

SUPPLEMENT TO THE NATIONAL DETAINEE HANDBOOK



The GEO Group, Inc.®



BROWARD TRANSITIONAL CENTER

3900 North Powerline Road
Pompano Beach, Florida 33073
(954) 973-4485

2020

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INTRODUCTION

This handbook, with rules and regulations contained within, is a supplement to the ICE National Detainee Handbook. It is enacted by the Broward Transitional Center pursuant to written guidelines, laws, rules, and regulations. The information contained in this handbook applies to all detainees and is intended to ensure their safety and the safety of staff, humane living conditions, fair treatment, and the protection of their rights. It is the policy of this facility that no individual be discriminated against because of age, race, color, creed, religion, sexual orientation, physical challenges, or national origin. Interpretation services are available to all detainees.

Detainees are encouraged to submit suggestions for program improvement to the Administration through the Detainee Request Form procedures. This is an effective means of bringing about change in a respectful manner. While all information supplied in this document is most current, it is also subject to change at any time. Detainees are encouraged to periodically read all bulletin board postings and/or meet with the Recreation Specialist for program updates.

FACILITY ADDRESS AND TELEPHONE NUMBER

Broward Transitional Center
3900 North Powerline Road
Pompano Beach, Florida 33073
(954) 973-4485

IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

11226 NW 20th St.
Miami, Florida 33172
(954) 545-6060

IMMIGRATION COURT

(305) 789-4221 or 1-800-898-7180

Know Your Rights

The Know Your Rights video is available at all times by tuning the facility TV to Channel 7.

DIRECTIONS

From I-95:

Exit I-95 at Sample Road (exit 39) and travel west to Powerline Road. Turn right onto Powerline Road and travel north. The Detention Center is located on the right.

From FL Turnpike:

Exit the turnpike at Sample Road (exit 69). Make a right and travel east on Sample Road. Make a left at the intersection of Powerline Road and continue north. The Detention Center is located on the right.

TRANSPORTATION AVAILABILITY

Taxi Cabs

Yellow Cab.....(954) 777-7777
Broward Airport Taxi.....(954) 888-8888

Public Transportation

Broward County Transit (bus system).....(954) 357-8400
Tri-Rail (nearest terminal approx.. 1 mile east on Sample Rd).....(800) 874-7245

ADMISSION

A. Intake/Classification

All detainees are classified as low or medium-low by ICE prior to their arrival to Broward Transitional Center (BTC). If a detainee wishes to appeal their classification level, they should write a request to ICE, and ICE will determine what, if any, changes will be made. Detainees are required to answer questions designed to identify individual characteristics and to aid facility staff in their placement during the intake process. Other information such as emergency contact in the U.S., inventory of money, personal property, etc. will be requested.

Detainees will be screened for medical problems. During this process, they will be asked several questions pertaining to individual health issues. Information will be forwarded to the Medical Department. All detainees will be informed of the procedure to follow to obtain medical attention. Detainees will be issued a BTC identification card that will be visibly worn at all times. If detainees damage or destroy their ID, it will be their responsibility to contact a staff member and request a replacement. All detainees will be issued a blanket, two sheets, a towel, washcloth, toilet paper, tooth paste and tooth brush, deodorant, shampoo, lotion, and soap.

B. Clothing/Property

Detainee will be issued facility uniforms. This consists of pants, shirts, underwear, socks and shoes. Uniforms must be worn at all times in the facility. Special uniforms, smocks, or protective gear (goggles, hair nets, boots, etc.) are permitted to be worn by detainee volunteers while on the assignment. Excess clothing and property will be inventoried and stored in a secure location pending departure. Detainees will be provided a receipt for all funds and property with a copy placed in their detention file.

Detainees may retain certain personal items. Typical permissible personal belongings include: religious medallions, simple wedding bands, photographs, personal reading materials, and other small items that do not pose a security threat to the facility. Detainees are also permitted to maintain copies of identity documents that were inventoried and stored during intake. If you wish to obtain copies of identity documents, a request form must be submitted to your ICE Deportation Officer.

Detainees may exchange damaged, worn or ill-fitting uniforms and linen items on a one for one basis daily at the main laundry room. Female detainees may exchange damaged, worn or ill-fitting uniforms and linen items on a one for one basis daily through the West Housing Officer.

C. Money

Detainees are not permitted to have money in their possession while at the facility. During the intake process, all money will be placed in their detainee account. Upon discharge or transfer from the facility, all money remaining in the detainee's account will be returned.⁵

Detainees may request money from their personal account to be used for obtaining legal services. A Property Release Form, available from the Officer's Station, must be completed and forwarded to the Detainee Banking Office. In addition to the detainee name and A-number, the form must contain the name or organization to which the funds are to be sent. The Banking Office will then forward a check to the appropriate individual, provided the funds are available.

D. Property Left Upon Release or Transfer

Detainees are required to take all personal property with them or make arrangements for transfer, donation, or disposal upon discharge from the facility. If property is left behind, an attempt will be made to contact a family member or friend to pick up the property. Any property that remains unclaimed or left behind will be forwarded to ICE for final disposition.

E. Property Brought in for Detainees

Detainees may submit a request to receive property at the facility for release. Drop-off times for property are as follows:

Monday, Wednesday, Friday - 5:00 p.m. to 8:00 p.m.
Saturday, Sunday, and Holidays - 8:00 a.m. to 4:00 p.m.

The total amount of property in storage may not exceed 40 lbs. All property will be stored in the property room until detainee departure.

The facility will only accept personal clothing items for the detainee. No items of value or clothing for anyone other than the detainee will be accepted. The following items will not be accepted during property drop-off:

- Electronic devices (cell phones, laptops, tablets, etc.)
- Jewelry
- Any item considered to be contraband

F. Lost or Damaged Property

Detainees must notify staff promptly if any properly receipted property is lost or damaged by forwarding a completed copy of the Property Settlement Form to the Admission and Release Supervisor who will investigate the claim. The facility shall reimburse detainees for all validated property losses caused by facility negligence.

HOUSING

Detainees are housed in dormitory style housing units. Male and female detainees shall have separate units and shall not occupy the same sleeping quarters. Males will be housed in either North or South Unit and females will be housed in the West Unit. Each room houses up to 6 detainees with a toilet and bathing/ showering facilities.

Detainees are required to keep their housing areas clean at all times.

When their bed is not in use it must be made up to facility standards. Detainees are required to keep their bed and immediate area clean and neat in order to maintain appropriate housing sanitation and safety. Detainees are also required to make their bed daily before reporting for their voluntary activity or when they begin their daily routine. Hanging of sheets, towels, blankets or clothing is not permitted.

Failure by detainees to keep their housing areas clean will be subject to progressive sanctions addressed in the Detainee Prohibited Acts of Conduct section of this handbook.

A. Cleaning

Chemicals may ONLY be dispersed into labeled spray bottles except when used in a mop bucket. Mixing chemicals is not permitted.

B. Housing Unit Evacuations

Fire drills will be conducted at unannounced times, if you hear the fire alarm go off, please act in a quick and safe manner. For example, if you are on the phone, please hang up your phone call. Please act as though there is a real fire and follow the instructions by the officer or staff member. Housing unit evacuation routes are posted in each room. Do not block exit doors, pull stations, or fire extinguishers with chairs or other items that could interfere with emergency exit routes. Your cooperation is necessary in the event an evacuation is needed to preserve the safety and security of all detainees, staff, and property. Remember during this time: NO running, talking or horseplay; have your ID's on you!

MEDICAL

Medical care will be provided to detainees at no cost.

A. Medical Requests

Sick call takes place every day. If a detainee has a medical problem, they are to complete a medical request form, which can be obtained from a Housing Officer. The request will be reviewed by medical staff, and the detainee will be seen at the earliest available time. Medical requests are to be placed in the box labeled "medical requests" which is located in the main hallway by the medical department. If a detainee cannot read or write, staff shall assist in the request.

B. Health Assessment

Detainees will receive an initial screening within 12 hours of intake. Detainees should indicate to the nurse performing the screening whether they have any immediate or chronic health concerns. During the intake process, they will receive a chest X-ray to check for TB. Further testing will be ordered if indicated by positive results.

Detainees will be scheduled for a physical exam within the first 14 days of arrival. Detainees should indicate to the physician, nurse practitioner, or registered nurse (RN) performing the physical exam whether they have any immediate or chronic health concerns.

If detainees volunteer for a voluntary facility activity assignment they are required to pass a physical prior to assignment. Detainees must be fully dressed when going to medical. ID cards must be presented at all times.

C. Personal Medication

All medications brought into the facility are to be given to the Intake Officer who will give them to the Medical Department. Medication will be administered as frequently as prescribed by medical staff at daily pill call; pill call times are as follows:

Males	Females
6:00 a.m. to 7:00 a.m.	5:30 a.m. to 6:00 a.m.
12:00 p.m. to 12:30 p.m.	11:30 a.m. to 12:00 p.m.
5:45 p.m. until all detainees have been seen	6:45 p.m. until all detainees have been seen
9:00 p.m. (after female pill call is completed)	9:00 p.m. until all detainees have been seen

Males will attend pill call first at 5:45 p.m. with females commencing upon completion of male pill call. Females will attend pill call first at 9:00 p.m. with males commencing upon completion of female pill call. Upon release, detainees will receive up to a 30-day supply of all medically necessary medications.

D. Medical Emergency

Detainees experiencing severe pain or injury should report to any staff member immediately. Staff will notify the Medical Department of the emergency.

E. Refusing Medical Treatment

Detainees are encouraged to accept medical treatment. Refusal of medical treatment will be documented and signed by the detainee. If the case presents a life-threatening situation, medical treatment will be provided.

F. Communicable Disease Guidelines

In order to prevent the spread of communicable diseases, detainees are to follow the basic sanitation rules and guidelines as listed below:

- Do not share eating utensils with others.
- Do not share razor blades.
- Wash your hands vigorously with soap and warm water after using the bathroom or completing your voluntary facility activity assignment.
- Avoid contact with other detainee's body fluids.
- Do not share combs, toothbrushes, or food with others.

G. Medical Grievances

The facility shall make every effort to resolve detainee complaints or grievances informally. If the detainee is not satisfied, a formal grievance may be submitted. All formal medical grievances shall be submitted in writing utilizing the Formal Detainee Grievance form. Formal Detainee Grievance forms are readily available in the housing units and dining room. Completed Medical Grievance Forms should be placed in the assigned drop-box identified as "Medical Grievance Only" located in the Main Hallway.

DETAINEE-STAFF COMMUNICATION

- A. Detainees with disabilities and detainees who have Limited English Proficiency (LEP) will be provided communication assistance. For those detainees with disabilities, the facility will provide auxiliary aids, such as readers, materials in Braille, audio recordings, telephone handset amplifiers, telephones compatible with hearing aids, telecommunications devices for deaf persons (TTYs), interpreters, and note-takers, as needed. For detainees who are LEP, the facility will provide language assistance, to include bilingual staff or professional interpretation and translation services. These services may be requested verbally or in writing.
- B. Detainees with disabilities may request reasonable accommodations or modification to the facility's policies, procedures, or practices via written (Detainee Request Form) or verbal means. The facility shall provide detainees with disabilities the necessary accommodations in an expeditious manner. When a request cannot be immediately granted and/or requires review, facility staff will review the request and provide a written response. Detainees may appeal the decision through the facility "Grievance System."
- C. Detainees are encouraged to speak informally with staff about everyday concerns and for information about facility policies and procedures. BTC will provide a system for formal and informal communication between detainees and all levels of staff. Methods of communications shall include bulletin boards, posted schedules, rules, procedures or informational memos. Informal communications will be further enhanced by the placement of staff offices in close proximity to detainee living and activities areas.
- D. Detainees may submit written questions, requests or concerns to BTC or ICE/ERO staff using the Detainee Request Form. The form may be addressed to an individual staff member, a title, or department. All requests are to be placed in the designated mailbox in the administrative hallway. Detainee Request Forms will be available in all detainee housing unit offices and will be provided to detainees upon request.

- E. To prepare a written request, a detainee may obtain assistance from another detainee, the housing officer, or other facility staff if he or she chooses. Requests will be placed in the box marked "Detainee Requests," located in the main hallway.
- F. ICE/ERO requests will be collected daily by the ICE office with responsibility for detainee care and well-being. ICE staff are required to respond to all requests. Requests to ICE/ERO will be placed in the box marked "ICE/ERO Requests"
- G. Requests will be collected daily (except weekends and holidays) and delivered to the identified addressee. A written response will be provided via the mail system, or in some instances, detainees will be seen by a staff member.
- H. Room change requests will be delivered to the shift supervisor or designee. Most reasonable requests for room changes will be granted. Detainees will be given a response for any room change request that is not granted.
- I. The Detainee Request Form will be a triplicate form. The detainee should submit all three copies. The addressee will review and respond to the Detainee Request Form within 3 working days. The pink copy of the Detainee Request Form with response will be returned to the detainee through the detainee mailroom. The yellow copy with response will be retained by the addressee. The white copy of the Detainee Request Form will be placed in the Detainee Detention File.
- J. Detainees may also correspond directly and confidentially with the Facility Administrator through a written correspondence placed in a sealed envelope and deposited in the Detainee Request Form Mailbox.

TELEPHONE

Pay phones within the facility are off limits to detainees during facility counts (regular or emergency), hours of restricted movement and inclement weather (lightning). Male detainees may use telephones located within the male housing areas only.

A. Legal and Family Calls

Upon admission, detainees will be permitted a free three-minute telephone call to their family to advise them of their location and necessary information (visiting times, money transactions, etc.). After this initial call, detainees who do not have funds to access facility pay phones will be authorized telephone calls on an emergency or as needed basis. Approval will be on an individual basis determined by need. If detainees need to make a legal call and do not have funds, they can request the call through any staff. All family calls are subject to being monitored. If a detainee wishes to make an unmonitored call to court, a legal representative or for the purposes of obtaining legal representation, please contact a staff member.

B. Incoming Calls

Staff will take telephone calls for detainees and advise the caller that they will notify the detainee of the call. The message will be delivered to detainees as promptly as possible. If an emergency call is received, the caller's name will be taken and delivered to the detainee as soon as possible. The detainee will be permitted to return the emergency call within the constraints of security and safety. If the detainee is indigent, staff will assist them in returning the call.

C. Facility Telephones for Detainee Use

The telephone service available to detainees is limited to the use of pre-paid accounts purchased through friends and family. Instructions for the use of this system are provided during intake orientation. Any problems or technical issues with facility telephones can be reported to Programs staff via written or verbal means. Detainees with hearing and/or speech disabilities and those who wish to communicate with parties who have disabilities are afforded access to a Telecommunications Device for the Deaf (TDD). Public telephones have volume control for those with hearing impairments.

D. Telephone Misuse

Detainee access to telephones may be restricted if found in violation of facility rules or are found to be abusing the equipment. Detainee access may also be restricted if you are found using the telephone to further illegal activities.

MAIL

Detainee Mail Procedures

1. Detainees may receive mail. The envelope should be addressed to the following address:
Detainee Name and Alien Number
Broward Transitional Center
3900 N. Powerline Road
Pompano Beach, FL 33073
 - a. A list of the day's incoming mail will be posted near the mail window on the yard each weekday. Detainees may only receive funds in the form of a money order.
 - b. The mail clerk will distribute mail to the female unit at the officer's station each weekday. Male detainees will pick up their mail at the mail window at 11 a.m. each week day.
2. Detainees must sign for all mail or packages received, as well as all Legal Mail sent out from the facility. Detainees who have Legal Mail to send shall report to the mail call with their envelope unsealed. Its contents will be verified, inspected for contraband, and the envelope will be sealed in the presences of a staff member.
3. Detainees may send mail. The envelope must include the return address as described above. The outgoing mail box is located in the administrative hallway which can be accessed when going for your meals.
4. General correspondence, special correspondence, legal mail, and all other mail addressed to detainees will be opened and inspected in the detainee's presence, unless the facility administrator authorizes inspection without the detainee's presence for security reasons.
5. Special Correspondence and Legal Mail is defined in your ICE National Detainee handbook, and must be properly addressed and include the words, "Legal Mail" on the outside of the envelope to ensure that it is treated as privileged mail. It is the detainee's responsibility to inform senders of the labeling requirement when sending legal mail to the detainee.
6. All regular mail will be inspected for contraband but will not be read. Detainees will receive a receipt for funds that will be deposited the next business day.
7. Packages may neither be sent nor received without advance arrangements approved by the Facility Administrator. A request must be written to the Security Department (Intake) who will forward to the Facility administrator. If you need luggage for a voluntary departure, you must send a request to the Security Department (Intake) after you have a date for departure. Detainees shall pay all postage for packages and oversized or overweight mail.
8. A description of mail which may be rejected by the facility is included in your ICE National handbook, and a detainee will not be permitted to keep these items in his or her possession.
9. Identity documents arriving through the mail, such as passports, birth certificates, etc. in a detainee's possession are contraband and may be used by ICE/ERO as evidence against the detainee or for other purposes authorized by law. These items will be receipted and delivered to your Deportation Officer. However, upon submission of a detainee request, the detainee will be provided a copy of each document, certified by an ICE/ERO officer to be a true and correct copy. Staff will consult ICE/ERO with any and all requests for identity documents.
10. All detainees are eligible for paper and writing implements from the Programs Department and envelopes from the mailroom. Detainees with less than \$15 in their account can receive stamps from the mailroom.

LEGAL ISSUES AND LAW LIBRARY

A. Law Library/Leisure Reading

The Law Library and leisure reading materials are located on the second floor of South housing and are available to all detainees. The Law Library is equipped with computers supplied by ICE. Other resources such as law dictionaries, legal research guides, and writing materials are also available. The Law Library is available on a daily basis with separate hours for males and females. A list of available materials is posted in the Law Library. Please notify the staff member supervising the Law Library if you find any missing or damaged materials.

Leisure reading materials include informational, recreational, and educational material in a variety of languages. Females have access to a collection of books and other media in their housing unit.

Law Library Hours

Females: Monday through Friday 8:00 a.m. to 4:00 p.m.

Males: Monday through Friday: 10:00 a.m. to 12:45
p.m.

B. Electronic Legal Materials

A research database (LexisNexis) that provides up-to-date access to legal materials is available in the Law Library in an electronic format. Instructions for use of the system are available on the provided computers. A staff member is available to assist, if needed.

C. Photocopying

Detainees can obtain photocopies of legal materials through the social worker or recreation specialist, if such copies are reasonable and necessary for a legal proceeding. To determine the number of copies needed, the following outline should be followed:

- How many copies are needed for filing a particular court
- The amount of copies required for ICE records
- At least one (1) copy for personal use
- If the document(s) poses a risk to the security and orderly running of the facility
- If copying the document would constitute a violation of any law or regulation
- If the request is clearly abusive or excessive

D. Assistance from other detainees

Detainees are allowed assistance from other detainees in researching and preparing legal documents. Detainees are not permitted to charge a fee or accept anything of value for assistance.

E. Illiterate and non-English speaking detainees

Unrepresented, illiterate, and non-English speaking detainees who wish to pursue a legal claim related to their immigration proceedings or their detention will be provided with access as follows:

- Detainees may be assisted in the use of the Law Library and the drafting of legal documents from other detainees who have appropriate language and reading/writing abilities.

- Pro-bono legal assistance is available through the legal assistance organizations from the DHS/ICE list. The pro-bono list is posted in all housing units. Detainees may seek assistance from bi-lingual staff members or make use of the Interpreter Telephone Line. Interpreter Telephone Lines are available in the intake area, the Medical department, or Program staff offices. This same procedure can be used for any service(s) requiring the use of an interpreter. To place a pro-bono call, pick up the phone; you will be asked to select a language. You will then be asked to enter your pin number and then dial "6". Enter the Speed Dial number from the list below followed by the # Key. Then stay on the line.
- Follow the same steps for contacting your consulates.

F. Retention of Legal Materials

The facility will provide an electronic means of saving legal documents. Detainees are permitted to retain all legal materials as long as the documents do not create a safety, security, or fire hazard. Detainees with excess legal materials will be required to place such materials in their personal property.

G. Request for Additional Legal Material

Detainees who require legal material not available in the law library may make a written request to the facility law library coordinator. The facility shall inform the Field Office of the request as soon as possible. If the request is not approved, ICE/ERO shall inform the submitter in writing of the reason for the denial.

H. Legal Visitation

Detainee access to counsel is ensured. Assistance will be provided to contact attorneys and their authorized representatives. Such contact includes, but is not limited to telephone communications, uncensored correspondence, and visits. Contact visits with current or prospective legal representatives and their legal assistants are permitted during the times posted within the facility, subject only to any serious security conditions existing in the facility. Legal assistants may meet with detainees provided they produce a letter of authorization from the attorney representing them. Interpreters may accompany legal representatives and legal assistants on visits when prior arrangements have been made via a letter, in person, etc.

Detainees have the right to present to the court any legal issue regarding their immigration proceedings, basis for detention, or the conditions of confinement. Detainees will not be subjected to reprisals or penalties because of a decision to seek judicial relief on any matter, including the legality of their confinement, the legality of the conditions or treatment while under detention, an issue relating to their immigration proceedings, or an allegation that the government is denying their rights protected by law.

I. Group Legal Rights Presentations

Volunteer; groups from the community may provide group legal rights presentations to provide information and assistance to ICE detainees. The facility will post notification so that you will be aware of these scheduled presentations in advance. Any interested detainee may attend. Presentations are open to all detainees, regardless of the presenter's intended audience. Exceptions may be made when a detainee's attendance could pose a security risk.

J. Notary Public

The facility provides a notary service to detainees on legal matters only. Detainees shall submit a request to Program staff for this service.

FOOD SERVICE

A. Meals

The facility provides three (3) balanced meals per day. All meals are served in the dining room and prepared in a clean and sanitary manner. Meal times are posted throughout the facility. In addition, an announcement will be made when it is time to report for meal time. The kitchen is operated under guidelines set by the Health Department and is periodically inspected by local health officials. All meals are screened and approved by a registered dietitian to ensure a balanced diet that provides the proper nutritional value for all meals. All menus are pork free.

B. Special Diets

If a detainee requires a special diet for medical reasons, a request must be written to the medical department for approval. If a detainee requires a special diet for religious reasons, a request must be written to the Programs Manager. Once approved for a special diet, detainees will be issued a special meal request form indicating the special diet.

VISITATION

Visitation hours are subject to change. Please check schedules posted throughout the facility.

A. General Visitation

Visitation is scheduled on weekends and holidays. Detainees are responsible for completing a Visitation Request Form for each visitor wishing to enter the facility. This form will be used to conduct a background check on the requested visitor and must be placed in the designated box by the Wednesday preceding the detainee's visitation day. A list of detainees with approved visits will be posted on the Friday preceding visitation. A new form must be completed prior to every visit, even if the visitor has been approved in the past. Detainees are responsible for notifying visitors that they have been approved.

All visitors must have a Government issued ID for admission. Visitors under the age of 18 must be accompanied by an adult. Social visits are authorized for family members and friends. Detainees are permitted a maximum of four adults visiting at one time. The minimum duration of a visit is 60 minutes, with a maximum of 90 minutes. If a visitor or detainee leaves the visiting room without permission at any time, the visit will be terminated.

Detainee visitation is scheduled for Saturdays, Sundays, and the following federal holidays:

- New Years Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Male detainees will be permitted one visit every other weekend according to the last three digits of his A-number. A schedule is posted in the housing units outlining the visitation dates. Female detainees will be permitted one visit every Sunday. Visitation times are as follows:

Male Visiting Hours: Saturday 8:00 a.m. to 10:30 a.m. and 1:30 p.m. to 4:00 p.m.
Sunday 8:00 a.m. to 10:30 a.m.

Female Visiting Hours: Sunday -1:30 p.m. to 4:00 p.m.

Visitors should arrive one hour prior to the close of visitation for proper registration. Visitors are not permitted to give anything to detainees during the visit. Approved property can be dropped off to the Lobby Officer at the end of the visit. Money can be deposited in the kiosk in front lobby, and visitors are authorized to use the cash vending machines inside the visitation area (limit of \$25 cash per adult visitor). Special visits are authorized by the Facility Administrator or Programs Manager. If a visitor is a former detainee, has a criminal record, or is in the middle of deportation proceedings, they must obtain prior approval from the Facility Administrator.

B. Visiting Rules and Regulations

All visits are contact visits. Detainees and visitors may embrace at the beginning and end of their visit. Any visitor(s) that appear under the influence of alcohol or drugs will not be permitted to enter the facility. A maximum of four (4) adults are permitted at one time. All visitors are subject to search and children must be under control at all times. Visitors are not allowed to carry any items into the visiting area with the following exceptions: Cash and/or debit cards may be carried in a clear Ziploc bag and one diaper with baby wipes may be carried in a clear Ziploc bag. If contraband is found on visitors such as drugs, alcohol, weapons, etc., they will be subject to prosecution. Detainees will be searched upon entering and when leaving the visitation area.

Visitation Dress Code - Female Visitors Age 12 and Older

- Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts may be no higher than mid-thigh. Short-shorts, jogging shorts, cut-offs, and other garments higher than mid-thigh are prohibited.
- Skirts and dresses shall extend no higher than mid-thigh, seated.
- Slits in skirts and dresses shall rise no higher than mid-thigh, seated.
- Sheer (see-through) clothing is prohibited.
- The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs strapless tops, tube tops, and swimsuits are prohibited.
- Shoes shall be worn at all times.
- Recognized gang "colors" and other gang displays are prohibited.
- Hats, caps, or hoodies are not permitted
- Purses, bags, or wallets are not permitted (cash and/or debit cards must be in a clear bag)

Visitation Dress Code - Male Visitors Age 12 and Older

- Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts may be no higher than mid-thigh. Short- shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Shirts shall be worn at all times. Muscle shirts, bare midriff shirts and sleeveless shirts are prohibited.
- Shoes shall be worn at all times.
- Gang "colors" and other gang displays are prohibited.
- Hats, caps, or hoodies are not permitted
- Purses, bags, or wallets are not permitted (cash and/or debit cards must be in a clear bag).

C. Legal Visitation

Detainee access to counsel is ensured 7 days a week and at least 8 hours a day. Times are subject to change and will be posted throughout the facility. Assistance will be provided to contact attorneys and their authorized representatives. Such contact includes, but is not limited to telephone communications, uncensored correspondence, and visits. Legal and consular visits may be authorized with current or prospective legal representatives and their legal assistants. Attorneys and paralegal representatives are permitted contact visits with detainees. Legal assistants may meet with detainees provided they produce a letter of authorization from their attorney. Interpreters may accompany legal representatives and legal assistants on visits when prior arrangements have been made via a letter, in person, etc.

Detainees are responsible for keeping any appointment made with an attorney or other legal representative. If an appointment needs to be canceled, it is the responsibility of the detainee to contact the attorney's office for cancellation or rescheduling. Appointment cancellations may not be accomplished through an officer or another detainee.

COMMISSARY

Detainees may purchase commissary items (toiletries, food, snacks, etc.). Commissary's hours of operation are Monday-Friday 8:30 a.m. - 7:00 p.m. and Saturday-Sunday 8:30 a.m. - 5:30p.m. Males have access to commissary during male recreation hours. Female hours are 10:00 a.m. to 11:00 a.m. and 1:30 p.m. to 2:30 p.m. Check the schedule posted near the commissary since these hours may change. Commissary menus are available from the commissary. To purchase commissary items, detainees must present their ID. Cash is not accepted. Detainees must have money in their commissary account from which purchases will be deducted. A list of items is available at the Commissary for your review. Detainees may suggest items to be added for commissary purchase at any time.

HAIR CARE SALON AND BARBERSHOP

Hair care will be provided to all detainees at no cost. The salon and barber shop are open daily according to posted hours with direct oversight of the Recreation Specialist. The female hair care salon is located in West housing. The male barber shop is located in the lower level of south housing. Hair cutting services will be limited to a simple haircut for males. Dying, tinting, perms, etc. are not permitted.

Hair Care Salon and Barbershop hours change frequently. Please check posting in the day rooms and postings outside the shops for current operational hours.

A. Disposable Razors/Beard Trimming

Disposable razors are available daily at the North, South, and West Officers' Stations between 9:00 p.m. and 10:00 p.m. Detainees may exchange their ID for a razor. IDs are returned to detainees upon their return of the razor. Detainees attending court will be afforded the opportunity to shave first. Shaving is NOT permitted in the barber shop.

Detainees with long facial hair will be permitted to trim their beard in the event they have a scheduled court date or marriage. If a detainee wishes to trim their beard, they will fill out a request form indicating the reason for the trimming and provide the request to the Recreation Specialist the week of the court or marriage date.

CONTACTING IMMIGRATION AND CUSTOMS ENFORCEMENT

ICE staff make scheduled visits to the facility each Tuesday and Thursday mornings to meet with detainees. Detainees with the last two digits of their A-number between 00 and 49 are seen on Tuesday, and detainees with the last two digits of their A-number between 50 and 99 are seen on Thursday. Visits begin at 9:00 a.m. and continue until the final detainee has been seen, but will extend no later 11:00 a.m.

Detainees may write to local ICE staff by completing a Detainee Request Form and placing it in designated mailbox. They also may call the local ICE Office at 954-545-6060 or Immigration Court at 1-800-898-7180 or 305-789-4221.

DETAINEE VOLUNTARY FACILITY ACTIVITIES PROGRAM

The facility offers a voluntary program, with a limited number of opportunities, that allows eligible detainees to participate in purposeful activities and reduce detainee idleness. Detainees can volunteer to participate in activities such as Food Service Worker, Lavatory Detail Worker, Dining Hall Worker, Maintenance Worker, Laundry Worker, Sanitation Worker & General Services Worker.

All participation is done on a voluntary basis. If you do not want to participate, you do not have to.

If a detainee volunteers, they will participate on the days and hours scheduled for their assignment. Please note that the facility has a limited number of voluntary activity assignments available.

Detainees who volunteer for the program are required to pass a screening process that may include, but is not limited to, a security classification review, medical clearance, and ICE approval of eligibility.

Any detainee interested in the voluntary program should forward a request to the Activity Coordinator. To take part in this voluntary program, the detainee must:

- Sign a voluntary program statement;
- Complete the screening process;
- Complete any activity-related training;
- Follow the dress code requirements for the assignment;
- Follow the schedule assigned; and
- Perform the assignment satisfactorily.

Detainees will receive an orientation and safety training relative to their assignment by their supervisor. Any injury while on assignment should be immediately reported to the detail supervisor. No detainee or group of detainees shall be given control or authority over other detainees.

Detainee Allowance for Voluntary Participation

Detainees who participate in the voluntary program will receive a daily allowance authorized by the category of participation. The daily allowance shall not be less than \$1 per day. Daily allowance wage scales are posted on the detainee bulletin boards located in each housing unit. The allowance shall be received by the detainee for any and all hours completed during the day. Detainees shall not participate in excess of 8 hours per day or 40 hours per week. The detainee allowance shall be credited to the detainee on their detainee account on a daily basis.

DETAINEE RECREATION

A. Outside Recreation

Outside recreation is available daily. The recreation yard is open from daylight until lights out announcement. A schedule of indoor recreation activities and outdoor recreation hours is posted monthly in detainee living areas and will be arranged to coincide with normal center operations. Detainees should check this schedule regularly as these activities and hours of use are subject to change.

B. Indoor Recreation

Television viewing, pool tables, and board games are available in housing unit dayrooms. Televisions may be turned on at morning wake up and may remain on until lights out. If dayrooms are not maintained in a clean, neat, and orderly manner, televisions will be turned off until the

area meets acceptable standards. Individual television sets are afforded inside detainee rooms for those who maintain their housing unit in an acceptable fashion. The televisions may be turned off by any staff member at any time if the detainees in the unit are uncooperative, disorderly, or the action of the detainees disrupts the orderly operation of the unit and the facility.

C. Self-Enhancement Program

Self-enhancement programs are available on a daily basis. Detainees who are interested in these programs will be instructed as to the location and times of the programs. Self-enhancement programs include, but are not limited to: Computer skills, painting/drawing, arts and crafts, and recreational games (volleyball, soccer, basketball etc.).

UNAUTHORIZED ITEMS

Typical unauthorized items are any items not issued by or approved by facility management, any item altered from its original condition, any items not purchased through authorized facility purchase, or items passed from one person to another without approval.

Examples include, but are not limited to:

- weapons of any kind or any item that can be used as a weapon
- cell phones
- excess sheets, pillows, blankets, or other facility issued items
- money/cash
- any sexually explicit material including publications and media
- any item that poses a threat to the security, good order, discipline of the institution, or facilitates criminal activity

Religious Items: Most religious items are authorized (bibles, prayer books, crosses, rosaries, etc.). However, items such as candles, wines, and incense are not authorized and will be confiscated. Any exception(s) must be approved by the Facility Administrator.

Disposition of unauthorized items:

1. A receipt for the item shall be prepared and a copy given to the detainee from whom the item was taken. If the item was found in a common area, a receipt will be prepared and retained with the item.
2. All serious items (drugs, alcohol, weapons, cellular telephones, etc.) discovered will be turned over to the Shift Supervisor in accordance with policy and a chain of custody initiated.
 - Confiscated money will be receipted, with a copy given to the detainee. The original will be placed in a designated money envelope with appropriate documentation on the envelope. ***Confiscated money will be forwarded to Detainee Banking until the detainee is released/ transferred, at which time the funds will be returned to them.***
 - a. The Facility Administrator, Assistant Facility Administrator, and ICE COR will immediately be notified of any serious unauthorized items discovered.

LAUNDRY SERVICES

The main laundry schedule: Females are Monday-Saturday: 6:30 am-11:30 am.; Males are as follows:

Monday, Wednesday, Friday: Drop off laundry: 6:30 a.m. to 8:00 a.m.; Exchange Uniform: 7:00a.m. to 8.00 a.m.; Pick up laundry: 12:00 p.m. to 12:45 p.m.

Tuesday, Thursday: Linen, Towel, and Blanket exchange: 7:00 a.m.- 8:00 a.m.; Request shorts : 11:00 a.m. - 12:00 am

Saturday: Drop off laundry: 6:30 a.m. - 8:00 a.m.; Exchange damaged items: 11:00 a.m. - 12:00 p.m.; Pick up laundry: 12:00 p.m. - 12:45 p.m.

- Detainees are to place all soiled linens and clothing inside their issued bag for cleaning. Bags will be returned the same day. Detainees will be held accountable for all clothing and linens issued to them. Detainees are not permitted to alter clothing in any way (cutting off sleeves, writing on clothing, etc.). Worn, torn or damaged items/uniforms will be replaced on a one for one basis in the detainee laundry room.
- If the detainee arrives with soiled clothing, he/ she can submit a request to have their personal clothing laundered at the facility.
- If a detainee arrives and his/her personal clothing is wet, soiled, or too dirty to wear upon release, the detainee has the option to submit a request to have a family member drop off clothing (no more than 40 lbs.).

COUNTS

Counts are performed by staff at various times throughout the day. Detainees are required to remain stationary inside their assigned room on their bunk whenever count is taking place. All movement will cease during any count to enable officers to complete an accurate count in a timely manner. Those who violate count procedures will be subject to progressive sanctions.

The facility count times are as follows:

- 0030 hours
- 0200 hours
- 0500 hours
- 1300 hours
- 2000 hours (Master Count)

RELIGIOUS SERVICES

Detainees have the right to freedom of religious affiliation and will have the opportunity to practice their religious faith that is deemed essential by the faith's judiciary, consistent with the safety, security, and orderly conduct of the facility. Attendance in all religious activities is voluntary and open to all. Religious services are offered by volunteers of Broward Transitional Center. These volunteers may also provide counseling services. Bibles, religious items, and literature are available from the Recreation Specialist's office upon request. Detainees may request new or unfamiliar religious practices or components through the Program Manager, verbally or through an Detainee Request Form. The observance of religious holy

days is respected, and detainees may wear or use personal religious items during religious services, ceremonies, or meetings in the multipurpose room unless the Facility Administrator determines that it would threaten facility security, safety, or good order of the facility.

MARRIAGE REQUESTS

Detainees wishing to marry while detained must submit a request to ICE staff for approval. The decision to approve or deny will be provided to the detainee. Facility staff cannot approve marriage requests. The detainee and family are responsible for making all arrangements, including obtaining the marriage license, any required blood test, and retaining an official to perform the marriage. Neither the facility or ICE will participate in making the arrangements. The following guidelines will be followed:

- Ceremonies will be no longer than one hour in duration
- Ceremonies will be held at a time that does not conflict with facility counts, court, etc.
- Only four individuals will be authorized to attend a service, of which one is the official performing the service, two are witnesses and one guest (this does not include the spouse)

SMOKING

Broward Transitional Center is a smoke free environment. Smoking is not permitted.

SEXUAL ABUSE/ASSAULT AWARENESS

The Facility (operates a Zero Tolerance Sexual Abuse and Assault Prevention Program for all detainees. If you become a victim of sexual assault/abuse or fear becoming a victim, immediately report the incident to a supervisor, or any individual with whom you feel comfortable, or the facility Sexual Abuse Prevention Program Coordinator. GEO has zero tolerance regarding sexual assault within its facilities. This means we DO NOT tolerate any level of sexual harassment, misconduct, or assault in this facility.

A. Definitions

Detainee on detainee sexual abuse: One or more detainees engaging in or attempting to engage in a sexual act with another detainee or the use of threats, intimidation, inappropriate touching or other actions or communications by one or more aimed at coercing and/or pressuring another to engage in a sexual act. Acts of this nature are prohibited, even when no objections are raised, and the law will prosecute violators.

Staff on detainee sexual abuse: Engaging in, or attempting to engage in a sexual act with any detainee or the intentional touching of a detainee with the intent to abuse, humiliate, harass, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between staff and detainees, even when consensual, are illegal.

B. Prevention, self-protection, and intervention

If you feel someone wants to become intimate with you, be assertive. Remember, no means no!

Use a confident voice and body posture. Be direct and firm if others ask you to do something you don't want to do, and do not give mixed messages to others regarding your wishes for sexual activity. Do not

just "go along" for the wrong reasons. Be especially alert if someone wants to stand too close to you, stares at you, or tries to touch you or get in your personal space; especially when you barely know them. Do not accept gifts or favors from others. Do not let anyone pressure you to be alone together. Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff. Staff or detainees who engage in sexual abuse or assault of detainees will be investigated by law enforcement authorities, and, if found guilty, will be subject to a full range of criminal and administrative sanctions.

C. Reporting

If you become a victim of sexual assault/abuse, immediately report the incident to your housing unit officer, a Supervisor, the officer in charge, or directly to the DHS/OIG or ICE/OPR Joint Intake Center, or other individual with whom you feel comfortable. Even if you have not been assaulted or abused, but are in fear for your safety, you must report your concern to staff. Staff will not harass, discipline, punish, or otherwise retaliate against you for reporting an assault or attempted assault and it will not affect your immigration case. You do not need to name other detainees or the staff member to receive assistance, but specific information may make it easier for staff to help you. You will receive protection from the assailant, regardless of whether you have identified your attacker or agree to testify against them. Staff shall take all statements regarding sexual assault/abuse seriously and refer the victim to appropriate sources for immediate protection from the assailant. Victims will be referred for a medical examination as well as a clinical assessment.

- Notifying the DHS/OIG and the ICE/OPR who would initiate an investigation
 - 1-888-351-4024 or 9116#
 - 1-877-246-8253 #5663
- You don't need to have any evidence to report that an assault happened.
- You can report an assault anytime: right after it happened or weeks later.
- Tell ANY staff person (case manager, chaplain, nurse, PREA Coordinator, Lt., correctional officer, etc.).
- Talk to any staff member you trust.
- Third party reporting: informing family, friends, etc. who would make the notification.

D. Treatment

The Nancy J. Cotterman Center (Sexual Assault Treatment Center) complies with Florida's mandated reporting law and are therefore obligated to report allegations to law enforcement concerning vulnerable populations. Victims will be offered immediate treatment and crisis intervention by the facility's Social Worker in conjunction with the Health Services Administrator and medical personnel. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Medical staff will examine you for injuries which may or may not be apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. Outside community resources will offer additional crisis intervention/treatment and care if necessary, or if requested by the victim. Additionally, help can be found by contacting the following:

Sexual Assault Treatment Center 400 NE 4th Street Fort Lauderdale, FL
33301 954-357-5775 or 954-357-5778

DETAINEE RULES AND REGULATIONS

1. Detainees shall follow all verbal and written requests and/or instructions from staff.
2. Courtesy and mutual respect is required in all interpersonal contacts. Threats, abusive language, harassment or physical altercations will not be tolerated.
3. Possession of contraband, including money, is prohibited. Contraband is defined as: Any object or item not specifically authorized by staff; or altered from its original state.
4. There will be frequent and unannounced searches of detainees, their living quarters, recreational areas and work areas. GEO staff utilize a "pat down" search as you move from a unit to other areas of the facility and back. The same gender officer will conduct the "pat searches" of detainees.
5. Housing areas and personal belongings will be inspected and searched on a regular basis for cleanliness and contraband. All personal belongings must be kept in your property box when they are not in use.
6. Detainees are expected to clean their housing area daily and maintain good personal hygiene in order to promote appropriate facility sanitation and safety.
 - a. No later than 8:15 a.m. all beds are to be made, curtains open and bathrooms clean.
 - b. Between 6:30 p.m. and 7:45 p.m. the curtains must be closed.
7. Should something break or become damaged within the housing unit or your assigned room, you are to report it to the Officer on duty.
8. NO writing or drawing on the walls, doors, lockers or other areas in a detainee room.
9. NO hanging of any items wet or dry, clothes, towels on the bed or make shift clothes line.
10. Detainees are required to dress and undress in the bathroom of their assigned room. Detainees must be clothed when in the main area of their room.
11. Detainees are not allowed to move or rearrange any furniture within the room.
12. You must have your identification card with you and visible at all times.
13. NO soaking or flooding the floor with water during cleaning of the room.
14. NO cardboard boxes, plastic buckets or other non-facility issued items can be stored in your room or used as a trash can in your room.
15. Contact between male and female detainee is strictly prohibited, NO passing of notes and letters, NO touching, NO talking and NO exchange of items, (money, foods, etc...)
16. Detainees who escape or attempt to escape will be arrested and prosecuted.
17. Detainees must remain in their assigned rooms and on their assigned bunks during all facility counts.
18. Detainees are NOT authorized to write a maintenance work order.
19. NO running throughout the facility, except during exercise on the designated running track (south yard).
20. Speaking loudly and/or yelling in the main hallway is prohibited at all times

Violation of Rules and Regulations May Result in Progressive Sanctions

DETAINEE RIGHTS AND RESPONSIBILITIES

- The right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage, and harassment.
- The right of freedom from discrimination based on religion, national origin, gender, sexual orientation, handicap, or political beliefs.
- The right to pursue a grievance in accordance with procedures provided in the handbook without fear of retaliation.
- The right to pursue a grievance in accordance with the Grievance Detention Standard and procedures provided in the handbook.
- The right to correspond with persons or organizations, consistent with safety, security, and the orderly operation of the facility.
- The right to due process, including the prompt resolution of a disciplinary matter.
- The right to appeal the outcome of the Disciplinary Panel Hearing by means of Detainee Grievance Procedure within 15 days of the notice of the panel's decision and disposition.
- Detainees have the right to be informed of the rules, procedures, and schedules of this facility that may affect them. Detainees have a responsibility to know and abide by the rules, procedures and schedules of the facility.
- Detainees have the right to expect that personnel will treat them respectfully, impartially, fairly, and humanely. Detainees have the responsibility to treat others, both staff and fellow detainees, in the same manner.
- Detainees have the right to freedom of religious affiliation and voluntary religious worship. Detainees have the responsibility to recognize and respect voluntary rights of others in this regard.
- Detainees have the right to humane care, which includes the offering of nutritious meals, the provision of proper bedding and clothing, a laundry schedule for the cleaning of bedding and clothing, an opportunity to shower regularly, appropriate ventilation for warmth and fresh air, the allocation of a regular exercise period, adequate toilet articles, and provision for medical and dental treatment. Detainees have the responsibility to not waste food, to follow laundry schedules, maintain neat and clean living quarters, keep the facility free of contraband, and seek medical and dental care whenever necessary.
- Detainees have the right to unrestricted and confidential access to the courts by correspondence. Detainees have the responsibility to present their petitions, questions, and problems to the courts in an honest and fair manner.
- Detainees have the right to legal counsel from an attorney of their choice by means of interviews and correspondence at no cost to the United States Government. It is the responsibility of detainees to honestly and fairly use the services of an attorney.

- Detainees have the privilege to have family members visit them in accordance with the facility rules and regulations. It is the detainee's responsibility to conduct themselves properly during visits, not to accept or pass contraband, and not to violate federal, state, or local laws, or the policies of Broward Transitional Center.
- Detainees have the right to reading materials for educational purposes and for personal enjoyment. These materials may include authorized magazines and newspapers.
- Detainees have the right to use the law library reference materials to help resolve their legal problems. They also have the right to receive help when it is available through a legal assistance program. It is the detainee's responsibility to use these resources according to the prescribed procedures and schedules and to respect the rights of others while using these materials.
- Detainees have the right to participate in self-enhancement programs and voluntary facility activity assignments as far as resources are available and in keeping within their interests and within personal and facility needs. No detainee or group of detainees shall be given control or allowed authority over other detainees.
- Detainees have the right to speak with the Chaplain or Social Worker if they are in need of counseling or emotional support.
- Detainees have the right to file a grievance/complaint orally or written, this includes medical grievances and grievances against staff.
- Detainees have the right to be free from sexual abuse and from retaliation from reporting sexual abuse. Detainees who have been subjected to sexual abuse receive treatment and counseling.

GRIEVANCE PROCEDURES

A grievance is a complaint about the substance or application of any written policy, regulation, or rule of the facility or the lack of the application of a policy, regulation, or rule; or a complaint about any behavior or action directed toward any detainee by staff or another detainee; or a violation of civil rights. The facility shall maintain a channel of communication between staff and detainees at all times. However, if a detainee feels a situation or issue has not been addressed to their satisfaction, they may file a grievance regarding any operational issue at any time. A response will be provided within five days of receipt of the grievance.

A. Informal Grievance

The facility shall make every effort to resolve detainee complaints or grievances at the lowest level possible, in an orderly and timely manner.

1. The informal grievance procedure offers the detainee the opportunity to resolve their cause for complaint before resorting to a formal procedure, which requires that all communication between the detainee and the Facility be in writing.
2. Staff receiving an informal grievance shall attempt to resolve the issue. If the grievance is beyond the scope of that employee's authority they will forward it to a higher level.

3. Informal grievances may be made either verbally or in writing. If in writing, the detainee will utilize the Detainee Request Form and indicate on the top that it is a grievance. The form is to be placed in the assigned drop-box identified as Grievance located in the Main Hallway.
4. If the informal grievance is resolved, the staff member will document the results on the form and forward it for filing in the detainee's detention file. The detainee will be provided a copy of the results.
5. The detainee is free to bypass or terminate the informal grievance process and proceed directly to the formal grievance stage.
6. Informal grievances will be responded to within five days of receipt.

B. Formal Grievance

A detainee may take the formal grievance step because they are not satisfied with the outcome of the informal process, or they decide to forgo the informal process.

1. Formal grievances can cover a single complaint or a cluster of closely related issues. They must be written on a *Grievance Form*. A formal grievance must contain only one subject matter or it will be rejected.
2. The form is to be placed in the assigned drop-box identified as Grievance located in the Main Hallway.
3. If the detainee claims that the issue is sensitive or their safety or wellbeing would be jeopardized if others in the Facility learned of the grievance, the detainee may seal the grievance in an envelope; and mark it as "sensitive" and submit it directly to the Facility Administrator, including any grievances written against a staff member. Detainees may also contact their ICE Deportation Officer to report staff misconduct. ICE will investigate every allegation of staff misconduct.
4. Detainees are free to file complaints or grievances without fear of retaliation from staff
5. A detainee may obtain assistance from another detainee or staff in preparing the grievance. Outside sources such as family or legal representatives may also provide assistance. Illiterate, disabled, or non-English speaking detainees may receive special assistance when preparing their grievance when necessary.
6. No detainee may submit a grievance on behalf of another.
7. The grievance will be assigned to the respective Department Head of the area being grieved for investigation. The Department Head will officially meet with the detainee and attempt to resolve the issue.
8. If the issue cannot be resolved to the satisfaction of the detainee, it will be so noted on the grievance form and forwarded to the next level of supervision.
9. The next level will act on the grievance within five days of receipt. A written response will be provided consisting of both the decision and the reason for that decision. If the detainee does not accept the decision, a Grievance Appeal Board will convene to review the grievance within five days of receipt of appeal.
10. The Grievance Appeal Board will provide a written response to the detainee. The response will state the decision and the reason(s) for the decision.
11. If a detainee disagrees with the Grievance Officer or Detainee Grievance Appeal Board decision, he or she may appeal it to the Facility Administrator or designee. After reviewing the finding of the Grievance Officer or Detainee Grievance Appeal Board, the Facility Administrator, or designee, may uphold, modify or reverse it.
 - The Facility Administrator, or designee, shall provide the detainee a written decision within five days of receiving the appeal.

- The written decision shall include a discussion of the decision and the facts upon which it is based.
 - The Facility Administrator, or designee, shall use the normal routing system of the facility to send the written decision to the detainee.
12. A detainee dissatisfied with the final decision shall be afforded the right to communicate directly with DHS/ICE.

C. Emergency Grievances

An emergency grievance involves an immediate threat to a detainee's welfare or safety. The facility shall permit a detainee to file a formal grievance related to sexual abuse at any time during, after, or in lieu of lodging an informal grievance or complaint. All BTC staff are trained to appropriately respond to emergency grievances in an expeditious manner. Once the receiving employee approached by a detainee determines that the detainee is in fact raising an issue requiring urgent attention, emergency grievance procedures shall apply and the employee will act immediately. Translation Services will be available upon request.

The protocol for emergency grievance procedures shall bring the matter to the immediate attention of the Facility Administrator, even if it is later determined that it is not a true emergency and the grievance is subsequently routed through normal, non-emergency channels. Detainees may present an emergency grievance directly to the Shift Supervisor who will in turn implement the emergency grievance procedures and notify the Facility Administrator.

D. Grievance Abuse

If a detainee establishes a pattern of filing nuisance complaints or otherwise abusing the grievance system, the detainee will be notified in writing and subsequent grievances may be rejected.

E. Final Review

All grievances, upon finalization, will be forwarded to the Facility Administrator for final review and approval/disapproval of the decision. The Facility Administrator's decision is final. However, depending on the nature of the grievance, the Facility Administrator may choose to forward the grievance with all documentation to DHS/ICE for review. A detainee dissatisfied with the final decision shall be afforded the right to communicate directly with DHS/ICE. If a detainee wishes to file a grievance involving ICE, they may file directly with the Department of Justice by writing to the Department of Justice, P.O. Box 27606, Washington, D.C. 20038- 7606 or by calling the Department of Justice at 1-800-869-4499.

DISCIPLINARY PROCEDURES

Detainees are expected to respect the mutual rights and property of others while observing all the rules and regulations of the facility. A violation of any rule or regulation will result in the issuance of an incident report and subject the detainee to a disciplinary hearing before a disciplinary committee. All misconduct will be reported to ICE. In the case of a disciplinary hearing, a detainee may request the assistance of a staff member or of another detainee.

Disciplinary Hearings

When a rule violation is reported, an appropriate investigation will begin within 24 hours of the time the violation is reported and is completed without unreasonable delay, unless there are exceptional circumstances for delaying the investigation. The detainee will receive a written statement of the charges and specific rules violated. The detainee is given the statement at the same time the incident report is filed with the disciplinary committee but no less than 24 hours prior to the disciplinary hearing. The hearing may

be held in less than 24 hours, but only with the detainee's written consent. Disciplinary hearings are convened as practical but no later than seven days, excluding weekends and holidays after the alleged violation.

Sanctions may include withholding of privilege(s), room restriction, and removal from any voluntary programs. A complete list of sanctions can be found with the list of disciplinary infractions at the end of this manual. Withholding of privileges (telephone, visitation, etc.) will not be longer than one week. Exceptions beyond this time must be justified in writing to the Facility Administrator. Recommendations for disciplinary transfer may be made for cases of serious violations when justified. It is the policy of this facility to recommend prosecution of anyone who is involved in an assault on any staff member, found attempting to escape, or found in possession of narcotics. Policy also holds individuals financially responsible for any damage of property.

DETAINEE PROHIBITED ACTS OF CONDUCT AND SANCTIONS

Greatest Offenses

<i>Code</i>	<i>Prohibited Act</i>
100	Killing
101	Assaulting any person (includes sexual assault)
102	Escape from escort from a security Facility Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity, i.e. in furtherance of a riot or escape, otherwise the charge is properly classified as Code 222,223, or 322)
104	Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, escape tool or device or any ammunition
105	Rioting
106	Inciting others to riot
107	Taking hostage(s)
108	Assaulting a staff member or any Law Enforcement Officer
109	Threatening a staff member or any Law Enforcement Officer with bodily harm
198*	Interfering with a staff member in the performance of duties (conduct must be of the greatest severity nature). This charge is to be used only when another charge of greatest severity is not applicable.
199*	Conduct which disrupts or interferes with the security and orderly running of the Facility (Conduct must be of the greatest severity nature). This charge is to be used only when another charge of greatest severity is not applicable.

"GREATEST" OFFENSE CATEGORY SANCTIONS

Detainees found guilty of a greatest offense shall be subject to the following progressive sanctions, as appropriate:

- A. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)
- B. Making monetary restitution, if funds are available
- C. Disciplinary segregation (up to 60 days)
- D. Initiate criminal proceedings

High Offenses

<i>Code</i>	<i>Prohibited Act</i>
200	Escape from unescorted activities, open Facility and/or from a secure Facility, without violence
201	Fighting, boxing, wrestling, sparring and any other form of physical encounter, including horse playing, which causes or could cause injury to another person except as part of an approved recreational or athletic activity
202	Possession or introduction of an unauthorized tool
203	Loss, misplacement or damage of any restricted tool
204	Threatening another with bodily harm or any other offense
205	Extortion, blackmail, protection; demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under threat of being informed against
206	Engaging in sexual acts
207	Making sexual proposals or threats
208	Wearing a disguise or mask
209	Tampering with or blocking any lock device
210	Adulteration of any food or drink
211	Possession, introduction or use of any narcotics, narcotic paraphernalia or drugs not prescribed for the individual by medical staff
212	Possession any officer's or staff clothing
213	Engaging in, or inciting a group demonstration
214	Encouraging others to refuse to work or to participate in a work stoppage
215	Refusing to provide a urine sample or to take part in other drug abuse testing, etc.
216	Introduction of alcohol into the facility
217	Giving or offering an official or program staff member a bribe or anything of value
218	Giving money to or receiving money from any person for purposes of introducing contraband or for any other illegal or prohibited purpose.

- 219 Destroying, altering or damaging government property or the property of another person having a value in excess of \$100.00
- 220 Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
- 222 Possession or introduction of any incendiary device, including but not limited to, matches and lighters
- 223 Any acts which may cause endangerment to people and/or property
- 298 Interfering with a staff member in the performance of duties (conduct must be of a high severity nature). This charge is to be used only when another charge of highest severity is not applicable
- 299* Conduct which disrupts or interferes with the security and orderly operation of the Facility (conduct must be of high severity nature). This charge is to be used only when another charge is not applicable.

"HIGH" OFFENSE CATEGORY SANCTIONS

Detainees found guilty of a high offense shall be subject to the following progressive sanctions, as appropriate:

- A. Verbal Warning
- B. Restrict to housing unit
- C. Confiscate contraband
- D. Impound and store detainee's personal property
- E. Loss of voluntary activity assignment
- F. Remove from program and/or group activity
- G. Change housing
- H. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)
- I. Making monetary restitution, if funds are available
- J. Disciplinary segregation (up to 30 days), for offenses 200, 201, 205, 209, 211, 212, 213, 214, 217, 218, 222, 298, 299
- K. Disciplinary transfer (recommend), for offenses 200, 201, 205, 206, 207, 209, 211, 212, 213, 214, 217, 218, 222, 298, 299
- L. Initiate criminal proceedings, for offenses 200, 205, 211, 217, 218

High Moderate Offenses

<i>Code</i>	<i>Prohibited Act</i>
300	Indecent exposure Stealing (theft)
301	Misuse of authorized medication
302	Loss, misplacement or damage of a less restricted tool
304	Loaning of property or other item of value for profit or increased return
305	Possession of anything not authorized for retention or receipt by the detainee and not issued to him through regular channels
306	Refusing to clean assigned living and/or group activity areas
307	Refusing to obey an order of any staff member or security officer (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: continuing to riot is Code 105 - Rioting; continuing to fight Code 201 - Fighting; refusing to provide urine sample, code 215 - Refusing to provide a urine sample or otherwise cooperate in a drug test)
308	Insolence towards a staff member
309	Lying or providing false statement
310	Counterfeiting, forging or unauthorized reproduction of any money, security or other official document, article or identification paper (may be categorized in terms of greater or lesser severity according to the nature of the item reproduced; i.e.: Counterfeiting release papers to effect escape, Code 102 or 200)
311	Participating in an unauthorized meeting or gathering
312	Being in an unauthorized area
313	Failure to stand count
314	Interfering with the taking of count
315	Making, possessing or using intoxicants
316	Refusing to breathe into a breathalyzer or other method of alcohol abuse testing property
317	Gambling
318	Preparing or conducting a gambling pool
319	Possession of gambling paraphernalia
320	Unauthorized contacts with public
321	Giving money or anything of value to or accepting money or anything of value from another detainee or any other person without staff authorization
322	Destroying, altering or damaging government property or the property of another person having a value of \$100.00 or less

- 398* Interfering with a staff member in the performance of duties (conduct must be of the moderate severity nature). This charge is to be used only when another charge of moderate severity is not applicable.
- 399* Conduct which disrupts or interferes with the security or orderly running of the Facility (conduct must be of the moderate severity nature). This charge is to be used only when another charge is not applicable.

Note: Any combination of high moderate and low moderate offenses during a 90-day period shall constitute a high offense.

"HIGH MODERATE" OFFENSE CATEGORY SANCTIONS

Detainees found guilty of a high moderate offense shall be subject to the following progressive sanctions, as appropriate:

- A. Verbal Warning
- B. Written Reprimand on Disciplinary Report
- C. Restricted to housing unit
- D. Confiscate contraband
- E. Impound and store detainee's personal property
- F. Loss of voluntary activity assignment
- G. Remove from program and/or group activity
- H. Change housing
- I. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)
- J. Making monetary restitution, if funds are available
- K. Disciplinary segregation (up to 72 hours), for offenses 300, 301, 302, 308,310, 314, 315, 398, 399
- L. Disciplinary transfer (recommend), for offenses 300,301, 310, 398,399
- M. Initiate criminal proceedings, for offenses 310

Low Moderate Offenses

<i>Code</i>	<i>Prohibited Act</i>
400	Possession of property belonging to another
401	Possessing unauthorized clothing
402	Malingering, feigning illness
403	Smoking where prohibited
404	Using abusive or obscene language
405	Tattooing or self-mutilation
406	Unauthorized use of mail or telephone (restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction)
407	Conduct with a visitor in violation of rules and regulations (restriction or loss for a specific period of time of these privileges may often be an appropriate sanction)
408	Conducting a business
409	Possession of money or currency unless specifically authorized
410	Failure to follow safety or sanitation regulations
411	Using any equipment or machinery which is unauthorized
412	Using any equipment or machinery contrary to posted safety standards
413	Being unsanitary or untidy, failing to keep one's quarters in accordance with posted standards
498	Interfering with a staff member in the performance of duties (conduct must be of the low to moderate severity nature). This charge is to be used only when another charge of low moderate severity is not applicable.
499	Conduct which disrupts or interferes with the security or orderly running of the Facility (conduct must be of the low to moderate nature). This charge is to be used only when another charge is not applicable.

"LOW MODERATE" OFFENSE CATEGORY SANCTIONS

Detainees found guilty of a low moderate offense shall be subject to the following progressive sanctions as appropriate:

- A. A Verbal Warning
- B. Written Reprimand on Disciplinary Report
- C. Restrict to housing unit
- D. Confiscate contraband
- E. Impound and store detainee's personal property
- F. Loss of voluntary activity assignment
- G. Remove from program and/or group activity
- H. Change housing
- I. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298,398 or 498) or conduct that disrupts (Code 199,299,399 or 499), the disciplinary panel should specify in its findings the severity-level of the conduct, citing a comparable offense in that category. For example: "We find the act of to be of high severity, most comparable to Code 213, engaging in a group demonstration."

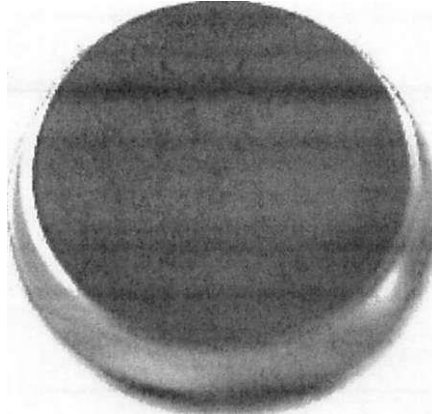
**ANY ESCAPE OR ATTEMPTED ESCAPE FROMBTCISA FEDERAL
CRIME PUNISHABLE BY A MAXIMUM PENALTY OF 5 YEARS IN
FEDERAL PRISON PURSUANT TO 18 USC §751.**

PANIC BUTTON RULES

The panic button in your room is to ensure that all detainees at BTC get a quick response and assistance in the event of an emergency situation in your assigned room. This button is for “EMERGENCIES ONLY!!”

Please do not attempt to misuse the emergency button as it will disrupt the facility operations.

If a detainee is found misusing the facility emergency button assign room, he/ she will be subject to disciplinary action up to and including removal from BTC.



Facility Administrator

Date