of 120 degrees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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" includes issuing such products to detainees in the smallest workable quantities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of the MSDS indicated no products containing methyl alcohol are used in the facility.
A technically qualified officer conducts the fire and safety inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly fire and safety inspections are conducted by the Jail Manager and reviewed by the Jail Commander.
The facility has an approved fire prevention, control, and evacuation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility utilizes the Monterey Park City Jail Manual, Section #, 4/575, titled Jail and Fire Suppression.

**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 plan requires: <ul style="list-style-type: none"> <li>• Monthly fire inspections;</li> <li>• Fire protection equipment strategically located throughout the facility;</li> <li>• Public posting of emergency plans with accessible building/room floor plans;</li> <li>• Exit signs and directional arrows; and</li> <li>• An area-specific exit diagram conspicuously posted in the diagrammed area.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The fire plan does not require the posting of evacuation plans, exits signs, posting of emergency plans or monthly fire inspections. However, monthly fire inspections are being conducted, evacuations plans are posted, and exit signs are in place.
Written procedures regulate the handling and disposal of used needles and other sharp objects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The only sharps utilized in the facility are shaving razors; however, there are no written procedures regulating the handling and disposal of used razors.
Standard cleaning practices include: <ul style="list-style-type: none"> <li>• Using specified equipment; cleansers; disinfectants and detergents.</li> <li>• An established schedule of cleaning and follow-up inspections.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of the facility is contracted with an outside vendor.
A licensed/Certified/Trained pest-control professional inspects for rodents, insects, and vermin. <ul style="list-style-type: none"> <li>• At least monthly.</li> <li>• The pest-control program includes preventative spraying for indigenous insects.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pest control is provided by Advanced Pest Control. Treating of pest problems is available upon request.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

The fire plan does not require monthly fire inspections, posting of evacuation signs, or the use of exits signs. However inspections, evacuation signs, and exits signs are in place. Written procedures do not regulate the handling and disposal of used needles and other sharp objects. The only sharps utilized in the facility are shaving razors.

b6, b7c
 s/June 27, 2008 *for* b6, b7c  
 Auditor's Signature/Date

**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.**

COMPONENTS	Y	N	NA	REMARKS
The hold rooms are situated within the secure perimeter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The holding rooms are situated within the secure perimeter of the facility.
The hold rooms are well ventilated well lighted, and all activating switches are located outside the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hold rooms contain sufficient seating for the number of detainees held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The capacity of the hold rooms is sufficient to accommodate the needs of the facility.
The walls and ceilings of the hold rooms are tamper and escape proof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals are not held in hold rooms for more than 12 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Male and females are segregated from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees under the age of 18 are not held with adult detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In older facilities, officers are within visual or audible range to allow detainees access to toilet facilities on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The capacity of the hold rooms is sufficient to accommodate the needs of the facility.
All detainees are given a pat down search for weapons or contraband before being placed in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All detainees receive a pat search in the sallyport area prior to being admitted into the booking area.
Officers closely supervise the detention hold rooms using direct supervision (Irregular visual monitoring). <ul style="list-style-type: none"> <li>• Hold rooms are irregularly monitored every 15 minutes.</li> <li>• Unusual behavior or complaints are noted.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The hold rooms are in the booking area. This area is staffed with direct supervision.

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

**REMARKS:**

Monterey Park City Jail staff is proficient in detention and booking procedures due to the amount of training and experience of persons assigned to the area.

b6, b7c s/June 27, 2008 *for* b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

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

**POLICY:** IT IS THE POLICY OF THE ICE SERVICE TO MAINTAIN AN EFFICIENT SYSTEM FOR THE USE, ACCOUNTABILITY AND MAINTENANCE OF ALL KEYS AND LOCKS.

COMPONENTS	Y	N	NA	REMARKS
Facility policies and procedures address the issue of compromised keys and locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail policy, Jail Manual, Section 4/565.25 page 79 - Jail Keys, addresses the issue of compromised keys and locks.
Padlocks and/or chains are prohibited from use on cell doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The entrance/exit door locks to detainee living quarters, or areas with an occupant load of 50 or more people, conform to: <ul style="list-style-type: none"> <li>• Occupational Safety and Environmental Health Manual, Ch. 3;</li> <li>• National Fire Protection Association Life Safety Code 101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency keys are available for all areas of the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency keys for all areas are maintained in the Watch Commander's office.
The facilities use a key accountability system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail Manual addresses the accountability of keys.
Authorization is necessary to issue any restricted key.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Watch Commander is the approving official for issuance of emergency keys.
Individual gun lockers are provided. <ul style="list-style-type: none"> <li>• They are located in an area that permits constant officer observation.</li> <li>• In an area that does not allow detainee or public access.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual gun lockers are located in the sallyport areas of the facility under constant video surveillance.
All staff members are trained and held responsible for adhering to proper procedures for the handling of keys. <ul style="list-style-type: none"> <li>• Issued keys are returned immediately in the event an employee inadvertently carries a key ring home.</li> <li>• When a key or key ring is lost, misplaced, or not accounted for, the shift supervisor is immediately notified.</li> <li>• Detainees are not permitted to handle keys assigned to staff.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff members are trained in the proper procedures for the handling of security keys during basic training.

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

**REMARKS:**

Monterey Park City Jail has policies and procedures in place for key and lock control.

b6, b7c    June 27, 2008    *for*  
 AUDITOR'S SIGNATURE/DATE



**POPULATION COUNTS**

**POLICY:** ALL DETENTION FACILITIES SHALL ENSURE AROUND-THE-CLOCK ACCOUNTABILITY FOR ALL DETAINEES. THIS REQUIRES THAT THEY CONDUCT AT LEAST ONE FORMAL COUNT OF THE DETAINEE POPULATION PER SHIFT, WITH ADDITIONAL FORMAL AND INFORMAL COUNTS CONDUCTED AS NECESSARY.

COMPONENTS	Y	N	NA	REMARKS
Staff conduct a formal count at least once each shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail conducts a count every 30 minutes and logs the count in the computerized system.
Activities cease or are strictly controlled while a formal count is being conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formal counts in all units take place simultaneously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee participation in counts is prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All detainees are positively identified by the use of a photo booking sheet.
Officers positively identify each detainee before counting him/her as present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written procedures cover informal and emergency counts. • They are followed during informal counts and emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Count procedures, informal and emergency counts, are covered in the Jail Manual.
The control officer (or other designated position) maintains an out-count record of all detainees temporarily leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counts are taken and verified by the Jail Manager.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

A count was observed on June 26, 2008, at 9:00 a.m.

b6, b7c / June 27, 2008 *for* b6, b7c  
 AUDITOR'S SIGNATURE/DATE

**FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)**

**SECURITY INSPECTIONS**

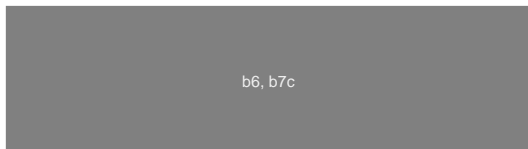
**POLICY:** POST ASSIGNMENTS IN THE FACILITY'S HIGH-RISK AREAS, WHERE SPECIAL SECURITY PROCEDURES MUST BE FOLLOWED, WILL BE RESTRICTED TO EXPERIENCED PERSONNEL WITH A THOROUGH GROUNDING IN FACILITY OPERATIONS.

COMPONENTS	YES	NO	NA	REMARKS
The facility has a comprehensive security inspection policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security inspections are the responsibility of the Jail Manager. Staff performs and documents all inspections, and submits work orders for repairs. These procedures are described in the Facility Jail Manual.
Every officer is required to conduct a security check of his/her assigned area. The results are documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Jail Manual requires a check of all areas and documentation of each check entered into the computerized log system.
The front-entrance officer checks the ID of everyone entering or exiting the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Every Control Center officer receives specialized training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The facility is a small jail that does not have a Control Center.
The Control Center is staffed around the clock.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Policy restricts staff access to the Control Center.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees are restricted from access to the Control Center.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Officers monitor all vehicular traffic entering and leaving the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video surveillance of all vehicles on the grounds is recorded on time video monitoring by the Jail Computerized Recording System.
The facility maintains a log of all incoming and departing vehicles to sensitive areas of the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vehicles are allowed entry into the Jail sallyport, which is under video surveillance. The Jail is a small facility and law enforcement vehicles are not searched. A log is not maintained.
Officers thoroughly search each vehicle entering and leaving the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff does not search the vehicles entering the facility. Vehicles are allowed entry onto the property where detainees are not allowed. The vehicles are under constant video surveillance.
Every search of the SMU and other housing units is documented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> <b>ACCEPTABLE</b> <input type="checkbox"/> <b>DEFICIENT</b> <input type="checkbox"/> <b>AT-RISK</b> <input type="checkbox"/> <b>REPEAT FINDING</b>				

**REMARKS:**

Monterey Park City Jail staff does not search each vehicle entering or leaving the facility. Monterey Park City County staff has adequate procedures in place for security inspections.

b6, b7c June 27, 2008  
 AUDITOR'S SIGNATURE/DATE



**SPECIAL MANAGEMENT UNIT (SMU)**

**ADMINISTRATIVE SEGREGATION**

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

COMPONENTS	Y	N	NA	REMARKS
The Administrative Segregation unit provides non-punitive protection from the general population and individuals undergoing disciplinary segregation. <ul style="list-style-type: none"> <li>• Detainees are placed in the SMU (administrative) in accordance with written criteria.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail Manual is the policy that defines the placement of detainees in Administrative Detention
In exigent circumstances, staff may place a detainee in the SMU (administrative) before a written order has been approved. <ul style="list-style-type: none"> <li>• A copy of the order given to the detainee within 24 hours.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff may place a detainee in Administrative Detention before a written order has been approved per the Jail Manual.
Administratively segregated detainees enjoy the same general privileges as detainees in the general population.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in Administrative Detention retain the same general privileges as the detainees in general population
The SMU is: <ul style="list-style-type: none"> <li>• Well ventilated;</li> <li>• Adequately lighted;</li> <li>• Appropriately heated; and</li> <li>• Maintained in a sanitary condition.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cells are equipped with beds. <ul style="list-style-type: none"> <li>• Every bed is securely fastened to the floor or wall.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of detainees in any cell does not exceed the occupancy limit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees receive three nutritious meals per day, from the general population's menu of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are served the same meals as the general population while in Administrative Detention.
Each detainee maintains a normal level of personal hygiene in the SMU.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees in Administrative Detention maintain a normal level of personal hygiene.
A health care professional visits every detainee at least three times a week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A Health Care Official is not on staff at the MPCJ. The facility is very small in size with a capacity of 24 beds.
The SMU maintains a permanent log of detainee-related activity, e.g., meals served, recreation, visitors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff record whether the detainee ate, showered, exercised, and took any applicable medication during every shift.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All activities for detainees in Administrative Detention are logged in the computerized daily log.

ACCEPTABLE     DEFICIENT     AT-RISK     REPEAT FINDING

**REMARKS:**

Health care professional does not visit the detainees in Administrative Detention three times a week.

b6, b7c s/June 27, 2008

AUDITOR'S SIGNATURE/DATE

*fr* [Redacted Signature]

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A completed Disciplinary Segregation Order accompanies the detainee into the SMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Standard procedures include reviewing the cases of individual detainees housed in disciplinary segregation at set intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The conditions of confinement in the SMU are proportional to the amount of control necessary to protect detainees and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All cells are equipped with beds that are securely fastened to the floor or wall of the cell.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees in the SMU receive three nutritious meals per day, selected from the Food Service's menu of the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Detainees are allowed to maintain a normal level of personal hygiene, including the opportunity to shower and shave at least three times/week.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A health care professional visits every detainee in disciplinary segregation every week day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All detainee-related activities are documented, e.g. meals served, recreation activities, visitors, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SMU staff record whether the detainee ate, showered, exercised, took medication, etc. <ul style="list-style-type: none"> <li>Details about the detainee logged, e.g., a medical condition, suicidal/violent behavior, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail Manual, Section 4/517.50, states, "Any detainee acting in a manner that requires disciplinary action will be transported to Los Angeles County Jail."

b6, b7c June 27, 2008 *fr*  
b6, b7c  
**AUDITOR'S SIGNATURE/DATE**



### TOOL CONTROL

**POLICY:** IT IS THE POLICY OF ALL FACILITIES THAT ALL EMPLOYEES SHALL BE RESPONSIBLE FOR COMPLYING WITH THE TOOL CONTROL POLICY. THE MAINTENANCE SUPERVISOR SHALL MAINTAIN A COMPUTER GENERATED OR TYPEWRITTEN MASTER INVENTORY LIST OF TOOLS AND EQUIPMENT AND THE LOCATION IN WHICH TOOLS ARE STORED. THESE INVENTORIES SHALL BE CURRENT, FILED AND READILY AVAILABLE FOR TOOL INVENTORY AND ACCOUNTABILITY DURING AN AUDIT.

COMPONENTS	Y	N	NA	REMARKS
The facility has a tool classification system. Tools are classified according to: <ul style="list-style-type: none"> <li>• Restricted (dangerous/hazardous); and</li> <li>• Non-Restricted (non-hazardous).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monterey Park City Jail does not have a tool classification system. There are no tools assigned to the Jail. All repairs are performed by Monterey Park City Maintenance Department.
Each facility has procedures for the issuance of tools to staff and detainees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monterey Park City Jail does not allow detainees to be issued tools.

ACCEPTABLE     
  DEFICIENT     
  AT-RISK     
  REPEAT FINDING

**REMARKS:**

Monterey Park City Jail does not have any tools in the jail. All repairs are performed by the City Maintenance Department.

b6, b7c / June 27, 2008

AUDITOR'S SIGNATURE/DATE



b6, b7c

**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.

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

**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.

**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
Meals are provided during long distance transfers. <ul style="list-style-type: none"> <li>• The meals meet the minimum dietary standards, as identified by dieticians utilized by ICE.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicle crew inspects all Food Service pickups before accepting delivery (food wrapping, portions, quality, quantity, thermos-transport containers, etc.). <ul style="list-style-type: none"> <li>• Before accepting the meals, the vehicle crew raises and resolves questions, concerns, or discrepancies with the Food Service representative;</li> <li>• Basins, latrines, and drinking-water containers/dispensers are cleaned and sanitized on a fixed schedule.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles have: <ul style="list-style-type: none"> <li>• Two-way radios;</li> <li>• Cellular telephones; and</li> <li>• Equipment boxes stocked in accordance with the Use of Force Standard.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The vehicles are clean and sanitary at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property of a detainee transferring to another facility is: <ul style="list-style-type: none"> <li>• Inventoried;</li> <li>• Inspected; and</li> <li>• Accompanies the detainee.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following contingencies are included in the written procedures for vehicle crews: <ul style="list-style-type: none"> <li>• Attack</li> <li>• Escape</li> <li>• Hostage-taking</li> <li>• Detainee sickness</li> <li>• Detainee death</li> <li>• Vehicle fire</li> <li>• Riot</li> <li>• Traffic accident</li> <li>• Mechanical problems</li> <li>• Natural disasters</li> <li>• Severe weather</li> <li>• Passenger list includes women or minors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ACCEPTABLE**    
  **DEFICIENT**    
  **AT-RISK**    
  **REPEAT FINDING**

**REMARKS:**

ICE detainees are transported by Immigration and Customs Enforcement officials.

**AUDITOR'S SIGNATURE/DATE**

b6, b7c

June 27, 2008

*for*

b6, b7c

**USE OF FORCE**

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

COMPONENTS	YES	NO	NA	REMARKS
There is a use of force policy outlining immediate and calculated use of force, and confrontation avoidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monterey Park City Jail Manual, Section 4/101 - Use Of Force, outlines the requirements for immediate and calculated use of force.
Staff members are trained in the performance of the Use-of-Force Team Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is trained in the use of force team technique during initial training, as well as in-house training.
All use-of-force incidents are documented and reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff: <ul style="list-style-type: none"> <li>• Do not use force as punishment;</li> <li>• Attempt to gain the detainee's voluntary cooperation before resorting to force;</li> <li>• Use only as much force as necessary to control the detainee; and</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff uses confrontation avoidance procedures and attempts to gain voluntary cooperation from the detainee prior to the use of force.
Medication may only be used for restraint purposes when authorized by the Medical Authority as medically necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In immediate-use-of-force situations, staff contacts medical staff once the detainee is under control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special precautions are taken when restraining pregnant detainees. <ul style="list-style-type: none"> <li>• Medical personnel are consulted</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The officers are thoroughly trained in the use of soft and hard restraints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application of restraints is taught during the initial and in-house training.
For incidents involving calculated use of force, a videotape is made and retained for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas of the jail are on video surveillance and the recordings are archived in the administrative area of the jail.
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

Monterey Park City Jail staff is trained and familiar with use of force techniques and requirements. Tasers are available for use by staff under the Jail Manual Policy 4/102, Use of Tasers. There has not been a documented use of force or Tasers in the past 12 months.

b6, b7c June 27, 2008  
 Auditor's Signature/Date *for* [REDACTED]

b6, b7c

**FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)**

**STAFF DETAINEE COMMUNICATIONS**

**POLICY:** PROCEDURES MUST BE IN PLACE TO ALLOW FOR FORMAL AND INFORMAL CONTACT BETWEEN KEY FACILITY STAFF AND ICE STAFF AND ICE DETAINEE AND TO PERMIT DETAINEES TO MAKE WRITTEN REQUESTS TO ICE STAFF AND RECEIVE AN ANSWER IN AN ACCEPTABLE TIME FRAME.

COMPONENTS	Y	N	NA	REMARKS
ICE information request Forms are available at the IGSA for use by ICE detainees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees may write to ICE staff; however, detainees are usually at MPCJ less than 12 hours.
The IGSA treats detainee correspondence to ICE staff as Special Correspondence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCEPTABLE       DEFICIENT       AT-RISK       REPEAT FINDING

**REMARKS:**

Detainees are allowed to contact ICE staff formally or informally.

b6, b7c      June 27, 2008      *[Signature]*            b6, b7c  
**AUDITOR'S SIGNATURE/DATE**

**DETAINEE TRANSFER STANDARD**

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

COMPONENTS	Y	N	NA	REMARKS
When a detainee is represented by legal counsel or a legal representative, and a G-28 has been filed, the representative of record is notified by the detainee's Deportation Officer. <ul style="list-style-type: none"> <li>• The notification is recorded in the detainee's file; and</li> <li>• When the A File is not available, notification is noted within DACS</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICE staff indicated MPCJ only houses ICE detainees for a short period of time, usually less than 12 hours. All ICE notifications, transferring of detainees, and handling of A-Files/valuables is completed by ICE staff.
Notification includes the reason for the transfer and the location of the new facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The deportation officer is allowed discretion regarding the timing of the notification when extenuating circumstances are involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The attorney and detainee are notified that it is their responsibility to notify family members regarding a transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facility policy mandates that: <ul style="list-style-type: none"> <li>• Times and transfer plans are never discussed with the detainee prior to transfer;</li> <li>• The detainee is not notified of the transfer until immediately prior to departing the facility; and</li> <li>• The detainee is not permitted to make any phone calls or have contact with any detainee in the general population.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The detainee is provided with a completed Detainee Transfer Notification Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Form G-391 or equivalent authorizing the removal of a detainee from a facility is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers: <ul style="list-style-type: none"> <li>• The Detainee Immigration Health Service (or IGSA) (DIHS) Medical Director or designee approves the transfer;</li> <li>• Medical transfers are coordinated through the local ICE office; and</li> <li>• A medical transfer summary is completed and accompanies the detainee.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees in ICE facilities having DIHS staff and medical care are transferred with a completed transfer summary sheet in a sealed envelope with the detainee's name and A-number, and the envelope is marked Medical Confidential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For medical transfers, transporting officers receive instructions regarding medical issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainee's funds, valuables, and property are returned and transferred with the detainee to his/her new location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainee funds and valuables are handled at Santa Ana Staging Center.
Transfer and documentary procedures outlined in Section C and D are followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meals are provided when transfers occur during normally schedule meal times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MPCJ provides bag lunches if requested by ICE.
An A File or work folder accompanies the detainee when transferred to a different field office or sub-office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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
Files are forwarded to the receiving office via overnight mail no later than one business day following the transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> DEFICIENT <input type="checkbox"/> AT-RISK <input type="checkbox"/> REPEAT FINDING				

**REMARKS:**

ICE handles all transfers and notifications required prior to the transfer of a detainee.

b6, b7c June 27, 2008  
Auditor's Signature/Date



b6, b7c