

Detainee Handbook

LASALLE PROCESSING CENTER
JENA, LA

LaSalle Processing Center
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***This handbook is updated periodically. For the most up to date revisions, please see the bulletin board located in your housing unit.

INTRODUCTION/ MISSION

The LaSalle Processing Center (LPC) in Jena, LA, is a detention facility under contract with the U. S. Department of Homeland Security, Immigration and Customs Enforcement. The mission of the LPC is to provide conditions that are safe, clean and sanitary for detainees waiting processing of their administrative hearing.

PURPOSE

The purpose of this handbook is to explain to detainees the specific rules, regulations, policies and procedures that must be followed while in custody at this facility. The handbook will also help to provide you with a general overview of the programs, rules and 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 handbook.

A copy of this handbook will be issued to each detainee upon intake and copies are available in each housing unit. All detainees are required to acknowledge, by signature, receipt of this handbook.

MAILING ADDRESS

Detainee Correspondence:

Your Full Name
Your "A" Number
P.O. Box 560
Trout, LA 71371

Administration:

Administrator Name
P.O. Box 2826
Jena, LA 71342

Facility Phone Number: 318-992-7800

BASIC DETAINEE RESPONSIBILITIES

It is the policy of The GEO Group, Inc. and Immigration & Customs Enforcement to treat detainees with dignity and respect while maintaining a safe, secure and sanitary detention facility. It is expected that staff will receive your full cooperation while your case is being processed. In the simplest terms, you are expected to:

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

If you observe and comply with the above guidelines, you should have no problems living at this facility while awaiting the outcome of your hearing.

When addressing staff, you should not refer to them by first name or by a nickname. Refer to uniformed staff by their rank and last name (i.e. Officer Jones, Capt. Smith). Refer to non-uniformed staff by title and last name (i.e. Nurse Brown, Dr. Ribas) or by Mr., Mrs., and Ms., followed by their last name. Staff members will address you in the same manner if they know your name. It is not reasonable to expect an officer to know the names of all detainees in the facility. However, the officer or staff member will address you in an appropriate manner.

INAPPROPRIATE RELATIONSHIPS with STAFF

Detainees should be aware of how to handle situations in which they perceive themselves to be the object of sexual advances or other inappropriate behavior by staff members. Any type of sexual advances by any staff member directed toward any detainee is a strict violation of policy. Similarly, it is a violation of the rules for detainees to direct advances towards officers or other staff. Officers or staff may not solicit detainees in any way for any type of sexual favors and may result in criminal prosecution. The same applies for detainees. This includes any conversations that might lead to sexual involvement.

Should any detainee find him /herself being pressured for either sexual favors or some other violation of a facility rule, the detainee should refuse to do the illegal act and either:

- File a formal grievance
- Request to see the Shift Supervisor or complete a Detainee Request Form marked "Emergency" to
 1. Chief of Security
 2. Deputy Warden
 3. Warden
 4. ICE Officer in Charge
- Contact any staff member identified by name, she/he feels comfortable with to let that person know and request help

- Write a family member and urge them to call the Warden and/or ICE Officer-in-Charge.

DETAINEE PROTECTION

The Warden and staff of the LPC strive to maintain the safety and security of all detainees. However, in some situations, measures must be taken to achieve a greater degree of protection for certain detainees.

If another detainee is pressuring you for money, property, or sexual favors, the detainee should immediately contact a Correctional Officer, Shift Supervisor, Chief of Security, Deputy Warden, Warden, ICE Officer-in-Charge, or any staff member with whom you feel comfortable. It is imperative that one of these individuals be contacted immediately so that they can help by moving the detainee from a potentially serious situation.

No Detainee is allowed to take charge of any other detainee.

INITIAL ADMISSION

A. Upon arrival, the processing officer will retain for safekeeping your clothes, personal property, valuables and funds. Itemized receipts will be issued to you for all clothing, personal property, valuables and funds. It is important that you keep these receipts to aid in claiming your property when you are released.

Identity documents such as passports, birth certificates, etc... will be inventoried and given to a deportation officer for placement in your A-file. You will receive, certified by an ICE Official, a copy of these documents upon request.

Property not authorized or not permitted will be mailed at your expense to an address provided by you.

B. While at this facility, you are permitted to have in your possession:

1. Any listed commissary items.
2. Facility issued shoes and clothing.
3. Facility issued bedding and towel.
4. Legal materials pertinent to your current case.
5. Mail and authorized correspondence.
6. Religious books or other authorized materials.
7. Facility library books (2).
8. Personal photos received through the mail (a reasonable amount, without hard backing, no larger than 5x7. No Polaroid's).
9. Health care items issued by or authorized by facility medical staff.
10. Eyeglasses, hearing aids, dentures, contact lenses or other authorized prostheses.
11. Wedding bands.

Personal items must be stored in the locker provided to you. No item is to be attached to bunks, walls, or windows. Detainees are responsible for the loss of personal items not safeguarded or stored by GEO or ICE.

C. Your initial issue of clothing and linens shall be:

- | | |
|--|--|
| 1. Three (3) detainee uniforms (\$17.26 set) | 8. Two (2) sheets (\$3.90 ea.) |
| 2. Three (3) pair of socks (\$0.73 pr.) | 9. One (1) towel (\$1.38 ea.) |
| 3. Three (3) pair of underwear (\$1.78 ea.) | 10. One (1) wash cloth (\$0.10 ea.) |
| 4. Three (3) braziers (females) (\$2.70 ea.) | 11. One (1) nightgown (females) (\$7.16 ea.) |
| 5. One (1) pair of shower sandals (\$2.22 ea.) | 12. One (1) mattress with pillow (\$43.29 ea.) |
| 6. One (1) pair shoes (\$4.50 pr.) | 13. One (1) sweatshirt (seasonal) (\$5.25 ea.) |
| 7. One (1) blanket (\$10.00 ea.) | 14. One (1) identification card (\$5.00 ea.) |

At no time should you have in your possession more than the above quantity of facility issued items. These items must be returned at the time of departure from the facility. Failure to properly maintain these items or return these items at the time of departure may result in a charge against your account.

Laundry schedule will be posted in the Detainee Bulletin Boards in the housing units. The schedule will allow for a clean change of clothing daily and weekly linen exchange.

D. Your initial issue of personal hygiene items shall be:

1. One (1) comb.
2. One (1) toothbrush.
3. One (1) tube of toothpaste (or powder)

4. One (1) lotion
- E. The mailroom clerk will provide writing paper, writing instruments and envelopes for your personal use, upon request.
- F. Should you require immediate medical attention, it will be provided for you. Ordinarily, you will receive a medical examination within 14 days of your arrival by a member of the ICE Health Service Corps (IHSC). Acceptance of the physical examination will not alter your case status and/or affect your length of detention.
- G. Detainees will also be issued an identification card upon intake and are required to have it in their possession at all times. A replacement fee of \$5.00 may apply if your identification card is destroyed or needs replacement.
- H. During the admission process, you will be assigned to a housing unit with a specific bed number. You cannot move from your assigned bed number unless a GEO employee instructs you to move. It is very important to sleep in your assigned bed number so the facility can locate you as soon as possible.

COMMUNICATIONS

You have the right to communicate with the U. S. Department of Homeland Security, Immigration and Customs Enforcement, Facility Administrative Staff, Medical staff and the Grievance Officer. If you have any questions or concerns, you can fill out the proper form and place it in the appropriate mailbox provided for you in your unit. You may contact the Oakdale Office by telephone Monday – Friday 8:00 AM – 4:00 PM excluding holidays. To call use the assigned number located on the pro bono list (listed as Immigration and Customs Enforcement Service) posted in your housing unit. Also a schedule for ICE rounds can be found in your housing unit. Any request for interpretive services for essential communication should be addressed to a case manager with a detainee request form.

Local Field Office Mailing Address:
Immigration and Customs Enforcement
P. O. Box 2359
Jena, LA 71342

CLASSIFICATION

All detainees are classified upon arrival, before being admitted into the general population. Medical and criminal history information provided by the committing officer will be used in the classification process. Your classification category will affect your housing assignment and ability to participate in facility programs. You have the right to appeal any classification decision and request a classification review should you disagree with the designation made. During the intake process, you will be given a uniform based on your classification level as described below. You will only wear the uniform color assigned to you by LPC staff.

Requests should be submitted on the Detainee Acknowledgement of (Classification) Decision / Appeal form or Request to staff addressed to the Classification Officer. He/she will review the request and make a recommendation to the Deputy Warden for a decision. The Deputy Warden's decision may be appealed to the Warden via the same process. The Warden's decision will be final.

The Classification Levels and restrictions are as follows:

Low Custody - Blue Uniforms

- May not be housed with High Custody.
- Low Custody and Medium-Low Custody may be housed together.
- May not include any detainee with a felony conviction that included an act of physical violence, or any detainee with a history of assaultive behavior.
- May not include any detainee with a felony conviction.
- May include detainees with minor criminal records and nonviolent felony charges and convictions.

Medium Low Custody - Orange Uniforms

- May be housed with Low Custody.
- Medium-Low Custody detainees are those with no history of violent or assaultive charges or convictions, no institutional misconduct, and no gang affiliation.
- May not include detainees whose most recent conviction was for any offense under the "Highest" section of the severity scale.
- May not include any detainee with a history or pattern of violent assaults
- May not include any detainee convicted of assault on a correctional officer while in custody or where a previous institution record suggests a pattern of assaults while in custody.

Medium-High Custody - Yellow Uniforms

- Medium-High detainees are those with a history of violent or assaultive charges, convictions, institutional misconduct, or those with a gang affiliation .
- Under no circumstance may a Medium-High custody detainee with a history of assaultive or combative behavior be placed in a low custody housing unit.
- May not include detainees whose most recent conviction was for any offense under the "Highest" section of the severity scale.
- May not include any detainee with a history or pattern of violent assaults
- May not include any detainee convicted of assault on a correctional officer while in custody or where a previous institution record suggests a pattern of assaults while in custody.

High Custody - Red Uniforms

- May include those detainees reclassified from Low Custody and Medium Custody due to institutional incidents or changes in classification information.
- May be reclassified to Medium Custody only based on institutional behavior (no sooner than 60 days).
- Shall not be assigned work duties outside their assigned living areas.
- High Custody detainees are considered a high-risk category-requiring medium to maximum-security housing. High Custody detainees are always monitored and escorted. May not be co-mingled with low custody detainees.

The detainee's classification level will determine the type of work assignment for which he/she is eligible.

General work does not require specific skills. A sample of work assignments and corresponding classification levels follow:

<u>Work Assignment</u>	<u>Level</u>
1. Kitchen worker	Low-Medium
2. Recreation/Library	Low-Medium
3. Living area clean-up/janitorial	Low-High
4. Evening workers (facility janitorial)	Low-Medium
5. Laundry	Low-Medium
6. Barber	Low-Medium

LIVING CONDITIONS

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

It is in your own best interest to maintain a clean living area and avoid the problems associated with unsanitary living conditions. Special care should be taken in housing unit restrooms to maintain cleanliness and sanitary conditions for everyone's benefit.

You are required to keep your bed and immediate area clean and neat. The living units must be cleaned and beds are to be made every day by 8:00am. The hanging of sheets, towels, blankets or clothing from bunks and shower areas, etc. is prohibited. If hooks are provided, wet towels are to be hung from them.

Personal items, including hygiene items are to be stored in locker provided. These items will be confiscated when left in unauthorized areas. It will be your responsibility to identify and reclaim the items through the housing unit officer. All tables should be cleared of all personal items and cleaned after meal times.

Detainees are assigned bunks by Classification and are not authorized to change bunks without the authorization of Classification.

RESTRICTED HOUSING UNIT

Administrative Restriction is intended for detainees with special housing requirements such as:

1. Pending investigation or hearing regarding prohibited act(s).
2. Pending transfer or release within 24hrs.
3. Security risk.
4. Protective custody.

Disciplinary Restriction is a special housing unit for detainees who are:

1. A serious disruption to facility operations.
2. In need of additional physical confines.
3. Under sanction of the Institutional Disciplinary Officer.

Detainees placed into Administrative Restriction will be afforded the same rights and opportunities as those in general housing with consideration given to the reason for their housing assignment.

Detainees placed into Disciplinary Restriction will be provided access to showers, recreation, visitation and other programs as deemed appropriate by facility administration based on the nature of the rule violation, but access shall never be limited beyond that which is guaranteed by ICE Standards or Standards of the American Correctional Association. Showers shall be provided at least three times per week. Visitation shall not be denied unless the rule violation involved visitation.

Medical staff visits each detainee in the RHU on a daily basis. Sick call issues are addressed at that time.

EVACUATION DRILLS

Per local, state and federal laws, we are required to perform evacuation drills. At this facility, we perform no less than one drill in every area of the facility each quarter. These drills are not designed to inconvenience you, but rather to ensure that you know where the exits are located in case of an actual emergency such as a fire, gas leak or natural disaster. In your housing unit is a diagram showing you the location of all fire exits and which exits to use. Study this diagram carefully; your life may depend on it.

OFFICIAL COUNTS

In order to maintain proper accountability of detainees at this facility, official counts are conducted approximately at the following times:

- 12:00 a.m. (0000) – Facility Count
- 04:00 a.m. (0400) – Facility Count
- 07:00 a.m. (0700) – Facility Count
- 10:00 a.m. (1000) – Facility Count
- 03:00 p.m. (1500) – Facility Count
- 08:00 p.m. (2000) – Face to Photo Count

During all official and face to photo counts no movement or talking is permitted. All detainees who are in a housing unit at the time of count are required to report back to their assigned bunk and remain seated until count is cleared. Disruptions during counts may result in a lock-down being initiated. Emergency Count may be conducted when required.

MEALS

All meals are nutritionally balanced, dietician approved and properly prepared and served. To accommodate most religious diets at no time does the facility utilize pork products in any food served. The use of food, i.e. the withholding of or variation from the standard menu, as a disciplinary measure or reward is prohibited. The Food Service Department upon request and authorization provides special diets as required for medical/dental reasons or adherence to religious dietary law. Facility medical staff will order special medical diets as required.

If you have religious dietary requirements, or have food allergies you must notify a staff member as soon as possible so that arrangements can be made to accommodate your needs. To be approved for a religious diet, you must request a form from the Religious Coordinator. Once received, the form must be filled out completely and returned to the Religious Coordinator. The Food Service Department will be notified if you are approved for a religious diet. If you request to be provided a special diet, you will be prohibited from accepting meals from the standard menu thereafter. Accepting items not provided as part of your diet may result in your removal from the special diet list. You will be issued an appropriate eating utensil and napkin. You are required to properly dispose of leftover food and place your tray and utensil in the appropriate place at meals end.

Meals are served in the housing units at 5:00 AM-7:00AM, 11:00AM-1:00PM, and 5:00PM-7:00PM hours. The officer will instruct detainees to form a single file line and a tray will be served by the officer to the detainee. The detainee must exchange his or her identification card for the food tray. The identification card will be returned to the detainee upon completion of the meal. There will be no forms of disruption while this task is being performed. All detainees will have approximately 20 minutes to eat their meals.

SMOKING POLICY

Smoking and all tobacco products are strictly prohibited in all areas of this facility.

MEDICAL CARE

This facility provides a fully staffed medical clinic operated by the ICE Health Service Corps (IHSC) to address your health care needs while in detention.

To seek medical care through a sick call nurse, please follow these guidelines. The sick call nurse will notify the GEO dorm officer they are en route each morning. The dorm officer will announce "SICK CALL". If you would like to be signed up for sick

call, when the officer makes this announcement, give the officer your GEO ID. The sick call nurse will arrive to the dormitory and ask the officer for the sick call IDs. If you turned in your ID, your name will be called and you will be able to speak to the sick call nurse and tell what your needs are. The sick call nurse will complete a form for you. If your case is urgent and you need to see a medical provider, arrangements will be made for you to get to the clinic. If your need is minor, the sick call nurse may send you some medication that day or the following day or they may schedule you for a clinic appointment for another day. If you have been at LaSalle Processing Center for less than 10 days, there is no need to request a medical work clearance. This will be scheduled automatically.

If you have a medical emergency at any time, you may contact any staff member and immediate medical care will be provided for you.

CLOTHING/LINEN EXCHANGE

Uniforms will be exchanged at a minimum of two times weekly. Socks and underwear are washed three times per week. At no time should you have more than the issued quantity of any clothing or linen item in your possession. Possessing extra items is a violation of facility rules and is cause for disciplinary action. Sheets, pillowcases, and towels will also be exchanged at least weekly in the same manner. Blankets are exchanged and laundered every 30 days. In the event of a holiday, a revised laundry schedule will be posted.

If you need to exchange shoes or other items of clothing due to them becoming torn or unserviceable, you may submit a request to the Laundry Officer. The item you are requesting will be exchanged one for one.

PERSONAL HYGIENE

You will be living in a housing unit with other individuals, so personal hygiene is essential. You are expected to bathe regularly and to keep your hair clean. Toothpaste, lotion, & razors are issued once weekly on Monday's pending holidays. Toilet paper is issued twice weekly on Monday and Thursday pending holidays. Females will be issued additional gender specific hygiene items as required on Monday's pending holidays. Detainees will have an opportunity to shave prior to going to court. Soap dispensers are available in the dorms which serve as a combination shampoo, body wash, and shave cream.

Each detainee will be supplied with hygiene items as needed providing that the detainee produces an empty toilet paper roll, empty tube of toothpaste, empty lotion container, broken comb, or broken toothbrush in exchange for the new hygiene product.

To obtain a disposable razor, you will have to give the Unit Officer your ID Card. Razors will be available between the hours of 7:00 AM through 9:00 AM or 7:00 PM through 9:00 PM. The officer will issue you a disposable razor and you will have 30 minutes to shave, and then return the used razor to the Unit Officer to get your ID Card back.

You can obtain a new comb or toothbrush through detainee request form to the laundry department providing that you return your broken comb or toothbrush.

BARBERING SERVICES

Barbering services will be provided in the designated recreation yard barbershop Monday through Friday during recreation hours for each dorm. Hair care services are available for all detainees via the detainee request form. It is prohibited to possess clippers. At no time is a detainee authorized to cut hair (either your own or others) within the dorms due to the fact food is served in these areas and the equipment requires signature and audit before use. The recreation department will ensure every effort is made for detainees to get access to their prospective barbershop.

All haircutting equipment is to be properly cleaned and sanitized after each use.

FINANCES

The booking staff upon admittance will collect all money, checks, money orders, valuables or other financial instruments. US currency will be placed in an account for your use while detained. Only money orders and checks from other correctional facilities will be cashed. We will not cash personal checks or payroll checks. Upon your release you will receive cash for the amount remaining in your account, in addition to all of your stored personal property, foreign currency, and valuables. If anything is missing or broken, you should fill out a Claim for Lost or Damaged Property form. If, following an investigation; it is determined that GEO (employees) are at fault, a reimbursement check will be mailed to your forwarding address.

Possession of cash, checks or any other financial instrument inside the facility is a violation of facility rules and will subject you to disciplinary action.

Family or Friends can add money to your account through Access Corrections Access Secured Deposits. Funds are transferred through Toll Free Phone Deposits at 1(866) 345-1884 or Internet Deposits from www.inmatedeposits.com. If a family member or

friend adds money to your account, a receipt will be issued and delivered to you through detainee mail.

ACCESS TO TELEPHONE

Telephones are provided in each housing unit and booking areas for your use. Telephones are turned on at 6:00 am and will remain on until lights out at 01:00 am (0100.). All telephone calls will be collect to the party receiving the call, unless you purchase phone time from the Talton Phone System. Telephones are subject to being monitored. When telephone demand is high, you are expected to limit your calls to twenty minutes in length to allow others the opportunity to place calls. If you are unable to place calls from the telephone in your housing unit or you need to place an emergency call, such as an illness or death in the family; you may complete a detainee request form addressed to the Chaplain to access an office telephone. All calls to consular officials or free legal services are provided at no cost to you.

Phone service is available through Talton Phone Services. The Talton Communications System allows detainees to purchase phone time directly from your detainee trust fund account. Upon admission during the intake process, the intake officer will issue you a personal pin number to make phone calls using Talton Phone Services. Once a detainee makes a call, the funds are taken out of your detainee trust fund account. Please refer to your housing unit bulletin board for calling rates and phone instructions. If you have a phone issue, dial 211# and leave a detailed voicemail of your concern. Talton will listen to your voicemail and respond, usually within an hour.

Staff will take telephone messages from outside callers and deliver them to the housing units at least three (3) times a day. Messages regarding an emergency will be delivered as soon as possible. Facility Phone Number is 318-992-7800.

There is at least one Telecommunications Device for the Deaf (TDD) for detainees with hearing and/or speech disabilities, and for detainees wishing to communicate with parties that have such disabilities. Access to TDD equipment requires the detainee to submit a request to the Shift Supervisor.

Telephones are made available as necessary with adjustable volume for detainees with hearing impairments.

Detainees will not have access to a telephone during the release process.

Report any problems with the telephones to the housing unit officer so that the officer can request a repair.

RELIGIOUS SERVICES

All detainees shall have access to religious resources, services, instruction and counseling on a voluntary basis. Detainees shall be afforded the greatest freedom and opportunity to pursue legitimate religious beliefs or practices within the constraints of safety and security requirements. Services are provided by Religious Volunteers at least once per week. Schedules for religious services are posted at each housing unit. If you require religious services or privileges not provided, you must complete a detainee request form. Designated staff will consult with appropriate members of the religious community in assessing your request.

COMMISSARY

This facility provides a commissary service that allows you to purchase food items, hygiene products, postage and writing supplies to supplement what is issued to you. A commissary schedule is posted on the bulletin board of your housing unit. A commissary order form can be obtained from your housing unit officer at any time. Completed order forms for Commissary must be turned in to the appropriate box in your housing unit. Order forms will be picked up at 7:00a.m., and then delivered later that day. In the event of a holiday, a revised commissary schedule will be posted. Special orders for clothes, shoes, electronics, etc. are picked up in all dorms every Monday at 7:00a.m. and delivered on Wednesdays. You may spend up to \$150.00 per order excluding special orders.

VOLUNTARY WORK PROGRAM

Every effort will be made to provide you an opportunity to participate in the voluntary work program. Any detainee assigned to work in the kitchen will be paid \$4.00 per day. Laundry Work Details and Barbershop Workers will be paid \$3.00 per day. Special Work Details are paid \$2.00 per day. All other job assignments are \$1.00 per day. Ordinarily you will not be permitted to work more than eight hours per day or 40 hours per week. Wages earned are calculated and credited to your account, daily. A detainee must submit a claim for non-payment within 14 days of the date in question. Detainees may also request a copy of their personal account once per week. You will be provided any necessary training to perform the job to which you are assigned and will be required to sign a voluntary work program statement. You must complete a detainee request form indicating that you wish to participate in the voluntary work program and are encouraged to list any special skills or experience that you may have on the form. The form is routed to the Classification Officer. Prior experience and/or specialized skills are not a requirement for participation in the voluntary work program. Detainees who choose to participate are required to work according to an assigned work schedule. Unexcused or frequent absences or unsatisfactory work performance may result in your removal from the voluntary work program. Voluntary Work Program attire will be supplied to you for certain job assignments.

LIBRARY

The cultural diversity of the detainee population has been carefully considered in soliciting donation of printed materials. A wide variety of subject matter and language is represented in the collection. You may have two library books at a time and are asked to return it in a timely manner so that others may enjoy it.

LAW LIBRARY

The Library/Law Library is located on Falcon Walk. Detainees will have access to the law library as posted in the Detainee Bulletin Board in the housing unit. Law Library hours are 8:00 am to 5:00 pm Monday – Friday. A detainee can fill out a detainee request form which is available in the housing units to gain access to the Law Library. Detainees will be allowed to access the computer with the Lexus Nexus software during the posted time by submitting a request to the library supervisor. The library supervisor will notify the dorm before picking up any detainees for library use. After the dorm has been notified you will be escorted to the Law Library and escorted back to you dorm when you are finished. Detainees may utilize the computer and printer for preparation of legal documents. You may request to make copies of legal documents pertaining to your case through the Law Library. There is no charge for making these copies. Request for additional time or materials may be requested through the library supervisor. If at any time you notice materials missing from the library or damaged you are encouraged to report this to the library supervisor. You may also request legal material not in the law library by submitting a request to the library supervisor.

Detainees shall be provided with a means of saving any legal work in a secure and private electronic format so that they may return at a later date to access previously saved legal work product, consistent with the safety and security needs of the detainee and the facility. The law library will include rewritable disks for detainees to save their legal work. For the safety and security of the facility, detainees will not be allowed to keep the rewritable disks in their property in the housing units. The rewritable disks will be maintained by law library staff who will be responsible for the handling, inventory, and control of the disks.

COMPUTERS

A word processing computer is provided in the law library for preparation of legal documents **ONLY**. This equipment is provided at no cost to you and is not to be used for personal correspondence. If you need to use the computer you must complete a detainee request form for access to the law library. No supervisor or staff member will read your documents beyond verifying that they are in reference to legal matters. Detainees are not allowed to have in their possession any type of electronic media such as but are not limited to USB drives, flash drives or cards, read/write CDs, memory cards, or external hard drives.

VISITATION

Facility visiting hours will be posted in the living units. Request for Special visits must be cleared by the Warden by submitting a request form. The visitation schedule is:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00am-11:00am Male Detainees	9:00am-11:00am Male Detainees	9:00am-11:00am Male Detainees	9:00am-11:00am Male Detainees	9:00am-11:00am Male Detainees	8:00am-10:00am Female Detainees	8:00am-10:00am Male Detainees
11:00am-1:00pm Female Detainees	11:00am-1:00pm Female Detainees	11:00am-1:00pm Female Detainees	11:00am-1:00pm Female Detainees	11:00am-1:00pm Female Detainees	12:00pm-4:00pm Male Detainees	12:00pm-4:00pm Female Detainees
6:00pm-8:00pm Male Detainees	6:00pm-8:00pm Male Detainees	6:00pm-8:00pm Male Detainees	6:00pm-8:00pm Male Detainees	6:00pm-8:00pm Male Detainees	6:00pm-8:00pm Male Detainees	6:00pm-8:00pm Female Detainees
8:00pm-10:00pm Female Detainees	8:00pm-10:00pm Female Detainees	8:00pm-10:00pm Female Detainees	8:00pm-10:00pm Female Detainees	8:00pm-10:00pm Female Detainees	8:00pm-10:00pm Female Detainees	8:00pm-10:00pm Male Detainees

Every effort will be made to allow you to receive visitors. Visit sessions will normally be a minimum of one hour dependent upon the number of visitors and staff availability. More time may be authorized by the Duty Warden for family members traveling significant distances. A maximum of two adults and two children may visit at any one time. This regulation will be interpreted flexibly and subject to exceptions. Members of clergy who present proper identification will be admitted to visitation upon request.

Any disruptive behavior by either party will result in the termination of the visit and may cause future visits to be denied. If your visitor(s) bring children (17 years of age or younger) they are expected to maintain direct supervision of those children and prevent

disruption to other visitors. Visitors must be in appropriate and socially accepted attire. A dress code for visitors is posted at the visiting area. Visitors are not permitted to carry personal items into the visiting area. Lockers are provided to secure these items.

The reception officer will accept U.S. currency and money orders to be placed in your detainee account. Personal or payroll checks will not be accepted. Both you and your visitor will receive a receipt for any funds accepted.

Dress Codes for Visitors

The facility maintains a dress code for visitors. The dress code shall be posted and freely available to the public.

The minimum dress code follows.

Female Visitors Age 12 and Older

- a. Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts no higher than mid-thigh comply. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- b. Skirts and dresses shall extend to mid-thigh, seated.
- c. Slits in skirts and dresses shall rise no higher than mid-thigh, seated.
- d. Sheer (see-through) clothing is prohibited.
- e. The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
- f. Shoes shall be worn at all times.
- g. Gang "colors" and other gang displays are prohibited.

Male Visitors Age 12 and Older

- a. Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts no higher than mid-thigh comply. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- b. Shirts shall be worn at all times. Muscle shirts, bare midriff shirts and sleeveless shirts are prohibited.
- c. Shoes shall be worn at all times
- d. Gang "colors" and other gang displays are prohibited.

ATTORNEY VISITS

Attorneys and/or paralegals may visit detainees seven (7) days a week from 6:00 a.m. until 11:00 p.m. including holidays. If necessary, you will be given the option to meet with your attorney during scheduled meal times and at the conclusion of your legal visit you will be provided with a sack meal. A list of free legal services is posted at each housing unit, and is updated quarterly. If you wish to see a representative from this list, it is your responsibility to contact them for an appointment.

A list of pro bono organization will be posted in all housing areas.

If you have made an appointment to meet with an attorney, legal representative or paralegal from an organization, legal firm, or other association or company, it is your responsibility to cancel the appointment if you do not intend to keep the appointment. Appointment cancellations will not be accomplished on your behalf by, or through an officer or another detainee.

CONSULAR VISITS

You have a right to contact your consular representatives and receive visits from your consulate officer. These visits may take place during normal attorney visiting hours or with special permission from the Warden. These visits are also private, like meeting with legal representatives.

CONSULAR VISITATION FOR DETAINEES SUBJECT TO EXPEDITED REMOVAL

If you are subject to expedited removal and have been referred to an asylum officer, you are entitled to consult with anyone you choose before the interview while the officer's decision is under review. This includes family, friends, legal representatives, members of nongovernmental organizations (NGO'S), etc. These consultations are to be private, just like meetings with attorneys. You may also have these persons with you during the asylum officer's interview and during an immigration judge's review of a negative credible fear determination if the judge allows it.

CONSULATE AND COURT SERVICES

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

Pro Bono List And Detainee Sign – Up

The Current list of pro bono legal organization and individuals is posted in the housing area. This list contains names of people and organizations that offer you legal help (some at no cost). Sometimes, these individual organizations ask us to post a sign-up sheet for you to take advantage of this opportunity. You, as an individual or with a small group of detainees, may also have the opportunity to meet privately with these legal representatives, consistent with concern for security.

GROUP LEGAL RIGHTS PRESENTATIONS

Group legal rights presentations are presented as provided. A schedule of these presentations will be posted at each housing unit when available. A sign-up sheet will be provided prior to the presentation and you will be given the opportunity to attend. Presentations are open to all detainees, regardless of the presenters intended audience, unless attendance by a particular detainee would pose a security risk. A copy of the Group Legal Rights Presentation policy, including attachments, is available to detainees upon request.

Detainees in restrictive housing will be allowed to attend unless security would be compromised. If it becomes necessary, presentations may be made to individuals in restrictive housing, pending agreement with the presenter and security can be maintained. If a detainee in restrictive housing cannot attend for this reason, and both he/she and the presenter so request, alternative arrangements shall be made.

LEGAL ORIENTATION PROGRAMS (LOP)

If you are waiting to see an Immigration Judge and you want more information on what to do in Immigration Court, a Legal Orientation Program is available to provide an introduction to Immigration Court. Attorneys and representatives from Catholic Charities of Baton Rouge, LA will give a basic introduction to immigration law and tips on how to represent yourself in Immigration Court. Should you wish to attend an LOP session, make a request to staff through a detainee request form. Please bring with you all immigration papers given to you by ICE. As time permits, there will be individual consultations.

DETAINEE SEARCHES

You will be subject to a pat-search prior to and at the completion of both General and Legal visits.

INSPECTIONS OF PERSONS AND PROPERTY

You are subject to search upon admittance into the facility and when there is reasonable cause to believe that you may have contraband concealed on your person. Additionally, searches are routine requirements when entering housing units or when leaving the visiting area. Routine, unscheduled searches of the facility, detainee's property and persons will be conducted as deemed necessary. There are occasions when random searches will be conducted when entering or leaving an area.

All searches are conducted as a means of preventing contraband and ensuring that safe and sanitary conditions are maintained in the facility. Searches are not punitive in nature.

CONTRABAND

Items, which are considered to be a detriment to the safe and orderly operation of the facility, are prohibited. Contraband items include but are not limited to:

- a. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives or any other article that, if used or possessed, would endanger the preservation of order in the facility.
- b. Any item which could be used as an aid to escape.
- c. Any item which could be used to disguise or alter the appearance of a detainee.

- d. Any article of clothing or item for personal use or consumption which has not been cleared first through the Warden or purchased by a detainee from the commissary.
- e. Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/video recordings of detainees, staff or government property.

UNAUTHORIZED PROPERTY

Unauthorized Property is defined as items that are not inherently illegal, but are against the facility's written rules. Unauthorized Property is considered contraband when, possessed by a detainee or visitor within the facility including but not limited to: Any approved item which, though approved, is in excess of the quantity allowed or altered from its original state. Personal property will not exceed your one assigned locker box. Any property that will not fit into your locker box will be considered excess property. Any unauthorized property brought to the dorm will be confiscated and depending on the nature of the item will either be disposed of properly or included in your personal property in the property room.

CORRESPONDENCE / PACKAGES

You may send or receive mail to or from anyone you know personally. Stamps or pre-stamped envelopes are available for you to purchase through the Commissary. You may place your outgoing letters in the mailbox sealed. Drawing on the front of your outgoing envelopes is prohibited by postal regulations. If you receive incoming legal mail, it will be opened in your presence and inspected for contraband. If your outgoing mail is believed to contain contraband, it will be rejected. When incoming or outgoing mail is confiscated, or withheld (in whole or in part) the detainee shall be notified. If it is determined to contain contraband, disciplinary actions may be brought against you. Correspondence from a detainee to another detainee onsite is not permitted unless the detainees are related family members.

If you do not accept the mail or permit it to be inspected, it will be returned to the sender. **Your mail will not be read; it will only be examined for contraband.**

You must use the following address to receive mail at this facility:

Your Full Name
 Your "A" Number
 P.O. Box 560
 Trout, LA 71371

You will not be allowed to send or receive packages without advance arrangements, approved by the Facility Administrator. You must submit a request form to the Facility Administrator to receive approval of a package. You will pay the postage for sending packages or oversized or overweight mail. The contents of any outgoing or incoming packages will be inspected. Any item not approved by the Facility Administrator will result in the entire package being returned to the sender, undelivered.

If you are indigent: (A detainee who has an account balance of \$15.00 or less.)

- You may send up to three personal letters per week, weighing no more than one ounce each.
- Unlimited legal mail at no cost to you, within reason.

When you depart the facility, your incoming mail will be returned to the Post Office Returned to Sender.

Examples of Unacceptable Items include, but are not limited to the following:

- | | |
|--|---|
| Blank greeting cards | Letterhead stationary |
| Address labels | Uninspectable picture frames |
| Cash money | Membership cards |
| Homemade cards sent by individuals | Computer discs |
| I.D. Cards | Return address labels |
| Plastic cards | Video cassette tapes |
| Postcards | Birth certificates |
| Stamps and stamped envelopes, including collector's stamps | Audio cassette tapes |
| Stationary and writing materials sent by individuals | Pornographic materials of any sort, including magazines |
| Musical greeting cards | Art supplies |

Identity documents, such as passports, birth certificates, I.D. cards, etc., shall be placed in the detainee's A-file and, upon request; the detainee shall be provided with a copy of the document. Cash is a prohibited item and when discovered in the mail a receipt shall be issued, the cash shall be safeguarded, and credited to the detainee's account.

Examples of acceptable items include but are not limited to the following:

1. Letters – no inflammatory letters
2. Pictures – a reasonable amount, non-pornographic and no Polaroids, photo size 5X7 or smaller
3. Paperback Bibles and written religious materials sent directly from the Publisher
4. Legal papers
5. Magazines – sent directly from publisher, excluding pornographic
6. Newspapers sent by the Publisher
7. Books – paperback sent directly from the publisher, excluding pornographic or violent

SPECIAL CORRESPONDENCE

“Special correspondence” is the term for detainees’ written communications to or from private attorneys and other legal representatives; government attorneys; judges and courts; embassies and consulates; the president and vice president of the United States; members of Congress; the Department of Justice (including the DOJ Office of the Inspector General); the Department of Homeland Security (including U.S. Immigration and Customs Enforcement, ICE Health Services Corps, the Office of Enforcement and Removal Operations, the DHS Office for Civil Rights and Civil Liberties, and the DHS Office of the Inspector General); outside health care professionals; administrators of grievance systems; and representatives of the news media..

Correspondence will only be treated as special correspondence if the title and office of the sender (for incoming correspondence) or addressee (for outgoing correspondence) is unambiguously identified on the envelope, clearly indicating that the correspondence is special.

Staff will not treat outgoing correspondence as special if the name, title, and office of the recipient are not clearly identified on the envelope to provide a clear indication that the mail is special.

NOTARY

Notary services are available upon request through the case management department. This service is available for individuals detained in this facility only. Documents for friends, relatives or spouses will not be notarized.

DETAINEE DISCIPLINE

In a facility where many individuals live together in a relatively small amount of space, it is extremely important that order and discipline be maintained. Discipline and order are not only for the benefit of staff, but also for the safety and welfare of you and all other detainees. While many problems can be solved informally through counseling, disciplinary measures must be imposed at times. The following is a list of offenses and associated penalties. Any detainee who is charged with a violation of facility rules will receive a disciplinary hearing and be permitted to speak, call witnesses, have a staff representative and present evidence before a penalty is imposed. Detainees have the right to appeal the decision of the Disciplinary Officer within seven days.

Detainees have the following rights:

1. The right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage and harassment;
2. The right of freedom from discrimination based on race, religion, national origin, sex, handicap, or political beliefs;
3. The right to pursue a grievance in accordance with procedures provided in the Handbook without fear of retaliation;
4. The right to pursue a grievance in accordance with the Grievance System Detention Standard and procedures provided in the handbook;
5. The right to correspond with persons or organizations, consistent with safety, security, and the orderly operation of the facility; and,
6. The right to due process, including the prompt resolution of a disciplinary matter.

Listed below are Category I or Greatest offenses. The Discipline Committee may impose any combination of

penalties for Category II, III, or IV offenses as well as the following penalties:

- (1) Initiate Criminal Proceedings
- (2) Disciplinary Transfer (recommend)
- (3) Disciplinary Restriction (up to 60 days)
- (4) Make Monetary Restitution, if funds are available
- (5) Loss of privileges (e.g., commissary, movies, recreation, etc.)

Category I Offenses:

- 100 Killing
- 101 Assaulting any person (includes sexual assault)
- 102 Escape
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity [e.g., a riot or an escape]; otherwise the charge is classified as Code 222, 223 or 322.)
- 104 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, escape tool, device or ammunition.
- 105 Rioting
- 106 Inciting other to riot
- 107 Hostage-taking
- 108 Assaulting a staff member or any law enforcement officer
- 109 Threatening a staff member or any law enforcement officer with bodily harm.
- 198 Interfering with a staff member in the performance of duties (conduct must be of the greatest severity.) 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 and orderly operation of the facility (conduct must be of the greatest severity.) This charge is to be used only if another charge of greatest severity is not applicable.

These acts listed below shall be considered Category II or High Offenses. The Discipline Committee may impose any combination of the following penalties:

- (1) Initiate criminal proceedings
- (2) Disciplinary transfer (recommend)
- (3) Disciplinary Restriction (up to 30 days)
- (4) Make monetary restitution, if funds are available
- (5) Loss of privileges
- (6) Change of housing
- (7) Remove from programs and/or group activity
- (8) Loss of job
- (9) Impound and store detainee's personal property
- (10) Confiscate Contraband
- (11) Restrict to living unit
- (12) Warning

Category II Offenses:

- 200 Escape from unescorted activities or escape from facility without violence
- 201 Fighting, boxing, wrestling or any other form of physical encounter, including horseplay, that causes or could

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- 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 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
- 208 Wearing a disguise or mask
- 209 Tampering with or blocking any lock device
- 210 Adulteration of food or drink
- 211 Possession, introduction or use of narcotics, narcotic paraphernalia or drugs not prescribed for the individual by the medical staff
- 212 Possessing a staff member's clothing
- 213 Engaging in or inciting a group demonstration
- 214 Encouraging others to participate in a work stoppage or to refuse to work
- 215 Refusing to provide a urine sample or otherwise cooperate in a drug test
- 216 Introducing alcohol in to the facility
- 217 Giving or offering an official 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, such as introducing / conveying contraband
- 219 Destroying, altering or damaging property (facility, government or another person's) worth more than \$100.00
- 220 Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
- 222 Possessing or introducing an incendiary device, e.g. matches, a lighter, etc.
- 223 Any act that could endanger person(s) and/or property
- 298 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.

These are considered to be Category III or High Moderate Offenses. Any combination of the following penalties may be imposed:

- (1) Initiate criminal proceedings
- (2) Disciplinary transfer (recommend)
- (3) Disciplinary Restriction (up to 72 hours)
- (4) Monetary Restitution, if funds are available
- (5) Loss of privileges (e.g. commissary, movies, recreation, etc.)
- (6) Change housing
- (7) Removal from program and/or group activity
- (8) Loss of Job

- (9) Impound and store detainee's personal property
- (10) Confiscate contraband
- (11) Restrict to housing unit
- (12) Reprimand
- (13) Warning

Category III Offenses:

- 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 channels
- 306 Refusal to clean assigned living area
- 307 Refusing to obey a staff member Officer's order (may be categorized and charged as a greater or lesser offense depending on the kind of disobedience; continuing to riot is Code 105-Rioting, continuing to fight, Code 201-Fighting, Code 215- Refusing to provide a urine sample or otherwise cooperate in a drug test.)
- 308 Insolence towards a staff member
- 309 Lying or providing false statement to staff
- 310 Counterfeiting, forging or other unauthorized reproductions of money or other official document, identification card, etc. (may be categorized or lesser offense, depending on the nature and purpose of the reproduction, e.g., 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 intoxicants
- 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 a anyone, including another detainee, without staff authorization
- 322 Destroying, altering or damaging property (government or another person's) equal to or less than \$100.00
- 323 Signing, preparing, circulating, or soliciting support for group petitions that threaten the security or orderly operation of the facility
- 398 Interfering with a staff member in the performance of duties (offense must be of high moderate severity.) This

charge is to be used only when no other charge in this category is applicable.

- 399 Conduct that disrupts or interferes with the security or orderly operation of the facility duties (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

These are considered to be Category IV or Low Moderate Offenses. Any combination of the following penalties may be imposed:

- (1) Loss of privileges, commissary, movies, recreation, etc.
- (2) Change housing
- (3) Remove from program and/or group activity
- (4) Loss of job
- (5) Impound and store detainee's personal property
- (6) Confiscate contraband
- (7) Restrict to housing unit
- (8) Reprimand
- (9) Warning

Category IV Offenses:

- 400 Possession of property belonging to another person
- 401 Possessing unauthorized clothing
- 402 Malingering, feigning illness
- 403 Smoking where prohibited
- 404 Using abusive or obscene language
- 405 Tattooing, body piercing or self mutilation
- 406 Unauthorized use of mail or telephone (with restriction 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 the abused privileges often the appropriate sanction)
- 408 Conducting a business
- 409 Possession of money or currency
- 410 Failure to follow safety and sanitation regulation
- 411 Unauthorized use of equipment or machinery
- 412 Using equipment or machinery contrary to posted safety standards
- 413 Being unsanitary or untidy, failing to keep self and living area in accordance with 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 duties (offense must be of high moderate severity}. This charge is to be used only when no other charge in this category is applicable

APPEALS PROCESS

You may appeal the decision of the Disciplinary Officer within seven days using the Grievance Procedure. The Grievance / Appeal must be presented in writing.

INFORMAL GRIEVANCE PROCEDURES

The facility shall make every effort to resolve the detainee's complaint or grievance at the lowest level possible, in an orderly and timely manner.

Translating assistance shall be provided upon request.

The informal grievance procedure offers the detainee the opportunity to resolve his/her cause for complaint before resorting to the more time-consuming and bureaucratic formal procedure, which requires that all communication between the detainee and the facility be in written form.

The detainee is free to bypass or terminate the informal grievance process and proceed directly to the formal grievance stage. If an oral grievance is resolved to the detainee's satisfaction at any level of review, the staff member need not provide the detainee written confirmation of the outcome. However, the staff member will document the results for the record and place his/her report in the detainee's detention file.

DETAINEE GRIEVANCE PROCEDURE

The grievance procedures are as follows:

1. Staff provides the detainee with a grievance form upon request.
2. Each grievance form filed by the detainee is to contain only one subject or the form will be rejected without review.
3. After completion, the detainee is responsible for placing the grievance in the request box marked grievances. The Grievance Officer will pick up grievance forms daily excluding weekends and holidays. All grievances must be signed and dated.
4. If the detainee claims that the issue is sensitive or the detainee's safety or well being would be jeopardized if others in the facility learned of the grievance, the detainee may seal the grievance in an envelope, clearly mark the envelope "sensitive" and submit it directly to the Warden. In that case, the grievance includes the reason for circumventing the chain of command.
5. A detainee may obtain assistance from another detainee, housing officer, or other facility staff in preparing a grievance. Outside sources, such as family members or legal representatives, may also provide assistance.
6. No detainee may submit a grievance on another detainee's behalf. Group petitions will not be accepted through the grievance process.
7. Within a timely manner following receipt of the grievance the Grievance Officer will meet with the grievant to attempt a resolution.
8. If the grievance cannot be resolved to the satisfaction of the detainee, the Grievance Officer shall so annotate in detail the reasons on the grievance form and refer the written grievance to the next level of supervision in his or her chain of command or to the appropriate department head within five working days of receipt.
9. That person shall act on the grievance within five working days of receipt. The responsible department head shall provide the detainee a written response of the decision and the rationale. If the detainee does not agree with the decision, the detainee may appeal the decision to the Grievance Appeal Board (GAB).
10. Ordinarily, the Grievance Officer or Grievance Appeal Board (GAB) shall provide the written decision no later than fifteen working days after receipt of the detainee's appeal. If that time frame is exceeded, the Grievance Officer or Grievance Appeal Board shall include in the written decision an explanation for the delay. If a detainee does not receive a written response within that 15-day time frame, he or she may appeal the grievance directly to the facility administrator.
11. If the detainee does not accept the written GAB decision, he/ she may appeal it to the Warden within five workdays of receipt of the decision. After reviewing the GAB finding the Warden may uphold, modify or reverse it. The Warden will provide the detainee with a written decision within five working days of receiving the appeal.
12. A detainee dissatisfied with the response may communicate directly with ICE.

Emergency Grievances

An emergency grievance involves an immediate threat to a detainee's safety or welfare. Emergency grievance procedures will be applied.

Retaliation

Staff will not harass, discipline, punish or otherwise retaliate against a detainee lodging a complaint. The Warden or Deputy Warden may authorize staff to refuse to process a detainee's complaint if an individual establishes a pattern of filing nuisance complaints or otherwise abuses the grievance system.

Medical Grievances

Grievance forms concerning medical care shall be delivered directly to medical staff designated to receive and respond to medical grievances at the facility. Designated medical staff shall act on the grievance within five working days of receipt and provide the detainee a written response of the decision and the rationale. Medical grievances are maintained in the detainee's medical file.

ABUSE OF THE GRIEVANCE SYSTEM

If a detainee establishes a pattern of filing nuisance complaints or otherwise abusing the grievance system, the facility administrator may identify that person, in writing, as one for whom not all subsequent complaints have to be fully processed. However, feedback will be provided to the detainee, and records will be maintained of grievances "rejected."

RECREATION FACILITIES

The facility provides recreational activities within the housing unit Dayrooms, in the form of cards and games that are available at no cost to you. Dayrooms are an open style design with free access from the sleeping area. Television viewing shall be available from the time that morning cleaning duties are completed until lights out at 01:00 am. Television settings are controlled in each living unit by remote control. All detainees are required to rack up upon lights out.

Outdoor recreation equipment available for use while on the recreation yards. All detainees are afforded access to daily outside recreation. Weather and scheduling permitted, detainees in general population will be afforded four hours of outdoor recreation, detainees in RHU for administrative reasons will be afforded two hours of outdoor recreation, and detainees in RHU for disciplinary reasons will be afforded one hour of outdoor recreation. The recreation schedule is posted in the housing unit.

MARRIAGE REQUESTS

Detainees may request permission to marry by submitting a Detainee Request form through the Warden to ICE. The request is to include an attachment that addresses the following information:

1. He/she is legally eligible to be married;
2. He/she is mentally competent;
3. The intended spouse has affirmed, in writing, that he/she is not married and his/her intent to marry the detainee; and
4. Identify the arrangements that will be made, and by whom, for such items as, but not limited to, obtaining a marriage license, retaining an official to perform the marriage ceremony, etc.
5. The intended spouse must include a telephone number where he/she can be reached and a copy of his/her state issued ID.

Neither ICE nor GEO staff will participate in making marriage arrangements or the ceremony. Any marriage request that is approved will occur within the LPC. In order to apply for a marriage license in Jena, La; both birth certificates must be in English. If the birth certificate is not in English the detainees Embassy must translate and notarize the birth certificate.

DETAINEE DRESS CODE

Detainees are required to keep themselves clean and wear proper clothing/footwear during all activities. Detainees are reminded that poor hygiene, poor sanitation and not wearing proper clothing and footwear can cause potential conflict with your peers and others and can have a negative impact on the health and safety of yourself and others. Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation.

Detainee uniforms will be worn in the manner that is intended by the manufacturer. Altering detainee uniforms or wearing them in any manner other than the commonly accepted manner is prohibited. Undergarments may not be worn without outer garments or be visible in any way only while in sleeping areas or restrooms. Pants will be worn at a point about the waist that prevents the exposure of undergarments or commonly covered parts of the anatomy. Shirts are to be worn at all times, except while in the shower. If outer shirt is removed during recreation a plain white t-shirt must be worn. Headwear will be prohibited to be worn outside the housing units. The only headwear that will be allowed to be worn outside the housing units will be authorized religious headwear. While inside, detainees will only be allowed to wear religious headwear or headwear purchased through commissary. Self-made or altered headwear is unacceptable. Detainees are not to walk about the facility with their hands inside waistbands of pants, regardless of weather conditions. **No Exceptions!**

Ordinarily, detainees may wear any hairstyle with the following exceptions:

1. For safety and hygiene reasons, kitchen workers and detainee workers operating machinery will keep their hair in a neat, clean and commonly accepted style.
2. The hairstyle will not interfere with safety and hygiene requirements.
3. ALL kitchen workers will wear a hairnet or hat (only) while working in the kitchen.
4. Ordinarily, facial hair may be grown without restriction with the following exceptions:
 - a. For safety and hygiene reasons, certain kitchen workers and detainee workers operating machinery are not authorized to wear facial hair and are expected to be clean shaven at all times while performing these duties.
 - b. These restrictions are a requirement for employment in the above-described functions and acceptance of the assignment denotes acceptance of the grooming standards.
 - c. There will be no exceptions to this requirement, including medical reasons.

LEGAL FILE

The Detention and Deportation Section maintain an immigration legal record, commonly called an "A" File, for each detainee. Your "A" File contains legal transactions and documentation related to your case, including but not limited to identification cards, photos, passports and records of your immigration history.

DEPORTATION PROCEDURES

An alien may be arrested by the U.S. Border Patrol or by Immigration & Customs Enforcement for a variety of Immigration law violations.. A few examples include overstay, entry without inspection, working without ICE authorization, or various criminal convictions. Anyone who is not a United States Citizen may be approached for possible Immigration violations while in an institution, confined in a local or state prison, or anywhere at any time while in the United States. Immigration Enforcement Agents perform regular jail checks for documented and undocumented aliens who may have violated any Immigration law that could result in the removal from the United States. After an interview and record checks, Immigration Officers will establish whether or not an alien is subject to removal. Removal procedures are as follows.

1. Before the Immigration Officer conducts an interview, you will be advised of and served with your rights. You and the officer will then sign a statement showing that you are aware of these rights. Some may have had their rights already explained to them before coming to this facility. This will depend on your case. All cases are different. Not everyone will be advised of their rights at this facility. Not everyone will have to give and sign a sworn statement at this facility.
2. Immigration Officers may take your fingerprints and pictures.
3. The Immigration Officer may prepare and serve you with a "Notice to Appear" if you have to appear before the Immigration Judge. Not everyone will have to go through this process. This document contains the charges relating to removal or denial of admission into the United States.
4. If you qualify for a bond, once you are in Immigration custody, an Immigration Officer will serve you with the "notice of custody of condition," form I-286. You may request a custody/bond re-determination before an Immigration Judge. You may accept the custody conditions set up by the ICE. Some will have already had this form explained to them. Not everyone will receive this form.
5. Removal proceedings will begin before an Immigration Judge at an Executive Office of Immigration Review (EOIR) court facility or office. Some will already have had their removal proceedings while detained at a different ICE facility.
6. If you are ordered removed from the United States by the Immigration Judge, you may appeal that order to the Board of Immigration Appeals (BIA). If you waive the appeal or the Board of Immigration Appeals dismisses your, arrangements for your removal from the United States will begin immediately.

CUSTODY FILE

The GEO Group, Inc. maintains a detention record for each detainee. This custody file shall record no less than the following:

1. Facility disciplinary actions.
2. Behavior reports.
3. Funds, valuables and property receipts.
4. Detainee request forms, complaints and/or grievances.
5. Responses to the aforementioned.
6. Restricted Housing Unit records.
7. Classification documents

SEXUAL ABUSE AND ASSAULT PREVENTION AND INTERVENTION (SAAPI)

The LPC maintains a zero-tolerance policy for all forms of sexual abuse or assault. It is the policy of the LPC to provide a safe and

secure environment for all detainees, employees, contractors, and volunteers, free from the threat of sexual abuse or assault, by maintaining a Sexual Abuse and Assault Prevention and Intervention Program that ensures effective procedures for preventing, detecting, reporting, responding to, investigating, and tracking incidents or allegations of sexual abuse or assault.

Definitions

Detainee-on-detainee Sexual Abuse and Assault: Detainee(s) engaging in, or attempting to engage in a sexual act with another detainee or the use of threats, intimidation, inappropriate touching or other actions, and/or communication by detainee(s) aimed at coercing and/or pressuring another detainee to engage in a sexual act.

Staff-on-detainee Sexual Abuse and Assault: A staff member engaging in, or attempting to engage in a sexual act with any detainee or the intentional touching of a detainee's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desires of any person.

Staff Sexual Misconduct: Sexual behavior between a staff member and detainee that can include but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of detainees.

Prohibited Acts

A detainee or staff member who commits sexual assault shall be punished administratively and may be subject to criminal prosecution.

A detainee who engages in such behavior can be charged with the following Prohibited Acts under the Detainee Disciplinary Policy:

1. Code 101: Sexual Assault
2. Code 206: Engaging in a Sex Act
3. Code 207: Making a Sexual Proposal or Threat
4. Code 300: Indecent Exposure
5. Code 404: Using Abusive or Obscene Language

Victimized detainees will not be subject to disciplinary action for reporting sexual abuse or for participating in sexual activity as a result of force, coercion, threats, or fear of force. If you experience retaliation for reporting sexual abuse or for engaging in sexual activity as a result of force or coercion, you can report it in any way that you report an incident of sexual abuse.

In addition, consensual sexual conduct between detainees is also prohibited and subject to administrative and disciplinary sanctions.

Detention as a Safe Environment

While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior. Regardless of your age, size, race, ethnicity, sexual orientation or gender identity, you have the right to be safe from unwanted sexual advances and acts.

Confidentiality

Information concerning the identity of a detainee victim reporting a sexual assault, and the facts of the report itself, will be limited to those who have the need-to-know in order to make decisions concerning the detainee victim's welfare and for law enforcement/investigative purposes.

Avoiding Sexual Assault

Sexual assault is never the victim's fault. Knowing the warning signs and red flags can help you stay alert and aware:

1. Carry yourself in a confident manner. Many attackers choose victims who look like they would not fight back or who they think are emotionally weak.
2. Do not accept gifts or favors from others. Most gifts or favors come with special demands or limits that the giver expects you to accept.
3. Do not accept an offer from another detainee to be your protector.
4. Find a staff member with whom you feel comfortable discussing your fears and concerns. Report concerns!
5. Do not use drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
6. Be clear, direct and firm. Do not be afraid to say "no" or "stop it now."

7. Choose your associates wisely. Look for people who are involved in positive activities like educational programs, work opportunities or counseling groups. Get yourself involved in these activities, if they are available at your facility.
8. If you suspect another detainee is being sexually abused, report it to a staff member you trust or to the ICE Community and Detainee Hotline at 1-888-351-4024 or ICE/OPR Joint Intake Center at 1-877-2468253.
9. Trust your instincts. Be aware of situations that make you feel uncomfortable. If it does not feel right or safe, leave the situation or seek assistance. If you fear for your safety, report your concerns to staff.

Report All Assaults

If you become a victim of a sexual assault, report the incident immediately. Individuals who sexually abuse or assault detainees can only be disciplined or prosecuted if the abuse is reported. You can report a sexual assault incident to facility staff, ICE/ERO personnel, or DHS or ICE headquarters, including through the following methods:

Report to the Facility:

1. Tell any staff member at the facility you trust (for example, the Sexual Abuse and Assault Prevention and Intervention Program Coordinator, medical staff, chaplains, housing officers, supervisors, etc).
2. File an informal or formal grievance (including emergency grievance) with the facility.

Report to the ICE Field Office:

3. Tell an ICE/ERO staff member who visits the facility.
4. File a written informal or formal request or grievance to ICE/ERO.

Report to DHS or ICE Headquarters:

5. Contact the ICE Community and Detainee Hotline:
 - Call the toll-free hotline at: 1-888-351-4024
6. Contact the ICE Office of Professional Responsibility (OPR) Joint Intake Center (JIC):
 - Call the toll-free hotline at: 1-877-246-8253
 - Email: Joint.Intake@dhs.gov
 - Write a letter to:
 - P.O. Box 14475 1200
 - Pennsylvania Ave. NW
 - Washington, D.C. 20044

You do not have to give your name to report sexual abuse or assault, but the more information you can provide, the easier it will be to investigate what happened. Staff members are required to keep the reported information confidential and only discuss it with the appropriate officials on a need-to-know basis.

Next Steps after Reporting a Sexual Assault or Attempted Sexual Assault

You will be offered immediate protection from the assailant and you will be referred for medical examination and clinical assessment. You do not have to name the detainee(s) or staff member who assaulted you in order for you to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. If the assault occurred recently, it is important that you do not shower, wash, drink, change clothing or use the bathroom, to the extent possible, until you can be seen by a medical provider and any evidence can be collected.

The Medical Exam

Medical staff will examine you as appropriate for injuries, which may or may not be readily apparent to you. In some cases, they may also check for and gather physical evidence of assault. Bring with you to the medical exam the clothes and underwear that you had on at the time of the assault. With your consent, a medical professional may perform a pelvic and/or rectal examination to obtain samples of, or document the existence of physical evidence such as hair, body fluids, tears, or abrasions that remain after the assault. This physical evidence may be critical in corroborating that the sexual assault occurred and in identifying the assailant; trained personnel will conduct the exam privately and professionally.

You are entitled to medical and mental health services and ongoing care, as appropriate, including testing and treatment for sexually transmitted diseases and infections, emergency contraception, and counseling services.

Understanding the Investigative Process

Once the misconduct is reported, the facility and/or an appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are filed, you may be asked to testify during the criminal proceedings.

The Emotional Consequences of Sexual Assault

It is common for victims of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression and fear several months or even years after the attack. Other common reactions include loss of appetite, nausea or stomach aches, headaches, loss of memory and/or trouble concentrating, and changes in sleep patterns. Emotional support is available from the facility's mental health and medical staff, and from the chaplains. Also, many detainees who are at high risk of sexually assaulting others have often been sexually abused themselves. Mental health services are available to them also so that they can control their actions and heal from their own abuse.

Sexual assaults can happen to anyone: any gender, age, race, ethnic group, socioeconomic status and to an individual with any sexual orientation or disability. Sexual assault is not about sex; it is about power and control. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone's safety, all incidents, threats, or assaults must be reported.

False Allegations

Sexual assaults are taken very seriously. If you are assaulted all efforts will be made to help you and prosecute the assailant. However, making false allegations that you were assaulted when you were not is a serious issue and will be dealt with through disciplinary actions.

ALLEGATIONS OF STAFF MISCONDUCT

The LaSalle Processing Center (LPC) must forward detainee grievances alleging officer misconduct to ICE. The ICE will investigate every allegation of officer misconduct.

You may also file a complaint about officer misconduct directly with the DHS OIG Hotline by calling 1-800-323-8603 or by writing to:

Department of Homeland Security
Attn: Office of the Inspector General
245 Murray Drive, SW
Washington, DC 20528

INFORMATION REGARDING STRESS AND DETENTION

DETENTION IS NOT PRISON.

Detention is NOT prison. It may feel like you are in prison but this detention facility is a place to have you stay while it is determined whether you will be deported or be allowed to remain in the U.S. The officers are here to keep you safe and to keep others safe. The tone of voice or actions they must take can sometimes seem harsh if you have never been in an environment where there are many people. But sometimes this is necessary. Rules are important to keep order. They are not there to cause you unnecessary stress. Try not to take things personally.

LENGTH OF DETENTION

The court and the officers in charge of the facility do not want to keep you any longer than necessary in detention. Unfortunately, the court system and the legal process sometimes take a while. Don't assume there is something wrong because you have not yet received your court date or if someone who arrived here after you has already been to court. There can be many reasons for this. Each person's circumstances are different. Do not listen to other detainees who try to get you upset by making your situation sound bad. They don't know anything about your situation and will only upset you for no reason. Please accept the fact that this is a PROCESS and a SYSTEM that does not move as quickly as you might want. Many of you spent a great deal of time and energy to get here and have been through hardships. You are stronger than you think and you can cope.

THE PROCESS

You will have the opportunity to sign paperwork if you wish to return to your country and don't wish to try and stay. You will be given an "order of removal." Next is an interview with your country's consulate. When the consulate verifies your citizenship and approves the paperwork, they will issue a travel document. Once the travel document is issued by your country the deportation process moves faster. The next step is for the flight to be booked for your country. Depending on the country and how many detainees are going to that country, the time you fly out can vary. Be Patient! However, if the court orders deportation and you appeal this decision, understand you will be here longer.

STRESS AND SLEEP

Many of you may be having problems with sleeping because you feel anxious, depressed or are worried about your family. Please understand that it is **normal** to have problems with sleep in this type of situation. While it may seem that taking medication to help you sleep is the answer, this is **NOT** true. Medication for sleep is a last resort, not a first choice. Pills do **NOT** give you restful sleep.

It is better to try to practice relaxation techniques such as deep breathing, meditation or muscle relaxation. (Ask medical clinic staff for copies of these handouts if this is a problem for you.) You should also try to "talk yourself through" your anxiety. What this means is to change thoughts that make you feel worse to ones that are more realistic and hopeful.

When you do feel anxious or stressed, remember that you are not alone. Talk to others in the dormitories who are positive and who seem to be coping. Avoid people who are negative and who tell you information that is not true. Don't get stressed about something you can't control. Do the best you can, keep a positive attitude, and remember that your family would want you to be healthy while you are here. They would not want you to be so worried about them that you are not feeling well physically or emotionally.

UNDERSTANDING STRESS

Stress is a normal part of life. It is any physical or emotional situation which places a demand on you. Stress is not always bad. Stress can help you make improvements in your life and help you change. It is only when stress increases to a level at which you are not able to cope that **DISTRESS** is experienced.

PHYSICAL SIGNS OF STRESS

You can have physical symptoms when you have a lot of stress. Many of our medical problems are actually linked to stress. Physical signs of stress can include:

- *tiredness *muscle aches *problems with sleep *headaches
- *constipation or diarrhea *stomach problems and ulcers
- *nausea and vomiting *weight loss or weight gain *high blood pressure

EMOTIONAL SIGNS OF STRESS

You can also have emotional responses to stress. The emotional responses can include:

- *avoiding people *drinking too much alcohol or using drugs
- *verbal outbursts (yelling, screaming) *gambling
- *fighting or abusing others *being prone to accidents
- *poor personal hygiene (showering, shaving, brushing teeth, etc.)
- *lack of patience with other people/insensitive to what others need
- *getting into legal trouble

STRESS MANAGEMENT

To manage your stress, you need to look at your feelings, your thoughts, and your behavior (actions). Your feelings are usually a result of what you are thinking and what you are doing. So if you are feeling stressed, it is important to change your thoughts and change your actions.

ACTIONS:

Some of the actions you can take to lessen your stress are:

- *learn and practice deep breathing techniques
- *learn and practice muscle relaxation techniques
- *learn and practice meditation
- *become involved in spiritual activities
- *eat healthy food and get enough sleep
- *exercise
- *learn how to communicate with others better by listening more and talking less; by speaking in a way that doesn't hurt others, and by telling others what you need.
- *stay busy in a good way by working, by participating in activities, and by talking to other people.
- *start helping others instead of worrying about your own problems-listen to them and keep them busy.
- *only do things that will help your situation, not make it worse.

- *practice being calm and patient.
- *be respectful to others.
- *visit people who try to stay positive and stay away from people who are negative.

THOUGHTS

It is important to look at the thoughts that you have that are increasing your stress. You need to change thoughts that are not helpful. Here are some ideas:

- *Recognize that the situation is temporary and that things will get better.
- *Don't expect the worst to happen
- *Have an attitude of respect for yourself and others.
- *Don't guess what is going to happen. Focus on the actual facts and think about what you can do to make the situation better.

ANGER MANAGEMENT

Anger is a feeling or emotion that ranges from mild frustration or irritation to extreme rage. When we feel threatened, it is normal to feel angry. Also, we may feel angry when we don't feel what we want or need is happening. When we feel angry, we can respond in many ways that are not healthy.

Don't confuse anger with aggression. Aggression is an action and can include verbal abuse, threats, or violent acts. The emotion or feeling of anger does not automatically cause you to act aggressively or violently.

WHEN DOES ANGER BECOME A PROBLEM?

Anger becomes a problem when you react too intensely and when you respond in an unhealthy way. Also, intense feelings of anger cause physical problems for you. Your blood pressure and heart rate increase and stay that way for a long time. If you continue to respond with such intense feelings of anger, over time, you can develop high blood pressure, heart disease, and a lower immunity to disease.

If you don't control your reactions, you can also have many negative consequences such as being arrested or jailed, being physically injured and having people you love leave you.

THE ANGER CYCLE

Event

The anger cycle starts with an event or situation. This can be any person, place or thought that sets the cycle in motion by signaling your brain. For example, you want to watch a Spanish TV station in your unit because a sports event is going to be on but is time scheduled for English programs.

Thought

Once the event is sensed, your brain interprets the event or situation. Your past experiences, prior learning, personal beliefs, and expectations may influence how you think about this event or situation. In the above, example, you may think, "This is discrimination; they don't let us watch the most popular sports events in Spanish!"

Behavioral Cues to Anger

Behavioral cues include the behaviors you display when you get angry. Behaviors are actions that can be SEEN by others. For example, you may clench your fist, pace back and forth, slam doors or yell.

Emotional Cues to Anger

Emotional cues involve other feelings you might be experiencing in addition to anger. For example, when you are angry, you might also feel disrespected, hurt, rejected, afraid, humiliated or unimportant. It is extremely important to identify these other feelings because they are most often the reason you are responding in such an extreme manner.

Thinking Cues to Anger

Thinking cues refer to the thoughts that occur in response to the anger-provoking situation. When you become angry, you interpret or see the situation in a certain way. For example, you might interpret a family member's comment to you as criticism, or you might interpret a security officer's action as disrespectful. These thoughts are often called "self talk" because they are like a conversation you are having with yourself. If you have an anger problem, your self-talk is probably critical and hostile, and you may also tend to blame others for your problems rather than take personal responsibility for your reaction.

ANGER MANAGEMENT STRATEGIES

1. Developing Effective Coping Skills

a. The first and most important step you can take is to get rid of “blaming.” It does no good and it keeps you from taking personal responsibility for you behavior and your reactions. It also avoids wasting your energy on things you can’t change.

b. Define the problem or situation in a way that is specific and identifies what you have control over, and what you don’t have control over. Obviously, in your current environment, it may feel as though you don’t have control over anything, but this is absolutely false. You always have control over how you choose to respond to a situation and how you choose to think in response to something you don’t have control over.

This does not mean you have to agree with what is happening or be happy about the situation. At times what is happening might not be fair, but how you choose to respond will determine if the result is positive or negative for you. If you don’t have any control, and if you respond aggressively then the only person hurt by this is YOU. It might feel good for a minute to yell, scream, or fight with others, but the moment goes and you now must face the consequences.

Remember: Try to change what you can (always in a respectful manner), accept situations that you have no control over, and always take personal responsibility by understanding that the choices you make have consequences. Don’t make things worse for yourself.

c. Find other responses to reduce your anger. This can include exercise, walking away until your anger lessens (often called “taking a time out”), counting to ten, not putting yourself in situations that will trigger your anger, and focusing on how your response will hurt or help you.

d. Keep busy and try to help others. By focusing more on helping others, sometimes you will see that things aren’t so bad for you after all. You can begin to focus on what you have to be thankful for, such as a loving family, good health, etc.

e. Rely on your religious faith or your spirituality to help you cope with the situations, which make you feel angry.

2. Learn to Communicate Assertively

There are three main communication styles: the passive style, the aggressive style, and the assertive style. Both passive and aggressive styles are not healthy in most situations. (Sometimes it is necessary to respond passively if you’re dealing with someone who has all of the power and will misuse that power to hurt you.) You want to learn to be more assertive in your communication in most situations.

Passive style

If you are passive in the way you respond to others you probably don’t like conflict or confrontation. You allow others to make the decisions and don’t express what you want or need. This can cause feelings of humiliation, anger, lack of self-respect, and disappointment.

Assertive Style

If you are assertive in the way you respond to others your goal is to have the most positive outcome for everyone. You recognize that what you want or need is important, but you also recognize the importance of what others want or need. When you respond assertively, you look for situations that will be acceptable by all.

Non-Verbal communication Behaviors

When you are trying to respond assertively, pay attention to your non-verbal communication. This includes your body posture and movements, your eye contact, your facial expressions, and your tone and loudness of voice.

Relaxation Techniques

Another strategy to manage your anger is to learn relaxation techniques that you can use when your “triggers” are activated that let you know you are in danger of losing control and responding in an unhealthy manner. Here are several relaxation techniques to try:

DEEP BREATHING

Begin by breathing slowly, through your nose while mentally counting to five. When you are breathing in (inhaling), picture the air going down into your stomach, not your lungs. Put your hand on your stomach and you should feel it expanding. Now, slowly let out the air (exhale) through your mouth for a count of five. Picture the air emptying out of your stomach until it’s completely gone. Do this ten times. (Make sure to keep your shoulders and head relaxed when doing this.)

MEDITATION

Sit or lie in a comfortable position. Close your eyes and breathe deeply. Let your breathing be slow and relaxed. Focus all of your attention on your breathing. Notice the movement of your chest and abdomen in and out. Block out all other thoughts, feelings, and sensations. If you feel like your losing your focus, bring your focus back to your breathing. As you inhale, say the word "peace" to yourself, and as you exhale, say the word "calm". Say the words "peace" and "calm" slowly so that it takes you the entire breathe to say it. Continue this until you feel very relaxed.

MUSCLE RELAXATION Lie on your back in a comfortable position. Let your arms rest at your sides, palms down, on the surface next to you. Inhale and exhale slowly and deeply. Clench your hands into fists and hold them tightly for 15 seconds. (Only tense to about 50-70%, not a full 100% contraction.) As you do this, relax the rest of your body. See in your mind your fists contracting, becoming tighter and tighter. Then let your hands relax. Now tense and relax the following parts of your body in this order: face, shoulders, back, stomach, pelvis, legs, feet, and toes. Hold each part tensed for 15 seconds (50-70%) and then relax your body for 30 seconds before going on to the next part. Finish by shaking your hands and imagining the remaining tension leaving through your fingertips.

MAINTENANCE OF ANGER MANAGEMENT SKILLS

Stop, look, and listen: Whenever you notice the physical, emotional, behavioral, and thinking patterns associated with anger, stop the activity you are doing and look and listen to what is happening.

Keep Calm: Your first reaction any time you make a mistake and respond aggressively is to overemphasize the mistake. You are human and you will make mistakes. Don't beat yourself up and think you are back to the beginning. Remember how many times you did control you temper.

See this as a process: This is a learning process and it takes time. Celebrate your successes, re-think strategies that are not working and develop new ones, and keep a sense of humor about life.

Ask for help: If you have tried all of the above strategies, and you are still having problems with your anger, ask for help. Contact the clinic through a sick call slip, indicating you are having problems with controlling your anger.

Do you recognize any of these signs?

- Sadness
- Anger
- Depression
- Change in mood or behavior
- Helplessness
- Aggression
- Talking or thinking about Self-Harm
- Isolation
- Negative thinking
- Hopelessness
- Giving away personal belongings
- Anxiety
- Weight gain or loss

Separation from family, friends and familiar surroundings would be hard for anyone. Some people may experience detention as emotionally stressful and painful. If you feel that you need help or assistance or you recognize these signs in yourself or someone else, you should immediately talk to a staff member or the medical staff.

EMERGENCIES

If you or someone in your dormitory has made statements of wanting to hurt him-self or hurt someone else, notify the security officer immediately. Do not keep this information to yourself. Or, if you feel like someone in your dormitory is in real danger of being hurt by someone else, again, let the security officer know immediately.

RIGHTS AND RESPONSIBILITIES

1. You have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.

You have the responsibility to know and abide by them.

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

You have the responsibility to recognize and respect the rights of others in this regard.

3. You have the right to healthcare which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment.

It is your responsibility not to waste food, to follow laundry and shower schedule, to maintain neat and clean living quarters, and to seek medical care as needed.

4. You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.

It is your responsibility to conduct yourself properly during visits and to not accept or pass contraband.

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

You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

6. You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government.

It is your responsibility to obtain the services of an attorney honestly and fairly.

7. You have the right to have access to reading material for your own enjoyment. These materials may include approved magazines.

It is your responsibility to seek and utilize such material for your personal benefit, without depriving others of the same benefit.

8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other detainees to the use of the material.

9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers.

It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the right to participate in a work program as far as resources are available, and in keeping with your interests, needs and abilities.

You have the responsibility to take advantage of activities which may help you live a successful and abiding life within the facility and in the community. You will be expected to abide by the regulations governing the use of such activities.

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

It is your responsibility to seek and provide evidence for your defense.

12. If you are not an exclusion case and eligible, you have the right to be released on bond until your scheduled administrative hearing.

It is your responsibility to seek methods of payment for your bond.

13. You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, and membership in a social group or political opinion.

It is your responsibility to prepare and submit the proper forms accurately.

14. 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 ICE Officer that you request voluntary departure.

This handbook is designed to provide you with a general overview of facility procedures and services and describe prohibited acts and associated penalties. Every potential question and/or eventuality cannot be addressed completely in this format. Any questions or concerns should be directed to your dormitory officer. You may contact a supervisor or ICE officer by completing a detainee request form at any time.

APPROVED:

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

Facility Administrator

6-8-17

Date