

3. Legal information.
4. Photos of family, friends and associates, (i.e. not more than ten (10) photos in your possession, (5) x (7) or smaller,
5. Medical prostheses, (i.e. eyeglasses, dentures, etc.),
6. Personal reference materials, (i.e. address/phone book and/or list of relatives, friends and/or other correspondents.
7. Religious medallions, if approved by the Chaplain.
7. Only a wedding band will be authorized to remain in your possession during your stay here. All other jewelry will be inventoried and placed in a safe for storage until your release. A receipt will be issued for your valuables.
8. Newspapers, magazines, books and other literature are limited to any combination of five (5) to ensure accumulations do not produce and/or effect fire safety standards. Items may only be received directly from a book store or publisher. No pornographic materials are allowed.

- All food items must be consumed upon being opened to ensure sanitation standards are met.
- Additional personal property allowed to be retained by residents must be approved by the Chief of Security prior to purchase/possession to ensure acceptable sanitation is appropriately maintained.
- All personal items that you are allowed to keep must be stored in your gray box. No items are to be attached to the bed, wall, windows or left on windowsills.
- Residents are responsible for the loss of personal items not safeguarded or stored by CCA/TDHRC.
- Medical services are provided to ensure your health is adequately maintained and those problems that occur during your stay at this facility are resolved. The medical services offered and the procedures for obtaining these services are outlined below.

1 Initial Intake Screening:

- a. Each resident entering the facility will receive an initial medical screening by the clinical staff. At that time, you should discuss any medications that you are taking and any health problems that you are experiencing. Some medications such as heart or diabetic medications will be continued when you arrive.
- b. All residents arriving without proper documentation of a recent chest x-ray will receive one during the initial medical survey.

THIS TEST IS MANDATORY!

2. A medical examination will be conducted by a member of CCA Health Services within fourteen (14) days of your arrival. At that time, you should discuss any medications that you are taking and any health problems that you may be experiencing. Some medication such as heart or diabetic medications will be continued when you arrive.

II. FACILITY OPERATIONS

BASIC RESIDENT RESPONSIBILITIES

It is the policy of CCA/TDHRC to treat residents with dignity and respect while maintaining a safe, secure, and sanitary detention facility. It is expected that staff will receive your full cooperation while you are awaiting the processing of your case. In the simplest terms, you are expected to:

1. Follow and obey rules, laws, policies, and procedures.
2. Obey **all** orders as given by staff members and contract security personnel.
3. Respect staff and other residents at all times.
4. Respect government property and the property of others.
5. Keep yourself, your clothing, and living area clean at all times.
6. Obey **all** safety, security, and sanitation rules, policies, and procedures.

If you observe and comply with the above guidelines, you should have no problems while living at this facility awaiting the outcome of your hearing. When addressing staff, you should not refer to them by first name, or nickname created by others, refer to a uniformed staff by their rank and last name (i.e., Officer Jackson, Sergeant Wilson, Captain Smith, ect.)

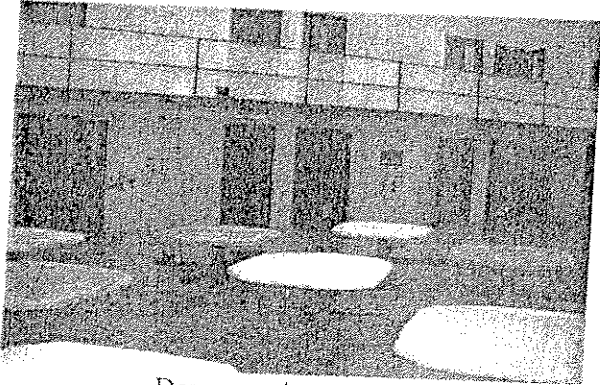
Refer to non-uniform staff by title and last name (i.e., Dr. Soto, Nurse Debose) or by Mr., Mrs., Ms., Sir., followed by their last name. Staff members will address you in the same manner if they know your name. It is unreasonable to expect an officer to know all residents within the facility by name. However the officer or staff member will address you in an appropriate manner.

RIGHTS AND RESPONSIBILITIES

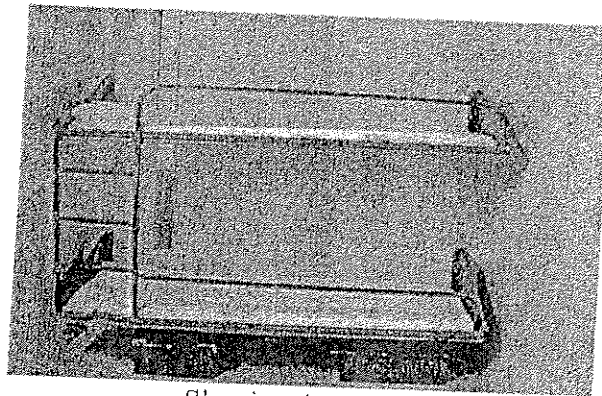
- You have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.
 - You have the responsibility to know and abide by them.
- You have the right to freedom of religious affiliation and voluntary religious worship.
 - You have the responsibility to recognize and respect the rights of others in this regard.
- You have the right to health care which includes nutritious meals, proper bedding and clothing. A laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment.
 - It is your responsibility not to waste food, to follow the laundry and shower schedules, to maintain neat and clean living quarters and to seek medical care as needed.
- You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.
 - It is your responsibility to conduct yourself properly during visits and to not accept or pass contraband.
- You have the right to unrestricted and confidential access to the courts by correspondence.
 - You have the responsibility to present honestly and fairly your petitions, questions and problems to the courts.
- You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government.
 - It is your responsibility to obtain the services of an attorney honestly and fairly.
- You have access to reading materials for your own enjoyment. These materials may include approved magazines.
 - It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of the same benefit.
- You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through legal assistance programs.
 - It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other residents in the use of the materials.
- You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers.
 - It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal rights to use this material.
- You have the responsibility to take advantage of activities which may help you live a successful and abiding life within the Facility and in the community. You will be expected to abide by the regulations governing the use of such activities.
- You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States.
 - It is your responsibility to seek and provide evidence for your defense.
- If you are not an exclusion case and eligible, you have the right to be released on bond until your scheduled administrative hearing.
 - It is your responsibility to seek methods of payments for your bond.
- You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, membership in a social group or political opinion.
 - It is your responsibility to prepare and submit the proper forms accurately.
- You have the right to request voluntary departure if statutorily eligible prior to a hearing but if you request voluntary departure you waive your right to a hearing.
 - It is your responsibility to inform an ICE Officer that you request voluntary departures.

LIVING CONDITIONS

Residents are expected to respect the need to share common equipment such as telephones, televisions, tables, recreational games and other equipment. Residents are required to keep their living areas clean at all times. Your bed must be made immediately upon waking and remain made when not in use. You are not permitted to lie on your bed with shoes on. CCA staff expects your cooperation and expects you to show other residents and their property the same respect you wish to receive.



Dayroom Area



Sleeping Area

The following activities are prohibited:

- a) Residents are not allowed to enter any pod other than their assigned pod unless under direct order of a CCA staff member.
- b) Residents will be allowed to decorate their assigned living area and sleeping quarters with personal possessions. No item is allowed to cover the light fixture within the room. Items are not to be hung from the vent or bed in the room. Windows, air vents and sprinkler heads will remain uncovered at all times.
- c) NO cardboard is allowed in the living area, to include a resident's room.
- d) Residents will only be allowed to have excess newspaper or magazines in the library.
- e) Clotheslines are not allowed.
- f) Resident property will be stored inside of the assigned property boxes. Property boxes will be kept closed when not in use.
- h) During all counts, Residents in the day room will return to their assigned room until count has cleared. No showers or phone calls will be allowed during count time.
- l) Residents are not allowed to carry clothing to recreation. Gym shorts may be worn underneath uniform pants.
- j) Shirts will be tucked-in at all times outside of day room. Pants must be pulled up around waist at all time, no "lo-hangers". Pant legs (or leg cuffs) cannot be altered (i.e. no pegging pant cuffs).
- k) No headgear (i.e. hats, hairnets, etc.) may be worn inside the facility. Religious headwear is permitted provided that your religious affiliation claim can be verified. Permission to wear religious head gear is subject to normal considerations of security and good order to including inspection.

GENERAL SAFETY/EVACUATION DRILLS

- The staff at CCA/TDHRC will make every effort to help ensure your safety while you are here. You must assume some responsibility for helping to make this facility safe. Signs are available to mark hazardous areas wherever they occur. If you

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spill, clean it up. If you encounter a possible hazard, tell the officer in your area. Don't assume that problems have been reported. Pay attention to warning signs and use reasonable care in potentially hazardous situations as wet floor signs.

- Per local, state and federal laws, we are required to perform evacuation drills. At this facility, we perform no less than one drill shift per month. These drills are not designed to inconvenience you, but rather to insure that you know where the exits are located in case of an actual danger such as; fire, gas leak, civil disaster or other dangers. In your housing unit is a diagram showing you the location of all fire exits and which exits to use. Study this diagram, located in your housing unit, careful, your life and the lives of your loved ones may depend on it.
- If a fire or other emergency in a living area should occur, notify the security officer assigned to your housing area immediately. Follow the instructions quickly and calmly. Your safety is of paramount importance to CCA. If you do as instructed during an emergency, you will be doing your part to ensure the safety of all concerned.

INSPECTIONS OF PERSONS AND PROPERTY

You are subject to search when there is reasonable cause to believe you may have contraband concealed on your person. Routine unscheduled searches of the facility, resident's person and property will be conducted as deemed necessary. All searches are used as a means of interdicting contraband and ensuring safe and sanitary conditions exist within the facility. Searches are not punitive in nature.

- Routine unscheduled searches of the facility, resident's persons and property will be conducted as deemed necessary.
- Searches are conducted for the purpose of:
 1. To detect and prevent the introduction of contraband (i.e.; weapons, drugs, unauthorized clothing items, etc.);
 2. To ensure that safe and sanitary conditions exist within the facility;
 3. To recover lost, missing or stolen property; and
 4. To prevent escapes and other disturbances.
- Searches will be conducted in a manner that avoids unnecessary force, embarrassment or indignity to the resident and is not intended to be punitive in nature.
- Types of Searches Performed at TDHRC:
 1. Visual Inspection: A search of a resident or an area for contraband without physical contact.
 2. Frisk or Pat Search: A search conducted by placement of hands on the resident's clothing to feel for weapons/contraband. A thorough search is done of all pockets, collar, jackets waistbands and shoes. Shoes are removed to check socks and bottom of feet.
 3. Shakedown: A physical or visual search of a specific area of the facility.
- CCA/TDHRC will conduct mandatory urinalysis testing under the following conditions:
 1. When security staff have reasonable suspicion that a resident has used or is under the influence of drugs or intoxicants;
 2. When a resident is found to be in possession of suspected unauthorized drugs or intoxicants or when suspected unauthorized drugs or intoxicants are detected or found in the area controlled, occupied or inhabited by a resident;
 3. When the resident is observed to be in possession of or using unauthorized drugs or intoxicants, but staff are unable to obtain a sample of the substance;
 4. Refusal to submit to urinalysis testing will result in disciplinary action.

OFFICIAL COUNTS

- In order to maintain proper accountability of residents at this facility, official counts are conducted at the following times;

1. Formal counts are conducted at the following times;

0500 HOURS

1830 HOURS (standing count)

0830 HOURS

2230 HOURS

1115 HOURS

0030 HOURS

1500 HOURS

0300 HOURS

2. Informal counts are conducted at irregular, unannounced times.

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- Residents are expected to cooperate during each count. The televisions will be turned off and no movement is allowed while the count is being conducted. When Officer's are counting you must return to and remain seated on your bed until cleared for movement by the officer. Disruptions during counts may result in a lock-down being initiated.

III. FACILITY SERVICES

MEAL

All meals are nutritionally balanced, dietician approved, properly prepared and attractively served in wholesome, clean and safe surroundings, T. Don Hutto Residential Center is a PORK FREE facility. Residents will be provided three (3) meals per day. At least two (2) of these meals will be served hot. The use of food, withholding of or variation from the standard menu, as a disciplinary measure or reward is prohibited. Special diets are provided as prescribed by the medical department to meet an individual residents specific medical needs. You will be issued an appropriate eating utensil(s) and napkin. The utensil(s) must be accounted for at meals end.

- Religious diets are available and must be reviewed by the Food Service Manager and approved by the Chief of Security. Only one (1) change of religious diet will be allowed. Meal times are scheduled to begin at:

| | |
|-----------|------------|
| Breakfast | 6:30 a.m. |
| Lunch | 12:00 p.m. |
| Dinner | 5:00 p.m. |

- You may be required to present your identification badge during meals. All kitchen utensils must be turned in at the completion of your meal. Hoarding or unauthorized disposal of kitchen utensils may result in disciplinary action.

SMOKING POLICY

- Smoking is prohibited in all buildings, including resident-housing areas, at this facility.

MEDICAL SERVICES

Trained medical personnel provide medical services 24 hours a day, seven (7) days a week. A medical and dental clinic with a medical observation bed is available to ensure that your health is maintained and problems that occur during your stay are resolved.

If you believe that you need medical treatment or other services from the Medical Department, you should fill out a SICK CALL REQUEST also known as a SICK CALL REQUEST. This form should be filled out completely and should be legible. You must put the completed SICK CALL REQUEST in the white box with the Red Cross located near the crash gates in the hallways or in the Administrative Separation area (restricted for use by Residents housed in this area only). Forwarding your request in any other manner may result in delays or loss of your SICK CALL REQUEST. These forms are available from the Pickett Officer

SICK CALL REQUEST forms are collected once each day. Medical personnel will evaluate sick call requests. According to medical priority, based on the information you supplied on the SICK CALL REQUEST, an appointment will be scheduled for you with the appropriate medical personnel. The SICK CALL REQUEST will be returned to you with a reply.

If you have difficulty filling out a SICK CALL REQUEST, contact a staff member in your housing area for assistance.

COMING TO THE MEDICAL DEPARTMENT

You should not come to the medical department unscheduled or on your own. Doing so may result in disciplinary action.

Your identification card is required before any medical care or medication is distributed.

You must bring your "Keep On Person" medication and any other medical item you have when coming to an appointment. Do not bring items to the medical department that are not related to your medical visit.

If your medical problem is so urgent that you cannot wait 24 hours for an appointment, you should tell a staff member and request assistance from the Medical Department. This is called a "walk-in" procedure. If one of the licensed medical staff agrees that you are in need of immediate attention, you will be seen. If it is determined to be "non-urgent", you will be asked to fill out a SICK CALL REQUEST and put it in the appropriate box.

Medical, Dental and other care is subject to approval, in some cases, from the contracting agency, after you have been seen in the medical department.

FAILURE TO ATTEND A SICK CALL APPOINTMENT

Failure to attend a sick call appointment on time may result in the loss of your appointment and may result in disciplinary action. It is your responsibility to come to sick call appointments and with the required items. If you choose not to attend or refuse to attend a scheduled sick call appointment, you **must** go to the medical department and sign a "Refusal of Treatment" Form.

MEDICAL PASSES

Medical passes are time limited. Medical staff issue passes with expiration dates (5, 30, or 60 days). It is your responsibility to put a SICK CALL REQUEST in if you feel that an extension of time is needed on your pass. Items issued on a pass are required to be returned by you to the Medical Department on the last day of the pass. A SICK CALL REQUEST can be used to schedule this return. Items issued to you on a medical pass remain the property of the Medical Department. Tampering, destruction or alteration of these items may result in disciplinary action and/or restitution for such items.

Once a pass has expired, the item(s) issued to you become contraband.

COMPLAINT OR GRIEVANCE ABOUT MEDICAL CARE

Any resident who feels that he did not receive, or is not receiving medical care that is necessary for his medical condition, may complain or file a formal grievance.

First, you should always ask the treating professional in the Medical Department all of the questions you need in order to understand what the medical professional thinks and what is being done about your problem. Second, you may send a "Sick Call Request" to the Health Service Administrator to discuss your concerns. Lastly, if you feel you still have a complaint or grievable issue, you may send a written complaint to the grievance coordinator in the appropriate manner.

PILL CALL SCHEDULE

The approximate hours for pill call are as follows:

- 6:30 a.m.
- 12:00p.m.
- 5:00 p.m.
- 9:00 p.m.

PRESCRIBED AND "KEEP ON PERSON" MEDICINE

When the physician has prescribed medication for a resident, it will be ordered. When it arrives on the facility, the Residents will be notified and may be authorized to "Keep On Person" (KEEP ON PERSON). If a resident is allowed Keep On Person medication, he will be informed of what the medication is and the directions for taking the medication. Residents will be subject to random checks for compliance of administration of medicine. If the resident is found to be non-compliant, abusing KEEP ON PERSON, or failing to keep the medication secure, he will lose the right to Keep On Person and be required to pick up his medication during the pill line. The resident may also be subject to disciplinary action.

A random check of housing areas will be conducted. Any resident found to have medication which has been prescribed for another resident or it is found that the medication is being used as a trade item, the responsible residents will lose KEEP ON PERSON privileges permanently and disciplinary action may result.

No KEEP ON PERSON will be re-issued to any resident without the previous KEEP ON PERSON card being returned. Residents are required to return all KEEP ON PERSON cards upon completion or upon request.

OVER-THE-COUNTER MEDICATIONS (OTC's)

If you believe you need an OVER THE COUNTER, you must submit a Sick Call Request. Health Services personnel may refuse to provide an OVER THE COUNTER for clinical reasons. OVER THE COUNTER medications are given out during regular pill window times (except the 9:00 p.m. pill window).

A random check of housing areas will be conducted. Any Resident found to have medication which has been prescribed for another resident if or it is determined that the medication is being used as a trade item, the responsible residents will lose KEEP ON PERSON privileges permanently and disciplinary action may result.

CONDUCT IN THE MEDICAL DEPARTMENT

The general rules of conduct on this facility will be followed while in the Medical Department. Loud talking, offensive language, bringing items not related to the medical visit, passing items between residents or making physical contact in any form or failure to bring your identification card will result in termination of your medical visit and disciplinary action may be taken. Medical staff should be addressed by their title (Nurse, Doctor, Mr., and Mrs. . .) and their last name. Other forms of addressing the staff may result in disciplinary action.

UNIFORMS AND LAUNDRY

WHENEVER YOU LEAVE YOUR ASSIGNED HOUSING AREA, YOU MUST BE COMPLETELY DRESSED. YOUR PANTS WILL BE WORN APPROPRIATELY AROUND YOUR WAIST (NO SAGGING WILL BE ALLOWED). YOUR ID CARDS WILL BE AFFIXED TO YOUR SHIRT POCKET SO THAT IT IS READILY VISIBLE TO STAFF.

- You will be issued clean CCA clothing, if necessary to complete your three sets, upon entry into this facility. These will be in good repair and you are expected to keep them that way. Intentional damage, to include drawing or writing on facility issued clothing, may result in disciplinary action.
- Laundry services will be available five (5) days a week. The laundry schedule is posted on the bulletin board inside of your housing area. A mattress and clean linen are provided for each person entering the facility to include two (2) sheets, one (2) towel, a wash cloth, pillow, pillowcase and blanket. You will be issued a laundry bag to use when sending your items to the laundry.
- In the event clothing/linens becomes soiled between your scheduled laundry times you may ask your housing staff to provide a change of clothing or linen.
- All residents will be provided with three (3) complete sets of clothing, underwear, bras (female), and socks. These items will be exchanged periodically, when normal wear and tear requires such an exchange. Residents requiring an exchange of clothing should submit a Resident Request for Information form to the Warehouse Manager or Unit Manager.

Residents will not be allowed to have more items than those listed above (except when authorized by unit administration).

BARBERSHOP SERVICES

A barbershop is located in each hallway. A barber schedule will be posted on the bulletin board located in the dayroom. These are open Monday through Friday for regular haircuts and fingernail clipping. Resident haircuts/fingernails will be maintained pursuant to the contracting authority's grooming policy as long as these hairstyles/fingernails do not conflict with the institution's requirements for safety, security and hygiene.

Residents are to use the Barbershop in their assigned hallway ONLY.

PERSONAL HYGIENE

You will be living in a pod with other families, so personal hygiene is essential. You are expected to bathe regularly and keep your hair clean. Personal hygiene items such as soap, toothpaste, toothbrushes, combs, hair brushes and other items will be issued to you upon admission. If you should run out of an item, see your housing officer. Special personal hygiene items for female residents will be available upon request to the housing officer.

SLEEPING AREA/SANITATION

- You are required to keep your bed and immediate area clean and neat. You are also required to make your bed daily before you begin your daily routine. When your bed is not in use it must be made! The hanging of sheets, towels, blankets or clothing from sash bars, overhead lights or beds is not permitted.
- Personal effects, to include hygiene items, are to be stored in your grey box. Do not place items on windowsills, windows, beds, grey boxes, under a mattress, etc. These items will be confiscated as contraband and removed when left in unauthorized areas. It will be your responsibility to identify and reclaim the items through the appropriate shift supervisor.
- To ensure cleanliness is maintained, you will be asked to participate in cleaning the dayrooms areas, sleeping areas, restroom area and shower area. While we realize your stay at this facility is temporary, it is your home during this time and we expect your cooperation to keep it safe and clean.
- The dayrooms are cleaned as needed or as directed by a staff member, including after each meal, to ensure proper sanitation and safety. A staff member will issue all equipment, supplies and instructions.
- It will be your responsibility to ensure that the area around your bed is clean.
- A significant number of showers are provided in each dayroom to allow each resident an opportunity to shower daily. Please respect the other residents by cleaning up after you have finished in the area.
- All cleaning supplies will be placed in appropriate storage locations when not in use.

SANITATION

You are responsible for ensuring that your personal living area is kept clean at all times and that your personal property is secured in your grey box. You are expected to make your bed upon waking and help keep the common areas of your living area clean. All property, either issued or personal must be stored in your grey box when not in use.

NO CLOTHING will be hung on the bed or on the wall. No pictures or posters will be placed on the walls. No items will be placed in either window of your assigned room.

NO items will be hung under the bed, in or covering the air vent or sprinkler head. No laundry will be hung in the dayroom to dry.

The dayroom showers will be available for use following the Case Manager/Detention Counselor inspection of the housing area, Monday through Friday and by the shift supervisor on weekends. The showers will be barred during count procedures. The showers will be prohibited after 10:30 p.m.

Televisions and telephones will be turned on following the Case Manager/Detention Counselor inspection of the housing area, Monday through Friday and by the shift supervisor on weekends. Televisions and telephones will be turned off at 10:30 p.m. on weekdays and at 12:00 midnight on weekends and holidays. There will be no one allowed in the dayroom area after these times.

RELIGIOUS SERVICES

All residents will have access to religious resources, services, instructions and counseling on a voluntary basis. All residents will be extended the amount of freedom and opportunity necessary for pursuing any legitimate religious belief or practice within the constraints of security and safety conditions.

Religious services are provided through the Chaplaincy Office and through services provided by community volunteers. These services may include individual counseling, group prayer, bible study and various religious organizational church/worship services. A schedule of the days and times of each regularly scheduled service is posted on the bulletin board in your dayroom. These services are open to all who wish to attend with regard to space limitations and security concerns.

Religion-based educational programs and special activities are also available according to the activity schedule posted on the bulletin board in your dayroom.

Religious materials from various faiths are available upon request.

VISITATION

VISITATION HOURS *Saturday & Sunday 8am-5pm*

VISITATION RULES – RESIDENTS

1. Residents must be appropriately dressed.
2. Residents cannot wear hats, or sunglasses.
3. Residents are not allowed to bring any items into the visitation area other than their ID CARD. Any item brought into the visitation area will be confiscated as contraband.
4. Residents are permitted only one (1) bathroom break during a visit.
5. Shift supervisors or the Administrative Duty Officer may modify visitation length or hours depending upon available space or other needs to ensure the safety of all involved.
6. Visits may be terminated for violation of these rules or for any behavior deemed inappropriate.
7. Residents may be pat searched following a visit if reasonable suspicion exists.

VISITATION RULES – VISITORS

All visitors and residents must adhere to Visitation rules, regulations, and guidelines. Any person entering the facility is subject to personal and/or vehicular search at the discretion of the Acting Supervisor. It is the responsibility of the Residents to notify visitors of these rules prior to any visitation.

1. Adult visitors must have a picture ID.
2. Each resident may receive only one 2-hour visit per weekend. Only two (2) adults per visit. An unlimited amount of children (17 years or younger) are allowed; space providing.
3. Visitors' possessions are limited to a small coin purse or wallet. No weapons (pocket knives, etc.), beverages, photographs, Bibles, etc. are authorized. Tobacco products and alcohol are strictly prohibited. Visitors with infants

- are authorized 1 bottle, 1 diaper, 1 small blanket, 1 small hand carrier (no strollers).
4. Adults are responsible for the actions of their children.
 6. No visitor is authorized in the entry hallway without an escort. Visitors are not to loiter in the parking lot. Visitors must either remain in the front lobby or in their vehicle with the windows secure.
 7. Under no circumstances shall Visitors give property or money to a resident.
 8. Visitation may be denied or terminated under the following circumstances.
 1. The visitor(s) appears to be under the influence of drugs or alcohol.
 2. The visitor fails to produce sufficient identification or falsifies the identifying information.
 3. Reasonable suspicion exists that the visitor may endanger the security of the facility.
 4. The visitor or resident becomes disruptive before or during the visit.
 5. The visitor refuses to submit to a scanning or pat search.
 6. The visitor or resident attempts to pass items to one another.
 7. The visitor is in violation of facility rules or regulations.
 8. Insufficient space.
 9. Unforeseen emergencies within the facility.
 10. The visitor attempts to bring any item which is considered a security threat onto the facility grounds.

Visitors are not allowed to drive around the perimeter road of the facility.

VISITOR'S ATTIRE

The following items of clothing are **not acceptable** while in the visitation area:

Shorts (regardless of length), halter tops, tank tops, tube tops and sleeveless tops

The Facility Administrator or his designee will have the final decision on questionable visitor attire. You should advise your visitors of the dress requirements to preclude them from being denied visitation privileges.

PROCEDURES FOR VISITATION APPROVAL

1. Visitors with a previous criminal history will be required to obtain approval from the facility Facility Administrator or his designee. Visitors who are on parole, will be required to submit a letter from their parole officer.
2. All visitors that were approved by the Contracting Agency prior to arrival at this facility, will be approved for visits.
3. Any visitors 17 years of age or younger must be accompanied by an adult.

ATTORNEY VISITATION

During the normal operating hours (Weekdays 9:00 a.m. through 5:00 p.m.) to include weekends and holiday for at least 4 hours, attorneys and their representatives are permitted to visit Residents in reasonable numbers. Each attorney must present bona fide

evidence of his or her license to practice law, to include a state bar membership card and matching identification (driver's license). The Facility Administrator or his designee retains the right to terminate or refuse any attorney visit for just cause.

Attorneys are not allowed to give residents any item(s), only exception is legal items relevant to case.

IV. DETENTION SERVICES

FINANCES

Occasionally you may wish to send money to your family. You are cautioned not to send cash through the mail. To send money order, contact your Unit Manager or Case Manager and he/she will make arrangements to purchase a money order that you can send. If you receive monies or property via mail, in your presence, will receipt the money or property for you and it will be placed in your account.

MAIL CORRESPONDENCE

Outgoing mail inspection will be conducted in accordance with the procedure set forth by the contracting agency and applicable Federal law. Outgoing general mail is to be placed unsealed in the locked mailbox located in the hallway by your housing area. Outgoing legal mail may be sealed before being placed in the mailbox. Be sure that your full name, ID number, housing assignment and proper return address is on each envelope. A staff member will collect Resident mail Monday through Friday. There is no limit to the amount of mail a resident may send or receive.

Incoming general mail will be processed by the mailroom staff. All correspondence will be opened and inspected for contraband and money orders in the presence of the resident Monday through Friday evening. Incoming mail must have your full name, ID number and housing assignment on it.

Books and publications will be allowed from **verifiable publishers ONLY**. No Cash on Delivery purchases. Packages **WILL NOT BE ACCEPTED** unless prior approval is obtained.

LEGAL MAIL

Incoming legal mail will be inspected only in the presence of the Resident, and then only for physical contraband.

Outgoing legal mail may be placed into the mailbox sealed. However, all outgoing legal mail will be verified as such by ensuring that the person receiving the mail is:

- | | |
|---------------------------------|----------------------------------|
| 1. An officer of the court | 4. A Corrections Official |
| 2. An attorney | 5. A Member of State Legislature |
| 3. A member of the Parole Board | 6. A judge |

Every effort will be made to hold incoming and outgoing mail no longer than 24 hours (with the exception of weekends and holidays). Outgoing and incoming packages will not be held over 48 hours (with the exception of weekends and holidays).

ACCESS TO TELEPHONE

*BE ADVISED - TELEPHONE CONVERSATIONS ARE SUBJECT TO RECORDING
AND / OR MONITORING BY FACILITY STAFF.*

The living areas are equipped with telephones. The telephone system for resident use consists of **collect calls only**. Whoever accepts your telephone call will be responsible for paying the charges. Phone call rates are competitive, thus are subject to change.

Telephone conversations may be monitored and recorded for security reasons. In case of a *bona fide* family emergency, the person(s) trying to contact you must do so through the facility's main phone number listed in the front of this handbook. Emergency messages will be forwarded to you as soon as possible. All calls will be forwarded to the Case Manager, he/she will relay message to you as soon as possible.

Juvenile calls will be forwarded to the Case Manager. Case Manager will call the juvenile and the parent/guardian

Use of the telephones in the dayrooms will be on a first come, first serve basis. To respect the privacy of others, you should quietly wait your turn to use the telephone.

To ensure that everyone in your living area has the opportunity to place a telephone call, all calls should be no longer than 30 minutes in length. Failure to follow these rules may result in disciplinary action and loss of telephone privileges.

To utilize the telephone system, simply pick up the receiver and follow the instructions. If you have a problem accessing someone through this system, report the problem to your Unit Manager and they will assist you in rectifying the situation.

RECREATIONAL PROGRAM

- Recreation activities are provided as a means of releasing built-up energy and to help you keep in good physical condition.
- In-dayroom recreation facilities - The Recreation Supervisor will be scheduling specific activities for your pleasure and development. We ask that you cooperate and participate in these activities; some will be new and different.
- TELEVISIONS have been placed in each dayroom for your entertainment and should be shared to ensure each person has an opportunity to view programs of interest. While we have no specific rules governing what programs will be viewed, we expect each of you to be considerate (i.e.; Spanish/English language programs) and avoid unnecessary problems regarding its usage. In the event a problem develops, the officer in your dayroom will resolve the problem and may decide to discontinue usage until the situation can be resolved.
 - Television viewing and recreation activities may begin at 8:00am wake-up and will end at bedtime. You are cautioned not to begin viewing a program that will end after the designated viewing hours, because the television will be turned off at the designated time.
 - Televisions will be turned off during official counts, and when it interferes with other facility operations.
 - At the end of a program, a vote may be taken to choose which program to watch next. The majority vote rules. The channel will not be changed during a program if someone is watching the television. Do not vote on a program and then leave the area.
 - The volume of the televisions will be kept at a reasonable level so as to not disturb other residents or facility operations.
 - Televisions are not to be removed from their locations or tampered with for any reason.
 - LEISURE TIME ACTIVITIES - This facility provides leisure time activities in the dayrooms for your entertainment, as well as for physical and mental development. Leisure time activities include table games, cards, television, etc. You are asked to handle these items with care and to be considerate of others who may wish to use them. Persons that have been discovered abusing these items may be disciplined in accordance with specific guidelines established by this facility and be required to make restitution for damaged items.
- The use of these leisure time items will be handled on a first-come first-serve basis to ensure that each person has an equal opportunity to use them.
- To obtain additional recreational supplies, ask a recreation staff member.
- We expect you to take care of supplies and equipment issued and for you to return the items after use. You will be held accountable for any recreational or leisure time item until it has been returned.
 - A newspaper will be supplied to each dayroom for all to share and is not to be taken from the dayroom.
 - Access to Outside Recreation - All residents, weather permitting, will be provided at a minimum, one hour of outdoor recreation daily.
 - Outdoor recreation activities may include basketball, soccer, handball, track and cardiovascular exercise equipment.

- DO NOT SIT AGAINST THE FENCE or hang clothes on it when in outside recreation.
- The recreation schedule for all dayrooms is rotated daily for fair and equal access. You will be advised when it is your dayroom's turn to go.
- Recreation for dayrooms includes open access to the inside recreation area (gym) and outside recreation yard simultaneously.
- Due to logistics, recreation for dayrooms will be separated into one (1) hour of outside and one (1) hour of inside recreation (gym).
- T-shirts must be worn at all times during inside/outside recreation.
 - Recreation may be cancelled at any time for any reasons and due to adverse weather. Your cooperation is appreciated.

RESIDENT DRESS CODE

- You are required to keep yourself clean and wear proper clothing/footwear during all activities.
- You are reminded that poor hygiene, poor sanitation and not wearing proper clothing and footwear can cause potential conflict with your peers and others and can have a negative impact upon your health and safety as well as that of those around you.
- Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation.
- Ordinarily, residents may wear any hairstyle with the following exceptions:
 - For safety and hygiene reasons.
- Hairstyles will not interfere with the safety and hygiene requirements.
- Ordinarily, facial hair may be grown without restriction with the following exceptions;
- There will be no exceptions to these requirements, even for medical reasons.
- Complete uniforms (pants, shirts, shoes and wristbands) are required to be worn when outside the dayroom.
- T-shirts and shower shoes are allowed in the dayroom areas.
- T-shirts are allowed on the recreation yard.
- Religious apparel may only be worn as approved by the Chaplain.
- No towels, sheets or blankets will be permitted as clothing and are not to be used for cleaning unless designated by staff as such.
- Intentional or neglectful damage to CCA/TDHRC property (altered, torn, lost ripped, or gratified) will result in disciplinary action.

NOTARY, COPIES AND MONEY ORDERS

NOTARY - Notary assistance may be obtained by sending a request to the Case Manager/Detention Counselor. You will be contacted as soon as possible to accomplish the task.

COPIES - Request for copies of legal material should be forwarded to the Case Manager/Detention Counselor. Photocopying services will be available. Copies will be made on Tuesdays and Fridays.

MONEY ORDERS - Requests for money orders should be forwarded to the Case Manager/Detention Counselor and will be taken care of as soon as possible. You will not be allowed to send money orders to other residents within CCA/TDHRC.

V. FINANCIAL SERVICES

COMMISSARY

You will be allowed to purchase certain items from the facility commissary. Commissary order sheets are provided on the day your housing area is scheduled for the commissary. When commissary is called, present your sheet to the commissary officer (or as otherwise directed).

COMMISSARY GUIDELINES

The commissary schedule will be posted within the housing areas and at the commissary.

1. It is your responsibility to ensure that you have received the items ordered before leaving the window. After leaving the window you may not dispute your order. No exchanges will be permitted.
2. All commissary transactions are final when completed. A transaction is complete when the resident checks his merchandise and signs his receipt.
3. The commissary does not give credit. You cannot charge a purchase.
4. Residents who miss an opportunity to go to the commissary will be able to go to the commissary sometime after class/school has ended.
5. Commissary slips are to be filled out BEFORE coming to the commissary line.
6. A residents commissary slip will not be changed after the commissary manager receives it.
7. A resident must take his items immediately back to his living area when leaving the commissary.
8. Each resident has a \$75.00 spending limit per week (excluding special purchases).
9. You may not possess more consumable items than is allowed to be purchased in a two week period.
10. Any item bought from the commissary by a resident must be for his own use.

PROCEDURE FOR RESIDENT FUNDS

A resident is not allowed to have money (folding or coin) in his possession. If any money is found in a Residents possession, disciplinary action may be taken. A Resident may receive funds in the form of a money order (made out to the Residents in care of CCA) and mailed to the P.O. Box address located at the front of this handbook.

Residents being transferred from another facility will have any funds placed on their account here as soon as the transferring facility sends those funds. This may take up to two (2) weeks. If this does not occur, send in a Request to Official to the Business Manager so that a follow-up telephone call can be placed.

When a Resident leaves this facility, any funds he has will be either transferred with him, or will be mailed.

NECESSITIES AND INDIGENT SUPPLIES

You are considered indigent so you will receive the following indigent items:

INDIGENT POSTAGE

- 3 Stamped envelopes
- 5 For general correspondence limited to one ounce for special correspondence.
- 1 Pen (pen must be turned in to receive another one)

These items will be passed out every week on Wednesday afternoon (unless unusual circumstances arise).

T. Don Hutto will provide postage for privileged (Legal) mail to indigent Residents/Residents in an amount equal to five (5) one ounce letters per week and will not include registered certified or insured mail. A separate request must be made weekly to the Business Manager.

Necessity items such as a razor, toothpaste, soap and toilet tissue will be passed out every other Thursday during the evening. Residents will be required to sign a log indicating that they have received these items.

Residents will not be allowed to hoard items.

LIBRARY/ACCESS TO LEGAL MATERIALS

Library schedules are posted in various areas throughout the facility. Residents will only be allowed to use the library during these times. No more than twenty (10) Residents will be allowed to use the library at any given time. Residents will be permitted to check out two (2) items at a time. They will be due in seven (7) days. These items must be returned before another item is checked out. Any Residents not using the library for its intended purpose will be excused and may receive a disciplinary case.

LAW LIBRARY

Access to the Law Library is during posted library times. For additional time, specify requested date and time to the Librarian. Scheduling for Law Library is done by the Librarian. You will be sent a "lay-in" stating what time(s) you are scheduled to use the Law Library.

In addition to a legal reference collection, the T. Don Hutto Residential Center provides the services of an attorney to assist residents in filing initial pleadings including motions to proceed in forma pauperis and motions for appointment of counsel, but not to include typing of such pleadings or motions. The attorney's assistance extends only to issues relating to habeas corpus actions, post-conviction actions or issues concerning conditions of confinement and does not extend to other civil or criminal actions. The attorney's assistance does not extend to making entry of appearance in court or appearing on behalf of the Residents at any type of hearings or signing of pleadings or motions.

The attorney can be accessed by filling out a "Request for Attorney Conference" (form 14-8A) and to retain confidentiality, placing the form in the facility mailbox. The facility will pay the postage and supply the envelope in order to mail this request.

TYPEWRITER AND COMPUTERS

Typewriters and/or computers are available in the Law Library for preparation of legal documents *only*. The typewriter is not to be used for personal correspondence.

LEGAL SERVICES

LAW LIBRARY HOURS: ARE BY APPOINTMENT ONLY

EXTRA TIME: Residents may request extra time by submitting an I-60 to the Law Library to justify the need for extra time. To be granted extra time, a resident must use two (2) hours of regular time each day.

SCHEDULE SESSIONS: Sufficient sessions will be provided to insure that all Residents have access to the Law Library a minimum of ten (10) hours weekly.

ADMINISTRATIVELY SEPARATED RESIDENTS: These residents will be provided with access to the Law Library. Law Library staff shall make rounds daily to the separation area to determine the needs of Residents housed there. Separated residents may request five (5) law books on alternating days. If any resident places any type of covering over his room door, which obscures clear view of the room, he will be required to remove that covering prior to law book delivery. If the officer cannot see into the room due to darkness, the resident shall be required to turn on his room light prior to the law book delivery.

NOTARY PUBLIC SERVICE: Notary service shall be provided in compliance with department-policy, state, and federal laws. Request for notary service will be responded to within 72 hours by submitting a request to official form to the Law Library.

SPANISH SPEAKING RESIDENTS: Spanish interpreter services are available on this facility. Questions concerning your monolingual status should be directed to the Classification Coordinator.

VI. RESIDENT INFORMATION

RESIDENT REQUEST FORMS

The official and approved method of making a request to an official is by using the Residents Request Form . The request to official must contain specific information, and assistance desired, or the actual problem. (Foul language or cursing will not be written on a request to official)

The following is a routing list to better assist you. Do not send the same request to official to several departments as this will only create confusion and result in delays. If your request to official is sent to the wrong department, they will be forwarded to the correct department and may take longer for you to receive an answer.

| | |
|---|---------------------------------|
| Disciplinary | Time Slip Questions |
| Threats against safety | Captain or Sergeants |
| Property | Property Officer |
| Classification Coordinator | Unit Manager |
| ICE | Case Manager |
| Medical | Unit Health Administrator |
| Necessities | Laundry Supervisor |
| Mail | Mailroom Supervisor |
| Legal | Law Library |
| Commissary | Commissary Supervisor |
| Problems with Staff | Facility Administrator's Office |
| Emergency Phone Calls | Chaplain's Office |
| Regular Phone Calls, Housing | Chief of Security |
| Questions about Visits, Visitation Change Forms | Grievance Coordinator |

UNIT CASE MANAGERS

Case managers are assigned specific caseloads based on the hallway in which they are located. These case managers assist Residents with questions regarding housing and education, treatment referrals and other problems that arise while incarcerated.

All routine questions and correspondence should either be submitted to your case manager or addressed to the proper person or department and dropped in the facility mailbox.

GRIEVANCE PROCEDURE AND COMPLAINTS

A resident has the right to file a formal grievance whenever he chooses. However, all grievances are encouraged to be resolved *informally* by this administration. If you wish to pursue a formal grievance, it is important that the procedures outlined below be followed in order to ensure that your grievance is promptly addressed. Grievances filed improperly may be returned without being reviewed.

A resident will not be subjected to retaliation, reprisal or harassment for use of or participating in the grievance process. Any allegations of this nature will be promptly and thoroughly investigated by the Facility Administrator.

GRIEVANCE PROCEDURES

- No harassment, punishment, or disciplinary action will result to a resident who seeks resolution of legitimate complaints in good faith. However, if you demonstrate a pattern of abuse of the grievance system, resulting in unnecessary burdens at the expense of legitimate complaints, such grievances will be returned unprocessed. Continued abuse may result in an adverse action initiated against you.
- You have the opportunity to file a formal complaint which is considered a grievance. The process will be explained below. It is important that the procedures be followed correctly in order to ensure adequate and appropriate resolutions. Grievances filed improperly will be returned without review.
- It is the policy of CCA/TDHRC to encourage informal resolution of complaints at the lowest level since grievances should be, whenever possible, resolved through direct contact with staff responsible for the particular problem area and with two-way communication encouraged between staff and residents. However, all residents have access to formal grievance procedures any time the informal process has not provided successful resolution of the complaint.
- **INFORMAL PROCESS** - "Request for Information" forms are available to you that will insure notification of the proper CCA/TDHRC official in order to process a complaint informally. Once you have completed the form, place it in the box marked "MAIL" in your dayroom. This box will be emptied each business day. A response will be made on the bottom of the form and it will be returned to you as soon as possible. If you are dissatisfied with the response, you may appeal to the Facility Administrator by checking the appropriate box on the same form and placing it back in the box. The Facility Administrator will respond as soon as possible.
- **FORMAL PROCESS** - If you do not receive a resolution in the informal process, you may file a grievance on a Grievance Form that may be obtained from the officer in your dayroom. You must document on the Grievance Form that an informal resolution was attempted and with whom.
- The Grievance Form must be completed and placed in the box in the hallway marked "Grievance" within five (5) days of the alleged incident.
- The Facility Grievance Officer will conduct an investigation of the grievance and render a written decision to you within five (5) working days of receipt of the grievance.
- **APPEALS** to the Grievance Officer's decision are to be submitted to the Facility Administrator (the highest administrative authority), within five (5) days of receiving the decision from the Grievance Officer. You must complete the section on the Grievance Form described as "State Reason(s) for Appeal", and place the form back into the grievance box in your dayroom.
- The Facility Administrator will render a written decision on the appeal within five (5) days of receipt. This decision is considered final to any grievance matter.
- However; if you are dissatisfied with the Facility Administrator's response to your grievance, you may communicate directly with ICE regarding the issue.
- During any phase of the grievance process, upon notice to the grievant, the time limitations may be extended for an additional thirty (30) days to allow for a more complete investigation of the claims contained in the grievance.
- A copy of all grievances will be maintained in your detention file.
- Neither employees nor residents will be subject to retaliation, reprisal, harassment or discipline for the use or participation in grievance procedures. Any allegations of this nature will be thoroughly investigated by the Facility Administrator and reviewed by the CCA-Facility Support Center.
- **EMERGENCY GRIEVANCE PROCEDURES** - If the Facility Grievance Officer, after reviewing the grievance, determines that an emergency exists, immediate action will be taken to resolve the grievance. The Facility Grievance Officer will give you a written decision within seventy-two (72) hours of receipt of the emergency grievance.
- You have the opportunity to file a complaint about officer misconduct directly with the Department of Homeland Security by calling 1-800-323-8603, which is programmed into the dayroom telephones as a free call.
- **NON-GRIEVABLE MATERS** - The following matters are not grievable by residents through the grievance procedure:
 1. State and Federal Court decisions;
 2. State and Federal laws and regulations;
 3. Final decisions on grievances;
 4. Contracting agency (ICE) policies, procedures, decisions or matters (i.e., institutional transfers, release/deportations decisions, etc.);
 5. Disciplinary hearings or appeals. Disciplinary appeals may be submitted on the disciplinary form after the hearing;
 6. Grievances are available regardless of classification;
 7. No grievance may be submitted on behalf of another; and

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8. You are limited to two (2) pending non-emergency grievances at a time.

MARRIAGE REQUESTS

This facility recognizes those residents requesting to get married while in custody. The Facility Administrator/OIC will consider marriage request on a case-by-case basis.

You or your legal representative must submit your request for permission to marry to the Facility Administrator/OIC in writing.

In order for your request to be granted, you must meet the following criteria:

- 1) Be legally eligible to be married.
- 2) Be mentally competent, as determined by a qualified medical practitioner.
- 3) Your intended spouse has affirmed, in writing, the intent to marry you.
- 4) The marriage would not present a threat to the security or orderly operation of the facility.
- 5) Compelling government interests does not exist for denying the request. Such as, a final order of exclusion, deportation, or removal has been served and performance of the marriage ceremony would require postponement of your physical removal from the United States.

If the Facility Administrator/OIC denies the request, the reasons for the decision will be provided in writing to you and your legal representative, if applicable.

If the request is approved, yourself, your legal representative, or other individual(s) acting on your behalf must make all arrangements for the marriage. Arrangements include, but are not limited to, taking a blood test, obtaining a marriage license, and retaining an official to perform the marriage ceremony.

The Facility Administrator/OIC reserves the right of final approval concerning the time, place, and manner of all arrangements.

You will not be allowed to leave the facility for the purpose of making marriage arrangements and the marriage will take place inside the facility.

Only individuals essential for the marriage ceremony may attend and the ceremony will be private, with no media publicity.

The AFOD may revoke approval of the marriage request for good cause, in writing.

GROUP LEGAL RIGHTS PRESENTATIONS

At times, notification will be posted to announce Group Legal Rights Presentations. A sign-up sheet will be made available in each housing area and you will be given the opportunity to attend. Presentations are open to all residents, regardless of the presenter's intended audience, except when a particular resident's attendance would pose a security risk.

LEGAL REPRESENTATION AND AID

Remember, you have the right to contact an attorney to represent you. The attorney may be of your own choice and hired at your own expense. If you want an attorney but cannot afford one, you may be able to get a representative from one of the pro bono organizations or individuals portrayed on the list posted in the housing unit near the telephone. They may represent you free of charge. The Executive Office for Immigration Review (EOIR) updates this list every 3 months. The attorneys and organizations listed are not given as a recommendation.

CONSULATE AND COURT SERVICES

You are encouraged to request assistance from your consulate. They can help you with your case. If you have trouble contacting your consulate, you may request assistance by completing a resident request form. We can help you fill out the form if necessary. The form should be given to a Unit Manager. You also have access to the immigration court information number: 1-800-898-7180. Once you are in ICE custody, your consulate will be notified.

Information for this section was derived from the standard "Group Legal Rights Presentation," as found in the Detention Operations Manual.

UNAUTHORIZED PROPERTY

Items not inherently illegal, which are considered contraband when, possessed by a resident or visitor within the facility including but not limited to: Any approved item which, though approved, is in excess of the quantity allowed.

LEGAL FILE

An Immigration legal record commonly known as an "A" file maintained by the Deportation Department for each individual. This "A" file contains your legal transactions and documentation pertaining to your case; including but not limited to identification cards, photos, passports, and immigration history.

DETENTION FILE

A detention record is maintained for each individual. This detention record shall include no less than the following:

1. Facility Disciplinary Action
2. Behavior Reports
3. Funds, Valuables and Property Receipts
4. Resident's Written Request, Complaints and Issues
5. Immigration Response to the aforementioned
6. Special Management Reports
7. You may appeal the decisions or infractions of the disciplinary panel following your hearing. You should give your written appeal to the chairman of the panel within the time you received notice of the hearing. The chairman will then submit the appeal to facility, who will provide a immediate written response.
8. All residents are subject to all U.S. and state laws. If you violate these laws, you may be charged and tried in the same manner as any U.S. citizen in the appropriate local, state, or federal court.
9. The filing of charged for violating local, or federal law does not in any way prevent us from handling the same act as a disciplinary matter or from taking disciplinary action.

DISCIPLINARY POLICY AND PROCEDURES

Residents and Penalty Codes

POLICY

Any action or attempted action by an Residents which violates established facility rules or poses a threat to the safety and orderly operation of the facility shall be dealt with through the appropriate disciplinary action following the guidelines for offenses and penalties set out herein. Discipline will never be of a nature or administered in a way that will degrade or humiliate an Residents. The following actions will never be used as a means of discipline or punishment: Corporal punishment, physical restraint, psychological intimidation, denial of regular meals, denial of medical care, denial of sufficient sleep, denial of sufficient exercise, or denial of legal assistance.

PROCEDURE

Every resident will receive a copy of the Residents Orientation Handbook containing notice of offenses and penalties. Any change in these rules will be communicated to the Residents population in writing.

DISCIPLINARY DUE PROCESS REQUIREMENTS

In the event a staff member believes that a resident is committing an offense that cannot be handled by verbal action, the staff member will complete a 15-100A Disciplinary Report, prior to the end of their shift.

1. WRITTEN REPORT

The 15-100A Disciplinary Report will be distributed as follows:

- a. Original – Resident's detention file
- b. Copy – Provided to the resident
- c. Copy – Provided to Unit Manager
- d. Copy – Provided to Chief of Security

2. INVESTIGATIONS

- a. An investigation of all major offenses committed will be conducted within twenty-four (24) hours of the incident.
- b. The investigating officer will be of supervisory rank and cannot have any prior involvement in the incident, either as a witness or the reporting staff member.
- c. The investigating officer will be responsible for providing the resident with a copy of the 15-100A Disciplinary Report and the 15-100B Resident Rights. The resident will sign the 15-100B documenting receipt of the information.
- d. The investigating officer will record personal observations and other potentially material information during the investigation process.

The investigating officer will prepare a 15-100C Investigation Report, including the location and disposition of any physical evidence. The 15-100C will be forwarded to the Unit Manager for minor offenses and to the Chief of Security for major offenses.

3. REVIEW

Prior to an offense review, residents will be provided with written documentation (15-100B) of the following rights:

- a. The right to remain silent during every stage of the disciplinary process. Although silence may not be used to support a finding of guilt, silence is rarely interpreted to be in the resident's favor.
- b. The right to be present during all phases of the review, except deliberation, unless behavior is inappropriate.
- c. The right to receive a copy of the Disciplinary Report at least twenty-four (24) hours prior to the review.
- d. The right to have an interpreter present, if the hearing is in a language not understood by the resident.
- e. The right to request a staff representative to assist in the case.
- f. The right to record personal observations and other potentially material information.
- g. The right to present evident and statements on the resident's behalf.

- h. The right to call witnesses unless doing so would be irrelevant, redundant, unduly hazardous to facility safety, and/or would endanger the physical safety of any individual.
- i. The right to appeal the committee's determination through the appeal process.
- j. The right to waive the review process and admit to committing the offense.

4. APPEAL PROCESS

- a. Residents placed in a special management holding area for the purpose of transfer from the facility will be offered the opportunity to appeal the placement and subsequent removal by completing the 15-100G Major Offense Appeal and submitting it to facility staff.
- b. The Facility Administrator, or Assistant Facility Administrator in the absence of the Facility Administrator, will review the 15-100G and determine final disposition.

5 POSTPONEMENT OF DISCIPLINARY PROCEEDINGS

- a. Disciplinary proceedings may be postponed for reasons such as defense preparation, physical or mental illness, security concerns, escape, disciplinary transfer, pending criminal prosecution, etc.

DISCIPLINARY OFFENSES

Minor Offenses

- Disorderly Conduct
- Failure to maintain personal hygiene
- Possession of gambling paraphernalia
- Present in an unauthorized area
- Self mutilation
- Smoking in restricted area or at a restricted time
- Unexcused absence from place of assignment
- Unsanitary and disorderly housing condition
- Use of vulgar, abusive or obscene language

Major Offenses

- Arson Starting or causing to be started, a fire, which could do or does cause damage to person(s) or property
- Assault An attack upon the body of another person. This includes rape.
- Attempt/Conspiracy This is an offense for a resident who does not actually commit a offense, but participate in any of the following ways:
 - a. attempts to commit the offense
 - b. solicit another or others to commit the offense
 - c. conspires with another or others to commit the offense

- d. facilitate the action or another or others in committing the offense.

Counterfeiting, forgery, unauthorized reproduction

Death of any Person

Destruction, alteration or damage to property
Detaining a person against their will

Escape

Failure to follow verbal or posted orders or rules

Fighting

Gambling

Hindering an employee in the performance of their duties

Insurrection

Possession of contraband or stolen property

Refusal to submit to a drug or intoxicant test

Refusal to submit to a search

Refusal to work

Repeated violation of minor rules

- Sexual Misconduct
- a) Taking part in sexual acts where all parties agree or do not agree to take part
 - b) Exposing the genitals or buttocks to an employee or visitor.
 - c) Masturbation where an employee, visitor or other resident can see the act

Theft

Threatening another with harm

Unauthorized receipt of any item of value

Unauthorized sale or transfer of property

Unauthorized use of drugs or intoxicants

Unauthorized use of mail or telephone

Violation of any Federal, State or local law

Timelines on Hearings

Revised 05/5/06

The Disciplinary hearing will be held as soon as practicable but no later than seven (7) days, excluding weekends and holidays, after the alleged violation. Postponement or continuance of the disciplinary hearing for a reasonable period of time may be granted based on good cause.

Notice of the disciplinary hearing is to be provided in writing to the at least twenty-four (24) hours prior to the hearing. The resident may agree, in writing, to a hearing with less than 24 hours notice.

SANCTIONS

1. MINOR OFFENSES

- a) Residents committing a minor offense will be counseled by unit staff.
- b) Counseling will be documented on a 15-100 Resident Counseling Record

2. MAJOR OFFENSES

Resident committing a major offense will be placed in a special management holding area pending transfer out of the facility within forty-eight (48) hours of confirmation of offense.

3. CRIMINAL OFFENSES

Residents suspected of committing a criminal offense will be placed in a special management holding area pending transfer out of the facility within forty-eight (48) hours of confirmation of offense.

APPEAL PROCESS

1. Residents placed in a special management holding area for the purpose of transfer from the facility will be offered the opportunity to appeal the placement and subsequently removal by completing the 15-100G Major Offense Appeal and submitting it to facility staff.
2. The Facility Administrator, or Assistant Facility Administrator in the absence of the Facility Administrator, will review the 15-100G and determine final disposition.

VI. Deportation Procedures

An alien may be arrested by the U.S. Border Patrol or by any Immigration Officer. The arrest may be for a variety of Immigration law violations. A few examples include overstay, entry without inspection, working without ICE authorization, violation of drugs, and/or violation of criminal laws. An alien may be approached for possible ICE Immigration violation while in an institution, confined in a local jail or state prison, or anywhere in the United States. Special agents (criminal investigators) perform regular jail checks for documented and undocumented aliens to find out if any ICE violation has occurred. Through interviews with aliens and record checks, ICE officers establish whether or not an alien is subject to removal. Deportation procedures are as follows.

1. Before the ICE officer conducts an interview, you will be advised of and served with your rights. You and the officer will then sign a statement showing that you are aware of these rights.
2. ICE officials will take your fingerprints and picture.
3. The ICE officer will prepare and serve you with a "Notice to Appear." This document contains the charges relating to deportation or denial of admission into the United States.
4. Once you are in ICE custody, the Deportation Officer will serve you with the "notice of custody condition," form I-286. You may request a custody/bond re-determination before an Immigration Judge or accept the custody conditions set up by the ICE.
5. Removal proceedings will begin before an Immigration Judge at an ICE detention facility.
6. If you are ordered removed by the Immigration Judge, you may appeal that order to the Board of Immigration Appeals (BIA). If you waive an appeal or the Board of Immigration Appeals dismisses it, procedures will begin for your removal from the United States.



U.S. Immigration
and Customs
Enforcement

Protecting America & Upholding Public Safety

News Release

June 02, 2006

ICE removes the first group of families utilizing Expedited Removal authority

SAN ANTONIO - As part of the Department of Homeland Security's (DHS) Secure Border Initiative, U.S. Immigration and Customs Enforcement (ICE) today announced that the first group of 10 family units was deported to Honduras via government aircraft. The flight departed the morning of Thursday, May 25 from the San Antonio International Airport, arriving in Honduras that afternoon.

A total of 120 people boarded the flight, including 21 individuals who were part of family units. ICE worked closely with the Honduran Consul and other Honduran government officials to organize the return, obtain travel documents and country clearance. Under new DHS policy, family units are now subject to Expedited Removal, a process that provides DHS with the authority to expeditiously return applicable illegal aliens to their country of origin as soon as circumstances will allow. As a direct result of this new policy this first group of families spent a total of 10 days at the facility.

"We are working expeditiously to repatriate these families back to their country. By expanding expedited removal to illegal alien families, we are sending a message to the smugglers that they no longer can exploit these families," said Marc J. Moore, ICE field office director "We hope this program serves as a deterrent to human smuggling."

On May 15, DHS opened the T Don. Hutto residential facility, a 500-bed facility in Williamson County, Texas, that is specially equipped to meet family needs. Prior to the opening of this facility, families caught at the border were often released with "Notices to Appear." This created a border vulnerability in which smugglers would place children in harm's way by bringing them across the border along with groups of smuggled strangers to try to pass the groups off as family units. The goal was to avoid detention altogether, although in some cases where "families" were detained, the individuals, including children, were detained separately.

Today, those families who are detained at the border are kept together as a family unit until their removal from the United States. DHS anticipates that ICE could remove approximately 1,000 individuals per month through the Williamson County facility.

Today's deportations were executed under the Secure Border Initiative (SBI), a comprehensive multi-year plan by the Department of Homeland Security to secure America's borders and reduce illegal migration. Under SBI, Homeland Security seeks to gain operational control of both the northern and southern borders, while re-engineering the detention and removal system to ensure that illegal aliens are removed from the country quickly and efficiently. The goal is to eliminate the practice of "catch

and release" at the Southern border and replace it with a practice of "catch and return."

Expedited Removal streamlines the processing and removal of non-Mexican illegal aliens. This policy permits aliens caught within 100 miles of the border who have spent less than 14 days in the U.S. to be removed without an immigration hearing. These efforts under the Secure Border Initiative have allowed ICE and CBP to reduce the total percentage of non-Mexican illegal aliens released into society by more than a third. The average length of stay in ICE detention before removal for aliens under Expedited Removal is approximately 21 days, down significantly from the average of 90 days spent in ICE detention in the traditional removal process. These statistics reflect a dramatically improved removal efficiency, which has allowed ICE to free up more bed space to detain and process even more aliens.

Expedited Removal disrupts the various human smuggling cycles that occur along the border by substantially reducing the time from arrest to ultimate removal from the United States and foreclosing opportunities for these illegal aliens to reconnect with their smugglers and guides. Since last September, DHS has successfully implemented Expedited Removal between the ports-of-entry at all nine U.S. Customs and Border Protection Border Patrol Sectors on the Southwest border. In January 2006, DHS expanded Expedited Removal to the entire U.S.-Canadian border and all U.S. coastal areas.

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U.S. Immigration and Customs Enforcement (ICE) was established in March 2003 as the largest investigative arm of the Department of Homeland Security. ICE is comprised of four integrated divisions that form a 21st century law enforcement agency with broad responsibilities for a number of key homeland security priorities.