GEO
The GEO Group, Inc.

AURORA ICE
PROCESSING CENTER

DETAINEE HANDBOOK
LOCAL SUPPLEMENT

Revised October 2013

Number: __________

PL000029
ICE DETAINEE HANDBOOK

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INTRODUCTION/MISSION

The Aurora Detention Center is a private detention facility operating under a contract with the United States Immigration and Customs Enforcement (I.C.E.). The mission of this facility is to provide a safe, clean, and sanitary environment for detainees, while processing them through the judicial system. The facility is equipped with administrative hearings and the staff who work here.

This supplement, with rules and regulations contained herein, is adopted and enacted by the Aurora Detention Center Administration pursuant to written guidelines, laws, rules and regulations. Please read it carefully. If you have any questions concerning any aspect of this handbook, please contact a staff member for clarification.

The purpose of this supplement is to explain the specific rules, regulations, policies and procedures that must be followed by detainees while in custody at this facility. The supplement will also help provide you with a general overview of the programs, rules, regulations, and services of the facility. You will be held accountable for your actions while in custody at this facility. Therefore, it is each detainee’s responsibility to become familiar with the contents of this supplement.

A copy of this supplement will be issued to each detainee upon intake, and certain sections are posted on the bulletin boards in each housing unit. All detainees are required to acknowledge, by signature, receipt of this supplement.

The information contained in this supplement applies to all detainees and is intended to ensure your safety and the safety of staff, decent living conditions, fair treatment, and the protection of your rights. It is the policy of this facility that no individual be discriminated against because of age, sex, sexual orientation, race, color, creed, religion, physical challenge (handicap), national origin or political beliefs.

The detention staff is charged with the responsibility of maintaining your safety and security to provide an appropriate professional response to your needs and to maintain the safety and orderly management of the facility. The staff-detainee relationship is very important to your well-being, and each detainee has an important role in maintaining and improving this relationship.

FACILITY ADDRESS, TELEPHONE NUMBER & DIRECTIONS

AURORA DETENTION CENTER
3130 N. OAKLAND STREET
AURORA, COLORADO 80011-3525
303-361-6612 or 303-739-8700

ICE/PRO
3130 N. OAKLAND STREET
AURORA, COLORADO 80011-3525

DIRECTIONS:

The Aurora Detention Center is located 1.1 miles south of I-70 and 1.4 miles north of Coffins Avenue.

Exit I-70 onto Peoria Street, then go approximately 1.1 miles to East 30th Avenue, turn right (west) on 30th Avenue and proceed approximately 1 block. Turn right onto North Oakland Street. The facility will be on the right side of the street. Parking for visitors (i.e., family or friends) is available on 30th Avenue or N. Oakland Avenue.

If traveling north on Peoria Street, go to East 30th Avenue, turn left (west), and go approximately 1 block. The distance from Coffins and Peoria streets is approximately 1.4 miles.

It is imperative that you notify your family, friends or anyone who might visit, provide your money and want to leave a telephone number message, of your name and A-number. GEO staff is not responsible for any form of communication resulting from an incomplete detainee’s name or incorrect A-number. GEO staff cannot provide you to Ask over the telephone to those that request it.

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RIGHTS AND RESPONSIBILITIES

You have the right to expect that as a human being, all personnel will treat you respectfully, impartially, fairly, and humanely.

You have the right to participate in educational classes, vocational training, and work as far as resources are available and in keeping with your interests, needs, custody status, physical and mental health condition and abilities.

You have the responsibility to take advantage of activities that may help you live a successful and law-abiding life here in this facility, as well as when you return to the community. You will be expected to follow the regulations governing these activities.

You have the right to be informed of the rules, regulations, procedures and schedules of the facility that affect you.

You have a responsibility to know and abide by the rules, regulations, procedures and schedules of the facility.

You have the responsibility to treat others, both employees and detainees, in the same manner.

You have the right to freedom of religious affiliations and voluntary religious worship.

You have the responsibility to recognize and respect the voluntary 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 clean bedding and clothing, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.

You have the responsibility to not waste food, follow laundry and shower schedules, maintain neat and clean living quarters, keep your area free of contraband, and seek medical and dental care as you need it.

You have the right to unobstructed and confidential access to courts by correspondence.

You have the responsibility to present honest and truthful 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 and use services of an attorney honestly and fairly.

You have the privilege to have family and friends visit you in keeping with the facility rules and regulations.

It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not violate federal, state or local laws or the policies of the Aurora Detention Center.

You have the right to read material for educational purposes and for your own enjoyment.

It is your responsibility to seek out and use materials for your benefit, without depriving others of the same benefit.

You have the right to use the law library reference materials to help you resolve legal problems. You also have the right to receive help when it is available through a legal assistance program.

It is your responsibility to use these resources according to the prescribed procedures and schedules, and to respect the rights of others to use the materials.

You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States.

You have the responsibility to seek methods of payment 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.

You have the responsibility to prepare and submit the proper form accordingly.

You have the right to receive as correspondence any material reasonably necessary to present your legal claim.

You have the responsibility to request from the Library Officer all special mailing envelopes.

You have the responsibility to prepare all special mailing envelopes accurately and keep all tracking numbers and receipts.

You have the responsibility to inform persons dropping off legal material for use in your legal claim of procedures and hours.

You have the right to request voluntary departure, if statutorily eligible, prior to a hearing but if you request voluntary departure you waive the right to a hearing.

It is your responsibility to inform an Immigration Office that you request voluntary departure.

You have the privilege of communication. You can communicate with the consular or diplomatic officials of the country of your nationality in the United States.

You shall not be harassed, disciplined, punished, or otherwise retaliated against for filing a complaint or grievance.
SECTION 1 - INITIAL ADMISSION

PHONE CALLS DURING BOOKING

Upon your arrival at the facility, while in intake, you will be issued a pin & card and will receive a free 3-minute phone call. You will also be given time to use the free phones. When you speak with family, friends, and attorneys please advise them of your 'A' number and location (Aurora) as this will make it easier for them to locate you.

BOOKING

You are required to answer questions designed to identify your individual characteristics and to aid the facility staff in your proper classification into the institution during the booking process. In addition, you will be photographed. Other information pertaining to you may also be gathered during the booking process.

You will be screened for medical problems. It is important that you answer all questions truthful and accurately.

During the screening process, you may sign a "Consent to Refuse Medical Treatment" so you have the right to refuse medical treatment at any time.

You will be informed of the procedure to follow in order to obtain subsequent medical attention. If you have a medical problem and do not know what the procedure is, ask a detention officer or other staff member.

CLASSIFICATION

Classification Information

Staff shall use the most reliable, objective information during the classification process. "Objective" information refers to facts, i.e., current offenses, past offenses, escapes, institutional disciplinary history, violent episodes/incidents, medical information or a history of violence, etc.

Classification Levels and Housing Assignments

You will be housed according to your classification level.

Classification Levels

a. Low Custody – may include detainees with minor criminal records and nonviolent felonies

b. Medium Custody – includes detainees with criminal records violent felonies

c. High Custody – includes detainees with serious offense history, escape history, pattern of assaults and/or serious institutional disciplinary violations

Reclassification

You may be reclassified any time and the classification level re-determined. The first reassessment is complete 60 to 90 days after the date of the initial assessment. Subsequent reclassification reassessment shall be completed at 90-120 day intervals. A special reassessment is completed within 24 hours before a detainee leaves the facility, if he/she is injured in any way or when unusual behavior is known. The officer assigned to classification will respond for reclassification within 72 hours. A letter for reclassification consideration needs to be addressed to the Classification Officer.

Any detainees may be reclassified to High if the behavior and threat to the facility, other detainees, and personnel is articulated.

Detainees classified at Medium who exhibit aggressive institutional behavior may be reclassified and reclassified to Low. (Detainees must be in custody for a minimum of 60 days before reclassification.)

Classification Appeal

All new arrivals classified as level two or three may appeal their classification decision through the detainee grievance system. All such appeals will be directed to, investigated, and reconsidered by Classification.

HOUSING AND UNIFORMS

You will be placed in living quarters based upon your present classification. Female detainees will be detained in a housing unit separate from males.

Housing units for females are dormitory style which provides separate areas for sleeping, activities, restrooms, and showers. Housing units for males are cells that house four or eight detainees with a sink and toilet inside each cell. A separate area for showering and activities is available in each unit.

Following the booking process, you will be issued clothing consisting of 2 uniforms, 5 pairs of undergarments, 1 gym shirt, 1 pair of shorts, 1 pair of shower shoes, tennis shoes, two sheets, 1 pillow case, 1 blanket, 1 towel, 1 toothbrush, toothpaste, soap, hand lotion, comb, and headphones for the televisions. Long sleeve shirts will be provided from October to April.

Female detainees will be provided 3 bras, and necessary feminine hygiene items in addition to the above. It is your responsibility to wear the uniform as directed by staff, which includes wearing a Wristband.

The classification process determines the appropriate level of custody for each detainee. Once this is established, staff can issue the detainee clothing and wristband in the appropriate color for his or her classification period.

Dark Red – High Custody

Bright Orange – Medium Custody

Dark Blue – Low Custody

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AURORA DETENTION CENTER - ID

All detainees will be issued a facility identification wristband. "The wristband must remain on his or her wrist until removed by an officer, and that disregarding this requirement could lead to disciplinary action." Your Identification Wristband provides you access to certain services, i.e., commissary, library, medical services. If you lose or damage your Identification Wristband it is your responsibility to contact a housing unit officer and notify them that you need a replacement. You may be required to pay for the replacement of your Identification Wristband.

PROPERTY YOU MAY TAKE TO THE HOUSING UNIT

The following is a list of property that you may take into the housing unit:

- Legal documents and papers, including property receipts
- Family pictures (not to exceed 10) measuring 5"x7" or smaller
- 1 pair of prescription glasses, regular (no sunglasses)
- Dentures – upper, lower, or both plates
- Personal address book or pages
- Wedding band—plain, no stones
- Religious and secular reading material (softbound)
- Small religious icon, i.e., religious medallion
- Materials authorized in writing by the Chief of Security

PERSONAL PROPERTY STORAGE

To protect the property of all detainees, you are not permitted access to your stored personal property except when your requests have been approved by the Intake Officer to obtain legal paper work only. You may have access to pictures, cards, papers, or other items approved by staff out of your wallet or purse, during the admission process, while in the intake area, however, once you sign surrendering your property to the property section, you lose this option.

No alcoholic beverages, tobacco products or perishable food items will be stored or permitted in this facility. For safety reasons, matches, cigarette lighters, tobacco products and other disposable safety hazards will not be stored in this facility. Such items will be discarded after you are placed into the facility population.

All detainees requests for property must be pre-approved by ICE. The ICE pre-approved clothing requests may be brought to the facility for detainees but the combined total weight of what you already own in intake property storage and what is being brought in cannot exceed 40 lbs. The 40 lbs. is the maximum amount of weight a detainee can have of property and clothing. All property must fit in the 14" x 14" x 18" size property box or equivalent size suitcase but nothing larger. The property being dropped off for detainees should be clothing only. No valuables allowed, i.e., no jewelry, computers, cell phones, etc. We encourage family and friends to bring the property already boxed up, but not sealed, so it can be inspected and inventoried before it is accepted, although clothing may be mailed in as well. Detainee visitors may be authorized property on Sunday, Monday, Tuesday, and Thursday’s from 9:00 a.m. to 7:00 p.m. All property must have prior approval from ICE and the front lobby officer must have the authorization via kiosk before accepting any property. This is a one-time request only.

MONEY/PROPERTY RELEASE

You may release all of your property, including your keys and/or money to someone in the community that you designate in writing. To release your property, a Property Release Form must be filled out and signed by you. A Property Release Form may be obtained upon request from the housing unit officer assigned to your housing unit.

The person receiving your property must provide the following information: If the person does not have the following information, your property will not be released to them. It is your responsibility to advise the party picking up your property that this information is required.

- Name
- Address
- Date of Birth
- Photo/Valid Picture ID or verifiable identification

RELEASE OF FUNDS FOR OUTSIDE PURCHASES, FEES, AND OTHER SERVICES

Debts will use a Property Release Form in conjunction with a Release Request Form to request debits withdraws from their account. The release document should be signed, and review the request for payment on the left. If you have debt, the account will be held. A number issued. The release form must be signed by the detainee and the housing unit officer.

PROPERTY LEFT UPON DISCHARGE/TRANSFER

You are required to either take your property with you or make prior arrangements for transfer or disposal of it when you discharge from this facility.

If you have property, a written notice will be sent certified mail to the last known address you provided, notifying you that your property has been considered abandoned and that you have 30 days to make arrangements to contact Immigration and Customs Enforcement to claim your property. If there is no claim, the property will be treated in the U.S. Government and Immigration and Customs Enforcement shall direct its disposal.

ITEMS LEFT FOR DETAINES

The only items that may be brought to the facility for you are:

- ICE pre-approved clothing request (40 lbs. total) only in the event of deportation
- Money for detainees will be accepted Monday-Thursday from 9:00 a.m. to 7:00 p.m.
- Legal documents may be held for detainees, staff will request the documents for information but will not read the documents.

Money that is received at this facility will be credited to your account. If someone leaves money for you at the facility, a receipt will be written and a copy given to you. No personal checks will be accepted at the facility.

Deposits on your account must be in the form of U.S. currency, Postal or Western Union money orders, cashier’s checks, or checks payable to you from a local, State or Federal agency.

PL000035
RETURN OF YOUR MONEY

Upon discharge or transfer from this facility, all money remaining on your account will be returned to you.

NOTE: If the facility is unable to return your property to you due to theft, loss, or displacement, and for which you have a legitimate property receipt, the facility shall maintain references for the missing personal property, money, or other valuables. In the event this situation occurs, you must fill out a Property Claim Form and provide a copy of your identification with the form.

PROCEDURES FOR FILING A CLAIM FOR LOST OR DAMAGED PROPERTY

If property is missing or damaged a Property Claim Form or M-387 will be provided to the detainee and will be thoroughly investigated. A detainee being transferred, released, or removed from the country with a property claim shall be allowed to initiate the claim before leaving the facility. The facility administrator shall forward the result of the claim to the detainee’s forwarding address (provided legal submission or in conjunction with the claim).

MONEY TRANSACTIONS

There will be no financial transaction between detainees unless approved by the Warden. You must be a verified relative or spouse in order to be considered for a transfer of money between detainees. If you meet the criteria, you must submit a written request to the Warden that provides sufficient information (reason for the request and supporting information).

You are not allowed to have any money in your possession while in the facility. Cash, checks, or money orders are not allowed.

ORIENTATION VIDEO

The facility will show you an orientation video in the intake area during your initial processing.

PRO BONO IMMIGRATION LAW VIDEO

You will be shown a legal video provided by the American Immigration Lawyers Association during your initial processing. In addition, you may request the immigration law materials anytime in the future, by using the packet request form available to you in the housing unit or Law Library. The list of detainees who will view the Pro Bono presentation is compiled by the court. If you want to be placed on the list, submit a detainee request to the Program Coordinator.

A list of Pro Bono legal services is located on the bulletin board and the Teflon Communication poster in the housing unit.

DETAINEE WORK PROGRAM (VOLUNTARY)

The center utilizes detainees to perform such functions as painting, food services, laundry services, bookkeeping, and sanitation.

All work is done on a voluntary basis, except that work which is customarily required for cleaning your living area.

The classification officer selects and assigns work to job categories. Your classification level, prior history, escape history and criminal record will be used to determine if you are eligible to work and if eligible, the type of work assignment for which you are eligible.

You may be assigned from a work detail for each reason:

- Descriptive behavior, threats to security, etc.
- Unsatisfactory job performance
- Violation of a facility rule, regulation or policy, leading to removal from a work detail as a sanction imposed by a disciplinary proceeding through the Institution Disciplinary Panel (IDP) or Unit Disciplinary Committee (UDC)
- Physical inability to perform all functions required by the job, whether because of a lack of strength or a medical condition.
- You may be removed from a work detail to prevent further injuries.

You will receive an orientation to your job assignment by your job supervisor. You will be asked to sign a statement that you have received the orientation and that you understand the job requirements. If you refuse to sign the statement, you will be removed from the job assignment.

If you are injured on your job assignment, you are to immediately report the injury to your detail supervisor.

Depending on the job, you are required to wear the proper uniform and/or safety related equipment as told to you by your supervisor.

DETAINEE DRESS CODE

You are required to have your full uniform on whenever you are outside your housing unit, when going to court, visitation, and church services, etc., except to recreation at which time a t-shirt and shorts will be allowed. When you are inside the housing unit, you are also required to put on your shirt, pants or shorts and shoes in the dayroom area.

SECTION II

ACCESS TO COURT AND LAW LIBRARY

IMMIGRATION LAW LIBRARY MATERIAL

The law library is available for detainee use. If you would like to go to the law library fill out a detainee request form (LBC).

In addition to the computers, detainee handbooks, law dictionaries, legal research guides and writing materials are also available. The computers are for legal work only.

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LOCATION AND HOURS OF ACCESS

The law library is located in the Northwest hall of the facility.

The library is open Monday through Friday from 7:30 AM to 6 PM, with the exception of court times and religious services. This will enable all detainees regardless of housing or classification to utilize the law library on a regular basis.

REPLACING DAMAGED MATERIALS

A list of law library holdings is posted in the library. The Law Library Office is responsible for the law library and will accept law library documents at least weekly for refiles or damaged materials. You are encouraged to return missing or damaged materials. Damaged or missing materials will be promptly ordered and replaced.

SUPERVISION

The library staff will monitor your use of legal materials to prevent misuse, damage, or destruction of legal materials and/or equipment. You are not permitted to maliciously destroy or damage legal materials, equipment, or to remove legal materials or supplies from the law library.

UPDATING LEGAL MATERIALS

This facility provides detainees with access to law materials using LegalNet, a web-based research database that provides access to legal materials in electronic form.

This facility subscribes to a law library updating service. Out-of-date materials will be disposed of when replaced by new materials. Immigration and Customs Enforcement will add information on significant statutory and regulatory changes regarding detention and deportation of aliens in a timely manner, and will provide initial copies to the facility.

REQUEST FOR ADDITIONAL LEGAL MATERIALS

If you require additional legal materials not available in the facility, you need to make a request in writing to the Program Coordinator. Requests for copies of court decisions will normally be available within three (3) business days. If you are making lengthy requests for material not contained in the Law Library, the Administration will consult with Immigration and Customs Enforcement staff to determine appropriate action.

PHOTOCOPYING OF LEGAL DOCUMENTS

You can obtain photocopies of legal materials when such copies are reasonable and necessary for a legal proceeding. You will need to request three copies using a "slip" and state the number of copies you need.

- The number of copies required is determined by the number required for Immigration and Customs Enforcement records and at least one copy for your personal use will determine the number of photocopies required.

ILLITERATE AND NON-ENGLISH SPEAKING DETAINERS

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 to a set of English language law books and Language Law Service. An English-speaking detaineeAccommodation will be provided as follows:

- Assistance in contacting pro bono legal assistance organizations from the Administrative Segregation/English Language Law Service.
- Assistance in contacting pro bono legal assistance organizations from the Administrative Segregation/Special Management Unit.
- Assistance in contacting pro bono legal assistance organizations from the Administrative Segregation/English Language Law Service.
- Assistance in contacting pro bono legal assistance organizations from the Administrative Segregation/Special Management Unit.

DETAINEE DETENTION OR PERSONAL LEGAL MATERIALS

Detainees are permitted to retain all legal materials in both general population and Administrative Segregation. SMU provided such material does not contain a safety, security or contraband hazard. Detainees with access legal material will be required to travel with such material in personal property storage. If you wish to access the exact legal material, you must provide a request to the Chief of Security for the specific material you need to access. Your request will be answered within 24 hours after the request is received, unless documented security concerns preclude access within this time frame.

Detainees are allowed to utilize an electronic storage device provided by the library to save their legal documents. It will be kept in a locked safe in the library. If you do not wish to use the electronic storage device, you will be required to keep the document upon exit of your housing unit. These documents will be stored in a secure location off-site. Library staff will not be responsible for these documents.

LAW LIBRARY ACCESS FOR SEGREGATION/SPECIAL MANAGEMENT UNIT

LAW LIBRARY ACCESS FOR SEGREGATION/SPECIAL MANAGEMENT UNIT

Law library access for detainees housed in SMU is provided as follows:

- SMU - Detainees housed in Administrative Segregation have the same law library access as the general population, consistent with security. Detainees segregated for protection may be required to use the law library separately from other detainees, or where possible, have legal material brought to them. The level of law library access provided will be based on the individual's behavior, stability, security level, separation needs and other security concerns.

- Disciplinary Segregation - Detainees housed in disciplinary segregation will be afforded the same access to the law library as the general population, unless security concerns require limitations. Access will be provided upon request. Violent or noncompliant detainees will be temporarily denied access to the law library to maintain security, until such time as their behavior and attitude warrants renewed access.

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access. In some circumstances, where feasible, legal material may be brought to individuals in disciplinary segregation.

ATTORNEY VISITATION

Legal assistants may meet with you during legal visitation hours provided they produce a letter of authorization from the legal representative or otherwise comply with all regulations regarding legal assistants. The letter must state that the named legal assistant is working on behalf of the inmate or visiting legal representative. Pre-approved interpreters may accompany legal representatives and legal assistants on visits.

Legal materials (limited to basic supplies, reference books, and periodicals) may be provided to you during a legal visit. Staff will inspect the materials for content and, but will not requisition the materials.

Legal visits authorized hours are from 8:30am to 9:30pm, seven days per week.

REQUESTS FOR INFORMATION FROM IMMIGRATION AND CUSTOMS ENFORCEMENT OR THE COURT

If you wish to contact Immigration and Customs Enforcement or the Court, you will need to submit a completed DataBank Request Form (DBR) to request a return or information from the Immigration and Customs Enforcement. Each letter requires your name, ID number, housing unit, the date, and your signature. Print clearly on the DBR and submit two copies for each request. Questions about Court or for Immigration and Customs Enforcement should be addressed to Immigration and Customs Enforcement, and/or Court, whichever is applicable, on the DBR. Place the letter in the mailbox labeled "ICE".

LEGAL COMMUNICATION

Mail service, attorney visitation and telephone calls are the primary source of access to legal representation and the courts. Interpreters are available to assist communication with ICE, ICE and Courts will be provided upon request by submitting a DataBank Request Form (DBR).

Legal documents will be accepted seven days a week during the hours of 1:30pm and 5:30pm.

RETAILATION PROHIBITED

You have the right to present to the Court any legal issue regarding your immigration proceedings, basis for your detention, or the conditions of your confinement.

You will not be subjected to reprisals or penalties because of a decision to seek judicial relief on any matter, including the legality of your confinement or the conditions of your confinement, while under detention or an issue relating to your immigration proceedings, or an allegation that the government is denying you rights protected by law.

NOTARY PUBLIC

A notary public is on-site for your assistance. If you need a document notarized, submit a DataBank Request Form (DBR) to your housing unit officer. There is no charge for this service. Documents to be notarized are limited to commercial or household related matters only. The facility has several notary publics in the facility who are available to assist you.

ENVELOPES AND STAMPS FOR LEGAL DOCUMENTS

If you are indigent, you may request envelopes from the officer assigned to your housing unit. You may request stamps by submitting a DataBank Request Form (DBR), along with the addressed, sealed envelopes to the Library/Mail Officer.

CORRESPONDENCE (MAIL)

Mail can be sent to you at this address:

You're Name
You're A Number
Address Details (Center 3130 N. Oakland Street Aurora, Colorado 80019
Advance your correspondence by using double- or triple-stamped envelopes. Postage to be included in this request. If not, there is a possibility that the mail could be returned due to lack of a sufficient address or missing information.

CRITICAL CORRESPONDENCE

Special correspondence is defined as any letters sent to or received from other inmates, attorneys, and legal representatives, governmental agencies, judges, courts, at counties, the President and Vice President of the U.S., Attorney of the U.S., Department of the U.S., Department of the U.S., Department of the U.S., Department of the U.S., and other U.S. departments, agencies, departments and correspondents of the news media. Correspondence will be inspected as special only if the sender-for incoming correspondence or the addressee-for outgoing correspondence. The title and office of the correspondent are not necessary to identify special mail. All special correspondence is subject to inspection by the warden or designee. You must submit a DataBank Request Form (DBR) for approval to the Chief of Security.

Postage stamps may be purchased through the superintendency.

If you need writing implements, paper, and/or envelopes, you may request these materials from the officer assigned to your housing unit.

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INDIGENT DETAINNEES

If you are indigent ($15.00 or less consistently on your account for a period of seven (7) days or more), you will be permitted to mail the following:

1. An unlimited amount of special correspondence or legal mail within reason.
2. Three (3) pieces of general correspondence upon request.

Indigent postage in all cases is generally limited to letters of one ounce or less, but exceptions may be made for special correspondence and may be made in case of extenuating circumstances for general correspondence and other mail. You must submit a "Note" with the correspondence you are sending.

INCOMING MAIL

NON-LEGAL MAIL

All incoming mail will be opened, inspected and posted for contraband, if necessary. In your presence by staff. Non-legal mail will be returned to the facility where the item was sent. The reason the item was returned is stated. Incoming mail will be distributed on the day it is delivered by the postal service. Packages will be inventoried and inspected within 48 hours of delivery.

LEGAL MAIL

Incoming legal mail will be opened and inspected for contraband in your presence by staff unless waived in writing. However, legal mail shall not be opened or withheld from you. This is exclusive of letters from the state, county, or city officials of the confining authority, other government officials, court of revenue systems and members of the parole authority. You will be informed of the reason such action has been necessary. Incoming mail will be distributed on the day it is delivered by the postal service. Packages will be inventoried and inspected within 48 hours of delivery.

OUTGOING MAIL

All outgoing mail must be placed into ENVELOPES, SEALED, with the proper postage affixed, and placed in the designated mailboxes. All mail picked up by 1:30 p.m. will be sent out the same day. If for any reason your outgoing mail is not sent, you will be informed and the reason why it was not sent will be provided to you. There is no limit on the number of letters you may send out.

LEGAL MAIL

You are limited to the following number of items in your possession at any one time from the library:

- Three (3) books, hardback cover
- Two (2) periodicals
- One Bible, Koran, or similar religious publications
- Other items approved by the Warden or designated

It is your responsibility to have excess material placed into your property storage. Excess items, with the exception of legal papers and personal correspondence, will be confiscated as contraband and will be disposed of as the Warden deems appropriate. Legal papers and personal correspondence will be placed in your locked box for safe storage.

Visitors to the library must have a current and valid ID, and must be approved by the Warden or designated. Visitors may not bring personal belongings into the library. Visitors must leave the library when their visit is complete. No eating or drinking is allowed in the library.

Visit hours are from 9 am to 5 pm, seven days per week. The facility shall provide proof of endorsement by the appropriate certifying body.
A detainee can only have one social visit per day. For example, if a detainee has a visit in the early evening, he/she cannot have another visit, later in the evening on that same visiting day.

**VISITING BETWEEN DETAINES**

All visits between persons detained must have prior approval of both the Warden and the Immigration and Customs Enforcement staff. You must submit a "Visit" to the Immigration and Customs Enforcement staff, requesting visitation and provide supporting documentation of your relationship with the person for which the visitation has been requested. Immigration and Customs Enforcement will confer with the Warden and you will be advised of the decision in a reasonable period of time.

**VISITING RESTRICTIONS**

- All social visits are Non-contact visits.
- If your visitors appear to be under the influence of alcohol or drugs, the Shift Supervisor will be notified and the visit will be terminated.
- A maximum of 2 visitors at a time (children and adults included).
- All visitors are subject to search.
- Visitors are not allowed to pass or permit to pass any item to you.
- Children must be under control at all times.
- Visitors are not allowed to chew gum or eat in the facility.
- Visitors are not allowed to bring any items into the visiting area.
- If contraband is found on your visitors, such as drugs, alcohol, weapons, they will be subject to prosecution under CRS-18-2-201 and 18-2-304.
- The Chief of Security must approve additional visitation.

**VISITING RULES**

It is your responsibility to advise your visitors to follow the visiting rules and all posted hours, rules, and regulations when they come to visit you. It is also your responsibility to follow all of the visiting rules and regulations.

**Female Visitors Age 12 and Older**

- Shirts shall cover customary covered areas of the anatomy, including the buttocks and crotch area, when standing and/or sitting. Shirts no higher than mid-thigh comply. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Skirts and dresses shall extend to mid-thigh, seated.
- Socks 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 underwear in front and back, back, midriffs and strapless tops, tube, and swimsuits are prohibited.
- Shirts shall be worn at all times.
- Gang "colors" and other gang displays are prohibited.

**Male Visitors Age 12 and Older**

- Shirts shall cover customary covered areas of the anatomy, including the buttocks, and crotch area when standing and/or sitting. Shirts no higher than mid-thigh comply. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Ties shall be worn at all times. Noticeable hair and/or shirt curls in the visitation area are prohibited.
- Shirts shall be worn at all times.
- Gang "colors" and other gang displays are prohibited.

**CONTACT VISITS**

All requests for contact visits are to be submitted in writing via detainees request form. A contact visit is defined as a 30 minute visit between the detainee and any visitor, including infants and children, where limited physical contact is allowed. Contact visits may include brief embrace at the beginning, and upon completion of the visit.

**CONDUCT DURING VISITATION**

a. All conduct by both detainees and visitors shall be quiet and orderly.

b. Detainees and visitors shall maintain an upright position.

c. Detainees will be seated across from all adult visitors without physically touching their adult visitor, but may hold their own child.

The following conduct shall be prohibited.

- Exposure of genitalia or breasts;
- Lying on the floor or ground, upon seats or tables or under tables or attempting to conceal the visitor and/or detainee from staff;
- Touching any genital area, breast or buttocks, under or over clothing;
- Use of profanity, making loud noises, disturbing other detainees or visitors, creating a mess or otherwise being a nuisance in the visitation area.

Abuse of these privileges will not be tolerated and immediate suspension of a visit may occur for prolonged hugging and kissing, French kissing, or excessive displays of affection that disrupt the visitation environment. The exposing of, or physical contact with, the clothed or unclothed sexual body parts of a detainee or a visitor will result in an immediate suspension of the visit and may result in denial of future visitation privileges.

Any disorderly conduct, which includes using hostile, vulgar, or profane language, unruly behavior, engaging in activities that disrupt or disturb others, creating loud noises, creating unsanitary conditions and which disrupt the orderly operation of the visitation room or affects others, is not permitted.

Any attempt to circumvent the regulations outlined in policy statement may result in temporary or permanent suspension of visiting privileges or other administrative or legal remedy by the Warden.

Upon completion of the visit, the detainee shall clean the area adequately.

Detainees will not be allowed to exchange any property with any of the visitors. Exchange of property may result in suspension or termination of family visits.
Detainees are not permitted to take any personal items into the contact visitation room other than issued identification card. Legal guardians are permitted for contact visitation with legal representatives.

Detainees needing to utilize the restroom during a visit will be escorted to the adjacent restroom with a pat-search being conducted prior to and after the movement.

DETAINEE TELEPHONE ACCESS

Calls to “900,” “888,” “500,” and any other toll-free numbers are not authorized and will not be made. The authorized “900” prefix is for the use for contacting the Corp of the facility and the “888” prefix DDC’s DDC hotline 61-800-332-8000, or a 1-800 number that is verified by staff, in advance of the call as legal, is acceptable.

Any 1-800 number that is legal and verified as legal is acceptable.

No three way calling is allowed.

Your access to telephones will be suspended at certain times, at the request of the facility, and when it is determined by staff to be necessary to protect the good order and security of the facility. Telephone use is limited to 20 minutes per call in order to provide telephone availability for all residents. During times of high use by housing unit residents, this rule will be enforced.

When you receive your pin number for the phone you must set up your voice recognition. To do that you must do the following: State your name and GRC Account PIN clearly. Example: John Doe at GRC you will be prompted a series of numbers to enter the account. You must use the same words and name when setting up your voice and at any time you desire to make a call.

HEARING OR SPEAKING IMPAIRED TELEPHONES

A portable phone for the hearing or speech impaired that complies with the American Disabilities Act is available for use if needed. Complete a Detainee Request Form (DIR) if you require this service and send it to the Program Coordinator.

PRE-PAID PHONE TIME

Phones are available in all living areas and inside. These phones can be used for personal calls. You must not interfere with another detainee’s telephone privileges.

Pre-paid phone time may be ordered via dial-in from the housing unit phones.

The phone may be used to make national and international long distance calls in addition to being used for all local calls.

The cost of the phone will be deducted from your personal account. Local and international phone rates are posted in your living area.

Phone time cannot be used in for money. When you leave the facility you will take your “Tagon” pin card with you.

Detainees are potentially responsible for maintaining their pin card in their pocket.

Phone time may be purchased based on funds available — minimum purchase is $5.00. Upon arrival, you will be given the opportunity to request phone time. Phone time (based on your family) is applied to your account on the first business day following your arrival. Phone time is not posted on weekends or holidays. You may request phone time from 11:00 a.m. to 1:45 p.m. Monday through Friday excluding holidays. Any time requested after 1:45 p.m. on Friday will be applied on the following business day.

You cannot use personal phone cards — only purchased time may be used.

Your family and friends can leave you a voicemail by dialing (970) 515-8814 and then the person leaving the message $1.00 for each voicemail.

Your family and friends can deposit funds on your phone account from the internet visit www.Telcore.net

USING THE HOUSING UNIT PHONES

Collect Calls: You need to dial (4) for English or (5) for Spanish dialing allowing for a 50 cent deposit card and phone number of the person you wish to contact. Once the 50 cent deposit card has been dialed, a voice prompt will ask you to listen.

Pre-Paid Card: For instructions in English press (1) for instructions in Spanish press (2). After adding (1) or (2) follow the voice prompted instructions.

IN CASE OF EMERGENCY

Staff will take and deliver telephone messages to you as promptly as possible. If an emergency call is received for you, the caller’s name will be taken and delivered to you as soon as possible. You will be permitted to return the emergency call as soon as reasonably possible within the constraints of security and safety. If you are indigent, staff will assist you in returning the call.

It is your responsibility to handle your telephone calls in a responsible manner. If it is determined that you are abusing this privilege, for example, having someone call in false legal calls in order to circumvent regulations and this is discovered by staff, disciplinary action may be taken against you.

DIRECT OR FREE CALLS

The telephone service generally available to detainees at this facility is limited to pre-paid time and collect calls. The facility shall provide detainees with the ability to make direct calls in the following circumstances:

To consistent officials.

Emergency calls and other types of calls where a detainee can request a compelling need to make a direct call, such as a family emergency.

To the local immigration court and the Board of Immigration Appeals.

To Federal and State courts where the detainee is or may become involved in a legal processing.

To a government office, to obtain documents relevant to his/her immigration case.
- Legal representatives to obtain legal representation or for consultation when subjected to expulsion removal.
- UN High Commissioner for Refugees (UNHCR) 1-888-423-6172

Details shall be provided with the ability to make direct or Face-to-Face calls as follows:
1. Consulat de Mexico Denver
2. Pro Bono Denver
3. Metro Volunteer Lawyers
4. Catholic Immigration Services
5. Justice Information Center
6. A Welcome Place (Only when)
7. Wyoming Legal Services (Wyoming only)

Providing access to a telephone that permits calls at no expense to you

**UNUSED PHONE TAGS**

Upon depothing the facility, you may have several telephone numbers that you have placed on the telephone system. TALTON Communications, Inc., the company that manages and maintains the phone system, has contracted with a private company for the telephone system. This company is separate and distinct from the GSCO Group and, as such, we have no control over their policies in this matter. TALTON will not consider a refund of phone minutes unless you have actively used the facility (release or removal). Upon departure, you must call TALTON at (303) 346-6211 and provide them with a complete identification. Should the balance of your phone minutes be less than $50.00, at that time, you will be given a current phone account in the amount owed. This prepaid phone card will be tracked by TALTON in the portion of a staff that you can use whenever you are located (whether you are in and out continuously). Should the balance of your phone minutes be $50.00 or more, then TALTON will send you your unused minutes to the address you provide. The only exception to this would be if your card was used to purchase phone time, then the refund of phone time would be credited directly to the credit card used. Any further inquiries can be directed to TALTON through the phone system by dialing 2111.

**SECTION IV DETAINEE SERVICES**

The Aurora Detention Center provides various services to the detainees that are designed to take care of basic health, religious and social needs. You will be expected to cooperate with the staff during such times that you take advantage of these services.

**RECREATION**

You will be afforded at least four (4) hours a day, seven (7) days a week when housed in General Population. Recreation shall begin after morning count at 09:00 and continue until 21:30. Times are subject to change based on facility needs. You will be afforded the opportunity for recreation in the indoor/outdoor recreation area, which is adjacent to each housing unit.

A schedule of recreational activities shall be arranged to coincide with normal center operations. Recreational activities in the housing units are limited to television viewing, card and board games, reading, puzzles, self-directed activities such as drawing, limited exercise, and occasionally, an event such as bingo for the housing unit residents by the recreation staff.

**Rules governing recreation are as follows:**
- Your housing unit will remain open recreation.
- Tobacco, drugs, sexual activities and 1/2 must be used.
- You will conduct yourself in an orderly fashion during recreation.
- No food or drink is permitted in the recreation area.

**TELEVISION**

Details shall be provided on a FMT television to the end and ender, and batters for television viewing. If you purchase a replacement remote, remote or battery, you will be charged for it and the batteries can be purchased through complimentary. Detainees will be handled on a case-by-case basis.

- Upon your departure, you will be given a replacement remote. If you were given a replacement remote, you will be charged for it and the batteries can be purchased through complimentary. Detainee staff will be handled on a case-by-case basis.

- Televisions viewing hours will be limited. Recommendations are made for the number of hours to spend on television. The maximum amount that can be occupants is any time is 13 hours.

- Televisions viewing hours may be limited. The television may be turned off by any staff member in conjunction with the Lieutenant at any time if the viewable in the housing unit are not complying with regular operations which must occur in the housing unit, i.e., sanitation and maintenance work and/or if housing unit residents request hourly, violate social, etc., or if staff determine the need to prevent otherwise and safe operation of the housing unit/facility. The television will be turned on once approved and must be removed.

**THE TELEVISIONS WILL BE TURNED OFF AT 11:59 P.M.**

- Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. Televisions are provided to the housing unit and must be turned into your housing officer upon your release.

- All activities in the housing unit will cease when the televisions are turned off for the night.

- Televisions will not be permitted to sit in the sleeping area until 6:00 p.m. in the housing unit. If televisions are turned off, then allowing other residents the opportunity to sleep without distractions.

- Detainees are not authorized television controls in any manner.

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Detainee in Administrative Segregation, not Disciplinary Segregation, will be offered television. If a detainee is housed in medical, a medical clearance must be given from the medical department first. However, a detainee must have good cell conditions to be eligible for television viewing in the medical-dayroom. There are no food and drinks allowed in the medical-dayroom while watching television.

SMOKING

This is a non-smoking facility. Tobacco products of any kind are prohibited within the facility.

EDUCATION

If you are interested in literacy programs or educational programs while you are here, contact the Program Coordinator to discuss your interest and see if you are eligible.

FOOD SERVICE

The center provides three (3) nutritionally balanced meals per day. Meals are prepared in a clean and sanitary manner, and the kitchen is operated under guidelines set down by the Health Department and is periodically inspected by food service department officials. The use of food by withholding or variation from the standard menu, on medical, or disciplinary reasons or health is prohibited. Special diets as required for medical reasons or adherence to religious dietary laws provided by the Food Service Department. You will be issued an appropriate eating utensils(s) and napkin. Meal times and menus are posted on the bulletin board in your housing unit.

- All menus are screened and approved by a registered dietitian to ensure balanced diets that provide the proper nutritional value for all meals served.
- If you require a special diet for medical reasons, it will be implemented upon the written notification from the medical department to the kitchen supervisor.
- You are not permitted to barter with food handlers for special or additional foods.
- Conduct during meals will be orderly and courteous at all times. There will be no loud talking or disruptive behavior. Stand back from the food area to allow food to be served to all detainees without interference. Interference will not be tolerated at any time.
- You will not store open containers of food in your housing unit. Open food containers are not allowed due to safety and sanitary reasons. Food ordered from the Commissary in closed containers may be stored. Food served during meal service will not be stored in abundance in your living area due to nutrition and health hazards.
- Refusal or hoarding of a special diet (religious/medical) will result in the removal of the diet request and possible discontinuation of diet.
- When receiving your meals you will be required to have on a minimum of shirts, blouses, or shoes.
- Detainees that are assigned to the food service department shall have a clean and well-groomed appearance.
- Upon leaving the kitchen after you have completed your shift, you will be searched before going into your housing unit.
- All detainees working in food service areas shall use hair nets. Persons with hair that cannot be adequately covered up with a hair net shall be prohibited from food service operations. Beard guards are also available.

- Detainees will receive a medical exam (from the medical department) before entering the kitchen to work.

Meal times are as follows:

Breakfast: at approx. 6:30 am
Lunch: at approx. 10:30 am
Dinner: at approx. 5:00 pm

RELIGIOUS DIETS

GEO facilities provide a port-free menu which accommodates most religious dietary requirements. A non-shock (vegetarian) diet may be provided for those who are uncomfortable with or prohibited from eating from the main menu.

Procedures are in place to reasonably accommodate detainees who have special religious dietary requirements. When a detainee's religious requires special food service, either daily or during particular periods of religious fasting, praying or holiday celebrations reasonable accommodations will be made to provide meals not religiously prohibited. If you require a specific diet, you must submit an "Authorization for Communal Menu Participation" to the Program Coordinator requesting the diet. No food items can be included with the "Communal Menu" which will be excluded.

The Chaplain or his designee may remove a detainee from the diet at the request of the detainee or at the request of the medical department due to medical reasons consistent with maintaining safety or security operational procedures. Detainees who are removed by their personal request from the diet may not immediately re-enter the diet process.

The Chaplain or his designee may recommend withdrawal approval for a detainee's religious diet if the detainee is documented as being in violation of the terms of this religion in this program. If a detainee refuses to participate in such meals, this Chaplain or his designee shall report his request to the appropriate personnel for action.

HEALTH CARE

The facility will use qualified, licensed medical professionals to attend to health problems.

REQUESTS

If you have a medical problem, you must fill out a Medical Request Form, which may be obtained from a Detention Officer. The request will be processed and scheduled for treatment by the appropriate health professional. Medical requests shall be placed by the detainee in the tray held by the Detention Officer. The Request Form must be written in the requesting detainee's unit and Segregation. SMU.

When there is an urgent medical request and a delay in medical care will result in a serious medical condition, you should alert a detention officer or speak with a nurse during medical rounds.

Filling out a Form instead of a Medical Request Form may cause a delay in being seen for a particular medical problem.

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SICK CALL

Sick call is conducted 7 days per week by a licensed nurse. If a particular medical problem falls outside of the scope of practice for a registered nurse or a licensed practical nurse, you will be referred to a medical doctor, physician’s assistant or nurse practitioner according to the schedule of the practitioners.

Should you require emergency medical attention, you will be taken to the nearest facility providing emergency services.

STAFF ASSISTANCE

If you cannot read or write, a facility staff member may read to you or you may have another detainee help you complete the medical request. Another detainee may not submit a request on your behalf.

HEALTH ASSESSMENT

You will receive a comprehensive health assessment including a physical exam, dental, and mental health screening within the first 14 days of detention and annually. Routine dental treatment may be provided to detainees who have remained in the facility for six months consecutively. TB screening is performed for the safety of detainees and visitors at GEO staff. You will receive a screening for Tuberculosis upon arrival regardless of your records or status at a previous facility.

MEDICAL REQUESTS FOR MEDICAL OR DENTAL ATTENTION

All requests for routine medical or dental attention must be submitted in writing to the medical department on a medical request form. You must be fully aware that you authorize attention when you talk to the staff, during housing unit medic visits, or according to the medical department’s request.

PERSONAL MEDICATION

All medications that are brought into the facility are subject to the discretion of the medical staff for disposal on the day you are here. Please ensure that you retrieve your personal medication before leaving.

EYE CARE

Family members may bring in prescription eyeglasses with approval of the Health Services Administrator if this is deemed necessary. Contact lens wearers will be made if your visual acuity is worse than 20/60 in the best eye. Prescription glasses are not available for detainees who have been detained for less than one year. After six months, eyeglass exam will be provided and prescription glasses will be made available if justified by an eye exam. Glasses issued to detainees may be issued in frames of eyeglasses after consultation with the Health Services Administrator.

FACILITY-PRESERVED MEDICATION

Medications will be administered as frequently as ordered by a health professional. When the nurses come into the housing unit to dispense medications, it is your responsibility to remain at least 3 feet from the medical cart until the nurse calls you to receive your medication. The nurse must have an order to give medications only in the doses and time the doctor has ordered. Medication rounds are performed twice a day 7 days per week. In order to receive prescription medications you must present yourself during Medication Rounds with your identification and be fully dressed. You are responsible for ensuring that you receive your medication as it is not the responsibility of the nursing staff to handle you to take your medication. Touching or covering the cart, taking medication or other items from the cart, being loud, aggressive, or blinding the nurse in any way is prohibited. You are responsible to report to the nurse to receive your medication. Your name will not be called. The nurse will not come back after leaving your housing unit. You are responsible to be ready to receive your medications. No Aspirin, Tylenol or Motrin will be administered as Medication Rounds unless prescribed by a doctor or dentist. However, these items are available for purchase from the commissary.

You will be asked to review and sign a contract of responsibility for “Keep on Prescriptions” medication (as prescribed) and medical devices and/or equipment. You will be asked to sign this document, which also includes a waiver. You will be expected to abide by written instructions and rules associated with “Keep on Prescriptions” medication by retaining items found in your personal bin under your bed. At no point in time are these articles to be left out or transferred to another detainee.

REFUSING MEDICAL TREATMENT

You may refuse routine medical treatment, but will be administered treatment in the event of a life-threatening emergency. Do not submit a Medical Request unless you have a need for medical care. Should you refuse medical treatment after submitting a Medical Request Form, you will be asked to sign a refusal with a medical professional witnessing your refusal. Should you refuse to be seen by a physician, you will receive the medical department to sign a refusal with a medical professional witnessing your refusal. You cannot refuse the 14-day Health Assessment.

If you do not report to the medication cart, you will be reported as a no show. You will be taken to the doctor’s appointment to sign a refusal in the doctor’s presence.

The medical department will not approve the following:
- Non-medical diets (i.e., vegetarian diet)
- Extra bedding or mattresses (unless medically related)
- Extra or personal clothing
- Protein or herbal supplements
- Any medication not ordered by the medical director

COMMUNICABLE DISEASE GUIDELINES

In order to prevent the spread of communicable diseases, you must follow basic infection control and hygiene. Do not share eating utensils with other detainees. Do not share cups or towels. Throw used tissues in the trash. Do not spit in the sink, trash cans or on the floor.

Cover all coughs and sneezes with a tissue. Wash your hands with soap and warm water each time you use the bathroom. Avoid contact with other detainee’s body fluids. Do not use needles or allow another detainee to tattoo or pierce you with anything, at any time. Do not

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share combs, toothbrushes, or food with other detainees. Wear your shower shoes while taking a shower.

MEDICAL DIETS

Medical diets are prescribed only by Medical Staff and only address specific needs such as diabetes, low salt, low fat, and certain medically prescribed allergies. Medical will not address specific food for you or permit anything that you don’t like. Medical staff will provide a vegetarian diet or any diet required by religious beliefs. Those requests should be forwarded to the Program Coordinator.

BARBERING SERVICES

The hours for the barbershop vary, depending on staff and barber availability. Only approved detainees provide haircuts. A schedule will be posted in the housing units to inform when your unit is scheduled for haircuts. The detainees cutting hair must be allowed to change for face cleanliness, shave, and anything else of an equal exchange for haircuts. Detainees cutting hair are only allowed to give regular haircuts, no styles or specialized haircuts.

Hair cutting restrictions are:

- The removal or treatment of beards, mustaches, infected hairs, or any scars or lesions is prohibited.
- The pulling of hair from ears, eyebrows, and mustache is prohibited.
- No hairdressers will serve any detainee when the skin of the detainee’s face, neck, or scalp is inflamed, scaling, cornized, or in infected, unless service of such detainee is permitted in accordance with the specific authorization of the Health Services Administrator.
- No person will be served when infested with head lice.

LAUNDRY SERVICE

Mondays and Thursdays:
- Uniform exchange - Units A, D, Segregation and Medical
- Undergarment exchange* - Unit B

Tuesdays and Fridays:
- Uniform exchange - Unit B
- Undergarment exchange* - Units A, D, Segregation and Medical

Wednesdays:
- Linen exchange - Units A, D, Segregation and Medical

Thursday:
- Linen exchange - Unit B

Blanket exchanges

Blankets will be exchanged once per month on a one-for-one basis.

All mail bags need to be placed near the office station no later than 0900. Medical and Segregation officers will return the respective bags no earlier than 1200.

All exchanges will be on a one-for-one basis.

All items will be washed, dried, and the identical number of items returned to the housing unit.

You are not permitted to wash clothing, bedding, items, towels, shoes, or other items in the living units and you are not permitted to hang any laundry on the walls, beds, or other areas. You will be held accountable for clothing and bedding coming into contact with you. You are not authorized to alter, in any manner, the clothing you receive.

RELIGIOUS SERVICES AND SPIRITUAL COUNSELING

You have the right to freedom of religious affiliation and you will have the opportunity to practice your religious faith in a manner that is consistent with the safety, security, and orderly operation of the facility. Attendance at all religious activities is voluntary and open to all. You will be expected to respect and protect the rights of others. Opportunities for religious activities are open to the entire population, without regard to race, color, nationality, or creed.

Qualified volunteers offer Catholic and Protestant Services along with non-denominational services on a weekly basis. These volunteers may also provide counseling services. All of these programs are available to detainees who are in the SNUC/Rehabilitation Unit on an individual basis.

Worship services are conducted on a regular basis. Bibles, religious items, and literature are available from the Program Coordinator or designee upon request. If you have a question concerning your religious activities, contact the Program Coordinator.

The observance of religious holy days is respected. The Program Coordinator will work with you to accommodate a proper observance of important religious holy days. You must submit a written request to the Program Coordinator if you wish to participate in a religious holy day observance.

You may be allowed to wear or use personal religious items during religious services, ceremonies, or meetings in the multipurpose room, unless the Wardens or Program Coordinator determines that the wearing or use of such items would threaten safety, security, or order. Items of religious worship includes, but is not limited to:
- Prayer shawls and rosaries
- Kurta or ribbons shawls
- Medals and pendants
- Badas and various types of head wear

DETAINEE LIBRARY SERVICES

General library reading materials will be made available Monday through Friday, 7:30am - 10:00 pm with the exception of court times and religious services.

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Leisure library books will be available in each housing unit in the multipurpose room.

You must submit a request (kite) to go to the library. You may have in your possession a maximum of three (1) books (hard or soft cover) and (2) magazine (other than those banned by Religious/Educational Programs). When you are leaving the facility, you must return any books and magazines belonging to the library to the housing unit office.

COMMISSARY

You may order commissary throughout the week utilizing the block. You may add to the block from your order during the week. However, the block will be locked on Thursdays at 12:00 noon to finalize your purchase. Orders will be delivered weekly, usually on Fridays. Maximum purchase will be $100.00 not including clothing and transportation. Meals subject to change without notice as commissary needs dictate. If you do not have enough money for the entire order, the commissary department will fill your order and you will receive any money you had in your account to cover your order. The amount items you will be charged are in your block.

If you accept your order and leave the delivery area without checking it, items not filled will not be filled. It is your responsibility to check your order prior to leaving the delivery area.

If you are working, in violation, court, or medical and the housing unit officer is able to verify that your order will be filled in the block, you are able to order and your order will be given to you and a signed receipt will be given to the officer.

MARRIAGE REQUESTS

The following guidelines will be used if you request permission to marry while in the custody of the Immigration and Custom Enforcement. The Immigration and Custom Enforcement will either grant or deny your permission to marry. The Warden will be advised of your request and the decision of the Immigration and Custom Enforcement.

If permission is granted, you must make all arrangements for the marriage, which includes taking a blood test (if applicable), obtaining a marriage license, paying for all costs associated with the marriage and retaining an official to perform the marriage. GEO staff or the Immigration and Customs Enforcement will not participate in making marriage arrangements. Staff will accommodate arrangements made consistent with the safety, health, and orderly operation of the facility. The Warden reserves the right to determine the time, place, and manner of all arrangements.

Only those persons necessary to perform the ceremony will be permitted to attend. Guests will not ordinarily be permitted to attend. Minors under the age of 17 and under will not be permitted to attend unless directly related, i.e., your immediate family. A decision will not be allowed to leave the facility for the purposes of making marriage arrangements. The decision of person(s) acting on behalf of the detainee will be final. The marriage ceremony will be performed in a room, with no family, guests, or media present.

SECTION V SANITATION

The center will maintain the highest sanitation standards at all times in all locations without exception. There will be an organized, supervised, and continuous program of daily cleaning by all detainees to maintain those standards.

PERSONAL HYGIENE

You are required to keep your body clean and free from offensive odor. Hair or other personal

You are required to be dressed in a complete uniform during normal working hours when in the administrative or outside the housing unit, i.e., with your shift.

Personal hygiene items will be exchanged every other Monday. In order to receive a new bottle of lotion and/or shampoo, you must return your empty bottles. Supplementary items are available for purchase from the commissary.

If you do not have money, you will be issued necessary items for the purpose of personal hygiene, but only the needed items in minimum quantities necessary will be provided.

You will have the opportunity to take at least one (1) shower daily. You are highly encouraged to shower and brush your teeth daily.

If you think you may be infected with any disease, you must inform a medical staff person who will take immediate steps for decontamination.

Disposable items will be issued on a daily basis normally around 8:00 am, and only on the shift. If a detainee requests to shave, he or she will sign up on the menos items form. Detainees will have one hour to use the shower and return it to the officer. The officer responsible for the kitchen on the morning shift is assigned to ensure the opportunity to shave before reporting to work.

If you will be attending a court hearing, you will be afforded the opportunity to shave before appearing.

Fingernail clippers are available for purchase through the commissary.

Flush the toilets after each use. Liquefied and grease in the sink, not the water, into the sink. Paper may be obtained from detention staff.

You must wear shoes or show no sign except when in your bunk. If you have peeling skin or cracks on your feet, you should notify Medical.

LIVING AREA/BED ASSIGNMENT

You are required to keep your personal living area clean and sanitary. This includes your bunk and immediate area around and under your bunk, i.e., and any personal items.

Cleaning supplies will be provided, usually at specific times, as needed by the detention officer.

Housing units and all common areas must be kept clean and should be ready for inspection at any time.

You are required to keep all books, hygiene items and personal items in the storage unit provided.

If you have excessive personal items in your bed area including under your mattress, you will be assessed, during inspections, the opportunity to place these items in your personal property or to dispose of the items. The officers assigned to the housing unit along with the Shift
Supervisor will decide what items are excessive. If personal items are insufficient a receipt will be issued to you.

You are required to make your bed in a neat, orderly manner by 10:00 a.m. This means that the bottom and top sheets will be tucked under the mattress. The pillow and sheets will not hang down over the edge of the bed.

You may sleep on your bunk after it is made in the morning, not under the covers. You may request a second blanket and pillow under the second blanket to the top of your bunk, but under the sheets until after the evening routine has been completed. When you get up from your bunk, you need to neatly fold your blanket and place it on your nightstand. Your bunk must be made when you are not occupying it.

Your toilet needs to be neatly folded and hung on the back wall and you may only bring your laundry bag over the bunk as well.

You are provided one mattress and one pillow. If your pillow or mattress is found to be removed from your bunk.

Blankets, sheets or towels are not to be used as dress, towels, pillows, or for any purpose of convenience at any time.

Clothing, linens, or any other items may be placed on the beds for storage in the area where your bed area, for example, the wall, and around bed area, in any location, for example, the wall, shelves, beds, television, doors.

You will be assigned a bed and a storage unit for the storage of your personal property. It will be stored in the bed and storage unit and will be left undisturbed at all times. If you do, you will be given a warning.

If you are assigned a bed and a storage unit, you will not be able to have access to your personal property. If you do, you will be assigned a different bed and storage unit.

HOUSING UNIT SANITATION

Each and every detainee must participate in the facility's sanitation program. A list of detainees is developed each day by staff and is posted daily for viewing. During a general cleanup all detainees must participate. The assigned Housing Unit Officer will be responsible for assisting this general cleanup is done on a regular basis.

DAY SPACE

Dayrooms are open spaces in the housing unit that are utilized for watching television, playing board games, dominoes, or cards, as well as for participating in other activities.

All detainees in a housing unit are required to keep their space clean and sanitary. The area is not to be used for eating, sleeping, or any other purpose. The space is to be kept clean and tidy at all times.

Detainees will take turns cleaning the area. If a detainee feels that someone is not doing their fair share, the detainee should inform the housing unit officer of the problem. Action will be taken to resolve this problem.

The day room area will be kept clean at all times. Should an officer notice that the area is not clean, the officer will make available necessary cleaning supplies. If the detainee in the housing unit does not clean the area after being instructed to do so, the detainee will be banned from the area and the detainee will not be permitted to participate in any activity beyond the housing unit.

The detainee must be removed from the area and cannot be placed in another facility until they have completed the required tasks.

Walls and floors will be kept clean of newspapers, clothing, cups, bowls, and other objects.

Blankets, sheets, or towels are not to be used as dress, towels, pillows, or for any purpose of convenience at any time.

Support staff is provided to your care and are not to be used in any manner. Your bed must be made on the bed and the area must be kept clean.

SECTION VI: GRIEVANCE PROCEDURES

If you have a complaint about the conditions of confinement, you may contact the Grievance Coordinator or your provider for assistance. If you have made a complaint about any behavior or action directed toward any detainee by staff or another detainee, you may make a complaint in writing. Your complaint should be based on the facts and in an honest and straightforward manner.

GRIEVANCE PROCEDURE

If you have a grievance, you should first go to the staff of the administrative office, either the Detention Officer or the Grievance Coordinator, to discuss the matter with them. If you have a complaint about any behavior or action directed toward any detainee by staff or another detainee, you may make a complaint in writing. Your complaint should be based on the facts and in an honest and straightforward manner.

You may obtain a Grievance form from the housing unit office. You must fill out the form and date it, and explain as best you can what the problem or complaint is and what relief you seek. You may obtain assistance of facility staff or other detainees in preparing your grievance. Another detainee may assist you with your grievance if you are unable or unable to communicate in English. Another detainee cannot submit a grievance for you or any other detainees.

Grievances that are an emergency in nature will be responded to in an immediate basis in an attempt to resolve the problem that may arise due to delay. You must submit your grievance to a staff member for it to be treated as an emergency. The staff member will immediately contact the Shift Supervisor. If the Shift Supervisor cannot resolve the grievance, he/she will submit a report to the Warden describing the problem and its resolution. Emergency grievances not resolved at the Shift Supervisor's level will be sent to the Grievance Coordinator for resolution.

If the emergency is medical in nature, the grievance will be submitted to the Health Services Administrator. If the Health Services Administrator cannot resolve the grievance, the complaint will be referred to the Health Services Administrator for resolution. If the complaint is not resolved, the Health Services Administrator will advise the Shift Supervisor and the medical staff on the procedures to resolve the complaint.

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If the Warden determines that your grievance is not an emergency, you will be contacted and asked to file a request for a non-emergency determination of the complaint and the complaint will be placed in an envelope prior to being placed in the locked Grievance Box.

Each day (excluding weekends and holidays) all grievances will be reviewed and evaluated by the Grievance Coordinator to determine whether your grievance is an emergency or not. If determined to be an emergency, your grievance will be handled immediately. If your grievance is not an emergency, it will be placed in an envelope and placed in the locked Grievance Box.

If you have a problem such as conflict with other detainees, personal problems (family) or questions about this facility, contact your counselor or request a meeting with the supervisor to discuss the issue.

The Warden may not accept any of your grievances that have not been properly filed and properly handled. You are responsible for the proper filing and handling of your grievances. If a grievance is not properly filed, it may not be considered.

The Warden will ensure that all grievances are properly filed and properly handled. You are responsible for the proper filing and handling of your grievances. If a grievance is not properly filed, it may not be considered.

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DESTRUCTION OF PROPERTY

If you are found guilty of destroying facility property, you may be charged for both replacing the item damaged or destroyed and the cost of reclamation as well.

CONTRABAND

Contraband is any item or material that is not approved by the facility for possession, is not in the commission or not issued by staff. Some examples of contraband are:

- Unauthorized drugs
- Medication distributed by the medical staff not authorized for retention or prescribed for another purpose
- Chemical intoxicants
- Alcoholic beverages or any other products containing alcohol in any form
- Obscene pictures and literature
- Free food items, which are not from the Commissary or authorized by the medical staff
- Money, checks, or money orders
- Weapons or items that could be considered a weapon
- Any tobacco product or matches/lighters
- Ammunition or explosives
- Combustible or flammable liquids
- Hazardous or poisonous chemicals or gases
- Tools of any type that could aid in escape

AUTHORIZED ITEMS

You are allowed to have in your possession the following items:

- Property that staff authorizes you to take to your living area
- Item(s) pre-approved by the Chief of Security service are left for you.
- Facility items issued to you.
- Items purchased through the Commissary.
- Medication and materials authorized by the medical staff (when medication is authorized for retention).

SEXUAL ASSAULT AWARENESS

The facility will show you a real-life sexual assault software during your initial processing.
STAFF ON DETAINEE SEXUAL ASSAULT

There is absolutely no tolerance for sexual assault or contact, which is prohibited by law. Any form of sexual contact between detainees and employees is considered sexual misconduct and is a violation of the Detention Staff Code of Conduct. If you or someone you know has been a victim of sexual misconduct, it is important to report it immediately.

To report any sexual misconduct, you should:

1. Report it immediately to the supervisor.
2. Provide any evidence available.
3. Describe the incident in detail.
4. Cooperate with any investigation.
5. Contact a trusted friend or family member for support.
6. Seek medical attention if necessary.
7. Request a transfer to another facility if desired.
8. Keep detailed records of all communications and interactions.

DETENTION AS A SAFE ENVIRONMENT

As a detainee, you are entitled to a safe and secure environment. The facility is committed to providing a safe environment for all detainees. If you have any concerns or if you observe any behavior that violates your safety, please report it immediately.

AVOIDING SEXUAL ASSAULT

Carry yourself in a confident manner at all times. Do not permit your emotions to be obvious to others.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another detainee to be your protector.

Find a staff member with whom you feel comfortable discussing your concerns and problems. Report concerns.

Be clear, direct, and firm. Do not be afraid to say, “Stop it now!”

Respectful behavior toward others and themselves is expected. You can maintain your identity in treatment and maintain your health.

Stay in daily contact with the institution.

Choose your associations wisely. Look for people who are interested in positive activities and seek advice from other inmates or staff. Ask them to do something positive with you.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you feel your safety, report your concerns to staff.

If you become a victim:

1. Report immediately to staff.
2. Protection from assistants will be offered.
3. Your medical needs will be addressed for at least 24 hours.
4. Although you do not have to identify your assailant, the information will make it easier to protect you and others.
5. Even if you do not name your assailant, you will continue to receive protection.
6. It is extremely important to see Medical before you shower, shave, wash, drink, eat, change clothing, or use the bathroom.
7. Medical staff will examine you.
8. You may also be tested for sexually transmitted disease if evidence may be gathered.
9. The result will be conducted privately and professionally by a physician.

What will happen:

1. An investigation will be conducted to determine the nature and extent of the misconduct.
2. You may be asked to give a statement.
3. You may be asked to testify.
4. You will be offered protection.
5. You will receive a medical examination.
6. You will be offered counseling by the Mental Health staff.
7. Community resources are available.

Help Available:

1. Most people need help to recover from the emotional effects of sexual assault.
2. This is true whether it occurred recently or in the past.
3. Mental Health staff are available.

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If you feel you might hurt someone else:
- If you feel you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control.
- Ask Medical Staff for a referral.

How to report an incident of sexual assault:
- Notify any staff member immediately.
- If you do not wish to notify a staff member, you may write the Wardress, Administrative Wardress, or Health Services Administration confidentially.
- You may also notify ICE according to the procedure outlined in your detainees' handbook or call the DHS/ICE Hotline at 1-888-770-9433

Remember:
- It is every staff member's responsibility to ensure your safety.
- You will receive protection.
- Confidentiality will be maintained.

SEC. 6. DISCIPLINARY PROCEDURE

To provide a safe and orderly living environment, facility authorities will impose disciplinary sanctions on any detainee whose behavior is not in compliance with facility rules and procedures.

INVESTIGATION

When an alleged rule violation is reported, an appropriate investigation will begin within 24 hours of the time the violation is reported and is comprised without unreasonable delay, unless there are exceptional circumstances for delaying the investigation.

UNIT DISCIPLINARY COMMITTEE (UDC)

The UDC shall be comprised of one to three members, at least one of whom is a supervisor.

The UDC will conduct hearings and, to the extent possible, informally resolve cases involving "high moderate" or "low moderate" charges. In accordance with the list of charges and related sanctions, unresolved cases and cases involving serious charges are forwarded to the Institutional Disciplinary Panel (IDP).

The UDC shall have authority to:
- Conduct hearings and informally resolve incidents involving High Moderate or Low Moderate charges.
- Consider written reports, statements, and physical evidence.
- Hear pleadings on the part of the detainees.
- Make findings that a detainee did or did not commit the acts violating(s) or prohibited act(s) as charged, based on the preponderance of evidence.
- Impose minor sanctions "E" through "M" in accordance with the table of prohibited acts and associated sanctions.

The detainees in UDC proceedings shall have the right to:
- Remain silent at any stage of the disciplinary process.
- Due process, including a UDC hearing within 14 days of the end of the investigation.
- To attend the entire hearing including cross-examination by the defense attorney or to provide written responses and submit evidence.
- To waive the right to appear.
- To obtain legal representation in the proceeding, at the expense of the detainee, if the and referred to the committee meeting document the security considerations.
- Present statements and evidence in his/her own behalf.
- Appeal the committee's determination through the detainee appeal process.

INSTITUTIONAL DISCIPLINARY PANEL (IDP)

The facility has a disciplinary panel to adjudicate possible incident reports. Only the disciplinary panel can impose a detainee in disciplinary segregation.

The IDP refers either one to a three-person panel appointed by the Wardress, or a one-person disciplinary hearing officer.

The panel shall not include the reporting officer, the investigating officer, or any member of the unit's UDC, or anyone who witnessed or was directly involved in the incident. Only if virtually every available officer witnessed or was directly involved in the incident shall an exception to this rule occur.

The IDP shall have authority to:
- Conduct hearings on all charges and allegations referred by the UDC.
- Call witnesses to testify.
- Consider written reports, statements, physical evidence, and oral testimony.
- Hear pleadings by detainees and staff representative.
The IDP shall:

- Verify that the detainee has been advised of, and understood, his/her rights, as provided above.
- Remind the detainee of his/her right to a staff representative, providing one if requested.
- Advise the detainee of his/her right to object to the hearing and admit having committed the offense.
- Conduct the hearing on the first business day after receiving the UDC notice, unless the detainee waives the 24-hour notification provision, requesting an immediate hearing. In cases where a hearing is delayed, the reason(s) must be documented (e.g., a continuity investigation or facts that could be documented, misconduct committed by the staff). If the detainee is held in segregation, the delay shall not exceed 72 hours, barring an emergency. Prepare a written record of its proceedings. This record must show that the detainee was advised of his/her rights. It must also document the evidence considered by the panel and subsequent findings, the decision and sanctions imposed, and any brief explanations.
- Forward the entire record to the Warden, who may (a) continue the proceedings; (b) terminate the proceedings; or (c) impose more severe or more lenient sanctions.
- Serve the detainee with written notification of the decision.

***STAFF REPRESENTATION***

The Warden or designee shall, upon the detainee's request, assign a staff representative to help prepare a defense. This will be automatically provided for high-risk detaine, detention with limited English-language skills, detention in administrative or disciplinary segregation.

- A staff representative must be a full-time employee.
- Because of the potential conflict of interest, the Warden members of the IDP and of the UDC initially involved in the case, eyewitnesses, the reporting and investigating officers, and anyone else with a stake in the outcome shall not act as staff representatives.
- The detainee may select his/her own staff representative, approved by the IDP above.
- The IDP shall ensure that the staff representative selected by the detainee is present at each stage of the hearing. If that staff member declines or is unavailable, the staff can select a different representative, with the prior consent of the detainee.
- The staff representative shall be free to speak to witnesses and to present evidence in the detainee's behalf, including any mitigating circumstances.

***POSTPONEMENT OF DISCIPLINARY PROCEEDINGS***

The facility shall permit hearing postponement of proceedings under certain circumstances.

Circumstances justifying the postponement of a hearing might include: detention in administrative or disciplinary segregation, pending criminal prosecution, or an unpunished detainee may also cause a delay in the proceedings, either because of inappropriate behavior during the hearing process or a refusal to participate in a productive manner.

***DURATION OF PUNISHMENT***

The duration of punishment shall be within established limits. Neither the panel nor the Warden shall impose a limit on the duration of punishment, but it shall be the sole responsibility of the detainee to maintain the limits.

1. Punishments range from the withholding of privileges to segregation. Time in segregation shall be calculated in days of confinement.

2. Time served in segregation is considered time to be served in the segregation unit after the decision is announced.

3. If the disciplinary panel issues a finding that continued segregation is warranted, the individual may be removed from segregation if a healthcare professional concludes that continued segregation is detrimental to the detainee's mental or medical health.

***DOCUMENTS***

All documents relevant to the incident, subsequent investigation, hearing(s), etc., shall be compiled and distributed in accordance with facility procedures.

***Incident Report/Notice of Charges***

The incident shall be recorded in the detainee's file immediately after the incident takes place. If the incident is recorded informally, the incident shall be immediately reported to the Chief of Security via the shift supervisor.
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If the UDC is to be involved, the supervisor shall serve the database with a copy of the Notice of Charges upon completion of the investigation, no less than 24 hours before the UDC hearing.

The UDC receives the original copy.

If the UDC hears the matter, the ranking member of that committee shall serve the database with a copy of the incident Report/Notice of Charges indicating their decision. The UDC, upon conclusion of its proceedings, will forward the entire record to Classification.

CONFIDENTIAL INFORMATION

When a decision relies on information from a confidential informant, the UDC or IDP shall include in the hearing record the factual basis for finding the information reliable.

Prohibited acts are divided into four categories: "Greatest", "High", "Moderate", and "Low Moderate". The sanctions authorized for each category will be imposed only if the database is found to have committed a prohibited act.

"Greatest" offenses: The IDP shall impose and execute at least one sanction in the A through E range. Additional sanctions (A through G) may be imposed, and either executed, or suspended, at the discretion of the panel. The IDP may impose and execute sanctions F and G only in conjunction with sanctions A, B, C, D, and/or E.

"High" offenses: The IDP shall impose and execute at least one sanction in the A through M range. Additional sanctions (A through M) may be imposed, and either executed or suspended, at the discretion of the panel.

"High Moderate" offenses: The IDP shall impose at least one sanction in the A through M range, but may suspend any or all, once imposed. Similarly, the UDC shall impose at least one sanction in the G through M range, but may suspend any or all, once imposed.

"Low Moderate" offenses: The IDP shall impose at least one sanction in the B through M range, but may suspend any or all, once imposed. Similarly, the UDC shall impose at least one sanction in the B through M range, but may suspend any or all, once imposed.

DISCIPLINARY SEVERITY SCALE AND PROHIBITED ACTS

CODE: "GREATEST" OFFENSE CATEGORY

108 Assisting 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 if another charge of Greatest Severity is not applicable
199 Conduct that disrupts or interferes with the security or orderly running of the facility (conduct must be of the Greatest Severity nature). This charge is to be used only if another charge of greatest severity is not applicable

SANCTIONS

A. Initiate criminal proceedings
B. Disciplinary transfer (relocation)
C. Disciplinary segregation (up to 60 days)
D. Make monetary restitution, if funds are available
E. Loss of privileges, i.e. commissary, etc.
F. Change housing
G. Remove from program and/or group activity

CODE: "HIGH" OFFENSE CATEGORY

200 Escape from unescorted activities, open or secure facility, without violence
201 Fighting, boxing, wrestling, sparring, and any other form of physical encounter, including horseplay that causes or could cause injury to another person, except when part of an approved recreational or athletic activity
202 Possession or introduction of an unauthorized tool
203 Loss, misplacement, or damage of any restricted tool
204 Threatening another with bodily harm
205 Extortion, blackmail, protection; demanding or receiving money or anything of value in return for protection against others, avoiding bodily harm, or avoiding a threat of being informed against
206 Engaging in sexual acts
207 Making sexual proposals or threats to another
208 Wearing a disguise or mask
209 Tampering with or blocking any lock device, includes keys
210 Adulteration of food or drink
211 Possessing, introducing, or use of narcotics, narcotic paraphernalia, or drugs not prescribed for the individual by the medical staff
212 Possessing any officer's or staff clothing
213 Engaging in, or inciting a group demonstration
214 Encouraging others to participate in a work stoppage or refusing to work
215 Refusing to provide a urine sample or otherwise cooperate in a drug test
216 Introducing alcohol into the facility
217 Giving or offering an officer or staff member a bribe or anything of value
218 Giving money to, or receiving money from, any person for an illegal or prohibited purpose, or introducing contraband
219 Destroying, altering, or damaging property, facility or another person's worth more than $100, or destroying altering, or damaging life-saving devices, i.e. fire alarm, regardless of financial value
220 Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
221 Signing, preparing, circulating, or soliciting support for prohibited group petitions
222 Possessing or introducing an incendiary device, i.e. matches, lighter, etc.
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233 Any act that could endanger person(s) and/or property
295 Interfering with a staff member in the performance of duties (conduct must be of highest severity). This charge is to be used only when no other charge of highest severity is applicable.
299 Conduct that disrupts or interferes with the security or orderly operation of the facility (conduct must be of highest severity). This charge is to be used only when no other charge of highest severity is applicable.

*When the prohibited act is interfering with a staff member in the Performance of duties (Code 198, 293, 293, or 498) or conduct that disrupts (Code 198, 293, 293, or 499), the Disciplinary Committee should specify in its findings the severity level of the conduct, citing a comparable offense in that category. For example, “We find the act to be of high severity, most comparable to Code 213, ‘engaging in a group demonstration’.

SANCTIONS
A. Initiate criminal proceedings
B. Disciplinary transfer (recommit)
C. Disciplinary segregation (up to 30 days)
D. Make monetary restitution, if funds are available
E. Loss of privileges: commissary, etc.
F. Change housing
G. Remove from program and/or group activity
H. Loss of job
I. Impound and store dwelling’s personal property
J. Confiscate contraband
K. Restrict to housing unit
L. Reprimand
M. Warning

CODE: “HIGH MODERATE” OFFENSE CATEGORY

300 Indecent exposure
301 Stealing (theft)
302 Misuse of authorized medication
303 Loss, misplacement, or damage of a less restricted tool
304 Lending property or other item of value for profit/increased return
305 Possession of item(s) not authorized for receipt or retention; not issued through regular channel
306 Refusal to clean assigned living area
307 Refusing to obey a staff member/warden’s order (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: continuing to riot in Code 105-Rioting; continuing to fight is Code 201-Fighting; refusing to provide a false sample-Code 215)
308 Insults toward a staff member
309 Lying or providing a false statement
310 Counterfeiting, forging, or other unauthorized reproduction of money or other official documents, or items, i.e. security document, identification card, etc. (may be categorized as greater or lesser offense, depending on the nature and purpose of the reproduction, 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 count
315 Making, possessing, or using intoxicant(s)
316 Refusing a breathalyzer test or other test of alcohol consumption
317 Gambling
318 Preparing or conducting a gambling pool
319 Possession of gambling paraphernalia
320 Unauthorized contact with public
321 Giving money or another item of value to, or accepting money or another item of value from anyone
322 Destroying, altering, or damaging facility or another person’s property worth less than $100
339 Conduct that disrupts or interferes with the security or orderly operation of the facility (offense must be of high moderate severity). This charge is to be used only when no other charge in this category is applicable.

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

SANCTIONS
A. Initiate criminal proceedings
B. Disciplinary transfer (recommit)
C. Disciplinary segregation (up to 72 hours)
D. Make monetary restitution, if funds are available
E. Loss of privileges: commissary, etc.
F. Change housing
G. Remove from program and/or group activity
H. Loss of job
I. Impound and store dwelling’s personal property
J. Confiscate contraband
K. Restrict to housing unit
L. Reprimand
M. Warning
CODE: "LOW MODERATE" OFFENSE CATEGORY

400 Possession of property belonging to another person
401 Possessing unauthorized clothing
402 Malingering, feigning illness
403 Smoking where prohibited
404 Using abusive language or obscene language
405 Tattooing, body piercing, or self-mutilation
406 Unauthorized use of mail or telephone (with restrictions or temporary suspension of
the abused privileges often the appropriate sanction)
407 Conduct with a visitor in violation of rules and regulations (with restriction or
temporary suspension of visiting privileges often the appropriate sanction)
408 Conducting a business
409 Possession of money or currency, unless specifically authorized
410 Failure to follow safety or sanitation regulations
411 Unauthorized use of equipment or machinery
412 Using equipment of machinery contrary to posted safety standards
413 Being unsanitary or untidy, failing to keep self and living area in accordance with
posted standards
*498 Interfering with a staff member in the performance of duties (offense must be of
low moderate severity). This charge is to be used only when no other charge in this
category is applicable.
*499 Conduct that disrupts or interferes with the security or orderly operation of the
facility (offense must be of low moderate severity). This charge is to be used only
when no other category is applicable.

SANCTIONS
A. Make monetary restitution
B. Loss of privileges i.e. commodity
C. Change housing
D. Removal from program and/or group activity
E. Loss of job
F. Seizing and store detainee's personal property
G. Confiscate contraband
H. Restrict to housing unit
I. Reprimand
J. Warning

APPEAL PROCEDURE
A detainee who has been found guilty of a rule violation of this facility shall have the right to
appeal his/her case to the Warden. Detainees are advised of their right to appeal decisions of
the disciplinary hearing officer at the time they are provided the decision.

If a detainee wishes to appeal his/her case, he/she must so indicate by signing the Appeal Form
(on the back of a grievance form) in the appropriate space and submit written version (s) for
his/her appeal.

The sanctions imposed by the hearing officer will remain in effect pending the outcome of the
appeal.

The Warden will review the final appeal as soon as possible, but no later than five (5) days,
including weekends and holidays, after the final appeal has been received. The Warden will
notify the detainee in writing of his decision.

ADMINISTRATIVE SEGREGATION ORDER

A written order shall be completed and approved by a supervisory officer before a detainee is
placed in administrative segregation, except when exigent circumstances make this
impracticable. In such cases, an order shall be prepared as soon as possible. A copy of the
order shall be given to the detainee within 24 hours, unless delivery would jeopardize the
safety, security, or orderly operation of the facility. No Administrative Segregation Order is
required for a detainee awaiting removal, release, or transfer within 24 hours.

Reviewed

[Signature]

Warden

Date