



DETAINEE HANDBOOK
U.S. IMMIGRATION AND CUSTOMS
ENFORCEMENT

SOUTH FLORIDA DETENTION FACILITY
OCHOPEE, FLORIDA
LOCAL SUPPLEMENT

INTRODUCTION

The South Florida Detention Facility at Ochopee, Florida is a detention facility of the United States Immigration and Customs Enforcement (ICE). As such, our mission is to provide a safe, humane, and secure facility. While here, you have certain rights and responsibilities, which are explained in this booklet. Sanitation and personal hygiene are very important in communal living. You are required to maintain a high level of personal cleanliness and assist in the general cleaning of your housing unit.

To ensure the safety of detainees, employees, and visitors, all areas of our facility are monitored and recorded via video 24 hours a day, seven days a week.

By carefully reading this booklet, you will have a better understanding of your rights and responsibilities during your confinement at this facility, programs and services along with the departments and staff responsible for providing these programs and services to you. Your housing unit officer is available for any questions or concerns you may have regarding the information contained in this booklet.

Derek Snider

Director

Date: 5/29/2026

The mission of the South Florida Detention Facility is to maintain safe, professional operations while treating all detainees with respect and dignity. Staff will perform their duties in accordance with all applicable laws and facility policies, procedures, and orders.

Officers will ensure the security of the facility and the safety of staff, detainees, and visitors by supervising detainees firmly, fairly, and courteously, maintaining a professional demeanor, and reporting required information promptly. Staff will remain professional at all times and avoid personal involvement with detainees or their families. The facility follows ICE Performance-Based National Detention Standards (PBNDS) and American Correctional Association (ACA) standards and is committed to best practices that support detainee welfare and safe conditions of confinement.

Purpose: This handbook explains facility rules, programs, and services. Detainees are responsible for knowing and following the handbook and will be held accountable for their actions. A copy is issued at intake, key sections are posted throughout the facility, and all detainees must sign acknowledging receipt.

SOUTH FLORIDA DETENTION FACILITY MAILING ADDRESS

Instruct those sending you mail to include your name and A-Number in all correspondence:

LEGAL MAIL (Must Clearly state)

ATTN: (Your name)

(Your ICE A-No. which is Mandatory)

South Florida Detention Facility

54575 Tamiami Trail E.

Ochopee, FL 34141

LIVING CONDITIONS

The South Florida Detention Facility utilizes a classification system and houses detainees accordingly. The housing units consist of dormitory style units, and single cell Special Management Units. Detainees are required to keep their assigned living areas clean at all times. Housing units will be ready for daily inspection by 5:00 A.M. and must remain ready for inspection until 11:00 P.M.

SLEEPING AREA / SANITATION

Detainees are required to maintain their bunk and immediate living area in a clean, orderly, and sanitary condition at all times. Beds shall be made daily prior to any authorized movement or departure from the housing area. Proper housekeeping practices support health, safety, sanitation, and the good order of the facility and help prevent issues associated with unsanitary living conditions.

Upon issuance, detainees will receive a full bed roll and basic issued items, including but not limited to: (2) sheets, (1) blanket, (1) pillow, (1) pillowcase, (1) reusable cup, and hygiene items. Bedding and issued linens are laundered on an established schedule. Clean replacements will be issued through a one-for-one exchange process, and detainees are required to return all previously issued items at the time of exchange.

The hanging, draping, or securing of sheets, blankets, towels, or clothing from shelving, bunks, vents, overhead lights, or any electrical fixtures is strictly prohibited. Altering, damaging, destroying, or using issued bedding or facility property for any purpose other than its intended use is prohibited and may result in staff intervention, documented disciplinary action, and/or restitution as authorized by facility policy.

DRESS CODE / GROOMING

Detainees shall comply with all facility dress code, hygiene, and grooming requirements while housed at the South Florida Detention Facility. Upon intake, detainees are issued clean facility clothing, including but not limited to: (1) uniform shirt, (1) uniform pants, (1) pair of socks, (1) undergarment, and (1) pair of shoes. Facility uniforms are exchanged on designated shower days on a one-for-one exchange basis. Clean socks and undergarments are issued daily and must also be exchanged one-for-one. Detainees requiring a size exchange or replacement of damaged clothing shall notify the assigned Housing Officer for assistance.

Detainees shall maintain personal cleanliness, wear authorized clothing and appropriate footwear during all facility activities, and maintain living areas in a clean, sanitary, and orderly condition to support health, safety, and the good order and security of the facility.

Detainees shall wear a complete facility uniform (shirt, pants, and sandals) whenever outside the housing unit. Uniform shirts shall remain on while in the housing unit and recreation areas. Pants shall be worn at the waist and in a manner that prevents undergarments or exposed buttocks from being visible. Detainees shall not place their hands inside the waistband of their pants at any time. Facility-issued clothing shall be worn only as intended. No rolling or tucking pant legs, using clothing as head coverings, or altering/modifying issued items is permitted.

Detainees are prohibited from possessing additional uniform items beyond the authorized issue. Personal laundering of uniforms, bedding, or other items is prohibited. Laundry procedures and schedules are posted in the housing unit and must be followed as directed.

Detainees may generally maintain personal hairstyles and facial hair, provided grooming remains neat, supports identification and sanitation, and does not present a safety or security concern. Failure to comply with facility standards may result in staff intervention and appropriate corrective or disciplinary action.

PERSONAL HYGIENE

Because detainees reside in a shared dormitory setting, personal hygiene is required. Detainees shall bathe regularly and keep hair clean. Basic hygiene items (including soap, toothpaste, and a toothbrush) are issued upon admission. Detainees who need additional items shall notify the Housing Officer.

During all formal counts, detainees in dormitory housing shall remain on their assigned bunk, remain silent, and cease all movement. Telephone use will be suspended during official counts, and the facility will remain in lockdown status until the count clears. Failure to be properly counted or any disruption of count procedures may result in disciplinary action and may result in housing unit restrictions.

PROPERTY

Detainees are responsible for safeguarding all authorized property in their possession. Upon intake, all personal property will be inventoried, secured, and stored by the facility until the detainee departs. Detainees will receive a copy of their property receipt/property slip. All stored property will be transported and

released with the detainee at the time of departure from the facility, in accordance with facility procedures.

Detainees may retain only authorized items, including: small religious items (e.g., rosary, medallion, headscarf), one soft-cover religious book, legal documents, prescription glasses, dentures, an address book or approved contact information, and a wedding ring.

Missing, stolen, or damaged property shall be reported immediately to staff, and detainees must submit a Detainee Request to document the issue. If the item is not recovered or is recovered damaged, the Housing Supervisor will complete a Report of Detainee Missing Property and forward it to the Director's Office for investigation and determination. The detainee will be notified of the outcome.

Detainees who are transferring, being released, or removed may initiate a property claim prior to departure, and the final decision will be forwarded to the detainee's forwarding address on file.

MEALS

Meals are served in the dining hall. Detainees housed in the Special Housing Unit (SHU) will receive meals in their assigned cells.

Detainees may not remove food, fruit, or beverages from the dining hall. Food items are not permitted in the housing areas or any other areas except the dining hall

Religious diet requests must be submitted in writing and are reviewed on a case-by-case basis. Approved religious diets may be terminated if misused (e.g., trading meals or routinely accepting regular meals).

Medical diets are issued only as directed in writing by the Medical Clinical Director and coordinated through Food Service

Meal Times:

Posted mealtimes are approximate and may vary based on facility operations, security requirements, detainee movement, and other institutional needs. Detainees shall follow staff direction and housing unit announcements regarding meal service times and movement to and from the dining area.

- Breakfast: 5:00 A.M.
 - Lunch: 11:30 A.M.
 - Dinner: 5:00 P.M.
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MEDICAL CARE

Medical and dental services are available to all detainees. For routine or non-emergency concerns, detainees may request a Medical Sick Call form from staff. Detainees are responsible for completing the form and submitting it into the designated Sick Call box. The Medical Department will review each request and respond within an appropriate timeframe based on the urgency of the reported condition.

In the event of a life-threatening or urgent medical emergency, detainees shall immediately notify staff. Staff have a duty to respond and will initiate emergency procedures without delay. The facility maintains an on-site medical team capable of responding to medical emergencies in accordance with established standards and facility protocols.

All medical services are provided at no cost to the detainee.

DISABILITY IDENTIFICATION, ASSESSMENT & ACCOMMODATION

Detainees with disabilities may request a reasonable accommodation at any time, including during the intake process, through Medical Sick Call, or by submitting a Detainee Request. Accommodation requests will be reviewed by the Medical Department and appropriate facility staff, and the detainee will be notified of the decision and any approved accommodations.

BARBERING SERVICES

Barbering services are provided at no cost to the detainee. Barbering services are provided in the housing units **Monday through Friday**. Detainees must notify the Housing Officer to request service. Special haircut requests are not available due to operational limitations.

RECREATION FACILITIES

Weather and security permitting, detainees will be provided the opportunity for either outdoor or indoor recreation activities. Detainees are expected to attend during scheduled times. Recreation may be canceled due to security concerns.

INTERPRETIVE SERVICES FOR ESSENTIAL COMMUNICATION

Interpretive services are available for essential communication, including for detainees with speech disabilities. Requests must be submitted through a Detainee Request when needed.

TELEPHONE SERVICES

Telephones are available in each housing unit. Calls may be limited during peak hours and are available daily from 5:00 A.M. to 11:00 P.M., except during official counts. Telephone use stops for count preparation and remains suspended until counts clear.

TTY services are available for detainees who are deaf or hard of hearing and may be requested through the Housing Officer.

Emergency calls for verified family emergencies (e.g., natural disaster, death) may be coordinated when feasible if phone access is not available.

Attorney calls are not considered emergency calls. All calls are subject to monitoring.

Requests for unmonitored legal calls can be submitted through writing a detainee request or by speaking to any staff member.

PHONE SYSTEM INSTRUCTIONS

Detainees are issued a PIN at intake, which remains active during detention. Detainees must set up a voice password before the first call to protect account access. Three-way calling is prohibited and will be blocked.

RELIGIOUS SERVICES

Religious services, resources, instruction, and counseling are available on a voluntary basis, consistent with facility safety and security requirements. Approved religious items may only be used as intended and in authorized areas. The service schedule is posted in the housing unit.

LAW LIBRARY

Law Library access is available by request. Legal self-help materials are provided for research and case preparation. Detainees may assist others upon request but may not charge fees. Missing, damaged, or unavailable materials must be reported, and requests for additional materials shall be submitted through a detainee request.

LexisNexis is available in the Law Library, and staff can provide usage instructions. Additional law library time beyond allotted access requires approval through a detainee request.

- Legal Library is available Sunday–Saturday: 7:00 A.M. – 7:00 P.M. Including Holidays
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LAW LIBRARY EQUIPMENT

The Law Library provides approved equipment and supplies for legal documents and authorized correspondence. Computers may not be used for personal correspondence, and no materials may be removed from the library.

ATTORNEY VISITS

Legal meetings are available by appointment and documented by the facility.

Attorney Visitation Hours:

- Sunday–Saturday: 7:00 A.M. – 7:00 P.M. Including Holidays

Your attorney can receive more information or schedule an appointment by emailing Legal@Privacy6.com

CONSULATE

Detainees may request consular assistance. Consulates may provide support related to notification of detention, consular visits, communication with family, and general guidance during immigration proceedings.

LEGAL MAIL

Legal mail includes correspondence to or from a detainee’s attorney/legal representative, courts, or other authorized legal entities.

Incoming Legal Mail

Incoming legal mail will be handled in accordance with facility procedures to protect confidentiality while maintaining facility safety and security. Legal mail may be inspected for contraband as authorized, and when required, it will be processed under controlled conditions.

Outgoing Legal Mail

Detainees may send legal mail to attorneys, courts, and approved legal agencies. Outgoing legal mail must clearly include the detainee’s name, ICE A-Number, and the facility return address, and must be properly addressed to the legal recipient. Detainees requiring

assistance with legal mail submission should submit a detainee request form.

GRIEVANCE PROCEDURES

South Florida Detention Facility maintains a grievance process to ensure detainees have a fair and accessible method to report concerns and request resolution in an orderly, timely, and professional manner.

Informal Resolution

Detainees are encouraged to address concerns at the lowest level possible by speaking with housing staff or the shift supervisor. Staff will make reasonable efforts to resolve issues promptly when brought to their attention. If a verbal complaint is resolved, written confirmation is not required.

Formal Grievance Submission

Detainees may submit a formal grievance at any time and may bypass or discontinue the informal process if desired. Formal grievances shall be submitted in writing using the approved grievance form.

Grievance drop boxes are located inside each quad, near the doors closest to the dining hall, and are accessible to detainees multiple times throughout the day for submission of written grievances.

If a grievance cannot be resolved immediately, it will be forwarded through the appropriate chain of command for review, follow-up, and response.

Confidentiality and Protection from Retaliation

All grievances are handled as confidential. Detainees will not be harassed, punished, or subjected to disciplinary action solely for submitting a grievance or requesting supervisory review, including contact with the Director.

All grievances, whether verbal or written, will be documented and reported through the chain of command. No grievance or allegation will be ignored.

Appeal of Grievance Decision

Detainees have the right to appeal a grievance decision if they believe the matter was not properly addressed or resolved. Appeals must be submitted in writing using the established grievance appeal process and within the required timeframe communicated in the grievance response. Appeals will be reviewed by the next level of supervisory authority, and the detainee will be provided a written decision once the review is complete.

Detainee Rules (Facility Rules of Conduct)

1) Respect and Cooperation

- A. Follow all staff instructions.
 - B. Cooperate with staff at all times.
 - C. Address staff using their title (e.g., Mr., Ms., Doctor, Officer) and last name.
 - D. Be polite and respectful to other detainees.
 - E. Treat government, facility, and other detainees' property with care.
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2) Hygiene, Cleanliness, and Sanitation

- A. Maintain personal hygiene; bathe regularly and keep hair clean.
 - B. Keep your clothing and assigned living area clean and sanitary at all times.
 - C. Make your bed daily and keep your bunk/immediate area neat.
 - D. Do not hang sheets, blankets, or clothing from shelves or overhead lights.
 - E. Follow posted laundry and shower schedules.
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3) Counts, Movement, and Quiet Hours

- A. During formal counts, be on your bunk (dormitory housing), remain quiet, and do not move.
 - B. Do not interfere with count procedures; disrupting count may result in discipline.
 - C. Telephones may be interrupted and the facility may remain in lockdown until count clears—comply immediately.
 - D. No activities that disturb other detainees are permitted after lights out.
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4) Searches and Compliance

- A. You will be searched during intake and may be searched during movement, routine operations, or upon reasonable suspicion—comply with staff orders.
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5) Contraband and Prohibited Items

- A. Do not possess contraband. Contraband includes (not limited to): illegal drugs; alcohol; weapons; dangerous instruments; explosives; escape tools; disguise items; unauthorized clothing/items; cameras/recorders/cell phones or devices used to record; and non-prescription/left-over medicine.
 - B. Facility-approved religious items are contraband if used outside approved areas or for non-approved purposes.
 - C. Identity documents (passports, birth certificates, etc.) are contraband and may not be kept in your possession; you may request a certified copy.
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6) Clothing and Grooming

- A. Wear the full uniform (shirt, pants, sandals) when outside the housing unit.
 - B. Uniform shirt may not be removed while in the housing unit or recreation area.
 - C. Wear pants at the waist to prevent undergarments from showing.
 - D. Do not place hands inside the waistband of your pants.
 - E. Do not wear clothing in an unintended manner (headbands, altered pant legs, etc.).
 - F. Do not alter or modify facility-issued clothing.
 - G. Clothing exchange is one-for-one; report incorrect size or damaged clothing to the Housing Officer.
 - H. Do not possess extra uniform items beyond initial issue; do not wash regular clothing, bedding, or other prohibited items.
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7) Meals and Dining Rules

- A. Eat meals in the dining area unless assigned to Special Housing Unit (served in cell).
 - B. Do not remove food, fruit, or beverages from the dining hall.
 - C. Do not store excess food or juice in cells.
 - D. Religious diet requests must be made in writing; misuse of religious diet privileges may result in termination of that privilege.
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8) Telephone Rules

- A. Telephones are available daily during normal operations (except during official counts).
- B. All calls are subject to monitoring unless an unmonitored call is approved through the detainee request process (for court/legal representation).
- C. Three-way calls are prohibited and will be blocked.

9) Mail and Legal Mail Rules

- A. Rejected mail is considered contraband; do not violate mail regulations.
- B. Put your name, A-number, and facility address in the upper left corner of outgoing mail.
- C. If you violate or circumvent mail rules, mail privileges may be restricted and mail may be read/censored.
- D. Legal/Special Mail must be clearly labeled (“Special Correspondence” or “Legal Mail”) and properly addressed to be treated as legal mail.

10) Law Library Rules

- A. Do not remove any materials from the library.
- B. Library computers are for legal work, not personal correspondence.
- C. You may assist other detainees with legal research, but you may not charge fees or solicit payment.

11) Grievances and Emergency Complaints

- A. Grievances may be reported verbally or in writing; staff will attempt to resolve at the lowest level possible and elevate when needed.
- B. Emergency complaints may be reported verbally to any staff member; staff must notify a supervisor immediately.
- C. No one may harass or discipline you solely for filing a complaint or contacting the Director.
- D. Informal and Formal Grievances can be obtained in all housing units and library areas.

12) Safety, Medical, and Reporting Requirements

- A. Request medical care when needed and provide honest health information; follow medical instructions.
- B. If you feel depressed, suicidal, or need help, immediately notify staff.
- C. Report sexual abuse/assault or attempted abuse immediately to staff; the facility maintains a zero-tolerance policy.
- D. Follow all directions during evacuation drills and emergencies; failure to comply may result in discipline.
- E. Utilize Medical Sick Calls to request non-emergency medical complaints

13) Prohibited Conduct

- A. Detainees must not attempt escape from the facility or escort.
- B. Detainees must not participate in unauthorized organizational activities/meetings, or display/wear/possess/distribute unauthorized insignia or materials.
- C. Prohibited acts are categorized by severity (Greatest, High, High-Moderate, Low-Moderate) and include: assault, fighting, rioting, threats, contraband/weapons, sexual misconduct, tampering, extortion, gambling, lying, refusing orders, interfering with count, smoking where prohibited, being unsanitary, and other disruptive conduct.

DISCIPLINARY SYSTEM

South Florida Detention Facility maintains a disciplinary system to ensure the safety, security, and orderly operation of the facility. Detainees are expected to follow all facility rules and lawful staff instructions at all times.

When a detainee commits a prohibited act that requires placement in the Special Housing Unit (SHU), staff will complete a disciplinary report before the end of the shift documenting the incident, the specific rule violation(s), and the reason for SHU placement. Reports will be detailed and will describe the offense and circumstances of the incident.

PROHIBITED ACTS (DISCIPLINARY OFFENSES)

1-1	Spoken, written, or gestured threats
1-2	Disrespect to officials, employees, or other persons of constituted authority expressed by means of words, gestures, and the like
1-3	Sexual battery or attempted sexual battery
1-4	Lewd or lascivious exhibition by intentionally masturbating, intentionally exposing genitals in a lewd or lascivious manner, or intentionally committing any other sexual act in the presence of a staff member, contracted staff member or visitor
1-5	Aggravated battery or attempted aggravated battery on an officer, staff member, vendor, contractor,

	or detainee
1-6	Aggravated assault or attempted aggravated assault on an officer, staff member, vendor, contractor, or detainee
1-7	Battery or attempted battery on an officer, staff member, vendor, contractor, or detainee
1-8	Assault or attempted assault on an officer, staff member, vendor, contractor, or detainee
2-1	Participating in riots, strikes, mutinous acts, or disturbances
2-2	Inciting or attempting to incite riots, strikes, mutinous acts, or disturbances – conveying any inflammatory, riotous, or mutinous communication by word of mouth, in writing or by sign, symbol, or gesture
2-3	Creating, participating in or inciting a minor disturbance
2-4	Fighting
3-1	Possession of or manufacture of weapons, ammunition, or explosives
3-2	Possession of escape paraphernalia
3-3	Possession of narcotics, unauthorized drugs and drug paraphernalia
3-4	Manufacture of drugs or unauthorized beverages
3-5	Possession of unauthorized beverages
3-6	Possession of aromatic stimulants or depressants, such as paint thinner, glue, toluene, etc.
3-7	Possession of negotiables – unauthorized amounts of cash, any amount of cash where cash is not permitted, including gift certificates, checks, credit cards, or any other negotiable item which is not authorized
3-8	Possession of unauthorized or altered identification – driver’s license, social security card, identification bands, RFID bands, or cards
3-9	Possession of unauthorized clothing or linen
3-10	Possession of stolen property
3-11	Possession of any other contraband or transfer of item to another detainee resulting in item becoming contraband
3-12	Introduction of any contraband
3-13	Unauthorized possession or use of a cellular telephone or any other type of wireless communication device, or any components or peripherals to such devices, including but not limited to SIM cards, Bluetooth items, batteries, and charging devices; any other technology that is found to be in furtherance of possessing or using a communication device
3-14	Possession of gang related paraphernalia or related material, gang symbols, logos, gang colors, drawings, hand signs, or gang related documents
3-15	Possession, introduction, or trafficking of tobacco or tobacco-related products such as lighters or cigarette papers.
4-1	Escape or escape attempt
4-2	Unauthorized absence from assigned area, including housing, or any other assigned or designated area
4-3	Being in unauthorized area, including housing, or any other assigned or designated area
5-1	Missing count
5-2	Failure to comply with count procedures
6-1	Disobeying verbal or written order – any order given to a detainee or detainees by a staff member or other authorized person
6-2	Disobeying institutional regulations
7-1	Destruction of facility property or property belonging to another
7-2	Altering or defacing facility property or property belonging to another
7-3	Misuse of facility property or property belonging to another – use for purpose other than the intended purpose
7-4	Willful wasting facility property or property belonging to another – any waste of edible or usable property
7-5	Arson or attempted arson

8-1	Failure to maintain personal hygiene or appearance
8-2	Failure to maintain acceptable hygiene or appearance of housing area
9-1	Obscene or profane act, gesture, or statement – oral, written, or signified
9-2	Bribery or attempted bribery
9-3	Breaking and entering or attempted breaking
9-4	Attempt, conspiracy, or solicitation to commit any crime or violation
9-5	Theft of property under \$50.00 in value
9-6	Bartering with others
9-7	Sex acts or unauthorized physical contact involving detainees
9-8	Tattooing, being tattooed, branding or body art to include body piercing
9-9	Lying to staff member or others in official capacity, or falsifying records
9-10	Feigning illness or malingering as determined by a physician or medical authority
9-11	Gambling or possession of gambling paraphernalia
9-12	Mail regulation violations
9-13	Disorderly conduct
9-14	Unauthorized physical contact involving non-detainees
9-15	Presenting false testimony or information before Disciplinary Team, Hearing Officer, or Investigating Officer
9-16	Extortion or attempted extortion
9-17	Fraud or attempted fraud
9-18	Robbery or attempted robbery
9-19	Theft of property exceeding \$50 in value
9-20	Loaning or borrowing money or other valuables
9-21	Telephone regulation violations
9-22	Refusing to submit to substance abuse testing
9-23	Use of unauthorized drugs – as evidenced by positive results from urinalysis test, or observable behavior
9-24	Use of Alcohol – as evidenced by positive results from authorized tests, or by observable behavior
9-25	Tampering with, defeating or depriving staff of any security device. Security devices include: locks; locking devices; electronic detection systems; personal body alarm transmitters and receivers; handheld radios; restraint devices such as handcuffs, waist chains, leg irons and handcuff covers; keys; video and audio monitoring and recording devices; security lighting; weapons; and any other device utilized to ensure the security of the institution
9-26	Tampering with or defeating any fire or other safety device. Safety devices include: fire, smoke, and carbon dioxide detection devices; alarm systems; fire suppression systems and devices such as fire sprinklers, fire extinguishers, and dry chemical systems; safety and emergency lighting; exit lights; evacuation route and warning placards; self-contained breathing apparatuses; personal protective equipment; first aid kits; eye wash stations; and any other device utilized to ensure the safety of the institution, staff, and detainees
9-27	Establishes or attempts to establish a personal or business relationship with any staff member or volunteer
9-28	Gang related activities, including recruitment; organizing; display of symbols, groups, or group photos; promotion or participation
9-29	Unauthorized use of or tampering with a computer, computer peripheral device, or any other office equipment. Other office equipment includes copying machines, facsimile machines, postage meters, or any other device utilized in an office or office-like environment
9-30	Committing, attempting to commit, conspiring to commit, or soliciting another person to commit an unauthorized or illegal financial transaction
9-31	Possession of any items or materials that can be used to facilitate an unauthorized or illegal financial transaction, including account numbers, passwords, PINs, or other similar items or materials that a detainee is not authorized to possess

SANCTIONS

1. Verbal Counseling / Warning
2. Written Disciplinary Report / Incident Documentation
3. Loss of Privileges (Temporary or Extended)
4. Housing Restrictions / Controlled Movement
5. Special Housing Unit (SHU) Placement
6. Referral for Criminal Investigation / Prosecution
7. Program or Work Assignment Removal (If Applicable)
8. Disciplinary Reclassification / Status Change

Sexual Abuse and Assault Prevention and Intervention

Your Right to Safety

While you are detained at this facility, you have the right to be safe and free from sexual abuse, sexual assault, and sexual harassment. The facility maintains a zero-tolerance policy for all forms of sexual abuse and assault.

Important: Sexual conduct between staff and detainees is never allowed, even if someone says it was “consensual.”

What Sexual Abuse and Sexual Assault Means

Sexual abuse and sexual assault may involve detainees or staff and can include unwanted sexual contact, threats, coercion, intimidation, or harassment.

If You Are Sexually Abused or Assaulted

Report it immediately. You can report sexual abuse or assault at any time. You may report to:

- **Any facility staff member** (Housing Officer, Supervisor, Medical staff, etc.)
- The facility grievance system (including emergency grievances)
- ICE/ERO staff who visit the facility
- ICE Detention Reporting and Information Line (DRIL): 1-888-351-4024 or 9116#
- ICE Office of Professionally Responsibility: 833-442-3677
- DHS Office of Inspector General Hotline: 1-800-323-8603 or 518#
- Sexual Harassment Hotline: 305-585-RAPE
- Institutional Coordinator: 305-359-6807

You do **not** have to give your name to make a report, but the more information you provide, the easier it is to investigate.

What To Do Right Away (To Protect You and Preserve Evidence)

If the incident happened recently, do your best **not** to:

- Shower or wash
- Change clothes
- Eat or drink
- Use the restroom

This helps staff and medical providers collect evidence if needed.

What the Facility Will Do After a Report

If you report sexual abuse or assault, the facility will:

- Take steps to protect you immediately
 - Offer medical care and mental health services as needed
 - Keep the report as confidential as possible (shared only with officials who need the information to protect you or investigate)
 - Ensure the incident is investigated
-

No Retaliation

You will not be punished or harassed for reporting sexual abuse or assault in good faith.

How To Stay Safe

Sexual abuse is never the victim's fault. To help protect yourself:

- Be alert to unsafe situations
 - Do not accept gifts, favors, or "protection" from others
 - Report threats or intimidation to staff
 - Trust your instincts and seek help if you feel unsafe
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Legal Access

Detainees shall be provided timely, free, confidential, and unmonitored legal communication with their attorneys through approved telephones, laptops, virtual meetings, legal mail, and in-person visitation. Detainees may request legal communication services by submitting a Detainee Request Form or by notifying any staff member. Staff shall make request forms readily available and coordinate detainee escorts to approved legal communication areas located in **B Dormitory** and the **Legal Department**.

Detainee **request forms** are available throughout the facility. Detainees can request to any staff member for a detainee request form. Detainee request forms can be given to any staff member or placed into any secured Detainee Request/Grievance box. Request/Grievance boxes are located at all entrances to the dining hall.

In-Person Legal Meetings

Detainees shall be permitted to meet privately with attorneys in confidential legal visitation rooms.

- Attorneys may schedule legal visits by emailing Legal@privacy6.com.
- Attorneys arriving without a scheduled appointment shall complete a Legal Counsel Visitation Request Form upon arrival.
- Private legal meeting rooms shall be provided based on availability.
- Detainees may request in-person legal meetings through approved communication methods with their attorney.
- Legal Visitation hours shall be available seven (7) days per week, including holidays, from 7:00 A.M. to 7:00 P.M.

Your attorney can submit a visitation form or schedule an appointment by emailing Legal@Privacy6.com. More information is also available at www.floridadisaster.org.

LEGAL MAIL

Legal mail includes correspondence to or from a detainee's attorney/legal representative, courts, or other authorized legal entities.

Incoming Legal Mail

Incoming legal mail will be handled in accordance with facility procedures to protect confidentiality while maintaining facility safety and security. Legal mail may be inspected for contraband as authorized, and when required, it will be processed under controlled conditions.

Outgoing Legal Mail

Detainees may send legal mail to attorneys, courts, and approved legal agencies. Outgoing legal mail must clearly include the detainee's name, ICE A-Number, and the facility return address, and must be properly addressed to the legal recipient. Detainees requiring assistance with legal mail submission should submit a detainee request form.

All protocols are available to Detainees in the Handbook, which is provided upon arrival, available in the Library, and are promptly disseminated upon updates.

Legal Facility Visitation Request Guide

Step 1: Complete the Required Forms Submit both of the following:

1. Legal Counsel Visitation Request Form – Attorneys must complete all sections clearly.
2. ICE Form G-28 (for legal representatives only) – Download from www.ice.gov. Must be fully completed and signed.

Step 2: Submit Documents

- Email the completed forms to legal@privacy6.com on the visitation form.
- Ensure all documents are legible.

Step 3: Confirmation

- Legal6 will review your request and contact you to schedule the visit.
- Please wait for confirmation before making travel plans.

Visit Reminders

- Bring a valid photo ID
- Only approved visitors will be allowed entry
- All visitors must follow facility protocols