



## **2.0 Court Interface Zone**

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



## **2.0 Court Interface Zone**

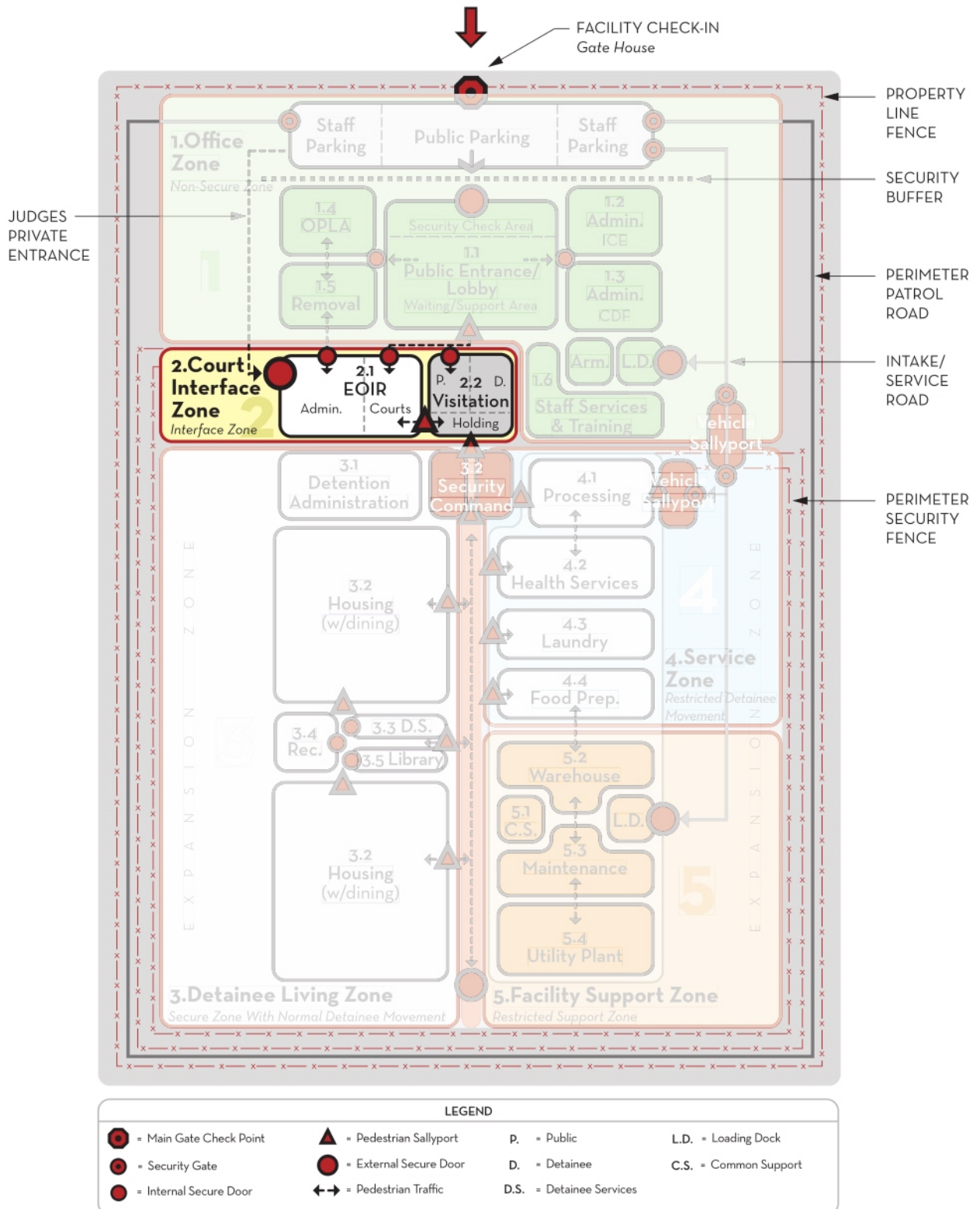
The Court Interface Zone includes the EOIR work area and courtroom space, and is an interface area between the court personnel, the Removal Unit, the public, and detainees under restraint. It is a secure interface zone. The area should be in its own secondary perimeter, contiguous with but separate from 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 Court
- 2.2 Public/Detainee Visitation

## 2.0 Court Interface Zone : Organizational Diagram





2.0 Court Interface Zone - Space Requirements Summary

2.0 COURT INTERFACE ZONE		ICE CDF STANDARD		< 200 BEDS				200-450 BEDS				450-900 BEDS				900-1200 BEDS				1200-1500 BEDS				1500-1800 BEDS				1800-2000 BEDS				3000 BEDS				Comments
ID#	SPACE NAME			NSF	Unit of Measure	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF			
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	Contractor Space						0				0				0				0				0				0				0					
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2.2	Public/Detainee Visitation						0				0				0				0				0				0				0					
	Contractor Space						0				0				0				0				0				0				0					
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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)



## 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.

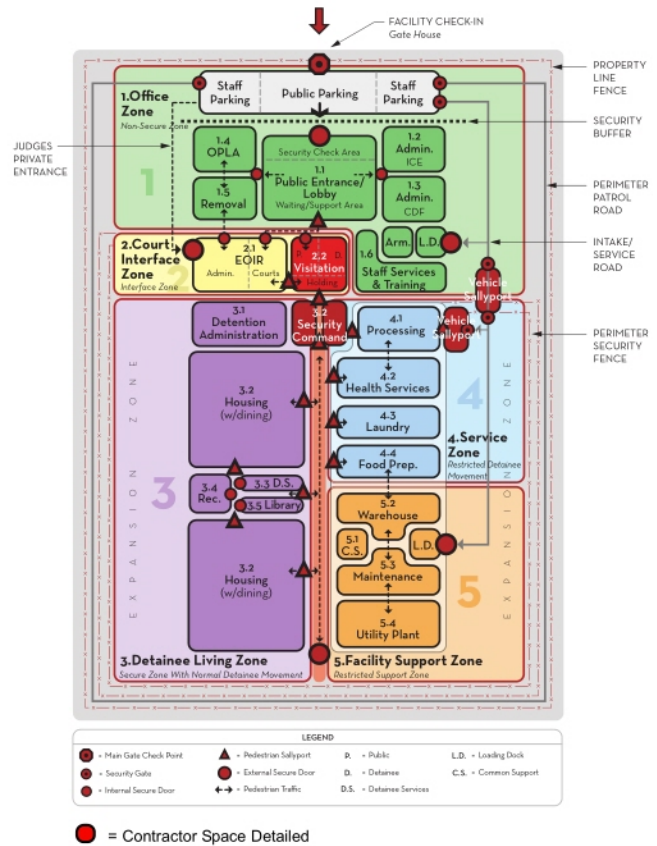
### OPERATIONAL REQUIREMENTS

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.



## Functional Requirements

[illegible]

### Special/Technical Requirements

- ☐ Non-contact visiting booths require an attack-resistant glazed barrier between the detainee and visitor and a telephone 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.

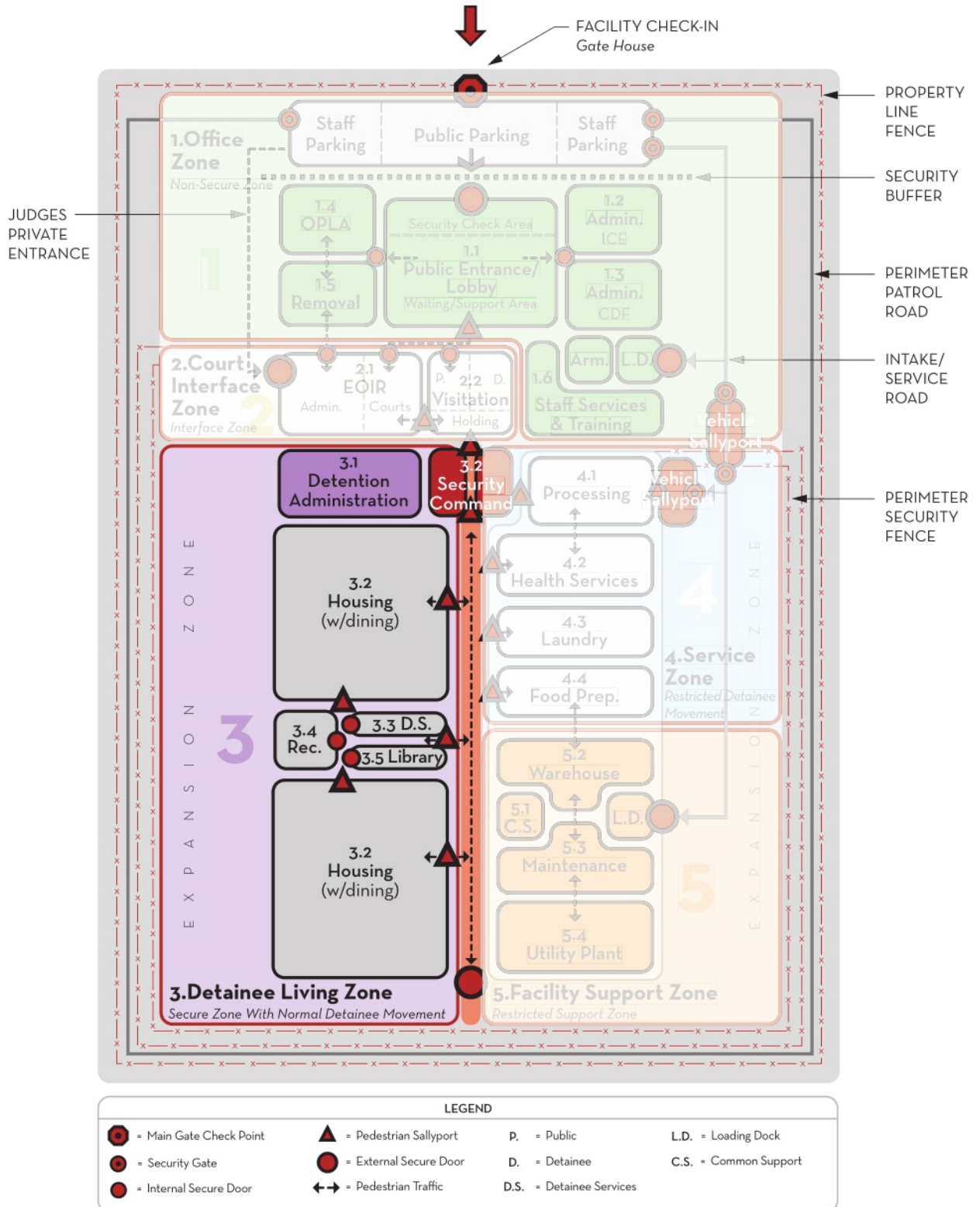
### **Room Data Sheets**

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)

## 3.0 Detainee Living Zone : Organizational Diagram





## 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.
- Total Size NSF 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

3.0 DETAINEE LIVING ZONE		ICE CDF STANDARD	< 200 BEDS				200-450 BEDS				450-900 BEDS				900-1200 BEDS				1200-1500 BEDS				1500-1800 BEDS				1800-2000 BEDS				3000 BEDS				Comments
ID#	SPACE NAME	NSF	Unit of Measure	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF				
3.1	Detention Administration																																		
3.1.1	Detention Operations Supervisor (DOS) Office	150	sf			150	0	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150	1	1	150	150				
3.1.2	Supervisory Immigration Enforcement Agent (SIEA) Office	130	sf	1	1	130	130	1	2	130	260	1	2	130	260	1	2	130	260	1	2	130	260	1	3	130	390	1	4	130	520				
3.1.3	Immigration Enforcement Agent (IEA) Workstation	65	sf	1	5	65	325	1	10	65	650	1	15	65	975	1	18	65	1,170	1	23	65	1,495	1	27	65	1,755	1	30	65	1,950				
3.1.4	ICE Armory	12	sf/rack		1	150	150		1	150	150		1	150	150		1	300	300		1	300	300		1	300	300		1	300	300				
3.1.5	ICE Ready Room	25	sf/occupant	24	1	25	720	24	1	25	720	24	1	25	720	24	1	25	720	24	1	25	720	24	1	25	720	24	1	25	720				
3.1.6	ICE Toilet Male	45	sf		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45				
3.1.7	ICE Toilet Female	45	sf		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45		1	45	45				
							1,415				2,020				2,345				2,690				3,015				3,405				3,600				
							538				768				891				1,022				1,146				1,294				1,368				
							1,953				2,788				3,236				3,712				4,161				4,699				4,968				
3.2	Detainee Housing (w/Dining)																																		
	Contractor Space						0				0				0				0			0					0				0				
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# Non-Responsive

### 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

- ✓ Adjacent to Staff Service and Training
- ✓ Adjacent to Loading Dock
- ✓ Armory must be located outside the secure perimeter
- ✓ ICE Ready Room must be located outside the secure perimeter

#### Special Requirements

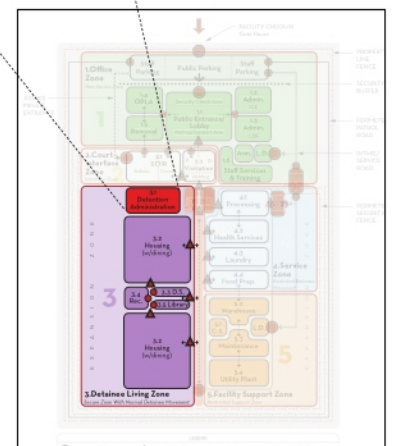
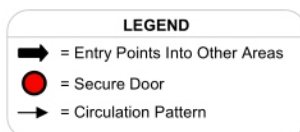
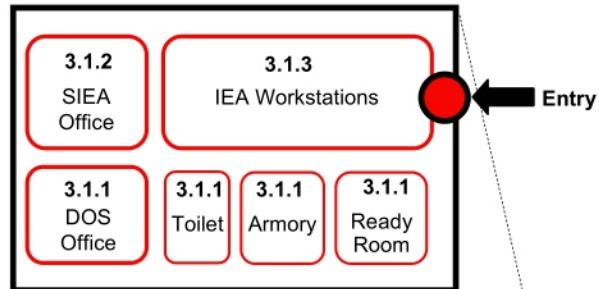
- ✓ Controlled access to Armory
- ✓ Maximum security construction of Armory

#### Space Requirements

#### 3.1 DETENTION ADMINISTRATION

- 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 : Organizational Diagram



CDF Organizational Diagram



## **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

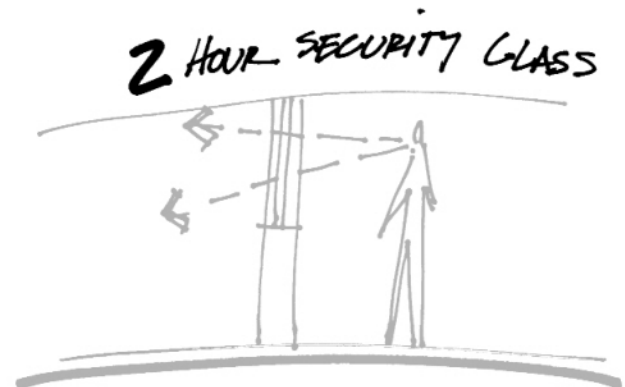
## 1. "CRITICAL ADJACENCIES"

Detention Administration must be located inside the primary secure perimeter in order to provide the security staff with direct supervision.



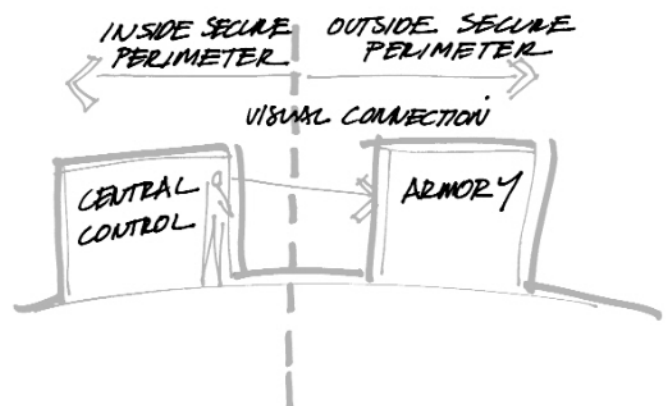
## 2. "TWO-HOUR SECURITY GLASS"

All glass in the Detention Administration and Central Control should meet the two-hour standard for attack resistance and must be shatter proof.



## 3. "CENTRAL CONTROL/ARMORY-VISUAL CONNECTION"

The armory should be located outside the secure perimeter but near central control for visual monitoring.





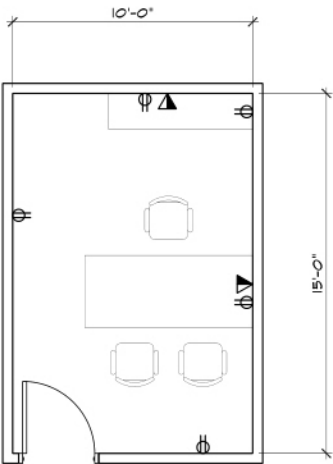
### 3.1 Detention Administration - Room Data Sheet

**3.1.1** DETENTION OPERATIONS SUPERVISOR (DOS) OFFICE

Function  
The....



Photograph



Floor Plan

## REQUIREMENTS

### 3.1.1

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

### 3.1.1

[illegible]

\* 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.



## 3.1 Detention Administration - Room Data Sheet

### 3.1.2 SUPERVISORY IMMIGRATION ENFORCEMENT AGENT (SIEA) OFFICE

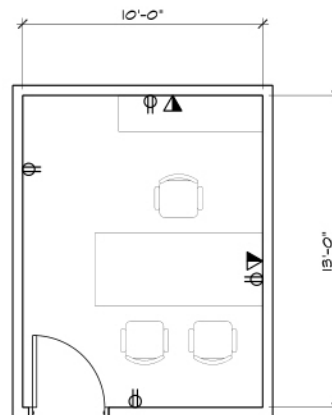
#### Function

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.



Photograph



Floor Plan

## REQUIREMENTS

### 3.1.2

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

### 3.1.2

[illegible]

\* 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.



## 3.1 Detention Administration - Room Data Sheet

### 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:

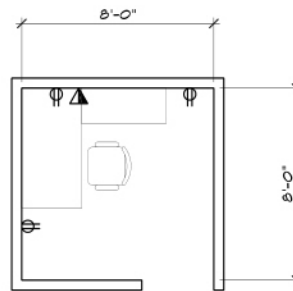
- Removal, transport, and escort
- Detention

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



Photograph



Floor Plan

## REQUIREMENTS

### 3.1.3

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• None	<ul style="list-style-type: none"> <li>• 35 oz 100% pile cut nylon carpet</li> <li>• Base - RB</li> </ul>	• ACT-8' high min.	• None	• None	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• To accommodate systems furniture

### 3.1.3

[illegible]

\* 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.



## 3.1 Detention Administration - Room Data Sheet

### 3.1.4 ICE ARMORY

#### Function

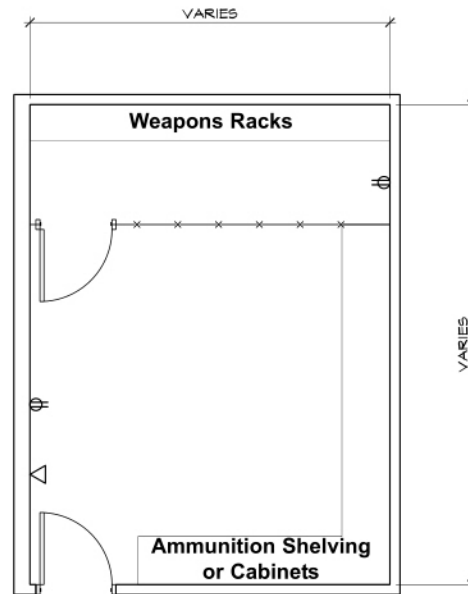
The Armory functions as a highly secure room for storing weapons and ammunition as well as gas and other specialized equipment. Cleaning of weapons may also take place in the Armory.

Guns are double locked in a gun rack within the Armory. Ammunition is also stored within lockable shelves/cabinets.

The entrance to the Armory is controlled electronically and is kept under video surveillance.



Photograph



Floor Plan

## REQUIREMENTS

### 3.1.4

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

### 3.1.4

[illegible]

\* 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.



## 3.1 Detention Administration - Room Data Sheet

### 3.1.5 ICE READY ROOM

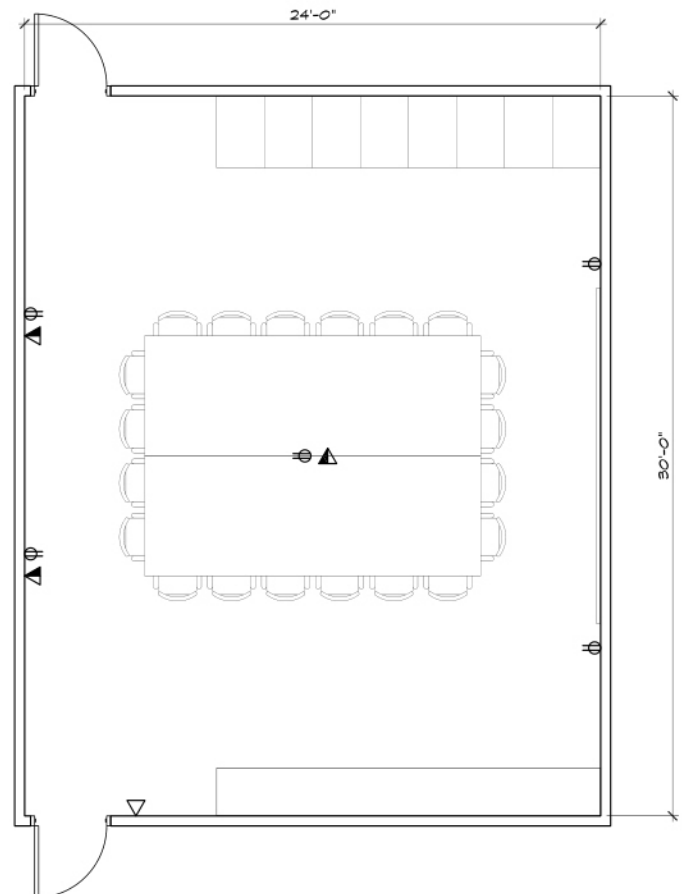
#### Function

The Ready Room should be located adjacent to the Armory 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 shields, vests, batons, etc. and conduct briefings.



Photograph



Floor Plan

## REQUIREMENTS

### 3.1.5

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

### 3.1.5

[illegible]

\* 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.



## 3.1 Detention Administration - Room Data Sheet

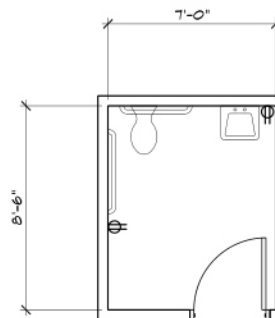
### 3.1.6 ICE TOILET - MALE

#### Function

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



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

### 3.1.6

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

### 3.1.6

[illegible]

\* 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.



## 3.1 Detention Administration - Room Data Sheet

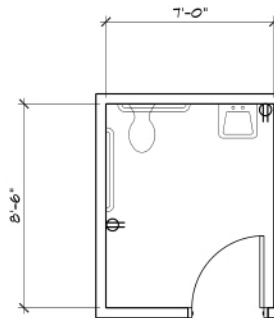
### 3.1.7 ICE TOILET - FEMALE

#### Function

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



Photograph



Floor Plan

## REQUIREMENTS

### 3.1.7

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

### 3.1.7

[illegible]

\* 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.



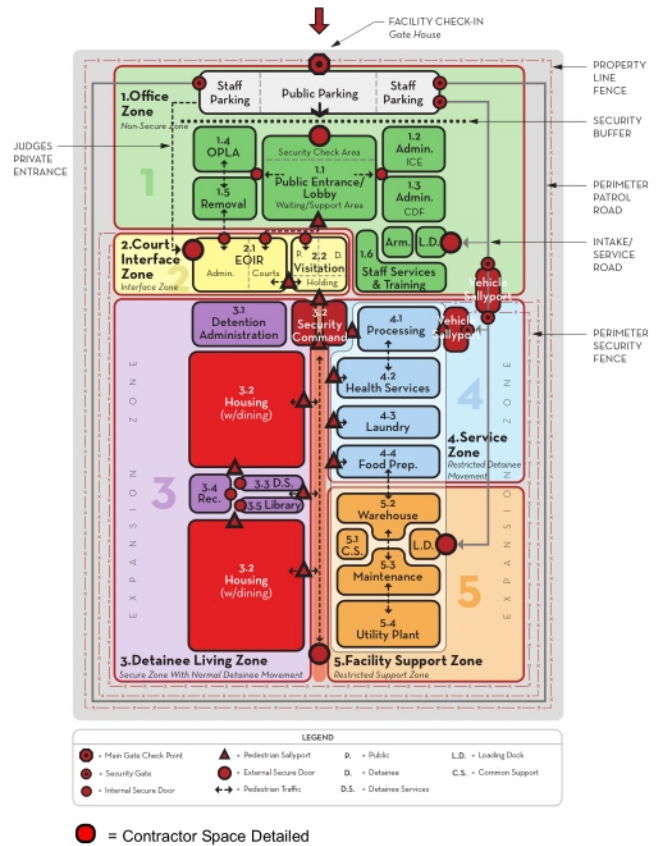
3.0 Detainee Living Zone

**3.2 Detainee Housing**

(Contractor Operated)



## 3.2 Detainee Housing



## Functional Requirements

[illegible]

### Special/Technical Requirements



3.0 Detainee Living Zone

**3.3 Detainee Services**

(Contractor Operated)



## 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.

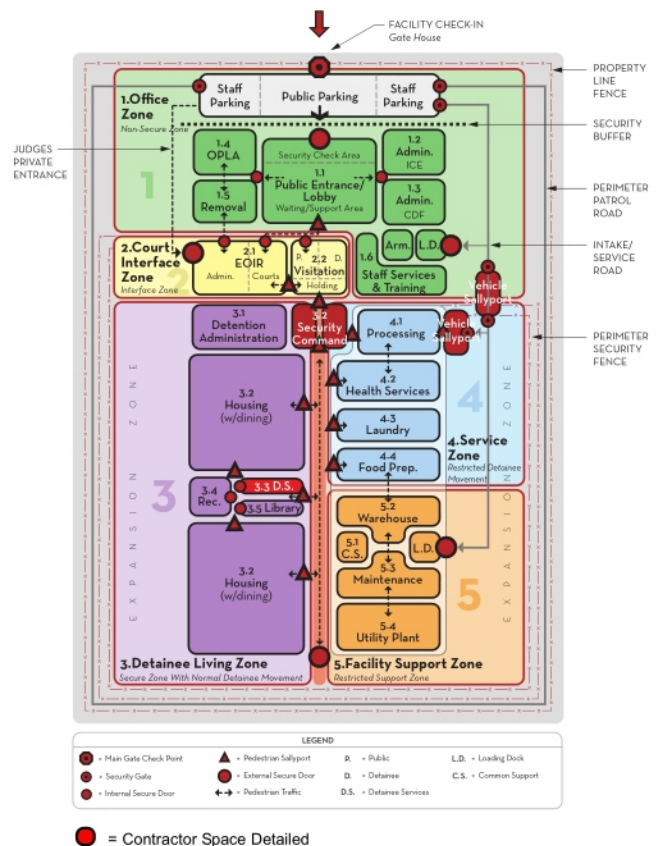
There are four ways in which commissary items can be distributed:

- 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

[illegible]

### 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

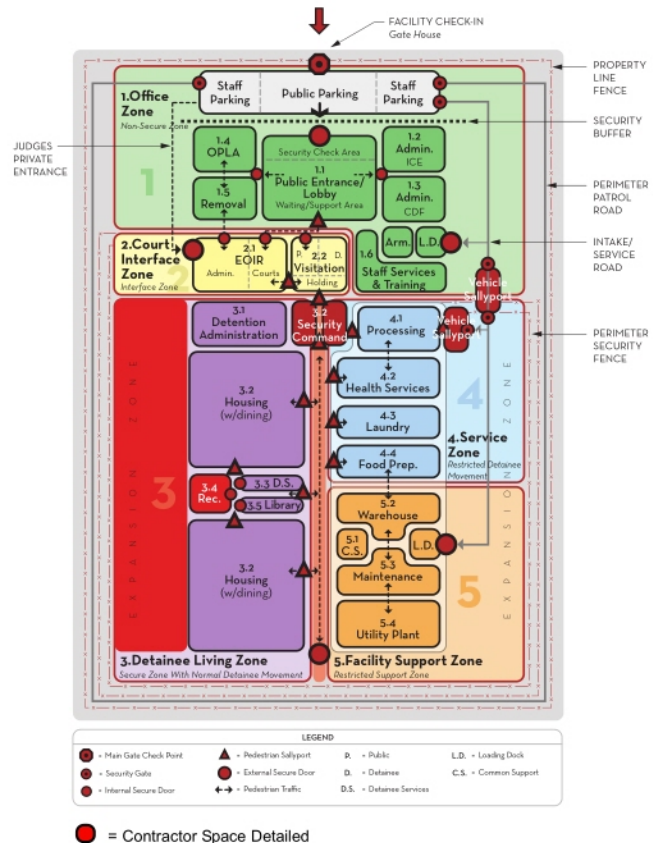
To comply with standards, all detainees are provided the opportunity for outside recreation at least once each day, five (5) days per week. For at least one hour per day, detainees must have the opportunity for outdoor exercise or an indoor equivalent during inclement weather. Providing recreation privileges 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.



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

[illegible]

### 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.

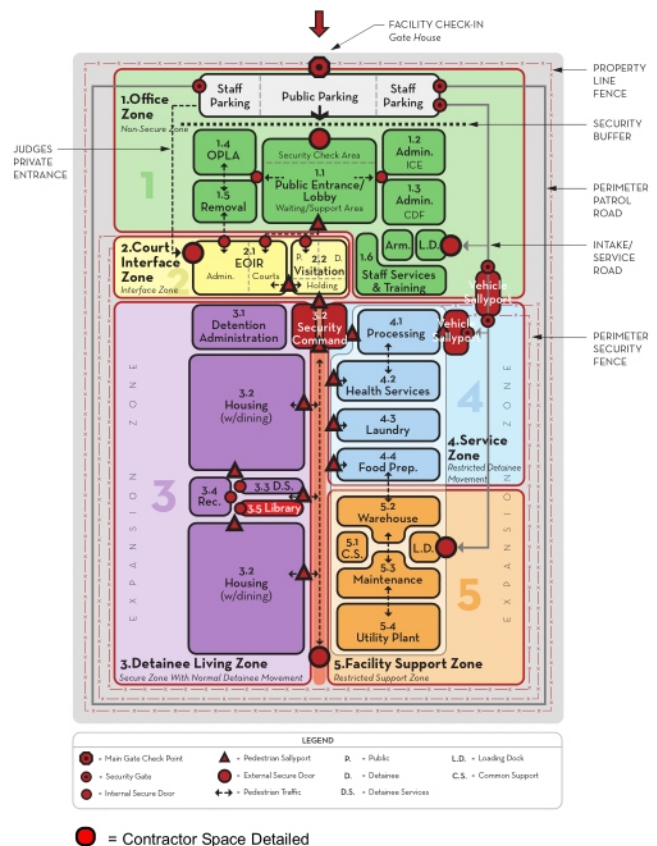
The facility shall also offer recreational reading material as a privilege and a way to occupy detainee time.

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

[illegible]

### Special/Technical Requirements

- ☐ 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:

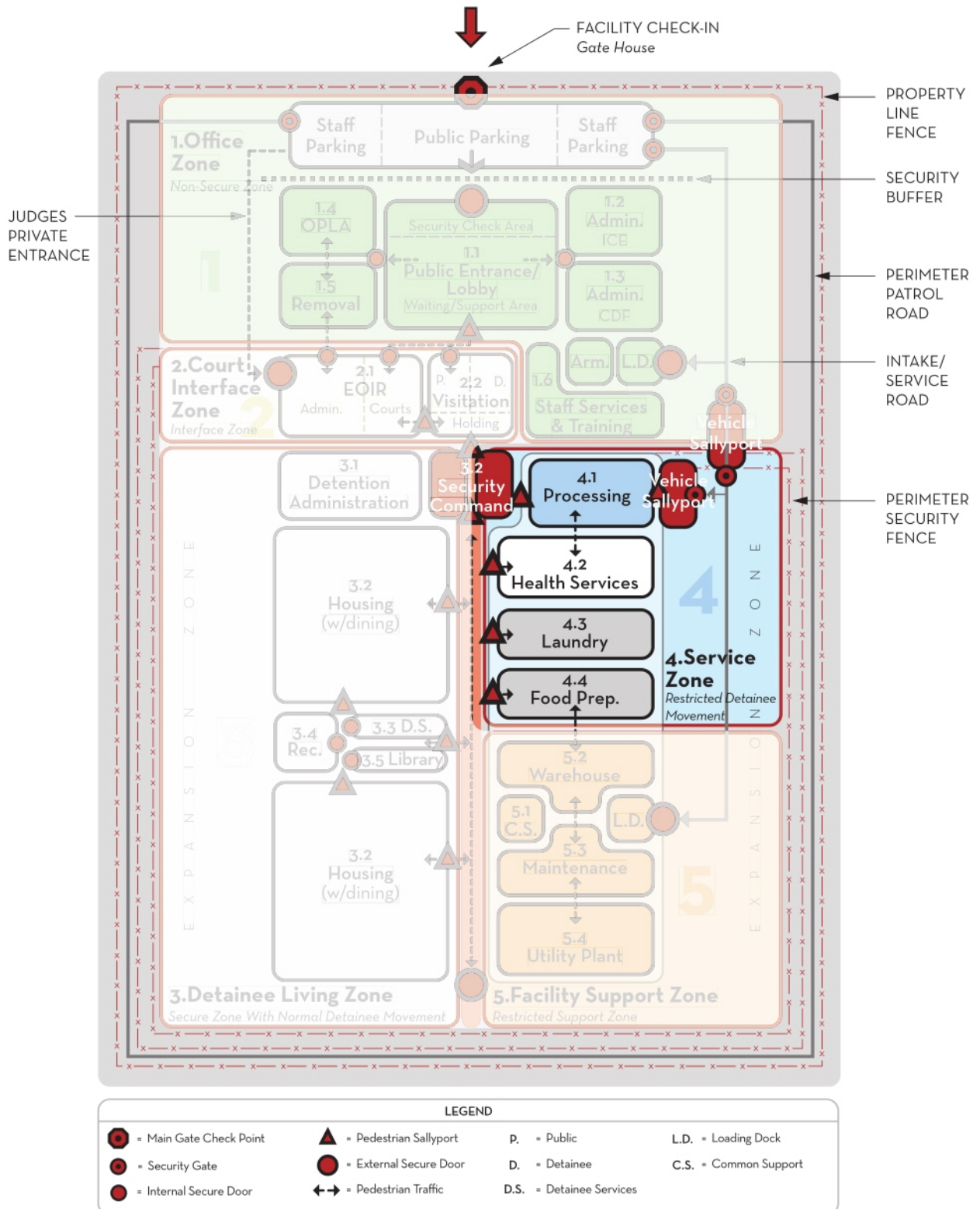
#### **4.1 Processing (ICE Operated)**

4.2 Health Services (Health Services Operated)

4.3 Laundry (Contractor Operated)

4.4 Food Preparation (Contractor Operated)

## Service Zone : Organizational Diagram





## 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 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.
- 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:
  - 1 for each 100 detainees
  - Male/female split = 60/40
- Number of interview rooms = 6 per 1,000 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 STANDARD		< 200 BEDS				200-450 BEDS				450-900 BEDS				900-1200 BEDS				1200-1500 BEDS				1500-1800 BEDS				1800-2000 BEDS				3000 BEDS				Comments			
ID#	SPACE NAME	NSF	Unit of Measure	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF								
4.1 Processing																																							
4.1.1	Vehicular Sallyport (2 Buses, 2 Vans)	6,100	sf		1	6,100	6,100		1	6,100	6,100		1	6,100	6,100		1	6,100	6,100		1	6,100	6,100		1	6,100	6,100		1	6,100	6,100								
4.1.2	Pedestrian Sallyport & Search Room	180	sf		1	180	180		1	180	180		1	180	180		1	180	180		1	180	180		1	180	180		1	180	180								
4.1.3	Processing Counter - Male	50	sf/position	1	1	50	50	1	3	50	150	1	6	50	300	1	6	50	300	1	9	50	450	1	11	50	550	1	12	50	600	1	18	50	900	1 position per 100 detainees split male/female 60/40			
4.1.4	Processing Counter - Female	50	sf/position	1	1	50	50	1	2	50	100	1	3	50	150	1	4	50	200	1	6	50	300	1	7	50	350	1	8	50	400	1	12	50	600	1 position per 100 detainees split male/female 60/40			
4.1.5	ICE Transportation Work Area	80	sf	1	1	80	80	1	1	80	80	1	1	80	80	1	2	80	160	1	2	80	160	1	2	80	160	1	2	80	160	1	3	80	240				
4.1.6	ICE Interview Room	100	sf	2	2	100	200	2	4	100	400	2	5	100	500	2	6	100	600	2	7	100	700	2	8	100	800	2	12	100	1,200	2	18	100	1,800				
4.1.7	Large Holding - Male	7	sf/detainee	20	1	140	140	20	1	140	140	20	2	140	280	20	2	140	280	20	2	140	280	20	3	140	420	20	3	140	420	20	4	140	560				
4.1.8	Small Holding - Male	7	sf/detainee	6	1	42	42	6	1	42	42	6	2	42	84	6	3	42	126	6	4	42	168	6	4	42	168	6	5	42	210	6	5	42	210				
4.1.9	Segregation Holding (Padded & Suicide Watch) - Male	60	sf	1	1	60	60	1	1	60	60	1	2	60	120	1	2	60	120	1	3	60	180	1	3	60	180	1	3	60	180	1	5	60	300				
4.1.10	Large Holding - Female	7	sf/detainee	20	1	1,200	1,200	20	1	1,200	1,200	20	1	1,200	1,200	20	1	1,200	1,200	20	1	1,200	1,200	20	1	1,200	1,200	20	2	1,200	2,400	20	2	1,200	2,400				
4.1.11	Small Holding - Female	7	sf/detainee	6	1	42	42	6	1	42	42	6	1	42	42	6	2	42	84	6	3	42	126	6	4	42	168	6	3	42	126	6	4	42	168				
4.1.12	Segregation Holding (Padded & Suicide Watch) - Female	60	sf	1	1	60	60	1	1	60	60	1	1	60	60	1	1	60	60	1	1	60	60	1	2	60	120	1	2	60	120	1	3	60	180				
4.1.13	Special Case Holding - Male	60	sf	5	1	60	60	5	2	60	120	5	3	60	180	5	3	60	180	5	3	60	180	5	4	60	240	5	4	60	240	5	5	60	300				
4.1.14	Special Case Holding - Female	60	sf	5	1	60	60	5	1	60	60	5	1	60	60	5	1	60	60	5	1	60	60	5	2	60	120	5	2	60	120	5	3	60	180				
4.1.15	Staff Toilet	60	sf		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60		1	60	60				
							1,542				1,602				1,722				1,764				1,866				2,088				3,246				3,588				
						Net-Gross Factor	1.40	617			Net-Gross Factor	1.40	641			Net-Gross Factor	1.40	689			Net-Gross Factor	1.40	746			Net-Gross Factor	1.40	835			Net-Gross Factor	1.40	1,298			Net-Gross Factor	1.40	1,435	
						Gross Square Feet		2,159			Gross Square Feet		2,243			Gross Square Feet		2,411			Gross Square Feet		2,612			Gross Square Feet		2,923			Gross Square Feet		4,544			Gross Square Feet		5,023	
4.2 Health Services																																							
Health Services																																							
								0				0				0				0			0					0					0			0			
						Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0	
						Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0	
4.3 Laundry																																							
Contractor Space																																							
								0				0				0				0			0					0					0			0			
						Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0	
						Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0	
4.4 Food Preparation																																							
Contractor Space																																							
								0				0				0				0			0					0					0			0			
						Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0			Net-Gross Factor	1.33	0	
						Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0			Gross Square Feet		0	

## 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 detainee
- 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

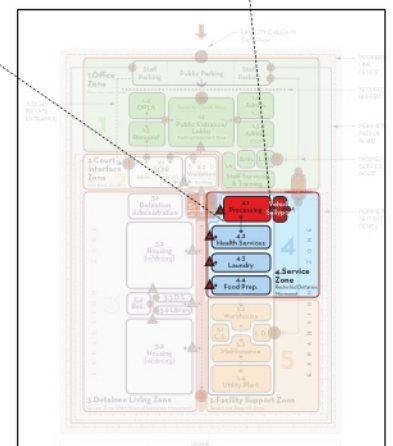
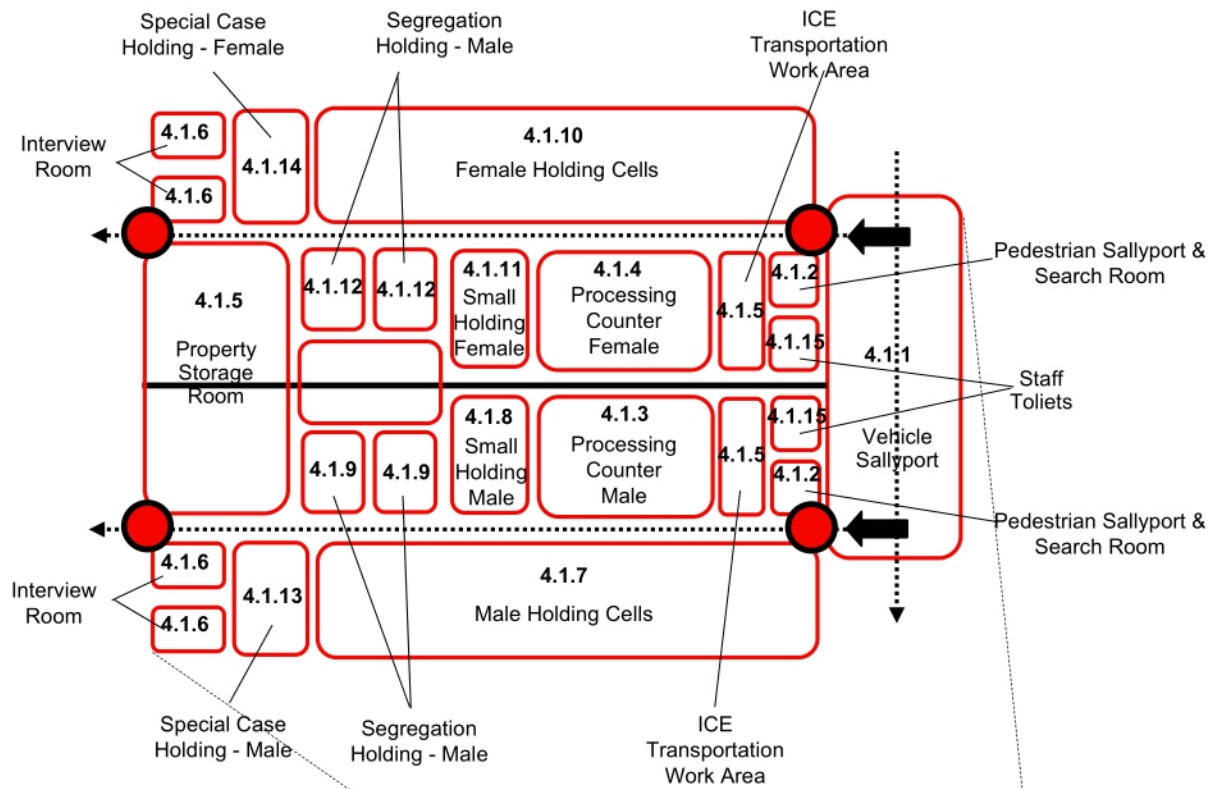
- ✓ Detention-grade hardware & furnishings
- ✓ Detention-grade fixtures & equipment
- ✓ Security, control, and surveillance
- ✓ Hard, washable surfaces

#### 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

## 4.1 Processing : Organizational Diagram



Service Zone Diagram



## **4.1 Processing - Critical Workflow Patterns**

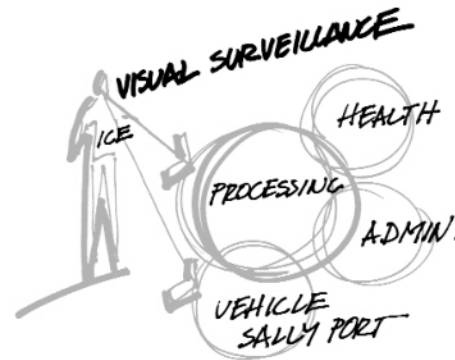
### **INTRODUCTION**

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

### 4.1 Processing : Critical Workflow Patterns

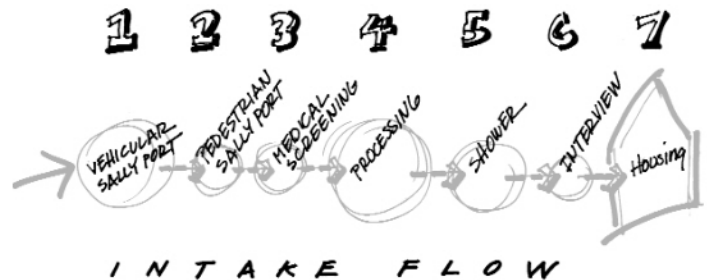
#### 1. "CRITICAL ADJACENCIES"

Processing is located within the primary secure perimeter, adjacent to the vehicle sallyport, Health Services, and administrative areas.



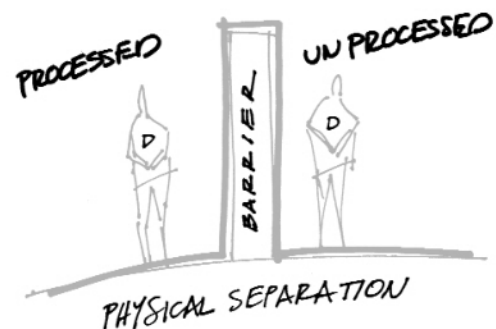
#### 2. "INTAKE FLOW"

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

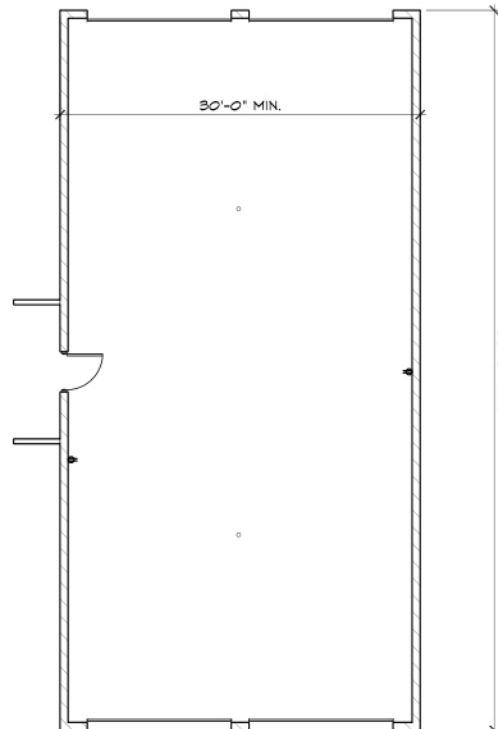
### 4.1.1 VEHICULAR SALLYPORT

#### 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.



Photograph



Floor Plan

**SYMBOL LEGEND:** Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

## REQUIREMENTS

### 4.1.1

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Exterior grade GWB	• Hollow metal	• Detention grade	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• Floor drain	• Typical w/exhaust	• Surface mounted 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

[illegible]

\* 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

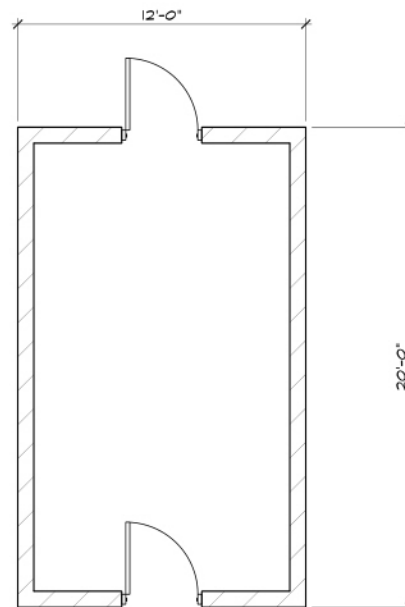
### 4.1.2 PEDESTRIAN SALLYPORT & SEARCH ROOM

#### 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.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

#### 4.1.2 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Exterior grade GWB	• Hollow metal	• Detention grade	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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.

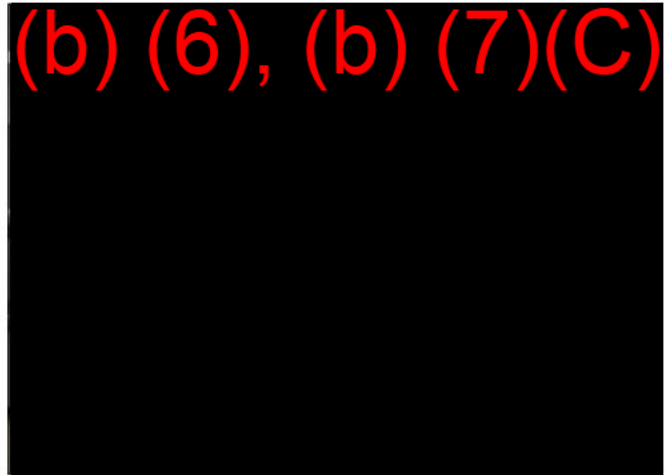


## 4.1 Processing - Room Data Sheet

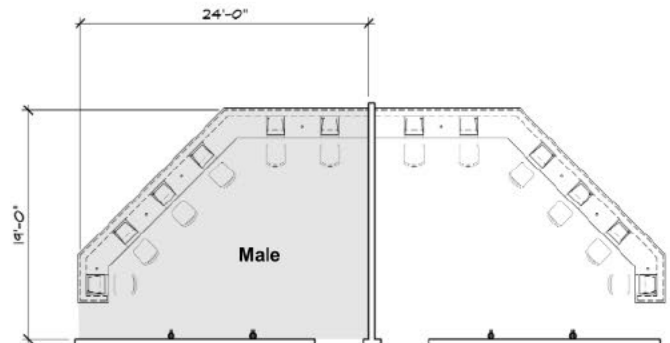
### 4.1.3 PROCESSING COUNTER - MALE

#### 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.



Photograph



Floor Plan

*Note: duplex power outlet, voice and data outlet under counter at each processing position.*

*Provide grommets in worksurface for voice, data and power cables at all processing positions.*

**SYMBOL LEGEND:**

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

### 4.1.3

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

### 4.1.3

[illegible]

\* 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.

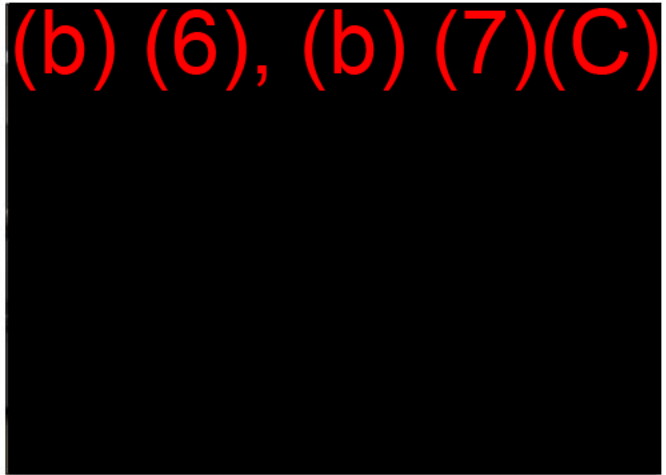


## 4.1 Processing - Room Data Sheet

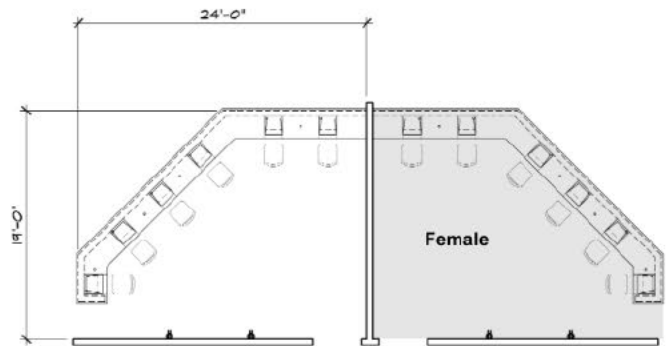
### 4.1.4 PROCESSING COUNTER - FEMALE

#### 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.



Photograph



Floor Plan

*Note: duplex power outlet, voice and data outlet under counter at each processing position.*

**SYMBOL LEGEND:**

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

#### 4.1.4

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

#### 4.1.4

[illegible]

\* 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

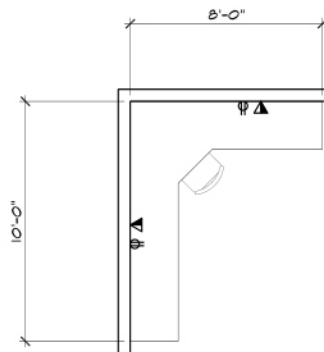
### 4.1.5 ICE TRANSPORTATION WORK AREA

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

### 4.1.5

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced masonry	• Sealed concrete	• GWB	• N/A	• N/A	• N/A
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

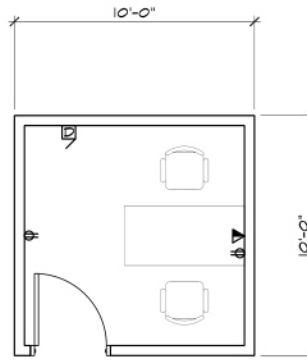
### 4.1.6 ICE INTERVIEW ROOM

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

#### 4.1.6

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced masonry	• Sealed concrete	• GWB	• Hollow metal	• Standard, heavy-duty	• 3'x3' bullet resistant
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

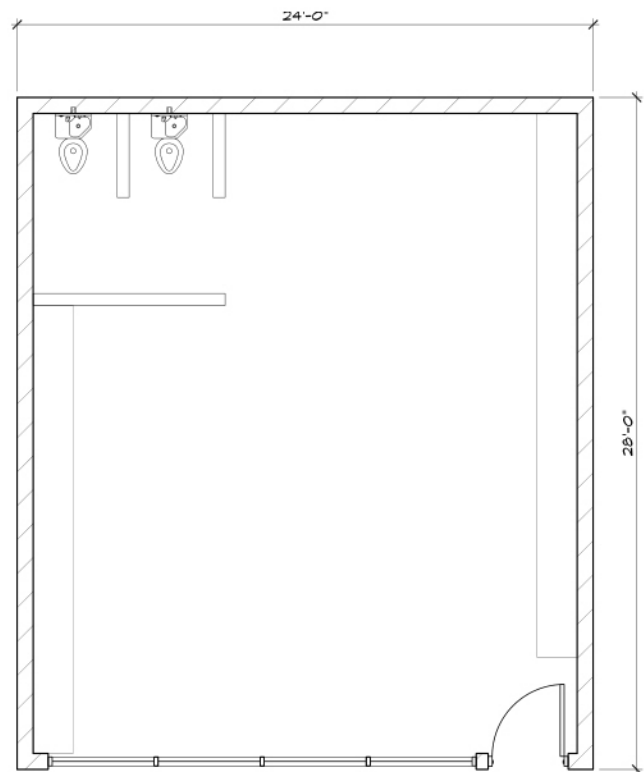
### 4.1.7 LARGE HOLDING - MALE

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

#### 4.1.7 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Detention ceiling	• Hollow metal, detention grade	• Detention grade	• Bullet resistant
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

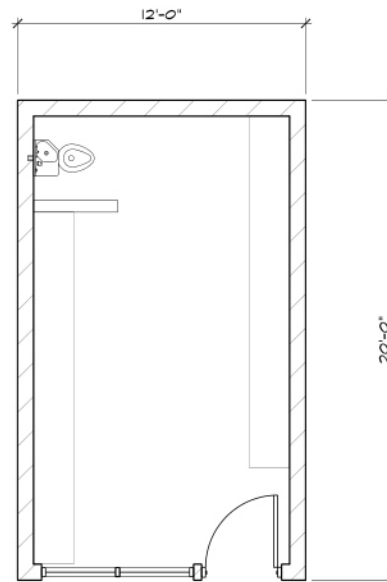
### 4.1.8 SMALL HOLDING - MALE

#### 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.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

#### 4.1.8 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Detention ceiling	• Hollow metal, detention grade	• Detention grade	• Bullet resistant
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

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\*\* 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

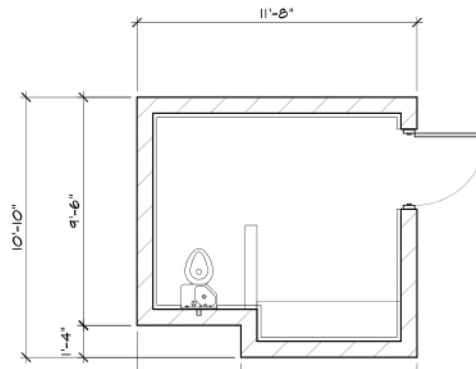
### 4.1.9 SEGREGATION HOLDING - MALE

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

#### 4.1.9 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Detention ceiling	• Hollow metal, detention grade with vision panel	• Detention grade	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

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

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## 4.1 Processing - Room Data Sheet

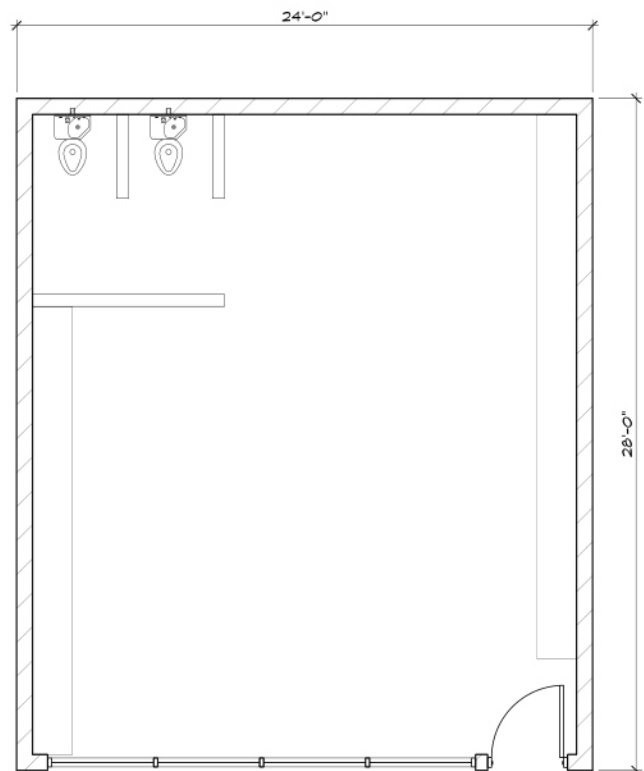
### 4.1.10 LARGE HOLDING - FEMALE

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

#### 4.1.10 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Detention ceiling	• Hollow metal, detention grade	• Detention grade	• Bullet resistant
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

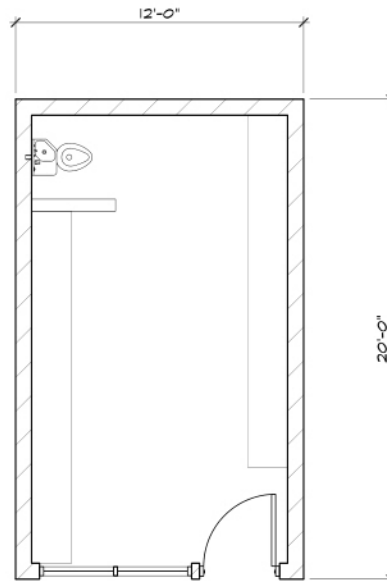
### 4.1.11 SMALL HOLDING - FEMALE

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

#### 4.1.11 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Detention ceiling	• Hollow metal, detention grade	• Detention grade	• Bullet resistant
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

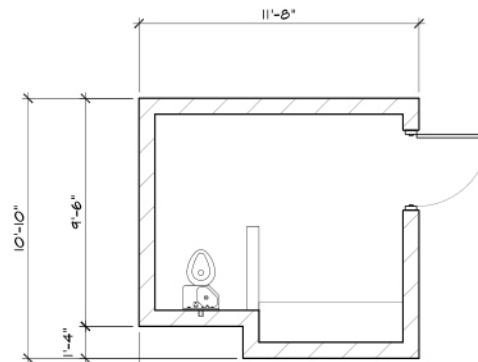
### 4.1.12 SEGREGATION HOLDING - FEMALE

#### 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.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

#### 4.1.12 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Reinforced concrete block	• Sealed concrete	• Detention ceiling	• Hollow metal, detention grade with vision panel	• Detention grade	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

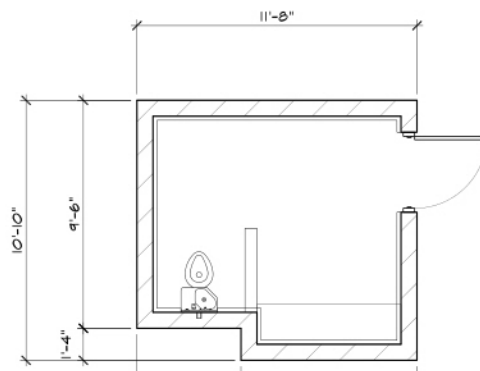
### 4.1.13 SPECIAL CASE HOLDING - MALE

#### 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.



Photograph



Floor Plan

## REQUIREMENTS

#### 4.1.13 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Pads	• Padded	• Detention ceiling	• Hollow metal, detention grade with vision panel	• Detention grade	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

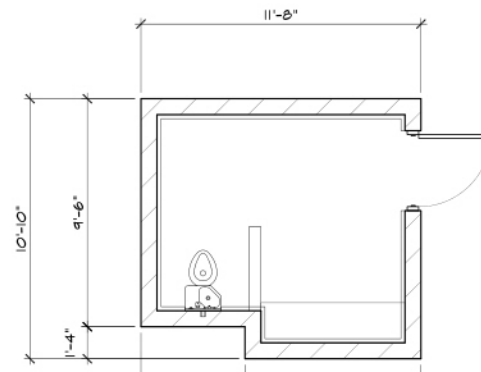
### 4.1.14 SPECIAL CASE HOLDING - FEMALE

#### 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.



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet    ▲ Data Outlet    ▲ Voice/Data Outlet    ⊕ Duplex Outlet    △ ISDN Outlet    □ Duress Alarm Outlet

## REQUIREMENTS

#### 4.1.14 SYSTEMS MATRIX

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
• Pads	• Padded	• Detention ceiling	• Hollow metal, detention grade with vision panel	• Detention grade	• None
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
• 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

[illegible]

\* 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

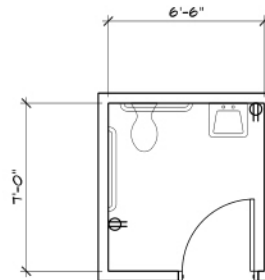
### 4.1.15 STAFF TOILET

#### Function

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



Photograph



Floor Plan

#### SYMBOL LEGEND:

△ Voice Outlet

▲ Data Outlet

▲ Voice/Data Outlet

⊖ Duplex Outlet

△ ISDN Outlet

Ⓛ Duress Alarm Outlet

## REQUIREMENTS

#### 4.1.15 SYSTEMS MATRIX

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

#### 4.1.15 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

\* 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.

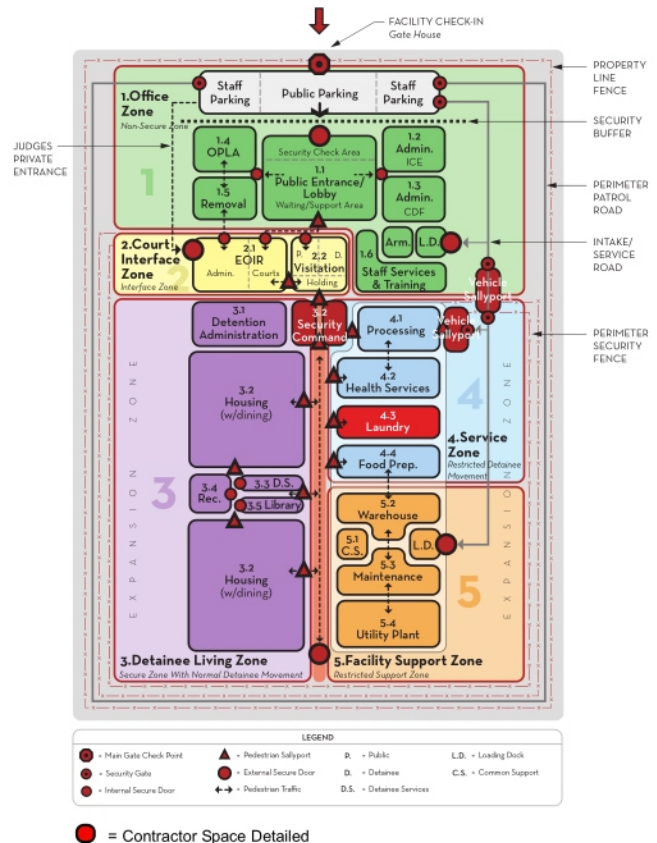
Detainee laundry exchange occurs at the housing area. Soiled laundry is collected from the housing areas in carts and brought to a central area for laundering. Clean items are returned to the housing areas when the exchange stock is in need of replenishing. Separate personal laundry facilities may be 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.



## Functional Requirements

[illegible]

### Special/Technical Requirements

- ☐ 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:

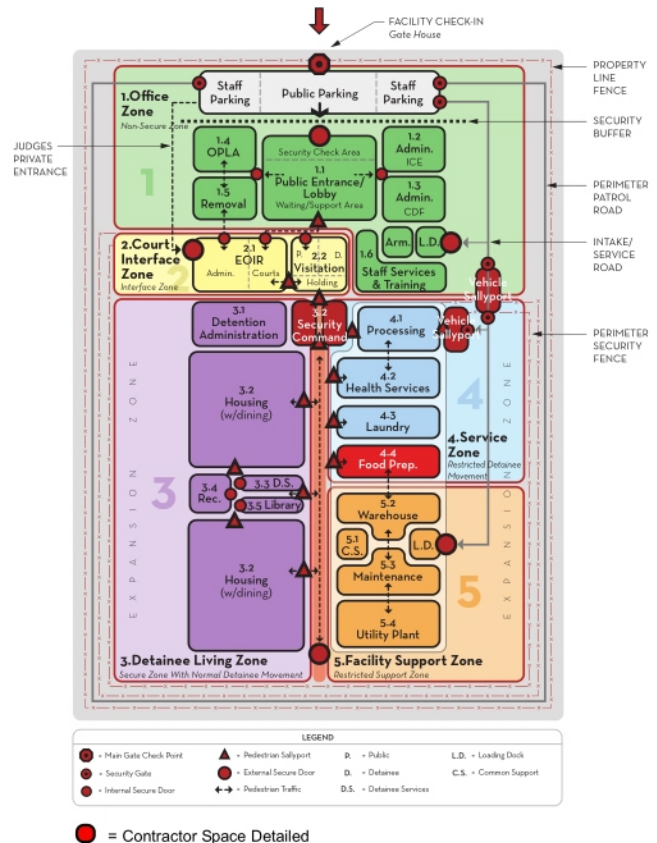
- At a centralized dining location, with detainees moving from their housing area to the dining hall for every meal;
- At the detainees' housing area, with food delivered in carts or in bulk and served in the dayroom; or
- In the cell, with food pre-trayed either at the kitchen or at a sub-kitchen at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

<i>ID#</i>	<i>Space Name</i>	<i>Performance Criteria</i>
<b>Food Service</b>		
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

- ☐ 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:

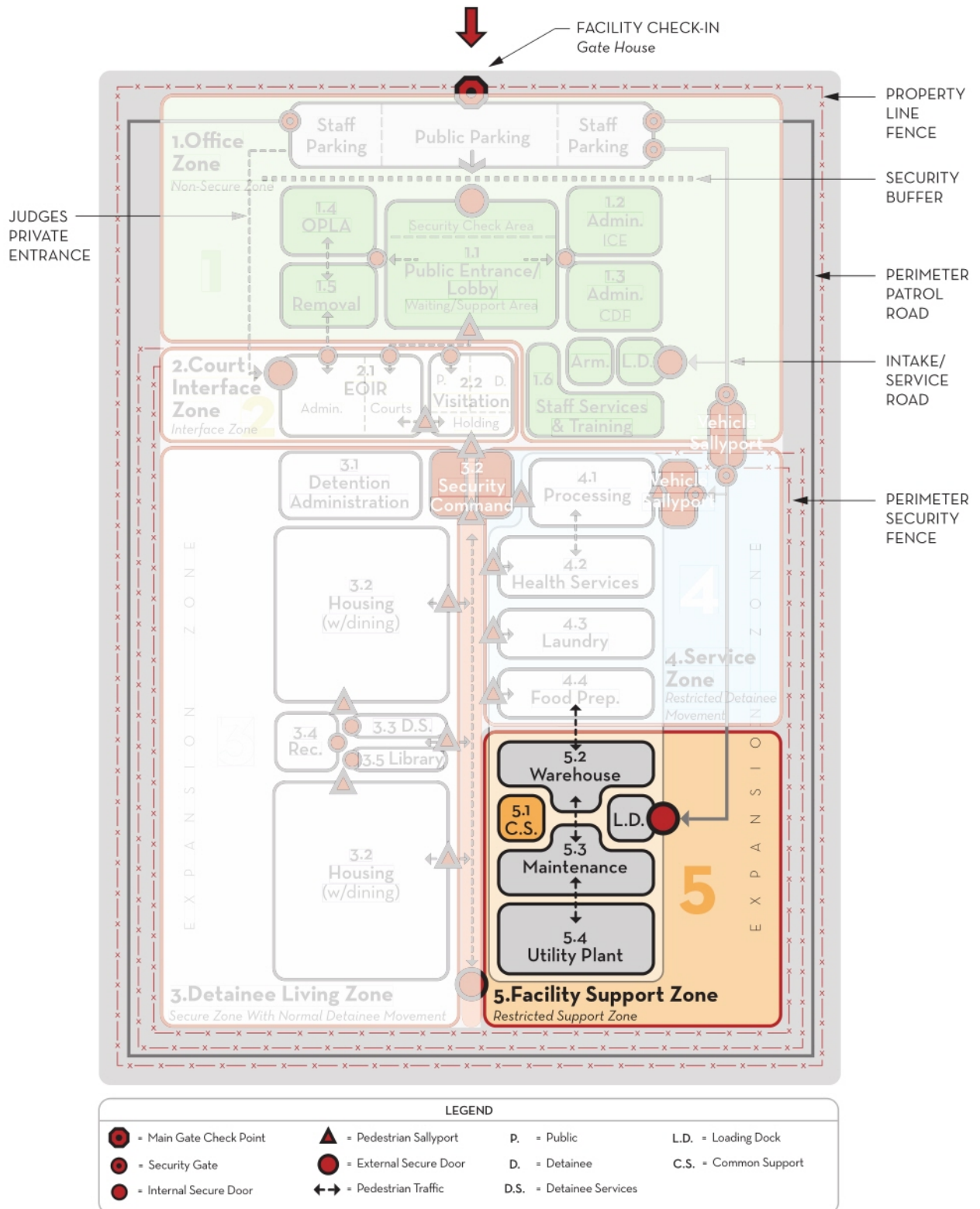
#### **5.1 Common Support (ICE Operated)**

5.2 Warehouse/Supply (Contractor Operated)

5.3 Maintenance/Fleet Operations (Contractor Operated)

5.4 Central Utility Plan (Contractor Operated)

## 5.0 Facility Support Zone : Organizational Diagram





## 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 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.
- 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

5.0 FACILITY SUPPORT ZONE		ICE CDF STANDARD		< 200 BEDS				200-450 BEDS				450-900 BEDS				900-1200 BEDS				1200-1500 BEDS				1500-1800 BEDS				1800-2000 BEDS				3000 BEDS				Comments
ID#	SPACE NAME	NSF	Unit of Measure	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF	# of Users	# of Spaces	Space Size NSF	Total NSF					
5.1 Common Support																																				
5.1.1	ICE Common Use Mailroom	300	sf		1	300	300		1	300	300		1	300	300		1	300	300		1	300	300		1	300	300		1	300	300					
5.1.2	ICE LAN/Phone MDF Room	200	sf		1	200	0		1	200	0		1	200	0		1	200	0		1	200	0		1	250	0		1	250	0					
5.1.3	ICE LAN/Phone IDF Room	150	sf		1	150	0		1	150	0		1	150	0		2	150	0		2	150	0		2	150	0		3	150	0					
							300				300				300				300				300				300				300					
						Net-Gross Factor	1.30			90				Net-Gross Factor	1.30			90				Net-Gross Factor	1.30			90			Net-Gross Factor	1.30			90			
						Gross Square Feet	390			Gross Square Feet	390			Gross Square Feet	390			Gross Square Feet	390			Gross Square Feet	390			Gross Square Feet	390			Gross Square Feet	390					
5.2 Warehouse/Supply Contractor Space							0				0				0				0				0				0					0				
						Net-Gross Factor	1.33			0				Net-Gross Factor	1.33			0				Net-Gross Factor	1.33			0			Net-Gross Factor	1.33			0			
						Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0					
5.3 Maintenance/Fleet Operations Contractor Space																																				
							0				0				0				0				0				0					0				
						Net-Gross Factor	1.33			0				Net-Gross Factor	1.33			0				Net-Gross Factor	1.33			0			Net-Gross Factor	1.33			0			
						Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0					
5.4 Central Utility Plant Contractor Space																																				
							0				0				0				0				0				0					0				
						Net-Gross Factor	1.33			0				Net-Gross Factor	1.33			0				Net-Gross Factor	1.33			0			Net-Gross Factor	1.33			0			
						Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0			Gross Square Feet	0					

## 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
- ✓ Involvement and guidance from the ICE IT staff

#### ***Special Requirements***

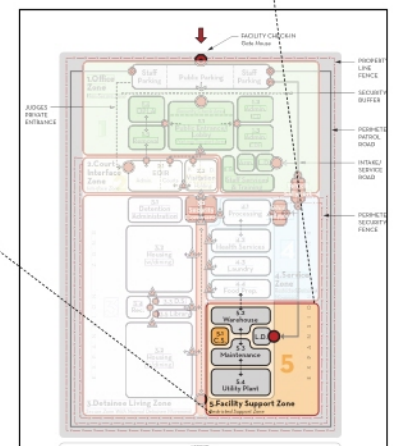
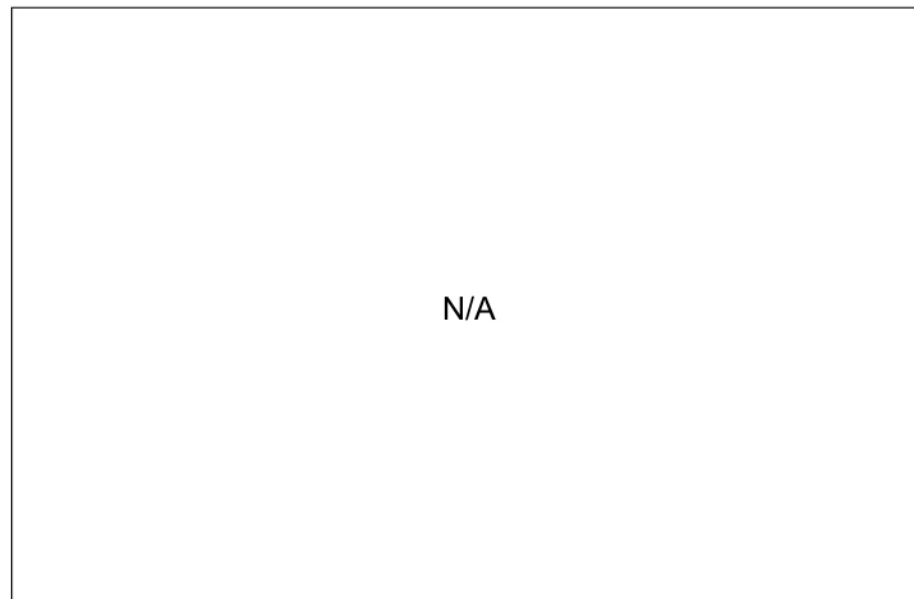
- ✓ ICE Cabling Standards

#### ***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



Facility Support Zone Diagram



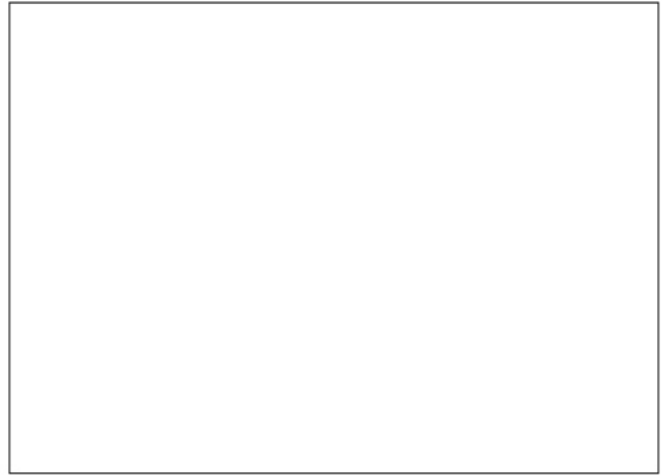
## 5.1 Common Support - Room Data Sheet

### 5.1.1 ICE COMMON USE MAILROOM

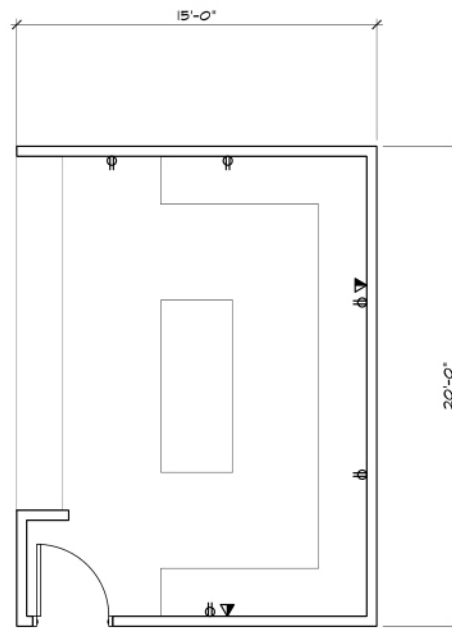
#### Function

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



Floor Plan

## REQUIREMENTS

### 5.1.1

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

### 5.1.1

[illegible]

\* 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 not 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.

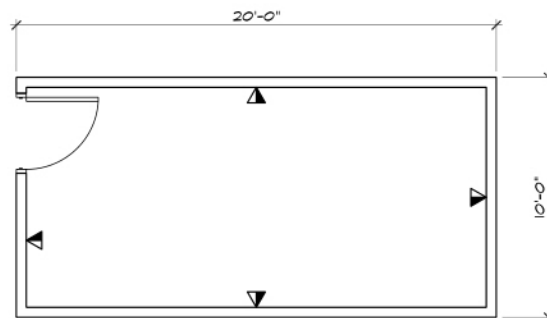
Certified electrical ground and bus required in each closet and connected to a dedicated building ground that is compliant with; the ANSI/TIA/EIA 607, the Motorola R56 Standards and Guidelines, and the Nortel Meridian 1 PBX Option 11C Environmental and Power Requirements document. If any of these documents 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)



Photograph



Floor Plan

Increase width of room to 15' for facilities of 1,500 detainees or more.

- ✓ 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

## REQUIREMENTS

### 5.1.2

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
<ul style="list-style-type: none"> <li>• Full height GWB w/wire mesh</li> <li>• 3/4" treated, fire retardant plywood on all walls from 18" to 8' high, painted w/ fire retardant paint</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-static VCT</li> </ul>	<ul style="list-style-type: none"> <li>• ACT-8' high min., security clipped</li> </ul>	<ul style="list-style-type: none"> <li>• Hollow metal - outward swinging</li> </ul>	<ul style="list-style-type: none"> <li>• See below</li> <li>• Keyed on ICE keying system</li> <li>• Siphper locks not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
<ul style="list-style-type: none"> <li>• None</li> <li>• Overhead piping not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Stand alone system</li> <li>• Maintain 64°F-75°F</li> <li>• Maintain 30-55% RH</li> <li>• 24/7 Operation</li> </ul>	<ul style="list-style-type: none"> <li>• Recessed Fluorescent</li> </ul>	<ul style="list-style-type: none"> <li>• 110V duplex outlet on ea. wall, plus as needed for equipment</li> </ul>	<ul style="list-style-type: none"> <li>• See below</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

### 5.1.2

[illegible]

\* 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 not 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.

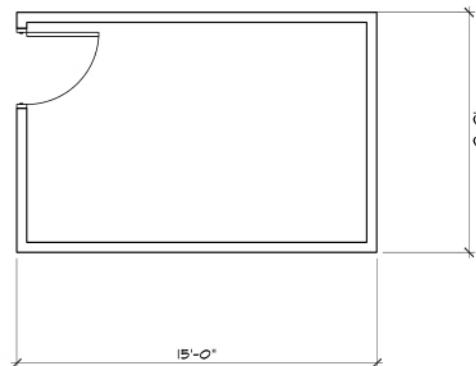
Certified electrical ground and bus required in each closet and connected to a dedicated building ground that is compliant with; the ANSI/TIA/EIA 607, the Motorola R56 Standards and Guidelines, and the Nortel Meridian 1 PBX Option 11C Environmental and Power Requirements document. If any of these documents 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 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



Photograph



Floor Plan

- ✓ 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

**SYMBOL LEGEND:** Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

## REQUIREMENTS

### 5.1.3

<b>Walls</b>	<b>Floors</b>	<b>Ceiling</b>	<b>Doors</b>	<b>Hardware</b>	<b>Glazing</b>
<ul style="list-style-type: none"> <li>• Full height GWB w/wire mesh</li> <li>• 3/4" treated, fire retardant plywood on all walls from 18" to 8' high, painted w/ fire retardant paint</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-static VCT</li> </ul>	<ul style="list-style-type: none"> <li>• ACT-8' high min., security clipped</li> </ul>	<ul style="list-style-type: none"> <li>• Hollow metal - outward swinging</li> </ul>	<ul style="list-style-type: none"> <li>• See below</li> <li>• Keyed on ICE keying system</li> <li>• Siphper locks not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Plumbing</b>	<b>HVAC</b>	<b>Lighting</b>	<b>Power</b>	<b>Security</b>	<b>Communications</b>
<ul style="list-style-type: none"> <li>• None</li> <li>• Overhead piping not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Stand alone system</li> <li>• Maintain 64°F-75°F</li> <li>• Maintain 30-55% RH</li> <li>• 24/7 Operation</li> </ul>	<ul style="list-style-type: none"> <li>• Recessed Fluorescent</li> </ul>	<ul style="list-style-type: none"> <li>• 110V duplex outlet on ea. wall, plus as needed for equipment</li> </ul>	<ul style="list-style-type: none"> <li>• See below</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

### 5.1.3

[illegible]

\* 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)



## 5.2 Warehouse/Supply

### ORGANIZATIONAL REQUIREMENTS

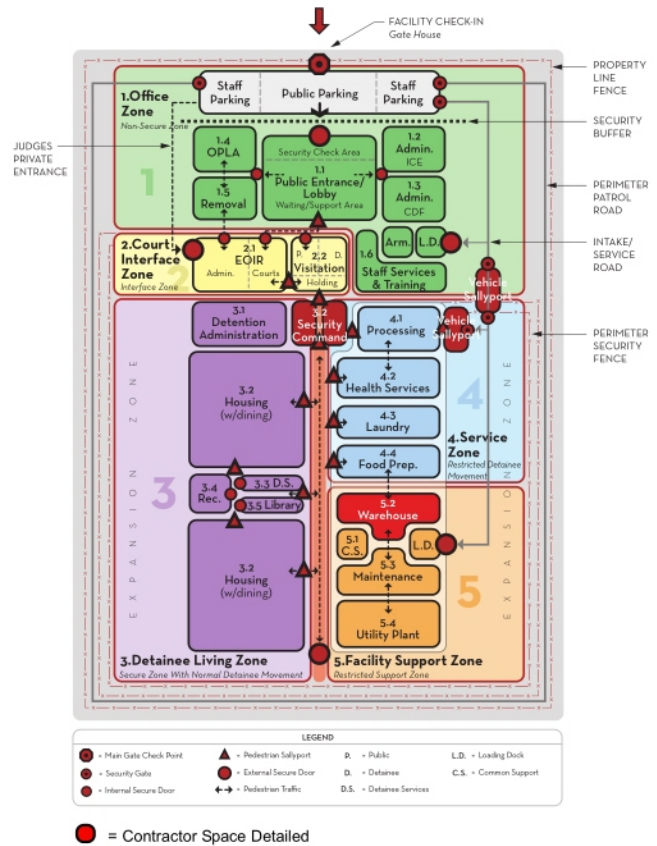
The warehouse is used for storage of office supplies, paper goods, cleaning/janitorial supplies, laundry and linen supplies, personal hygiene supplies, office furniture, extra food supplies and emergency supplies. This component is responsible for maintaining an inventory of supplies and ordering replacement 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

[illegible]

### Special/Technical Requirements

- ☐ 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)



## 5.3 Maintenance/Fleet Operations

### ORGANIZATIONAL REQUIREMENTS

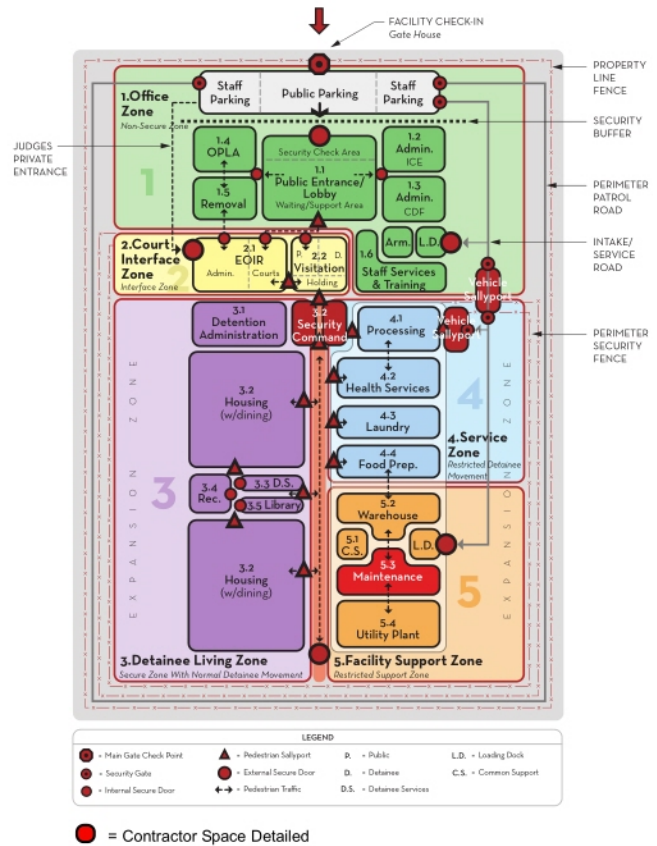
The CDF provides its own facility maintenance. Generally speaking, for security reasons, maintenance of the facility is not contracted to outside parties, except for HVAC work and other specialized trades. Staffing should provide sufficient shop capability for upkeep, including electrical and electronics, 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

[illegible]

### Special/Technical Requirements

- ☐ 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.
- ☐ Paint should be stored in a separate vented area for flammable goods storage.



5.0 Facility Support Zone

**5.4 Central Utility Plant**

(Contractor Operated)



## 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:

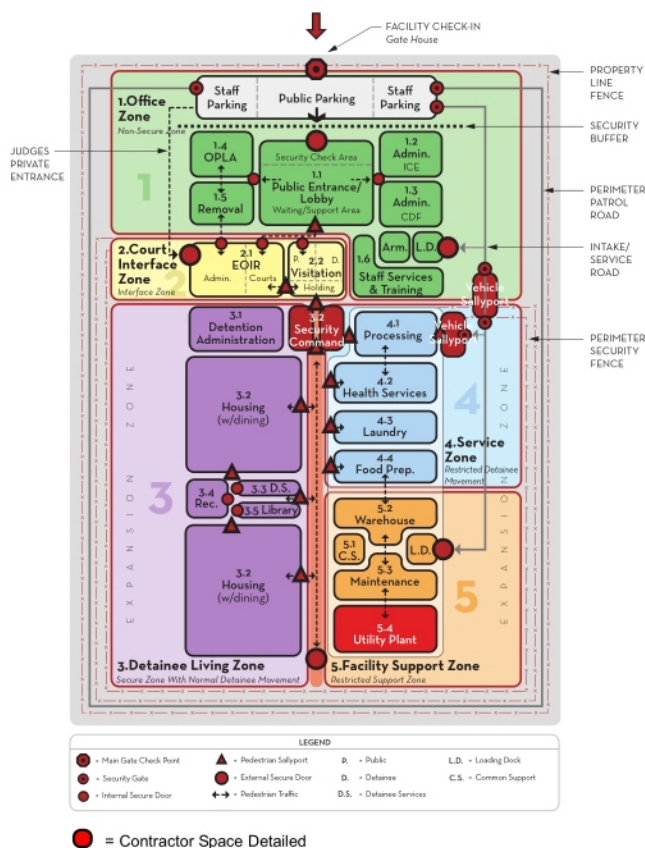
- Central Plant, including central mechanical equipment for building heating and cooling, water service, water heating and conditioning, and fire suppression entrance and pumps.
- Electric power service, emergency generators and fuel storage.
- Distribution closets for electrical and communications systems, 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

[illegible]

### Special/Technical Requirements

- ❑ 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

Perimeter Security is the outer security boundary which surrounds the secured area, and provides the first level of control and protection. The perimeter security guidelines will contain the following minimum components:

**Site Perimeter:** The perimeter of the CDF property shall be delineated by a minimum 6 feet (1800 mm) high non-secure chain link fence with single barbed wire outrigger, or in an urban setting, a 6' (1800 mm) high concrete masonry fence to block views. This fencing is intended to clearly identify the limitations of the property to the general public. Appropriate fence-mounted signage shall identify US Government Property and specify the penalties for crossing the fence without authorization. A buffer zone of 200 feet (61 meters) shall be provided between the perimeter fence and the primary facility perimeter in order to diminish visual contact between the public and secure sides. In urban areas, where the buffer zone or a separate site perimeter is not attainable, other measures for the security and protection of the facility must be considered. At the site perimeter, maintain openings in the chain link fence for vehicular site access.

**Pedestrian Sallyport:** Where separate pedestrian access through the primary facility perimeter is provided, gates shall be interlocked and under CCTV surveillance from the central control room. The interlocked gates shall be operated from the central control room.

**Walls:** Slab to slab walls; either concrete block with drywall or plaster finish, or metal stud with drywall and fiberglass insulation.

The wall surrounding the Ballistic Transaction Window (BTW) will be reinforced with 9-11 gauge steel mesh lathe. Ballistic-rated walls may be considered where appropriate.

### **Wall Construction:**

**“High” security walls** shall be constructed using one of the following methods:

Concrete masonry unit walls shall be a minimum nominal 8" (200 mm) wide units reinforced with #4 (No. 13 metric) vertical reinforcing bar at 8" (200 mm) on center. All cells of concrete masonry units shall be fully grouted with 3,000 psi (21 Mpa) grout.

Precast concrete panel walls shall be a minimum nominal 4" (100 mm) wide, minimum strength of 5,000 psi (35 Mpa) and reinforced with minimum W4 (MW26) welded wire fabric at 4" (100 mm) on center in both directions, conforming to ASTM A185. Cast-in-place concrete walls shall be a minimum 6" (150 mm) wide, minimum strength of 3,000 psi (21 Mpa) reinforced with #4 (No. 13 metric) reinforcing bars at 8" (200 mm) on center in one direction. Cast-in-place concrete walls that are less than 6" (150 mm) wide, but no less than 4" (100 mm) wide shall have a minimum strength of 5,000 psi (35 Mpa) reinforced with W4 (MW26) welded wire fabric at 4" (100 mm) on center in both directions.

Steel wall panels shall be 0.093 in. (12 gage) minimum thickness A-60 galvanized steel conforming to ASTM A 653-CS requirements. All structural or stiffening members shall be 0.058 in. (16 gage) minimum thickness A-60 galvanized steel conforming to ASTM A 653-LFQ requirements. All structural tubing shall be 0.115 in. (11 gage) minimum thickness steel conforming to ASTM A 653-CS and ASTM A-525, G-90 galvanized requirements.

**“Medium” security walls** shall be constructed using one of the following methods:

Concrete masonry unit walls shall be a minimum nominal 8" (200 mm) wide units reinforced with #4 (No. 13 metric) vertical reinforcing bar at 16" (400 mm) on center. All cells of concrete masonry units shall be fully grouted with 3,000 psi (21 Mpa) grout.

Precast concrete panel walls shall be a minimum nominal 4" (100 mm) wide, minimum strength of 5,000 psi (35 Mpa) and reinforced with minimum W4 (MW26) welded wire fabric at 4" (100 mm) on center in both directions, conforming to ASTM A185.

Cast-in-place concrete walls shall be a minimum 6" (150 mm) wide, minimum strength of 3,000 psi (21 Mpa) reinforced with #4 (No. 13 metric) reinforcing bars at 8" (200 mm) on center in one direction. Cast-in-place concrete walls that are less than 6" (150 mm) wide, but no less than 4" (100 mm) wide shall have a minimum strength of 5,000 psi (35 Mpa) reinforced with W4 (MW26) welded wire fabric at 4" (100 mm) on center in both directions.

Steel wall panels shall be 0.093 in. (12 gage) minimum thickness A-60 galvanized steel conforming to ASTM A 653-CS requirements. All structural or stiffening members shall be 0.058 in. (16 gage) minimum thickness A-60 galvanized steel conforming to ASTM A 653-LFQ requirements. All structural tubing shall be 0.115 in. (11 gage) minimum thickness steel conforming to ASTM A 653-CS and ASTM A-525, G-90 galvanized requirements.

**“Low” security walls** shall be constructed using one of the following methods:

Concrete masonry unit walls shall be a minimum nominal 6" (150 mm) wide units. All cells of concrete masonry units shall be fully grouted with 3,000 psi (21 Mpa) grout.

Gypsum wallboard walls (partitions) shall be a minimum 5/8" (16 mm) thick gypsum wall board on galvanized steel mesh panels 0.048" (1.2 mm) thick, 41 lbs/sf (200 kg/m) on each side of minimum 20 gauge metal studs at 16" (400 mm) on center. “High”, “medium”, and “low” security walls must be constructed continuously from a security floor to a secure ceiling. The secure ceiling may be either a secure roof deck or a cap of secure construction built below the roof deck in high bay areas. The continuity of the secure wall construction must be maintained by tying the wall reinforcing into the secure floor and ceiling construction. When this cannot be accomplished, a continuous #4 (No. 13) reinforcing bar shall be cast no more than 1 1/2" (38 mm) from the edge of the concrete unit where it meets other concrete or masonry members.

### **Roofing / Ceiling Construction:**

**“High” security roof/ceiling** construction shall be constructed of the following:

Cast-in-place concrete slabs shall be a minimum of 6" (150 mm) thick, 3,000 psi (21 Mpa) concrete with #4 (No. 13 metric) reinforcing bars at 8" (200 mm) on center in one direction. Cast-in-place concrete

slabs that are less than 6" (150 mm) thick, but no less than 4" (100 mm) thick shall have a minimum strength of 5,000 psi (35 Mpa) reinforced with W4 (MW26) welded wire fabric at 4" (100 mm) on center in both directions.

Composite metal deck shall be a minimum of 4" (100 mm) total depth, 3,000 psi (21 Mpa) concrete, #4 (No. 13 metric) bars 8" (200 mm) on center in one direction. Prestressed concrete tees or hollow core slabs shall have a concrete topping to give adequate cover for #4 (No. 13 metric) bars 8" (200 mm) on center in one direction.

Solid concrete planks shall have #4 (No. 13 metric) reinforcing bars at 8" (200 mm) on center in one direction. No concrete topping is required.

Metal acoustical ceiling panel shall be maximum security double skin metal 0.125" (3.2 mm) thick with perforations.

Metal roof decks shall be a minimum of 12 gauge. No additional reinforcing is required, however the deck must be securely tied to the "high" security walls.

**"Medium" security roof/ceiling** construction shall be constructed of the following:

Cast-in-place concrete slabs shall be a minimum of 6" (150 mm) thick, 3,000 psi (21 Mpa) concrete with #4 (No. 13 metric) reinforcing bars at 16" (400 mm) on center in one direction. Cast-in-place concrete slabs that are less than 6" (150 mm) thick, but no less than 4" (100 mm) thick shall have a minimum strength of 5,000 psi (35 Mpa) reinforced with W4 (MW26) welded wire fabric at 4" (100 mm) on center in both directions.

Composite metal deck shall be a minimum of 4" (100 mm) total depth, 3,000 psi (21 Mpa) concrete, #4 (No. 13 metric) bars 16" (400 mm) on center in one direction.

Prestressed concrete tees or hollow core slabs shall have a concrete topping to give adequate cover for #4 (No. 13 metric) bars 16" (400 mm) on center in one direction.

Solid concrete planks shall have #4 (No. 13 metric) reinforcing bars at 16" (400 mm) on center in one direction. No concrete topping is required.

Metal acoustical ceiling panel shall be maximum security double skin metal 0.125" (3.2 mm) thick with perforations.

Metal roof decks shall be a minimum of 12 gauge. No additional reinforcing is required, however the deck must be securely tied to the "medium" security walls.

**"Low" security roof/ceiling** construction shall be constructed of the same level of security as "Medium" security described above.

## 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 video 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 cabling.



**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 Systems**

Safety systems shall be designed to meet the minimum requirements specified by the Occupational Safety and Health Administration (OSHA), for safe emergency egress. These requirements shall be coordinated with CDF facility security and safety requirements. This system includes the following.

1. Panic release bars installed on all main entrance doors and stairwell doors that sound audible alarm when opened, as per Security Specifications.
2. Electronic door strikes that are used on fire egress doors are designed to fail-safe (unlock) in the event of a power failure or emergency.
3. Fail-safe capability on selected door locks are to work in conjunction with smoke and fire alarms in those instances where emergency egress is restricted without such a configuration.
4. The use of fire certified or safety approved products.



## 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	manuf.	manufacturer
ADA	Americans with Disabilities Act	ME	medical Equipment
AHSA	Assistant Health Services Administrator	MRT	Medical Records Technician
BOP	Bureau of Prisons	NCCHC	National Commission on Correctional Health Care
BP	blood pressure	NFPA	National Fire Protection Association
BI	built-in	NP/PA	Nurse Practitioner/Physicians Assistant
CCTV	closed circuit television	NSF	Net Square Feet
CD	Clinical Director	OSHA	Occupation, Safety and Health Association
CDF	Contract Detention Facility	OTC	over-the-counter medications
IBC	International Building Code	P	primary
CBP	Customs and Border Protection	PA	public address system
DHS	U.S. Department of Homeland Security	PDT	Project Development Team
DRO	Detention and Removal Office	PI	performance improvement
EOIR	Executive Office of Immigration Review	pk	package
F	furniture	S	secondary
Fab.	Fabricators	SHU	Secured Housing Unit
FDA	U.S. Food and Drug Administration	SPC	Service Processing Center
Flr.	floor	SSU	Short Stay Unit
GFI	ground fault interrupter	TB	tuberculosis
GSF	Gross Square Feet	RHIA	Registered Health Information Administrator
HCP	Health Carre Program	RN	Registered Nurse
H.M.	hollow metal	TBD	to be determined
HS	Health Services	USF	Usable Square Feet
HSA	Health Services Administrator	USPHS	United States Public Health Service
Ht.	height	VCT	vinyl composition tile
HVAC	heating, ventilating and air conditioning	w/	with
ICE	Bureau of Immigration and Customs Enforcement	Wt.	weight
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		



## **ICE Structured Cable Plant Standard**



# U.S. Immigration and Customs Enforcement

## Structured Cable Plant Standard

Version 5.1

Office of Chief Information Officer  
IT Service Delivery  
Deployment Services Branch

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## **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) 307-5723.

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.