

From: (b)(6);(b)(7)(C)
Sent: 23 Aug 2018 19:38:30 +0000
To: (b)(6);(b)(7)(C)
Subject: Aurora
Attachments: I.1.4.d.17_Janitor.pdf, I.1.4.d.21_Food Service Manager.pdf, I.1.4.d.22_Food Service Officer.pdf, I.1.4.d.23_Food Service Clerk (688).pdf, I.1.4.d.18_Maintenance Supervisor.pdf, I.1.4.d.19_Maintenance Technician.pdf

(b)(6);(b)(7)(C);(b)(5)

Here is what I could find in the contract terms related to cleanliness, sanitation, janitorial stuff. There's not much at all, just the few sentences below and the attachments which contain some job descriptions that came out of GEO's original proposal. The Janitor one is very managerial and hardly references actual cleaning. I may ask (b)(6);(b)(7)(C) to report back how long the janitor position has been vacant.

Environmental Health and Safety

1. Facility cleanliness and sanitation will be maintained at the highest level.
2. Compliance with all applicable safety and sanitation laws will be ensured by documented internal and external inspections and corrective action when indicated.
3. Compliance with all applicable fire safety codes and fire safety performance requirements for the facility furnishings will be ensured.
4. Flammable, poisonous, toxic, and caustic materials will be controlled and used in a safe manner.
5. Compliance with fire prevention regulations, inspection requirements, and practices, including periodic fire drills, will ensure the safety of detainees, staff, and visitors.
6. Staff will be trained and knowledgeable about procedures and responsibilities during emergency situations, including those that require evacuation, in accordance with a written plan and at least annual training.
7. The facility will have a plan for immediate release of detainees from locked areas and provisions for a back-up system.
8. A sufficient number of properly positioned emergency exits that are clear from obstruction will be distinctly and permanently marked.
9. Preventive maintenance and regular inspections will be performed to ensure timely emergency repairs or replacement to prevent dangerous and life-threatening situations.
10. Potential disease transfer will be minimized by the proper sanitization of barbering equipment and supplies.
11. Pests and vermin will be controlled and eliminated.

12. Safe potable water will be available throughout the facility.
13. Emergency lighting and life-sustaining equipment will be maintained and periodically tested.
14. Disposal of garbage and hazardous waste will be in compliance with applicable government regulations.
15. The applicable content and information in this standard will be communicated in a language or manner that the detainee can understand.

Personal Hygiene

1. Each facility will maintain an inventory of clothing, bedding, linens, towels and personal hygiene items that is sufficient to meet the needs of detainees.
2. Each detainee will have suitable, clean bedding, linens, blankets, and towels.
3. Each detainee will have sufficient clean clothing that is properly fitted, climatically suitable, durable, and presentable.
4. Detainees will be held accountable for clothing, bedding, linens, and towels assigned to them.
5. Detainees, including those with disabilities, will be able to maintain acceptable personal hygiene practices.

(b)(6);(b)(7)(C)

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(b)(6);(b)(7)(C)

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JOB DESCRIPTION

Job Title:	Janitor	Position Code:	19573G
Exemption Status:	Non-Exempt	Department:	Maintenance
Reports To:	Asst. Business Manager	Division:	
Review Date:	March, 2011	Supervises:	None
		Facility:	Aurora ICE Processing Center

Summary

Under direct supervision, performs janitorial cleaning and maintaining of facilities.

Primary Duties and Responsibilities

- Responsible for proper facility cleaning in compliance to health and safety standards.
- Conducts daily inspections of the facility and grounds for safety, sanitation and cleanliness.
- May assist in stocking and picking up of supplies.
- Conducts weekly inventory of supplies and equipment needed to maintain sanitation. Receives and stores all supplies, ensuring appropriate housekeeping standards are met.
- Ensures that all chemicals and hazardous materials used in the facility are properly controlled, issued and accounted for in accordance with all safety and national standards.
- Maintains a safe working environment and continually attends training in safety awareness.
- Directs work, provides training and performs inspections of work performed by detainee maintenance staff.
- May be expected to make basic minor repairs.
- May need to maintain facility grounds, including lawns, trees, shrubs and plantings.
- May need to remove dirt, rubbish, leaves and all other refuse from facility grounds.
- Performs other duties as assigned.

Minimum Requirements

- High school diploma or equivalent certification required.
- Experience in the use of industrial machinery and knowledge of common janitorial practices and procedures used preferred.
- Must be in good physical condition.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS			X	
11-20 LBS			X	
21-40 LBS		X		
41-60 LBS		X		
61 OR MORE LBS		X		
PUSHING OR PULLING:				
1-40 LBS			X	
41-60 LBS			X	
61 OR MORE LBS		X		
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL			X	
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY				X
CLIMBING			X	
WALKING			X	
STANDING			X	
SITTING			X	
WORKING IN EXTREME TEMPERATURES		X		

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



JOB DESCRIPTION

Job Title:	Food Service Manager	Position Code:	19572A
Exemption Status:	Exempt	Department:	Food Service
Reports To:	Asst. Facility Administrator, Support	Division:	
Review Date:	March, 2011 April 2007	Supervises:	Food Service Staff
		Facility:	Aurora ICE Processing Center

Summary

Manages and governs all dietary services for the facility operation, including operational planning and management of kitchen, service line and dining area staff. Manages food service budget in compliance with facility, corporate and client agency directives.

Primary Duties and Responsibilities

- Manages the daily operation of the facility food service operations. A wide degree of creativity and latitude is expected.
- Reviews menus and supervises the handling, preparation, and storage of food, maintenance of equipment, records and sanitation.
- Develops and maintains food services policies and procedures in accordance with professional standards and the guidelines established for the facility by the company.
- Manages the work of other employees by assigning and inspecting the work performed. Supervision includes selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Directs work, provides training and performs inspections of work performed by detainee food service staff.
- Monitors and maintains company quality assurance and controls in the food production areas.
- Manages food service budget including all food and equipment inventory. Produces various reports on operational efficiencies, staff usage, as requested.
- Performs other duties as assigned.

Minimum Requirements

- Bachelor's degree in business administration or related area and a minimum of five (5) years prior experience managing a food service operation, or an equivalent combination of work experience and education required.
- Experience in institutional cooking in a correctional setting preferred.
- Requires extensive knowledge of the practices and materials used in food service procedures. Must have successful work history of coordinating the demands of a food service operation, displaying a thorough knowledge of administrative techniques and personnel policies and procedures.
- Proficiency with computer systems preferred.

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- Demonstrates effective personnel interactions, communication skills, and problem solving techniques.

Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS			X	
11-20 LBS		X		
21-40 LBS		X		
41-60 LBS		X		
61 OR MORE LBS		X		
PUSHING OR PULLING:				
1-40 LBS		X		
41-60 LBS		X		
61 OR MORE LBS		X		
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY		X		
CLIMBING		X		
WALKING			X	
STANDING			X	
SITTING		X		
WORKING IN EXTREME TEMPERATURES		X		

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



JOB DESCRIPTION

Job Title:	Food Service Officer	Position Code:	19577G
Exemption Status:	Non-Exempt	Department:	Food Services
Reports To:	Food Service Manager	Division:	
Review Date:	March, 2011	Supervises:	Inmates assigned to Kitchen
		Facility:	Aurora ICE Processing Center

Summary

This is a Corrections Officer position assigned to maintain custody, care, and control of inmates or detainees assigned to Food Service activities. Oversees and monitors activities of inmates or detainees while enforcing and adhering to the rules, regulations, policies and procedures of the company and contracting agency.

Primary Duties and Responsibilities

- Supervises detainees specifically assigned to Food Services.
- Coordinates and monitors inmate or detainee movements, conducts counts, and provides emergency responses as needed.
- Conducts shakedown for contraband materials, either individually or as part of a specialized team. Confiscates contraband in accordance to facility and contracting agency policies and procedures.
- Initiates disciplinary reports on detainees/inmates.
- Prepares reports and maintains daily logs as required.
- Ensures prompt and appropriate assistance to inmates/detainees in the event of injury, illness or emotional trauma.
- Promotes facility cleanliness and reports need for maintenance and/or repairs.
- Serves as member of special teams to respond to emergencies as required.
- Completes training courses as required by facility training standards
- Performs other marginal duties as assigned by management.

Minimum Requirements

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred. Training in cultural diversity or sensitivity preferred.
- Possession of applicable state requisites for employment.
- Ability to work overtime as required.
- Ability to handle physical and mental stress associated with working extended hours.
- Must be able to regularly report to work without being late.
- Ability to be physically alert on any shift that is assigned.
- Ability to work up to sixteen (16) hours within a rolling 24 hour period.
- Work experience in a correctional setting preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- May be required to possess valid state driver's license.
- Must be mature, flexible, able to command the respect and confidence of inmates or detainees and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.

Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS			X	
11-20 LBS			X	
21-40 LBS			X	
41-60 LBS			X	
61 OR MORE LBS			X	
PUSHING OR PULLING:			X	
1-40 LBS			X	
41-60 LBS			X	
61 OR MORE LBS				
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL			X	
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY	x			
CLIMBING		X		
WALKING				X
STANDING				X
SITTING		X		
WORKING IN EXTREME TEMPERATURES		X		

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



JOB DESCRIPTION

Job Title:	Food Service Clerk	Position Code:	TBD
Exemption Status:	Non-Exempt	Department:	Food Service
Reports To:	Food Service Manager	Division:	
Review Date:	March, 2011	Supervises:	None
		Facility:	Aurora ICE Processing Center

Summary

Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Performs clerical work requiring application of varied work methods and procedures.

Primary Duties and Responsibilities

- Answers phones for the office area, routing calls, taking and delivering messages as needed.
- Maintains moderately complex indexes and files
- Types correspondence, reports and other materials as required.
- May operate an adding machine, calculator, copy machine, and other office machines which require simple operation.
- Administrative responsibilities also include keeping calendars, coordinating records, operating a personal computer with printer, assisting in keeping minutes of staff meetings.
- Performs other duties as assigned.

Minimum Requirements

- High school diploma or GED certificate.
- Demonstrated experience in office procedures and related clerical duties.
- Ability to interact in a professional manner in both individual and group settings.
- Ability to work with a team of inmates and have the ability to implement team strategy approaches to work assignments.
- Good oral and written communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS			X	
11-20 LBS		X		
21-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
PUSHING OR PULLING:				
1-40 LBS			X	
41-60 LBS	X			
61 OR MORE LBS	X			
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL			X	
DRIVING AUTOMATIC EQUIP. VEHICLES	X			
WORKING WITH MACHINERY			X	
CLIMBING		X		
WALKING		X		
STANDING		X		
SITTING				X
WORKING IN EXTREME TEMPERATURES	X			

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

JOB DESCRIPTION

Job Title:	Maintenance Supervisor	Position Code:	19573E
Exemption Status:	Non-Exempt	Department:	Maintenance
Reports To:	Asst. Business Manager	Division:	
Review Date:		Supervises:	Maintenance Staff
		Facility:	Aurora ICE Processing Center

Summary

Oversees the maintenance activities at a facility. Identifies maintenance needs and prioritizes work according to its severity. Supervises, guides, and reviews the work of maintenance technicians and/or resident workers of the facility. Performs more complex and difficult maintenance work at the facility.

Primary Duties and Responsibilities

- Conducts inspections to determine the need for repair and to estimate repair costs. Schedules preventive maintenance for all safety equipment and systems. Maintains logs of pending and completed maintenance activities. Prepares progress, status, and other reports as required by the Assistant Administrator/Support and reviews maintenance department activities, performance and operations to determine departmental progress towards established goals and objectives.
- Reviews all maintenance issues at the facility. Prioritizes work according to the severity of the issues. May prepare cost estimates according to labor and material requirements when necessary.
- Assigns and inspects work of maintenance personnel. Coordinates the preparation of repair orders, equipment records, requisitions, etc.
- Logs, monitors, and controls the dispensing of all tools used in maintenance activities. Must be able to quickly determine whether any tools are missing. Responsible for the safe transportation of tools within the facility.
- Coordinates with other skilled professionals when assistance is required.
- May ensure compliance with applicable building codes, state, federal, national standards, corporate policy and other governing authority agents of the facility.
- Conducts more complex or difficult maintenance assignments and/or projects.
- Performs limited administrative functions such as evaluating subordinate personnel work performances and reports.
- Initiates and conducts subordinate training.
- Maintains accurate logs on all flammable, toxic and caustic materials.
- Attends staff meeting and conducts meetings with subordinate personnel regularly to ensure the operations integrity of maintenance.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

Minimum Requirements

- High school diploma or equivalent. Additional technical trade or college-level courses are highly desirable.
- Three (3) years experience in the general maintenance associated with electricity, HVAC, refrigeration, mechanical and carpentry work.
- Must be able to perform the work associated with a Maintenance Technician.
- Must be in good physical condition to perform the duties of the position.
- Candidate needs to be self-motivated and able to prioritize work assignments.
- Good written and verbal communication skills.
- Must have experience in leading or supervising a staff.
- Must be able to pass a background check with applicable authorities.
- Above average ability to work with computers and the necessary software typically used by the department.

Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS			X	
11-20 LBS			X	
21-40 LBS		X		
41-60 LBS		X		
61 OR MORE LBS		X		
PUSHING OR PULLING:				
1-40 LBS			X	
41-60 LBS		X		
61 OR MORE LBS		X		
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL			X	
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY				X
CLIMBING		X		
WALKING		X		
STANDING		X		
SITTING			X	
WORKING IN EXTREME TEMPERATURES		X		

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



JOB DESCRIPTION

Job Title:	Maintenance Technician	Position Code:	19579A
Exemption Status:	Non-Exempt	Department:	Maintenance
Reports To:	Maintenance Supervisor	Division:	
Review Date:	March, 2011	Supervises:	None
		Facility:	Aurora ICE Processing Center

Summary

This is a Detention Officer position that performs general maintenance work with moderate latitude for exercising individual knowledge and technical skill.

Primary Duties and Responsibilities

- Surveys assigned jobs and ensures that sufficient and proper materials and tools are on hand to complete work.
- Directs work, provides technical assistance and performs inspections of work performed by detainee maintenance staff.
- Performs preventive, corrective, and emergency maintenance.
- Operates equipment and machinery related to assigned area.
- May perform carpentry work in repairing or replacing doors, windows, walls, flooring, roofing and any other work pertaining to wood structures.
- May perform plumbing, heating and air conditioning work in repairing furnaces, duct work, air conditioners, piping, instrument controls, wash basins, toilet facilities, or any other related work requiring these skills.
- May perform electrical work in repairing and replacing fluorescent fixtures, control switches, disconnecting wiring or any other related work requiring these skills.
- May perform minor construction such as building storage bins, stockroom shelves, counters, and workbenches using precision hand tools and power tools.
- May perform mechanical work involving repair and maintenance of facility machinery, motors and vehicles.
- Maintains records of repairs.
- Assists in maintaining the security of assigned detainees.
- Performs other duties as assigned.

Minimum Requirements

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred. Training in cultural diversity or sensitivity preferred.
- Previous experience in a general maintenance technician capacity.
- Possession of applicable state requisites for employment.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Ability to work overtime as required.
- Ability to handle physical and mental stress associated with working extended hours.
- Must be able to regularly report to work without being late.
- Ability to be physically alert on any shift that is assigned.
- Ability to work up to sixteen (16) hours within a rolling 24 hour period.
- Work experience in a correctional setting preferred.
- May be required to possess valid state driver’s license.
- Must be mature, flexible, able to command the respect and confidence of inmates or detainees and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.

Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS			X	
11-20 LBS			X	
21-40 LBS			X	
41-60 LBS			X	
61 OR MORE LBS			X	
PUSHING OR PULLING:			X	
1-40 LBS			X	
41-60 LBS			X	
61 OR MORE LBS			X	
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY			X	
CLIMBING			X	
WALKING			X	
STANDING			X	
SITTING		X		
WORKING IN EXTREME TEMPERATURES			X	

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.