

3. OPERATIONAL REQUIREMENTS

CDF Organization
ICE Staff Positions/Forecasts
ICE Staff Position Descriptions

CDF Organization

A Contract Detention Facility (CDF) is a detention facility where the DHS/ICE detains those who have entered the United States illegally or violated their immigration status. The purpose of this facility is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their recognizance, or pending release.

The diagram on the following page illustrates the organizational requirements for a CDF. The diagram illustrates the various components and respective security zones. The secure zones of the facility correspond to the degree of detainee and public access required in the components. The facility has five major operational zones, they include:

- 1.0 Office Zone
- 2.0 Court Interface Zone
- 3.0 Detainee Living Zone
- 4.0 Service Zone
- 5.0 Facility Support Zone

MANAGING AUTHORITY

CDF facilities are operated by private companies under contract to the DHS. These facilities must be organized and managed according to DHS/ICE-DRO standards.

CDF Operational Zones

1.0 Office Zone

The Office Zone provides a normal office setting for administrative and public functions of the CDF. Office components do not have direct contact with, or are used by the detainees performing functions outside of the primary secure perimeter. The Office Zone is a non-secure area located outside the secure perimeter but requiring screening and control of the public entering the area. Security provisions should be appropriate for any government office area with confidential information. Access needs to be controlled and the building envelope should be monitored to detect unauthorized entry, though it does not need special hardened construction. Direct emergency egress may be provided. Points of public or service access must be readily identifiable with proper signage. (Flagpoles are popular devices used to identify public entrances.) Access points (both public and service) require means of audible and visual communication with the controlling point, usually the Central Control.

2.0 Court Interface Zone

The Court Interface Zone includes the EOIR work area and courtroom space, and is an interface area between the court personnel, the Removal Unit, the public, and detainees under restraint. It is a secure interface zone. The area should be in its own secondary perimeter, contiguous with but separate from the main facility primary secure perimeter. Access will be by hardened commercial grade doorways, with special controls for general and emergency egress. The perimeter barriers, electronic controls, and procedures should be at the same level as the other secondary secure perimeters. (See EOIR Design Standards under separate cover.)

3.0 Detainee Living Zone

The Detainee Living Zone contains functions that are used by detainees during their normal daily routine. It is a secure zone with normal routine detainee movement within the primary secure perimeter. Components within this zone should be separated from each other by secondary secure perimeters. Detainee movement between each component will be monitored by housing security staff.

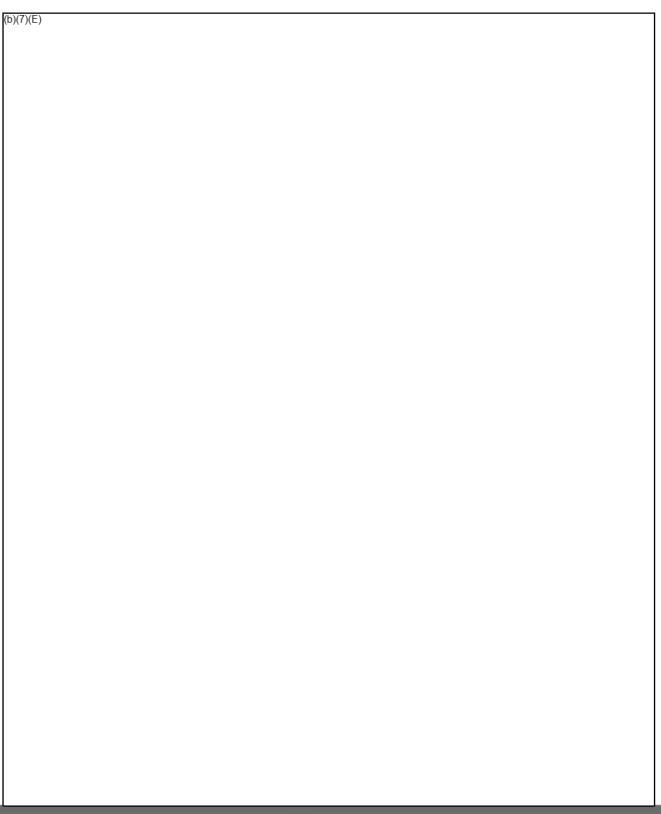
4.0 Service Zone

The Service Zone provides services necessary for supporting detainees while they live in the CDF. It is a zone that is located inside the primary secure perimeter with restricted detainee movement. Components should be separated from each other by secondary secure perimeters. Detainee movement to any component will be by direct escort or continuously monitored/controlled movement with staff control of each individual detainee passing into or out of a component.

5.0 Facility Support Zone

The Facility Support Zone provides support to the facility, though not directly to the detainees, and generally are not accessed or occupied by detainees. It is a zone that is a restricted area limited to staff and service vendors who provide vital services to maintain functions of the facility.

CDF Organizational Diagram



ICE Staff Positions/Forecasts

ICE staff is assigned to specific components of the Office and Detainee Living Zones within a Contract Detention Facility (CDF). Contractor and other Government Agencies staff the remaining components.

For planning purposes, staff position forecasts have been developed for the zones and components for which ICE has responsibility/authority. The staff forecasts have been developed for the following detainee bed scenarios:

- 1. <200 beds
- 2. 200 450 beds
- 3. 450 900 beds
- 4. 900 1,200 beds
- 5. 1,200 1,500 beds
- 6. 1,500 1,800 beds
- 7. 1,800 2,000 beds
- 8. 2,000 3,000 beds

The Staff Forecasts Summary matrix illustrated on the following page, identifies the number of people, number of offices and number of workstations needed for each planning scenario. The staff forecast numbers represent a general rule and may vary based on the CDF's operational structure and geographic location. In all cases the staffing counts must be verified and approved by DHS/ICE-DRO.

The sidebar to the right identifies the five (5) zones within a CDF and for those containing ICE personnel provides general "rules of thumb" for calculating staff forecasts.

ICE Staff Forecast Calculations
1.0 Office Zone
Office of the Principal Legal Advisor (OPLA) Assistant Chief Counsel (ACC) (b)(7)(E)
Legal Technician (b)(7)(E)
2.0 Court Interface Zone
Contractor Staffed
3.0 Detainee Living Zone
Detention Administration Detention Operations Supervisor (DOS) at (b)(7)(E)
4.0 Service Zone
Contractor Staffed
5.0 Facility Support Zone
Contractor Staffed

ICE Staffing Requirements Summary

	< 200 Beds # of # of # of People Offices Wkstations	200 - 450 Beds # of # of # of People Offices Wkstations	# of # of # of People Offices Wkstations	900 - 1,200 Beds # of # of # of People Offices Wkstations	1,200 - 1,500 Beds # of # of # of People Offices Wkstations	1,500 - 1,800 Beds # of # of # of People Offices Wkstations	1,800 - 2,000 Beds # of # of # of People Offices Wkstations	3,000 Beds # of # of # of People Offices Wkstations	Comments
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3. OPERATIONAL REQUIREMENTS

ICE Staff Position Descriptions

STAFF DESCRIPTIONS

The following provides a listing of the ICE staff positions required to operate a CDF. The information is organized by facility zone, providing the position title and description.

It should be noted that generally a CDF is staffed by the following agencies:

- ICE
- · Contractor/Facility Operator
- · Other Government Agencies
 - Executive Office for Immigration Review (EOIR)
 - Health Services (HS)

ICE Staff Positions

1.0 Office Zone

1.2 ICE Administration

Officer In Charge (OIC)

The Officer In Charge is the highest ranking officer at the CDF and has ultimate authority and responsibility at the site. The OIC oversees all CDF activities including those of contract personnel.

Assistant Officer In Charge (AOIC)

The Assistant Officer In Charge is the second ranking officer at the CDF. They have responsibility for administrative and operations activities as directed by the OIC.

Supervisory Mission Support Specialists (SMSS)

The SMSS position is responsible for supervising administrative positions who provide services in direct support of operational programs. The work provides complex administration services and supports and significantly affects the program's operations and objectives. Specific responsibilities include:

- Assigns and explains work to subordinate staff.
- Coordinates with other unit supervisors and peers to establish unit objectives, goals, priorities, and deadlines.
- Adjusts work to meet new priorities or changing program requirements within available resources.
- Establishes production standards and prepares performance work plans and appraisals.
- Resolves complaints and grievances

Intelligence Officer

Chief Immigration Enforcement Agent (CIEA)

Mission Support Specialists (MSS)

The MSS provides expert level advice in administrative specialty areas; and serves as a trouble-shooter, providing authoritative guidance on problems not susceptible to treatment by accepted methods. Specific duties include:

- Provides advice, assistance and guidance to supervisors, managers, and employees on complex and sensitive issues.
- Conducts studies on new requirements in program operations, legislation, or agency regulations.
- Responds to changes in judicial and/or administrative law and policy as well as to conflicting goals and objectives.
- Evaluates pertinent legislation and new policies or directives from DHS or other agencies.
- Conducts studies concerning organization-wide and/or government-wide management issues; develops program policies and procedures as required.

Mission Support Assistant (MSA)

The MSA position is to provide clerical support to the Mission Support Team. The MSA is a member of a cross-functional team to utilize resources and develop expertise in several mission support areas, and may work in one or more of the following areas:

ICE Staff Positions

1.0 Office Zone

1.2 ICE Administration cont.

- Public Affairs gathers information for use in press releases; assembles, formats and reproduces documents.
- LAN Administration tasks related to maintaining and operating the local area network and other office automation.
- Financial and Budget gathers and compiles data, and prepares various budget documents for budget requests, reprogramming and fund transfers. Prepares budget and accounting reports, maintains financial records.
- Logistics and Procurement maintains a variety of log's and records related to the organization's property management and space utilization.
- Human Resources prepares requests, as directed, for a variety of personnel actions utilizing the appropriate automated systems.
- General Management Support establishes and maintains a variety of records and files.

Contracting Officer's Technical Representative (COTR)

ICE Information Technology Specialist (Space Only)

The IT Specialist serves as a senior management advisor regarding IT systems and information; leads major agency-wide IT policy development efforts; coordinated policy dissemination, manages policy maintenance, and develops mechanisms to measure policy effectiveness and compliance. Specific responsibilities include the following:

- Develops policies, guidelines, and standards for the planning, development, integration and implementation of IT systems and subsystems.
- Analyzes statutory requirements against existing directives to assess degree of change necessary to comply with new requirements.
- Manages special projects that have impact on the delivery of customer support services.
- Leads quick response teams in responding to customer service problems resulting from catastrophic events.
- Explores ways to upgrade or enhance the level of service provided.
- Acquires IT hardware and software, services and maintenance of IT contracts.
- Conducts IT strategic planning and project management.

Receptionist

Intelligence Research Specialist (IRS)

The IRS serves as an expert and engages in developing sources of information for intelligence collection for projecting data and/or estimates of future situations, developing trends, patterns, profiles, estimates, studies and tactical data. Specific duties include the following:

 Developing intelligence collection plans which support specific programs and activities.

ICE Staff Positions

1.0 Office Zone

1.2 ICE Administration cont.

- Conducting studies and preparing staff reports, delivering briefings to managers to encourage understanding and acceptance of findings and recommendations.
- Reviews, processes and evaluates intelligence information from a variety of sources.
- Participates in and/or develops intelligence collection plans

OIC Secretary

The OIC Secretary is the senior administrative assistant and has the primary function of assisting the OIC in all administrative matters. The OIC Secretary may also serve the AOIC, schedule meetings and executive conference room use, and arrange for travel for the OIC.

1.4 Office of the Principal Legal Advisor (OPLA)

Deputy Chief Counsel

The Deputy Chief Counsel is responsible for assisting the Chief Counsel in the management of the Office of the Chief Counsel (OCC), and its offices within the detention facilities. Specific responsibilities include the following:

- Serves as first line supervisor to the attorney staff
- Serves as first line supervisor to the support staff
- Manages and assigns duties
- Provides and oversees the provision of legal advice to the Office of Detention and Removal (DRO) and other DHS components
- Provides and oversees the provision of litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of petitions for review before the circuit courts
- Researches and oversees the research of legal and policy issues
- Writes and oversees the writing of memoranda, briefs, legal opinions, letters, reports and other documents

Assistant Chief Counsel (ACC)

The Assistant Chief Counsels (ACCs) are principally responsible for representing the Department in removal proceedings before immigration courts and the Board of Immigration Appeals. Specific responsibilities include the following:

- Reviews, prepares and presents cases for trial and on appeal
- Represents the Department in meetings, conferences and other forums
- Provides legal advice to the Office of Detention and Removal (DRO) and other DHS components
- Provides litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of civil and criminal cases
- Researches legal and policy issues

ICE Staff Positions

ICE Staff Positions

1.0 Office Zone

1.4 Office of the Principal Legal Advisor (OPLA) cont.

- Drafts memoranda, briefs, legal opinions, letters, reports and other documents

Legal Technician

The Legal Technicians provide direct support to the Deputy Chief Counsel and Assistant Chief Counsels. Specific responsibilities include the following:

- Receives, screens, sorts, distributes and sends out mail
- Types legal documents
- Prepares and files motions, briefs, exhibits and other documents
- Receives phone calls
- Retrieves and distributes A-files for immigration court hearings, and related matters
- Uses computers for data entry, tracking and ordering Afiles and typing legal documents
- With attorney supervision, drafts simple motions, responses, letters and other documents

Mail/File Clerk

The Mail/File Clerk is responsible for receiving, sorting and distributing correspondence and files received through incoming mail, pulling and sorting files based on calendars received from the Immigration Court and General Attorneys and reviewing and dispatching all outgoing mail. The Mail/File Clerk is in the Legal Proceedings unit under direct supervision of the District Counsel or Senior Legal Technician. Specific responsibilities include the following:

- Reads incoming correspondence and notes all references to previous correspondence.
- Screens mail for priority items such as bond papers
- Charges files into and out of Legal Proceedings Unite using AFACS local file tracking software system.
- Files case files and secures related material or files from other sections of the District Office and other Service offices.
- Pulls and sorts files for each case calendared for hearing based on Immigration Court and General Attorney provided calendars
- As appropriate, receives and screens telephone calls requesting files and information from files.
- Receives all materials for mailing out of unit
- Types information into computer relating to files and documents in an effort to retrieve files
- As appropriate, keeps and compiles statistical data for monthly unit reports
- Performs other duties as assigned

1.5 Removal Unit

Supervisory Detention & Deportation Officer (SDDO)
The SDDO provides administrative and technical supervision to DO's, IEA's and clerical personnel. Specific responsibilities include the following:

ICE Staff Positions

1.0 Office Zone

1.5 Removal Unit cont.

- Serves as principal advisor on all administrative management matters associated with programs and operations for a significant organizational segment of the agency.
- Interprets and recommends administrative procedures and policies.
- Advises on the administrative feasibility of operating plans, suggestions, and proposals.
- Sets the overall objectives and resources available (inhouse or contract)
- This position requires the carrying of a firearm.

Deportation Officer (DO)

The DO position performs law enforcement functions related to both criminal and non-criminal aliens in the United States who are at various stages of their deportation/exclusion proceedings. DO's work closely with ICE law enforcement officers and attorneys as well as with US Attorney Offices in identifying, locating, apprehending, and/or prosecuting aliens, developing and coordinating intelligence, and defending deportation of exclusion proceedings. Specific duties of the Deportation Officer are as follows:

- Performs case management of alien custody until depor-
- Fugitive Operations and Investigations establishes an investigative plan to identify, locate and/or apprehend aliens in the US; conducts undercover assignments; plans and directs surveillance work.
- Intelligence Information Processing analyzes intelligence reports, collects and analyzes multiple intelligence
- Detention and deportation hearing participation.

Deportation Removal Assistant (DRA)

The primary function of the DRA is to provide clerical and administrative support to the Detention and Removal Program. The duties require the position to have access to classified files, materials that consist of enforcement of laws and regulations, pertaining to the detention and removal of detainees.

- Under the guidance of a supervisor, the DRA performs routine and recurring processing functions related to the admission and release of detainees.
- Participates in routine and basic counseling process under the supervision of higher grade personnel.
- Provides routine information on questions and issues regarding detention and deportation policies, practices, and procedures.
- Performs file searches and assembles documentation in accordance with specific instructions.

1.6 Staff Services/Training

Training Officer

ICE Staff Positions

3.0 Detainee Living Zone

3.1 Detention Administration

Detention Operations Supervisor (DOS)

Supervisory Immigration Enforcement Agent (SIEA)

The SEIA is a first-line supervisor for conducting day-to-day operations, as well as, short and medium range planning and evaluation of a variety of enforcement functions associated with investigations, identification, apprehension, prosecution, detention, and deportation of aliens and criminal aliens, and apprehension of absconders from removal proceedings. Specific duties include:

- Directly supervises a work unit with a small to medium sized staff and performs a full range of supervisory functions
- Plans and schedules work on a daily, weekly, and monthly basis.
- Monitors and evaluated employees work.
- Monitors and evaluates the delivery of service to customers and the methods and techniques to provide them.
- Forecasting, requesting and managing the unit's annual budget.
- Performs the law enforcement duties prescribed for the IEA position.

Immigration Enforcement Agent (IEA)

The IEA is responsible for a variety of enforcement functions related to investigations, identification, apprehension, prosecution, detention, and deportation of aliens and criminal aliens, and apprehension of absconders from removal proceedings. IEA's regularly enter hostile situations and may be required to make decisions affecting life, well being, and/or civil liberties of aliens, the public and other law enforcement officers. Specific duties include:

- Processing and deporting or escorting aliens, under final order of removal, to their country of citizenship.
- Detention functions associated with ensuring detainee care, intake and outtake processing, counseling, and supervision and transportation of aliens.
- Prosecution activities including initiating criminal proceedings.
- Determining alienage and fugitive operations; locates and arrests aliens who may or may not have a criminal background.
- Operational support processes for aliens who have been apprehended by others.



4. FUNCTIONAL REQUIREMENTS

ICE Space Requirements

- 1.0 Office Zone
- 2.0 Court Interface Zone
- 3.0 Detainee Living Zone
- 4.0 Service Zone
- 5.0 Facility Support Zone Technical Requirements

ICE Space Requirements

FUNCTIONAL REQUIREMENTS

The functional requirements defined in this document contain the ICE space requirements, adjacencies, and critical work-flow patterns of the Office, Detainee Living, and Facility Service zones of the CDF. The Court Interface and Facility Support zones do not have any ICE space requirements and can be found under separate cover.

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The matrix on the following page summarizes the Net and Gross square footages for each of the components within the four ICE operated zones. Sub-sections that follow provide a breakdown of specific details for each of the components.

The CDF Facility Model diagram to the right represents the zones and components of a CDF. The zones and components operated by ICE are highlighted with color.			

ICE Space Requirements Summary

Bed Forecast Scenarios

1990 000		< 200	Beds	200-45	o Beds	450-90	o Beds	900-1,20	o Beds	1,200-1,5	oo Beds	1,500-1,8	oo Beds	1,800-2,0	00 Beds	3,000	Beds	
CDF User Gro	oups	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	
		NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF	NSF	GSF	
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4. FUNCTIONAL REQUIREMENTS



1.0 Office Zone

- 1.1 Public Entrance/Lobby (ICE Responsibility)
- 1.2 ICE Administration (ICE Responsibility)
- 1.3 CDF Administration (Contractor Responsibility)
- 1.4 Office of the Principal Legal Advisor (OPLA) (ICE Responsibility)
- 1.5 Removal Unit (ICE Responsibility)
- 1.6 Staff Services and Training (ICE Responsibility)

1.0 Office Zone

The Office Zone provides a normal office setting for administrative and public functions of the CDF. Office components do not have direct contact with, or are used by the detainees performing functions outside of the primary secure perimeter. The Office Zone is a non-secure area located outside the secure perimeter but requiring screening and control of the public entering the area. Security provisions should be appropriate for any government office area with confidential information. Access needs to be controlled and the building envelope should be monitored to detect unauthorized entry, though it does not need special hardened construction. Direct emergency egress may be provided. Points of public or service access must be readily identifiable with proper signage. (Flagpoles are popular devices used to identify public entrances.) Access points (both public and service) require means of audible and visual communication with the controlling point, usually the Central Control.

The Office Zone does not have direct contact with, and is not used by, the detainees. Office Zone functions are performed outside of the primary security perimeter.

The diagram on the following page illustrates the Office Zone components and the critical adjacency requirements for a productive work environment. It is highly recommended that the functional adjacencies be followed as close as possible when designing the space.

The following information has been provided for each of the components:

Function

Describes the overall purpose of the component within the CDF.

Critical Workflow Patterns

Identifies the most critical workflow patterns necessary for efficient staff productivity.

Room Data Sheets

Provides detailed information on all spaces within the components (i.e., function statements, photograph, floor plan, systems, furniture, and equipment)

The components within the Office Zone are listed below:

- **1.1 Public Entrance/Lobby (ICE Operated)**Spaces designated for receiving and supporting public visitors within the CDF.
- **1.2 ICE Administration (ICE Operated)**Headed by the Facility Administrator directing and managing the CDF, including the staff and spaces required for this function.
- 1.3 CDF Administration (Contractor Operated) Contractor retained by DHS/ICE to operate the CDF.
- 1.4 Office of the Principal Legal Advisor (OPLA) (ICE Operated)

Attorneys that prosecute the cases.

(DROP) within the CDF.

- **1.5 Removal Unit (ICE Operated)**Staff, activities, and spaces of the Removal section of Detention and Removal Operations
- **1.6 Staff Services/Training (ICE Operated)**Spaces to be used for training and those areas used exclusively by the employees.

4. FUNCTIONAL REQUIREMENTS

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1.0 Office Zone - Space Requirements

SPACE FORECAST MATRIX

The Space Requirements Summary Matrix on the following page, identifies the spaces needed for each of the functional units within the Office Zone. The matrix is also designed to forecast these needs for the following planning scenarios:

- 1. <200 beds
- 2. 200 450 beds
- 3. 450 900 beds
- 4. 900 1,200 beds
- 5. 1,200 1,500 beds
- 6. 1,500 1,800 beds
- 7. 1,800 2,000 beds
- 8. 2,000 3,000 beds

The bed ranges were determined to best represent the capacity range for existing and planned detained populations.

For each planning scenario, the following information is provided:

- # of Users is the number of persons (staff or detainees) in a given space.
- # of Spaces is the quantity of a given space.
- Space Size NSF is the net square feet or size of a given space.
- <u>Total Size NSF</u> is the number of spaces or quantity of a space times the NSF or size.

The sidebar to the right highlights some of the Space Planning Formulas that are used for calculating areas.

SPACE CALCULATIONS/DEFINITIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net-Gross Factor (an industry factor based on space type) to determine Gross Square Footage (GSF). This factor is intended to account for space such as circulation space, mechanical space, wall thicknesses, etc., that are not programmed space.

- Net Square Footage (NSF)

Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.

- Gross Square Footage (GSF)

Total building area measured from outside face of exterior walls.

Space Planning Formulas

1.1 Public Entrance/Lobby

Number of weapons lockers = total gun carrying staff + 20 visitors

1.2 ICE Administration

None

1.3 CDF Administration

None

1.4 Office of the Principal Legal Advisor (OPLA)

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1.5 Removal Unit

· 1 file cabinet for each 60 detainees

1.6 Staff Services/Training

- Number of lockers:
 - 1 for each uniformed person + 1 for each 4 non-uniformed staff
 - Male/Female split = 85/15
- Number of showers = 1 for each 15 lockers

1.0 Office Zone - Space Requirements Summary

1.0 OFFICE ZONE	ICE CDF < 200 BEDS STANDARD	200-450 BEDS 450-900 BEDS	900-1200 BEDS 1200-1500 BEDS	1500-1800 BEDS 1800-2000 BEDS	3000 BEDS	Comments
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1.0 Office Zone

1.1 Public Entrance/Lobby

(ICE Operated)

Space Requirements

- 1.1.1 Vestibule
- 1.1.2 Visitor Check-In/Prescreening Area
- 1.1.3 (b)(7)(E)
- 1.1.4 Visitor Property Lockers
- 1.1.5 Visitor Security Check-In Area
- 1.1.6 Reception/Security Post
- 1.1.7 Visitor Search Room
- 1.1.8 Visitor Waiting Area
- 1.1.9 Visitor Vending Area
- 1.1.10 Visitor Telephone Area
- 1.1.11 Visitor Toilets Male
- 1.1.12 Visitor Toilets Female

1.1 Public Entrance/Lobby - Function

FUNCTION STATEMENT

The primary function of the Public Entrance/Lobby is to provide a place where the public can enter the facility, be greeted, be screened, wait and be directed to their destination. The Public Entrance/Lobby serves the public seeking access to detainee Visitation, EOIR Court, Removal Unit, and ICE/Contractor Administration.

All public access to the facility must be gained through the Public Entrance/Lobby. A security post/reception desk is located in the Public Entrance/Lobby to screen and search visitors and their possessions, and to provide directory assistance. Free access to the Public Entrance/Lobby is available during normal business hours and weekend visiting hours.

The Public Entrance/Lobby should be organized into "Four Zones". **Zone 1: Prescreening** where visitors can remove devices not allowed within the facility, **Zone 2: Security Check** where visitors are met by an officer, sign-in and pass through metal detector, **Zone 3: Waiting** is space for visitors to wait for their business, and **Zone 4: Transition** is a zone that permits visitors to gain access to areas beyond the Public Entrance/Lobby.

The Public Entrance/Lobby should permit the assigned security officer to have unobstructed sight lines to the facility's main entry door, waiting area, and all doors leading from the Public Entrance/Lobby to other areas.

The Public Entrance/Lobby is located outside the secure perimeter in the non-secure zone.

Design Criteria

Critical Issues

- No more than one primary public entrance to the facility
- ✓ Clear and identifiable access from public parking
- ✓ Controlled access after passing through the vestibule
- ✓ Visitors are always escorted to their destination
- All visitors are subject to identification and security screening
- ✓ The main entrance must have direct visual monitoring.
- ✓ Storage must be available for items that are restricted from being carried into the facility.

Special Requirements

- ✓ Video surveillance of lobby is required.
- ✓ Security post is staffed by one or more officers
- ✓ Ballistic resistant material incorporated into modesty panel of reception counter
- ✓ Metal detector and baggage scanner are required

Space Requirements

1.1 PUBLIC ENTRANCE/LOBBY

- 1.1.1 Vestibule
- 1.1.2 Visitor Check-In/Prescreening Area
- 1.1.3 (b)(7)(E)
- 1.1.4 Visitor Property Lockers
- 1.1.5 Visitor Security Check-In Area
- 1.1.6 Reception/Security Post
- 1.1.7 Visitor Search Room
- 1.1.8 Visitor Waiting Area
- 1.1.9 Visitor Vending Area
- 1.1.10 Visitor Telephone Area1.1.11 Visitor Toilets Male
- 1.1.12 Visitor Toilets Male

1.1 Public Entrance/Lobby : Organizational Diagram

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1.1 Public Entrance/Lobby - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns for the Public Entrance/Lobby.

1.1 Public Entrance/Lobby : Critical Workflow Patterns

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1.1 Public Entrance/Lobby - Room Data Sheet

1.1.1 VESTIBULE

Function

The Vestibule is used to provide a thermal break between the exterior and interior of the building. It also serves as a secure point when the interior doors are in the locked position.

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SYMBOL LEGEND:

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1.1.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• CT	• GWB-8' min.	• Glass	See below	Interior & exterior
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex outlet one way	• See below	• Voice

1.1.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	None				
			-		
			+		
			-		-
EQUIP	MENT				
EQUIPI	None				
	None				+
					-
	+				
	+				
HARDV	VARE				
	Locksets				
	Electronic access reader				
	Concealed hinges Weather stripping				
	Weather stripping				
	+			-	-
	+		+		+
			+		+
			+		
			+		+

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.2 VISITOR CHECK-IN/PRESCREENING AREA

Function

The Visitor Check-In/Prescreening Area is space between the vestibule and the visitor security check-in area. The space is used to contain visitors as they arrive and are waiting to be processed/checked into the facility.

The Visitor Check-In/Prescreening Area should be located in Zone 1 of the Public Entrance/Lobby and directly adjacent to the Weapons Drop Room and the Visitor Property Storage Lockers.

SYMBOL LEGEND:

(b)(7)(E)

1.1.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	• None	• None	• None

1.1.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	IRE				
TORIVIT	None				
EOLIIDM	ENT				
EQUIPM	None				
	Notic				
-					
-					
HARDW	ARE				
	None				
		-			
					l

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

(b)(7)(E)	(b)(7)(E)

SYMBOL LEGEND:

(b)(7)(E)

1.1.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood or hollow metal	• See below	None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex outlet on one wall	See below	• None

1.1.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	JRE				
	Gun lockers				
EQUIPM	ENT				
	None				
HARDW	ARE				
	Lockset Electronic access reader				
	Concealed hinges				
	Concealed hinges Door floor stops				
-					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.4 VISITOR PROPERTY LOCKERS

Function

The Visitor Property Lockers are located directly at or ahead of the check-in point. These lockers provide visitors a secure place to store items that are restricted from the facility.

The Visitor Property Lockers should be located in Zone 1 of the Public Entrance/Lobby.

SYMBOL LEGEND:

(b)(7)(E)

1.1.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	• None	• None	• None

1.1.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item		Vendor*	Style	Model #	Qty.
FURNI	TURE					
1 01411	Property lockers					
EQUIP	MENT					
HARDV	VARE					
	-				-	
						-
						-
		+				-
	I			I .		1

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.1 Public Entrance/Lobby - Room Data Sheet

1.1.5 VISITOR SECURITY CHECK-IN AREA

Function

The Visitor Security Check-In Area is located directly adjacent to the Visitor Check-In/Prescreening area and houses the metal detection and bag screening equipment. All entrants to the facility must pass through this point.

The Visitor Security Check-In Area should be located in Zone 2 of the Public Entrance/Lobby, directly adjacent to the Reception/Security Post.

SYMBOL LEGEND:

(b)(7)(E)

1.1.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	As required for security equipment	• None	• None

1.1.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 01111	None				
				-	
				 	
		<u> </u>		+	
	+			<u> </u>	
				-	
EQUIP	MENT				
LQUIFI	Metal detector				
	Metal detector Bag screener/x-ray				
				 	
				 	
HARDV	VARE				
	None				
	+	<u> </u>		 	
				-	
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.6 RECEPTION/SECURITY POST

Function

The Reception/Security Post is the primary processing position for all visitors to the facility. This post also provides surveillance of the facility's main entrance "front door", the visitor's waiting area and Removal Unit public counter.

The post is staffed during normal business hours and during weekend visiting hours.

Staff positioned at this post will check and validate visitor identification, keep the visitor log and control access to and from the lobby.

The Reception/Security Post should be located in Zone 2 of the Public Entrance/Lobby and directly adjacent to the Visitor Search Room.

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SYMBOL LEGEND:

(b)(7)(E)

1.1.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	Exterior Windows
Plumbing	HVAC	Lighting	Power	Security	Communications
• None			110V duplex outlets as required	Ballistic resistant modesty panel	Voice & data

1.1.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	Desk Chair				Varies
	Waste Receptacle				1
					-
EQUIPI	MENT				
HARDV	VARE				
	None				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.7 VISITOR SEARCH ROOM

Function

The Visitor Search Room functions as a private place for Law Enforcement officers to search visitors that have not passed the Visitor Security Check-In process.

The Visitor Search Room should be located in Zone 2 of the Public Entrance/Lobby and directly adjacent to the Reception/Security Post.

SYMBOL LEGEND:

1.1.7 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex outlet on 2 walls	• None	• Voice

1.1.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	URE Chair Table				2
	Table				1
	-				
	+				
FOLIEN	MENT None				
LQOII II	None				
HARDW	ARE				
	None				
	+				
* \/			. h	and he would	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.8 VISITOR WAITING AREA

Function

The Visitor Waiting Area is an open area with fixed seating for visitors awaiting EOIR Court or visitation. The Visitor Waiting Area should be located in Zone 3 of the Public Entrance/Lobby and have access to toilets, drinking fountain, vending machines, and pay telephones.

Officer's station within the Public Entrance/Lobby should have a clear line of sight to the Visitor Waiting Area. Any movement outside of the Public Entrance/Lobby area will require an escort.

1.1.8 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Drinking fountain	• Typical	Recessed Fluorescent	110V duplex outlet on ea. wall as required for vending	Surveillance	Pay telephone

1.1.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Ven	dor*	Style	Model #	Qty.
FURNI [*]	TURE					
	Fixed seating					Varies
EQUIP	MENT					
	Vending machine					2
	Pay telephone Drinking fountain					1
	Drinking fountain					1
HARDV	MADE					
HARDY	VARE					
	+					
	+					
					1	1

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.9 VISITOR VENDING AREA

Function

The Visitor Vending Area supports the needs of the public visitors while waiting for their business transaction. The Visitor Vending Area should be located in Zone 3 of the Public Entrance/Lobby, in clear sight of the Security Officer post.

SYMBOL LEGEND:

1.1.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	• None	• None	
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlets as required	•	•

1.1.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem	Vendor*	Style	Model #	Qty.
FURNITU	IRF				
TORIVITO					
_					
EQUIPME	ENT				
	None				
-					
1					
HARDWA	L RF				
TIANDWA	None				
7					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.10 VISITOR TELEPHONE AREA

Function

The Visitor Telephone Area utilized by visitors awaiting their business transaction. The Visitor Telephone Area should be located in Zone 3 of the Public Entrance/Lobby and have clear line of sight from the Security Officer's post.

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SYMBOL LEGEND:

1.1.10 SYSTEMS MATRIX

Walls • PNT	Floors • VCT • Base: RB	• ACT-8' min.	Doors • None	Hardware None	Glazing
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex outlets as required	•	•

1.1.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem	Vendor*	Style	Model #	Qty.
FURNITU	IRF				
TORIVITO					
_					
EQUIPME	ENT				
	None				
-					
1					
HARDWA	L RF				
TIANDWA	None				
7					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.11	PUBLIC	TOILET	- MALE
			,

Function

The Male Public Toilet is a single use room located directly adjacent to the waiting area, in Zone 3 of the Public Entrance/Lobby.

SYMBOL LEGEND:

1.1.11 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

1.1.11 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI'	TURE				
	None				
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser				1
	Toilet seat cover dispenser Semi-recessed towel/waste unit				1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				1
HARDV	VARE				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.1 Public Entrance/Lobby - Room Data Sheet

1.1.12 PUBLIC TOILET - FEMALE

Function

The Female Public Toilet is a single use room located directly adjacent to the waiting area.

SYMBOL LEGEND:

1.1.12 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

1.1.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

		1	
g, flush valve toilet			1
nted lavatory			1
S			2
er dispenser			1
t cover dispenser			1
essed towel/waste unit			1
penser			1
s wall mirror			1
napkin disposal unit			1
	1		$\overline{}$

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.0 Office Zone

1.2 ICE Administration

(ICE Operated)

Space Requirements

- 1.2.1 Officer in Charge (OIC) Office
- 1.2.2 Assistant Officer in Charge (AOIC) Office
- 1.2.3 Intelligence Officer Office
- 1.2.4 Supervisory Mission Support Specialist (SMSS) Office
- 1.2.5 Chief Immigration Enforcement Agent (CIEA) Office
- 1.2.6 Mission Support Specialist (MSS) Office
- 1.2.7 Contracting Officer's Technical Representative (COTR) Office
- 1.2.8 OIC Secretary Workstation
- 1.2.9 Receptionist Workstation w/Transaction Window
- 1.2.10 ICE IT Specialist (Space Only) Workstation
- 1.2.11 Mission Support Assistant (MSA) Workstations
- 1.2.12 Intelligence Research Specialist (IRS) Workstation
- 1.2.13 Executive Conference Room
- 1.2.14 Records/Files Room
- 1.2.15 Copier/Fax/Shredder Room
- 1.2.16 Printer Area
- 1.2.17 File Area
- 1.2.18 Officer Toilet Male
- 1.2.19 Officer Toilet Female

1.2 ICE Administration - Function

FUNCTION STATEMENT

ICE Administration is responsible for administration and management of all services and activities performed by ICE. It directs the policies for ICE and delegates responsibility to the subordinate components. ICE Administration, through its direct staff or the ICE District Office, provides fiscal and personal services to the ICE operations and staff.

ICE Administration may receive public visitors, including detainee family members and acquaintances; or official visitors including lawyers, government officials, and individuals conducting business.

ICE Administration is located in the non-secure zone, though restricted only to staff and visitors accompanied by staff. Visitors will be under supervision of their host.

Design Criteria

Critical Issues

- ✓ The OIC must be able to leave the facility without being seen by detainees.
- Entrance to ICE Administration should be under continuous visual observation by security or clerk.

Special Requirements

- ✓ Controlled access to ICE Administration space.
- ✓ File space for accreditation records.
- ✓ ICE Administration must be located directly adjacent to the CDF Public Entrance/Lobby. ICE Administration should be located in close proximity to the Removal Unit to access detainee records, and adjacent to Staff Services and Training which allows Administration easy access to participate in briefings.

Space Requirements

1.2 ICE Administration

- 1.2.1 Officer in Charge (OIC) Office
- 1.2.2 Assistant Officer in Charge (AOIC) Office
- 1.2.3 Intelligence Officer Office
- 1.2.4 Supervisory Mission Support Specialist (SMSS)
 Office
- 1.2.5 Chief Immigration Enforcement Agent (CIEA)
 Office
- 1.2.6 Mission Support Specialist (MSS) Office
- 1.2.7 Contracting Officer's Technical Representative (COTR) Office
- 1.2.8 OIC Secretary Workstation
- 1.2.9 Receptionist Workstation w/Transaction Window
- 1.2.10 ICE IT Specialist (Space Only) Workstation
- 1.2.11 Mission Support Assistant (MSA) Workstations
- 1.2.12 Intelligence Research Specialist (IRS)
 Workstation
- 1.2.13 Executive Conference Room
- 1.2.14 Records/Files Room
- 1.2.15 Copier/Fax/Shredder Room
- 1.2.16 Printer Area
- 1.2.17 File Area
- 1.2.18 Officer Toilet Male
- 1.2.19 Officer Toilet Female

1.2 ICE Administration : Organizational Diagram

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1.2 ICE Administration - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of the ICE Administration.

1.2 ICE Administration: Critical Workflow Patterns

	C
"CLOSE PROXIMITY" The ICE Administration area requires close proximity to the Public Entrance/Lobby, Removal Unit, and Staff Services and Training.	(b)(7)(E)
2. "CONTROLLED ACCESS" Admission into the ICE Administration area is controlled by the Security Post located in the Public Entrance/Lobby area.	

1.2 ICE Administration - Room Data Sheet

1.2.1 OFFICER IN CHARGE (OIC) OFFICE

Function

The Officer In Charge is the highest ranking officer at the CDF and has ultimate authority and responsibility at the site.

The OIC oversees all CDF activities including those of contract personnel. The OIC Office is located in a private office away from open office and high traffic areas and on an exterior wall.

SYMBOL LEGEND:

1.2.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIP	MENT				
	None				
HARDV	VARE				
	Lockset				
			-		
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.2 ASSISTANT OFFICER IN CHARGE (AOIC) OFFICE

Function

The Assistant Officer In Charge is the second ranking officer at the CDF. They have responsibility for administrative and operations activities as directed by the OIC.

The AOIC is located in the private office zone adjacent to the Executive Conference Room and OIC office, and on an external wall.

SYMBOL LEGEND:

1.2.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIP	MENT				
	None				
HARDV	VARE				
	Lockset				
			-		
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.3 INTELLIGENCE OFFICER OFFICE

Function

The Intelligence Officer is responsible for producing all-source tactical and strategic intelligence on issues related to the security of the U.S. Homeland to support the Department's senior leadership, state, local, tribal, territorial partners, and the private sector.

National responsibilities include: fusing and analyzing intelligence from DHS operating components, state and local partners, and other IC agencies into Homeland security assessments; ensuring analytic intelligence support to DHS elements that addresses the Secretary's top priorities, serving as the primary interface between IC and customers at state, local, tribal, territorial levels and in the private sector on Homeland security issues; and coordinating intelligence analytic operations between I&A and DHS operating components as an integrated DHS intelligence enterprise.

SYMBOL LEGEND:

1.2.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIP	MENT				
LGOII	None				
	TYOTIC				
	+				
	+				
HARDV	VARE				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.4 SUPERVISORY MISSION SUPPORT SPECIALIST (SMSS) OFFICE

Function

The Supervisory Mission Support Specialist supervises a group of Mission Support Specialists who are responsible for providing services in direct support of operational programs. The work of the SMSS provides complex administrative and support and significantly affects the program's operation and objectives. SMSS contacts are generally within the CDF's personnel to coordinate and plan the work.

The SMSS is located in a private office within the ICE Administration area, preferably on an exterior wall.

SYMBOL LEGEND:

1.2.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIP	MENT				
	None				
HARDV	VARE				
	Lockset				
			-		
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

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		(b)(7)(E)
1.2.5	CHIEF IMMIGRATION ENFORCE-	
	MENT AGENT (CIEA) OFFICE	
	,	
Function	1	
The		

SYMBOL LEGEND:

1.2.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIP	MENT				
	None				
HARDV	VARE				
	Lockset				
			-		
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.6 MISSION SUPPORT SPECIALIST (MSS) OFFICE

Function

The Mission Support Specialist has functional duties associated with budget, management analysis, human resource management, training, logistics/procurement, safety and security. The MSS performs management advisory services for specific requests related to immediate problems of limited scope for the SMSS.

The MSS Office is located in a private office within the ICE Administration area, preferably on an exterior wall.

	<u>-</u>	

SYMBOL LEGEND:

1.2.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
	·				
EQUIP	MENT				
	None				
HARDV	VARE				
	Lockset				
	1	I .	1	1	1

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.7 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) OFFICE

Function

The Contracting Officer is responsible for all aspects of the contracting transactions from initiation of a requirement to recommendation of contract award to procure supplies or services with specialized requirements such as the procurement of complex equipment, services, and/or constructions. The Contracting Officer also prepares solicitations documents, and incorporates provisions; prepares and conducts pre-proposal conferences and pre-solicitation site visits; prepares contracting work through use of negotiation techniques; coordinates a variety of contracts requiring the development of new or modified evaluation criteria, reporting requirements and contractual arrangements.

1.2.7 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.2.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	1	∕endor*	Style	Model #	Qty.
FURNIT	TURE					
	Desk					1
	Credenza					1
	Lateral file					1
	Desk chair					1
	Side chair					2
	Waste receptacle					1
	·					
EQUIP	MENT					
EQUII I	None					
	11010					
	+					
	<u> </u>					
	_					
	LADE.					
HARDV	VARE					
	Lockset					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.8 OIC SECRETARY WORKSTATION

Function

The OIC Secretary is the senior administrative assistant and has the primary function of assisting the OIC in all administrative matters. The OIC Secretary may also serve the AOIC, schedule meetings and executive conference room use, and arrange for travel for the OIC.

The OIC Secretary Workstation is located directly adjacent to the OIC office and should be positioned to screen all people seeking access to the OIC officer.

		_

SYMBOL LEGEND:

1.2.8 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	To accommodate systems furniture

1.2.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	v	/endor*	Style	Model #	Qty.
FURNIT	TURE					
	Systems furniture					1
	Desk chair					1
	Vertical file					2
	Waste receptacle					1
EQUIPN	MENT					
	None					
HARDW	WADE					
HARDW	None					
	None					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.9 RECEPTIONIST WORKSTATION W/TRANSACTION COUNTER

Function

The ICE Administration Receptionist supports ICE Administration staff and also acts as the point of contact for visitors, guests, etc., entering into the ICE Administrative department.

SYMBOL LEGEND:

1.2.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	• None	• None	None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	To accommodate systems furniture

1.2.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vend	lor*	Style	Model #	Qty.
FURNIT	TURE					
	Systems furniture					1
	Desk chair					1
	Waste receptacle					1
EQUIPN	MENT					
	None					
HARDW	VARE					
	None					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.10 ICE IT SPECIALIST WORKSTATION

Function

The ICE IT Specialist develops policies, guidelines and standards for the planning, development, integration, implementation, and evaluation of information technology systems and subsystems that meet overall information needs of multiple organizational units.

The ICE IT Specialist also provides expert analysis and advice on complex program related information technology issues and problems. The IT Specialist implements technological changes in response to changing customer requirements.

1.2.10 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	• None	• None	None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	To accommodate systems furniture

1.2.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI ⁻	TURE				
	Systems furniture				1
	Desk chair				1
	Waste receptacle				1
	·				
	+				
	+				
	+				
EQUIP	MENT				
EQUIF	None				
	Notice				
100					
HARDV	VARE				
	None				
	+				
	+				
	+				
	1				
	+				
	+				
	+				
			1		1

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.11 MISSION SUPPORT ASSISTANT (MSA) WORKSTATION

Function

The Mission Support Assistant provides support to the MSS in the areas of public affairs, budget, logistics/ procurement, human resource management, and records/file management.

The MSA Workstation is located in an open workstation within the ICE Administration area.

1.2.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	To accommodate systems furniture

1.2.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	Systems furniture				1
	Desk chair				1
	Vertical file				2
	Waste receptacle				1
EQUIP	MENT				
	None				
HARDV	MARE				
HARDY	None				
	Notice				-
			-		
				- 	
			 		
					
				- 	
-				-	
					
					
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.12 INTELLIGENCE RESEARCH SPECIALISTS (IRS) WORKSTATION

Function

The Intelligence Research Specialist serves as an expert and engages in developing sources of information for intelligence collection for protecting data and/or estimates of future situations, developing trends, patterns, profiles, studies and tactical data.

The work requires conducting studies and preparing staff reports, delivering briefings, and developing and recommending methods of solving analytical problems.

1.2.12 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	• None	• None	None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	To accommodate systems furniture

1.2.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	v	/endor*	Style	Model #	Qty.
FURNIT	TURE					
	Systems furniture					1
	Desk chair					1
	Vertical file					2
	Waste receptacle					1
EQUIPN	MENT					
	None					
HARDW	WADE					
HARDW	None					
	None					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.13 EXECUTIVE CONFERENCE ROOM

Function

The Executive Conference Room is used for meetings of the facility leadership and visiting dignitaries. Its use is managed by the OIC Secretary.

SYMBOL LEGEND:

1.2.13 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall and at center of table	• None	Voice & data on 2 walls and at center of table

1.2.13 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Conference table				1
	Chairs				Varies
	Waste receptacle				
	NOTE: the size of the conference table and quantity of cl	nairs will vary with room	size and occupancy.		
			+		
	+		-	+	
			+		
	+				
EQUIPM	MENT				
	None				
			-		
			+	+	
			+	+	
			4		
-					
HARDW	/ARE				
	Lockset				
			-	+	
* \/		- Farrel and direct his of			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.14 RECORDS/FILES ROOM

Function

The Records/File Room is used to secure files maintained by the ICE Administration.

SYMBOL LEGEND:

1.2.14 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on 2 walls	• None	• None

1.2.14 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	ÜRE				
	Lateral file cabinet				4
-					
	+				
EQUIPN	 AENT				
EQUIFI	None				
	None				
	+				
	+				
	+				
HARDW	/ARE				
	Lockset Closer	LCN	With hold open	LCN4040	1
	Closer	LCN	with hold open	LCN4040	
	+				
* \/		t	h ath an area fact		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.15 COPIER/SHREDDER/FAX ROOM

Function

The Copier/Fax/Shredder Room is used for mass copying, faxing documents, and shredding secure or sensitive documents.

SYMBOL LEGEND:

1.2.15 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	TBD based on dedi- cated circuits	• None	Voice and data Dedicated fax line Data as required for copiers and fax

1.2.15 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
1 014141	TURE Waste receptacle				1
			-		
			+		+
			_		_
EQUIP	MENT				
LQUIFI	VICINI				
			+		+
HARDV	VARE				
	Lockset				
					1

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.16 PRINTER AREA

Function

The Printer Area is an allocation of space within the open office environment for printers.

SYMBOL LEGEND:

1.2.16 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	• See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	TBD based on dedi- cated circuits	• None	Voice and data Dedicated printer line Data as required for printer

1.2.16 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 0144	Waste receptacle				1
					-
E0::::	adur.				
EQUIP	MENT				
	+				
HARDV	MARE				
ПАКО	VARE				
	+				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.17 FILE AREA

Function

The File Area is an allocation of space within the open office environment for file cabinets.

,,,,,		

SYMBOL LEGEND:

1.2.17 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	TBD based on dedi- cated circuits	• None	Voice and data

1.2.17 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

FURNITURE Waste receptacle I 1 I I I I I I I I I I I I I I I I I	ID	Item	Vendor*	Style	Model #	Qty.
Waste receptacle 1	FURNIT	TURE				
EQUIPMENT COURSE OF THE COUR		Waste receptacle				1
		·				
	-					
	1.					
HARDWARE	EQUIP	MENT				
HARDWARE						
HARDWARE						
HARDWARE STATE STA						
HARDWARE STATE STA						
HARDWARE						
HARDWARE						
HARDWARE HARDWARE HARDWARE HARDWARE HARDWARE HARDWARE HARDWARE						
HARDWARE I I I I I I I I I I I I I I I I I I I						
HARDWARE HARDWARE HARDWARE HARDWARE HARDWARE						
HARDWARE STATE STA						
HARDWARE HARDWARE HARDWARE HARDWARE HARDWARE HARDWARE						
HARDWARE HARDWA						
HARDWARE STATES						
HARDWARE						
	HARDV	VARE				
		+				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

1.2.18	OFFICER TOILET - MALE

Function

The Male Officer Toilet is a single use room located within ICE Administration.

SYMBOL LEGEND:

1.2.16 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

1.2.16 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	None				
EQUIP	MEINT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser				1
	Toilet seat cover dispenser Semi-recessed towel/waste unit				1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				1
					
HARDV	VARE				
	Lockset				
* \ /	listed as a saint of reference for a suite				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.2 ICE Administration - Room Data Sheet

OI I IOLIX I OILLI - I LIVIALL	1.2.19	OFFICER TOILET - FEMALE
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Function

The Female Officer Toilet is a single use room located within ICE Administration

		-

SYMBOL LEGEND:

1.2.17 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

1.2.17 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

FURNITU	JRE None			
FURNITU	JRE None			
	None			
	I .			
			+	
	<u> </u>		+	
	<u> </u>			
	<u> </u>			
EQUIPME	HNT			
LGOII IIII	Wall-hung, flush valve toilet			1
	Wall mounted lavatory			1
	Grab bars			2
	Toilet paper dispenser			1
	Toilet seat cover dispenser			1
	Semi-recessed towel/waste unit			1
	Soap dispenser			1
	Frameless wall mirror			1
	Feminine napkin disposal unit			1
HARDWA				
HAKUWA	AKE			
	Lockset		+	
			+	
			+	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.0 Office Zone 1.3 CDF Administration (Contractor Operated)

NOTE: Space Requirements Provided Per Contractor

1.0 Office Zone

1.4 Office of the Principal Legal Advisor (ICE Operated)

Space Requirements

- 1.4.1 Deputy Chief Counsel Office
- 1.4.2 Assistant Chief Counsel Office
- 1.4.3 Legal Technician Workstation
- 1.4.4 Mail/File Clerk Office
- 1.4.5 Support Workstation w/Scanner, Printer, Fax
- 1.4.6 Law Library/Conference Room
- 1.4.7 Copier/Storage Room
- 1.4.8 Supply Room
- 1.4.9 Break Room
- 1.4.10 Classified File Room

1.4 OPLA - Function

FUNCTION STATEMENT

The main function of the Office of the Principal Legal Advisor (OPLA) is prosecuting cases against detainees in the EOIR Court.

The main activity in the OPLA Unit is preparing cases prior to the hearings. Attorneys use Removal Unit case files in preparing cases. Detainee cases are first administered in the Removal Unit and then move from the Docket Team to the OPLA attorneys.

The ratio of Assistant Chief Counsels is 2.3 ACC's for each courtroom; The ratio of Legal Technicians is 1 Legal Technician for each three Assistant Chief Counsel.

MISSION STATEMENT

The mission of the Office of the Principal Legal Advisor (OPLA) is to protect the security of the United States by focusing its resources on immigration and customs law violators on behalf of the Department of Homeland Security; by providing legal advice, training, and service to support the ICE mission; and by defending the interests of the United States in the administrative and federal courts.

Design Criteria

Critical Issues

- To provide a secure environment for the court attorneys while in the courtroom with detainees
- To ensure the privacy of records and information, they should be kept in locked attorneys' offices or in locked filing cabinets
- ✓ Attorney records are privileged information and should not be generally accessible to the ICE staff
- ✓ The attorney's back shall not face the door.

Special Requirements

- ✓ OPLA is located outside the secure perimeter but restricted to staff only
- ✓ Visitors to the attorneys are under the guardianship of the attorneys
- ✓ No video and audio monitoring is permitted in the OPLA space located on the public side of the secure perimeter (in the secure Administration area)
- ✓ OPLA should be located adjacent to the Removal Unit (DRO) (to access case files) and to the EOIR Court
- ✓ Offices shall be equipped with doors and locks

Space Requirements

1.4 OPLA

- 1.4.1 Deputy Chief Counsel Office
- 1.4.2 Assistant Chief Counsel Office
- 1.4.3 Legal Technician Workstation
- 1.4.4 Mail/File Clerk Office
- 1.4.5 Support Workstation w/Scanner, Printer, Fax
- 1.4.6 Law Library/Conference Room
- 1.4.7 Copier/Storage Room
- 1.4.8 Supply Room
- 1.4.9 Break Room
- 1.4.10 Classified File Room

4. FUNCTIONAL REQUIREMENTS

(b)(7)(E)	

1.4 OPLA - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of OPLA.

1.4 OPLA: Critical Workflow Patterns

	(b)(7)(E)
1. "CLOSE PROXIMITIES" Close Proximities and efficient workflows are necessary with EOIR Court, Removal Unit and the Public Entrance/Lobby. The OPLA Unit should be secure from the Public Lobby.	
2. "CENTRALIZED INTERNAL SUPPORT" The Legal Technician workstations and general file storage should be located in a centralized location for easy Attorney access/communication.	

1.4 OPLA - Room Data Sheet

1.4.1 DEPUTY CHIEF COUNSEL OFFICE

Function

The Deputy Chief Counsel is responsible for assisting the Chief Counsel in the management of OPLA and its offices within the detention facilities. Specific responsibilities include the following:

- Serves as first line supervisor to the attorney staff
- Serves as first line supervisor to the support staff
- Manages and assigns duties
- Provides and oversees the provision of legal advice to the Office of Detention and Removal (DROP) and other DHS components
- Provides and oversees the provision of litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of petitions for review before the circuit courts
- Researches and oversees the research of legal and policy issues
- Writes and oversees the writing of memoranda, briefs, legal opinions, letters, reports and other documents

Normal occupancy is daily, (b)(7)(E)

	* -	

SYMBOL LEGEND:

1.4.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	36 oz., 100% cut pile nylon carpet Base - RB	• ACT - 8' high min.	Solid wood core	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	• 110V Duplex each wall	• None	Voice & data on two walls A & B ports shall be active

1.4.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI	TURE				
	Desk (Right Hand Return)	Unicor	Symphony	S6820U07MH	1
	Desk (Left Hand Return)	Unicor	Symphony	S6820U14MH	1
	Bookcase	Unicor	Symphony	S352012MH	1
	Credenza (Double Door)	Unicor	Symphony	S352007MH	1
	Desk Chair	Unicor	Classic Ergo	WP8007BLK3501	1
	Guest Chair	Unicor	Soprano	WVC6120MH7578	2
	Waste Receptacle		Copranio	111111111111111111111111111111111111111	1
EQUIP	MENT				
HARDV	WARE				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.2 ASSISTANT CHIEF COUNSEL OFFICE

Function

The Assistant Chief Counsels (ACCs) are principally responsible for representing the Department in removal proceedings before immigration courts and the Board of Immigration Appeals. Specific responsibilities include the following:

- Reviews, prepares and presents cases for trial and on appeal
- Represents the Department in meetings, conferences and other forums
- Provides legal advice to the Office of Detention and Removal (DRO) and other DHS components
- Provides litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of civil and criminal cases
- Researches legal and policy issues
- Drafts memoranda, briefs, legal opinions, letters, reports and other documents

Normal occupancy is daily	(b)(7)(E)
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SYMBOL LEGEND:

1.4.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz. 100% cut pile nylon carpet • Base - RB	ACT-8' high	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls A & B ports shall be active

1.4.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk (Right Hand Return)	Unicor	Symphony	S6820U07MH	1
	Desk (Left Hand Return)	Unicor	Symphony	S6820U14MH	1
	Bookcase	Unicor	Symphony	S352012MH	1
	Credenza (Double Door)	Unicor	Symphony	S352007MH	1
	Desk Chair	Unicor	Classic Ergo	WP8007BLK3501	1
	Guest Chair	Unicor	Soprano	WVC6120MH7578	2
	Waste Receptacle		<u> </u>		1
	·				
QUIPN	MENT				
ARDV	/ARE				
	Lockset				1

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.3 LEGAL TECHNICIAN WORKSTATION

Function

The Legal Technicians provide direct support to the Deputy Chief Counsel and Assistant Chief Counsels. Specific responsibilities include the following:

- Receives, screens, sorts, distributes and sends out mail
- Types legal documents
- Prepares and files motions, briefs, exhibits and other documents
- Receives phone calls
- Retrieves and distributes A-files for immigration court hearings, and related matters
- Uses computers for data entry, tracking and ordering A-files and typing legal documents
- With attorney supervision, drafts simple motions, responses, letters and other documents
- Conducts factual research for immigration court hearings, and related matters

Normal occupancy is daily, (b)

SYMBOL LEGEND:

1.4.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	• 35 oz 100% cut pile nylon carpet • Base - RB	ACT-8' high min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	To accommodate systems furniture	• None	To accommodate systems furniture A & B ports shall be active

1.4.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	Systems Furniture	Unicor	Crescendo	TBD WP8007BLK3501	1
	Desk Chair	Unicor	Classic Ergo	WP8007BLK3501	1
	Guest Chair	Unicor	Soprano	WVC6120MH7578	1
	Waste Receptacle		The state of the s		1
EQUIP	MENT				
	None				
HARDV	VARE				
	None				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.4 MAIL/FILE CLERK OFFICE

Function

The Mail Room is used for the receipt, screening, sorting, and distribution of all mail received by OPLA. This space can be either an enclosed office or an open workstation.

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SYMBOL LEGEND:

1.4.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz. 100% cut pile nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior windows
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls A & B ports shall be active

1.4.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Desk Chair	Unicor	Classic Ergo	WP8007BLK3501	1
	Built-in countertops to accommodate a large work area				
	Item-Sorter, 12 compartment, DVGY Waste Receptacle	DOD		FEL-25004	1
	Waste Receptacle				1
OLUE:	ATAIT.				
QUIPN	NENT				
	None				
	+				
			1		
IARDW	/APE				
IARDN	Lockset				
	Lookoot				
			1		
: \/		- Farral anadrosta b			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.5 SUPPORT WORKSTATION W/SCANNER, PRINTER, FAX

Function

The Support Workstation will serve to support the OPLA staff and will house the fax machine, a large multi-page scanner with attached computer, and a typewriter.

(b)(7)(E)		

SYMBOL LEGEND:

1.4.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% cut pile nylon carpet Base: RB	ACT-8' high min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	To accommodate systems furniture and equipment	• None	To accommodate systems furniture

1.4.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Systems Furniture	UNICOR	Crescendo	TBD	
	Desk Chair	UNICOR	Classic Ergo	WP8007BLK3501	1
	Waste Receptacle				1
	,				
	1				
QUIPN	MENT				
	Network Printer				
	Fax Machine				
	Large Shredder				
IARDV	/ADE				
I CO	None				
	TYONG				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.6 LAW LIBRARY/CONFERENCE ROOM

Function

The Law Library/Conference Room is used for legal research, and is also used by the OPLA attorneys for meetings with clients, OCC staff, EOIR, the private bar, and visitors. It is also used for training purposes.

Normal occupancy is daily, (b)(7)(E)

The size of this space will vary based on the number of detainees and the total number of OPLA employees. The minimum size shall be 200 square feet and increase in size at 22 sf/occupant based on the occupant load prescribed in the space spreadsheet.

SYMBOL LEGEND:

1.4.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	Floor capable of supporting live load of 150 lb. per sq. ft. 35 oz 100% cut pile nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex on each wall 110V duplex in floor/table	• PIR Sensor	Voice & data on 2 walls A & B ports shall be active

1.4.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Bookcase	Unicor	Symphony	S352013MH	3
	Conference Table	Unicor	Symphony	S723602MH	1
	Chair	Unicor	Soprano	WVC6120MH7578	6
	Waste Receptacle				1
	NOTE: the size of the conference room tab	le and the quantity of chairs and bo	okcases will vary base	ed on room size and occupancy.	
					+
					+
EQUIP	MENT				
	None				
					+
-					
HARDV	/ARE				
	Lockset				
* \ / -		- in-real and the burning and			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.7 COPIER/STORAGE ROOM

Function

The copier/storage room is used to house one or more large multi-function copier(s) (one copier for each 6 attorneys) and space to store miscellaneous items.

(b)(7)(E)		

SYMBOL LEGEND: (b)(7)(E)

1.4.7 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	·VCT	ACT-8' high min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	• None

1.4.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URF				
1 011111	TBD by end user				
EOLIID!	I L				
EQUIFIN	IENT Copier				
	Обрієї				
		+			
HARDW	ARE				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.8 SUPPLY ROOM

Function

The Office Supply Storage Room is used to store paper, toner, notebooks, pens, and other office supplies necessary for the successful operation of a law office. It is also used to house one or more large multi-function copiers (one copier per six attorneys) and space to store miscellaneous items.

The size of this space will vary based on the number of detainees and the total number of OPLA employees. The minimum size shall be 50 square feet and increase in size at 2 sf/OPLA employee over 25, based on the staffing and space spreadsheets.

SYMBOL LEGEND:

1.4.8 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% cut pile nylon carpet Base - RB	ACT-8' high	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	• None

1.4.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Metal Shelving Unit	Unicor	Closed	SHV046953	4
	NOTE: the quantity of metal shelves will vary based on roor	h size.			
_					
	+				
	+				
EQUIPN	MENT				
	None				
	+				
	+				
HARDW	/ARF				
111111111111111111111111111111111111111	Lockset				
* \/		Farral anadrosta borath			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

1.4.9 BREAKROOM

Function

The breakroom is used to provide OPLA personnel with space to eat lunch and take breaks.

The size of this space will vary based on the total number of OPLA employees. The size shall be determined using 25 square feet per occupant based on the staffing and space spreadsheets

SYMBOL LEGEND:

1.4.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	• See below	Exterior windows
Plumbing	HVAC	Lighting	Power	Security	Communications
Double bowl stain- less steel kitchen sink with garbage disposal	Typical Exhaust fan	Recessed Fluorescent	110V duplex on each wall Elec. outlets for refrigerator & microwave 2 GFCI outlets adjacent to the counter.	• None	Voice & data on 2 walls

1.4.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 0144	Table, 36" square	UNICOR		R03636TA1XANBC	Varies
	Multi-purpose seating	UNICOR	Choral	TPL1883BLK3501	Varies
	Waste receptacle with cover				
	Note: Overlibe of tables and abolis will see a based as				
	Note: Quantity of tables and chairs will vary based on	room size and occupant	су.		
EQUIPI	MENT				
	Cable TV or Satellite Dish & Cable System				
	Refrigerator				
	Microwave Oven Garbage Disposal				
	Coffee Maker				
	Collectivianei				
HARDV	Door Hardware Lockset				
	Door Hardware Lockset				
_					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

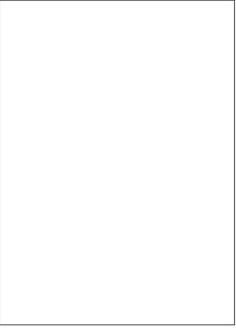
** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.4 OPLA - Room Data Sheet

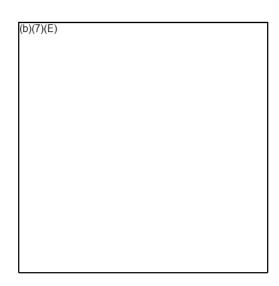
1.4.10 CLASSIFIED FILE ROOM

Function

The classified file room is used for securing and safeguarding classified files and other sensitive documents.



Photograph



SYMBOL LEGEND:

1.4.10 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior windows
Plumbing	HVAC	Lighting	Power	Security	Communications
Double bowl stain- less steel kitchen sink with garbage disposal	Typical Exhaust fan	Recessed Fluorescent	110V duplex on each wall Elec. outlets for refrigerator & microwave 2 GFCI outlets adjacent to the counter	Access control on door	Voice & data on 2 walls

1.4.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	ÜRF				
1 01 (11)	Five Drawer Lateral File, Sand	UNICOR		ZZLATFF53628	4-6
	+				
	+				
EQUIPM	MENT				
HARDW	/ARE				
HARDW	Lockset				
	Lookset				
	+				
	+				

^{*}Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

**Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.0 Office Zone

1.5 Removal Unit

(ICE Operated)

Space Requirements

- 1.5.1 Supervisory Detention & Deportation Officer (SDDO) Office
- 1.5.2 Deportation Officer (DO) Office
- 1.5.3 Deportation Removal Assistant (DRA) Workstation
- 1.5.4 Shared Computer Workstation
- 1.5.5 Conference Room
- 1.5.6 Records/Files Room
- 1.5.7 Supply/Storage Room
- 1.5.8 Copier/Fax/Shredder Room
- 1.5.9 Printer Area
- 1.5.10 Officer Toilet Male
- 1.5.11 Officer Toilet Female

1.5 Removal Unit- Function

FUNCTION STATEMENT

The primary function of Removal Unit is managing and administering cases brought to the EOIR Court and arranging for the removal (deportation) of individuals to foreign countries.

The Removal Unit operates in docket teams. Multiple docket teams exist at larger facilities. They also maintain records on all individuals who have cases pending in the EOIR Court and those detained at the CDF.

Other activities include arranging for the travel documents and transportation for removal. Inquiries on the progress of cases are answered by the Removal Unit, and they may also issue Employment Authorization Documents for aliens who wish to work in the U.S.

The Removal Unit is located outside the secure perimeter and restricted to staff with controlled access to the public.

Design Criteria

Critical Issues

- ✓ Share equipment and files with OPLA
- ✓ Large centralized filing
- ✓ Adjacent/convenient to EOIR Court
- ✓ Cash transactions take place at the counter

Special Requirements

- Transaction counter to separate the office area from the public; accessed by public through transaction window
- ✓ Identification camera
- ✓ Secured/controlled access from public spaces
- ✓ Ticket machine with secure lock/location.

Space Requirements

1.5 REMOVAL UNIT

- 1.5.1 Supervisory Detention & Deportation Officer (SDDO) Office
- 1.5.2 Deportation Officer (DO) Office
- 1.5.3 Deportation Removal Assistant (DRA) Workstation
- 1.5.4 Shared Computer Workstation
- 1.5.5 Conference Room
- 1.5.6 Records/Files Room
- 1.5.7 Supply/Storage Room
- 1.5.8 Copier/Fax/Shredder Room
- 1.5.9 Printer Area
- 1.5.10 Officer Toilet Male
- 1.5.11 Officer Toilet Female

1.5 Removal Unit : Organizational Diagram

(b)(7)(E)	

1.5 Removal Unit - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of Removal Unit.

1.5 Removal Unit: Critical Workflow Patterns

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1. "PUBLIC TRANSACTION COUNTER" Removal Unit should have public transaction counter stations for employment authorization documents and travel clerk workstation. The counter should be accessible from the Public Entrance/Lobby and be controlled by the security officer stationed in the lobby.	
2. "CLOSE PROXIMITIES" Removal Unit needs to be directly adjacent to the Public Entrance/Lobby and EOIR Court.	

1.5 Removal Unit - Room Data Sheet

1.5.1 SUPERVISORY DETENTION & DEPORTATION OFFICER (SDDO) OFFICE

Function

The Supervisory Detention and Deportation Officer Office functions as an administrative and technical supervisor for DO's, IEA's and critical personnel. The SDDO serves as the principal advisor on all administrative management matters associated with programs and operations.

1.5.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz. 100% cut pile nylon carpet Base: RB	• ACT-8' min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlet on ea. wall	• None	Voice & data on 2 walls

1.5.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
	+				
EQUIPM	MENT				
	None				
-					
HARDW	WARE				
HARDY	Lockset				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.2 DEPORTATION OFFICER (DO) OFFICE

Function

The Deportation Officer's function is to manage removal cases, conduct fugitive operations and investigations, process intelligence information and participate in detention and removal hearings.

The DO works closely with ICE LED's and OPLA attorneys as well as US Attorney's Offices in identifying, locating, apprehending and prosecuting aliens, developing and coordinating intelligence, and defending removal or exclusion proceedings.

SYMBOL LEGEND:

1.5.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz. 100% cut pile nylon carpet • Base: RB	• ACT-8' min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlet on ea. wall	• None	Voice & data on 2 walls

1.5.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	V	'endor*	Style	Model #	Qty.
FURNI [*]	TURE					
	Desk					1
	Credenza					1
	Desk chair					1
	Side chair					2
	Waste receptacle					1
EQUIP	MENT					
	None					
	_					
HARDV	WARE					
HARDY	Lockset					
	Lockset					
	1					
	1					
-						
					I.	I

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.3 DEPORTATION REMOVAL ASSISTANT (DRA) WORKSTATION

Function

The Deportation Removal Assistant's function is to provide clerical and administrative support to the detention and removal program. Th DRA will have access to classified files and materials that consist of enforcement of laws and regulations pertaining to the detention and removal of aliens.

The DRA reviews removal and exclusion case files to determine the status of proceedings and takes appropriate action so that the case may be closed or moved onward; performs a variety of technical and clerical duties necessary in completing arrangements for physical removal.

SYMBOL LEGEND:

1.5.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	• 35 oz. 100% cut pile nylon carpet • Base: RB	• ACT-8' min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	To accommodate systems furniture	• None	To accommodate systems furniture

1.5.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	\	/endor*	Style	Model #	Qty.
FURNIT	TURE					
	Systems furniture					1
	Desk chair					1
	Waste receptacle					1
EQUIPN	MENT					
LIADDIA	WARE					
HARDW	VARE					
			_			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.4 SHARED COMPUTER WORKSTATION

Function

The Shared Computer Workstation is an unassigned workspace used for computer access by staff not permanently assigned to this facility. Use is generally short term.

SYMBOL LEGEND:

1.5.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	• 35 oz. 100% cut pile nylon carpet • Base: RB	• ACT-8' min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	To accommodate systems furniture	• None	To accommodate systems furniture

1.5.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 01411	Systems furniture				1
	Desk chair		2		1
	Waste receptacle				1
	·				
				-	
EQUIP	MENT				
LQUII					
100					
HARDV	WARE				
-					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.5 CONFERENCE ROOM

Function

The Conference Room is used for meetings and other intermittent training of Removal Unit staff. The size will increase based on the staff size and detainee population.

SYMBOL LEGEND:

1.5.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz. 100% cut pile nylon carpet Base: RB	• ACT-8' min.	Solid core wood	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlets on ea. wall and cen- ter of table	• None	Voice and data on center of table Data on each wall

1.5.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Conference table				1
	Chairs				Varies
	NOTE: the size of the conference room table and the quan	tity of chairs and booke	ses will vary based or	room size and occupancy.	
EQUIPN	1ENT				
	None				
			1		
HARDW					
	None				
			<u> </u>		+
					-
* \ / -		Favol and dusta his ath			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.6 RECORDS/FILES ROOM

Function

The Records/File Room is used to secure detainee case files. The size of the Records/Files Room will vary based on the planned detainee population. This room shall be convenient to staff from OPLA and ICE Administration.

SYMBOL LEGEND:

1.5.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlet on 2 walls	Access control on door	• None

1.5.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	TURE				1
1 01111	Lateral file cabinets				Varies
					+
			+		+
			+		+
EQUIPI	MENT				
LQUIII	None				
	11000				
HARDV	VARE				
	Lockset		+		
	Electronic access reader		_		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.7 SUPPLY/STORAGE ROOM	
Function The Supply/Storage Room is used to stock boxes of copier paper, office supplies, standard forms and the like.	
	Photograph
	(b)(7)(E)

SYMBOL LEGEND:

1.5.7 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core woos	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex outlet	• None	• None

1.5.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Storage Cabinet				4
	Shelving Waste receptacle				9
	Waste receptacle				1
FOLUDA	AFAIT.				
EQUIPN	None				
	None				
	+				
			-		
-					
HARDW	ARE				
	Lockset				
	Closer	LCN	w/hold open	LCN4040	1
	+		_		
	+				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.8 COPIER/FAX/SHREDDER ROOM

Function

The Copier/Fax/Shredder Room is used for mass copying, faxing documents, and shredding secure or sensitive documents.

SYMBOL LEGEND:

1.5.8 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	TBD based on dedi- cated circuits	• None	Voice and data Dedicated fax line Data as required for copiers and fax

1.5.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URF				
1 Oldivil	Waste receptacle				1
EQUIPM	IENT				
LQUIFIN	LINI				
HARDW	ARE				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.9 PRINTER AREA

Function

The Printer Area is an allocation of space within the open office environment for printers.

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SYMBOL LEGEND:

1.5.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	VCT Base: RB	• ACT-8' min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	*TBD based on dedi- cated circuits	• None	Voice and data Data as required for printer

1.5.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
1 01(141)	TURE Waste receptacle				1
				-	
				<u> </u>	
FOLUDA	AFNIT.				
EQUIP	MEN I				
				<u> </u>	-
				<u> </u>	
HARDV	VARE				
					1
				-	-
				 	1
7				 	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.10 OFFICER TOILET - MALE

Function

The Male Officer Toilet is a single use room located within the Removal Unit.

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SYMBOL LEGEND:

1.5.10 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

1.5.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	None				
				_	
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser				1
	Toilet seat cover dispenser Semi-recessed towel/waste unit				1
	Semi-recessed towel/waste unit				1
	Soap dispenser Frameless wall mirror				1
	Frameless wall mirror				
			1		
HARDV	VARE				
	Lockset				
	+				
	+				
	+				
* \ /	n news are listed as a raint of reference for any in		- th		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.5 Removal Unit - Room Data Sheet

1.5.11 OFFICER TOILET - FEMALE

Function

The Female Officer Toilet is a single use room located within the Removal Unit.

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SYMBOL LEGEND:

1.5.11 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

1.5.11 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	None				
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser				1
	Toilet seat cover dispenser				1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				1
	Feminine napkin disposal unit				
				1	
HARDV	VARE				
	Lockset				
				1	
* \ /	I listed as a solict of reference for a solic				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.0 Office Zone

1.6 Staff Services and Training

(ICE Operated)

Space Requirements

1.6.1 Staff Entrance Vestibul

- 1.6.2 (b)(7)(E)
- 1.6.3 Training Officer Office
- 1.6.4 Visiting Trainer Officer Office
- 1.6.5 Muster Room
- 1.6.6 Exercise Room
- 1.6.7 Physical Training Room
- 1.6.8 Classroom/Computer Training Room
- 1.6.9 FATS Training Room
- 1.6.10 ICE Armory
- 1.6.11 ICE Ready Room
- 1.6.12 Training File Area
- 1.6.13 Workroom
- 1.6.14 Resource Library
- 1.6.15 Staff Breakroom
- 1.6.16 Vending Area
- 1.6.17 Male Staff Lockers
- 1.6.18 Male Staff Toilet
- 1.6.19 Male Staff Shower
- 1.6.20 Male Shower Dressing Area
- 1.6.21 Female Staff Lockers
- 1.6.22 Female Staff Toilet
- 1.6.23 Female Staff Shower
- 1.6.24 Female Shower Dressing Area
- 1.6.25 Bulk Storage Room (Disposed Property)
- 1.6.26 Loading Dock & Staging

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1.6 Staff Services and Training - Function

FUNCTION STATEMENT

The function of Staff Services and Training is to provide the level of instruction necessary for employees and the meeting, locker, and break facilities to serve the staff.

All staff requires training, including contract security guards, ICE detention officers, and clerical personnel. The training should accommodate all security and non-security personnel as recommended by the American Correctional Association (ACA). Training may occur on-site or off-site, and can be provided by trained officers, outside contract instructors, or in conjunction with other agencies.

Training may be divided into two broad categories: Staff Training and Special Training. Staff Training is site-specific training, some classroom training, plus some physical training. Special Training is provided on-site or at locations designated for the type of training, Special Training includes: Firearms Training, Bus Training, Commercial Driver's License (CDL) Training, Emergency Response Team (ERT), Special Weapons and Tactics (SWAT), and Fire Arms Training Scenarios (FATS).

Staff Services are the areas that allow the staff to change and prepare prior to coming on duty, store their personal items outside of the secure perimeter at the facility, plus perform tasks, such as report writing, away from their posts and to relax during breaks or exercise.

The CDF has a staff muster for each shift with all the security staff assembled for a daily briefing before they go on duty.

Design Criteria

Critical Issues

✓ Training located outside secure perimeter

Special Requirements

- ✓ Audio visual equipment
- ✓ Physical fitness and training equipment

Space Requirements

1.6 STAFF SERVICES AND TRAINING

- 1.6.1 Staff Entrance Vestibule
- 1.6.2 (b)(7)(E)
- 1.6.3 Training Officer Office
- 1.6.4 Visiting Trainer Officer Office
- 1.6.5 Muster Room
- 1.6.6 Exercise Room
- 1.6.7 Physical Training Room
- 1.6.8 Classroom/Computer Training Room
- 1.6.9 FATS Training Room
- 1.6.10 ICE Armory
- 1.6.11 ICE Ready Room
- 1.6.12 Training File Area
- 1.6.13 Workroom
- 1.6.14 Resource Library
- 1.6.15 Staff Breakroom
- 1.6.16 Vending Area
- 1.6.17 Male Staff Lockers
- 1.6.18 Male Staff Toilet
- 1.6.19 Male Staff Shower
- 1.6.20 Male Shower Dressing Area
- 1.6.21 Female Staff Lockers
- 1.6.22 Female Staff Toilet
- 1.6.23 Female Staff Shower
- 1.6.24 Female Shower Dressing Area
- 1.6.25 Bulk Storage Room (Disposed Property)
- 1.6.26 Loading Dock & Staging

1.6 Staff Services and Training : Organizational Diagram

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1.6 Staff Services and Training - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of the Staff Services and Training.

1.6 Staff Services and Training : Critical Workflow Patterns

	(b)(7)(E)
1. "CRITICAL ADJACENCIES - SERVICES" Staff Services are the areas that allow the staff to change and prepare prior to coming on duty, store their personal items outside of the secure perimeter,	
perform tasks such as report writing away from their posts, and to relax during breaks.	
2. "CRITICAL ADJACENCIES - TRAINING" Training should be located outside the main secure perimeter in a zone restricted only to staff.	

1.6.1 STAFF ENTRANCE VESTIBULE

Function

The Staff Entrance Vestibule is used to provide a thermal break between the exterior and interior of the building. It also serves as a secure point when the interior doors are in the locked position. This entrance is used by staff and contract personnel only.

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SYMBOL LEGEND:

1.6.1 SYSTEMS MATRIX

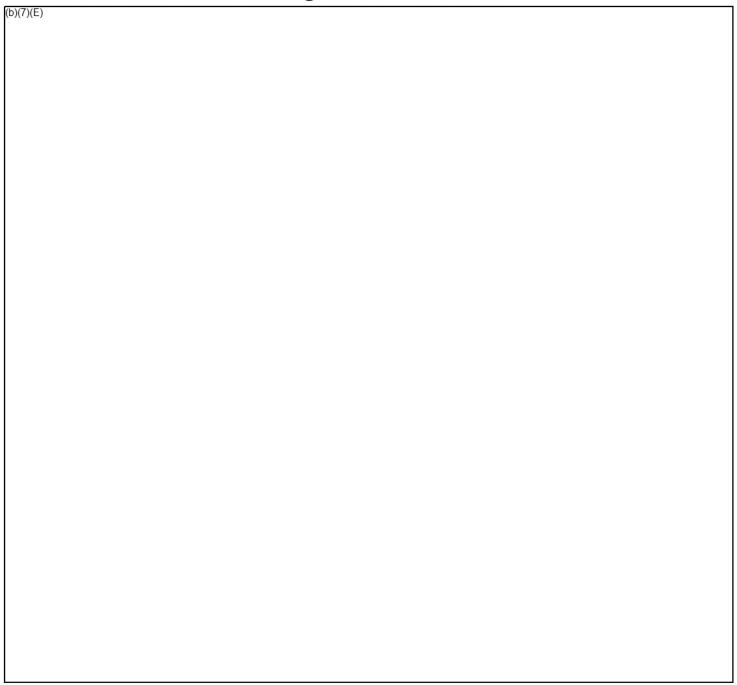
Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	·CT	• GWB-8' high min.	• Glass	See below	Interior & exterior
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	See below	• None

1.6.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item		Vendor*	Style	Model #	Qty.
FURNIT	URF					
FURNIT	(b)(7)(E)					Varies
	+					-
EQUIPM	IENT					
EQUIFIN	None					
	TTOTIC					
HARDW	ARE					
	Locksets					
	Electronic access reade	er				
	Concealed hinges Weather stripping					
	weather stripping					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



SYMBOL LEGEND:

1.6.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 3CT	ACT-8' high min.	Solid core wood	See below	• None
		l			
Plumbing	HVAC	Lighting	Power	Security	Communications
None	Typical	Recessed Fluorescent	110V duplex on each wall	•?	•?
		Fluorescent	Wall		

1.6.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem	Vendor*	Style	Model #	Qty.
FURNIT	TIRE				
1 Oldivil					
EQUIPN	I I				
EQUIFIN	Lockers				Varies
	Louicio				Varios
==					
HARDW	ARE				
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.3 TRAINING OFFICER OFFICE

Function

The Training Officer plans, develops, monitors and evaluates courses and training activities for comprehensive emergency management programs. The Training Officer also monitors assigned training activities and assists in the completion of needs assessment, development and delivery actions, evaluation activities, and preparation of materials for assigned courses and activities. Responsible for development of assigned training activities, courses, and other adult learning events, to meet requirements.

SYMBOL LEGEND:

1.6.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	• See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.6.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIPN	MENT				
	None				
HARDV	VARE				
	Lockset				
			-		
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.4 VISITING TRAINING OFFICER OFFICE

Function

The Visiting Training Officer supports the facility's Training Officer with their daily duties.

SYMBOL LEGEND:

1.6.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	• See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.6.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Credenza				1
	Bookcase Lateral file				1
	Lateral file				1
	Desk chair				1
	Side chair				2
	Waste receptacle				1
EQUIPN	MENT				
	None				
	455				
HARDW	VARE				
	Lockset				
* \/					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.5 MUSTER ROOM

Function

The Muster Room is a large, flexible meeting space where officers meet before their shift to receive assignments, briefings and to discuss operational matters. The room could be set in a U-shape, classroom or theater set and may also double-function as a conference room or training room.

SYMBOL LEGEND:

1.6.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlets TBD by end user	• None	Voice & data on TBD by end user

1.6.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Table				Varies
	Chair				Varies
	White board - 8'				2
	Podium				1
	Manual projection screen				1
	NOTE: quantity of tables and chairs will vary with room size	and occupancy			
EQUIPN	MENT				
	None				
HARDW	ARE				
	Lockset			-	
			1	-	
				-	
				-	
				-	
		-		-	
				-	
		-		-	
				<u> </u>	
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.6 EXERCISE ROOM

Function

The Exercise Room provides all ICE staff with the opportunity to exercise within the facility. Depending on the size of the facility, the Exercise Room may contain cardiovascular (elipticals, treadmills, stationary bikes) and resistance (free weights, machines) equipment.

SYMBOL LEGEND:

1.6.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	Fitness floor	ACT-9' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
Drinking fountain	Typical with exhaust	• Recessed	• 110V duplex TBD by	• None	Voice
		Fluorescent	end user		

1.6.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	IRF				
1 014111	None				
-					
EQUIPM	ENT Exercise equipment by owner				
	Exercise equipment by owner				
					-
HARDW					
HARDW	Lockset				
	Lockset				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.7 PHYSICAL TRAINING ROOM

Function

The Physical Training Room is a training space for non-lethal weapons training, hand-to-hand training, and other physical training techniques.

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R ()	н /	ж	г

SYMBOL LEGEND:

1.6.7 SYSTEMS MATRIX

Walls • Padded	Floors Padded/fitness floor	Ceiling • ACT-9' high min.	Doors Solid core wood	Hardware None	Glazing None
Plumbing	HVAC	Lighting	Power	Security	Communications
None	Typical	Recessed Fluorescent	110V duplex on each wall	None	• None

1.6.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	TURE Whiteboard - 8'				1
			+	+	
			+	+	
					
QUIPI	MENT				
	MENT Wall pads - 6' high, full width, all walls				Varies
					
IARDV	VARE				
	None				
		-			
Manda		at an and Taylor and the burn		haad	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.8 CLASSROOM/COMPUTER TRAIN-ING ROOM

Function

The Classroom/Computer Training Room serves as the primary space within the facility for staff training. It is a multi-functional room with A/V and computer infrastructure as well as the flexibility to conduct basic classroom functions.

SYMBOL LEGEND:

1.6.8 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent with dimmer	110V duplex TBD by end user	• None	Voice & data TBD by end user

1.6.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Tables				Varies
	Chairs				Varies
	Whiteboard - 8'				1
-					
QUIPN	MENT				
	Manual projection screen				1
	Manual projection screen Ceiling hung projector				
			1		
					-
ARDV	VARE				
AILDY	Lockset				
	Lockset				
					
	+				
	+				
Manda		in mont conse. For all mondrets have			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.9 F	ATS TRAINING ROOM		
Function The			
		NEED	
		Photograph	
			_
		NEED	
	l	Floor Plan	_

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SYMBOL LEGEND:

1.6.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

1.6.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	+				
EQUIPI	MENT				
HARDV	VARE				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.10 ICE ARMORY	
ICL AKWOKI	
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Function (b)(7)(E)	
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	_
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	_ [
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	_ [
	_

SYMBOL LEGEND:

1.6.10 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
•	•		•	•	•
		1	I -	1	1
Plumbing	HVAC	Lighting	Power	Security	Communications
•	•	•	•	•	•
		I	I		

1.6.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URF				
1 Orani					
EQUIPM	IENT				
HARDW	ADE				
HARDW	AKE				
* \/		- Famel and direct his oth			

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.11 ICE READY ROOM

Function

A Ready Room is required adjacent (b)(7)(E) The ready room serves as an area for equipping security staff when an incident occurs. In some CDF facilities, the muster room may serve as the ready room. Ready rooms should be equipped with eyewash/shower stations.

Special Weapons and Tactics (SWAT) team equipment closets should be located at two or three decentralized locations in the CDF. Decentralized SWAT team equipment allows for quicker team response to incidents within the facility. These closets should hold disturbance equipment such as (b)(7)(E)

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SYMBOL LEGEND:

1.6.11 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
•	•		•	•	•
		1	I -	1	1
Plumbing	HVAC	Lighting	Power	Security	Communications
•	•	•	•	•	•
		I	I		

1.6.11 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	IRE				
ORIGIT					
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EQUIPM	ENT				
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		+			
HARDW	ADE				
TARDW	MICE TO THE PROPERTY OF THE PR				
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.12 TRAINING FILE AREA

Function

The Training File Area is an allocation of space in the Staff Services and Training area for Training Files.

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SYMBOL LEGEND:

1.6.12 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	• ACT-8' min.	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	TBD based on dedi- cated circuits	• None	Voice and data

1.6.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Ve	endor*	Style	Model #	Qty.
FURNI [*]	TURE					
1 0144	Waste receptacle					1
11						
EQUIP	MENT					
				-		
LIADDY	WARE .					
HARDV	VARE					
	+					
			<u></u>			
				-		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.13 WORKROOM

Function

The Workroom is a space for copying, faxing, and scanning documents as well as duplicating, collating and assembling training materials.

SYMBOL LEGEND:

1.6.13 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base - RB	ACT-8' high min.	Solid core wood	• See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex outlets, dedicated circuits as determined by end user	• None	Voice & data as determined by end user

1.6.13 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Table				1
	+				
	+				
QUIPN	MENT None				
	None				
				-	
				-	
	+		-	+	
				+	
	+			+	
IARDW	/ARE				
	Lockset				
	+				
	+			-	
	+			+	
	+				
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.14 RESOURCE LIBRARY

Function

The function of the Resource Library is to serve as a secure space for storing training materials and aides.

SYMBOL LEGEND:

1.6.14 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	Solid core wood	• See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	• 110V duplex	• None	• None

1.6.14 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	URE Shelves				Varies
	Lateral file cabinet				Varies
QUIPN	MENT				
	None				
ARDW	/ARE				
	Lockset				
\		and in the second secon		a ba waad	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.15 STAFF BREAKROOM

Function

The Staff Breakroom is used for food storage and minor food preparation (microwave) as well as staff lunch and coffee breaks.

SYMBOL LEGEND:

1.6.15 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base - RB	ACT-8' high min.	Solid core wood	• See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Sink, faucet, garbage disposer	Typical w/exhaust	Recessed Fluorescent	110V duplex outlets GFI as required	• None	• None

1.6.15 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 01111	Table				Varies
	Chairs				Varies
	Waste receptacle				1
-					
EQUIPI	MENT				
	Refrigerator/Freezer - 18cf				
	Sink				
	Faucet				
	Garbage Disposer				
					7
HARDV	VARE				
	None				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.16 VENDING AREA

Function

The Vending Area is a space allocation for vending machines that provide the staff with food and refreshments.

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SYMBOL LEGEND:

1.6.16 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base - RB	ACT-8' high min.	• None	• None	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
As required by vending machines	Typical	Recessed Fluorescent	As required by vending machines	• None	• None

1.6.16 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
FURNIT	N/A				
		+	-		-
		+	-		
EQUIPN	1ENT				
	N/A				
HARDW	ARE				
HARDY	N/A				
	1477		,		
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.17 MALE STAFF LOCKERS

Function

The Male Staff Lockers provide all uniformed agents and selected staff members a place to secure and store clothing and personal belongings. Agents may choose to arrive to work in civilian clothing and then change into their uniform at the CDF. The Staff Locker area is intended to be the space where this occurs.

SYMBOL LEGEND:

1.6.17 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	Ceramic tile Base - CT	Vinyl faced GWB, suspend- ed, lay-in	Solid core wood	• See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical w/exhaust	Recessed Fluorescent	• none	• None	• None

1.6.17 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE Wood Bench				
	Wood Bench				Varies
QUIPM	L L				
:QUIPN	Lockers				Varies
	Lockers				varies
				- 	
	<u> </u>				
IARDW	ARE				
	None				
					
				-	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.18 MALE STAFF TOILET	(b)(7)(E)
Function The Male Staff Toilet is a multi-use toilet room directly adjacent to the Male Staff Lockers.	

SYMBOL LEGEND: (b)(7)(E)

1.6.18 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• CT-8' high • NT above 8'	Ceramic tile Base - CT	Vinyl faced GWB, suspended, lay-in	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilets, lavatories	Typical w/exhaust	Recessed Fluorescent	110V duplex @ at lavatories	• None	• None

1.6.18 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	None				
			_		
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser Toilet seat cover dispenser		+		1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				<u>'</u>
	Transcoo Wall Trinio				
HARDV	NADE		_		
HARDV	None				
	None				
* \ /	named and listed as a point of reference for any in-				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

1.6.19 MALE STAFF SHOWER

Function

The Male Staff Shower is a place for agents or staff to shower after their shift or after exercising. It is directly adjacent to the Male Staff Lockers and Male Staff Toilets.

SYMBOL LEGEND:

1.6.19 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
CT - full height	• CT • Base-CT	GWB-type X	• N/A	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Showers Floor drain	Typical w/exhaust	Recessed Fluorescent	• None	• None	• None

1.6.19 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

FURNITURE N/A N/A N/A N/A N/A N/A N/A N/	ID	Item	Vendor*	Style	Model #	Qty.
N/A Shower Curtain Shower Accessories Shower	FURNIT	URF				
EQUIPMENT Shower Curtain Shower Rod Shower Accessories HARDWARE	1 011111	N/A				
Shower Rod Shower Accessories Shower Accessories Shower Accessories Shower Accessories Shower Accessories						
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Shower Rod Shower Accessories HARDWARE	EQUIPM	MENT				
Shower Accessories HARDWARE		Shower Curtain				
HARDWARE		Shower Rod				
HARDWARE Some Some Some Some Some Some Some Some		Shower Accessories				
HARDWARE None None						
HARDWARE None					-	
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.20 MALE SHOWER DRESSING AREA

Function

The Male Shower Dressing Area is a private space for agents/staff to towel off and get dressed after showering. It is located directly adjacent to the Male Staff Showers.

SYMBOL LEGEND:

1.6.20 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• CT-8' high • PNT above 8'	• CT • Base - CT	GWB-type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• Floor drain	Typical w/exhaust	Recessed Fluorescent	• None	• None	• None

1.6.20 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 01111	Wall mounted bench				Varies
EQUIP	MENT				
	Shower Curtain Shower Rod				
	Shower Rod				
			1		
			The second secon		-
HARDV	VARE				
	None				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

1.6.21 FEMALE STAFF LOCKERS

Function

The Female Staff Lockers provide all uniformed agents and selected staff members a place to secure and store clothing and personal belongings. Agents may choose to arrive to work in civilian clothing and then change into their uniform at the CDF. The Staff Locker area is intended to be the space where this occurs.

SYMBOL LEGEND:

1.6.21 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	Ceramic tile Base - CT	Vinyl faced GWB, suspend- ed, lay-in	Solid core wood	• See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical w/exhaust	Recessed Fluorescent	• none	• None	• None

1.6.21 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	URE Wood Bench				Varies
-					
EQUIPM	MENT				
	Lockers				Varies
HARDW	ADE				
HARDW	None				
	110110				
				1	
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

		(b)(7)(E)
1.6.22	FEMALE STAFF TOILET		

Function

The Female Staff Toilet is a multi-use toilet room directly adjacent to the Male Staff Lockers.

SYMBOL LEGEND:

1.6.22 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• CT-8' high • NT above 8'	Ceramic tile Base - CT	Vinyl faced GWB, suspended, lay-in	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilets, lavatories	Typical w/exhaust	Recessed Fluorescent	110V duplex @ at lavatories	• None	• None

1.6.22 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	None				
				1	
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser				1
	Toilet seat cover dispenser				1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				
				1	
HARDV	VARE				
TITALLE	None				
	11010				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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1.6.23 FEMALE STAFF SHOWER

Function

The Female Staff Shower is a place for agents or staff to shower after their shift or after exercising. It is directly adjacent to the Male Staff Lockers and Male Staff Toilets.

SYMBOL LEGEND:

1.6.23 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
CT - full height	• CT • Base-CT	GWB-type X	• N/A	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Showers Floor drain	Typical w/exhaust	Recessed Fluorescent	• None	• None	• None

1.6.23 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
URNIT	TURE				
	TURE N/A				
QUIPN	MENT				
	Shower Curtain				
	Shower Rod Shower Accessories				
	Snower Accessories				
				1	
ARDV	MARE				
ANDV	None				
	None				
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.24 FEMALE SHOWER DRESSING AREA

Function

The Female Shower Dressing Area is a private space for agents/staff to towel off and get dressed after showering. It is located directly adjacent to the Male Staff Showers.

(b)(7)(E)		

SYMBOL LEGEND:

1.6.24 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• CT-8' high • PNT above 8'	• CT • Base - CT	GWB-type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• Floor drain	Typical w/exhaust	Recessed Fluorescent	• None	• None	• None

1.6.24 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
1 01111	Wall mounted bench				Varies
EQUIP	MENT				
	Shower Curtain Shower Rod				
	Shower Rod				
			1		
			The second secon		-
HARDV	VARE				
	None				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

1.6.25 BULK STORAGE ROOM **Function** The Bulk Storage Room is a secured space for housing disposed property. **NEED** Photograph (b)(7)(E)

SYMBOL LEGEND:

1.6.25 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base - RB	ACT-8' high min.	Hollow metal	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	• None

1.6.25 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Shelves				Varies
	NOTE: quantity and size of shelving varies with room size				
	NOTE: quantity and size of shelving varies with foom size				+
					+
EQUIP	MENT None				
	Notice				
					+
					
HARDV	VARE				
	Lockset				-
	Closer	LCN	With hold open	LCN4040	1
					+
			-		+
			1		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

1.6.26 LOADING DOCK & STAGING

Function

The Loading Dock is the primary delivery point for all ICE related goods such as office supplies, furniture, training supplies and equipment, computers, and ammunition.

SYMBOL LEGEND:

1.6.26 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	Concrete, sealed	None	Hollow metal	See below	None
	I	l			
Plumbing	HVAC	Lighting	Power	Security	Communications
None	Typical	Suspended Fluorescent	110V duplex on 2 walls	See below	Voice - one Data - none

1.6.26 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
1 01411	None				
				-	
				 	
				+	
				-	
EQUIP	MENT				
EQUIPI	Power overhead door operator				1
	1 ower overnead door operator				 '
				<u> </u>	
				 	
HARDV	VARE				
	Electronic access reader - exterior door				
	Concealed hinges - exterior door				
	Weather Stripping Lockset - interior door			 	
	Econoct antonio dodi				
				-	
				-	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.



2.0 Court Interface Zone

- 2.1 EOIR Court (DOJ Responsibility)
- 2.2 Public/Detainee Visitation (Contractor Responsibility)

2.0 Court Interface Zone

The Court Interface Zone includes the EOIR work area and courtroom space, and is an interface area between the court personnel, the Removal Unit, the public, and detainees under restraint. It is a secure interface zone. The area should be in its own secondary perimeter, contiguous with but separate from the main facility primary secure perimeter. Access will be by hardened commercial grade doorways, with special controls for general and emergency egress. The perimeter barriers, electronic controls, and procedures should be at the same level as the other secondary secure perimeters. (See EOIR Design Standards under separate cover.)

The Court Interface components within a CDF are operated by the Executive Office for Immigration Review (EOIR) and the selected contractor, and are not included in this document.

The components within the Court Interface Zone are listed below.

2.1 EOIR Court2.2 Public/Detainee Visitation

4. FUNCTIONAL REQUIREMENTS

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	1

2.0 Court Interface Zone - Space Requirements Summary

2.0 COURT INTERFACE ZONE	ICE CDF	< 200 BEDS	200-450 BEDS	450-900 BEDS	900-1200 BEDS	1200-1500 BEDS	1500-1800 BEDS	1800-2000 BEDS	3000 BEDS	Comments
(b)(7)(E)										

2.0 Court Interface Zone 2.1 EOIR Court

(DOJ Operated)

NOTE: See EOIR Court Design Standards Publication

2.0 Court Interface Zone 2.2 Public/Detainee Visitation (Contractor Operated)

(b)(7)(F)

2.2 Public/Detainee Visitation

ORGANIZATIONAL REQUIREMENTS

The CDF must allow detainees to confer with their attorneys in person and, under normal conditions, to receive visits from family and acquaintances. The DHS encourages visiting by family and friends to maintain the morale of the detainee and to develop closer relationships between the detainee and family members. Visitation may be restricted to ensure the security and good order of the facility.

Types of visitation at a CDF include: general visitation (including visitation by minors), legal visitation, consultation visitation for expedited removal, and special family visits. For more information on detainee visiting, consult the DHS Detention Standard for Detainee Visitation.

OPERATIONAL REQUIREMENTS

Visiting rooms should be comfortable and as pleasant as practical with appropriate furnishings. Supervision of visiting rooms should be adapted to the level of security required by the facility. Visiting is located centrally, minimizing the movement of the public throughout the facility. The number of staff supervising in the visitation area depends on the number of visiting areas and the design of the visiting space.

Visiting should be located adjacent to the Public Lobby. The primary secure perimeter separates the visiting public side from the detainee side.

Visiting should be located adjacent to Central Control or another fixed staff position to allow the staff to monitor security within the area. If direct visual surveillance of circulation systems is not possible from a fixed position, detainees are escorted to visiting by the housing area security staff.

Visitors must check in at the Public Lobby reception desk. The staff at the desk checks visitor I.D. and informs visitors of institutional visiting rules. The visitor is required to pass through a metal detector in the public lobby.

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Functional Requirements

ID#	Space Name	Performance Criteria						
Central	Central Visiting							
2.2.1	Visitor Search/Processing Room	40 SF						
2.2.2	Non-Contact Visiting Booth	40 SF : one (1) per every 25 detainees						
2.2.3	Non-Contact ADA Visiting Booth	60 SF						
2.2.4	Contact Visiting Booth	60 SF						
2.2.5	Attorney Visiting Room	100 SF						
2.2.6	Monitor Post							
2.2.7	Officer Toilet							
2.2.8	Detainee Toilet							
Central	Holding							
2.2.9	Monitor Post							
2.2.10	Officer Toilet							
2.2.11	Search Room							
2.2.12	Holding Cell(s)							
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	1							

Special/Technical Requirements

Non-contact visiting	booths require a	n attack-resistant	glazed	barrier	between	the	detainee	and	visitor	and	a t	elephone	or
speaker.													



3.0 Detainee Living Zone

- 3.1 Detention Administration (ICE Responsibility)
- 3.2 Detainee Housing (w/Dining) (Contractor Responsibility)
- 3.3 Detainee Services (Contractor Responsibility)
- 3.4 Recreation (Contractor Responsibility)
- 3.5 Library (Contractor Responsibility)

3.0 Detainee Living Zone

The Detainee Living Zone contains functions that are used by detainees during their normal daily routine. It is a secure zone with normal routine detainee movement within the primary secure perimeter. Components within this zone should be separated from each other by secondary secure perimeters. Detainee movement between each component will be monitored by housing security staff.

This document covers the ICE Detention Administration within component 3.1 Detention Administration. The other components within the Detainee Living Zone are typically defined and controlled by the Contract Detention Service Provider. and are not covered in this document.

The diagram on the following page illustrates the Detainee Living Zone components and the critical adjacency requirements needed for a productive work environment.

The following information has been provided for each of the components:

Function

Describes the overall purpose of the component within the CDF.

Critical Workflow Patterns

Identifies the most critical workflow patterns necessary for efficient staff productivity.

Room Data Sheets

Provides detailed information on all spaces within the components (i.e., function statements, photograph, floor plan, systems, furniture, and equipment)

The components within the Detainee Living Zone are listed below:

3.1 Detention Administration (ICE Operated)

- 3.2 Detainee Housing (w/Dining) (Contractor Operated)
- 3.3 Detainee Services (Contractor Operated)
- 3.4 Recreation (Contractor Operated)
- 3.5 Library (Contractor Operated)

4. FUNCTIONAL REQUIREMENTS

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3.0 Detainee Living Zone - Space Summary

SPACE FORECAST MATRIX

The Space Requirements Summary Matrix on the following page, identifies the spaces needed for each of the functional units within the Detainee Living Zone. The matrix listed below is also designed to forecast these needs for the planning scenarios.

- 1. <200 beds
- 2. 200 450 beds
- 3. 450 900 beds
- 4. 900 1,200 beds
- 5. 1,200 1,500 beds
- 6. 1,500 1,800 beds
- 7. 1,800 2,000 beds
- 8. 2,000 3,000 beds

The bed ranges were determined to best represent the capacity range for existing and planned detainee populations.

For each planning scenario, the following information is provided:

- # of Users is the number of persons (staff or detainees) in a given space.
- # of Spaces is the quantity of a given space.
- Space Size NSF is the net square feet or size of a given space.
- <u>Total Size NSF</u> is the number of spaces or quantity of a space times it's NSF or size.

The sidebar to the right highlights some of the Space Planning Formulas that are used for calculating areas.

SPACE CALCULATIONS/DEFINITIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net-Gross Factor (an industry factor based on space) to determine Gross Square Footage (GSF).

- Net Square Footage (NSF)

Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.

- Gross Square Footage (GSF)

Total building area measured from outside face of exterior walls.

Space Planning Formulas

3.1 Detention Administration

- · Maximum shift size = 75% of total IEA's
- Ready room capacity = 24 agents @ 25 sf per agent + 8 lockers at 15 sf per locker

3.2 Detainee Housing (w/Dining)

Contractor Operated.

3.3 Detainee Services

Contractor Operated.

3.4 Recreation

Contractor Operated.

3.5 Library

Contractor Operated.

3.0 Detainee Living Zone - Space Requirements Summary

3-O DETAINSE LIVING ZONE CF CF CF CF CF CF CF C
of # of Space Size Total # of # of # of Space Size Total # of # of * of Space Size Total # of
D* SDACE NAME NSF Unit of Measure Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF Users Spaces NSF NSF NSF NSF NSF NSF NSF NSF NSF NSF
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3.0 Detainee Living Zone

3.1 Detention Administration

(ICE Operated)

Space Requirements

- 3.1.1 Detention Operations Supervisor (DOS) Office
- 3.1.2 Supervisory Immigration Enforcement Agent (SIEA) Office
- 3.1.3 Immigration Enforcement Agent (IEA) Workstation
- 3.1.4 ICE Armory
- 3.1.5 ICE Ready Room
- 3.1.6 ICE Toilet Male
- 3.1.7 ICE Toilet Female

3.1 Detention Administration - Function

FUNCTION STATEMENT

ICE Detention Administration at a CDF is limited to the office functions carried out by ICE staff, the Armory and the ICE Ready Room.

ICE Detention Administration staff perform functions specifically related to the transportation of detainees. These staff positions, while performing duties in the Processing area and throughout the facility, require administrative space near ICE Administration.

Staff provided by the Contract Detention Service Provider have the primary responsibility for Central Control and the safety and security of the facility.

Design Criteria										
Critical Issues										
(b)(7	()(E)									
Special Requirements										
(b)(7)	(E)									
	Requirements									
3.1	DETENTION ADMINISTRATION									
3.1.1 3.1.2 3.1.3 3.1.4 3.1.5 3.1.6 3.1.7	Detention Operations Supervisor (DOS) Office Supervisory Immigration Enforcement Agent (SIEA) Office Immigration Enforcement Agent (IEA) Workstation ICE Armory ICE Ready Room ICE Toilet Male ICE Toilet Female									

3.1 Detention Administration : Organizational Diagram

(b)(7)(E)	

3.1 Detention Administration - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of the Detention Administration.

3.1 Detention Administration: Critical Workflow Patterns

"CRITICAL ADJACENCIES" Detention Administration must be located inside the	(b)(7)(E)
primary secure perimeter in order to provide the security staff with direct supervision.	
(b)(7)(E)	
(b)(7)(E)	

3.1.1 DETENTION OPERATIONS SUPER- VISOR (DOS) OFFICE	(b)(7)(E)
Function The	

SYMBOL LEGEND: (b)(7)(E)

3.1.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

3.1.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Desk				1
	Desk chair				1
	Side chair				2
	+				
	+				
	+				
EQUIP	4ENT				
EQUIFI	None				
	Notice				
HARDV	/ARE				
	Lockset				
	+				
	+				
	+				
	+				
* \ / -		for an investment and a Found and death by		an haward	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

3.1.2 SUPERVISORY IMMIGRATION ENFORCEMENT AGENT (SIEA) OFFICE

Function

The Supervisory Immigration Enforcement Agent's function is as a first-line supervisor for conducting day-to-day immigration enforcement operations, as well as short and medium range planning and evaluation of a variety of enforcement functions associated with the identification, investigation, apprehension, prosecution, and removal of aliens and criminal aliens, and the apprehension of absconders from removal proceedings.

The SIEA plans and schedules work on a daily and weekly basis, and assigns work to subordinate IEA's.

SYMBOL LEGEND:

(b)(7)(E)

3.1.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• 35 oz 100% pile cut nylon carpet • Base - RB	ACT-8' high min.	Solid core wood	See below	Exterior window
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	• Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data on 2 walls

3.1.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendo	r* Style	Model #	Qty.
FURNIT	TURE				
	Desk Desk chair				1
	Desk chair				1
	Side chair				2
	+				
EQUIPN	MENT				
EQUIFI	None				
	Notice				
HARDW	VARE				
	Lockset				
	+				
	-				
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	+				
			1		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

3.1.3 IMMIGRATION ENFORCEMENT AGENT OFFICE

Function

The Immigration Enforcement Agent's function is to perform a variety of enforcement functions related to the investigation, identification, apprehension, prosecution, detention and removal of aliens and criminal aliens, and apprehension of absconders from removal proceedings.

The IEA routinely enters hostile situations and may be required to make decisions affecting the life, well being, and/or civil liberties of aliens, the public, and other law enforcement officers as well as impacting regulations between the U.S. and other governments.

All IEA's perform two major duties:

- Removal, transport, and escort
- Detention

And one or more of the following duties:

- Jail check
- Prosecutions
- Determining Alienage and Fugitive Operations
- Operational Support/Law Enforcement Liaison
- Alien Criminal Apprehension Program, Law Enforcement Agency Support, Multi-Agency Task Force, Quick Response Teams, Duty Officer

SYMBOL LEGEND:

(b)(7)(E)

3.1.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• None	35 oz 100% pile cut nylon carpet Base - RB	ACT-8' high min.	• None	• None	None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	To accommodate systems furniture

3.1.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Systems furniture				1
	Desk chair				1
	Vertical file				2
	Waste receptacle				1
				-	
EQUIPN	MENT				
LQOIL	None				
	Tronc				
			1		
HARDV	VARE				
	None				
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

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SYMBOL LEGEND:

(b)(7)(E)

3.1.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Paint on reinforced concrete block or poured concrete	Concrete, sealed	Hard ceiling	• 16 ga. hollow metal	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Climate controlled with direct outdoor venting	Surface mount- ed Fluorescent	• 110V duplex on 2 walls	See below	• None

3.1.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	None				
				1	
				 	
				+	
				+	
				-	
EQUIPM	MENT				
	MENT (b)(7)(E)				
	4				
	+			+	
			1		
				-	
				+	
				-	
	+			 	
HARDW	ARE				
	Electronic access reader			-	
	Video surveillance camera Lockset				
	Closure	LCN	With hold open	LCN4040	1
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				-	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

Function The Ready Room should be located adjacent to the (b)(7)(E) and serves as an area for equipping ICE staff when an incident occurs. SWAT teams consist of 24 agents, most of which will not be located at the facility. The Ready Room also serves as a place to store equipment such as (b)(7)(E) etc. and conduct briefings.	NEED
(b)	Photograph)(7)(E)

SYMBOL LEGEND:

(b)(7)(E)

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3.1.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	35 oz 100% pile cut nylon carpet Base - RB	ACT-9' high min.	Solid core wood	See below	None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical	Recessed Fluorescent	110V duplex on each wall	• None	Voice & data, 2 ea., and in center of table

3.1.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	Table				
	Chair				
	Whiteboard - 12'				
				<u> </u>	
EQUIPI	MENT				
	Equipment lockers				8
	Manual projection screen				
	Shelving - 16 LF				
				 	
HARDV	VARE				
	Electronic access reader				
	Lockset				
* \ /	l		#h.a		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

3.1.6	ICE TOILET - MALE

Function

The Male Officer Toilet is a single use room located within Detention Administration.

SYMBOL LEGEND:

(b)(7)(E)

3.1.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

3.1.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	ΓURE				
	None				
				+	
	·				
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser Toilet seat cover dispenser Semi-recessed towel/waste unit				1
	Toilet seat cover dispenser				1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				1
				+	
HARDV	VARE				
	Lockset				
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^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

3.1.7	ICE TOILET - FEMALE

Function

The Female Officer Toilet is a single use room located within Detention Administration.

SYMBOL LEGEND:

(b)(7)(E)

3.1.7 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• PNT	• VCT • Base: RB	GWB type X	Solid core wood	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Toilet Lavatory	Typical w/exhaust	Recessed Fluorescent	• 110V duplex outlet- GFI	• None	• None

3.1.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	None				
EQUIP	MENT				
	Wall-hung, flush valve toilet				1
	Wall mounted lavatory				1
	Grab bars				2
	Toilet paper dispenser				1
	Toilet seat cover dispenser				1
	Semi-recessed towel/waste unit				1
	Soap dispenser				1
	Frameless wall mirror				1
	Feminine napkin disposal unit				1
HARDV	VARE				
	Lockset				
					-

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

3.0 Detainee Living Zone

3.2 Detainee Housing (Contractor Operated)

3.2 Detainee Housing

(b)(7)(E)		

Functional Requirements

ID#	Space Name	Performance Criteria
		<u> </u>

Special/Technical Requirements

3.0 Detainee Living Zone

3.3 Detainee Services (Contractor Operated)

(b)(7)(E)

3.3 Detainee Services

ORGANIZATIONAL REQUIREMENTS

The CDF offers detainees the opportunity to purchase food items through the commissary. Commissary is a privilege, and can be denied for disciplinary purposes.

There are four ways in which commissary items can be distributed:

- A central commissary store with walk-up business window;
- Automatic coin-operated vending machines;
- · An order and deliver system; or
- · A circulating stocked cart

Programs are provided to give detainees the opportunity to exercise their religious rights, assist in adjusting to CDF life, and to offer constructive use of their time. The mission of the CDF is not to rehabilitate, punish, or reform the detainee. The offering of education programs and substance abuse rehabilitation programs is limited to the extent that there are requests for these services and the resources are available to offer them.

OPERATIONAL REQUIREMENTS

The detainee services should be located within the secure zone, with normal detainee movement. Critical adjacencies for detainee services include detainee housing, library and recreation.

Functional Requirements

ID#	Space Name	Performance Criteria	Space Name	Performance Criteria
Progra	ms		Commissary	3 SF per detainee
	Programs/Multiple Purpose		Vending Machine	3 ft of depth + 1 ft
	Classroom	25 SF per seat	Dispensing Window	•
	Teacher	· ·	Cart Makeup	
	Storage		Processing Counter	
	Workroom		Short Term Storage	
Acader	mic Education		Restricted Storage	
	Classroom		Bulk Storage	
	Teacher		Detainee Toilet	
	Storage		Service Supervisor	
	Workroom	40 SF per work area	Officer Toilet	
Vocatio	onal Education	To or por from area	Janitor Closet	
	Classroom	25 SF per seat	Carmor Groot	
	General Shop Workbench	20 01 por 0000		
	Teacher			
	Storage			
	Workroom			
Arts an	d Crafts			
	General Shop Workbench			
	Teacher			
	Storage			
Industr				
	Supervisor			
	Officer Toilet			
	Detainee Toilet			
Hair Ca				
	Barber Chair			
	Waiting			
	Storage			
	Detainee Toilet			
	Officer Toilet			
	Janitor Closet			
	Carmor Closes			
-				

Special/Technical Requirements

Commissary supplies should be kept separate from other institutional supplies.
Commissary storage area should have access to the loading dock.
Commissary machines require a special power supply, water supply and drains.
Program classes are restricted to 20 detainees per class

3.0 Detainee Living Zone

3.4 Recreation (Contractor Operated)

3.4 Recreation

ORGANIZATIONAL REQUIREMENTS

To comply with standards, all detainees are provided the opportunity for outside recreation at least once each day, five (5) days per week. For at least one hour per day, detainees must have the opportunity for outdoor exercise or an indoor equivalent during inclement weather. Providing recreation privileges beyond minimum requirements is an important management tool to promote a safe and cooperative detainee population.

Recreational activities are based on the size and location of each facility. Recreational activities are restricted to limited-contact sport activities such as soccer, basketball, volleyball, table games, and sporting competitions between units when approved by the Facility Administrator. All programs and activities are subject to security and operational guidelines for each facility and may be limited at the discretion of the Facility Administrator. Constant staff supervision is required for recreational activities. In outdoor situations supervising personnel require radios to maintain contact with the control center.

Outdoor recreation can be provided in two types of settings. The first is a large centralized recreation field, large enough for soccer and softball games, which allows detainees to leave their housing area to recreate. The second is a small recreation yard located directly adjacent to the housing area. This setting reduces the amount of detainee movement and associated escort supervision. This type of yard would allow small court games such as half-court basketball or volleyball.

OPERATIONAL REQUIREMENTS

Recreation fields must be located within the primary secure perimeter. Centralized outdoor recreation should be located so detainees can exit directly from within the building security perimeter into the recreation field. For campus facilities, locating housing areas around a recreation yard provides easily accessible and supervised outdoor areas while maintaining the security perimeter. For facilities located in urban areas, views from off-site should be shielded. When adequate buffer zones cannot be maintained between recreation yards and public access areas, the yards must have a screened roof to prevent outsiders from lobbing contraband into the yards.

b)(/)(E)			

Recreation yards located directly adjacent to housing areas should be visible from a security post to allow supervision by the housing security staff.

The detainee's security risk determines the amount of recreational access. High security-risk detainees, administrative segregation, and disciplinary segregation should always be provided outdoor recreation yards directly adjacent to their housing area. General medium and low risk population detainees may utilize a centralized larger outdoor recreation area.

Functional Requirements

Space Name	Performance Criteria
Recreation	
Half-Basketball Court	
Multiple Purpose Room	
Half-Basketball	3,600 SF
Playing Field	
Recreational Specialist	70,000 SF
Storage	
Officer Toilet	
Detainee Toilet	
	Recreation Half-Basketball Court Multiple Purpose Room Half-Basketball Playing Field Recreational Specialist Storage Officer Toilet

Special/Technical Requirements

Exercise areas will offer a variety of fixed and movable equipment. Weight training, if offered, will be limited to fixed equipment; free weights are prohibited.
Cardiovascular exercise shall be available to detainees for whom outdoor recreation is unavailable. The indoor recreation area may, therefore, be equipped with stationary bicycles, stair climbers, treadmills, and/or other cardiovascular exercise machines.
Recreational activities shall be based on the facility's size and location. With the OIC's approval, recreational activities may include limited-contact sports, such as soccer, basketball, volleyball, table game, and may extend to competitions between units.
Dayrooms in general-population housing units will offer board games, television, and other sedentary activities. Detention personnel shall supervise dayroom activities, distributing games and other recreation materials once daily.
All detainees participating in outdoor recreation shall have access to drinking water and toilet facilities.
Recreation areas shall be under continuous supervision by staff.
Detainees housed in the Special Management Unit (SMU) shall recreate apart from the general population (one hour of recreation/day, at least 5 days/week).
Recreation yards may be formed from courtyards created by the building footprint.
The outdoor exercise/recreation area must provide 1.4 square meters (15 sf) per detainee for the maximum number of detainees expected to use the space at one time, but not less than 139.4 square meters (1,500 sf) total.
For facilities in colder climates where weather restricts outside activities, indoor gymnasiums are recommended.
The enclosed indoor exercise/recreation area must provide 1.4 square meters (15 sf) per detainee for the maximum number of detainees expected to use the space at one time, but not less than 93 square meters (1,000 sf) total.
All facilities shall provide recreational opportunities for detainees with disabilities.

3.0 Detainee Living Zone 3.5 Library (Contractor Operated)

3.5 Library

ORGANIZATIONAL REQUIREMENTS

The facility holding DHS/ICE detainees shall permit detainees access to a Law Library, and provide legal materials, facilities, equipment and document copying privileges, and the opportunity to prepare legal documents. Detainees housed in Administrative Segregation and Disciplinary Segregation must be afforded the same legal access as the general population, unless security concerns require limitations.

The facility shall also offer recreational reading material as a privilege and a way to occupy detainee time.

Each detainee shall be permitted to use the law library for a minimum of five (5) hours per week.

OPERATIONAL REQUIREMENTS

The law library should be located within the primary secure perimeter adjacent to a staff position such as Central Control or a fixed housing control post. The level of supervision required for the law library depends on the physical layout, category of detainees, available officer manpower and facility operating procedures. Each facility must have a designated officer with responsibility for updating the legal materials.

Due to the cost of legal reference material, the library is maintained in a central location. This library should be visually supervised from a staff position.

Functional Requirements

ID#	Space Name	Performance Criteria
Recreat	ional Library	
3.5.1	Study Table	
3.5.2	Periodicals/Paperback Books	
3.5.3	Stacks	
3.5.4	Library Desk	
3.5.5	Work Room	
3.5.6	Computer Room	
3.5.7	Multiple Media Room	
3.5.8	Distribution Carts	
3.5.9	Storage	
3.5.10	Detainee Toilet	
3.5.11	Officer Toilet	
3.5.12	Janitor Closet	
Law Lib		
3.5.13	Study Table	
3.5.14	Stacks	
3.5.15	Library Desk	
3.5.16	Copier	
3.5.17	Computer Room	
3.5.18	Detainee Toilet	
NOTE:	Detainees may be provided books from local municipal	pal libraries upon request or by circulation programs offered by the libraries.

Special/Technical Requirements

ш	Law library should provide 20 sf per seat.
	Recreational library should provide 5 sf per detainee.
	The library should be well lit.
	The library should be reasonably isolated from noisy areas.
	The size of the law library depends on the size of the detainee population and the frequency of detainee use.
	The law library must provide an adequate number of typewriters and equipment to accommodate the number of detainees that
	are authorized to use the library at any given time.



4.0 Service Zone

- 4.1 Processing (ICE & Contractor Responsibility)
- 4.2 Health Services (H & HS Responsibility)
- 4.3 Laundry (Contractor Responsibility)
- 4.4 Food Preparation (Contractor Responsibility)

4.0 Service Zone

The Service Zone provides services necessary for supporting detainees while they live in the CDF. It is a zone that is located inside the primary secure perimeter with restricted detainee movement. Components should be separated from each other by secondary secure perimeters. Detainee movement to any component will be by direct escort or continuously monitored/controlled movement with staff control of each individual detainee passing into or out of a component.

This document covers the ICE Service areas within component 4.1 Processing. The other components are typically defined and controlled by Contract Detention Service provider and are not included in this document.

The diagram on the following page illustrates the Service Zone components and the critical adjacency requirements needed for a productive work environment.

The following information has been provided for the processing components:

Function

Describes the overall purpose of the component within the CDF.

Critical Workflow Patterns

Identifies the most critical workflow patterns necessary for efficient staff productivity.

Room Data Sheets

Provides detailed information on all spaces within the components (i.e., function statements, photograph, floor plan, systems, furniture, and equipment)

The components within the Service Zone include:

4.1 Processing (ICE Operated)

- 4.2 Health Services (Health Services Operated)
- 4.3 Laundry (Contractor Operated)
- 4.4 Food Preparation (Contractor Operated)

4. FUNCTIONAL REQUIREMENTS

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4.0 Service Zone - Space Requirements

SPACE FORECAST MATRIX

The Space Requirements Summary Matrix on the following page, identifies the spaces needed for each of the functional units within the Service Zone. The matrix listed below is also designed to forecast these needs for the planning scenarios.

- 1. <200 beds
- 2. 200 450 beds
- 3. 450 900 beds
- 4. 900 1,200 beds
- 5. 1,200 1,500 beds
- 6. 1,500 1,800 beds
- 7. 1,800 2,000 beds
- 8. 2,000 3,000 beds

The bed ranges were determined to best represent the capacity range for existing and planned detained populations.

For each planning scenario, the following information is provided:

- # of Users is the number of persons (staff or detainees) in a given space.
- # of Spaces is the quantity of a given space.
- Space Size NSF is the net square feet or size of a given space.
- Total Size NSF is the number of spaces or quantity of a space times the NSF or size.

The sidebar to the right highlights some of the Space Planning Formulas that are used for calculating areas.

SPACE CALCULATIONS/DEFINITIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net-Gross Factor (an industry factor based on space type) to determine Gross Square Footage (GSF). This factor is intended to account for space such as circulation space, mechanical space, wall thicknesses, etc., that are not programmed space.

- Net Square Footage (NSF)

Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.

- Gross Square Footage (GSF)

Total building area measured from outside face of exterior walls.

Space Planning Formulas 4.1 Processing Number of Processing Positions: (b)(7)(E) (b)(7)(E) · Number of interview rooms = detainees 4.2 Health Services Operated by the Department of Health and Human Services 4.3 Laundry Contractor Operated. 1.4 Food Preparation Contractor Operated.

4.0 Service Zone - Space Requirements Summary

4.0 SERVICE ZONE	ICE CDF	< 200 BEDS	200-450 BEDS	450-900 BEDS	900-1200 BEDS	1200-1500 BEDS	1500-1800 BEDS	1800-2000 BEDS	3000 BEDS	Comments
	STANDARD									
		# of # of Space Size Total	# of # of Space Size Total	# of # of Space Size Total	# of Space Size Total	# of # of Space Size Total	# of Space Size Total	# of Space Size Total	# of # of Space Size Total	
ID# SPACE NAME	NSF Unit of Measure	# of # of Space Size Total e Users Spaces NSF NSF	# of # of Space Size Total Users Spaces NSF NSF	# of # of Space Size Total Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	
ID# SPACE NAME (b)(7)(E)										
(b)(1)(L)										

4.0 Service Zone

4.1 Processing

(ICE & Contractor Operated)

Space Requirements

- 4.1.1 Vehicular Sallyport
- 4.1.2 Pedestrian Sallyport & Search Room
- 4.1.3 Processing Counter Male
- 4.1.4 Processing Counter Female
- 4.1.5 ICE Transportation Work Area
- 4.1.6 ICE Interview Room
- 4.1.7 Large Holding Male
- 4.1.8 Small Holding Male
- 4.1.9 Segregation Holding Male
- 4.1.10 Large Holding Female
- 4.1.11 Small Holding Female
- 4.1.12 Segregation Holding Female
- 4.1.13 Special Case Holding Male
- 4.1.14 Special Case Holding Female
- 4.1.15 Staff Toilet

4.1 Processing - Function

FUNCTION STATEMENT

Processing provides a space where detainees enter, wait, are held, and processed before being assigned to detention, transferred to other facilities or released from detention. Processing must complete specific activities upon detainee admittance, transfer, and release, including accurate identification and property exchange. Detention, transfer, and release activities are conducted in the same area to conserve staff and space.

The basic and support activities in the Processing Area include:

- Transportation and staging of arriving and departing detainees
- Holding detainees while waiting processing or transfer
- Orientation of incoming detainees
- Processing detainess
- Search, interview, and medical screening of incoming detainees
- Showering for incoming detainees
- Storage of detainee valuables and property
- Clothing and linen issue/exchange
- Providing snacks and sack lunches

Processing is located within the primary secure perimeter. It should be located directly adjacent to the vehicle sallyport. Processing should be located near Health Services and Security Command for immediate health screenings and direct visual supervision of the Processing Area and sallyport.

Design Criteria

Critical Issues

- √ Highly secure detention environment
- Separation of male, female and juvenile detainees
- ✓ Separation of unprocessed & processed detainees
- ✓ Hardened environment
- ✓ Unobstructed sight lines
- ✓ Efficient process and flow

Special Requirements

- ✓ Detention-grade hardware & furnishings
- ✓ Detention-grade fixtures & equipment
- Security, control, and surveillance
- ✓ Hard, washable surfaces

Space Requirements

4.1 PROCESSING

- 4.1.1 Vehicular Sallyport
- 4.1.2 Pedestrian Sallyport & Search Room
- 4.1.3 Processing Counter Male
- 4.1.4 Processing Counter Female
- 4.1.5 ICE Transportation Work Area
- 4.1.6 ICE Interview Room
- 4.1.7 Large Holding Male
- 4.1.8 Small Holding Male
- 4.1.9 Segregation Holding Male
- 4.1.10 Large Holding Female
- 4.1.11 Small Holding Female
- 4.1.12 Segregation Holding Female
- 4.1.13 Special Case Holding Male
- 4.1.14 Special Case Holding Female
- 4.1.15 Staff Toilet

4. FUNCTIONAL REQUIREMENTS

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1		
1		

4.1 Processing - Critical Workflow Patterns

INTRODUCTION

The diagrams on the following page illustrate some of the most critical workflow issues and patterns of Processing.

4.1 Processing : Critical Workflow Patterns

	(b)(7)(E)
1. "CRITICAL ADJACENCIES" Processing is located within the primary secure perimeter, adjacent to the vehicle sallyport, Health Services, and administrative areas.	
2. "INTAKE FLOW" Processing activities are done sequentially to assure that each activity is thoroughly performed.	
3. "PHYSICAL SEPARATION" Detainees who have not been processed should be separated from those that have. Failure to do so provides unprocessed detainees with the opportunity to pass contraband.	
4. "ORIENTATION" Orientation is provided to inform detainees of their rights and the institutional rules. Providing orientation in the holding cells provides greater assurance that the detainee will receive a proper orientation.	

4.1 Processing - Room Data Sheet

4.1.1 VEHICULAR SALLYPORT

Function

The Vehicular Sallyport is a secure trap for one or more busses or vans. All transportation of all detainees (inbound and outbound) takes place through the Vehicular Sallyport.

SYMBOL LEGEND:

4.1.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Exterior grade GWB	Hollow metal	Detention grade	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• Floor drain	Typical w/exhaust	Surface mount- ed Fluorescent	110V duplex outlets on 2 walls	Electronic access control on all doors and overhead doors or gates Video surveillance	Intercom at passage door

4.1.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNITI	IRE				
FURNIT	N/A				
FOLUDIA	ENT				
EQUIPM	LNIA				
	IN/A				
HARDW	ARE				
	N/A				
			l .	l .	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.2 PEDESTRIAN SALLYPORT & SEARCH ROOM

Function

This space serves a dual function - a pedestrian trap for temporarily confining detainees and as a secure place for pat-downs, search and physical inspection of detainees prior to moving them to a holding cell. Searches may take place on an individual basis or in small groups. The Pedestrian Sallyport and Search Room should be directly adjacent to the Vehicular Sallyport.

SYMBOL LEGEND:

4.1.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Exterior grade GWB	Hollow metal	Detention grade	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• Floor drain	Typical w/exhaust	Surface mount- ed Fluorescent	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	Intercom at passage door

4.1.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNITI	IRE				
FURNIT	N/A				
FOLUDIA	ENT				
EQUIPM	LNIA				
	IN/A				
HARDW	ARE				
	N/A				
			l .	l .	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.3 PROCESSING COUNTER - MALE

Function

The Processing Counter-Male is the centerpiece to the Processing area. It is fixed and houses the identification and processing computers. All illegal immigrants are processed at this counter. It is a standing height counter made of very durable material.

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4.1.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced masonry	Sealed concrete	• GWB	• N/A	• N/A	• N/A
Plumbing	HVAC	Lighting	Power	Security	Communications
• N/A	Typical w/exhaust	Recessed Fluorescent, detention grade	2 110V duplex outlets at each processing position	• N/A	Voice and data at each pro- cessing position

4.1.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Desk Chair Waste Receptacle				Varies
	Waste Receptacle				Varies
QUIPN	MENT				
IARDV	/ARE				
			-		
t \ / d -				an ha ward	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.4 PROCESSING COUNTER - FEMALE

Function

The Processing Counter-Female is the centerpiece to the Processing area. It is fixed and houses the identification and processing computers. All illegal immigrants are processed at this counter. It is a standing height counter made of very durable material.

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SYMBOL LEGEND:

4.1.4 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced masonry	Sealed concrete	• GWB	• N/A	• N/A	• N/A
Plumbing	HVAC	Lighting	Power	Security	Communications
• N/A	Typical w/exhaust	Recessed Fluorescent, detention grade	2 110V duplex outlets at each processing position	• N/A	Voice and data at each pro- cessing position

4.1.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	IRE				
1011111					
-					
EQUIPM	ENT				
HARDW	ARE				
TIAND VV	Ti Vie				
					I

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.5 ICE TRANSPORTATION WORK AREA

Function

ICE Transportation work area is a space used by staff to arrange for the transportation of detainees. Work functions include, paperwork, computer use and telephone.

SYMBOL LEGEND:

4.1.5 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced masonry	Sealed concrete	• GWB	• N/A	• N/A	• N/A
Plumbing	HVAC	Lighting	Power	Security	Communications
• N/A	Typical w/exhaust	Recessed Fluorescent, detention grade	110V duplex outlet on two walls	• N/A	Voice and data on two walls

4.1.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Desk				1
	Desk Chair				1
	Waste Receptacle				1
	1				
EQUIPN	MENT				
HARDW	ARE				
* \/					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.6 ICE INTERVIEW ROOM

Function

The ICE Interview Room is an enclosed space where ICE Staff meet in a private setting with detainees on a one-to-one basis.

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SYMBOL LEGEND:

4.1.6 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced masonry	Sealed concrete	• GWB	Hollow metal	Standard, heavy-duty	3'x3' bullet resistant
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical w/exhaust	Recessed Fluorescent, detention grade	110V duplex outlet on two walls	Video surveillance	Voice and data on one wall

4.1.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Ve Ve	endor*	Style	Model #	Qty.
FURNIT	TURE Guest Chair 36x60 Table					
	Guest Chair					2
	36x60 Table					1
EQUIPN	MENT					
HARDW	/ABE					
HARDW	VARE					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.7 LARGE HOLDING - MALE

Function

Detainees being transferred to housing or being released from the CDF are held in a Holding Room. Holding Rooms are temporary, secure confinement areas where detainees are generally held for 10 hours or less. Detainees may also be held in these rooms prior to court hearings or medical appointments for groups of twelve or greater.

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SYMBOL LEGEND:

4.1.7 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Detention ceiling	Hollow metal, detention grade	Detention grade	Bullet resistant
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	Stainless steel bench				
	+				
EQUIPN	Detention-Grade Toilet/Lavatory Combo Unit				
	Detention-Grade Toilet/Lavatory Combo Unit				
-					-
					-
HARDW	IADE				
HARDW	N/A				
	IV/A				
			-		
	+				-
_					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.8 SMALL HOLDING - MALE

Function

Detainees being transferred to housing or being released from the CDF are held in a Holding Room. Holding Rooms are temporary, secure confinement areas where detainees are generally held for 10 hours or less. Detainees may also be held in these rooms prior to court hearings or medical appointments for groups of four to twelve or greater.

SYMBOL LEGEND:

4.1.8 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Detention ceiling	Hollow metal, detention grade	Detention grade	Bullet resistant
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNI [*]	TURE				
	Stainless steel bench				
=0					
EQUIP	MENT Detention-Grade Toilet/Lavatory Combo Unit				
	Detention-Grade Toilet/Lavatory Combo Unit				
				1	
HARDV	VARE				
TIARDY	N/A				
				-	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.9 SEGREGATION HOLDING - MALE

Function

Detainees being transferred to housing or being released from the CDF are held in a Holding Room. Holding Rooms are temporary, secure confinement areas where detainees are generally held for 10 hours or less. Segregation Holding cells are single occupant rooms generally used for separating detainees for disciplinary or medical reasons.

SYMBOL LEGEND:

4.1.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Detention ceiling	Hollow metal, detention grade with vision panel	Detention grade	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
1 014141	Stainless steel bench				
EQUIP	MENT				
	Detention-Grade Toilet/Lavatory Combo Unit				
	•				
				-	
-					
HARDV	VARE				
TIMILDY	N/A				
					1
				-	1
					1
				1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

4.1 Processing - Room Data Sheet

4.1.10 LARGE HOLDING - FEMALE

Function

Detainees being transferred to housing or being released from the CDF are held in a Holding Room. Holding Rooms are temporary, secure confinement areas where detainees are generally held for 10 hours or less. Detainees may also be held in these rooms prior to court hearings or medical appointments for groups of twelve or greater.

SYMBOL LEGEND:

4.1.10 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Detention ceiling	Hollow metal, detention grade	Detention grade	Bullet resistant
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.10 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Stainless steel bench				
-					
				1	
EQUIP	MENT				
	Detention-Grade Toilet/Lavatory Combo Unit				
				1	
			-		
HARDV	VARE				
	N/A				
				-	
* \/		Famel and distant		h	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

4.1 Processing - Room Data Sheet

4.1.11 SMALL HOLDING - FEMALE

Function

Detainees being transferred to housing or being released from the CDF are held in a Holding Room. Holding Rooms are temporary, secure confinement areas where detainees are generally held for 10 hours or less. Detainees may also be held in these rooms prior to court hearings or medical appointments for groups of four to twelve or greater.

SYMBOL LEGEND:

4.1.11 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Detention ceiling	Hollow metal, detention grade	Detention grade	Bullet resistant
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.11 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item .	Vendor*	Style	Model #	Qty.
FURNIT	URF				
1 011111	Stainless steel bench				
			-		
EQUIPN	IENT				
	Detention-Grade Toilet/Lavatory Combo Unit				
	•				
HARDW	ARF				
TIMILDY	N/A				
-	+		+		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.12 SEGREGATION HOLDING - FEMALE

Function

Detainees being transferred to housing or being released from the CDF are held in a Holding Room. Holding Rooms are temporary, secure confinement areas where detainees are generally held for 10 hours or less. Segregation Holding cells are single occupant rooms generally used for separating detainees for disciplinary or medical reasons.

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4.1.12 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Reinforced concrete block	Sealed concrete	Detention ceiling	Hollow metal, detention grade with vision panel	Detention grade	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Stainless steel bench				
_					
EQUIPN	MENT Detention-Grade Toilet/Lavatory Combo Unit				
	Detention-Grade Toilet/Lavatory Combo Unit				
					1
HARDW	/ADE				
HAKDV	N/A				
	IV/A				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

4.1 Processing - Room Data Sheet

4.1.13 SPECIAL CASE HOLDING - MALE

Function

The Special Case Holding room is used to detain and hold a single detainee that requires special care or protection. These spaces are sometimes referred to as rubber rooms or padded cells.

SYMBOL LEGEND:

4.1.13 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• Pads	• Padded	Detention ceiling	Hollow metal, detention grade with vision panel	Detention grade	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.13 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
	URE N/A				
			-		
				+	
			_	+	
QUIPN	MENT Wall and floor pads				
	Wall and floor pads				
		-			
				+	
				+	
ARDW	/ADE				
AKUN	N/A				
	IN/A		_	+	
1/			1	1	

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

(b)(7)(E)

4.1 Processing - Room Data Sheet

4.1.14 SPECIAL CASE HOLDING - FEMALE

Function

The Special Case Holding room is used to detain and hold a single detainee that requires special care or protection. These spaces are sometimes referred to as rubber rooms or padded cells.

4.1.14 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• Pads	• Padded	Detention ceiling	Hollow metal, detention grade with vision panel	Detention grade	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
Detention combo unit	Typical w/exhaust	Recessed Fluorescent, detention grade	• None	Electronic access control on all doors and overhead doors or gates Video surveillance	• None

4.1.14 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNITU	RF				
FURNITU	N/A				
FOLIDME	I NT				
LQUIFWL	NT Wall and floor pads				
	Trail and noor page				
HARDWA	l BE				
HAKUWA	N/A				
	TV/X				
-					

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.1 Processing - Room Data Sheet

4.1.15 STAFF TOILET

Function

The Staff Toilet is a unisex, single use room located in the Processing area.

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SYMBOL LEGEND:

4.1.15 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
	•	•	•	See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
•	Typical w/exhaust	Recessed Fluorescent	•	•	•

4.1.15 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	ltem .	Vendor*	Style	Model #	Qty.
FURNIT	IRE				
1011111					
-					
EQUIPM	ENT				
HARDW	ARE				
TIAND VV	Ti Vie				
					I

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

4.0 Service Zone

4.2 Health Service

(H&HS Operated)

NOTE: See Health & Human Services Design Standards Publication

4.0 Service Zone 4.3 Laundry (Contractor Operated)

4.3 Laundry

ORGANIZATIONAL REQUIREMENTS

Detainees must have clothing, bedding and towels that are clean, serviceable and presentable to maintain a hygienic and clean living environment.

Contract laundry services should be investigated for all CDF facilities. The institution launders institutional clothing and linen for the detainees. No dry cleaning services are provided to detainees or staff. Staff is not provided with laundry service. Laundry items are exchanged according to the following schedule:

- Institutional clothing is exchanged twice per week.
- · Bed linen is exchanged once per week.
- · Towels are exchanged twice per week.

Detainee laundry exchange occurs at the housing area. Soiled laundry is collected from the housing areas in carts and brought to a central area for laundering. Clean items are returned to the housing areas when the exchange stock is in need of replenishing. Separate personal laundry facilities may be considered at the housing areas for female housing areas. It is desirable to let female detainees launder their own personal garments.

Soiled laundry must be processed separately from clean laundry, requiring separate areas for each. Laundry is processed by detainees and supervised by security staff. Soiled laundry is brought into one area for sorting and staging, transferred to the washers and dryers, then moved to the clean laundry area to be sorted, mended, and folded. The transportation carts must be cleaned and sorted for return routing.

Mattresses are sanitized in place on the beds. Spare mattresses should be stored at the warehouse. Detainees leave mattresses in housing at the end of their stay.

OPERATIONAL REQUIREMENTS

The central laundry should be located within the primary secure perimeter in an area restricted from general detainee access. It should be adjacent to the warehouse/receiving dock.

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Functional Requirements

4.3.1 Soiled Staging 4.3.2 Sorting 4.3.3 Laundry Equipment 4.3.4 Chemical Storage Room 4.3.5 Folding 4.3.6 Exchange Cart Make-Up 4.3.7 Cart Storage 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Receiving Dock 4.3.17 Medium Vehicle Bay 4.3.18 Large Vehicle Bay	
4.3.2 Sorting 4.3.3 Laundry Equipment Sized for additional capacity to handle crowded conditions & exp 4.3.4 Chemical Storage Room Secured room with a lockable door 4.3.5 Folding 4.3.6 Exchange Cart Make-Up 4.3.7 Cart Storage 4.3.8 Clean Storage Area Storage area for a 1-week supply of clean laundry is required in 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.3 Laundry Equipment 4.3.4 Chemical Storage Room 5 Secured room with a lockable door 4.3.5 Folding 4.3.6 Exchange Cart Make-Up 4.3.7 Cart Storage 4.3.8 Clean Storage Area 5 Storage area for a 1-week supply of clean laundry is required in 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.4 Chemical Storage Room 4.3.5 Folding 4.3.6 Exchange Cart Make-Up 4.3.7 Cart Storage 4.3.8 Clean Storage Area 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	ansion
4.3.5 Folding 4.3.6 Exchange Cart Make-Up 4.3.7 Cart Storage 4.3.8 Clean Storage Area Storage area for a 1-week supply of clean laundry is required in 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.6 Exchange Cart Make-Up 4.3.7 Cart Storage 4.3.8 Clean Storage Area Storage area for a 1-week supply of clean laundry is required in 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.7 Cart Storage 4.3.8 Clean Storage Area Storage area for a 1-week supply of clean laundry is required in 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.8 Clean Storage Area Storage area for a 1-week supply of clean laundry is required in 4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.9 Mending 4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	nousing
4.3.10 Detainee Toilet 4.3.11 Laundry Issue 4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.12 Service Supervisor 4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.13 Officer Toilet 4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.14 Janitor Closet 4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.15 Long-Term Linen Storage 4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.16 Receiving Dock 4.3.17 Medium Vehicle Bay	
4.3.17 Medium Vehicle Bay	

Special/Technical Requirements

Ш	Laundry storage: 2 sf per detainee
	Personal laundry: 50 sf per machine
	A floor drain must be located in the laundry area
	Exhaust air from the laundry should be discharged directly out of the building and should not be routed to the return air
	system.
	For areas with hard water, water conditioning is recommended to extend equipment life
	Water and energy-saving equipment are advised
	Laundry equipment should be sized to handle up to seven (7) lbs. of laundry per detainee per exchange

4.0 Service Zone 4.4 Food Preparation (Contractor Operated)

4.4 Food Preparation

ORGANIZATIONAL REQUIREMENTS

The CDF must provide each detainee with three nutritious meals per day, of which at least two must be hot. The meals must be palatable and served at reasonable times.

Food service can be provided to the detainees in one of three (3) ways depending on the facility setting, size, and security risk:

- At a centralized dining location, with detainees moving from their housing area to the dining hall for every meal;
- At the detainees' housing area, with food delivered in carts or in bulk and served in the dayroom; or
- In the cell, with food pre-trayed either at the kitchen or at a sub-kitchen at the housing area.

OPERATIONAL REQUIREMENTS

Food service is located within the primary secure perimeter. The food preparation area must be in the secure zone, restricted from general detainee access. It should be located adjacent to the warehouse/receiving dock to receive food supplies. The unloading dock for the kitchen should be within the secure perimeter and separate from other docks. An inspection area should be included on the dock.

The food storage area must be secure to prevent theft of food products. A glass-enclosed knife workroom with a secure perimeter is required in the kitchen area for detainees using cutting utensils. All knives and sharp utensils must be kept in a locked cabinet. A shadow board is recommended to allow for visual accounting of missing utensils. Separate enclosed rooms are required in the food services area for meat cutting and vegetable preparation.

Separate dining facilities are provided for the staff. The area should be located within the primary secure perimeter adjacent to the food preparation area for ease of service.

Functional Requirements

ID#	Space Name	Performance Criteria
Food S	ervice	
4.4.1	Preparation Area	
4.4.2	Cutting Room	
4.4.3	Bake Shop	
4.4.4	Grill/Kettles/Steamer Area	
4.4.5	Beverage Line	
4.4.6	Tray Set-Up	
4.4.7	Food Cart Staging	
4.4.8	Dishwashing Area	
4.4.9	Pot/Pan Sanitation	
4.4.10	Cart and Barrel Wash	
4.4.11	Soiled Return	
4.4.12	Trash Disposal Area	
4.4.13	Detainee Toilet	
4.4.14	Secure Storage	
4.4.15	Janitor Closet	
4.4.16	Service Supervisor	
4.4.17	Clerk	
4.4.18	Lockers	
4.4.19	Staff Toilet	
4.4.20	Break Room	
4.4.21	Toxic Storage	
4.4.22	Short Term Dry Goods	
4.4.23	Walk-In Refrigerator	
4.4.24	Walk-In Freezer	
4.4.25	Long-Term Dry Goods	
4.4.26	Receiving Dock	
4.4.27	Medium Vehicle Bay	
4.4.28	Large Vehicle Bay	
	•	

Special/Technical Requirements

ш	Food service facilities/equipment should meet minimum standards and requirements set by qualified professional and/or
	government bodies.
	For areas with hard water, water conditioners are recommended.
	Food storage should be provided for a 4-day or longer supply of perishables.
	Food services should keep a 30-day carryover of water and food for catastrophic emergencies and a minimum supply of one
	gallon of drinking water per person per day.



5.0 Facility Support Zone

- 5.1 Common Support (ICE Responsibility)
- 5.2 Warehouse/Supply (Contractor Responsibility)
- 5.3 Maintenance/Fleet Operations (Contractor Responsibility)
- 5.4 Central Utility Plant (Contractor Responsibility)

5.0 Facility Support Zone

The Facility Support Zone provides support to the facility, though not directly to the detainees, and generally are not accessed or occupied by detainees. It is a zone that is a restricted area limited to staff and service vendors who provide vital services to maintain functions of the facility.

This document covers the ICE Common Support areas within Component 5.1 Common Support. The other components within this zone are typically defined and controlled by the Contract Detention Service Provider and are not covered in this document.

The diagram on the following page illustrates the Facility Support Zone components and the critical adjacency requirements needed for a productive work environment.

The following information has been provided for each of the components:

Function

Describes the overall purpose of the component within the CDF.

Critical Workflow Patterns

Identifies the most critical workflow patterns necessary for efficient staff productivity.

Room Data Sheets

Provides detailed information on all spaces within the components (i.e., function statements, photograph, floor plan, systems, furniture, and equipment)

The components within the Facility Support Zone are listed below:

5.1 Common Support (ICE Operated)

- 5.2 Warehouse/Supply (Contractor Operated)
- 5.3 Maintenance/Fleet Operations (Contractor Operated)
- 5.4 Central Utility Plan (Contractor Operated)

4. FUNCTIONAL REQUIREMENTS

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5.0 Facility Support Zone - Space Requirements

SPACE FORECAST MATRIX

The Space Requirements Summary Matrix on the following page, identifies the spaces needed for each of the functional units within the Facility Support Zone. The matrix listed below is also designed to forecast these needs for the planning scenarios.

- 1. <200 beds
- 2. 200 450 beds
- 3. 450 900 beds
- 4. 900 1,200 beds
- 5. 1,200 1,500 beds
- 6. 1,500 1,800 beds
- 7. 1,800 2,000 beds
- 8. 2,000 3,000 beds

The bed ranges were determined to best represent the capacity range for existing and planned detained populations.

For each planning scenario, the following information is provided:

- # of Users is the number of persons (staff or detainees) in a given space.
- # of Spaces is the quantity of a given space.
- Space Size NSF is the net square feet or size of a given space.
- Total Size NSF is the number of spaces or quantity of a space times the NSF or size.

The sidebar to the right highlights some of the Space Planning Formulas that are used for calculating areas.

SPACE CALCULATIONS/DEFINITIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net-Gross Factor (an industry factor based on space type) to determine Gross Square Footage (GSF). This factor is intended to account for space such as circulation space, mechanical space, wall thicknesses, etc., that are not programmed space.

- Net Square Footage (NSF)

Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.

- Gross Square Footage (GSF)

Total building area measured from outside face of exterior walls.

Space Phasing Formulas

5.1 Common Support

None

5.2 Warehouse//Supply

Contractor Operated.

5.3 Maintenance/Fleet Operations

Contractor Operated.

5.4 Central Utility Plant

Contractor Operated.

5.0 Facility Support Zone - Space Requirements Summary

П	5.0 FACILITY SUPPORT ZONE	ICE CDF	< 200 BEDS	200-450 BEDS	450-900 BEDS	900-1200 BEDS	1200-1500 BEDS	1500-1800 BEDS	1800-2000 BEDS	3000 BEDS	Comments
П		STANDARD									
L			# of # of Space Size Total	# of Space Size Total	# of	# of Space Size Total	# of Space Size Total	# of Space Size Total	# of	# of Space Size Total	
10	# SPACE NAME	NSF Unit of Measure	e Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	Users Spaces NSF NSF	
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•											
ı											
ı											
ı											
ı											

5.0 Facility Support Zone 5.1 Common Support (ICE Operated)

Space Requirements

5.1.1 ICE Common Use Mailroom

5.1.2 ICE MDF Room

5.1.3 ICE IDF Room

5.1 Common Support - Function

FUNCTION STATEMENT

The primary function of Common Support is to provide the overall facility with the space and amenities necessary to operate the facility and serve the administrative and detention operations. Support spaces are strategically located to minimize the space requirements and maximize the efficiency of staff and infrastructure systems.

Design Criteria

Critical Issues

- ✓ Central location
- \checkmark Involvement and guidance from the ICE IT staff

Special Requirements

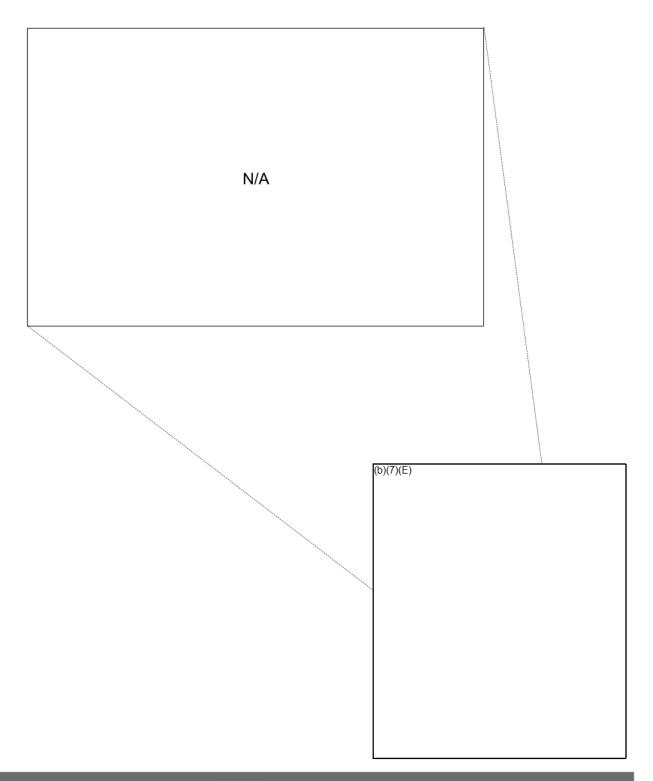
✓ ICE Cabling Standards

Space Requirements

5.1 COMMON SUPPORT

- 5.1.1 ICE Common Use Mailroom
- 5.1.2 ICE MDF Room
- 5.1.3 ICE IDF Room

5.1 Common Support : Organizational Diagram



5.1 Common Support - Room Data Sheet

ICE COMMON USE MAILROOM 5.1.1 **Function** The ICE Common Use Mailroom serves all ICE staff and agents. All mail is sent, received, and distributed from this room The ICE Common Use Mailroom shall be centrally located and adjacent/close to the ICE Administration. Photograph (b)(7)(E)

SYMBOL LEGEND:

5.1.1 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
• Paint	·VCT	Suspended acoustical	Hollow metal	• See below	• None
Plumbing	HVAC	Lighting	Power	Security	Communications
• None	Typical w/exhaust	Recessed Fluorescent	110V duplex outlet on ea. wall, plus as needed for equip- ment	• None	Voice and data on 2 walls

5.1.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	URE				
1 011111	URE Mailslots				Varies
EQUIPN	IENT				
	N/A				
			1		
HARDW	ARE				
	Lockset				
		1			
			-		
	1		1		

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

5.1 Common Support - Room Data Sheet

5.1.2 ICE LAN/PHONE MDF ROOM

Function

The ICE Main Distribution Frame Room co-locates ICE LAN and phone services to the facility. This room will house one LAN server for ICE and OPLA and a second server for Public Health Services. These facilities (CDF's) must be designated as multi-tenant facilities when planning and designing this space. Contractor LAN/phone requirements must not be accommodated in this room. If contractor requires LAN/phone space, it must be in a separate room.

The LAN/Phone MDF room shall be centrally located within the ICE Administration area. The LAN/Phone MDF room shall <u>not</u> be horizontally or vertically adjacent to building mechanical rooms, electrical rooms or toilet/shower areas. Fire suppression systems serving this space shall be separately zoned, pre-action systems and shall have audible and visual alarms for smoke and heat.

Specific Electrical Requirements

Five isolated, dedicated 120 volt, 20 Amp circuits with NEMA 5-20 quad receptacles shall be installed; two in the vicinity of the data rack and two in the vicinity of the telephone switch. If the compound has a generator, these four outlets should be connected to the generator. Each wall should have a standard duplex receptacle outlet. The duplex receptacle outlets are not required to be isolated, dedicated, or connected to a generator. One 120 volt, 20 Amp circuit with NEMA L5-20 locking receptacle is required in the vicinity of the server cabinet.

Certified electrical ground and bus required in each closet and connected to a dedicated building ground that is compliant with; the ANSI/TIA/EIA 607, the Motorola R56 Standards and Guidelines, and the Nortel Meridian 1 PBX Option 11C Environmental and Power Requirements document. If any of these documents are in conflict, then, as a general principle, the more stringent requirement shall apply. This ground is for communications equipment only.

ICE IT Specific Performance Requirements

- ✓ Must have capability to monitor detainee phone calls
- ✓ All station cable (data & voice) shall be 4 pair (see cable standard)
- ✓ Facility shall be designated as a multi-tenant facility when permit is sought
- ✓ Below slab conduit between MDF & EIOR as well as MDF & IDF's
- √ (2) 4" conduits + pull strings from pedestal to each EOIR, PHS & ICE MDS (demarcation points)

- - All receptacles shall be isolated ground and shall be on the emergency generator
 - √ 3-sided cable tray required; provide for 50% access capacity or space for stacked tray for future growth. All V/D cable tray must cross electrical at 90° or be at least 12" away
 - ✓ UPS for data provided by ICE within equipment
 - ✓ UPS for voice 100% for two hours
 - ✓ Every voice/data outlet shall have four cables (4 four pair cables)
 - ✓ Every office shall have two voice/data outlets; every cubicle shall have one voice/data outlet
 - ✓ Every voice/data outlet requires an adjacent power outlet
 - ✓ All conduit shall include an additional pull string
 - ✓ Home run conduit not preferred unless code required
 - ✓ Outlet face plates for ICE shall be different color than those of the facility operator
 - ✓ Cable runs & routing shall consider safety & security
 - √ V/D required at ICE VTC locations
 - ✓ Furniture (desks, credenzas) must have access to wall outlets through privacy screen

SYMBOL LEGEND:

5.1.2 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Full height GWB w/wire mesh 3/4" treated, fire retardant plywood on all walls from 18" to 8' high, painted w/ fire retardant paint	Anti-static VCT	ACT-8' high min., security clipped	Hollow metal - out- ward swinging	See below Keyed on ICE keying system Sippher locks not allowed	• None

Plumbing	HVAC	Lighting	Power	Security	Communications
None Overhead piping not allowed	Stand alone system Maintain 64°F-75°F Maintain 30-55% RH 24/7 Operation	Recessed Fluorescent	110V duplex outlet on ea. wall, plus as needed for equip- ment	See below	• None

5.1.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Computer Table				1
	Desk Chair				1
	Bookshelf				1
	Waste Receptacle				1
	+				
	+			- 	
EQUIP	MENT				
	None				
111					
	+				
	+			- 	
-					
HARDV	VARE				
	Access Control				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

5.1 Common Support - Room Data Sheet

5.1.3 ICE LAN/PHONE IDF ROOM

Function

The Intermediate Distribution Frame Room co-locates LAN and phone. ICE IDF Rooms are required if the data station cable exceeds 250 feet from MDF outlet to IDF outlet.

The ICE IDF Room shall be centrally located and <u>not</u> horizontally or vertically adjacent to building mechanical rooms, electrical rooms or toilet/shower areas.

Fire suppression systems serving this space shall be separately zoned, pre-action systems and shall have audible and visual alarms for smoke and heat.

Specific Electrical Requirements

Five isolated, dedicated 120 volt, 20 Amp circuits with NEMA 5-20 quad receptacles shall be installed; two in the vicinity of the data rack and two in the vicinity of the telephone switch. If the compound has a generator, these four outlets should be connected to the generator. Each wall should have a standard duplex receptacle outlet. The duplex receptacle outlets are not required to be isolated, dedicated, or connected to a generator. One 120 volt, 20 Amp circuit with NEMA L5-20 locking receptacle is required in the vicinity of the server cabinet.

Certified electrical ground and bus required in each closet and connected to a dedicated building ground that is compliant with; the ANSI/TIA/EIA 607, the Motorola R56 Standards and Guidelines, and the Nortel Meridian 1 PBX Option 11C Environmental and Power Requirements document. If any of these documents are in conflict, then, as a general principle, the more stringent requirement shall apply. This ground is for communications equipment only.

ICE IT Specific Performance Requirements

- ✓ Must have capability to monitor detainee phone calls
- ✓ All station cable (data & voice) shall be 4 pair (see cable standard)
- ✓ Facility shall be designated as a multi-tenant facility when permit is sought
- ✓ Below slab conduit between MDF & EIOR as well as MDF & IDF's
- √ (2) 4" conduits + pull strings from pedestal to each EOIR, PHS & ICE MDS (demarcation points)
- ✓ 3-sided cable tray required; provide for 50% access capacity or space for stacked try for future growth. All V/D cable tray must cross electrical at 90° or be at least 12" away
- ✓ UPS for data provided by ICE within equipment

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- ✓ All receptacles shall be isolated ground and shall be on the emergency generator
- ✓ UPS for voice 100% for two hours
- Every voice/data outlet shall have four cables (4 four pair cables)
- ✓ Every office shall have two voice/data outlets; every cubicle shall have one voice/data outlet
- ✓ Every voice/data outlet requires an adjacent power outlet
- ✓ All conduit shall include an additional pull string
- ✓ Home run conduit not preferred unless code required
- ✓ Outlet face plates for ICE shall be different color than those of the facility operator
- ✓ Cable runs & routing shall consider safety & security
- √ V/D required at ICE VTC locations
- ✓ Furniture (desks, credenzas) must have access to wall outlets through privacy screen

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5.1.3 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Full height GWB w/wire mesh 3/4" treated, fire retardant plywood on all walls from 18" to 8' high, painted w/ fire retardant paint	Anti-static VCT	ACT-8' high min., security clipped	Hollow metal - out- ward swinging	See below Keyed on ICE keying system Sippher locks not allowed	• None

Plumbing	HVAC	Lighting	Power	Security	Communications
None Overhead piping not allowed	Stand alone system Maintain 64°F-75°F Maintain 30-55% RH 24/7 Operation	Recessed Fluorescent	110V duplex outlet on ea. wall, plus as needed for equip- ment	See below	• None

5.1.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

ID	Item	Vendor*	Style	Model #	Qty.
FURNIT	TURE				
	Computer Table				1
	Desk Chair				1
	Book Shelf				1
	Waste Receptacle				1
					-
EQUIPN	MENT				
	None				
	110110				
HARDW	/ADE				
HARDY	Access Control				
	Access Control				

^{*} Vendor names are listed as a point of reference for equipment specs. Equal products by other manufactures can be used.

** Lockset to be determined based on CDF facility requirements. Where an existing facility is being modified, new hardware shall be compatible with existing preference is for electronic keyless entry - via card readers or cipher locks. Each system must provide for key override.

5.0 Facility Support Zone 5.2 Warehouse/Supply (Contractor Operated)

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5.2 Warehouse/Supply

ORGANIZATIONAL REQUIREMENTS

The warehouse is used for storage of office supplies, paper goods, cleaning/janitorial supplies, laundry and linen supplies, personal hygiene supplies, office furniture, extra food supplies and emergency supplies. This component is responsible for maintaining an inventory of supplies and ordering replacement stock as required.

OPERATIONAL REQUIREMENTS

Warehouse/Supply may be placed in one of the following zones:

- Secure zone restricted from general detainee access. This allows frequent movement of materials to their destination with minimal crossing of the secure perimeter. Warehouses located in the secure zone should have an inspection area located near the loading dock.
- The non-secure zone by the vehicular entrances. This location allows the warehouse/supply to serve other institutions located nearby. This location does not allow the use of detainee labor and consequently does not require a secure service yard.

Warehouse/Supply should be located adjacent to laundry and maintenance for receipt and distribution of supplies.

Functional Requirements

ID#	Space Name	Performance Criteria
Wareho	ouse	
5.2.1	Long-Term Commissary Storage	
5.2.2	Long-Term Linen Storage	
5.2.3	Long-Term Food Dry Goods	60° F temp for grains and other type goods, A/C humidity control
5.2.4	Maintenance Storage	8-10 SF of storage is required per detainee
5.2.5	Vehicle Maintenance Storage	
5.2.6	Office Goods Storage	
5.2.7	Chemical Storage	
5.2.8	Bulk Storage	
5.2.9	Detainee Toilet	
5.2.10	Service Supervisor	
5.2.11	Supply Clerk Workstation	
5.2.12	Officer Toilet	
5.2.13	Janitor Closet	40 SF
5.2.14	Receiving Dock	100 SF per dock bay
5.2.15	Medium Vehicle Bay	810 SF per space
5.2.16	Large Vehicle Bay	1,100 SF per space
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Special/Technical Requirements

ш	The warehouse requires a minimum of two loading dock bays and parking for at least three trucks. Two additional staging
	spaces are required for other trucks. Space for trash storage should be provided at the dock and should be enclosed to
	control vermin and pests. The loading dock should have a platform 1,200-mm (4 ft) above the roadbed, with dock levelers.
	The dock apron should extend 36 meters (120 ft) from the dock edge. The dock should be covered at temperate hot/humid or
	hot/arid climates, and enclosed at temperate or cold climates. The dock canopy or ceiling should be 3,000-mm (10 ft) above
	the dock platform. Enclosed docks should have a dock seal. A canopy should extend 1,200-mm (4 ft) out from the dock over
	the back edge of the vehicle. All enclosed docks must also have a man door emergency exit.
	Warehouse/Supply must be equipped with a fire suppression system and alarm system. An eye wash station is also required
	in the warehouse.
	The exterior service yard should be well lit to accommodate unloading and loading activities.
	The warehouse storage area can be high-bay space with exposed structure and concrete floors.
	The warehouse requires a high ceiling and multiple levels of storage racks.
	A secure service yard is required for delivery vehicles to unload products at the dock.
	The vehicle sallyport must be large enough to accommodate WB-50 tractor-trailer vehicles that are 17 meters (55 ft) long.

5.0 Facility Support Zone 5.3 Maintenance/Fleet Operations (Contractor Operated)

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5.3 Maintenance/Fleet Operations

ORGANIZATIONAL REQUIREMENTS

The CDF provides its own facility maintenance. Generally speaking, for security reasons, maintenance of the facility is not contracted to outside parties, except for HVAC work and other specialized trades. Staffing should provide sufficient shop capability for upkeep, including electrical and electronics, plumbing, carpentry, and paint.

The staff level for maintenance depends on the age of the facility as well as the size, and the amount of work contracted to service vendors. As a general guideline, the facility should have one mechanic for every 80 detainees or 2,800 square meters (30,000 square feet). This number may be increased if the maintenance staff has engaged capital improvement projects in addition to preventative maintenance.

OPERATIONAL REQUIREMENTS

The maintenance component may be located inside or outside the secure perimeter. If located outside, there is less control required inside the shop, though mechanics will be required to make frequent trips through the sallyport for service orders. It should be adjacent to the vehicle service area and sallyport for receipt and storage of bulk maintenance goods.

Maintenance located outside the secure perimeter can more easily serve other institutions at the site.

Functional Requirements

ID#	Space Name	Performance Criteria
Mainter	nance	
5.3.1	Maintenance Supervisor Office	Office should have a window to oversee shop space
5.3.2	Craftsmen	
5.3.3	Electronics/ADP Lab	Environmentally controlled space
5.3.4	General Shop Workbench	100 SF per station
5.3.5	Plumbing Shop	Locked storage for pipes, fitting parts, drain snakes on carts
5.3.6	Electrical Shop	Electronic shop bench, 100 SF per station, mostly storage
5.3.7	Paint Shop	Equipped with an OSHA approved paint hood and explosion proof lighting
5.3.8	HVAC Shop	Equipped with vacuum/pumps, collectors, rechargers and test equipment
5.3.9	Welding Shop	Equipped with welding hood, tank storage, 3-220 volt 3-phase elec. outlets
5.3.10	Tool Room	Secure room with pegboards and tool drawers for tool inventory
5.3.11	Grounds Maintenance	Storage for mowers, roto-tiller and other equipment
5.3.12	Medium Vehicle Bay	810 SF per space
5.3.13	Staff Toilet	
5.3.14	Storage	
5.3.15	Library	Used for equipment manuals
	•	

Special/Technical Requirements

ш	A large bay high ceiling area is required for shops.
	Tools should be stored in a secure tool room on shadow boards to allow for quick accounting of tools
	Tool room entrance should be under the direct visual control of the maintenance supervisor.
	Hazardous tools should be located in a secure tool storage crib located outside the secure perimeter
	Shop areas need to be oversized for initial build out.
П	Paint should be stored in a senarate vented area for flammable goods storage

5.0 Facility Support Zone 5.4 Central Utility Plant (Contractor Operated)

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5.4 Central Utility Plant

ORGANIZATIONAL REQUIREMENTS

The spaces and equipment required for heating, air conditioning, power, emergency power, communications, water service and fire suppression must be given special planning consideration to assure security and continuity of operation, even during emergency or equipment failure. Adequate consideration must also be given to the possible impact of facility expansion and overcrowding on the physical plant and infrastructure.

The Central Plant and facility infrastructure will include the following elements:

- Central Plant, including central mechanical equipment for building heating and cooling, water service, water heating and conditioning, and fire suppression entrance and pumps.
- Electric power service, emergency generators and fuel storage.
- Distribution closets for electrical and communications systems, local fan rooms for delivery of building heating and cooling; and in larger campus type institutions, water heating may also be decentralized.
- Accessible plumbing service chases throughout the facilities.

The user should refer to the Facility Standards of the Public Buildings Service for general recommendations among central energy equipment alternatives.

OPERATIONAL REQUIREMENTS

The central physical plant area should be on an external wall with overhead rolling doors and/or removable panels for accessibility for long-term maintenance of central energy equipment. Regular access should be by means of eight-foot high double doors. The central plant should be equipped with a rack and pulley system for moving equipment. As a rule of thumb, provide central plant space at a ratio of 5 percent of the total building area.

The primary electric power service will enter the facility at the Central Plant. A separate space will be required for the main switchgear, transformation equipment, and the distribution panelboards. The stand-by generator for emergency power may be

located in the electrical section of the Central Plant or a unit with integral weather enclosure will be located just outside. Primary fuel storage should be outside.

The telecommunications systems should have centralized equipment room for PBX, computing equipment, video switches, door control systems, electronic monitoring systems, and radio communication systems. As a rule of thumb, provide equipment room area equal to one percent of the total building area.

Functional Requirements

ID#	Space Name	Performance Criteria
Physic	al Plant	
5.4.1	Mechanical Room	
5.4.2	Electrical Room	
5.4.3	Electrical Closets	80 SF
5.4.4	Tel / Comm Room	
5.4.5	Tel / Comm Closet	80 SF
5.4.6	UPS Battery Room	
5.4.7	Emergency Generator	200 SF
5.4.8	UPS Battery Room Emergency Generator Janitor Closet	40 SF

Special/Technical Requirements

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J	In addition to the Central Plant, the facility requires electrical and communication closets every 1,400 square meters (15,000
	square feet) or every 90 meters (300 feet). The telecommunication and electrical closets should be located outside of detainee
	continuously occupied areas such as dayrooms and recreation yards. Access to these closets should be under the visual
	supervision of the detention security officers. Closets on the outside of the secure perimeters should not be placed directly on
	the secure perimeter where attempts to compromise the secure perimeter may be unobserved.

- The communication closet should be a minimum of 3,000-mm (10 feet) by 2,400-mm (8 feet), with fixed plywood covering on two walls, and sealant on all finishes to reduce dust. The room should have a minimum of two 20-amp 110-volt outlets as well as convenience outlets.
- ☐ The room shall have 24-hour HVAC service.

Technical Requirements

Technical Requirements

HANDICAPPED ACCESSIBILITY

Accommodations for the handicapped shall be provided in accordance with the Uniform Federal Accessibility Standards (UFAS), which identifies standards for complying with accessibility provisions contained in the Architectural Barriers Act, 42 U.S.C. 4251-4157, and/or applicable local codes, regulations and laws.

FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety requirements shall be in accordance with local statutes. Notwithstanding this provision, the requirements shall comply with National Fire and Protection Association, National Fire Codes, Occupational Safety and Health Administration standards, and applicable local and/or national codes.

ELECTRICAL

The installation of two isolated ground duplex outlets with a limit of four isolated ground outlets per circuit shall be provided per 125 square feet of space. For each position, there shall be one quadruplex outlet (or equivalent). All power wiring shall be in floor, wall, or ceilings. No power poles are allowed. Panelboards shall have spare circuit spaces, which shall be defined by EOIR with each space request.

One electrical closet per 10,000 square feet shall be provided with sufficient ventilation. Notwithstanding this provision, a minimum number and location of outlets required by local and/or national codes shall be adhered to.

MECHANICAL

Mechanical requirements shall be provided in accordance with the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) Handbook and Standards.

PHYSICAL SECURITY

Physical security guidelines have been established for EOIR to afford an adequate level of uniform protection. Each guideline is designed to achieve a separate security objective. All guidelines are mutually inclusive and the absence of any component, will result in a security vulnerability. These guidelines include the following:

Public Access Control

Agency requires contiguous space. Space will be

accessible to the public while providing adequate security measures, due to the highly sensitive and critical filing and archiving system and for increased personnel security. Unique building siting and/or security issues and concerns may also preclude building occupancy.

Visitors are required to pass through a public access control (PAC) point or screening area comprised of a guard(s), a magnetometer, and/or X-ray equipment. Emergency exits shall be accessible to the public.

Employee Entrances: Consideration shall be given to establishing one or more separate employee entrances.

Perimeter Security

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4. FUNCTIONAL REQUIREMENTS

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Wall Construction:	_ 1	
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<u>Metal roof decks</u> shall be a minimum of 12 gauge. No additional reinforcing is required, however the deck must be securely tied to the "medium" security walls.

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Reception Areas

Ballistic Transaction Windows: A ballistic transaction window (BTW), with a Level 3 ballistic rating (.44 Magnum) and incorporating a Natural Voice Channel and/or the indicated Level 3-rated center speech device, shall be installed.

The Wall surrounding the BTW will be reinforced with 9-11 gauge steel mesh lathe. Ballistic-rated walls may be considered where appropriate.

The Door leading from the reception area and/or waiting room into the staff area (generally, adjacent to the BTW) will be of solid wood construction and incorporate a keyed lockset. The door will also incorporate hardware which will enable the receptionist to remotely unlock the door by pressing a button at or near the reception desk. It shall also include a door closer and a peephole

Other Office Areas

Conference Rooms: For conference rooms with power, voice, and data located at the center of the room (in the floor), boxes shall be recessed flush with the finished floor surface material.

All conference rooms shall have videa teleconference capability. Each room will require six (6) RJ 11/RJ 45 receptacles. These may be combined in two duplex boxes. However, these must be adjacent to one another and they must be adjacent to one quad electrical outlet. ICE will determine final location during design.

ADP Rooms: The doors of ADP rooms will be secured with a push button (Trilogy) lock.

File Rooms: To control access, the room shall have full height walls and the door will be secured with a lock or access control device.

Furniture: Furniture shall be provided and installed as indicated herein. All desks and credenzas shall be equipped with privacy screens/panels with knock-out grommets for cablling.

Restrooms: Restrooms shall be incorporated within court staff areas, one male and one female minimum. Doors to restrooms located outside court space shall be secured by locking hardware as specified by the EOIR Security Office, and incorporate a key bypass for building management access.

Evacuation Routes: Floor plans and/or maps of evacuation routes for bomb threats, fires and other emergencies shall be strategically posted within office areas.

Safety	Sys	tems
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5. APPENDIX

Reference Publications

Acronyms and Abbreviations

ICE Structured Cable Plant Standard, Version 5.1

Reference Publications

REFERENCE DOCUMENTS

The Offeror (Contractor) will conform their facility design to the following standards, at a minimum, plus any additional applicable standards that may be pertinent to the location where the facility is intended to be built. The Offeror will be solely responsible for complying with these standards and code requirements. Failure of ICE to identify particular construction code standards that are pertinent to a particular site will not relieve the Offeror of the responsibility of meeting those criteria.

American Correctional Association (ACA)

Standards for Adult Local Detention Facilities 3rd Addition

American Correctional Association (2002 Standards Supplement)

International Building Code, 2003

National Fire Protection Association

Life Safety Code 101, current edition

U.S. Department of Justice Immigration and Naturalization Service (Legacy) Service Processing Center Design Guide

Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

National Commission on Correctional Healthcare (NCCHC)

Occupation, Safety and Health Association (OSHA)

ICE Detention Standards

USICE Structured Cable Plant Standard

ANSI/TIA/EIA - 526-14, Optical Power Loss Measurement of Installed Multimode Fiber Cable Plant - OFSTP-14

ANSI/TIA/EIA - 568-B.1, Commercial Building Telecommunications Cabling Standard Part 1: General Requirements

ANSI/TIA/EIA - 568-B.2, Commercial Building Telecommunications Cabling Standard Part 2: Balanced Twisted-Pair Cabling Components ANSI/TIA/EIA - 568-B.3, Commercial Telecommunications Cabling Standard Part 3: Optical Fiber Cabling Components

ANSI/TIA/EIA - 568-A, Commercial Building Standard for Telecommunications Pathways and Space

ANSI/TIA/EIA - 598, Optical Fiber Cable Color Coding

ANSI/TIA/EIA - 606-A, Administration Standard for Telecommunications Infrastructure of Commercial Building

ANSI/TIA/EIA - 607, Commercial Building Grounding and Bonding Requirements for Telecommunications

ANSI/TIA/EIA - 758, Customer-Owned Outside Plant Telecommunications Cabling Standard

RELATED DOCUMENTS

Uniform Federal Accessibility Standards, 1988

Americans with Disabilities Act (ADA), Title III

American Society for Testing and Materials, current standards

Underwriters Laboratories, Inc.

American National Standards Institute, Inc.

National Association of Architectural Metal Manufacturers

Hollow Metal Manufacturers Association, Standard 863-96

H.P. White Laboratory, Inc. HPW-TP-0500.02

WMFL Physical Attack Test

ACRONYMS AND ABBREVIATIONS

ACA	American Correctional Association
ADA	Americans with Disabilities Act
AHSA	Assistant Health Services Administrator
BOP	Bureau of Prisons
BP	blood pressure
RI	built-in

CD Clinical Director
CDF Contract Detention Facility

CCTV closed circuit television

IBC International Building Code
CBP Customs and Border Protection

DHS U.S. Department of Homeland Security

DRO Detention and Removal Office

EOIR Executive Office of Immigration Review

F furniture Fab. Fabricators

FDA U.S. Food and Drug Administration

Flr. floor

GFI ground fault interrupter GSF Gross Square Feet HCP Health Carre Program

H.M. hollow metal
HS Health Services

HSA Health Services Administrator

Ht. height

HVAC heating, ventilating and air conditioning ICE Bureau of Immigration and Customs Enforcement

IGSA Inter-governmental service agreements INS (Legacy) Bureau of Immigration and

Naturalization Services

DIHS Division of Immigration Health Services DHHS U.S. Department of Health and Human

Services

HRSA Health Resources Services Administration JCAHO Joint Commission on Accreditation of

Healthcare Organizations

LAN local area network

Lav. lavatory

LVN Licensed Vocational Nurse

qt. quart

manuf. manufacturer
ME medical Equipment

MRT Medical Records Technician

NCCHC National Commission on Correctional Health

Care

NFPA National Fire Protection Association NP/PA Nurse Practitioner/Physicians Assistant

NSF Net Square Feet

OSHA Occupation, Safety and Health Association

OTC over-the-counter medications

P primary

PA public address system
PDT Project Development Team
PI performance improvement

pk package S secondary

SHU Secured Housing Unit SPC Service Processing Center

SSU Short Stay Unit TB tuberculosis

RHIA Registered Health Information Administrator

RN Registered Nurse
TBD to be determined
USF Usable Square Feet

USPHS United States Public Health Service

VCT vinyl composition tile

w/ with Wt. weight

ICE Structured Cable Plant Standard



Structured Cable Plant Standard

Version 5.1

Office of Chief Information Officer
IT Service Delivery
Deployment Services Branch

CONTENTS

1.0		RODUCTION	
	1.1	Purpose	
	1.2 1.3	Background	
	1.3	Scope	
		1.3.2 Documentation	
2.0	NET	WORK CABLE PLANT OBJECTIVES	
3.0		UCTURED CABLE PLANT DESIGN	
3.0	3.1	Structured Cable Plant Approach	
	3.2	Horizontal Workstation Cabling	
	3.3	Workstation Outlets	
	3.4	Backbone Cabling	
4.0	SPE	CIFICATIONS	10
•••	4.1	Horizontal Cables	
	4.2	Information Management Outlets	10
	4.3	Backbone Cabling	
		4.3.1 Intra-Building Fiber Optics	
		4.3.2 Inter-Building Fiber Optics	
	4.4	Patch Cables (Workstation and Patch Panel)	
	4.5 4.6	Patch Panels Equipment Racks	
	4.7	Cabinets and Swing Gates	
5.0		PER CABLE INSTALLATION SPECIFICATIONS	
5.0	5.1	Horizontal Cables	14
	5.2	Patch Cables (Workstation)	
	5.3	Patch Cables (Panel)	
	5.4	Copper Cable Termination	
6.0	INST	TALLATION OF OPTICAL FIBER CABLES AND CONNECTORS	17
	6.1	Fiber Horizontal Workstation Cable	
	6.2	Backbone Fiber Cable	17
	6.3	Optical Fiber Cable Jacket	
	6.4	Optical Fiber Connector	
	6.5	Optical Fiber Cable Termination	
7.0	FAC	EPLATE CONFIGURATION	18
8.0		CH PANELS	
	8.1	Copper Patch Panels	
	8.2	Fiber Optic Patch Panels	19
9.0	EQU	IPMENT RACK	19
10.0	GRO	OUNDING	23

11.0	CAB	LE LADDERS AND FASTENERS	24
12.0	ADM	INISTRATION AND LABELING CONVENTIONS	24
	12.1	Building Designation	24
		12.1.1 Floor	24
		12.1.2 Wiring Closets	
		12.1.3 Cable Numbers	
	12.2	Information Management Outlet	
	12.3	Intra and Inter-Building Backbone Cables	
	12.4	Patch Panel Patch Cables	26
13.0	TEST	T AND DOCUMENTATION PROCEDURES	26
	13.1	Testing of Installed Copper Cable	26
	13.2	Testing of Optical Fiber Cables	27
14.0	RUH	DING PATHWAYS, CONDUIT, AND CLOSETS	28
	14.1	Closet Specifications (MDF and RWC)	28
		14.1.1 General Requirements	
		14.1.2 Environmental	
		14.1.3 Construction	29
	14.2	Conduits	30
15.0	DOC	UMENTATION	30
	15.1	Letter of Certification	
	15.2	Implementation Report	31
	15.3	Detailed Materials List	
	15.4	Cable Plant Test Certification Letter	32
	15.5	Copper Cable Test Results	
	15.6	Fiber-optic backbone Cable Test Results	32
	15.7	As-Built Site Drawings	32
ATTA	ACHM	ENT A—GLOSSARY	
ATTA	ACHM	ENT B—SAMPLE LETTER OF CERTIFICATION	
ATTA	ACHM	ENT C—SAMPLE CONTRACTOR INFORMATION FORM	
ATTA	ACHM	ENT D—SAMPLE IMPLEMENTATION REPORT	
ATTA	ACHM	ENT E—SAMPLE DETAILED MATERIALS LIST	
ATTA	ACHM	ENT F—SAMPLE CABLE TEST CERTIFICATION LETTER	

EXHIBITS

Exhibit 1: Typical Office	Cable Planning	4
Exhibit 2: Workstation (I	MO) Faceplates without Optical Fiber Cables, Single Gang	6
Exhibit 3: Workstation (I	MO) Faceplates without Optical Fiber Cables, Double Gang	7
Exhibit 4: Workstation Fa	aceplate with Optical Fiber Cables	7
Exhibit 5: Backbone Fibe	r Distribution	9
Exhibit 6: 5e Cable Speci	fications	10
Exhibit 7: Typical Rack/O	Cabinet Enclosures	14
Exhibit 8: T568A Pair/Pi	n Assignments	16
Exhibit 9: Consolidated C	Closet, Voice and Data	20
Exhibit 10: Single Rack,	Data Only (Voice and Data Not Consolidated)	21
Exhibit 11: Consolidated	Closet, Voice and Data; Share Single Rack (less than 72 locat	ions)22
Exhibit 12: Multimode Fi	ber Cable Specifications	27
Exhibit 13: Single Mode	Fiber Cable Specifications	27

1.0 INTRODUCTION

1.1 Purpose

This document has been prepared for the Immigration and Customs Enforcement (ICE) with the specific purpose of setting standards for structured cable plants in support of Local Area Network (LAN) and voice connectivity that will function as follows:

- Accommodate the functional requirements of present and future information services.
- Support a multi-product and multi-vendor environment.
- Facilitate the planning and installation of cabling systems that will support the diverse communication needs of building occupants.
- Ensure uniformity of structured wiring and hardware infrastructure installations in all ICE facilities.

The primary focus of this document is to define the standards for material, infrastructure, design, installation, and certification with respect to structured cabling systems for ICE facilities. This document shall replace, modify, or otherwise supercede previous releases of these standards. For questions or comments regarding this document, contact the ICE Deployment Services Branch (DSB) Installation Manager at (202) 307 (b)(7)(C)

An electronic version of this document resides in the ICE Intranet Enterprise Library, available on the Office of Chief Information Officer (OCIO) Web site.

1.2 Background

Immigration and Customs Enforcement (ICE) is a component of the U.S. Department of Homeland Security (DHS). ICE brings a unified and coordinated focus to the enforcement of federal immigration laws, customs laws, and air security laws. ICE brings to bear all of the considerable resources and authorities invested in it to fulfill its primary mission: to detect vulnerabilities and prevent violations that threaten national security.

Because of increasing demands on Service resources, ICE personnel must be able to share information rapidly and efficiently in order to succeed in fulfilling the Service mission.

In addition to this document, which establishes the cabling standards for ICE, other documents are being developed that provide additional related information such as:

- ICE LAN standards.
- ICE Wide Area Network (WAN) standards.
- Voice Communications standards.

1.3 Scope

1.3.1 System

Typical structured cabling systems include the following elements:

Horizontal cable.

March 23, 2005 1 Structured Cable Plant Standard
Version 5.1

- Horizontal cross-connects.
- Transition point (optional).
- Main cross-connect (MC).
- Intermediate cross-connect.
- Backbone cabling, intra and inter.
- Workstation locations or information management outlets (IMO).
- Remote wiring closet (RWC).
- Main distribution frame (MDF).
- Entrance facility (EF).
- Grounding
- Administration

1.3.2 Documentation

This document is intended to address the following specifications and installation practices related to structured cable plant installation:

- Recognized media.
- Closet requirements, environmental and design.
- Distribution cabling.
- Cabling specifications and limits.
- Installation practices.
- Performance testing.
- Supporting documentation.

2.0 NETWORK CABLE PLANT OBJECTIVES

The objective of this network approach is to provide ICE with a standardized, cost-effective cable plant infrastructure that will accommodate present and future voice, video, and data requirements. Workstation cabling infrastructure shall support bandwidth demands from 10 Megabits per second (Mbps) to Gigabit speeds. Backbone cable infrastructure shall support bandwidth demands from Gigabit speeds and beyond. The installation of the cable plant infrastructure shall comply with local codes, as well as, industry and Federal standards.

3.0 STRUCTURED CABLE PLANT DESIGN

The network cable plant shall utilize the following cable distribution methods to support connectivity throughout the building:

 Horizontal workstation cabling, which will connect the user workstation, or information management outlet (IMO) to the nearest Remote Wiring Closet (RWC).

- Where appropriate, Intra and Inter-building copper backbone cable, which provides connectivity between wiring centers and the MDF.
- Work zone distribution cabling for open office space.
- Fiber optic intra and inter-building backbone cable, which also provides connectivity between wiring centers and the MDF.

3.1 Structured Cable Plant Approach

This section will describe the approach to structured cabling, identify and describe the various cable types, and provide detailed cable specifications for cable plant installation. These are minimum specifications for new cable plant installations or major renovations. These specifications follow the American National Standards Institute (ANSI)/Telecommunications Industries Association (TIA)/Electronic Industries Association (EIA) recommendations, and in addition, provide specific guidelines unique to ICE. Detailed cable plant material specifications and overall minimum characteristics are provided in Section 4.

3.2 Horizontal Workstation Cabling

All end-user workstation locations, whether occupied or vacant, shall be cabled to the nearest wiring center. Also, storage rooms, conference rooms and similar space not designated as offices shall be cabled to allow for office expansion, as shown in Exhibit 1.

In general, each RWC equipment rack shall be capable of supporting a maximum of 288 data cables. A second rack is required to support up to 288 voice cables, providing a consolidated voice and data closet. The combined racks provide ample space for a total combined 144 workstation locations (voice and data). In smaller installations, typically less than 72 workstation locations, a single equipment rack will suffice for both voice and data termination.

To comply with ANSI/TIA/EIA-568-B.1 specification distance limits, the cable run from any user workstation location to the nearest wiring center shall not exceed 100 meters (328 feet). The actual length of a cable run is defined as the total combined length of the station cord, workstation cable, and patch-panel cable. When planning or designing office space the communications closets should be located within 90 meters of any workstation outlet. This design approach allows the addition of patch cables and workstation cords to connect devices, without exceeding the ANSI/TIA/EIA-568-B.1 specification distance limits.

In a building not exceeding two stories, horizontal workstation cabling may be installed to a single point, such as a computer room, wiring center, or the MDF. This scenario may be used in place of a creating a RWC, thus eliminating any need for backbone cabling systems. This installation method should be utilized when cost is a constraint and the length of the cable run does not exceed the specified distance limits.

2023-ICLI-00006 669



Each user workstation location shall be cabled with two 4-pair, unshielded twisted pair (UTP), Category (CAT) 5e copper cables for data transmission, that will be labeled as "Data A" and "Data B." The cable shall have a fire-retardant, plenum rated jacket.

Each workstation cable that is routed through a suspended ceiling area shall be secured in a manner that will keep all cable plant off of any suspended ceiling tiles, sprinkler systems, ceiling suspension hangers, and adhere to local and Federal building codes. Cable plant installed in plenum environments should provide enough slack to facilitate minor construction modifications, or cable re-locations, without the need to install new cable altogether. This installation approach normally requires approximately 20 feet of cable slack, secured in an appropriate manner, to ensure cable is minimized from radio frequency interference (RFI) and electro-magnetic interference (EMI) sources. However, installed cable shall at no time exceed the overall specifications for total lobe length of 100 meters in accordance with the ANSI/TIA/EIA standards. If required, an independent suspension system shall be installed for the cable plant, to keep the cables off of and away from the existing ceiling grid and fixtures.

If the building being cabled is a new installation, cable installation shall include voice wiring in addition to data. The workstation location shall be cabled with a minimum of one 4-pair, UTP, CAT 5e cable for voice or modem/fax services. It is recommended that two voice cables be installed rather than a single voice cable; however, budget and overall technical requirements will determine the need on a case-by-case basis. For planning and budgeting, two voice cables should be used in the design phase. Voice cable(s) shall be labeled "Voice A" or "Voice A" and "Voice B" while adhering to the labeling conventions as described in Section 12.

When routed above a suspended ceiling, horizontal cables should be routed down the inside of walls ("fished") wherever possible to ensure no exposed cable is visible. If walls cannot be fished, surface mounted (external) raceway may be used to route the cable from the ceiling to the information outlet and installed in a surface-mounted outlet box. All attempts should be made to ensure no horizontal cable is exposed within the building area, providing a neat, professional installation. Horizontal cables shall never be exposed to outdoor elements without being protected in proper conduit/raceway systems and have proper lightning and bonding protection installed.

Optical fiber cable can also be used for horizontal workstation connectivity when the following conditions exist:

- Distance requirements exceed the 100 meter cable-length specification.
- Known high bandwidth/security requirements that exceed copper cable limitations and business case supports the installation.
- Space inside or outside of the walls to support the minimum fiber cable bend radius.
- Severe EMI or RFI in the copper cable plant.
- Adequate funding.
- Proposed fiber optic to the desktop is approved by the DSB.

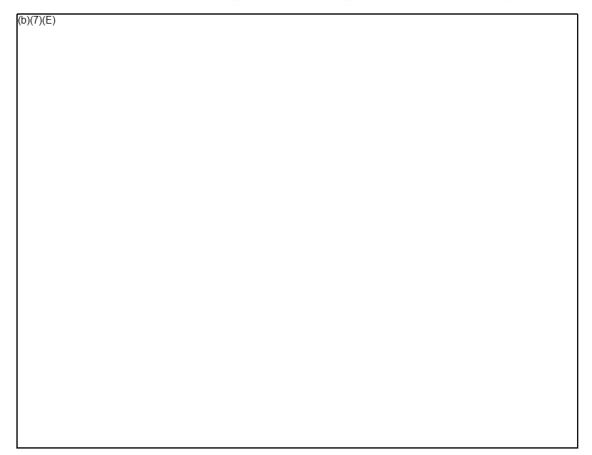
If optical fiber cables are used for workstation connectivity, each workstation location shall be cabled with a armored 4-strand, 62.5/125 micrometer (μ m), graded index, multi-mode optical

fiber cable with proper coating to meet local fire and building codes, whereas plenum is recommended. The cable shall be labeled as described in Section 12 of this document.

3.3 Workstation Outlets

Each workstation area shall use a standard IMO (faceplate) that can support a minimum of three dual-connection interfaces (remote jack RJ-45, ST, SC, or MTRJ connectors). Regardless of the installation contractor, all voice and data cable shall utilize a singe Information Outlet. Information outlets must be capable of future growth without the need to replace the entire Information Outlet. Information outlets can be either single gang or dual gang standard size; sizing will be determined by number of cables being installed. The data cables shall be installed on two RJ-45 jacks.

Exhibit 2: Workstation (IMO) Faceplates without Optical Fiber Cables, Single Gang



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ovide spa			corresponding IMO fat least two ST, SC, or l	
	Exhibit 4: Wo	rkstation Faceplate v	with Optical Fiber Ca	bles
(7)(E)				

March 23, 2005 7 Structured Cable Plant Standard
Version 5.1

3.4 Backbone Cabling

Intra and Inter-backbone cabling may consist of either or both copper and optical fiber cables and are required where there exists more than one wire center. The intra and inter-backbone shall be installed to provide structured connectivity between closets (see Exhibit 5). The installation provides a star-topology cable infrastructure that is capable of supporting high-speed and high bandwidth requirements between key resources in an enterprise building or campus environment.

A multi-mode, single mode, or combination of fiber-optic backbone structure provides the means of interconnecting all wiring closets to the MDF in a multi-segmented environment. Optical fiber not only provides extensive bandwidth capabilities to the LAN and voice, but it also provides a solution to the distance-related problems encountered with copper cables in large installations and campus environments.

Copper backbone cabling is required to support voice services, however, the specifications and designs are determined on a site-by-site basis. This is due to the variety, funding, capacity and availability of voice services and designs. Copper backbone may also be installed to support networking services, where distance limitations do not exceed the ANSI/TIA/EIA-568-B.1 specifications. Copper backbone cabling provides a redundant connectivity option in the event of a catastrophic fiber failure, and shall be installed where voice and data closets are physically separated.

Each remote wiring closet shall be connected to the MDF with a multi-strand, optical fiber backbone cable that runs directly from the wiring center to the MDF. All strands will be terminated with ST, SC, or MTRJ-style connectors in accordance with the ANSI/TIA/EIA standards in rack-mounted patch panels. A minimum twelve-strand fiber shall be installed in any facility providing connectivity between communications closets. It is estimated that 12 strands of multi-mode fiber will meet most of the intra and inter backbone connectivity needs currently deployed and planned for ICE facilities. Considering the myriad of site functions, building designs, physical layout, application requirements and future technologies, backbone design is a critical element in the planning stages. To ensure facilities are properly engineered with respect to backbone fiber types and counts, DSB will provide engineering design in concert with local Automated Data Processing (ADP) support personnel and facilities architects. This ensures both short-term and long-term requirements are met in a cost-effective manner.

The optical fiber Intra and Inter-backbone cabling shall have one port per strand for cross-connection, and will conform to the specifications in Sections 4 and 6 of this document.

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Exhibit 5: Backbone Fiber Distribution

4.0 SPECIFICATIONS

This section provides detailed component characteristics and specifications with respect to the materials used to install the structured cable plant.

4.1 Horizontal Cables

All cable, equipment, and materials shall meet applicable ANSI/TIA/EIA-568-B, National Electrical Code (NEC) 770, Institute of Electrical and Electronics Engineers (IEEE) 802 and Underwriters Laboratory (UL) Verification Program standards. All cable equipment and materials must be manufactured by facilities that are International Organization for Standardization (ISO) 9001 registered and certified.

- Shall be CAT 5e rating in accordance with ANSI/TIA/EIA-568-B.2
- Four-pair, 100-Ohm, 24 American Wire Gage (AWG).
- The cable should have contiguous, 2-foot segment-length markers printed on the cable jacket.
 The markings must also show the applicable performance CAT 5e, as well as the fire rating of the cable being installed.
- The finished cable shall be 100% plenum rated in accordance with the requirements of NEC Article 800, UL 444, NFPA 262, (UL 910), and applicable Canadian Standards Association (CSA) standards.

Note: CAT 5e cable types must meet or exceed specifications listed in Exhibit 6.

Specification Category 5e Frequency Range 1-100 MHz Attenuation (maximum) 24 dB NEXT (minimum) 30.1 dB PSNEXT (minimum) 27.1 dB 6.1 dB ACR (minimum) PSACR (minimum) 3.1 dB 17.4 dB ELFEXT (minimum) PSELFEXT (minimum) 14.4 dB Return Loss (minimum) 10 dBPropagation Delay (maximum) 548 nanoseconds (ns) Delay Skew (maximum) 50 ns

Exhibit 6: 5e Cable Specifications

4.2 Information Management Outlets

- Provide ANSI/TIA/EIA symbol icons for application identification (LAN, Voice, etc).
- Provide individual label window for cable identification.

- Provides a high-density design.
- Offers solutions for secure environments.
- Must match make and model in existing facilities.
- Meets or exceeds ANSI/TIA/EIA CAT-5e specifications.
- Mounts to standard electrical 2 inch and 4 inch boxes.
- Allows all modules (jacks) to be loaded and accessed from the front. No need to remove faceplate.
- Meets all Federal Communications Commission (FCC) Part 68 specifications.
- Provides standard 110D type insertion displacement connector (IDC) Printed Circuit Board (PCB) mounted connector.
- Is offered in a multitude of colors.
- Provides interchangeability between modules.
- Offers non-keyed RJ-45 style connectors.
- Offers SC, ST or MTRJ interchangeable modular fiber connectors.
- Is available in the ANSI/TIA/EIA-T568A wiring configuration.

4.3 **Backbone Cabling**

Backbone cabling shall be a minimum of 12-strand multi-mode fiber optic. In limited instances, single mode fiber-optic cable may be used for distances that exceed 500 meters, in accordance with the Institute of Electrical and Electronics Engineers (IEEE) and the Gigabit Ethernet Alliance organizations. The IEEE 802.3z and IEEE 802.3ab published standards apply to gigabit Ethernet and overall specifications.

CAT 5e copper backbone cabling shall meet the same specifications as stated in Section 4.1 (Horizontal Cabling), in addition to the multi-pair construction in increments of 25, 50 and 100 pair complements. Voice copper backbone cabling is not specified in this standards document and shall be determined on a case-by-case basis. Voice copper backbone cables are not subject to the same 100 meter distance limitations as specified for networking backbone cabling which is the CAT 5e cable plant.

4.3.1 Intra-Building Fiber Optics

Specifications for fiber backbone cabling that will interconnect closets within a single building or high-rise environment are defined in this section.

4.3.1.1 Multi-Mode Fiber Optics

- 62.5/125-µm optical fiber plenum (OFNP) or optical fiber riser (OFNR).
- Maximum Attenuation: 3.5/1.0 dB km at 850/1300 nm.
- Minimum Bandwidth: 200/500 MHz km at 850/1300 nm.
- Tight buffered.

March 23, 2005 11 Structured Cable Plant Standard • Plenum or riser rated.

4.3.1.2 Single-Mode Fiber Optics

- 8.3/125-μm OFNP or OFNR.
- Maximum Attenuation: 1.0/0.5 dB km at 1310/1550 nm.
- Tight buffered.
- Plenum or riser rated.

4.3.2 Inter-Building Fiber Optics

Specifications for fiber cable that will interconnect remote buildings in a campus environment.

4.3.2.1 Multi-Mode Fiber Optics

- 62.5/125-μm OFN, OFNP, or OFNR.
- Maximum Attenuation: 3.5/1.0 dB km at 850/1300 nm.
- Minimum Bandwidth: 200/500 MHz km at 850/1300 nm.
- · Loose Tube.
- Not Rated, Plenum rated, or Riser rated.

4.3.2.2 Single-Mode Fiber Optics

- 8.3/125-μm OFN, OFNP, or OFNR.
- Maximum Attenuation: 1.0/0.5 dB km at 1310/1550 nm.
- Loose Tube.
- Not Rated, Plenum rated, or Riser rated.

4.4 Patch Cables (Workstation and Patch Panel)

- Shall conform to the ANSI/TIA/EIA CAT 5e specifications.
- 4-pair, UTP stranded cable.
- RJ-45 connectors on both ends.
- The patch cables shall be wired in accordance with the ANSI/TIA/EIA-568-B.2 and ANSI/TIA/EIA-568-B.3 specifications.
- Certified by the manufacturer as compliant with the ANSI/TIA/EIA CAT 5e criteria.
- Cables shall be available in a wide variety of colors and lengths.

4.5 Patch Panels

- Shall conform to the ANSI/TIA/EIA CAT 5e specifications.
- The patch panel wiring shall be in compliance with ANSI/TIA/EIA T568A wiring standards.

- Provide back wire management hardware.
- Provide modular design to facilitate field repairs.
- Provides standard 110D type IDC PCB mounted connector.
- Available in low and high density configurations.
- Meet the standard EIA-310 relay rack spacing specifications.
- Provide RJ-45 interface.
- Meets all FCC Part 68 specifications.
- Available in 12, 24, 48, and 96 port capacities.
- Match make and model within existing facilities, where possible.

4.6 Equipment Racks

- Shall conform to the ANSI/TIA/EIA standards.
- Conform to the standard EIA-310 mounting specification.
- Provide pre-tapped 10-32 threading.
- Provide a flexible modular concept.
- Provide vertical wire management.
- Provide floor mounting hardware except for swing gate style hardware.
- Match make and model within existing facilities, where possible.

See Exhibit 7 for a typical rack and cabinet structure.

4.7 Cabinets and Swing Gates

- Shall conform to the ANSI/TIA/EIA standards.
- Conform to the standard EIA-310 mounting specification.
- Provide pre-tapped 10-32 threading.
- Provide a flexible modular concept.
- Provide vertical wire management.
- Provide floor mounting hardware except for swing gate style hardware.
- Match make and model within existing facilities, where possible.
- Available in widths up to 26 inches or more.
- Available in depths up to 36 inches or more.
- Allow fan assembly installation.
- Lockable and offer matching key/lock design where multiple cabinets are installed.
- Are of a welded, uni-body construction.

 For areas located within seismic activity, meet Zone 4 earthquake vibration test conditions in accordance with National Electrical Bell Standards (NEBS) document TR-NWT-000063, Issue 4, 1992

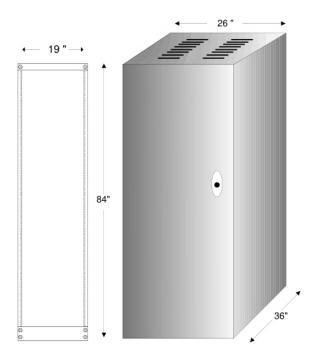


Exhibit 7: Typical Rack/Cabinet Enclosures

5.0 COPPER CABLE INSTALLATION SPECIFICATIONS

This section details the specifications that are to be used when installing all copper cabling. All work shall be ANSI/TIA/EIA–568-B, ANSI/TIA/EIA-569-A, ANSI/TIA/EIA-606-A, NEC 770 and IEEE 802 standard specification quality (as applicable).

5.1 Horizontal Cables

These are cables installed from a typical workstation location back to a central point within a building or facility. These cables connect the IMO (jack), back to a central point, the closet. The closet may be the MDF or an RWC. These cables shall be installed in compliance with ANSI/TIA/EIA, building and industry practices. Cables should never be exposed nor create any safety hazards for the public.

All copper cables shall be positioned at a minimum distance of 4 inches from any EMI device (such as a light ballast, electrical motor, or power line). If contact is unavoidable (as in modular furniture), the copper cables shall not run more than 5 feet in parallel with the interference-generating medium. If traversing is necessary, all copper cables shall cross power lines and electrical conduits at a 90-degree angle to minimize interference.

Copper cables installed in a suspended ceiling environment shall at all times be self-suspended in the plenum air space by the use of a separate suspension system or installation in the building construction frame at the top of the permanent ceiling, if it exists. At no time shall cables be secured to the suspended ceiling grid, water pipes, or electrical conduits.

All cables should be installed as far above the suspended ceiling as possible, and should be bundled together with tie-wraps at intervals no less than 6 feet unless a dedicated cable tray system is available to support the cable. The tie-wraps should not be installed so tight as to "dent" or compress the cable jacket because this could create excessive crosstalk in the cables, causing failure during the testing of the cable to meet CAT 5e specifications.

5.2 Patch Cables (Workstation)

The workstation patch cable connects the end user devices (personal computer, terminals, etc.) to the IMO (jack). For most installations, these patch cables will be provided and left on-site for the deployment team or local ADP to install when setting up workstations and are not included in the overall cable plant certification. The workstation patch cable may be any length as long as the combined length of the workstation patch cable, the horizontal workstation cabling, and the patch-panel cable does not exceed 100 meters (328 feet). These cables are normally preconstructed, certified and ordered in standard one-foot incremental lengths. If the installation vendor chooses, custom-length, certified station cables can be used.

5.3 Patch Cables (Panel)

The patch-panel cable connects the horizontal cable port to the voice and data electronics within a central wire center or closet, typically a RWC or MDF. These cables are identical to the workstation cables and are pre-constructed and certified by the manufacturer. It is the cable installer's responsibility for patching all active cable locations into active ports, unless otherwise directed by the ICE manager or designated representative. These cables are pre-certified by the manufacturer; therefore, it is unnecessary to include them in the cable plant certification. Wire management and organization is important to facilitate troubleshooting, repair, and documentation and, as such, there are key elements to ensure patch cords are properly installed. The following requirements shall be followed for patching workstation ports to electronics:

- The patch-panel cable may be any length, provided that the combined length of the
 workstation patch cable, the horizontal workstation cabling, and the patch-panel cable does
 not exceed 100 meters (328 feet).
- If the installation vendor chooses, custom-length, certified station cables can be used.
- Patch cables must be labeled and matching on both ends, in a standard one-up numeric
 convention. An example would be a closet that has 100 active workstations, thus 100 patch
 cables are installed, one for each active node, starting with cable identification (ID) number
 one and ending with ID number 100. Any support personnel would be able to view the
 station patch panel and electronics equipment to determine which specific port a particular
 station is connected.
- Patch cable numbering shall be affixed to both ends of each patch cord approximately one inch from the terminator or mod plug.
- Label IDs must be legible and produced with indelible ink. The preferred method is a printed label. Installers must avoid the use of materials that will distract from the appearance of the installation, or any temporary marking.

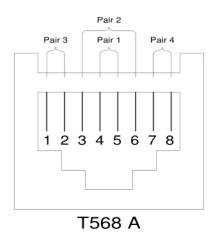
- Ensure patch cables are installed in a manner that does not require support personnel to "tug" or "trace" cables in order to determine the active port.
- Cables must be dressed utilizing available horizontal and vertical wire management.
- Patch cables should provide a neat and organized appearance, eliminating large bundles of cables in single locations, preventing tangles and using incorrect, or oversized cables that produce excess slack.
- Cables shall never exceed the minimum bend radius or have kinks or nicks in accordance with the ANSI/TIA/EIA specifications.
- Cables should utilize left and right vertical wire management to reduce cable patch congestion produce and even cable distribution within a given cabinet.
- Patch cables shall never create a trip hazard or other risk to equipment, services or personnel.

5.4 Copper Cable Termination

This section applies to both the workstation and closet cable termination practices. All copper cable terminations shall conform to ANSI/TIA/EIA-568-B standards. The key areas and specifications are highlighted below:

- Pair twists shall be maintained as close as possible to the point of termination. Untwisting shall not exceed 13mm (0.5 in.) for CAT 5e links.
- Strip back only as much jacket as is required to terminate individual pairs.
- All connecting hardware shall be installed to provide well-organized cable management in accordance with manufacturer's guidelines.
- All four pairs must be terminated.
- Pin/Pair assignments shall follow the T568A configuration (see Exhibit 8).

Exhibit 8: T568A Pair/Pin Assignments



March 23, 2005

16

Structured Cable Plant Standard
Version 5.1

6.0 INSTALLATION OF OPTICAL FIBER CABLES AND CONNECTORS

This section provides the specifications to be used when installing all optical fiber cabling.

6.1 Fiber Horizontal Workstation Cable

The fiber horizontal workstation cable connects the workstation to the wiring center. This cable shall be four-strand, multi-mode, 62.5/125 µm, optical fiber cable with graded index 250 or 900 µm buffer. Contiguous, 2-foot, segment-length markers shall be printed on the cable jacket.

The bend radius of any optical fiber cable installed shall be at least eight times the outside diameter of the cable. For example, a six-strand optical cable with an outside diameter of .30 inches and shall have a minimum bend radius of 2.40 inches.

Pulling tension for optical fiber cables must adhere to and not exceed manufacturer specifications.

6.2 Backbone Fiber Cable

The optical fiber home-run backbone cable shall connect each remote wiring closet to the MDF. This cable shall be 12-, or 24-, or more strand, multi-mode, $62.5/125~\mu m$, optical fiber cable with graded index, 250 or 900 μm buffer, and contiguous, 2-feet, segment-length markers printed on the cable jacket. All Intra and Inter-backbone fiber cables shall be installed in conduit or plenum-rated inner-duct.

Fiber-optic cable shall not share conduits with copper medium unless separation between copper and fiber is maintained. For large campus or complex backbone fiber installations where multiple conduits or pathways exist, fiber-optic cable shall be separated from the copper cable installation, wherein fiber-optic cable is dedicated to one conduit, copper to another. In retrofit or existing buildings, where pathways are insufficient to maintain separation between copper and fiber, ICE DSB shall review and approve the design prior to installation.

6.3 Optical Fiber Cable Jacket

All overhead or above-ceiling installations shall use optical fiber cable with a plenum-graded jacket that is marked with a UL rating of "OFNP" or equivalent. All non-air-return (non-plenum) installations can use optical fiber cable with either a plenum or non-plenum jacket (such as PVC) that is marked with a UL rating of "OFNR" or equivalent.

6.4 Optical Fiber Connector

The optical fiber connector for workstation or backbone connections shall follow the ANSI/TIA/EIA standards for installation. ICE is reviewing the MTRJ as an acceptable connector, but the use of this style will be determined on a case-by-case basis.

New buildings shall use SC or MTRJ type connectors for workstation and/or backbone installation.

In retrofit buildings, fiber connectors should match the existing installed connectors.

6.5 Optical Fiber Cable Termination

All optical fiber cables shall be light tested prior to installation. This is typically done while the cable is still on spools or reels and only ensures all strands pass light prior to pulling cable into conduits and pathways.

The minimum termination shall be four strands for a horizontal cable. When installing fiberoptic backbone cabling, all strands will be terminated with the appropriate connectors and capped with a dust boot. All strands shall be terminated and tested.

All optical fiber cables shall have a twenty foot storage coil (wrapped in an appropriately sized loop for the minimum bend radius of the cable) positioned at each end, where possible before being terminated with connectors. All intermediate slack in the optical fiber cable shall be loosely coiled and suspended to avoid hard bends or kinks.

7.0 FACEPLATE CONFIGURATION

Workstations that are not connected to an optical fiber cable typically utilize a single-gang faceplate that can support up to six connection ports (see Exhibits 2 and 3). When data only is installed in the faceplate, a dual, RJ-45 module shall be installed in the top position. If a dual gang faceplate is used, the dual RJ-45 module shall be installed in the top left position. When voice and data are installed in the same faceplate, the dual RJ-45 information outlet shall conform to the configuration as outlined in Exhibit 2 and 3. Voice shall be installed at the bottom, data at the top positions of all information outlets. Blank inserts shall be installed in all remaining positions.

Workstations that are connected to optical fiber cables shall have a double-gang faceplate and junction box installed that can support up to 12 connection ports (see Exhibit 4).

8.0 PATCH PANELS

Patch panels, both fiber and copper are the approved methods of providing connectivity between horizontal cables, Intra and Inter-backbone copper, fiber backbone, and common network service devices, such as switches, PBX, routers, and other electronics.

Patch panel installation must adhere to manufacturer specifications and installed utilizing all wire management hardware, both front and back. Panels shall be installed to best utilize both vertical and horizontal wire managers, and should be separated by horizontal wire managers. There should be a minimum of one horizontal wire manager for each horizontal patch panel. Panels must be clearly marked as to the outlet designation. Labels must be of permanent indelible typed materials.

8.1 Copper Patch Panels

Each panel will be installed to provide the maximum use of rack space. Each panel will be mounted in an equipment rack that shall conform to the EIA-310 mounting-hole spacing standard.

Separate patch panels will segregate "Data A", "Data B", "Voice A", and "Voice B" cables. The upper patch panel will be used for "Data A" only; the lower patch panel will be used for "Data B" only. In addition, and depending on the number of total cables, voice cables may also share a single standard 7-foot equipment rack, swing gate or cabinet enclosure. Exhibits 9, 10, and 11

shall be used as a model for all new installations, and should be followed as close as possible for major retrofits and renovations with respect to existing cable plant configurations. Deviations to these layout exhibits shall be reviewed and approved by the DSB.

8.2 Fiber Optic Patch Panels

Optical fiber cable patch panels for workstation connections (also called fiber cabinets) shall provide ST, SC, or MTRJ couplers. Optical fiber cable patch panels for backbone cabling (also called fiber cabinets) shall provide SC or MTRJ couplers. The color scheme and the port numbering scheme on the patch panel shall be consistent in any given installation to reduce confusion and to prevent mistakes in making cross-connections. Fiber patch panels shall be installed in standard increments of six-position, ST, SC or MTRJ, loads or interconnect couplers, as required in each wiring closet and MDF.

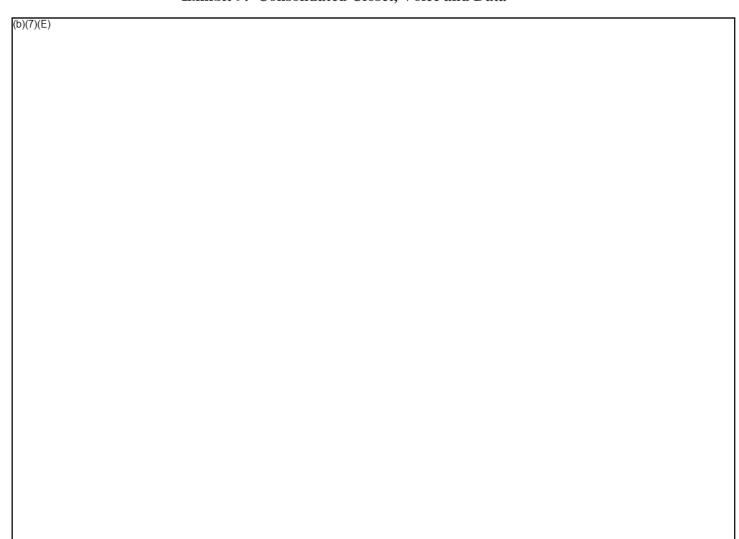
9.0 EQUIPMENT RACK

There are a multitude of equipment racks and cabinets that are acceptable for use in ICE installations. Wherever possible, separate secure communication closets are recommended and are the preferred method for voice and data installation. In these dedicated communications closets, open racks, cabinets and swing gates may be used to meet the needs of the installation.

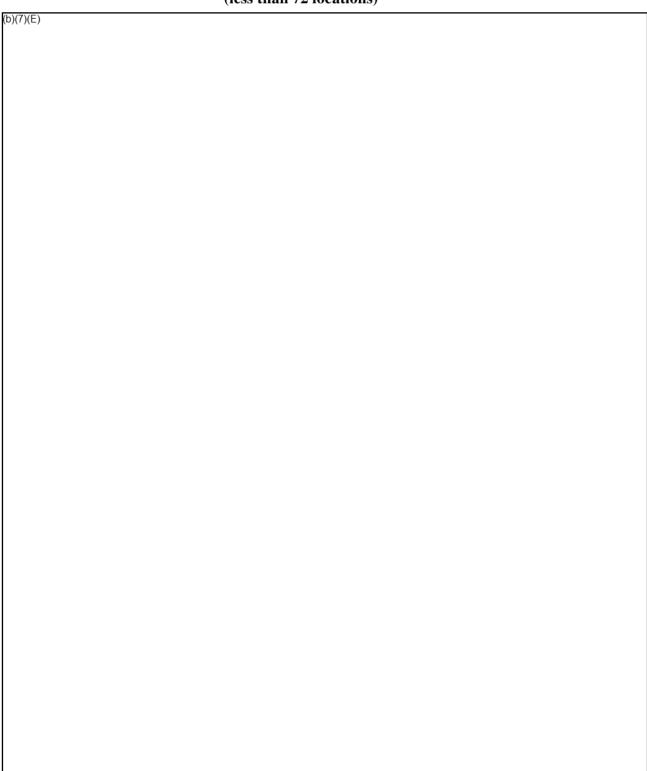
When open racks or swing gates are used, they shall be located within the wiring closets, and they shall provide structural support for the patch panels and required electronics. The open rack will be a standard 19 inches wide by 7 feet tall when used in a floor mount configuration. When space considerations mandate, it is acceptable to use an open, wall-mounted equipment rack (swing gate). If a wall mount configuration is used, the rack must be hinged, and space must be provided so that the rack can swing fully open and provide full access to the back of the rack.

All floor or wall-mounted equipment racks, cabinets and swing gates installed in earthquakeprone geographic areas shall be installed in compliance with specific seismic guidelines, regulations and codes. Special attention must be taken to ensure the proper installation techniques are followed to minimize risk to electronics and cable plant, and most importantly prevent the mounting hardware from toppling over during seismic activity.

Equipment shall be mounted on the rack via holes in the frame or by using mounting hardware that conforms to the EIA-310 mounting-hole spacing standard. As an alternative for non-rack devices, equipment may be placed on flat shelves that are attached to the rack. All racks shall be secured either to the floor or wall with bolts or other fasteners that are rated to withstand the recommended weight limits and shear loads for the rack. Each rack shall include all mounting and assembly hardware (such as nuts and bolts) for full configuration use. When multiple racks and/or cabinets are used and they are butted together in the closet, they shall be bolted together for additional stability.



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Floor mounted racks and cabinets shall have a minimum of 36 inches of clearance in front of, behind, and on at least one side. Where space or room layouts limit the minimum clearances required, the installation contractor shall notify the DSB or designated representative for technical direction.

Equipment layout, specifically with respect to rack, cabinet, and swing gate location are critical design elements that ensure future growth, maintenance and flexibility are protected. Proper clearances also allow installers and maintenance personnel the required room to perform work safely and ensure electronics environmental conditions are maintained.

The patch cables shall run neatly through the wire management panels above the electronics, run down the sides of the rack, run below the electronics, and plug neatly into the respective port. The cables between the patch panels and the electronics shall not be excessively long nor shall they lie on the floor. The patch cables shall be secured and bundled using Velcro securing straps.

Caution: The use of tie-wraps is not acceptable when bundling and securing patch cables on the rack.

A power strip with surge suppression and an on/off switch shall be mounted to the back of the rack to supply at least six outlets for AC power (120-volt, 20-amp service).

10.0 GROUNDING

The NEC provides guidelines to ensure that electrical installations in buildings meet the necessary safety practices to prevent electrical shock hazards to personnel, ensure fault clearance of unintentional electrical breakdowns that could cause fire, and prevent transient voltages from causing electrical damage to installed network components. NEC Article 800 pertains to telecommunications industry and should be consulted for specific guidelines related to this topic. Article 800 also has references to other articles as the need arises.

In all new buildings and major retrofit projects an independent ground bus, installed in each communications closet, shall be provided. The independent ground bus in each closet should be installed by a certified electrician, or properly licensed installer. The independent ground buses are designated for, and utilized exclusively, by the communications equipment. In existing buildings, an independent ground is certainly desirable. In general, all communications systems, cable plant devices, equipment, and components shall be properly grounded and bonded.

All grounding shall be performed to meet the following published standards and guidelines:

- ANSI/TIA/EIA 607
- ANSI/IEEE C-142
- Federal Information Processing Standard (FIPS) 94
- NEC Articles 250 and 800
- UL
- ANSI CI-1978

All equipment racks, cabinets and systems must be properly connected to the independent ground bus per the ANSI/TIA/EIA 607 specifications. It is the responsibility of the cable

installer to connect all common closet equipment racks and cabinets to the provided ground bus. It is also the responsibility of the cable installers to report to the ICE Program Manager any discrepancies with respect to improper or omitted grounding systems.

For connecting equipment within the telecommunications/data wiring closets to the ground bus, a number six wire with green insulation should be used. This ground wire should be no longer than 30 feet.

All ground wire should be routed straight, with sweeping bends, neat, and orderly. Ground wire should be routed in the most direct fashion possible to the equipment. Ground wires should be supported by tie-wraps at 12-inch intervals.

The manufacturer instructions and recommendations shall be followed when grounding the electronic equipment installed in the telecommunications/data wiring closets.

11.0 CABLE LADDERS AND FASTENERS

All cables installed in overhead spaces (such as above ceiling panels) shall be securely strapped to ceiling slab fasteners or cable ladders that are fastened to the ceiling slab to avoid contact with lighting equipment or drop ceiling supports. Wire management channels or cable ladders shall be used to provide orderly arrangement of all installed cables in and around the equipment racks.

As a general rule, all cables shall be securely suspended, fastened, tied, and bundled firmly (without damaging the cable jackets or creating kinks in the cable) to minimize the amount of space required for cabling.

12.0 ADMINISTRATION AND LABELING CONVENTIONS

Label conventions shall apply to all sites, regardless of the number of buildings at the site. This section describes the ICE standard labeling convention for all cable installations, whether new or retrofit.

12.1 Building Designation

The designation for the building shall be a two to four character alphanumeric scheme. Buildings typically have unique names/numbers, whether in multi-story complexes or in campus environments. The first designation should represent the unique building the cable plant is wired within. This nomenclature will rarely change throughout the life of the building and allows a structured naming convention to be used for Inter-building backbone cable installations.

12.1.1 Floor

The designation for the floor shall be a two-digit number. If the floor is a single number such as "4," place a leading zero before the single-digit, for example "04."

12.1.2 Wiring Closets

The designation for a wiring center is a single letter. The Computer Room or MDF shall always have the wiring closet designation of "M." Remote wiring closets that are all located on the same floor shall be labeled A-L and N-Z ("M" is reserved for the MDF). Closets that stack directly on top of each other shall have the same letter designation.

2023-ICLI-00006 690

12.1.3 Cable Numbers

The designation for the cable shall be a three-digit number, followed by an "A" or "B" designation, indicating the "Data A" or "Data B" cable drop. Use leading zeros as necessary. For example, the designation for drop #3A would become 003A.

12.2 Information Management Outlet

The IMO is the interface for the workstation cable and the horizontal workstation cable, which terminates in a wiring closet. This is typically referred to as the "jack" in the industry, also an enhancement to the Bell Labs Universal Service Order Code (USOC) specifications. These specifications also referenced the RJ pin assignments. The ANSI/TIA/EIA now prefers to use the term 8-pin modular plug or connector when describing jack pin-outs. Each information outlet should be labeled according to the following guidelines:

The designations on single-gang and double-gang faceplates will be as follows:

- Building (AANN, or combination).
- Floor (NN, with a leading zero).
- Wiring center (A).
- Cable drop (NNN, with leading zeros).

For example: "TW-12-C-111"

where: TW = TechWorld building

 $12 = 12^{th}$ floor

C = wiring center and 111 = cable drop #111.

12.3 Intra and Inter-Building Backbone Cables

These backbone cables interconnect wiring closets either within a building or interconnect buildings in a campus environment.

The naming convention applies the same for Intra and Inter backbone cable labeling. Standard nomenclature for backbone cabling shall be as follows:

- First Building (4–6 alphanumeric characters).
- First wiring closet (includes floor, closet and pair or strand designations).
- Second Building (2–4 alphanumeric characters).
- Second wiring closet (includes floor, closet and pair or strand designations).

For example, "TW801I-06-W-001 – TW800K-01-M-001"

where: TW801I = TechWorld building 801 I is the first building (origination point)

 $6 = 6^{th}$ floor

W = wiring center, closet W

001 = cable pair (copper) or strand (fiber)

TW800K = TechWorld building 800 K is the second building (destination point)

 $1 = 1^{st}$ floor

M = wiring center, Main Distribution Frame 001 = cable pair (copper) or strand (fiber).

The cable label shall be affixed to both ends of the cable, approximately 2 to 3 inches from the termination point. Heat shrink labels are preferable. Wrap-around labels are permissible as long as they are printed using indelible ink and the labels are easily read.

12.4 Patch Panel Patch Cables

The patch panel patch cord connects the horizontal workstation cable to the network electronics. Patch cables in each wiring closet should be identified on each end of the patch cable in a standard, one-up, numeric order, so that an individual patch cable can be easily identified without having to physically "tug" the cable to follow and identify it.

The cable label shall be affixed to both ends of the cable, approximately one inch from the termination connector or modular plug. The labels should be printed using indelible ink, and the labels should be positioned so they can be easily read.

13.0 TEST AND DOCUMENTATION PROCEDURES

The installation contractor shall complete all testing of the cable plant. The installation contractor is responsible for providing all personnel, equipment, instrumentation, and supplies that are necessary to perform the required testing.

13.1 Testing of Installed Copper Cable

All installed copper cables shall be tested with a Level III cable tester to certify that the cable conforms to ANSI/TIA/EIA-568-B specifications. The test device shall provide printed and electronic (soft) Pass/Fail test results that show the following:

- Electrical length in feet (accurate to 0.5 feet).
- Cross-talk in dB for each of the four pairs.
- End-to-end attenuation in dB for each of the four pairs.
- Drop number.
- Continuity (for all eight wires).
- Capacitance
- DC resistance
- Impedance
- Date of test
- Name and model of the field tester (i.e. Fluke OMNIScanner 2).
- Software version or level.
- Date the field tester was last calibrated.
- Which test was being performed (permanent link test, channel test).

2023-ICLI-00006 692

13.2 Testing of Optical Fiber Cables

Testing shall be of the optical link as specified in ANSI/TIA/EIA-568-B.3 for multi-mode fiber optics and ANSI/TIA/EIA-526-7 method A for single-mode fiber optics. An optical fiber link is defined as the passive cabling network between two optical cross-connects (patch panels or outlets). This includes cable, connectors and splices but does not include active components. The link test contains the representative connector loss at the patch panel associated with the mating of patch cords, but does not include the performance of the connector at the equipment interface.

If the manufacturer of cables or connecting hardware has supplied post-manufacture performance data, copies of such data are to be included in the documentation.

Testing of installed multimode fiber cable shall meet or exceed the specifications in Exhibit 12.

 Horizontal Fiber
 Attenuation 850 nm
 Attenuation 1300 nm

 ≤ 90 m
 ≤ 2.0 dB
 ≤ 2.0 dB

 Backbone Fiber
 ≤ fiber length (km) x 3.75 dB/km + number connector pairs x 0.75 dB + number of splices x 0.3 dB
 ≤ fiber length (km) x 1.5 dB/km + number connector pairs x 0.75 dB + number of splices x 0.3 dB

Exhibit 12: Multimode Fiber Cable Specifications

Testing of installed single-mode fiber cable shall meet or exceed the specifications in Exhibit 13

Length	Attenuation1310 nm	Attenuation1550 nm
≤90 m (295 ft)	≤2.0 dB	≤2.0 dB
91-1000 m (3281 ft)	≤3.0 dB	≤3.0 dB
1001-2000 m(6562 ft)	≤3.3 dB	≤3.3 dB
2001-5000 m (16404 ft)	≤4.7 dB	≤4.7 dB

Exhibit 13: Single Mode Fiber Cable Specifications

Test reports shall include the following information for each cabling element tested:

- Actual measured and maximum allowable attenuation (loss) at the specified wavelengths.
- Reference method.
- Number of mated connectors and number of splices (if any).
- Actual length and maximum allowable length.
- Group refractive index (GRI) for the type of fiber tested, if length was optically measured.
- Tester manufacturer, model, serial number and software version.
- Fiber ID number and project/job name.
- Link criteria used.

- Overall pass/fail indication.
- Date and time of test.

Test reports may be submitted in hardcopy, electronic, or both formats. ICE prefers these reports to be provided in the electronic format over hardcopy.

14.0 BUILDING PATHWAYS, CONDUIT, AND CLOSETS

14.1 Closet Specifications (MDF and RWC)

Typical communications closets house common equipment required to support both voice and data connectivity to workstations. Communication closets/rooms are typically centrally located on the floor, and adhere to the ANSI/TIA/EIA specifications for cable lobe lengths (e.g. maximum cable from closet to workstation will not exceed 100 meters, end-to-end). Closets/rooms should be vertically stacked, with a sufficient number of sleeves interconnecting each closet. All wiring centers shall comply with or support the following specifications and requirements:

14.1.1 General Requirements

- The space should be environmentally temperate, convenient, and professional looking.
- The communication closets must have sufficient infrastructure required to support the variety
 of communication services provided to ICE and contractor staff. Typically this includes
 items such as conduits, cable trays, building grounding system, etc.
- Communications closets should be designed for growth, and flexibility supporting new technologies without the need for major room modifications and rearrangements.

14.1.2 Environmental

- Room should be dust free with positive air pressure where possible and meet Federal
 guidelines for specified material to reduce airborne contaminants caused by off gassing.
- Ceilings should be finished with similar drop tiles used throughout the floor.
- Overhead lighting sufficient to provide 80 candle feet measured five feet above the finished floor, is to be switched controlled and is not to be connected to communications equipment circuits.
- Care must be taken to avoid structural columns, ductwork, other building structures, which
 would restrict the functionality of the space.
- Ceiling space above communications closets should be open and clear of major Heating, Ventilation, and Air Conditioning (HVAC) systems and ductwork, including major motors, elevator motors, generators, or equipment that induce excessive EMI and/or RFI to communications equipment or systems.
- Room temperature must be maintained between 65 to 85 degrees Fahrenheit, with a relative humidity range of 20 to 60 percent. When heat-generating equipment is placed into communication closets, maintaining environmental parameters is essential, thus avoiding down time due to equipment failures caused by equipment over heating. Where the building