



U.S. Department of Homeland Security

U.S. Immigration and Customs Enforcement
Office of Detention and Removal Operations

CONTRACT DETENTION FACILITY

DESIGN STANDARDS

for IMMIGRATION AND CUSTOMS ENFORCEMENT

May 14, 2007



U.S. DEPARTMENT OF HOMELAND SECURITY

U.S. Immigration and Customs Enforcement

Office of Detention and Removal Operations

CDF Design Standards for

Immigration and Customs Enforcement

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.

As an Operational Division of ICE, the Office of Detention and Removal Operations (DRO) is responsible for public safety and national security by ensuring the departure from the United States of all removable aliens and by enforcing the Nation's immigration laws.

Because of increasing demands on Service resources, ICE/DRO 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 ICE components within a Contract Detention Facility (CDF) Design Standards, other documents are being developed that provide additional related information for planning and design of Contract Detention Facilities (CDF). Other documents already complete include Design Standards for Health Services and Executive Office for Immigration Review (EOIR) Courts.

The U.S. Department of Homeland Security gratefully acknowledges the participation and input of the following individuals:

U.S. Immigration and Customs Enforcement - Detention Management Office

Dalton D. Lilly, *Chief of Facility Management Unit*
Keeyoung Lee, *Facilities Administrator, Facilities Management Unit*
John Jenkins, *Project Manager, Facilities Management Unit*
Alan Riker, *Project Manager (Bearingpoint)*

U.S. Immigration and Customs Enforcement

Marc J. Moore, *Field Office Director - San Antonio*
Marcos M. Reyna, *Assistant Field Office Director for Management, San Antonio*
Jay A. Sparks, *Officer in Charge - Pearsall SPC*
Diana Perez Estrada, *Officer in Charge - Port Isabel SPC*
Ed Valls, *Telecommunications Project Manager*
Tara Filicichia, *ICE Cable Group*

Office of the Principal Legal Advisor

Debbie Dusenberry, *Deputy Chief Mission Support - Dallas*
Rick Moody, *Mission Support Specialist*
Bob Feagin, *OPLA Supervisory Specialist*
Kimberly Shepard, *DCC - Phoenix*

Performa, Inc.

David A. Robillard, *President - Governmental/Justice Program*
Doug Page, *NCARB, AIA, Facility Planner*
Scott Wohr, *Facility Planner*



DHS - IMMIGRATION AND CUSTOMS ENFORCEMENT

ICE Design Standards

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1. INTRODUCTION

Project Statement
Design Standards Purpose
Design Standards Organization



Project Statement

PROJECT INTENT

The U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) are responsible for detaining those who have entered the United State illegally or violated their immigration status. Facilities used by DHS/ICE for detention are called Service Processing Centers (SPC's) or Contract Detention Facilities (CDF's). The purpose of these facilities is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their own recognizance, or pending release.

IMMIGRATION AND CUSTOMS ENFORCEMENT

Immigration and Customs Enforcement (ICE) is an agency 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 the considerable size of its invested resources and authorities to fulfill its primary mission: *to detect vulnerabilities and prevent violations that threaten national security.*

The diagrams on page 1.3 provide an example of a Contract Detention Facility. The Pearsall CDF was built in 2005 and has a current bed capacity of 1900 beds with approximately 251,950 gross square feet. The site plan illustrates the facility's organization while the floor plan illustrates ICE, Contractor, and other Government Agency operated spaces.

It is the intent of this project to develop planning and design standards from which Contract Detention Facilities can be designed and built. The operational components within a CDF are derived from categorizing the personnel groups and service activities of a CDF. The level of security required determines how the components are organized. The side bar to the right lists the main operational components and functional areas within a CDF. This document establishes the planning and design guidelines within ICE's operational authority for the spaces highlighted to the right in orange. Spaces operated by Contract Operations or other Government Agencies (Health Services and Executive Office for Immigration Review) are highlighted in yellow or blue.

CDF Operational Components

1.0 Office Components

Normal office setting for administrative and public functions of the CDF. (They are located outside the secure perimeter.)

- Public Entrance/Lobby
- ICE Administration
- CDF Administration
- Office of the Principal Legal Advisor (OPLA)
- Removal
- Staff Services & Training

2.0 Court and Public/Detainee/Interface Components

This component includes the EOIR Court work area and courtroom space.

- Executive Office for Immigration Review (EOIR)
- Public/Detainee Visitation

3.0 Detainee Living Components

Located inside the secure perimeter they are used by the detainees during their normal daily routine.

- Detention Administration
- Security Command
- Detainee Housing (w/dining)
- Detainee Services
- Recreation
- Library

4.0 Service Components

Service functions for the CDF detainee population. They are typically placed in a secure area because detainees require frequent access to them or are given work details in these components.

- Processing
- Health Services
- Laundry
- Food Preparation

5.0 Facility Support Components

These elements support the facility but do not provide direct services to the detainees and may be located outside the secure perimeter.

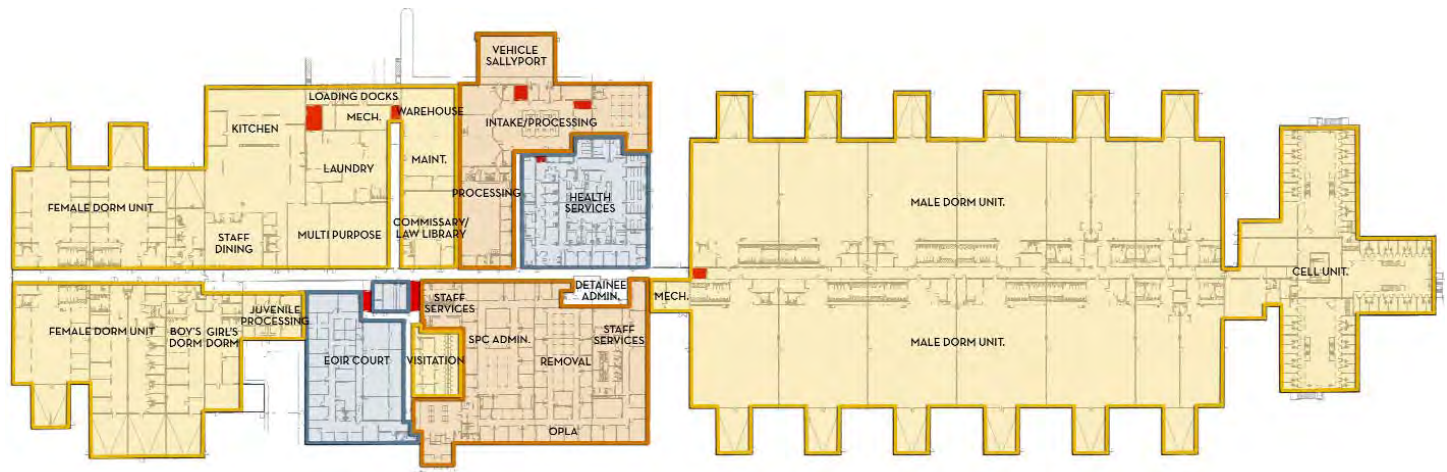
- Warehouse/Supply
- Maintenance/Fleet Operations
- Central Utility Plant

1. INTRODUCTION

EXAMPLE: Pearsall Contract Detention Facility, Pearsall, TX



Site Plan



Floor Plan

Pearsall Contract Detention Facility Facts

Total Facility Gross Square Feet =	251,950
Total Number of Beds =	1,200

Legend

- = ICE Operated
- = Contractor Operated
- = Other Government Owned
- = Secure Sallyport



Design Standards Purpose

PURPOSE OF THE DESIGN STANDARDS

The ICE Design Standards (hereafter referred to as the Standards) contains criteria and concepts for the planning and design of the ICE operated spaces within a CDF. The standards contain the *organizational*, *operational*, and *functional* requirements for only the ICE Components.

The purpose of the Standards, is to establish operational directions and architectural relationships for ICE spaces. The decisions made and policies adopted during the development of the Standards are intended to provide direction and guidance during the planning and design of existing and future Contract Detention Facilities, bringing standardization to CDF's as well as reducing the amount of effort and time required to plan, design, construct and activate a CDF.

USERS OF THE DESIGN STANDARDS

This document is intended for all individuals involved in the planning, design and construction of a CDF, including architects, engineers, contractors, DHS/ICE staff located at Headquarters, Regional, and District offices assigned to Detention and Removal and any other DHS agencies involved. This document is intended to communicate ICE requirements to service providers providing design, construction, and facility management services.

APPLICATION OF THE DESIGN STANDARDS

The architectural information contained in the ICE Design Standards should be viewed as ICE policy applicable to the design of all CDF facilities. It is intended to provide to the user clear guidance on project requirements, conceptual solutions, and specific technical details. The information is intended to focus the user on meeting ICE needs, to educate regarding design of ICE operated CDF's, and to establish design performance conditions as well as to provide design solutions.

The requirements in the Standards are generic in nature. Specific applications such as the mission of the proposed facility, site conditions, ability to receive service support from local communities and other

institutions, and climactic differences must be considered.

The ICE Design Standards provide instructions that must be met, alternative acceptable solutions, and design issues the user should consider. For instructions that must be met, the user shall comply and provide final designs that meet these instructions. Alternative acceptable solutions provide the user with flexible choices to react to variations unique to the specific project. Issues being considered help the user understand the context of the problem and the needs of ICE.

The Design Standards are meant to be used as a guideline for the layout of the ICE Components. Design decisions must be coordinated through the ICE/DRO Facilities Management Unit. A review process will be established at the inception of each project, generally at the 30/60/90 percent design phases. ICE/DRO FMU will provide approvals after each stage.

Any deviations from the design standards must be approved by ICE/DRO FMU.

1. INTRODUCTION



Design Standards Organization

ORGANIZATION OF THE ICE DESIGN STANDARDS

The ICE Design Standards are organized to provide conceptual and technical information in a structured manner.

The Design Standards document is organized for ease of use. The Standards are organized into five sections. Each section is designed to stand alone so it may be extracted for use in the planning and design process.

The side bar to the right briefly outlines the contents of each section of this document.

DESIGN STANDARDS DEVELOPMENT PROCESS

The design standards documented herein have been developed by selected representatives from ICE/DRO FMU.

The Standards Development Team reviewed and evaluated existing ICE standards documents and assessed existing Service Processing Centers and Contract Detention Facilities noting advantages and disadvantages of each ICE layout and their post occupancy evaluation.

The goal of the design standards is to enhance the organizational, operational, and functional efficiencies of ICE components and their functional areas.

Design Standards Contents

Section 1. Introduction

The Introduction identifies the overall function of a CDF and discusses the purpose and organization of the Design Standards.

Section 2. Organizational Requirements

This section of the Standards discusses the history of ICE and how it is organized within the Department of Homeland Security (DHS) as well as within a CDF.

Section 3. Operational Requirements

This section of the Standards discusses the physical relationships of ICE within a CDF. Staff positions are identified and quantity corresponds to the number of beds within the CDF.

Section 4. Functional Requirements

This section of the Standards discusses the spaces needed for each ICE Component and corresponding technical requirements (i.e. functional description, room or area photograph, space plan, material, and equipment list).

Section 5. Appendix

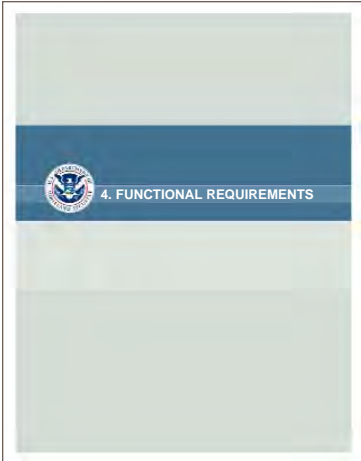
This section of the Standards contains a listing of reference publications and acronyms/abbreviations.

1. INTRODUCTION

Design Standards Report Contents



Project Statement
Design Standards Purpose
Design Standards Organization



ICE Space Requirements
1.0 Office Zone
2.0 Court Interface Zone
3.0 Detainee Living Zone
4.0 Service Zone
5.0 Facility Support Zone



ICE Background
ICE Function
ICE Organization



Reference Publications
Acronyms and Abbreviations



CDF Organization
ICE Staff Positions/Organization
ICE Staff Position Descriptions



2. ORGANIZATIONAL REQUIREMENTS

ICE Background
ICE Function
ICE Organization



ICE Background

U.S. DEPARTMENT OF HOMELAND SECURITY

Homeland Security leverages resources within federal, state, and local governments, coordinating the transition of multiple agencies and programs into a single, integrated agency focused on protecting the American people and their homeland. More than 87,000 different governmental jurisdictions at the federal, state, and local level have homeland security responsibilities. The comprehensive national strategy seeks to develop a complementary systems connecting all levels of government without duplicating effort. Homeland Security is truly a “national mission.”

The organizational chart on the following page contains the major components that currently make up the Department of Homeland Security.

HISTORY OF ICE

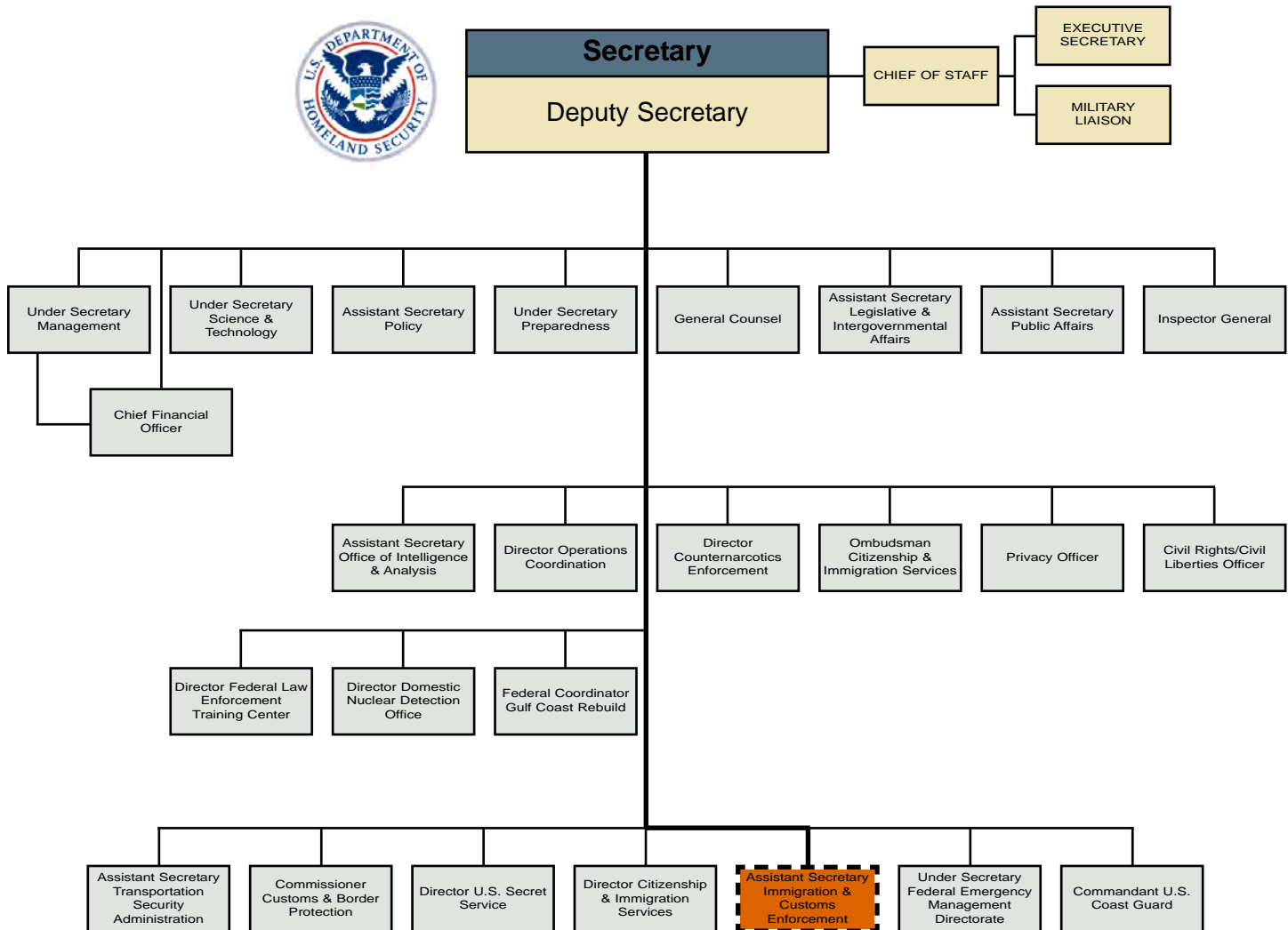
ICE was formed pursuant to the Homeland Security Act of 2002 following the events of September 11, 2001. With the establishment of the Department of Homeland Security the functions and jurisdictions of several border and revenue enforcement agencies were combined and reconstituted into Immigration and Customs Enforcement. Consequently, ICE is the largest investigative arm of DHS, and the second largest contributor to the nation’s Joint Terrorism Task Force.

The agencies that were either moved entirely or merged in part, based upon their law enforcement functions, included the investigative and intelligence resources of the United States Customs Service, the law enforcement resources of the Immigration and Naturalization Service, and the United States Federal Protective Service. Consequently, ICE is also charged with the protection of federal buildings within the United States.



2. ORGANIZATIONAL REQUIREMENTS

U.S. Department Homeland Security (DHS) Organizational Chart



7/06



ICE Function

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

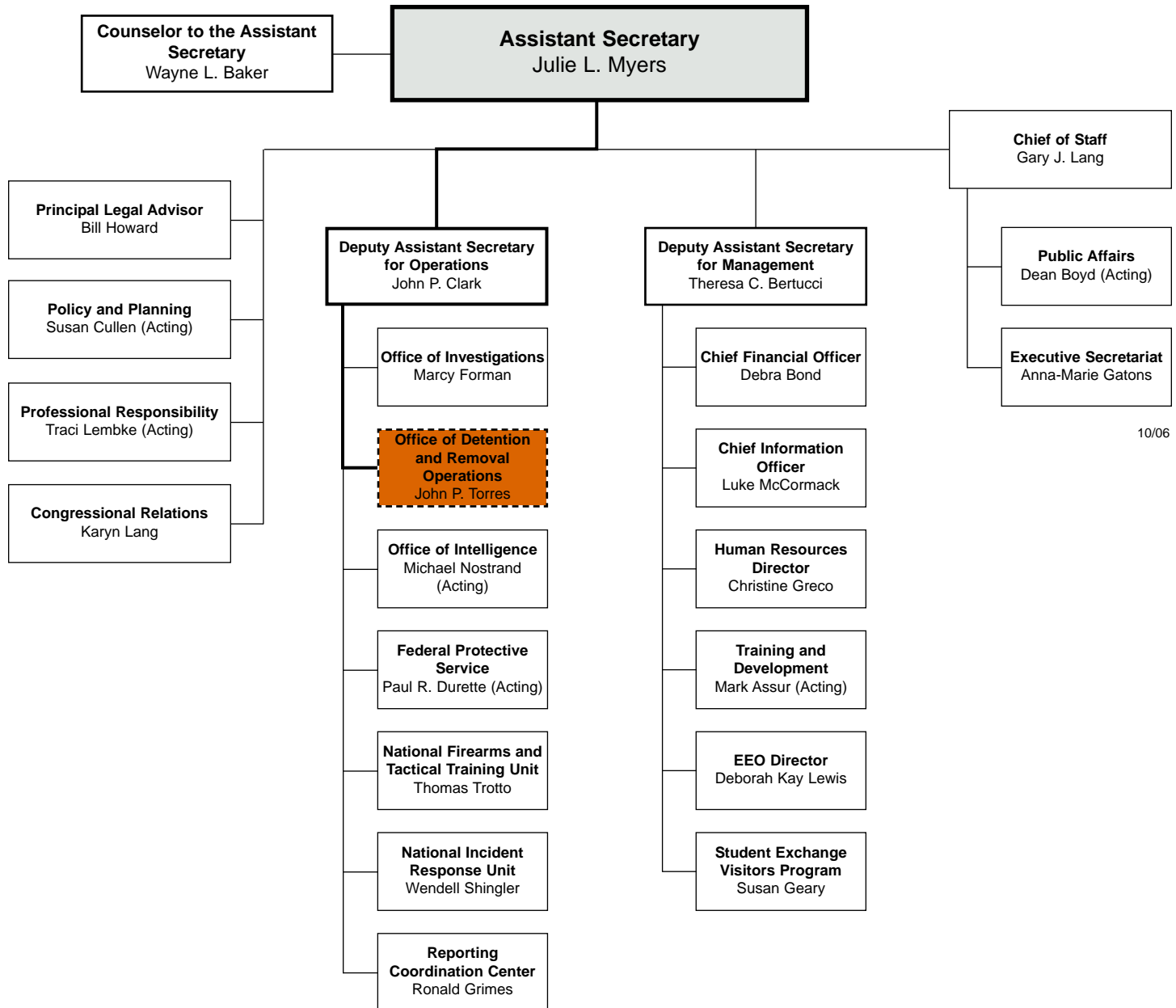
The United States Immigration and Customs Enforcement (ICE) is the largest investigative arm of the United States Department of Homeland Security (DHS) and is responsible for identifying and dismantling vulnerabilities regarding the nation's border, economic, transportation and infrastructure security. Employing approximately 15,000 people, ICE is charged with the enforcement of over 400 federal statutes within the United States and maintains attaches at major U.S. embassies overseas. As such, ICE Special Agents arguably possesses the broadest investigative authority within the United States Government. The mission of ICE is to protect America and uphold public safety by targeting the people, money and materials that support terrorist and criminal activities. ICE is led by an Assistant Secretary who is appointed by the President of the United States and confirmed by the U. S. Senate. The Assistant Secretary reports directly to the Secretary of Homeland Security.

The organizational chart on the following page contains the major components that make-up the Immigration and Customs Enforcement.



2. ORGANIZATIONAL REQUIREMENTS

U.S. Immigration and Customs Enforcement (ICE) Organizational Chart



10/06



ICE Organization

U.S. Immigration and Customs Enforcement is responsible for eliminating border, economic, transportation, and infrastructure security vulnerabilities. As such, the ICE organization is composed of four law enforcement divisions and several support divisions. These divisions of ICE combine to form a new investigative approach with new resources to provide unparalleled investigation, interdiction, and security services to the public and other law enforcement partners in the federal and local sectors.

The organizational chart on the following page contains the major components that make up a Contract Detention Facility. They include:

1. OFFICE OF DETENTION AND REMOVAL OPERATIONS (DRO)

DRO is responsible for public safety and national security by enforcing the nation's immigration laws and ensuring the departure from the United States of all removable aliens. DRO has Immigration Enforcement Agents (IEAs) that are the uniformed presence of immigration enforcement within the interior of the United States, whereas the U.S. Border Patrol is the uniformed presence of immigration at the border. DRO also have Deportation Officers who identify, apprehend, and remove aliens that are deportable from the United States. DRO has the Criminal Alien Program (CAP) that apprehends and removes criminal aliens in jails and prisons. DRO has also been mandated by Congress to reduce the number of fugitive aliens through its Fugitive Operations Program (FUGOPS), aliens that are still in the United States with an outstanding Warrant of Deportation. As such, ICE is partnered with the U.S. Marshals Service in operating JPATS, the Justice Prisoner and Alien Transportation System, otherwise known as Con-Air to remove criminal aliens from the United States. DRO also is in charge of detention of aliens who are in deportation proceedings and managing ICE and contract detention facilities.

2. OFFICE OF THE PRINCIPAL LEGAL ADVISOR (OPLA)

The Office of the Principal Legal Advisor (OPLA) within the Bureau of Immigration and Customs Enforcement (ICE) provides the full range of legal support, including core responsibilities for representing ICE before the Immigration Courts and the Board of Immigration Appeals.

3. EXECUTIVE OFFICE FOR IMMIGRATION REVIEW (EOIR)

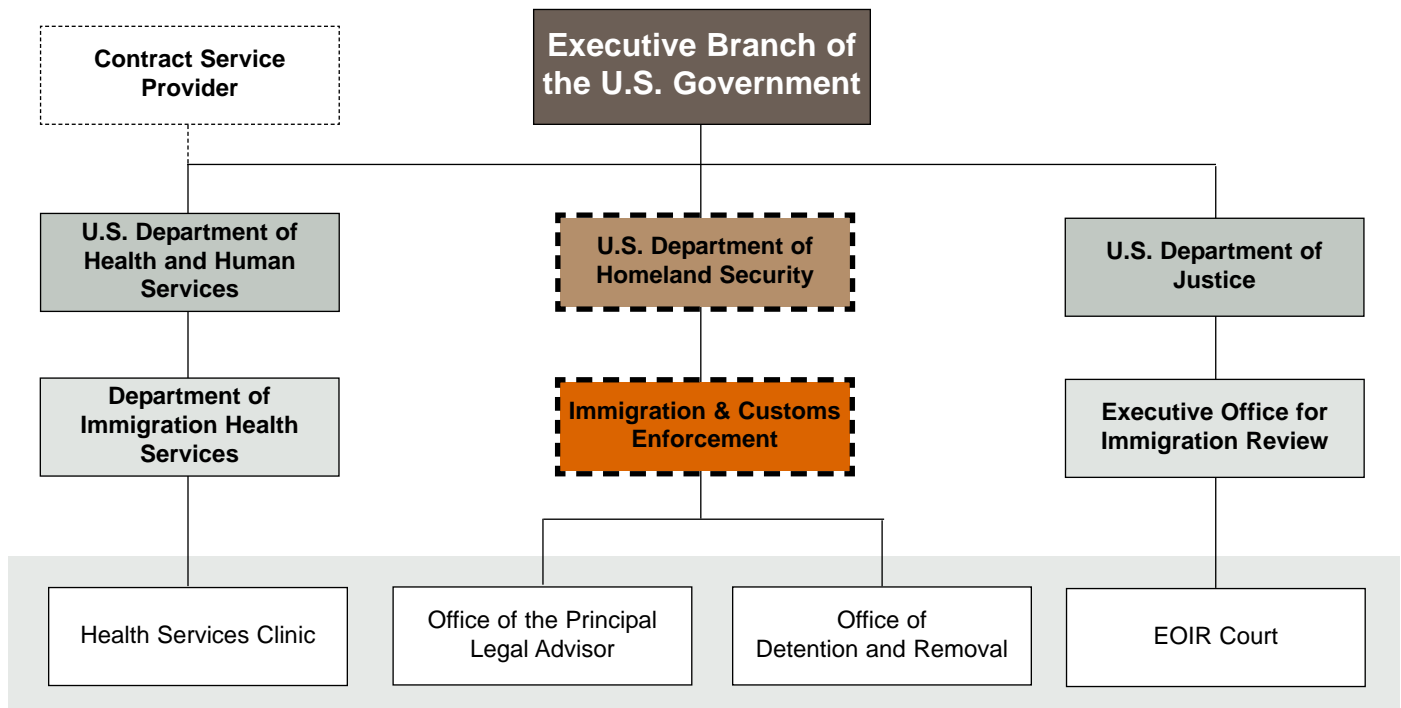
The Executive Office for Immigration Review (EOIR) is an administrative tribunal that presides over all trial and appellate cases involving charges of immigration violations. On behalf of the Attorney General, EOIR exercises authority to interpret and administer Federal immigration laws and regulations through Immigration court proceedings, appellate reviews, and administrative hearings in certain types of immigration-related cases.

4. HEALTH SERVICES (HS)

The SPC/CDF is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC/CDF in accordance with the Legacy Immigration and Naturalization Service Health Care Program Policy Manual and in compliance with accreditation standards.

2. ORGANIZATIONAL REQUIREMENTS

Contract Detention Facility (CDF) Organizational Chart



Four agencies are present within the CDF: Detention and Removal Operations (DRO), Office of the Principal Legal Advisor (OPLA), Executive Office for Immigration Review (EOIR) and Health Services (HS). These groups' respective areas of responsibility are:

1. Office of Detention and Removal Operations (DRO) is part of the Department of Homeland Security and is responsible for managing the detainees, presenting cases for deportation and executing deportations.
2. Office of the Principal Legal Advisor (OPLA) is part of the Department of Homeland Security and is responsible for prosecuting cases against detainees in the EOIR Court.
3. Executive Office for Immigration Review (EOIR) is part of the Department of Justice and is responsible for conducting the court hearings.
4. Health Services (HS) is part of the Department of Health and Human Services and is responsible for providing health services.

NOTE: In some instances Health Services are provided through the Contract Detention Service Provider.



3. OPERATIONAL REQUIREMENTS

CDF Organization
ICE Staff Positions/Forecasts
ICE Staff Position Descriptions



CDF Organization

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

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

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

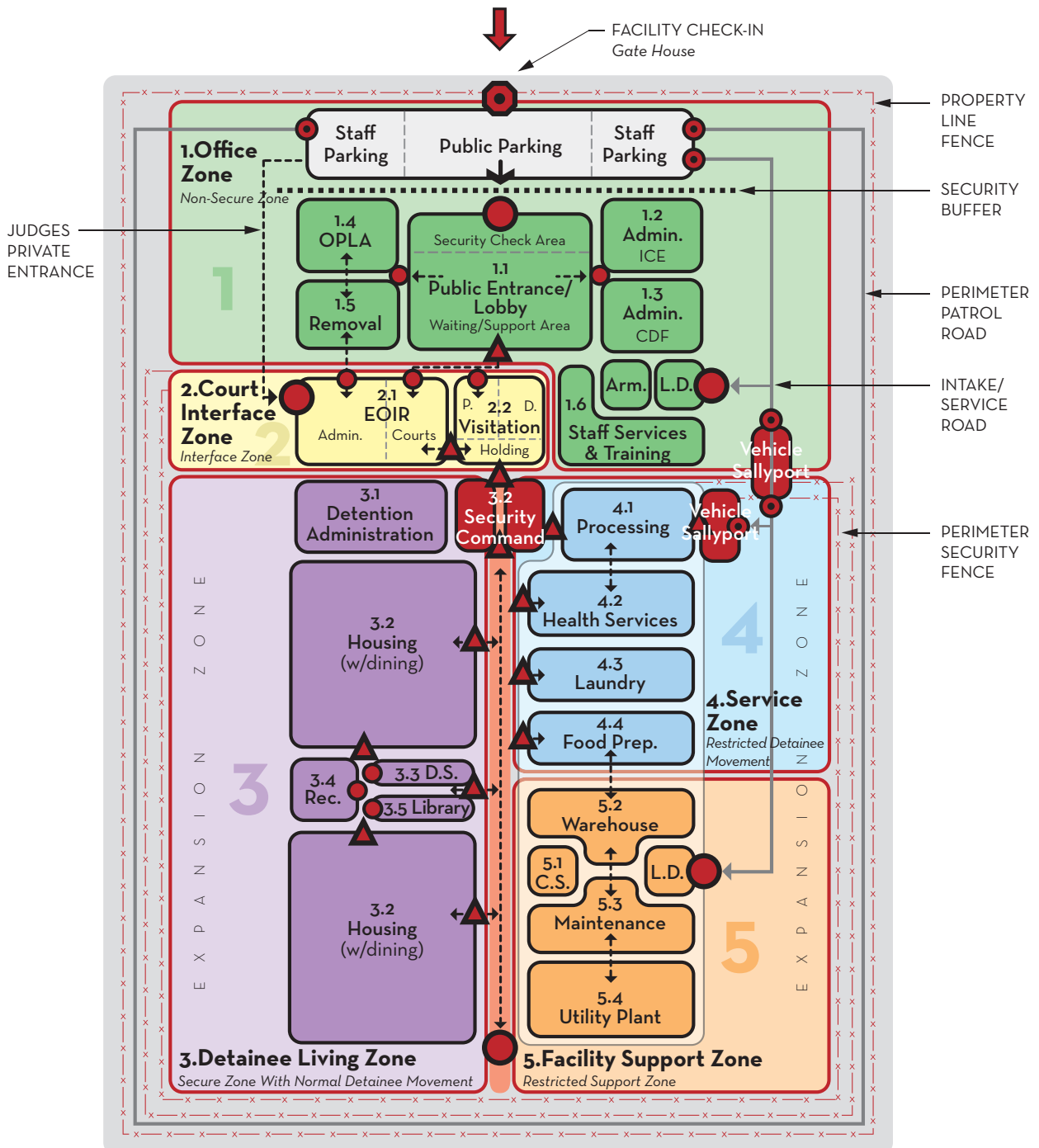
MANAGING AUTHORITY

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

CDF Operational Zones
1.0 Office Zone The Office Zone provides a normal office setting for administrative and public functions of the CDF. Office components do not have direct contact with, or are used by the detainees performing functions outside of the primary secure perimeter. The Office Zone is a non-secure area located outside the secure perimeter but requiring screening and control of the public entering the area. Security provisions should be appropriate for any government office area with confidential information. Access needs to be controlled and the building envelope should be monitored to detect unauthorized entry, though it does not need special hardened construction. Direct emergency egress may be provided. Points of public or service access must be readily identifiable with proper signage. (Flagpoles are popular devices used to identify public entrances.) Access points (both public and service) require means of audible and visual communication with the controlling point, usually the Central Control.
2.0 Court Interface Zone The Court Interface Zone includes the EOIR work area and courtroom space, and is an interface area between the court personnel, the Removal Unit, the public, and detainees under restraint. It is a secure interface zone. The area should be in its own secondary perimeter, contiguous with but separate from the main facility primary secure perimeter. Access will be by hardened commercial grade doorways, with special controls for general and emergency egress. The perimeter barriers, electronic controls, and procedures should be at the same level as the other secondary secure perimeters. (See EOIR Design Standards under separate cover.)
3.0 Detainee Living Zone The Detainee Living Zone contains functions that are used by detainees during their normal daily routine. It is a secure zone with normal routine detainee movement within the primary secure perimeter. Components within this zone should be separated from each other by secondary secure perimeters. Detainee movement between each component will be monitored by housing security staff.
4.0 Service Zone The Service Zone provides services necessary for supporting detainees while they live in the CDF. It is a zone that is located inside the primary secure perimeter with restricted detainee movement. Components should be separated from each other by secondary secure perimeters. Detainee movement to any component will be by direct escort or continuously monitored/controlled movement with staff control of each individual detainee passing into or out of a component.
5.0 Facility Support Zone The Facility Support Zone provides support to the facility, though not directly to the detainees, and generally are not accessed or occupied by detainees. It is a zone that is a restricted area limited to staff and service vendors who provide vital services to maintain functions of the facility.

3. OPERATIONAL REQUIREMENTS

CDF Organizational Diagram



LEGEND

- | | | | |
|-------------------------|------------------------|--------------------------|-----------------------|
| = Main Gate Check Point | = Pedestrian Sallyport | P. = Public | L.D. = Loading Dock |
| = Security Gate | = External Secure Door | D. = Detainee | C.S. = Common Support |
| = Internal Secure Door | = Pedestrian Traffic | D.S. = Detainee Services | |



ICE Staff Positions/Forecasts

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

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

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

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

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

ICE Staff Forecast Calculations	
1.0 Office Zone	
<u>Office of the Principal Legal Advisor (OPLA)</u> Assistant Chief Counsel (ACC) <i>2.3 Assistant Chief Counsel's per one courtroom</i> Legal Technician <i>1 Legal Technician per 3 ACC's</i>	
2.0 Court Interface Zone	
Contractor Staffed	
3.0 Detainee Living Zone	
<u>Detention Administration</u> Detention Operations Supervisor (DOS) <i>at 3,000 2 FT DOS and 1 on second shift</i>	
4.0 Service Zone	
Contractor Staffed	
5.0 Facility Support Zone	
Contractor Staffed	

3. OPERATIONAL REQUIREMENTS

ICE Staffing Requirements Summary

		< 200 Beds			200 - 450 Beds			450 - 900 Beds			900 - 1,200 Beds			1,200 - 1,500 Beds			1,500 - 1,800 Beds			1,800 - 2,000 Beds			3,000 Beds			Comments
		# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations	# of People	# of Offices	# of Wkstations				
1.0 OFFICE ZONE																										
	1.1 Public Entrance/Lobby																									
	Contract Staff																									
	1.2 ICE Administartion																									
	Officer in Charge (OIC)	1	1		1	1		1	1		1	1		1	1		1	1		1	1		1	1		
	Assistant Officer in Charge (AOIC)							1	1		1	1		1	1		2	2		2	2		2	2		
	Intellegence Officer							1	1		1	1		1	1		2	2		2	2		3	3		
	Supervisory Mission Support Specialists (SMSS)																					1	1			
	Chief Immigration Enforcement Agent (CIEA)							1	1		1	1		1	1		1	1		1	1		1	1		
	Mission Support Specialists (MSS)							1	1		1	1		1	1		2	2		4	4		4	4		
	Contracting Officer's Techincal Representative (COTR)							1	1		2	2		2	2		3	3		3	3		4	4		
	ICE IT Specialist (space only)																									
	Mission Support Assistant (MSA)				1		1	2		2	2		2		2		2		2			2		2		
	Receptionist							1		1	1		1		1		1		1		1	1		1		
	Intellegence Research Specialist (IRS)							1		1	1		1	1		2	1		2	1		2	1			
	OIC Secretary							1		1	1		1		1		1		1		1	1		1		
	1.3 CDF Administration																									
	Contract Staff																									
	1.4 OPLA	1 # of Immigration Judges			2 # of Immigration Judges			3 # of Immigration Judges			5 # of Immigration Judges			7 # of Immigration Judges			8 # of Immigration Judges			10 # of Immigration Judges			15 # of Immigration Judges			
	Deputy Chief Counsel							1	1		1	1		1	1		1	1		1	1		1	1		
	Assistant Chief Counsel (ACC) (2.3/courtroom)	3	3		5	5		7	7		12	12		17	17		19	19		24	24		36	36		
	Legal Technicians (1 per 3 ACCs)	1		1	2		2	3		3	4		4	6		6	7		7	8		8	12			
	Mail/File Clerk							1		1	1		1	1		1	1		1	1		1	1			
	1.5 Removal																									
	Supervisory Detention & Deportation Officer (SDDO)	1	1		2	2		3	3		4	4		5	5		6	6		7	7		10	10		
	Deportation Officer (DO)	3	3		6	6		12	12		16	16		20	20		24	24		27	27		40	40		
	Deportation Removal Assistant (DRA)	3		3	6		6	12		12	16		16	20		20	24		24	27		27	40			
	1.6 Staff Services & Training																									
	Training Officer							1	1		1	1		1	1		1	1		1	1		1	1		
2.0 COURT INTERFACE ZONE																										
	2.1 EOIR Court																									
	EOIR Staff																									
	2.2 Public/Detainee Visitation																									
	Contract Staff																									
3.0 DETAINEE LIVING ZONE																										
	3.1 Detention Administration																									
	Detention Operations Supervisor (DOS)				1	1		2	1		2	1		2	1		2	1		2	1		3	2		
	Supervisory Immigration Enforcement Agent (SIEA)	1	1		2	2		3	2		3	2		4	2		5	3		6	3		8	4		
	Immigration Enforcement Agent (IEA)	5		5	10		10	20		15	24		18	30		23	36		27	40		30	60			
	3.2 Detainee Housing w/ Dining																									
	Contract Staff																									
	3.3 Detainee Services																									
	Contract Staff																									
	3.4 Recreation																									
	Contract Staff																									
	3.5 Library																									
	Contract Staff																									
4.0 SERVICE ZONE																										
	4.1 Processing																									
	Contract Staff																									
	4.2 Health Services																									
	Health Services Staff																									
	4.3 Laundry																									
	Contract Staff																									
	4.4 Food Preparation																									
	Contract Staff																									
5.0 FACILITY SUPPORT ZONE																										
	5.1 Common Support																									
	Contract Staff																									
	5.2 Warehouse																									
	Contract Staff																									
	5.3 Maintenance																									
	Contract Staff																									
	5.4 Central Utility Plant																									
	Contract Staff																									
		18			36			75			96			119			141			161			234			

3. OPERATIONAL REQUIREMENTS



ICE Staff Position Descriptions

STAFF DESCRIPTIONS

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

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

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

ICE Staff Positions
1.0 Office Zone
1.2 ICE Administration
Officer In Charge (OIC) The Officer In Charge is the highest ranking officer at the CDF and has ultimate authority and responsibility at the site. The OIC oversees all CDF activities including those of contract personnel.
Assistant Officer In Charge (AOIC) The Assistant Officer In Charge is the second ranking officer at the CDF. They have responsibility for administrative and operations activities as directed by the OIC.
Supervisory Mission Support Specialists (SMSS) The SMSS position is responsible for supervising administrative positions who provide services in direct support of operational programs. The work provides complex administration services and supports and significantly affects the program's operations and objectives. Specific responsibilities include: <ul style="list-style-type: none">- Assigns and explains work to subordinate staff.- Coordinates with other unit supervisors and peers to establish unit objectives, goals, priorities, and deadlines.- Adjusts work to meet new priorities or changing program requirements within available resources.- Establishes production standards and prepares performance work plans and appraisals.- Resolves complaints and grievances
Intelligence Officer
Chief Immigration Enforcement Agent (CIEA)
Mission Support Specialists (MSS) The MSS provides expert level advice in administrative specialty areas; and serves as a trouble-shooter, providing authoritative guidance on problems not susceptible to treatment by accepted methods. Specific duties include: <ul style="list-style-type: none">- Provides advice, assistance and guidance to supervisors, managers, and employees on complex and sensitive issues.- Conducts studies on new requirements in program operations, legislation, or agency regulations.- Responds to changes in judicial and/or administrative law and policy as well as to conflicting goals and objectives.- Evaluates pertinent legislation and new policies or directives from DHS or other agencies.- Conducts studies concerning organization-wide and/or government-wide management issues; develops program policies and procedures as required.
Mission Support Assistant (MSA) The MSA position is to provide clerical support to the Mission Support Team. The MSA is a member of a cross-functional team to utilize resources and develop expertise in several mission support areas, and may work in one or more of the following areas:

3. OPERATIONAL REQUIREMENTS

ICE Staff Positions
1.0 Office Zone
1.2 ICE Administration cont.
<ul style="list-style-type: none"> - Public Affairs - gathers information for use in press releases; assembles, formats and reproduces documents. - LAN Administration - tasks related to maintaining and operating the local area network and other office automation. - Financial and Budget - gathers and compiles data, and prepares various budget documents for budget requests, reprogramming and fund transfers. Prepares budget and accounting reports, maintains financial records. - Logistics and Procurement - maintains a variety of log's and records related to the organization's property management and space utilization. - Human Resources - prepares requests, as directed, for a variety of personnel actions utilizing the appropriate automated systems. - General Management Support - establishes and maintains a variety of records and files.
Contracting Officer's Technical Representative (COTR)
<p>ICE Information Technology Specialist (Space Only)</p> <p>The IT Specialist serves as a senior management advisor regarding IT systems and information; leads major agency-wide IT policy development efforts; coordinated policy dissemination, manages policy maintenance, and develops mechanisms to measure policy effectiveness and compliance. Specific responsibilities include the following:</p> <ul style="list-style-type: none"> - Develops policies, guidelines, and standards for the planning, development, integration and implementation of IT systems and subsystems. - Analyzes statutory requirements against existing directives to assess degree of change necessary to comply with new requirements. - Manages special projects that have impact on the delivery of customer support services. - Leads quick response teams in responding to customer service problems resulting from catastrophic events. - Explores ways to upgrade or enhance the level of service provided. - Acquires IT hardware and software, services and maintenance of IT contracts. - Conducts IT strategic planning and project management.
Receptionist
<p>Intelligence Research Specialist (IRS)</p> <p>The IRS serves as an expert and engages in developing sources of information for intelligence collection for projecting data and/or estimates of future situations, developing trends, patterns, profiles, estimates, studies and tactical data. Specific duties include the following:</p> <ul style="list-style-type: none"> - Developing intelligence collection plans which support specific programs and activities.

ICE Staff Positions
1.0 Office Zone
1.2 ICE Administration cont.
<ul style="list-style-type: none"> - Conducting studies and preparing staff reports, delivering briefings to managers to encourage understanding and acceptance of findings and recommendations. - Reviews, processes and evaluates intelligence information from a variety of sources. - Participates in and/or develops intelligence collection plans
<p>OIC Secretary</p> <p>The OIC Secretary is the senior administrative assistant and has the primary function of assisting the OIC in all administrative matters. The OIC Secretary may also serve the AOIC, schedule meetings and executive conference room use, and arrange for travel for the OIC.</p>
1.4 Office of the Principal Legal Advisor (OPLA)
<p>Deputy Chief Counsel</p> <p>The Deputy Chief Counsel is responsible for assisting the Chief Counsel in the management of the Office of the Chief Counsel (OCC), and its offices within the detention facilities. Specific responsibilities include the following:</p> <ul style="list-style-type: none"> - Serves as first line supervisor to the attorney staff - Serves as first line supervisor to the support staff - Manages and assigns duties - Provides and oversees the provision of legal advice to the Office of Detention and Removal (DRO) and other DHS components - Provides and oversees the provision of litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of petitions for review before the circuit courts - Researches and oversees the research of legal and policy issues - Writes and oversees the writing of memoranda, briefs, legal opinions, letters, reports and other documents
<p>Assistant Chief Counsel (ACC)</p> <p>The Assistant Chief Counsels (ACCs) are principally responsible for representing the Department in removal proceedings before immigration courts and the Board of Immigration Appeals. Specific responsibilities include the following:</p> <ul style="list-style-type: none"> - Reviews, prepares and presents cases for trial and on appeal - Represents the Department in meetings, conferences and other forums - Provides legal advice to the Office of Detention and Removal (DRO) and other DHS components - Provides litigation support, legal assistance, and legal advice to the U.S. Attorney's Office in the litigation of civil and criminal cases - Researches legal and policy issues



ICE Staff Positions

ICE Staff Positions
1.0 Office Zone
1.4 Office of the Principal Legal Advisor (OPLA) cont.
<ul style="list-style-type: none">- Drafts memoranda, briefs, legal opinions, letters, reports and other documents <p>Legal Technician The Legal Technicians provide direct support to the Deputy Chief Counsel and Assistant Chief Counsels. Specific responsibilities include the following:</p> <ul style="list-style-type: none">- Receives, screens, sorts, distributes and sends out mail- Types legal documents- Prepares and files motions, briefs, exhibits and other documents- Receives phone calls- Retrieves and distributes A-files for immigration court hearings, and related matters- Uses computers for data entry, tracking and ordering A-files and typing legal documents- With attorney supervision, drafts simple motions, responses, letters and other documents <p>Mail/File Clerk The Mail/File Clerk is responsible for receiving, sorting and distributing correspondence and files received through incoming mail, pulling and sorting files based on calendars received from the Immigration Court and General Attorneys and reviewing and dispatching all outgoing mail. The Mail/File Clerk is in the Legal Proceedings unit under direct supervision of the District Counsel or Senior Legal Technician. Specific responsibilities include the following:</p> <ul style="list-style-type: none">- Reads incoming correspondence and notes all references to previous correspondence.- Screens mail for priority items such as bond papers- Charges files into and out of Legal Proceedings Unite using AFACS local file tracking software system.- Files case files and secures related material or files from other sections of the District Office and other Service offices.- Pulls and sorts files for each case calendared for hearing based on Immigration Court and General Attorney provided calendars- As appropriate, receives and screens telephone calls requesting files and information from files.- Receives all materials for mailing out of unit- Types information into computer relating to files and documents in an effort to retrieve files- As appropriate, keeps and compiles statistical data for monthly unit reports- Performs other duties as assigned
1.5 Removal Unit
<p>Supervisory Detention & Deportation Officer (SDDO) The SDDO provides administrative and technical supervision to DO's, IEA's and clerical personnel. Specific responsibilities include the following:</p>

ICE Staff Positions
1.0 Office Zone
1.5 Removal Unit cont.
<ul style="list-style-type: none">- Serves as principal advisor on all administrative management matters associated with programs and operations for a significant organizational segment of the agency.- Interprets and recommends administrative procedures and policies.- Advises on the administrative feasibility of operating plans, suggestions, and proposals.- Sets the overall objectives and resources available (in-house or contract)- This position requires the carrying of a firearm. <p>Deportation Officer (DO) The DO position performs law enforcement functions related to both criminal and non-criminal aliens in the United States who are at various stages of their deportation/exclusion proceedings. DO's work closely with ICE law enforcement officers and attorneys as well as with US Attorney Offices in identifying, locating, apprehending, and/or prosecuting aliens, developing and coordinating intelligence, and defending deportation of exclusion proceedings. Specific duties of the Deportation Officer are as follows:</p> <ul style="list-style-type: none">- Performs case management of alien custody until deportation.- Fugitive Operations and Investigations - establishes an investigative plan to identify, locate and/or apprehend aliens in the US; conducts undercover assignments; plans and directs surveillance work.- Intelligence Information Processing - analyzes intelligence reports, collects and analyzes multiple intelligence sources.- Detention and deportation hearing participation. <p>Deportation Removal Assistant (DRA) The primary function of the DRA is to provide clerical and administrative support to the Detention and Removal Program. The duties require the position to have access to classified files, materials that consist of enforcement of laws and regulations, pertaining to the detention and removal of detainees.</p> <ul style="list-style-type: none">- Under the guidance of a supervisor, the DRA performs routine and recurring processing functions related to the admission and release of detainees.- Participates in routine and basic counseling process under the supervision of higher grade personnel.- Provides routine information on questions and issues regarding detention and deportation policies, practices, and procedures.- Performs file searches and assembles documentation in accordance with specific instructions.
1.6 Staff Services/Training
<p>Training Officer</p>

3. OPERATIONAL REQUIREMENTS

ICE Staff Positions
3.0 Detainee Living Zone
3.1 Detention Administration
<p>Detention Operations Supervisor (DOS)</p> <p>Supervisory Immigration Enforcement Agent (SIEA) The SIEA is a first-line supervisor for conducting day-to-day operations, as well as, short and medium range planning and evaluation of a variety of enforcement functions associated with investigations, identification, apprehension, prosecution, detention, and deportation of aliens and criminal aliens, and apprehension of absconders from removal proceedings. Specific duties include:</p> <ul style="list-style-type: none"> - Directly supervises a work unit with a small to medium sized staff and performs a full range of supervisory functions. - Plans and schedules work on a daily, weekly, and monthly basis. - Monitors and evaluated employees work. - Monitors and evaluates the delivery of service to customers and the methods and techniques to provide them. - Forecasting, requesting and managing the unit's annual budget. - Performs the law enforcement duties prescribed for the IEA position. <p>Immigration Enforcement Agent (IEA) The IEA is responsible for a variety of enforcement functions related to investigations, identification, apprehension, prosecution, detention, and deportation of aliens and criminal aliens, and apprehension of absconders from removal proceedings. IEA's regularly enter hostile situations and may be required to make decisions affecting life, well being, and/or civil liberties of aliens, the public and other law enforcement officers. Specific duties include:</p> <ul style="list-style-type: none"> - Processing and deporting or escorting aliens, under final order of removal, to their country of citizenship. - Detention functions associated with ensuring detainee care, intake and outtake processing, counseling, and supervision and transportation of aliens. - Prosecution activities including initiating criminal proceedings. - Determining alienage and fugitive operations; locates and arrests aliens who may or may not have a criminal background. - Operational support processes for aliens who have been apprehended by others.



4. FUNCTIONAL REQUIREMENTS

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



ICE Space Requirements

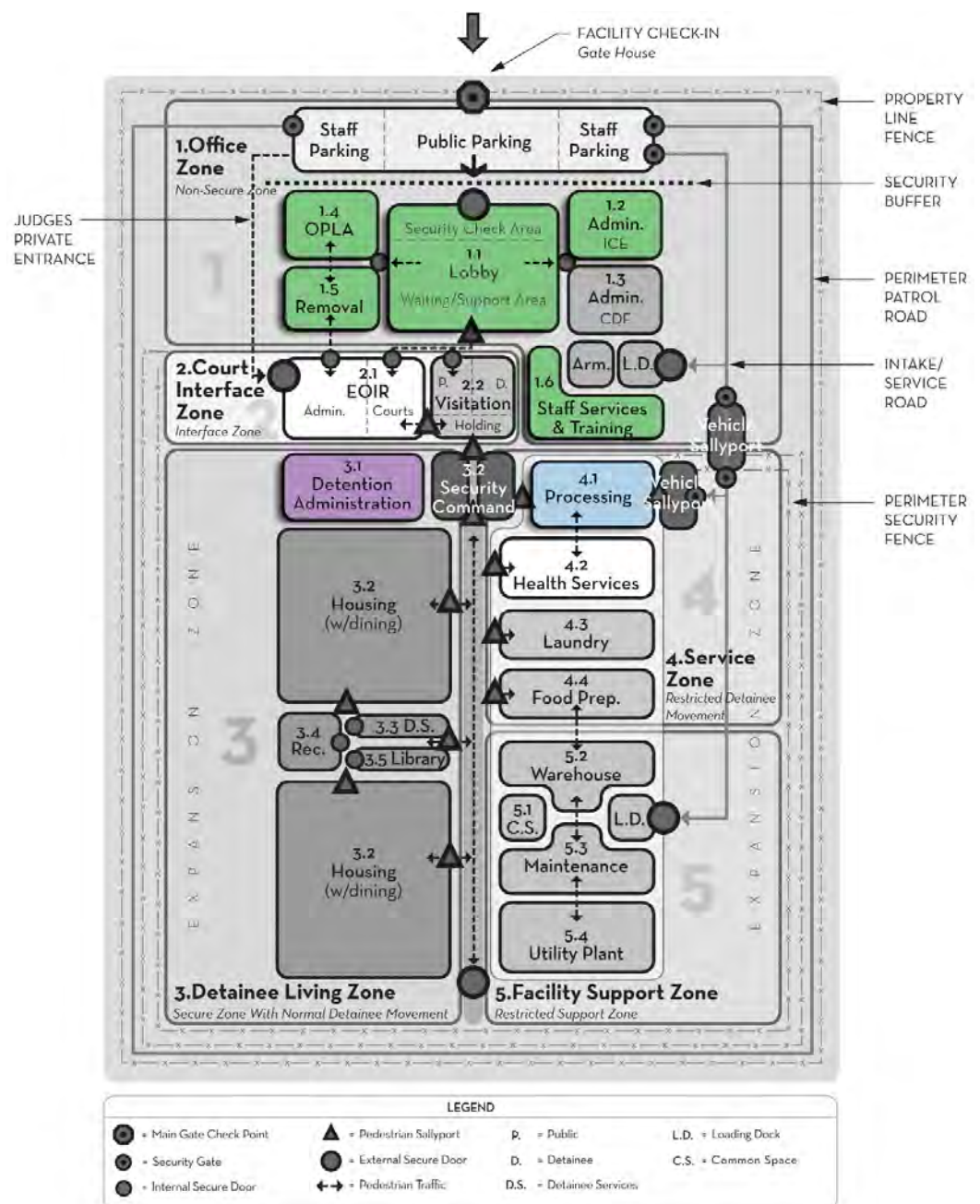
FUNCTIONAL REQUIREMENTS

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

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

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

CDF FACILITY MODEL



4. FUNCTIONAL REQUIREMENTS

ICE Space Requirements Summary

Bed Forecast Scenarios

CDF User Groups			< 200 Beds		200-450 Beds		450-900 Beds		900-1,200 Beds		1,200-1,500 Beds		1,500-1,800 Beds		1,800-2,000 Beds		3,000 Beds	
			Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF	Total NSF	Total GSF
1.0	Office Zone		5,484	7,297	7,972	10,515	12,317	16,197	15,100	19,854	17,934	23,576	20,007	26,293	22,394	29,430	29,202	38,366
	1.1	Public Entrance/Lobby	809	1,133	853	1,194	896	1,254	940	1,315	983	1,376	1,027	1,437	1,070	1,498	1,157	1,620
	1.2	ICE Administration	515	685	580	771	820	1,091	1,035	1,377	1,035	1,377	1,035	1,377	1,025	1,363	1,305	1,736
	1.3	CDF Administration																
	1.4	OPLA	1,240	1,649	1,640	2,181	2,365	3,145	3,329	4,428	4,417	5,875	5,013	6,667	6,013	7,997	8,295	11,032
	1.5	Removal Unit	1,140	1,516	1,925	2,503	3,480	4,524	4,475	5,818	5,470	7,111	6,415	8,340	7,244	9,417	10,324	13,421
	1.6	Staff Services/Training	1,780	2,314	2,974	3,866	4,756	6,183	5,321	6,917	6,029	7,838	6,517	8,472	7,042	9,155	8,121	10,557
2.0	Court Interface Zone																	
	2.1	EOIR Court																
	2.2	Public/Detainee Visitation																
3.0	Detainee Living Zone		1,415	1,953	2,020	2,788	2,345	3,236	2,690	3,712	3,015	4,161	3,405	4,699	3,600	4,968	4,855	6,700
	3.1	Detention Administration	1,415	1,953	2,020	2,788	2,345	3,236	2,690	3,712	3,015	4,161	3,405	4,699	3,600	4,968	4,855	6,700
	3.2	Detainee Housing (w/Dining)																
	3.3	Detainee Services																
	3.4	Recreation																
	3.5	Library																
4.0	Service Zone		1,542	2,159	1,602	2,243	1,722	2,411	1,764	2,470	1,866	2,612	2,088	2,923	3,246	4,544	3,588	5,023
	4.1	Processing	1,542	2,159	1,602	2,243	1,722	2,411	1,764	2,470	1,866	2,612	2,088	2,923	3,246	4,544	3,588	5,023
	4.2	Health Services																
	4.3	Laundry																
	4.4	Food Preparation																
5.0	Facility Support Zone		300	390	300	390	300	390	300	390	300	390	300	390	300	390	300	390
	5.1	Common Support	300	390	300	390	300	390	300	390	300	390	300	390	300	390	300	390
	5.2	Warehouse/Supply																
	5.3	Maintenance/Fleet Operations																
	5.4	Central Utility Plant																
Total			7,326	9,846	9,874	13,148	14,339	18,998	17,164	22,714	20,100	26,578	22,395	29,606	25,940	34,365	33,090	43,780

- Color

= ICE Operated
- White

= Other Agency Operated
- Gray

= Contractor Operated

4. FUNCTIONAL REQUIREMENTS



1.0 Office Zone

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



1.0 Office Zone

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

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

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

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

Function

Describes the overall purpose of the component within the CDF.

Critical Workflow Patterns

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

Room Data Sheets

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

The components within the Office Zone are listed below:

1.1 Public Entrance/Lobby (ICE Operated)

Spaces designated for receiving and supporting public visitors within the CDF.

1.2 ICE Administration (ICE Operated)

Headed by the Facility Administrator directing and managing the CDF, including the staff and spaces required for this function.

1.3 CDF Administration (Contractor Operated)
Contractor retained by DHS/ICE to operate the CDF.

1.4 Office of the Principal Legal Advisor (OPLA) (ICE Operated)

Attorneys that prosecute the cases.

1.5 Removal Unit (ICE Operated)

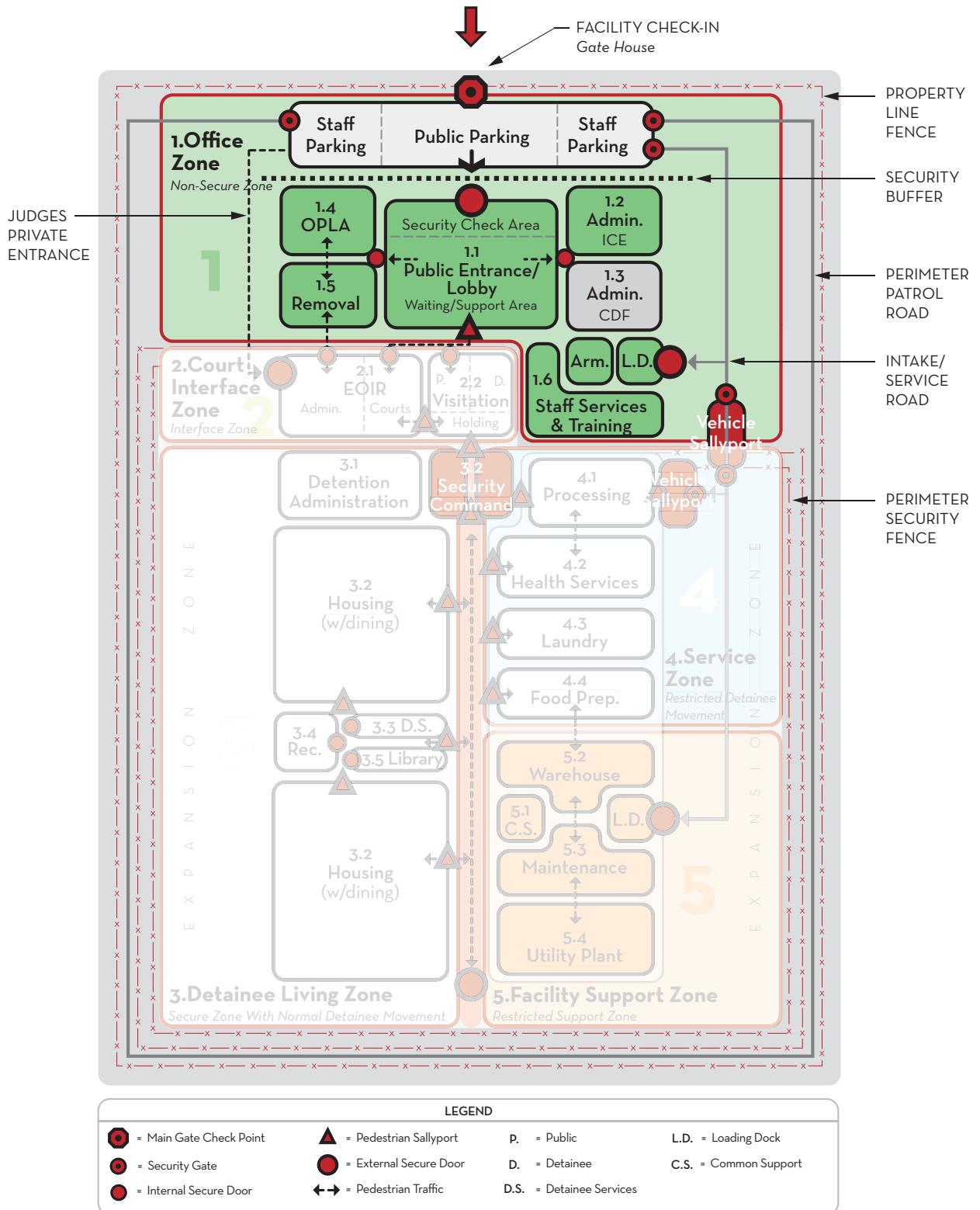
Staff, activities, and spaces of the Removal section of Detention and Removal Operations (DROP) within the CDF.

1.6 Staff Services/Training (ICE Operated)

Spaces to be used for training and those areas used exclusively by the employees.

4. FUNCTIONAL REQUIREMENTS

1.0 Office Zone : Organizational Diagram





1.0 Office Zone - Space Requirements

SPACE FORECAST MATRIX

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

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

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

- 1.1 Public Entrance/Lobby**
 - Number of weapons lockers = total gun carrying staff + 20 visitors
- 1.2 ICE Administration**
 - None
- 1.3 CDF Administration**
 - None
- 1.4 Office of the Principal Legal Advisor (OPLA)**
 - Immigration Judges = 1 per each 200 detainees
 - Assistant Chief Counsel Offices = 2.3 per each courtroom
 - Legal Technicians = 1 per each 3 Assistant Chief Counsels positions
- 1.5 Removal Unit**
 - 1 file cabinet for each 60 detainees
- 1.6 Staff Services/Training**
 - Number of lockers:
 - 1 for each uniformed person + 1 for each 4 non-uniformed staff
 - Male/Female split = 85/15
 - Number of showers = 1 for each 15 lockers

1.0 Office Zone

1.1 Public Entrance/Lobby

(ICE Operated)

Space Requirements

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



1.1 Public Entrance/Lobby - Function

FUNCTION STATEMENT

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

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

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

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

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

Design Criteria

Critical Issues

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

Special Requirements

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

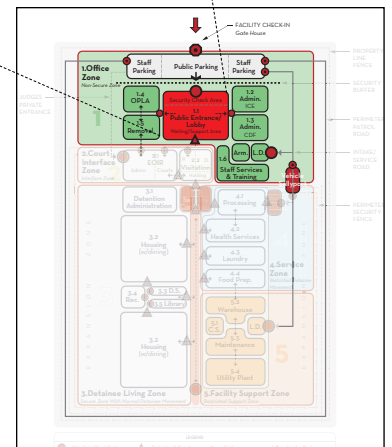
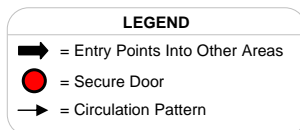
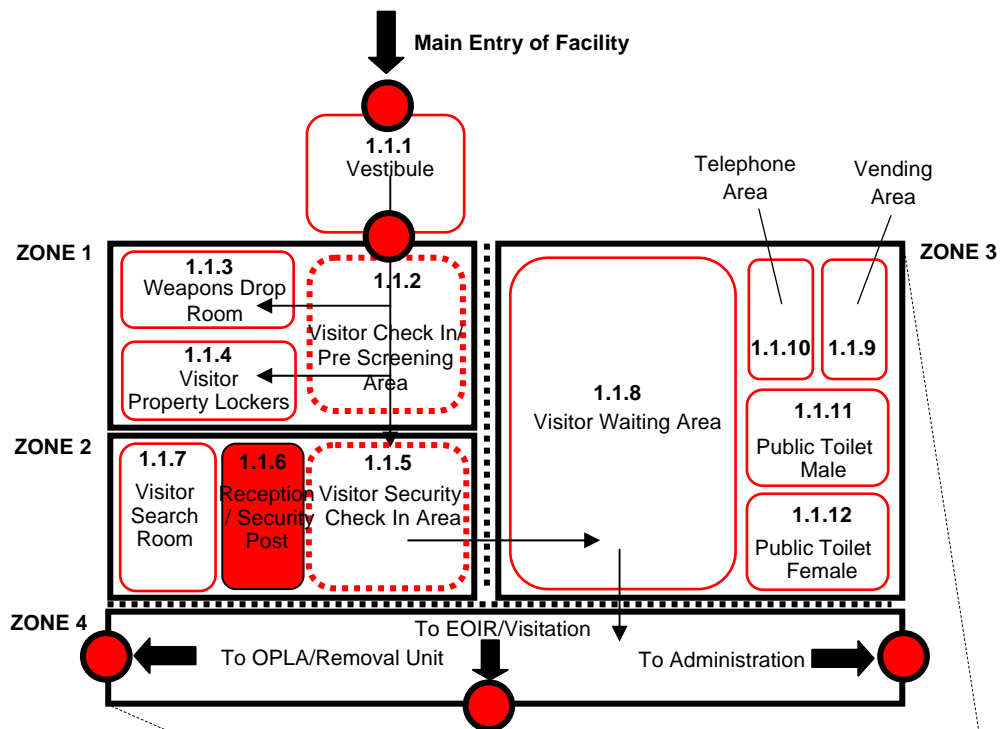
Space Requirements

1.1 PUBLIC ENTRANCE/LOBBY

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

4. FUNCTIONAL REQUIREMENTS

1.1 Public Entrance/Lobby : Organizational Diagram



Office Zone Diagram



1.1 Public Entrance/Lobby - Critical Workflow Patterns

INTRODUCTION

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

4. FUNCTIONAL REQUIREMENTS

1.1 Public Entrance/Lobby : Critical Workflow Patterns

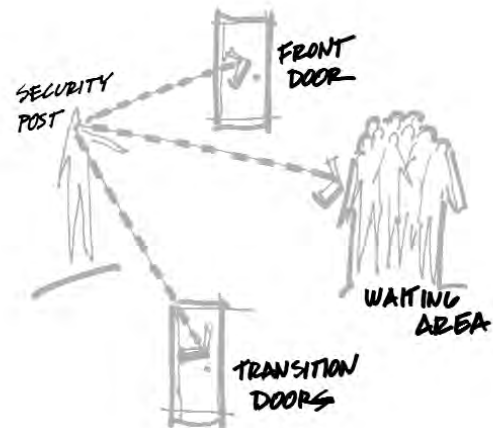
1. "FOUR ZONES"

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



2. "UNOBSTRUCTED SIGHT LINES"

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





1.1 Public Entrance/Lobby - Room Data Sheet

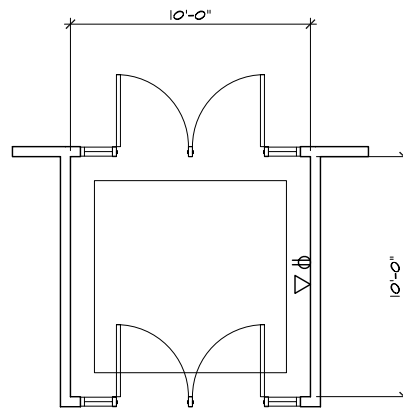
1.1.1 VESTIBULE

Function

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

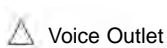


Photograph



Floor Plan (100 nsf)

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.1.1 SYSTEMS MATRIX

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

1.1.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.2 VISITOR CHECK-IN/PRESCREENING AREA

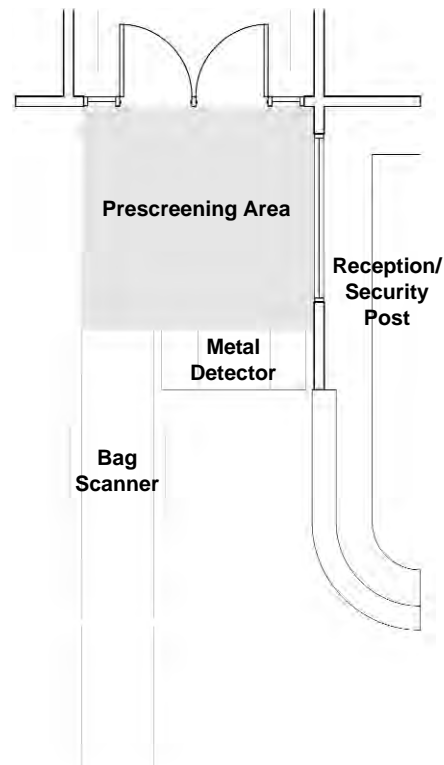
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.1.2 SYSTEMS MATRIX

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

1.1.2 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.



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.3 WEAPONS DROP ROOM

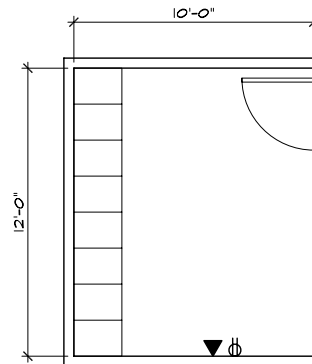
Function

The Weapons Drop Room provides a secure space for Law Enforcement Agents to store their weapon while inside the facility. The space must be accessible from the Visitor Check-In/Prescreening Area and/or ahead of the metal detector as one enters the facility.

The Weapons Drop Room should be located in Zone 1 of the Public Entrance/Lobby.



Photograph



Floor Plan (120 nsf)

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.1.3 SYSTEMS MATRIX

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

1.1.3 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.



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.4 VISITOR PROPERTY LOCKERS

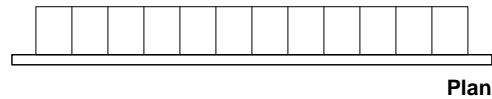
Function

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

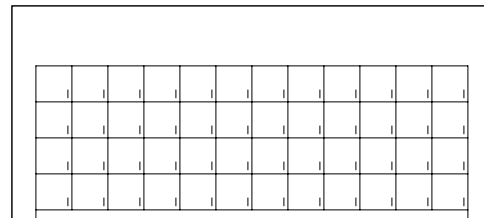
The Visitor Property Lockers should be located in Zone 1 of the Public Entrance/Lobby.



Photograph



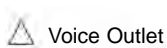
Plan



Elevation

Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.1.4

1.1.4

1.1.4

1.1.4

* Vendor n

** Lockset
preferen



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.5 VISITOR SECURITY CHECK-IN AREA

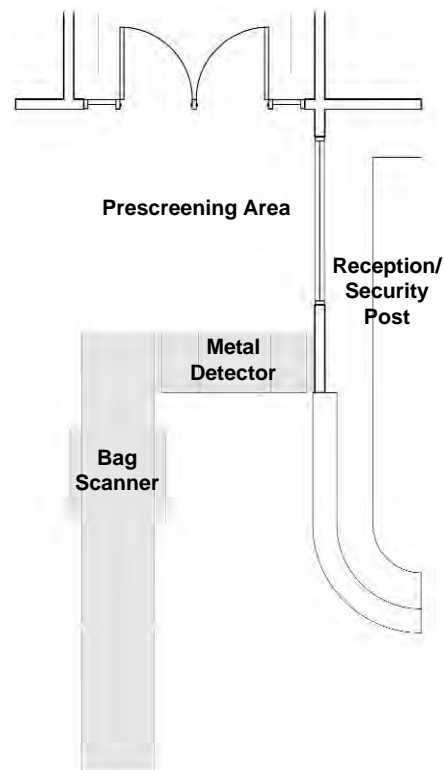
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.1.5

1.1.5

1.1.5

1.1.5

* Vendor n

** Lockset
preferen



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.6 RECEPTION/SECURITY POST

Function

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

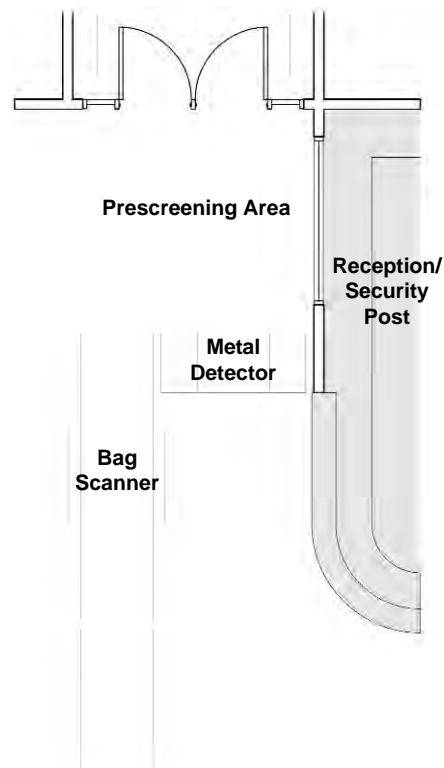
The post is staffed during normal business hours and during weekend visiting hours.

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.1.6 SYSTEMS MATRIX

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

1.1.6 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.



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.7 VISITOR SEARCH ROOM

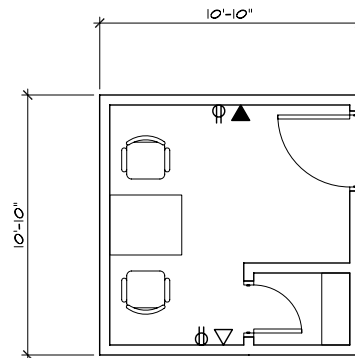
Function

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

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

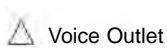


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.1.7 SYSTEMS MATRIX

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

1.1.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.1 Public Entrance/Lobby - Room Data Sheet

1.1.8 VISITOR WAITING AREA

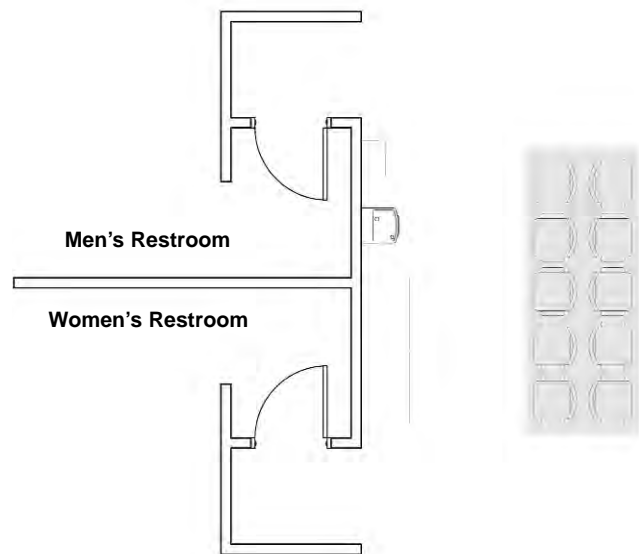
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.1.8 SYSTEMS MATRIX

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

1.1.8 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.1 Public Entrance/Lobby - Room Data Sheet

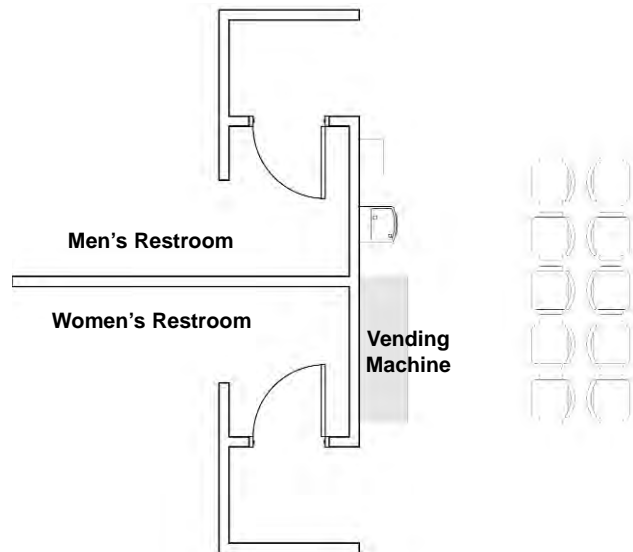
1.1.9 VISITOR VENDING AREA

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.1.9

1.1.9

1.1.9

1.1.9

* Vendor n

** Lockset
preferen



1.1 Public Entrance/Lobby - Room Data Sheet

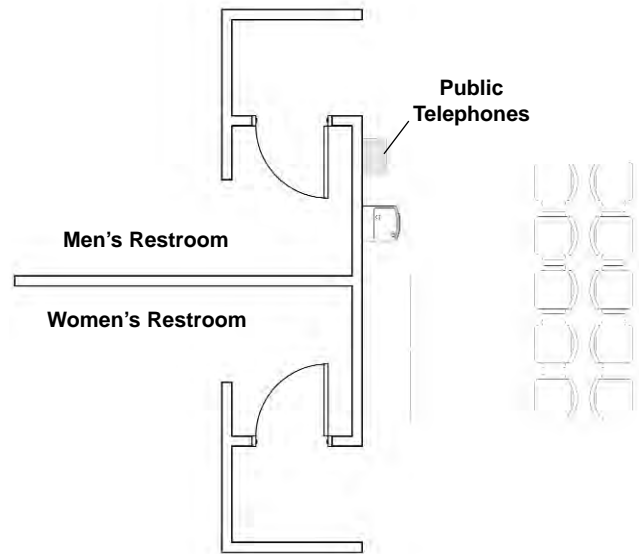
1.1.10 VISITOR TELEPHONE AREA

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.1.10 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• PNT	Floors <ul style="list-style-type: none">• VCT• Base: RB	Ceiling <ul style="list-style-type: none">• ACT-8' min.	Doors <ul style="list-style-type: none">• None	Hardware <ul style="list-style-type: none">• None	Glazing <ul style="list-style-type: none">•
Plumbing <ul style="list-style-type: none">• None	HVAC <ul style="list-style-type: none">• Typical	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• 110V duplex outlets as required	Security <ul style="list-style-type: none">•	Communications <ul style="list-style-type: none">•

1.1.10 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.



1.1 Public Entrance/Lobby - Room Data Sheet

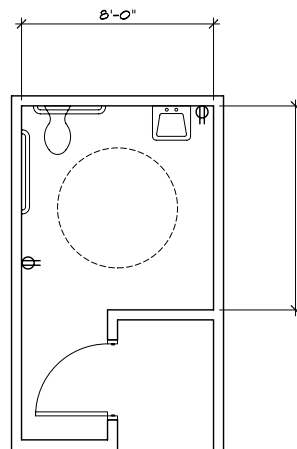
1.1.11 PUBLIC TOILET - MALE

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.1.11 SYSTEMS MATRIX

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

1.1.11 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.



1.1 Public Entrance/Lobby - Room Data Sheet

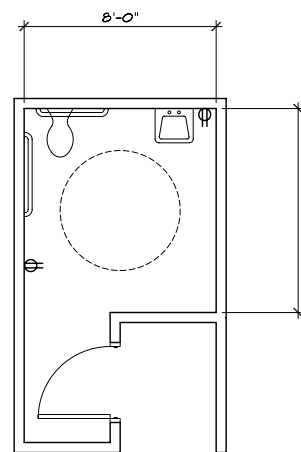
1.1.12 PUBLIC TOILET - FEMALE

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.1.12 SYSTEMS MATRIX

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

1.1.12 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.

1.0 Office Zone

1.2 ICE Administration

(ICE Operated)

Space Requirements

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



1.2 ICE Administration - Function

FUNCTION STATEMENT

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

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

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

Design Criteria

Critical Issues

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

Special Requirements

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

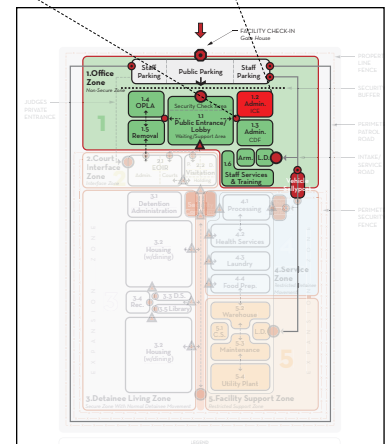
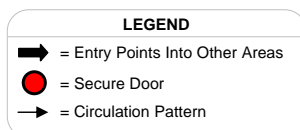
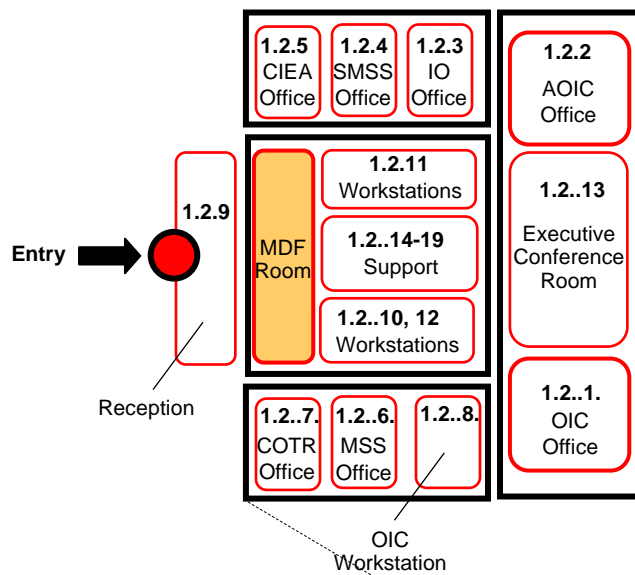
Space Requirements

1.2 ICE Administration

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

4. FUNCTIONAL REQUIREMENTS

1.2 ICE Administration : Organizational Diagram



Office Zone Diagram



1.2 ICE Administration - Critical Workflow Patterns

INTRODUCTION

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

4. FUNCTIONAL REQUIREMENTS

1.2 ICE Administration : Critical Workflow Patterns

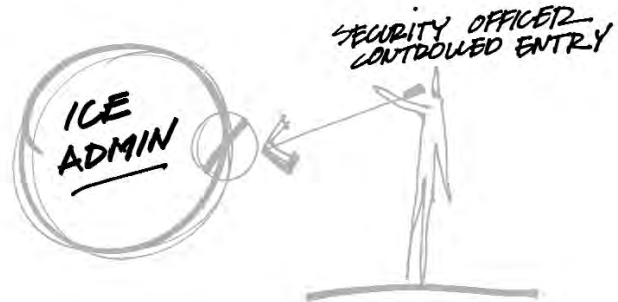
1. "CLOSE PROXIMITY"

The ICE Administration area requires close proximity to the Public Entrance/Lobby, Removal Unit, and Staff Services and Training.



2. "CONTROLLED ACCESS"

Admission into the ICE Administration area is controlled by the Security Post located in the Public Entrance/Lobby area.





1.2 ICE Administration - Room Data Sheet

1.2.1 OFFICER IN CHARGE (OIC) OFFICE

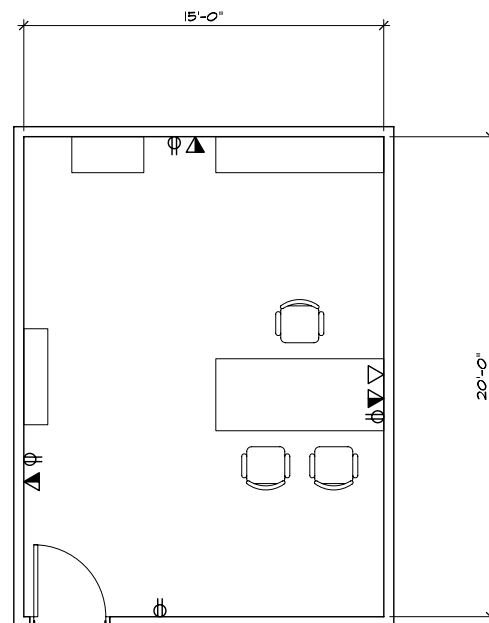
Function

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

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

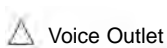


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.1 SYSTEMS MATRIX

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

1.2.1 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.



1.2 ICE Administration - Room Data Sheet

1.2.2 ASSISTANT OFFICER IN CHARGE (AOIC) OFFICE

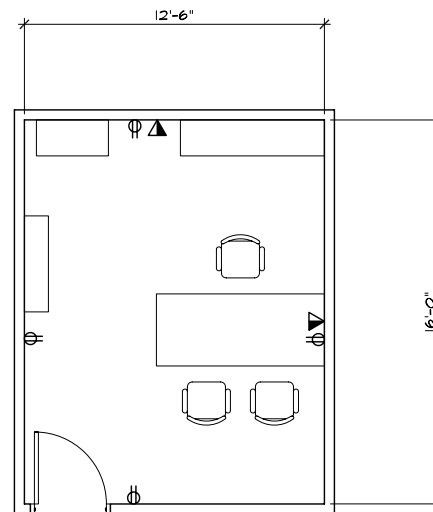
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.2 SYSTEMS MATRIX

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

1.2.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.2 ICE Administration - Room Data Sheet

1.2.3 INTELLIGENCE OFFICER OFFICE

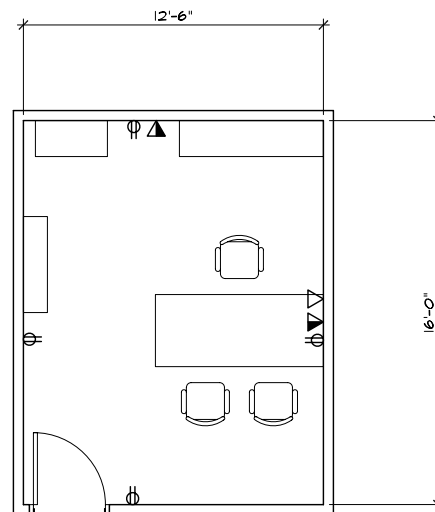
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.3 SYSTEMS MATRIX

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

1.2.3 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.



1.2 ICE Administration - Room Data Sheet

1.2.4 SUPERVISORY MISSION SUPPORT SPECIALIST (SMSS) OFFICE

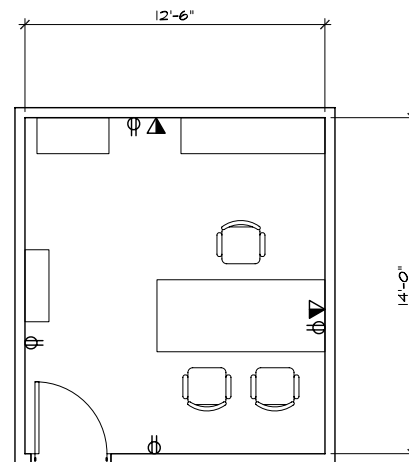
Function

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

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

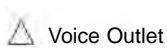


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.4 SYSTEMS MATRIX

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

1.2.4 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.



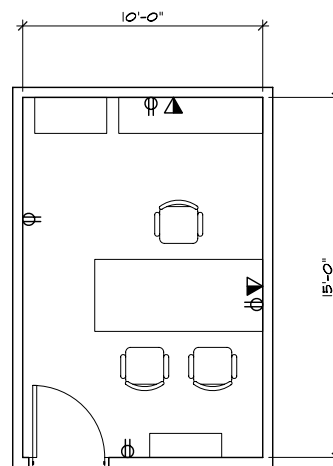
1.2 ICE Administration - Room Data Sheet

1.2.5 CHIEF IMMIGRATION ENFORCEMENT AGENT (CIEA) OFFICE

Function
The....



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.5 SYSTEMS MATRIX

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

1.2.5 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.



1.2 ICE Administration - Room Data Sheet

1.2.6 MISSION SUPPORT SPECIALIST (MSS) OFFICE

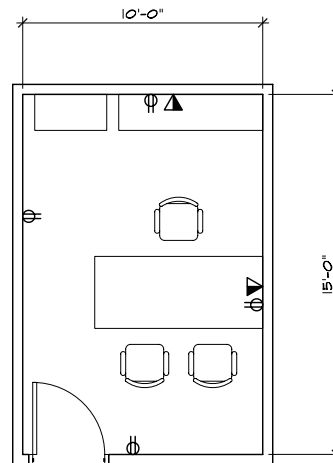
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.6

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

1.2.6

[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.



1.2 ICE Administration - Room Data Sheet

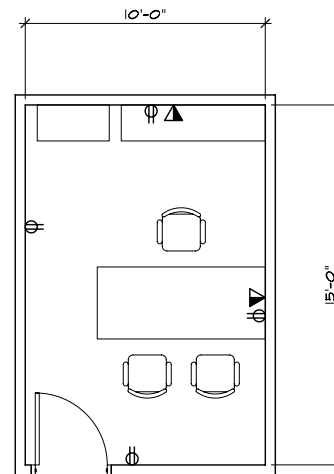
1.2.7 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) OFFICE

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.7 SYSTEMS MATRIX

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

1.2.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.2 ICE Administration - Room Data Sheet

1.2.8 OIC SECRETARY WORKSTATION

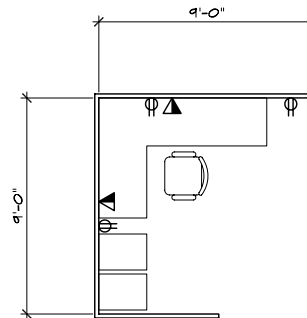
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.8 SYSTEMS MATRIX

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

1.2.8 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.

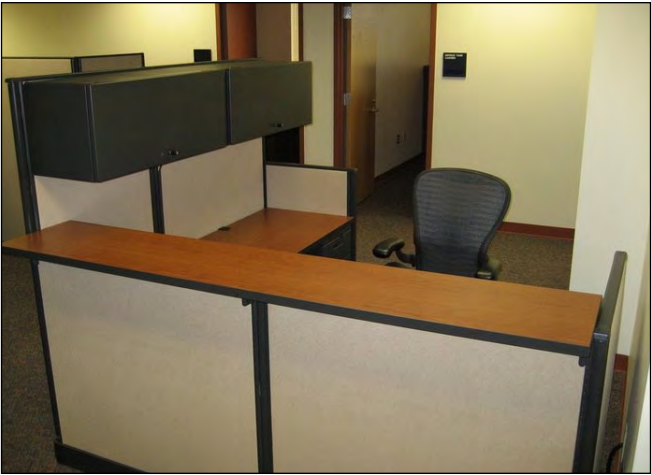


1.2 ICE Administration - Room Data Sheet

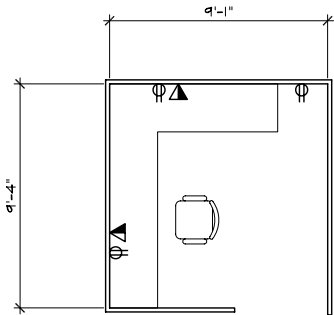
1.2.9 RECEPTIONIST WORKSTATION
W/TRANSACTION COUNTER

Function

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



Photograph



Floor Plan

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.9 SYSTEMS MATRIX

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

1.2.9 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.2 ICE Administration - Room Data Sheet

1.2.10 ICE IT SPECIALIST WORKSTATION

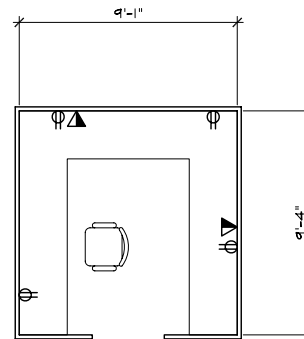
Function

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

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

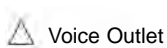


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.10 SYSTEMS MATRIX

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

1.2.10 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.



1.2 ICE Administration - Room Data Sheet

1.2.11 MISSION SUPPORT ASSISTANT (MSA) WORKSTATION

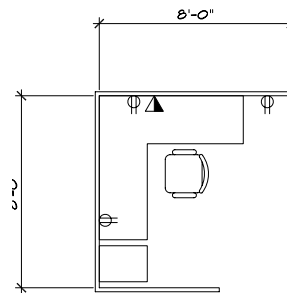
Function

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

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

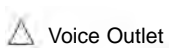


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.1 SYSTEMS MATRIX

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

1.2.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.2 ICE Administration - Room Data Sheet

1.2.12 INTELLIGENCE RESEARCH SPECIALISTS (IRS) WORKSTATION

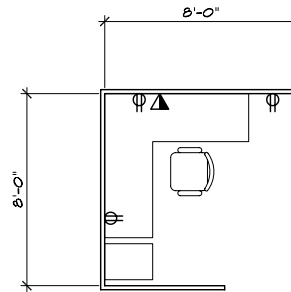
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.2.12 SYSTEMS MATRIX

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

1.2.12 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.



1.2 ICE Administration - Room Data Sheet

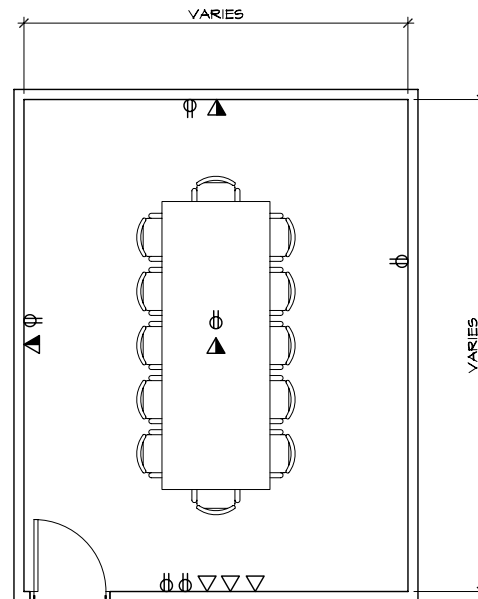
1.2.13 EXECUTIVE CONFERENCE ROOM

Function

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

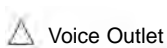


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.2.13 SYSTEMS MATRIX

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

1.2.13 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.2 ICE Administration - Room Data Sheet

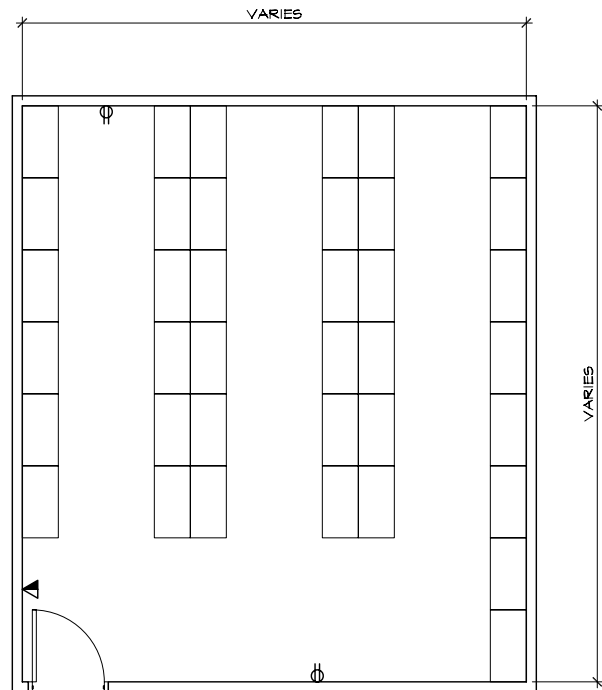
1.2.14 RECORDS/FILES ROOM

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.2.14 SYSTEMS MATRIX

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

1.2.14 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.



1.2 ICE Administration - Room Data Sheet

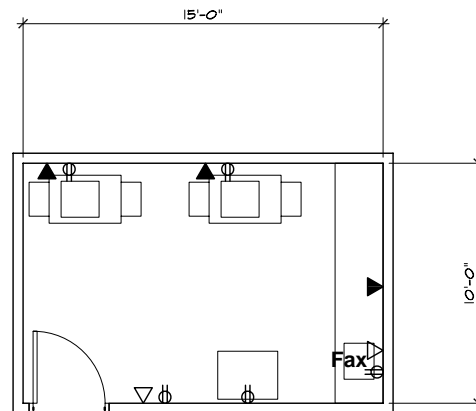
1.2.15 COPIER/SHREDDER/FAX ROOM

Function

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

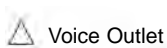


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.15 SYSTEMS MATRIX

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

1.2.15 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.



1.2 ICE Administration - Room Data Sheet

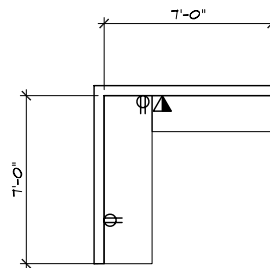
1.2.16 PRINTER AREA

Function

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

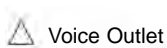


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

1.2.16 SYSTEMS MATRIX

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

1.2.16 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.



1.2 ICE Administration - Room Data Sheet

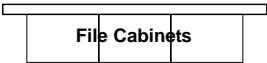
1.2.17 FILE AREA

Function

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



Photograph



Floor Plan

1-R-00005

REQUIREMENTS

1.2.17 SYSTEMS MATRIX

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

1.2.17 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.



1.2 ICE Administration - Room Data Sheet

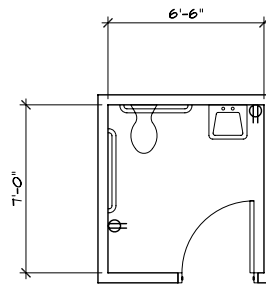
1.2.18 OFFICER TOILET - MALE

Function

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

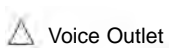


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.16 SYSTEMS MATRIX

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

1.2.16 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.



1.2 ICE Administration - Room Data Sheet

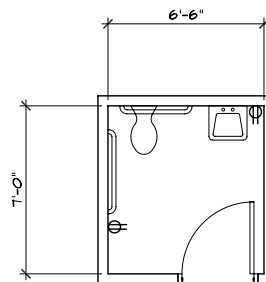
1.2.19 OFFICER TOILET - FEMALE

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.2.17 SYSTEMS MATRIX

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

1.2.17 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.

1.0 Office Zone

1.3 CDF Administration

(Contractor Operated)

NOTE: Space Requirements Provided Per Contractor

1.0 Office Zone

1.4 Office of the Principal Legal Advisor (ICE Operated)

Space Requirements

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



1.4 OPLA - Function

FUNCTION STATEMENT

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

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

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

MISSION STATEMENT

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

Design Criteria

Critical Issues

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

Special Requirements

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

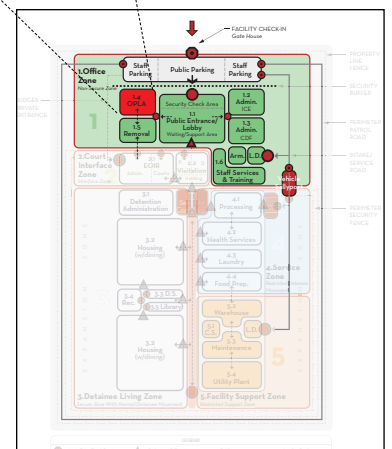
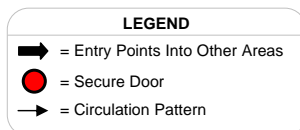
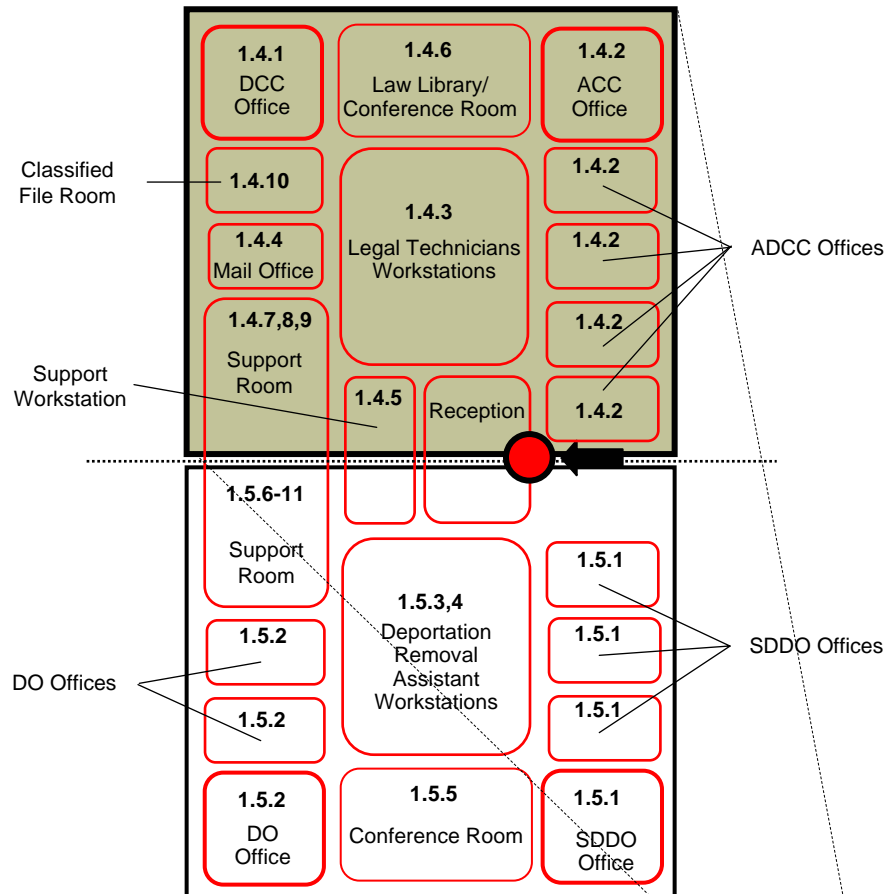
Space Requirements

1.4 OPLA

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

4. FUNCTIONAL REQUIREMENTS

1.4 OPLA : Organizational Diagram



Office Zone Diagram



1.4 OPLA - Critical Workflow Patterns

INTRODUCTION

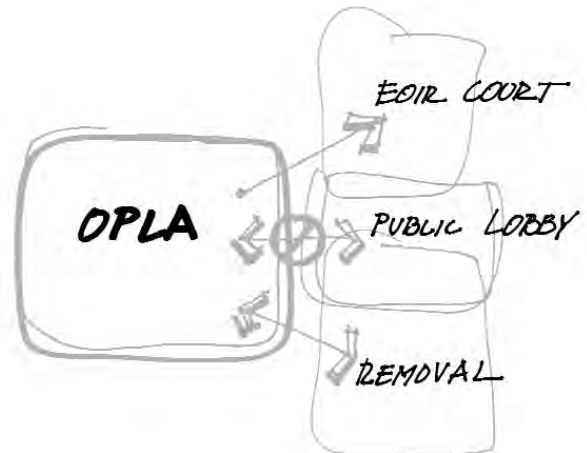
The diagrams on the following page illustrate some of the most critical workflow issues and patterns of OPLA.

4. FUNCTIONAL REQUIREMENTS

1.4 OPLA : Critical Workflow Patterns

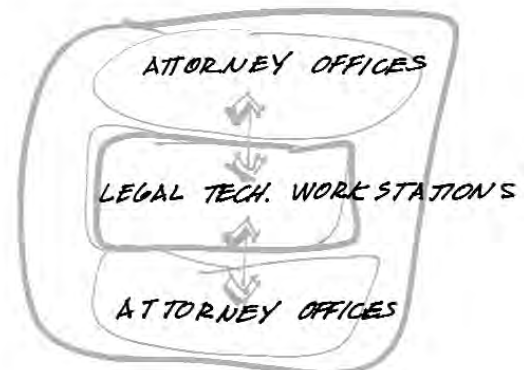
1. "CLOSE PROXIMITIES"

Close Proximities and efficient workflows are necessary with EOIR Court, Removal Unit and the Public Entrance/Lobby. The OPLA Unit should be secure from the Public Lobby.



2. "CENTRALIZED INTERNAL SUPPORT"

The Legal Technician workstations and general file storage should be located in a centralized location for easy Attorney access/communication.





1.4 OPLA - Room Data Sheet

1.4.1 DEPUTY CHIEF COUNSEL OFFICE

Function

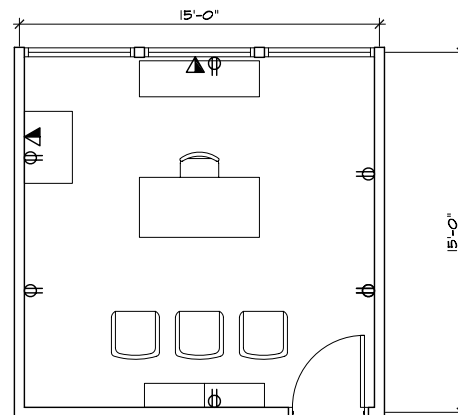
The Deputy Chief Counsel is responsible for assisting the Chief Counsel in the management of OPLA and its offices within the detention facilities. Specific responsibilities include the following:

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

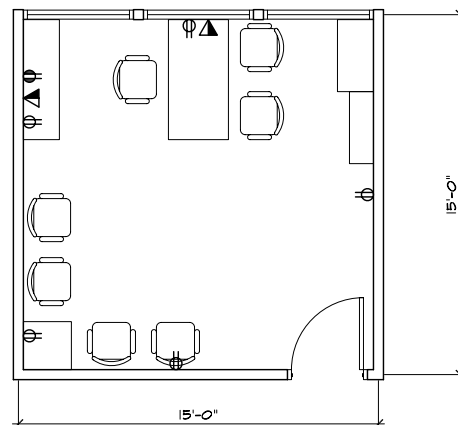
Normal occupancy is daily, 8-10 hours.



Photograph



Floor Plan - Option 1 (225 nsf)



Floor Plan - Option 2 (225 nsf)

SYMBOL LEGEND:

- Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.1 SYSTEMS MATRIX

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

1.4.1 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.



1.4 OPLA - Room Data Sheet

1.4.2 ASSISTANT CHIEF COUNSEL OFFICE

Function

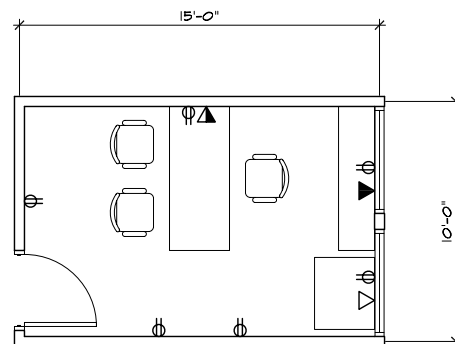
The Assistant Chief Counsels (ACCs) are principally responsible for representing the Department in removal proceedings before immigration courts and the Board of Immigration Appeals. Specific responsibilities include the following:

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

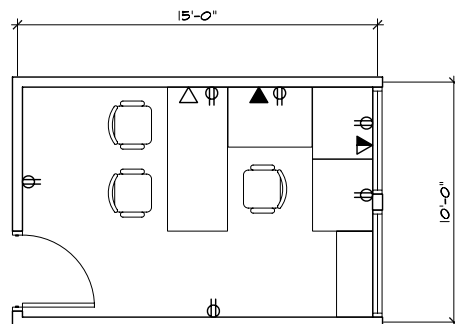
Normal occupancy is daily, 8-10 hours.



Photograph



Floor Plan - Option 1 (150 nsf)



Floor Plan - Option 2 (150 nsf)

SYMBOL LEGEND:

- Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.2 SYSTEMS MATRIX

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

1.4.2 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.



1.4 OPLA - Room Data Sheet

1.4.3 LEGAL TECHNICIAN WORKSTATION

Function

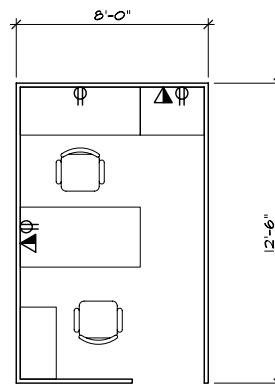
The Legal Technicians provide direct support to the Deputy Chief Counsel and Assistant Chief Counsels. Specific responsibilities include the following:

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

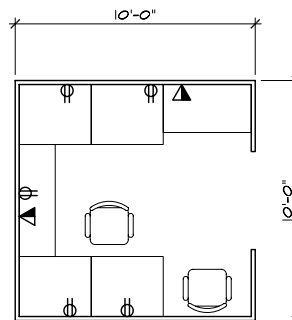
Normal occupancy is daily, 8-10 hours.



Photograph



Floor Plan - Option 1 (100 nsf)



Floor Plan - Option 2 (100 nsf)

SYMBOL LEGEND:

- Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.3 SYSTEMS MATRIX

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

1.4.3 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.



1.4 OPLA - Room Data Sheet

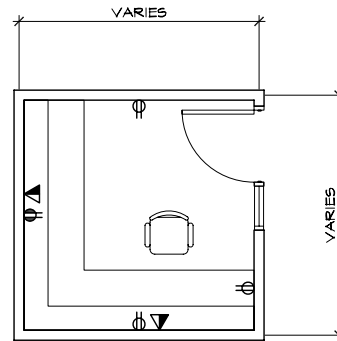
1.4.4 MAIL/FILE CLERK OFFICE

Function

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

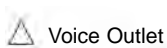


Photograph



Floor Plan (square footage varies)

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.4 SYSTEMS MATRIX

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

1.4.4 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.



1.4 OPLA - Room Data Sheet

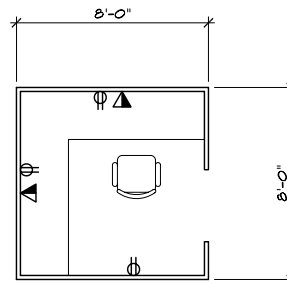
1.4.5 SUPPORT WORKSTATION W/SCANNER, PRINTER, FAX

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.5 SYSTEMS MATRIX

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

1.4.5 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.



1.4 OPLA - Room Data Sheet

1.4.6 LAW LIBRARY/CONFERENCE ROOM

Function

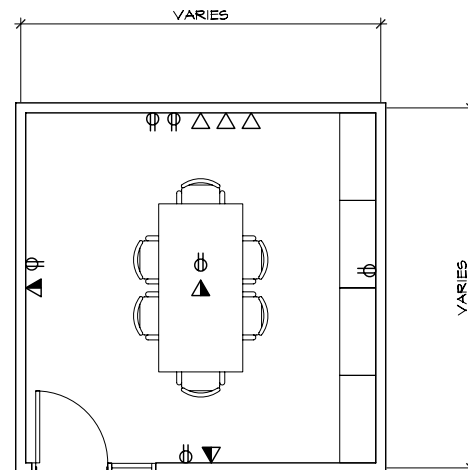
The Law Library/Conference Room is used for legal research, and is also used by the OPLA attorneys for meetings with clients, OCC staff, EOIR, the private bar, and visitors. It is also used for training purposes.

Normal occupancy is daily, 8-10 hours.

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



Photograph



Floor Plan (square footage varies)

The number of bookcases shall be determined by actual room dimensions; fill full length of long wall.

The 3 voice outlets grouped on end wall represent six (6) RJ 11/RJ 45 receptacles for video teleconferencing.

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.6 SYSTEMS MATRIX

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

1.4.6 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.



1.4 OPLA - Room Data Sheet

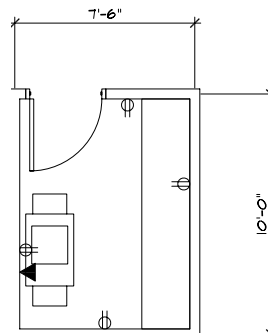
1.4.7 COPIER/STORAGE ROOM

Function

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

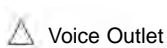


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.4.7

1.4.7

1.4.7

1.4.7

* Vendor n

** Lockset
preferen



1.4 OPLA - Room Data Sheet

1.4.8 SUPPLY ROOM

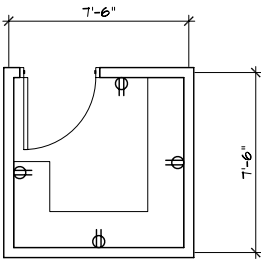
Function

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

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



Photograph



Floor Plan (square footage varies; 2 sq. ft. per employee)

Shelving shall fill three walls adjacent to and opposite the wall with door.

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.4.8 SYSTEMS MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
• PNT	<ul style="list-style-type: none"> • 35 oz 100% cut pile nylon carpet • Base - RB 	• ACT-8' high	• Solid core wood	• See below	• None
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Security</i>	<i>Communications</i>
• None	• Typical	• Recessed Fluorescent	• 110V duplex on each wall	• None	• None

1.4.8 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.



1.4 OPLA - Room Data Sheet

1.4.9 BREAKROOM

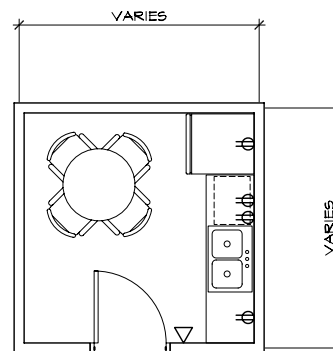
Function

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

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

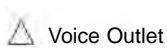


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.4.9 SYSTEMS MATRIX

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

1.4.9 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.

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

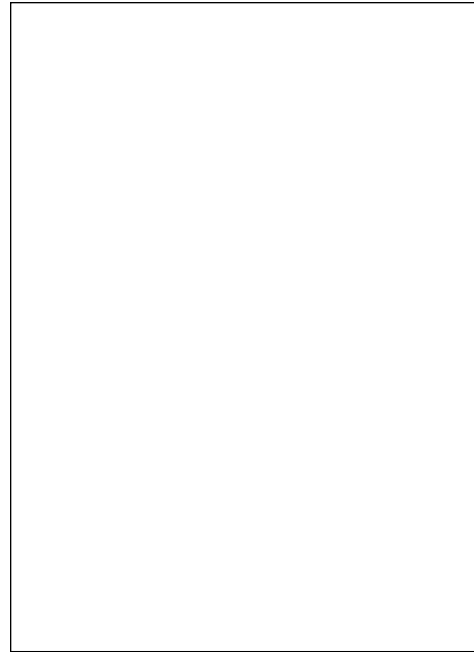


1.4 OPLA - Room Data Sheet

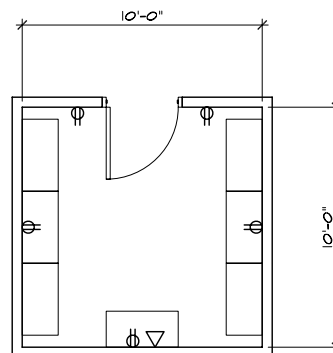
1.4.10 CLASSIFIED FILE ROOM

Function

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

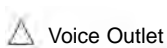


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Solicitation HSCEDM-11-R-00005

1.4.10 SYSTEMS MATRIX

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

1.4.9 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.

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

1.0 Office Zone

1.5 Removal Unit

(ICE Operated)

Space Requirements

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



1.5 Removal Unit- Function

FUNCTION STATEMENT

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

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

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

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

Design Criteria

Critical Issues

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

Special Requirements

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

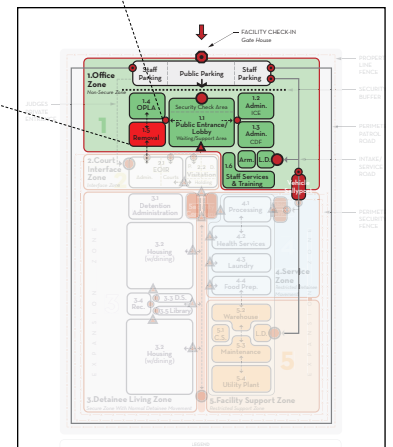
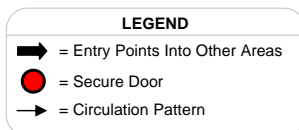
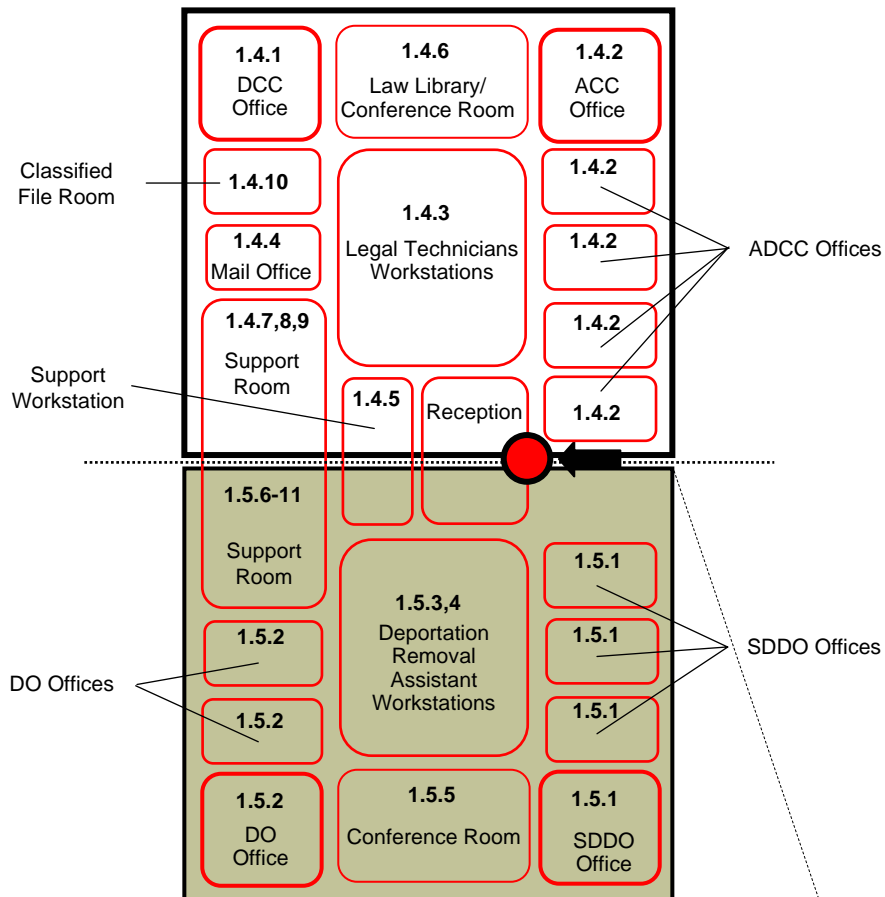
Space Requirements

1.5 REMOVAL UNIT

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

4. FUNCTIONAL REQUIREMENTS

1.5 Removal Unit : Organizational Diagram



Office Zone Diagram



1.5 Removal Unit - Critical Workflow Patterns

INTRODUCTION

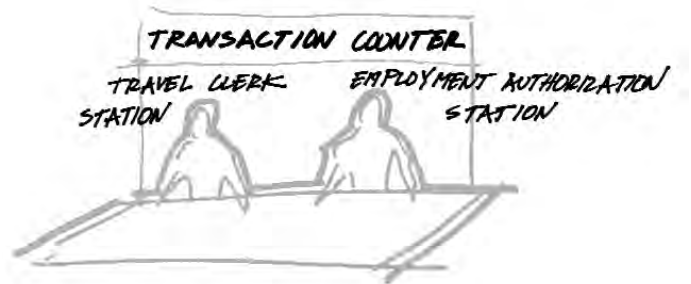
The diagrams on the following page illustrate some of the most critical workflow issues and patterns of Removal Unit.

4. FUNCTIONAL REQUIREMENTS

1.5 Removal Unit : Critical Workflow Patterns

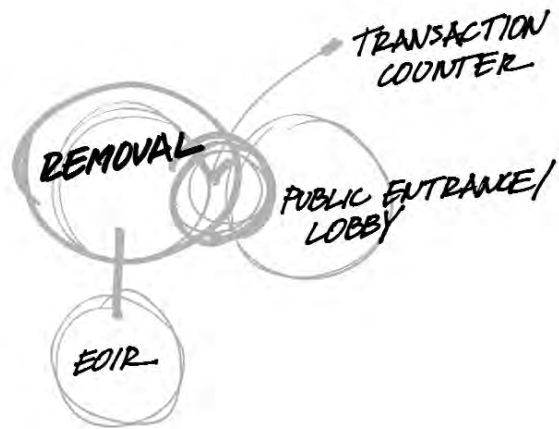
1. "PUBLIC TRANSACTION COUNTER"

Removal Unit should have public transaction counter stations for employment authorization documents and travel clerk workstation. The counter should be accessible from the Public Entrance/Lobby and be controlled by the security officer stationed in the lobby.



2. "CLOSE PROXIMITIES"

Removal Unit needs to be directly adjacent to the Public Entrance/Lobby and EOIR Court.





1.5 Removal Unit - Room Data Sheet

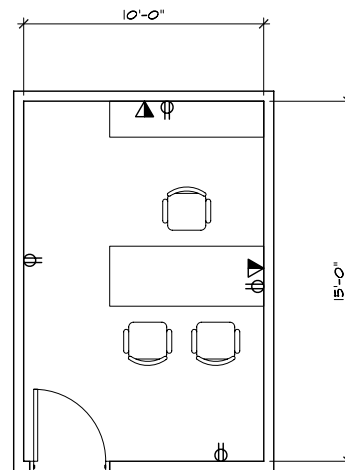
1.5.1 SUPERVISORY DETENTION & DEPORTATION OFFICER (SDDO) OFFICE

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.5.1 SYSTEMS MATRIX

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

1.5.1 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.5 Removal Unit - Room Data Sheet

1.5.2 DEPORTATION OFFICER (DO) OFFICE

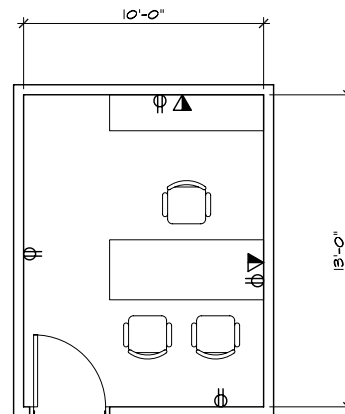
Function

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

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

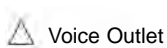


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.5.2 SYSTEMS MATRIX

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

1.5.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.5 Removal Unit - Room Data Sheet

1.5.3 DEPORTATION REMOVAL ASSISTANT (DRA) WORKSTATION

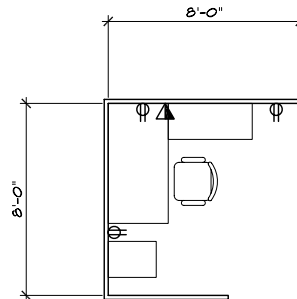
Function

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

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

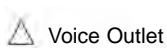


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.5.3 SYSTEMS MATRIX

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

1.5.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.5 Removal Unit - Room Data Sheet

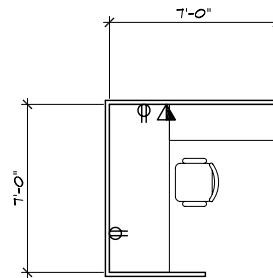
1.5.4 SHARED COMPUTER WORKSTATION

Function

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

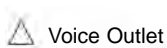


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.5.4 SYSTEMS MATRIX

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

1.5.4 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.



1.5 Removal Unit - Room Data Sheet

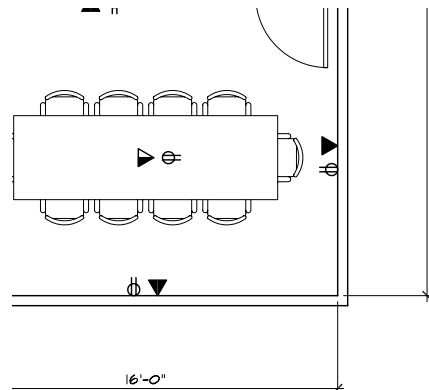
1.5.5 CONFERENCE ROOM

Function

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



Photograph



Floor Plan

The 3 voice outlets grouped on end wall represent six (6) RJ 11/RJ 45 receptacles for video teleconferencing.

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.5.5 SYSTEMS MATRIX

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

1.5.5 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.



1.5 Removal Unit - Room Data Sheet

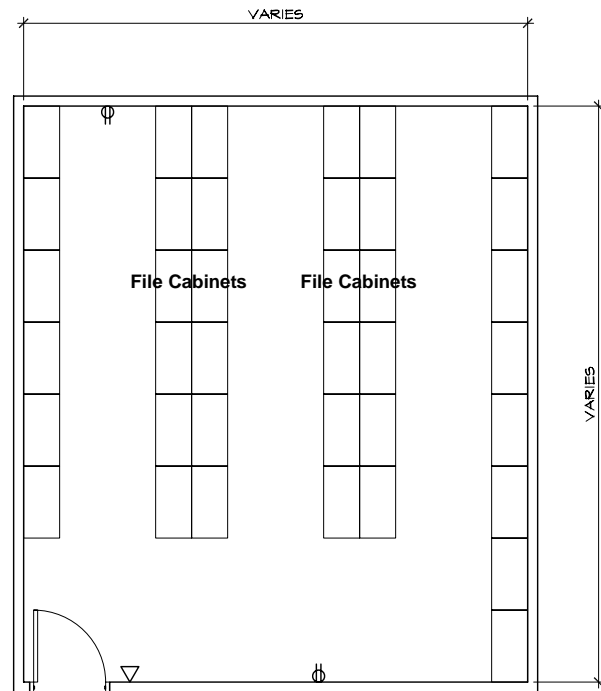
1.5.6 RECORDS/FILES ROOM

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.5.6 SYSTEMS MATRIX

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

1.5.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.

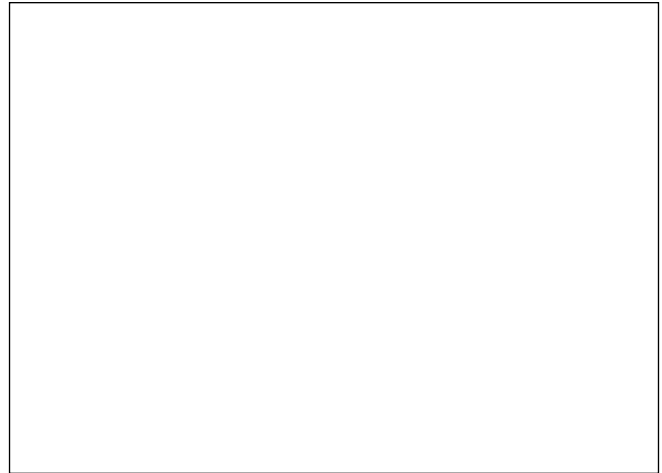


1.5 Removal Unit - Room Data Sheet

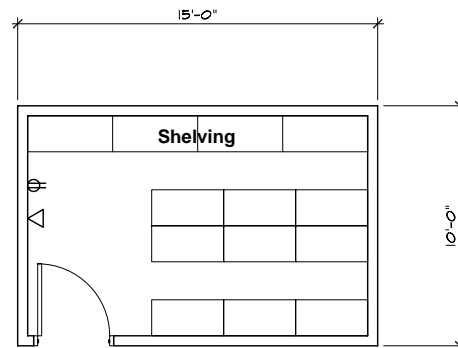
1.5.7 SUPPLY/STORAGE ROOM

Function

The Supply/Storage Room is used to stock boxes of copier paper, office supplies, standard forms and the like.

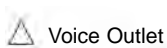


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.5.7

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

1.5.7

[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.



1.5 Removal Unit - Room Data Sheet

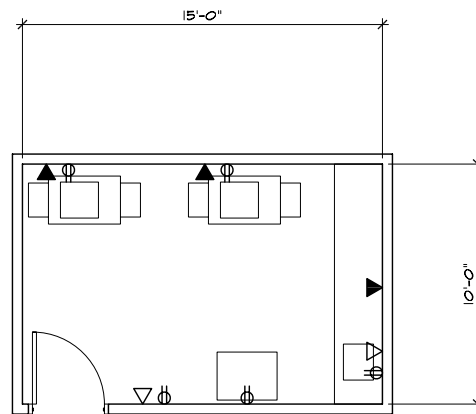
1.5.8 COPIER/FAX/SHREDDER ROOM

Function

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

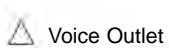


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.5.8 SYSTEMS MATRIX

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

1.5.8 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.



1.5 Removal Unit - Room Data Sheet

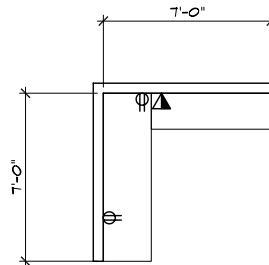
1.5.9 PRINTER AREA

Function

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

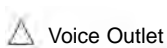


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.5.9 SYSTEMS MATRIX

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

1.5.9 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.

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



1.5 Removal Unit - Room Data Sheet

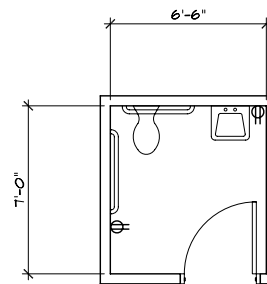
1.5.10 OFFICER TOILET - MALE

Function

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

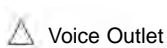


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1.5.10

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

1.5.10

[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.



1.5 Removal Unit - Room Data Sheet

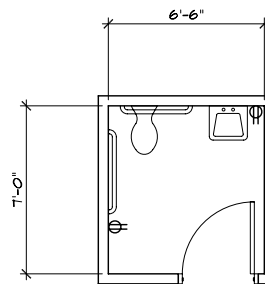
1.5.11 OFFICER TOILET - FEMALE

Function

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

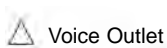


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.5.11 SYSTEMS MATRIX

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

1.5.11 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.

1.0 Office Zone

1.6 Staff Services and Training

(ICE Operated)

Space Requirements

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



1.6 Staff Services and Training - Function

FUNCTION STATEMENT

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

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

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

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

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

Design Criteria

Critical Issues

- ✓ Training located outside secure perimeter

Special Requirements

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

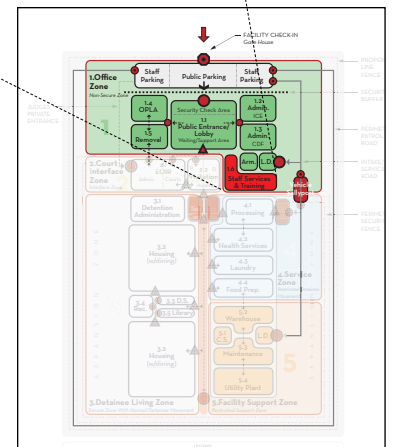
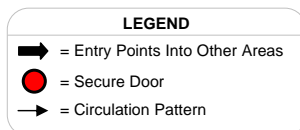
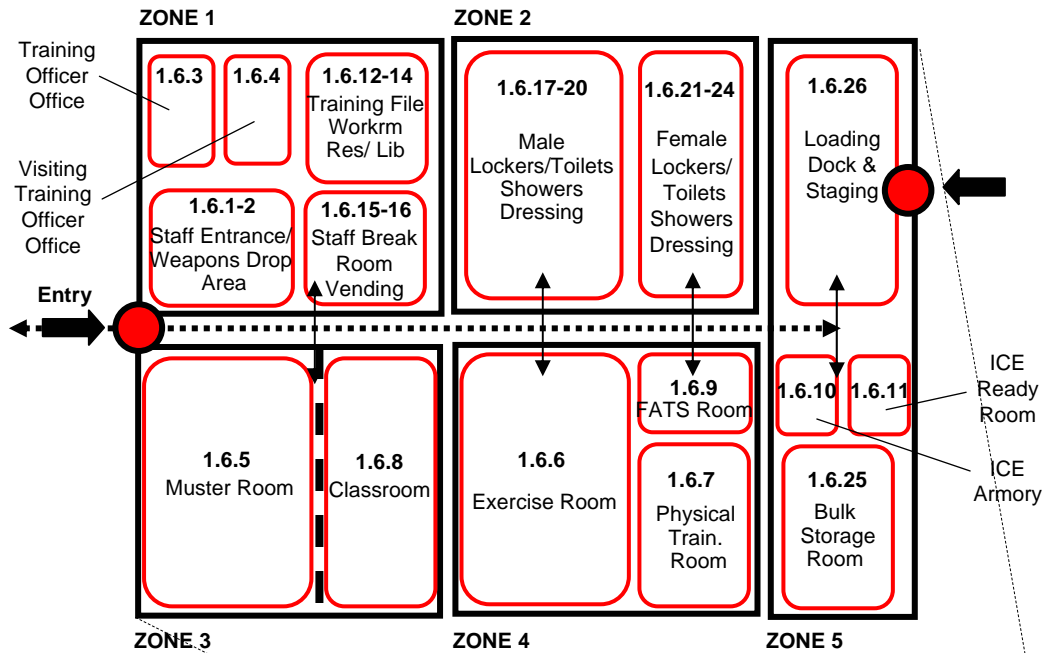
Space Requirements

1.6 STAFF SERVICES AND TRAINING

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

4. FUNCTIONAL REQUIREMENTS

1.6 Staff Services and Training : Organizational Diagram



Office Zone Diagram



1.6 Staff Services and Training - Critical Workflow Patterns

INTRODUCTION

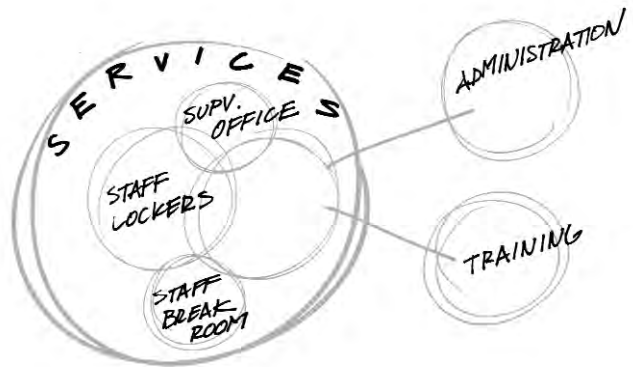
The diagrams on the following page illustrate some of the most critical workflow issues and patterns of the Staff Services and Training.

4. FUNCTIONAL REQUIREMENTS

1.6 Staff Services and Training : Critical Workflow Patterns

1. "CRITICAL ADJACENCIES - SERVICES"

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



2. "CRITICAL ADJACENCIES - TRAINING"

Training should be located outside the main secure perimeter in a zone restricted only to staff.





1.6 Staff Services and Training - Room Data Sheet

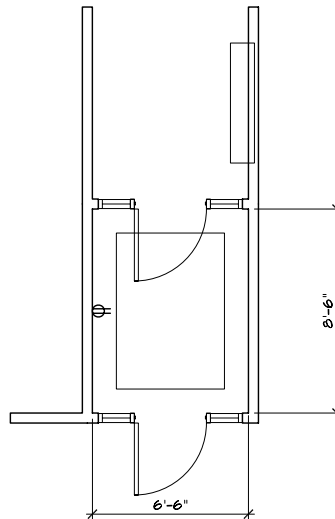
1.6.1 STAFF ENTRANCE VESTIBULE

Function

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

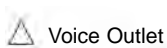


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.6.1 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• PNT	Floors <ul style="list-style-type: none">• CT	Ceiling <ul style="list-style-type: none">• GWB-8' high min.	Doors <ul style="list-style-type: none">• Glass	Hardware <ul style="list-style-type: none">• See below	Glazing <ul style="list-style-type: none">• Interior & exterior
Plumbing <ul style="list-style-type: none">• None	HVAC <ul style="list-style-type: none">• Typical	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• 110V duplex on each wall	Security <ul style="list-style-type: none">• See below	Communications <ul style="list-style-type: none">• None

1.6.1 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.



1.6 Staff Services and Training - Room Data Sheet

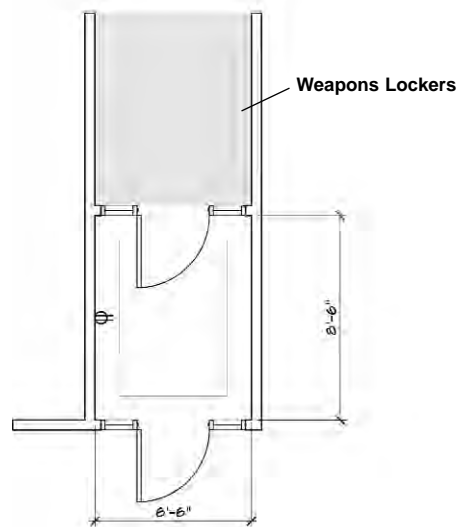
1.6.2 WEAPONS DROP AREA

Function

The Weapons Drop Area is a space located directly inside the Staff Entrance Vestibule for securing weapons prior to entering the facility.



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.2

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

1.6.2

[illegible]

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



1.6 Staff Services and Training - Room Data Sheet

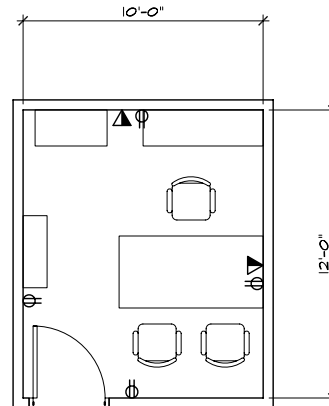
1.6.3 TRAINING OFFICER OFFICE

Function

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

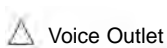


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.6.3 SYSTEMS MATRIX

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

1.6.3 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

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1.6 Staff Services and Training - Room Data Sheet

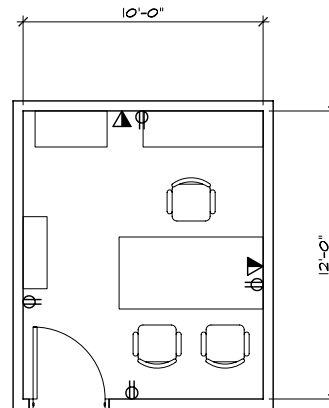
1.6.4 VISITING TRAINING OFFICER OFFICE

Function

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

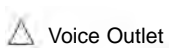


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.6.4 SYSTEMS MATRIX

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

1.6.4 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.



1.6 Staff Services and Training - Room Data Sheet

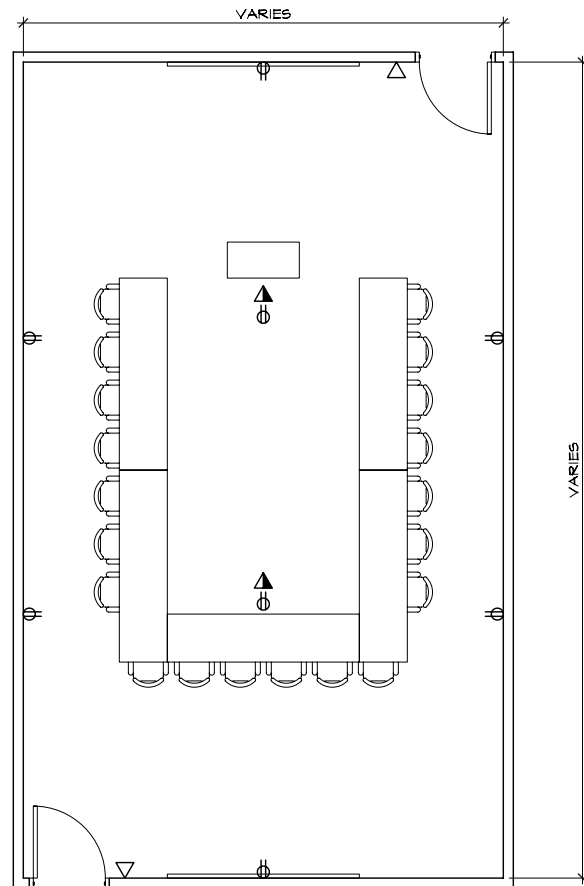
1.6.5 MUSTER ROOM

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet

Data Outlet

Voice/Data Outlet

Duplex Outlet

ISDN Outlet

Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.6.5 SYSTEMS MATRIX

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

1.6.5 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.



1.6 Staff Services and Training - Room Data Sheet

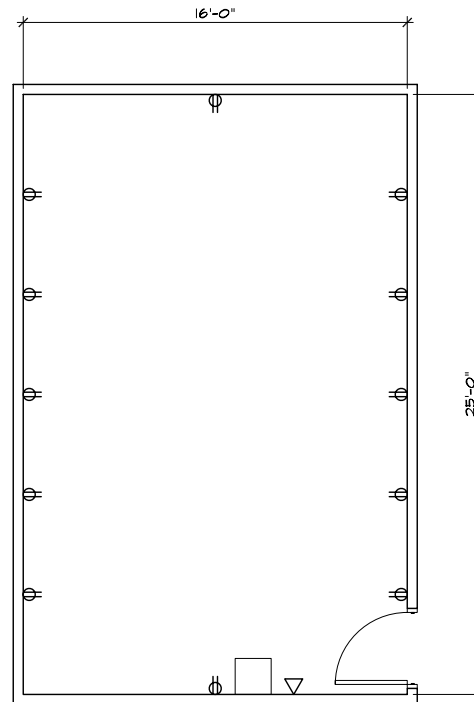
1.6.6 EXERCISE ROOM

Function

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

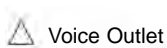


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.6

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

1.6.6

[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.



1.6 Staff Services and Training - Room Data Sheet

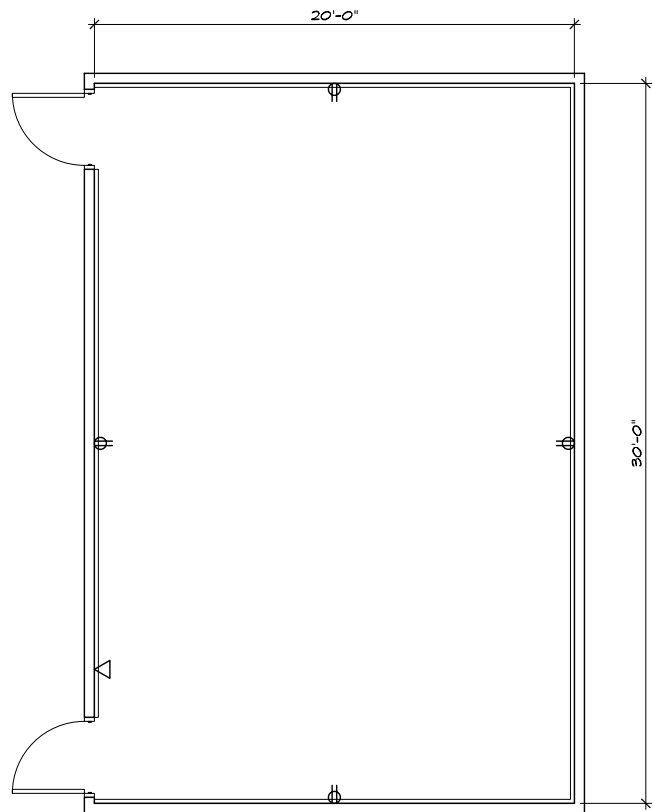
1.6.7 PHYSICAL TRAINING ROOM

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.6.7 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• Padded	Floors <ul style="list-style-type: none">• Padded/fitness floor	Ceiling <ul style="list-style-type: none">• ACT-9' high min.	Doors <ul style="list-style-type: none">• Solid core wood	Hardware <ul style="list-style-type: none">• None	Glazing <ul style="list-style-type: none">• None
Plumbing <ul style="list-style-type: none">• None	HVAC <ul style="list-style-type: none">• Typical	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• 110V duplex on each wall	Security <ul style="list-style-type: none">• None	Communications <ul style="list-style-type: none">• None

1.6.7 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.



1.6 Staff Services and Training - Room Data Sheet

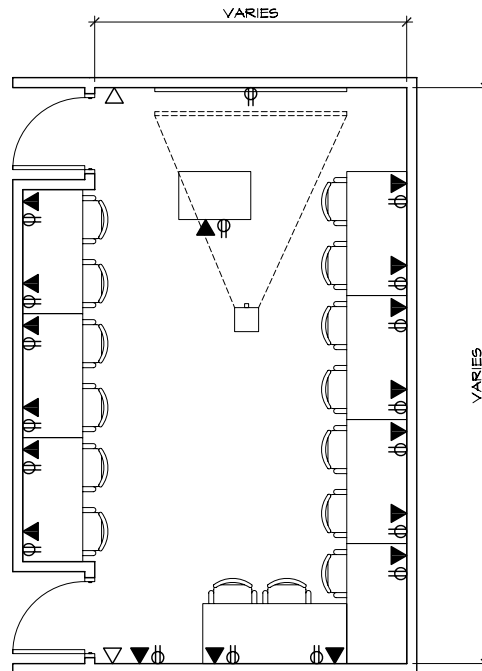
1.6.8 CLASSROOM/COMPUTER TRAINING ROOM

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.6.8 SYSTEMS MATRIX

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

1.6.8 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.



1.6 Staff Services and Training - Room Data Sheet

1.6.9 FATS TRAINING ROOM

Function
The...

NEED

Photograph

NEED

Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.6.9 SYSTEMS MATRIX

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

1.6.9 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.

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



1.6 Staff Services and Training - Room Data Sheet

1.6.10 ICE ARMORY

Function

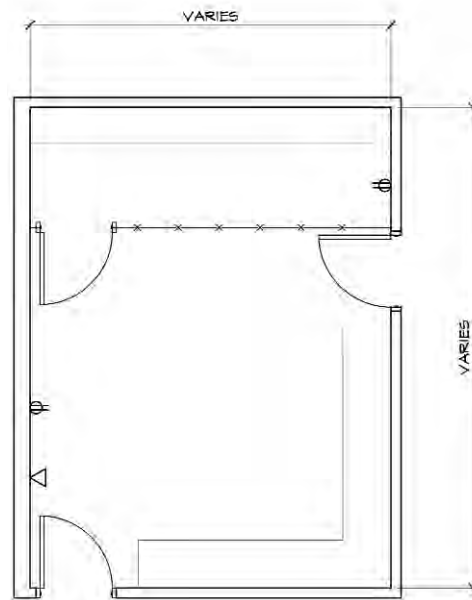
The armory should be located outside the secure perimeter but near Central Control in order to provide visual monitoring. Entrance to this area should be controlled with a key and alarm system. Entrances to the armory should be video monitored and recorded. The armory should be equipped with two (2) doors: a main door and a day door. The day door provides daytime access for security staff to the armory for practice, cleaning, and maintenance.

The armory should be at least a minimum of 18.5 square meters (200 square feet) and must be able to accommodate a workbench for cleaning and repairing weapons. Gas, weapons, ammunition, shotguns, riot guns, and specialized equipment are stored in the armory. Some disturbance equipment (shields, vests, batons, etc.) may also be stored in this space. Guns are double-locked or kept in a gun chamber within the armory.

The armory must be equipped with a fire suppression system and should be climate controlled. Venting to the outdoors is necessary because of solvents and waste storage.



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Solicitation HSCEDM-11-R-00005

1.6.10

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

1.6.10

[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.



1.6 Staff Services and Training - Room Data Sheet

1.6.11 ICE READY ROOM

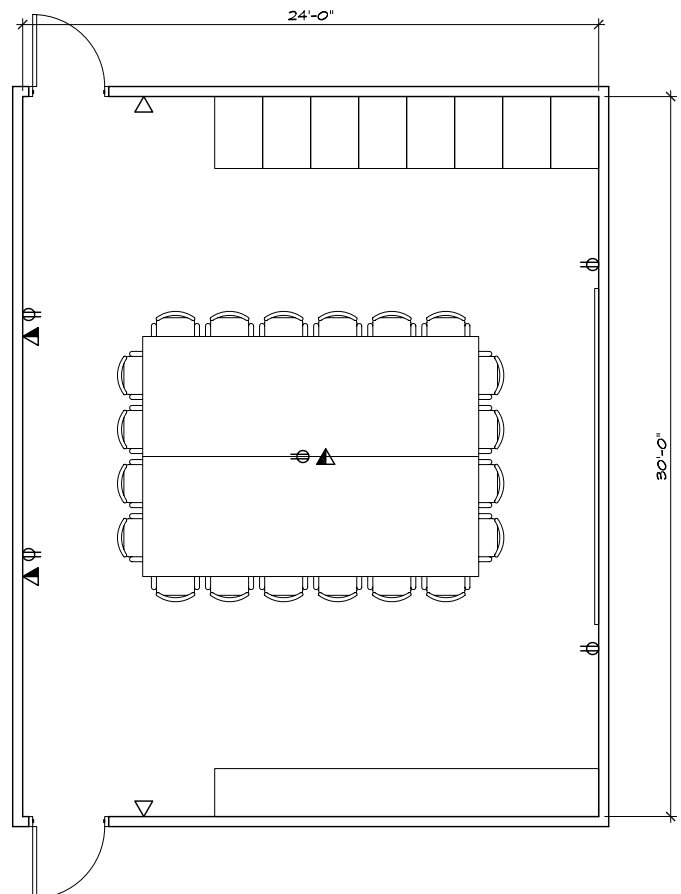
Function

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

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.6.11 SYSTEMS MATRIX

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

1.6.11 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.



1.6 Staff Services and Training - Room Data Sheet

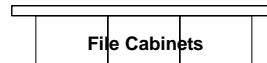
1.6.12 TRAINING FILE AREA

Function

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

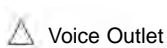


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.12 SYSTEMS MATRIX

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

1.6.12 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.



1.6 Staff Services and Training - Room Data Sheet

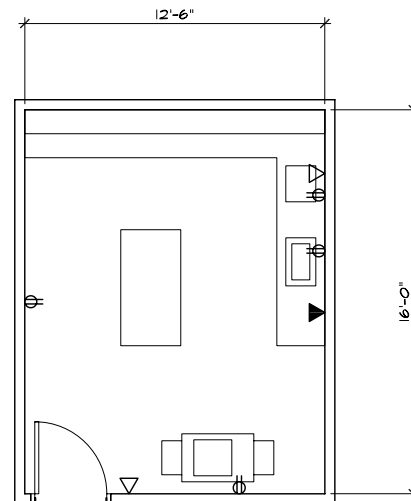
1.6.13 WORKROOM

Function

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

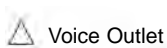


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.13 SYSTEMS MATRIX

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

1.6.13 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.



1.6 Staff Services and Training - Room Data Sheet

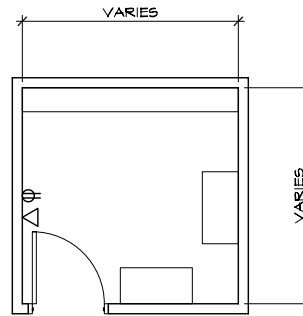
1.6.14 RESOURCE LIBRARY

Function

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

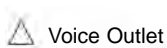


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.14 SYSTEMS MATRIX

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

1.6.14 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.



1.6 Staff Services and Training - Room Data Sheet

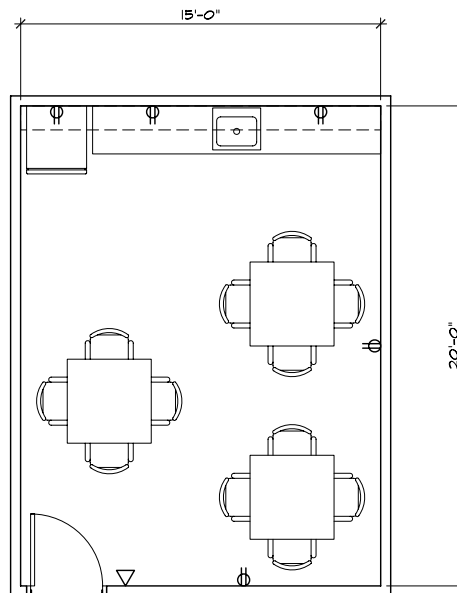
1.6.15 STAFF BREAKROOM

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.15 SYSTEMS MATRIX

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

1.6.15 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.



1.6 Staff Services and Training - Room Data Sheet

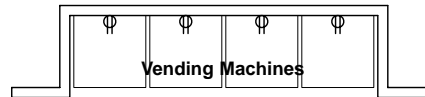
1.6.16 VENDING AREA

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.16 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• PNT	Floors <ul style="list-style-type: none">• VCT• Base - RB	Ceiling <ul style="list-style-type: none">• ACT-8' high min.	Doors <ul style="list-style-type: none">• None	Hardware <ul style="list-style-type: none">• None	Glazing <ul style="list-style-type: none">• None
Plumbing <ul style="list-style-type: none">• As required by vending machines	HVAC <ul style="list-style-type: none">• Typical	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• As required by vending machines	Security <ul style="list-style-type: none">• None	Communications <ul style="list-style-type: none">• None

1.6.16 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.



1.6 Staff Services and Training - Room Data Sheet

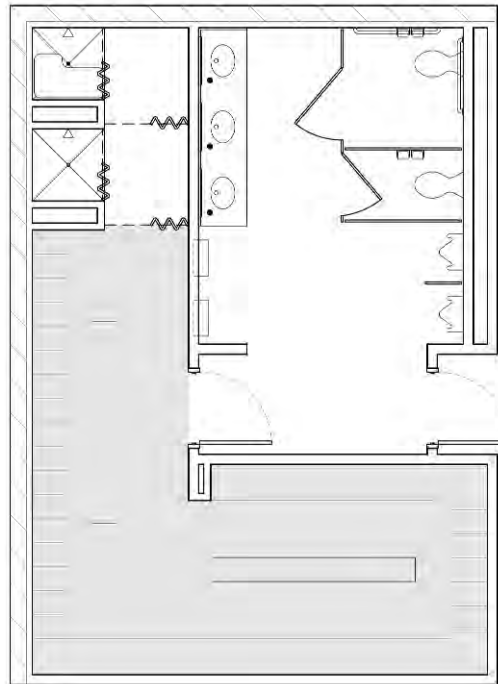
1.6.17 MALE STAFF LOCKERS

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.17 SYSTEMS MATRIX

Walls <ul style="list-style-type: none"> • PNT 	Floors <ul style="list-style-type: none"> • Ceramic tile • Base - CT 	Ceiling <ul style="list-style-type: none"> • Vinyl faced GWB, suspended, lay-in 	Doors <ul style="list-style-type: none"> • Solid core wood 	Hardware <ul style="list-style-type: none"> • See below 	Glazing <ul style="list-style-type: none"> • None
Plumbing <ul style="list-style-type: none"> • None 	HVAC <ul style="list-style-type: none"> • Typical w/exhaust 	Lighting <ul style="list-style-type: none"> • Recessed Fluorescent 	Power <ul style="list-style-type: none"> • none 	Security <ul style="list-style-type: none"> • None 	Communications <ul style="list-style-type: none"> • None

1.6.17 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.



1.6 Staff Services and Training - Room Data Sheet

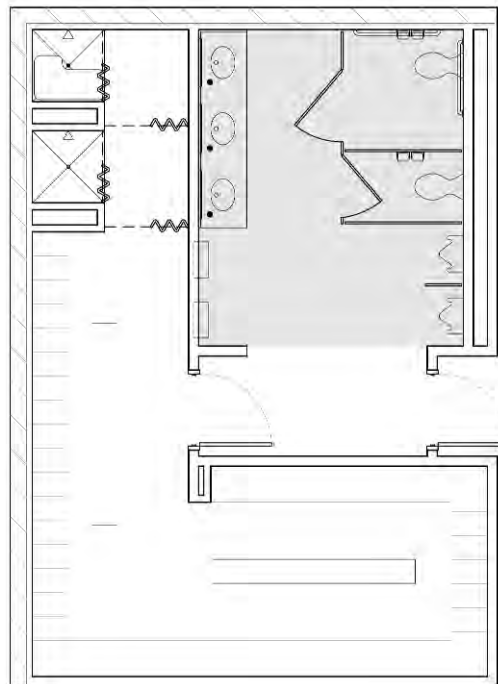
1.6.18 MALE STAFF TOILET

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.6.18 SYSTEMS MATRIX

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

1.6.18 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.



1.6 Staff Services and Training - Room Data Sheet

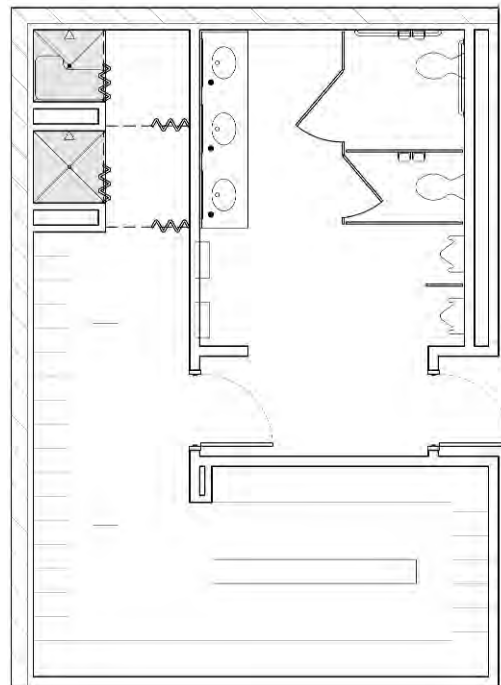
1.6.19 MALE STAFF SHOWER

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.19 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• CT - full height	Floors <ul style="list-style-type: none">• CT• Base-CT	Ceiling <ul style="list-style-type: none">• GWB-type X	Doors <ul style="list-style-type: none">• N/A	Hardware <ul style="list-style-type: none">• See below	Glazing <ul style="list-style-type: none">• None
Plumbing <ul style="list-style-type: none">• Showers• Floor drain	HVAC <ul style="list-style-type: none">• Typical w/exhaust	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• None	Security <ul style="list-style-type: none">• None	Communications <ul style="list-style-type: none">• None

1.6.19 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.



1.6 Staff Services and Training - Room Data Sheet

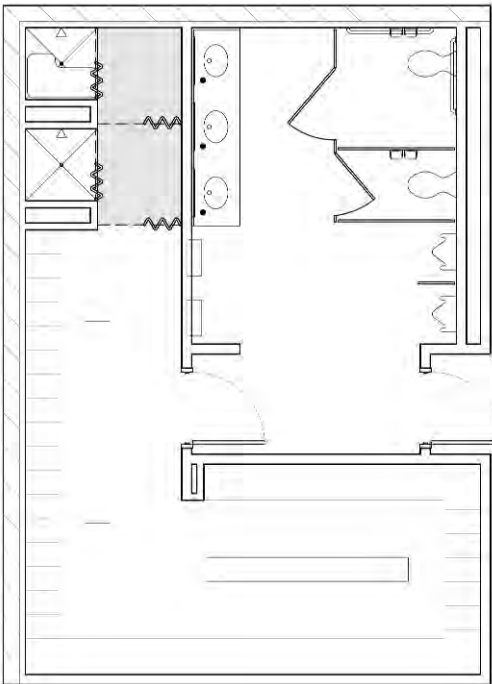
1.6.20 MALE SHOWER DRESSING AREA

Function

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



Photograph



Floor Plan

1-R-00005

REQUIREMENTS

1.6.20 SYSTEMS MATRIX

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

1.6.20 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.



1.6 Staff Services and Training - Room Data Sheet

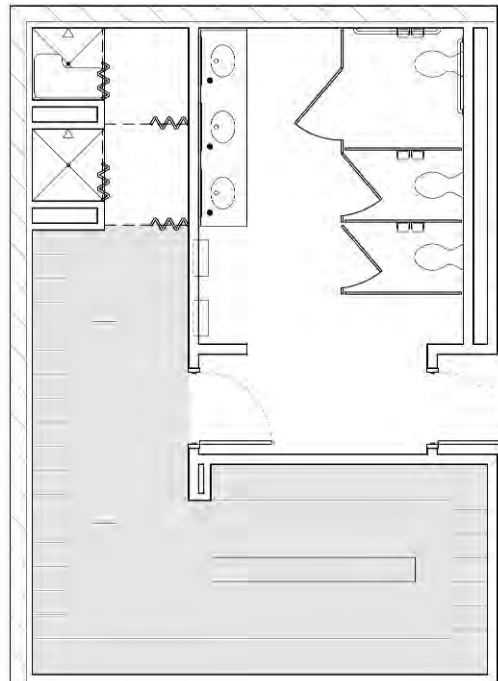
1.6.21 FEMALE STAFF LOCKERS

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.21 SYSTEMS MATRIX

Walls <ul style="list-style-type: none"> • PNT 	Floors <ul style="list-style-type: none"> • Ceramic tile • Base - CT 	Ceiling <ul style="list-style-type: none"> • Vinyl faced GWB, suspended, lay-in 	Doors <ul style="list-style-type: none"> • Solid core wood 	Hardware <ul style="list-style-type: none"> • See below 	Glazing <ul style="list-style-type: none"> • None
Plumbing <ul style="list-style-type: none"> • None 	HVAC <ul style="list-style-type: none"> • Typical w/exhaust 	Lighting <ul style="list-style-type: none"> • Recessed Fluorescent 	Power <ul style="list-style-type: none"> • none 	Security <ul style="list-style-type: none"> • None 	Communications <ul style="list-style-type: none"> • None

1.6.21 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.



1.6 Staff Services and Training - Room Data Sheet

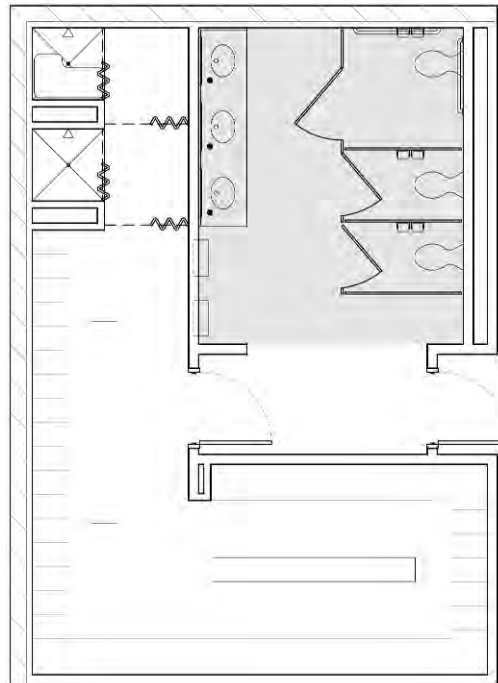
1.6.22 FEMALE STAFF TOILET

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

1.6.22 SYSTEMS MATRIX

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

1.6.22 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.



1.6 Staff Services and Training - Room Data Sheet

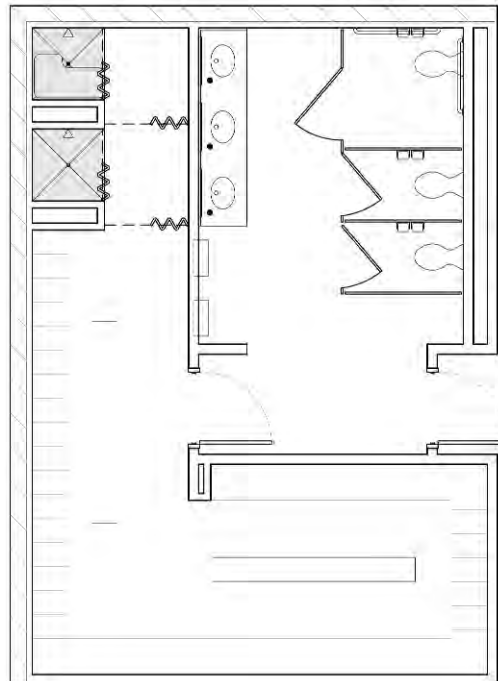
1.6.23 FEMALE STAFF SHOWER

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

1.6.23 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• CT - full height	Floors <ul style="list-style-type: none">• CT• Base-CT	Ceiling <ul style="list-style-type: none">• GWB-type X	Doors <ul style="list-style-type: none">• N/A	Hardware <ul style="list-style-type: none">• See below	Glazing <ul style="list-style-type: none">• None
Plumbing <ul style="list-style-type: none">• Showers• Floor drain	HVAC <ul style="list-style-type: none">• Typical w/exhaust	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• None	Security <ul style="list-style-type: none">• None	Communications <ul style="list-style-type: none">• None

1.6.23 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.



1.6 Staff Services and Training - Room Data Sheet

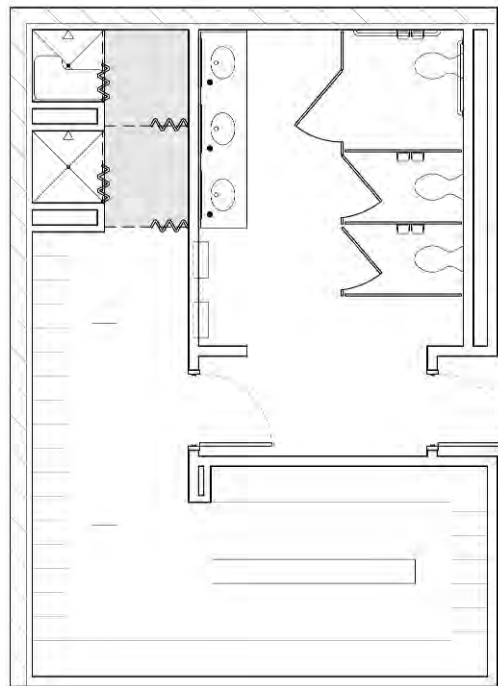
1.6.24 FEMALE SHOWER DRESSING AREA

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.24 SYSTEMS MATRIX

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

1.6.24 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.



1.6 Staff Services and Training - Room Data Sheet

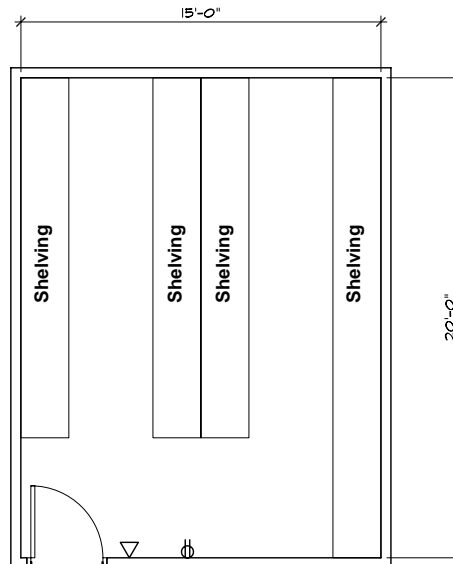
1.6.25 BULK STORAGE ROOM

Function

The Bulk Storage Room is a secured space for housing disposed property.



Photograph



Floor Plan

SYMBOL LEGEND:



1-R-00005

REQUIREMENTS

1.6.25 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• PNT	Floors <ul style="list-style-type: none">• VCT• Base - RB	Ceiling <ul style="list-style-type: none">• ACT-8' high min.	Doors <ul style="list-style-type: none">• Hollow metal	Hardware <ul style="list-style-type: none">• See below	Glazing <ul style="list-style-type: none">• None
Plumbing <ul style="list-style-type: none">• None	HVAC <ul style="list-style-type: none">• Typical	Lighting <ul style="list-style-type: none">• Recessed Fluorescent	Power <ul style="list-style-type: none">• 110V duplex on each wall	Security <ul style="list-style-type: none">• None	Communications <ul style="list-style-type: none">• None

1.6.25 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.



1.6 Staff Services and Training - Room Data Sheet

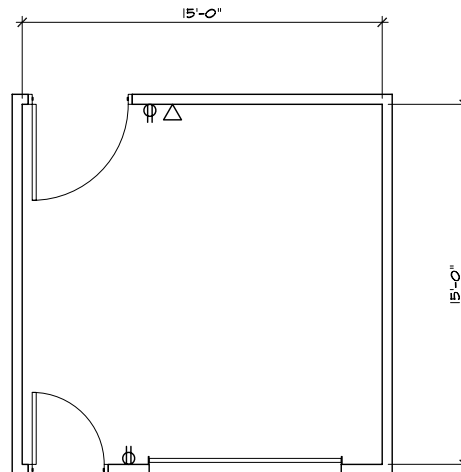
1.6.26 LOADING DOCK & STAGING

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

1-R-00005

REQUIREMENTS

1.6.26 SYSTEMS MATRIX

Walls <ul style="list-style-type: none">• PNT	Floors <ul style="list-style-type: none">• Concrete, sealed	Ceiling <ul style="list-style-type: none">• None	Doors <ul style="list-style-type: none">• Hollow metal	Hardware <ul style="list-style-type: none">• See below	Glazing <ul style="list-style-type: none">• None
Plumbing <ul style="list-style-type: none">• None	HVAC <ul style="list-style-type: none">• Typical	Lighting <ul style="list-style-type: none">• Suspended Fluorescent	Power <ul style="list-style-type: none">• 110V duplex on 2 walls	Security <ul style="list-style-type: none">• See below	Communications <ul style="list-style-type: none">• Voice - one• Data - none

1.6.26 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.



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.)

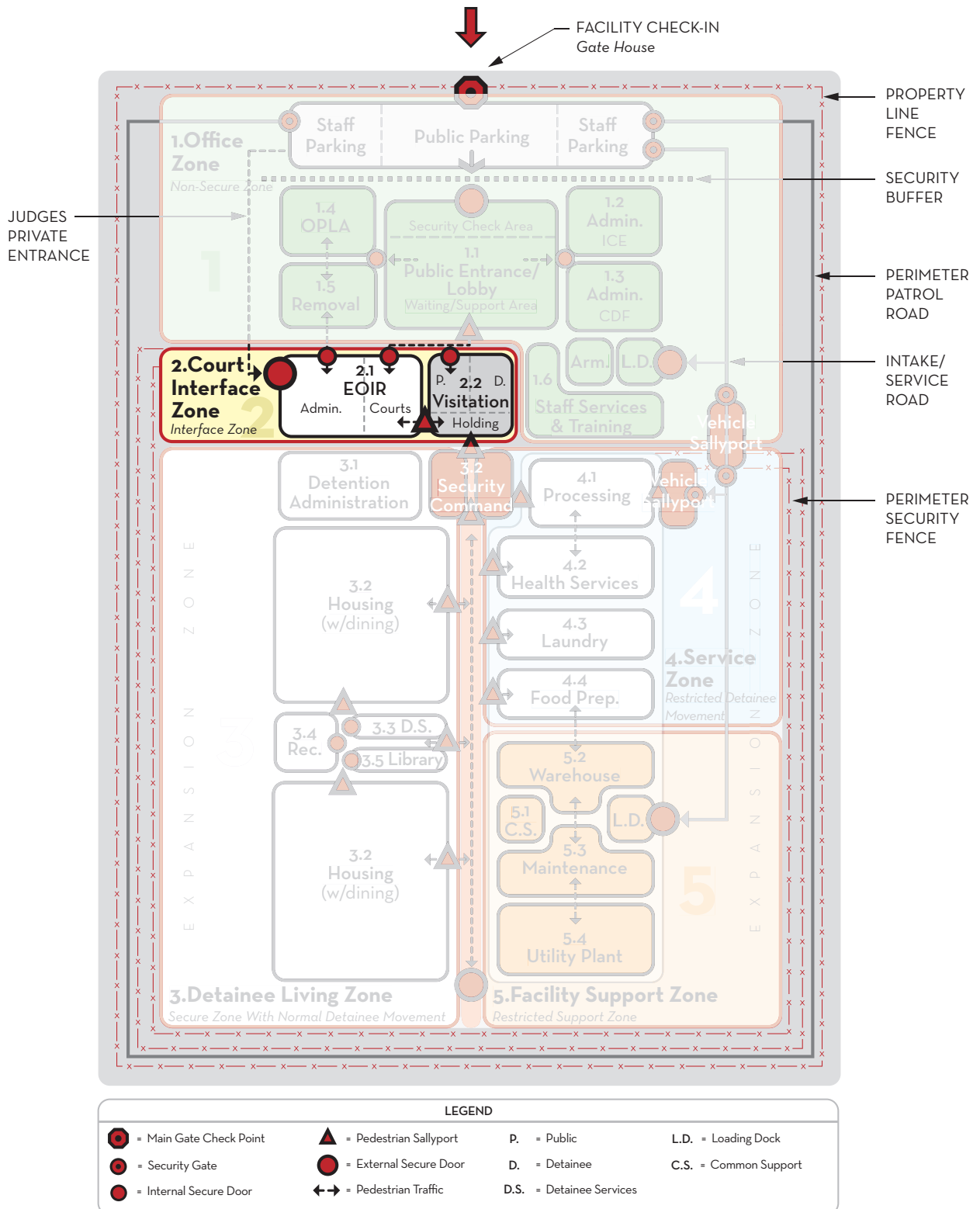
The Court Interface components within a CDF are operated by the Executive Office for Immigration Review (EOIR) and the selected contractor, and are not included in this document.

The components within the Court Interface Zone are listed below.

- 2.1 EOIR Court
- 2.2 Public/Detainee Visitation

4. FUNCTIONAL REQUIREMENTS

2.0 Court Interface Zone : Organizational Diagram



Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

2.0 Court Interface Zone - Space Requirements Summary

[illegible]

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.

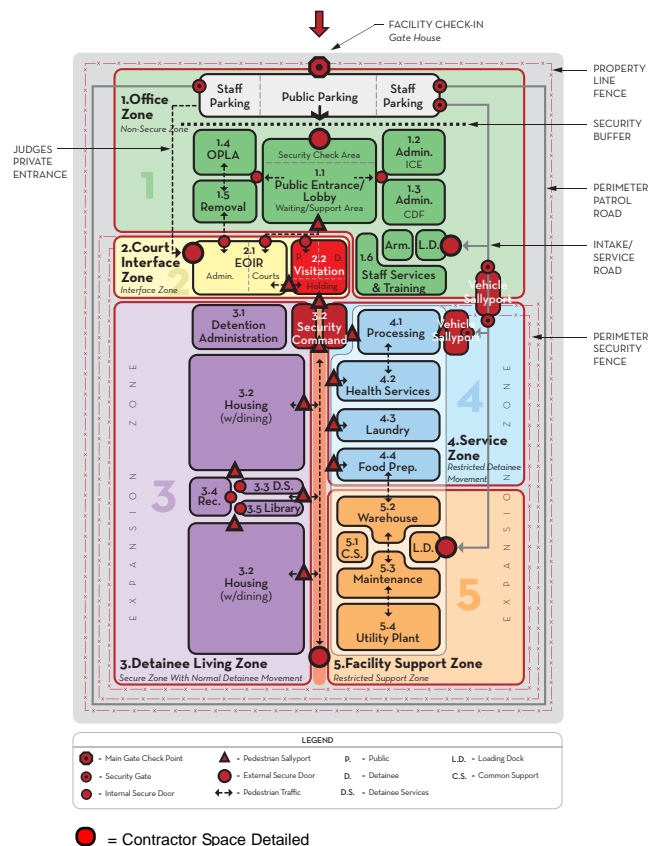
OPERATIONAL REQUIREMENTS

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.



4. FUNCTIONAL REQUIREMENTS

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

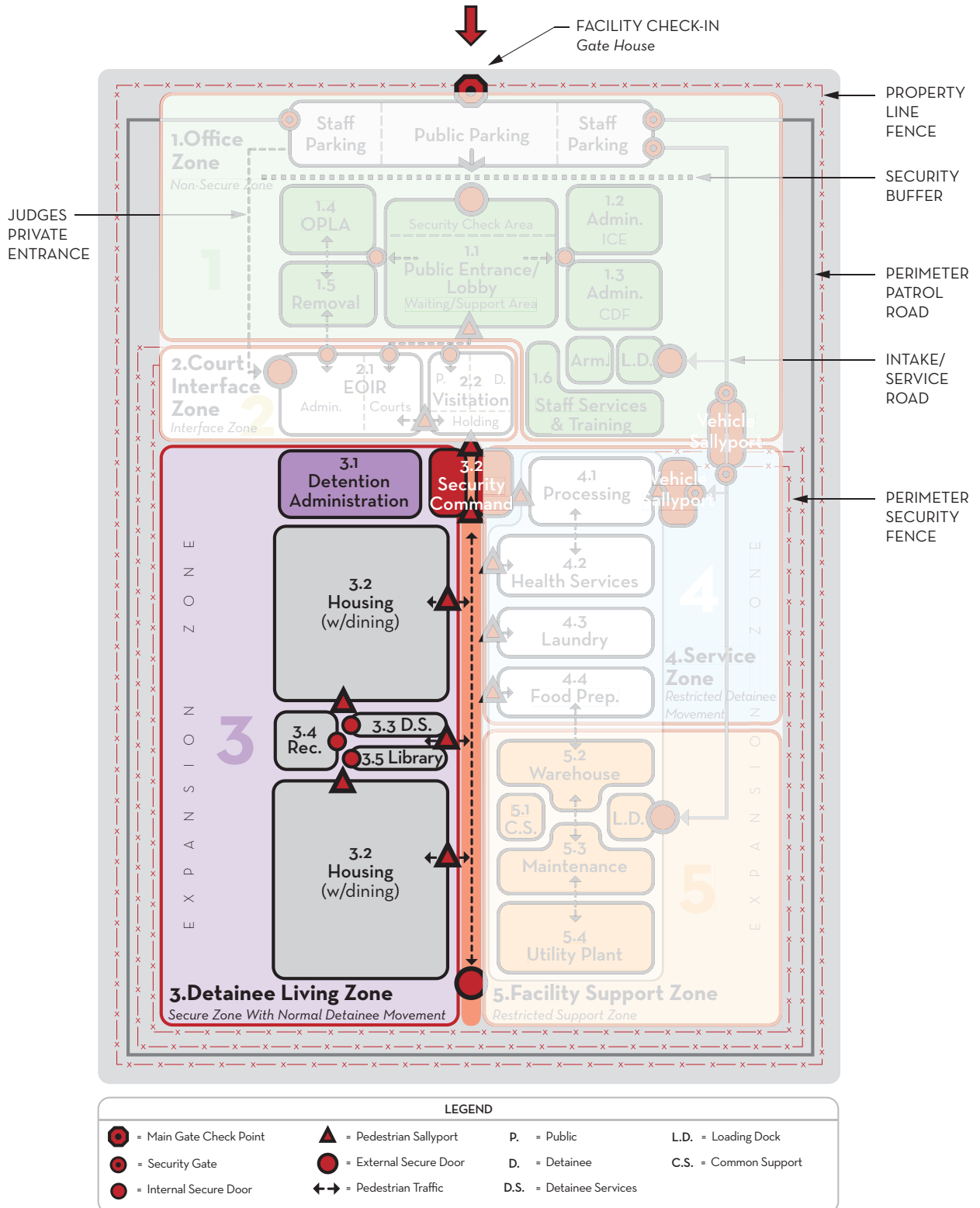
Provides detailed information on all spaces within the components (i.e., function statements, photograph, floor plan, systems, furniture, and equipment)

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)

4. FUNCTIONAL REQUIREMENTS

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.

4. FUNCTIONAL REQUIREMENTS

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	2	150	300				
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	3	130	390	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	30	65	1,950	1	45	65	2,925				
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		team of 24 @ 25 sf ea; 8 lockers @ 15 sf ea.		
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			4,855				
					Net-Gross Factor	1.38	538			Net-Gross Factor	1.38	768			Net-Gross Factor	1.38	891			Net-Gross Factor	1.38	1,022			Net-Gross Factor	1.38	1,294			Net-Gross Factor	1.38	1,368		1,845		
					Gross Square Feet		1,953			Gross Square Feet		2,788			Gross Square Feet		3,236			Gross Square Feet		3,712			Gross Square Feet		4,161			Gross Square Feet		4,699		6,700		
3.2	Detainee Housing (w/Dining)																																			
	Contractor Space																																			
					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			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			0	
3.3	Detainee Services																																			
	Contractor Space																																			
					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			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			0	
3.4	Recreation																																			
	Contractor Space																																			
					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			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			0	
3.5	Library																																			
	Contractor Space																																			
					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			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			0	

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

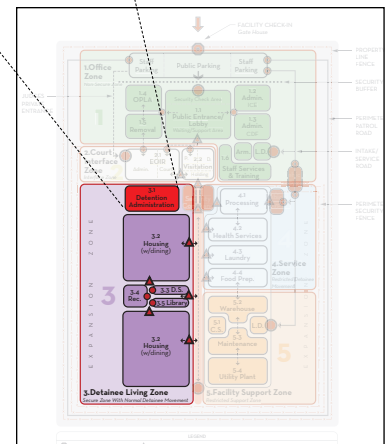
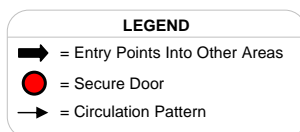
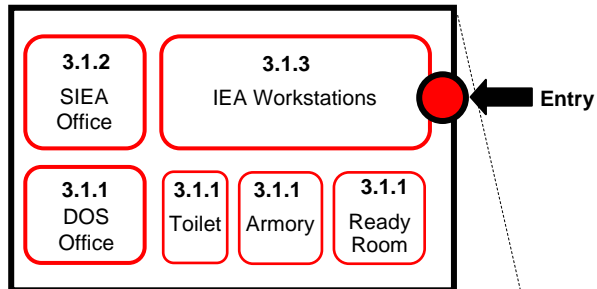
Space Requirements

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

4. FUNCTIONAL REQUIREMENTS

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.

4. FUNCTIONAL REQUIREMENTS

3.1 Detention Administration : Critical Workflow Patterns

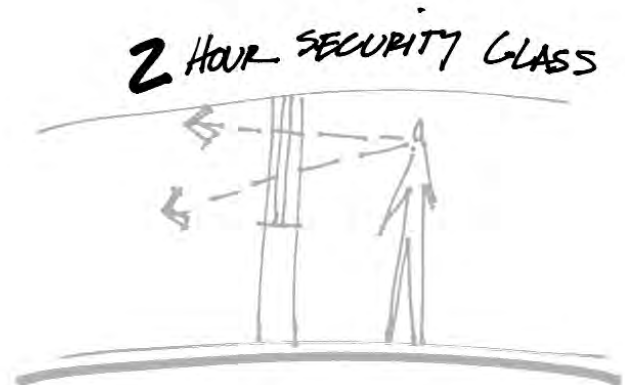
1. "CRITICAL ADJACENCIES"

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



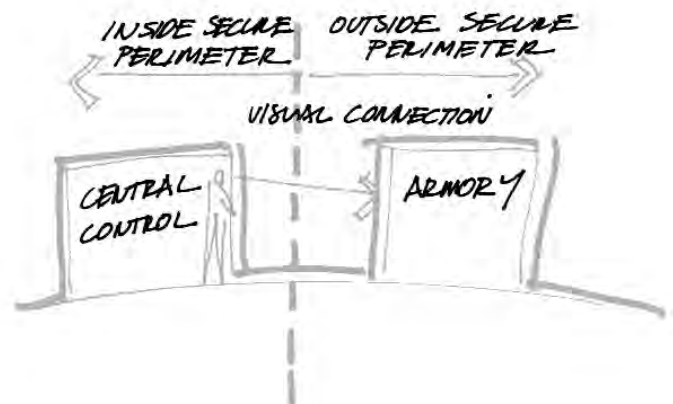
2. "TWO-HOUR SECURITY GLASS"

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.





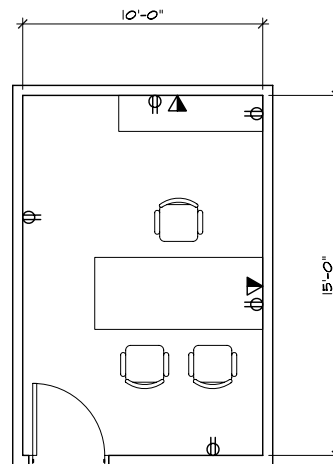
3.1 Detention Administration - Room Data Sheet

3.1.1 DETENTION OPERATIONS SUPERVISOR (DOS) OFFICE

Function
The....




Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet

 Data Outlet

 Voice/Data Outlet

 Duplex Outlet

 ISDN Outlet

 Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

3.1.1 SYSTEMS MATRIX

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

3.1.1 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.



3.1 Detention Administration - Room Data Sheet

3.1.2 SUPERVISORY IMMIGRATION ENFORCEMENT AGENT (SIEA) OFFICE

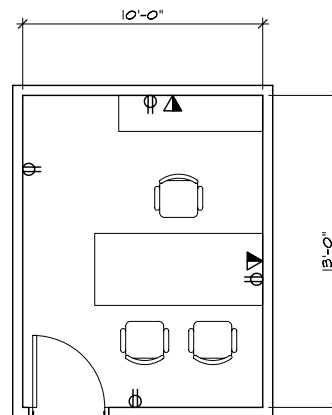
Function

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

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

3.1.2 SYSTEMS MATRIX

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

3.1.2 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.



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:

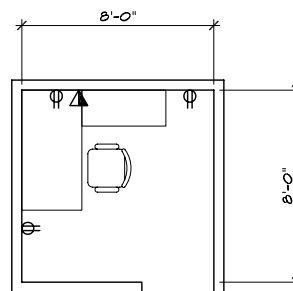
- Removal, transport, and escort
- Detention

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

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Solicitation HSCEDM-11-R-00005

3.1.3

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

3.1.3

[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

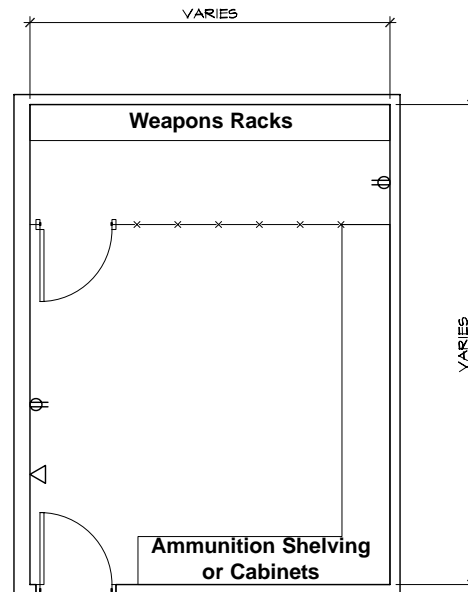
The Armory functions as a highly secure room for storing weapons and ammunition as well as gas and other specialized equipment. Cleaning of weapons may also take place in the Armory.

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

SYMBOL LEGEND:

Voice Outlet Data Outlet Voice/Data Outlet Duplex Outlet ISDN Outlet Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

3.1.4 SYSTEMS MATRIX

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

3.1.4 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.



3.1 Detention Administration - Room Data Sheet

3.1.5 ICE READY ROOM

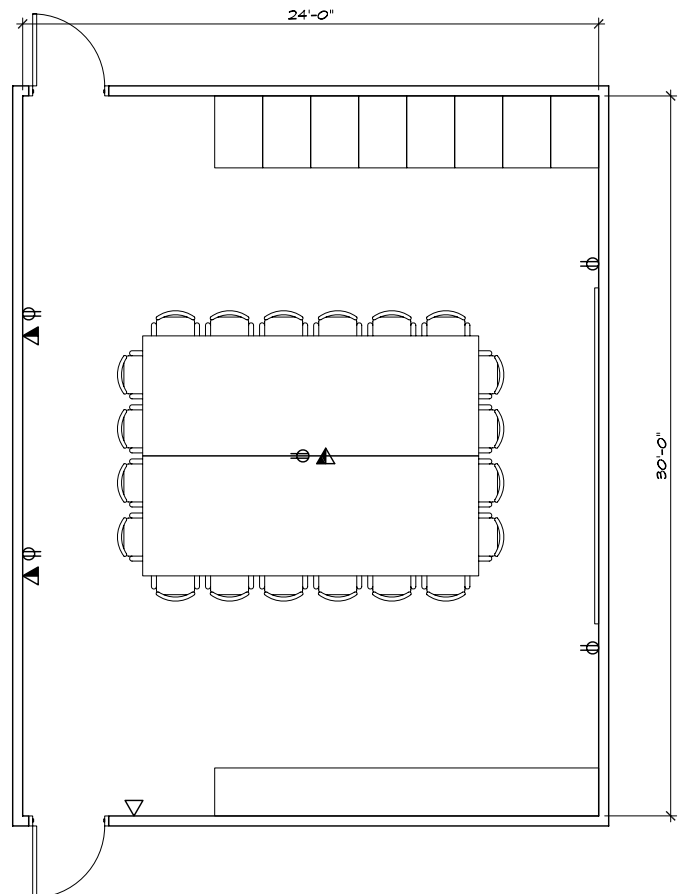
Function

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

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

3.1.5 SYSTEMS MATRIX

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

3.1.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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

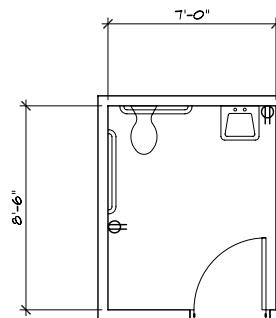
3.1.6 ICE TOILET - MALE

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

4. FUNCTIONAL REQUIREMENTS

3.1.6 SYSTEMS MATRIX

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

3.1.6 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.



3.1 Detention Administration - Room Data Sheet

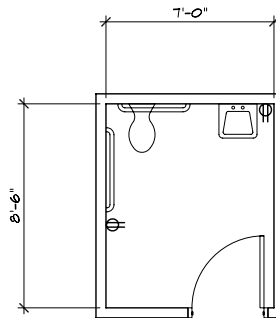
3.1.7 ICE TOILET - FEMALE

Function

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



Photograph



Floor Plan

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

3.1.7 SYSTEMS MATRIX

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

3.1.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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.

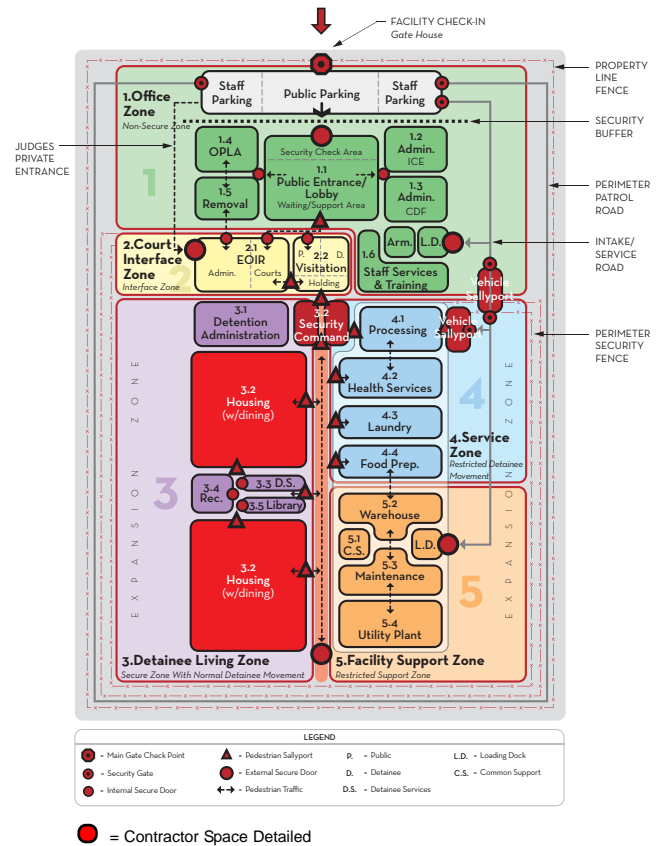
3.0 Detainee Living Zone

3.2 Detainee Housing

(Contractor Operated)



3.2 Detainee Housing



4. FUNCTIONAL REQUIREMENTS

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.

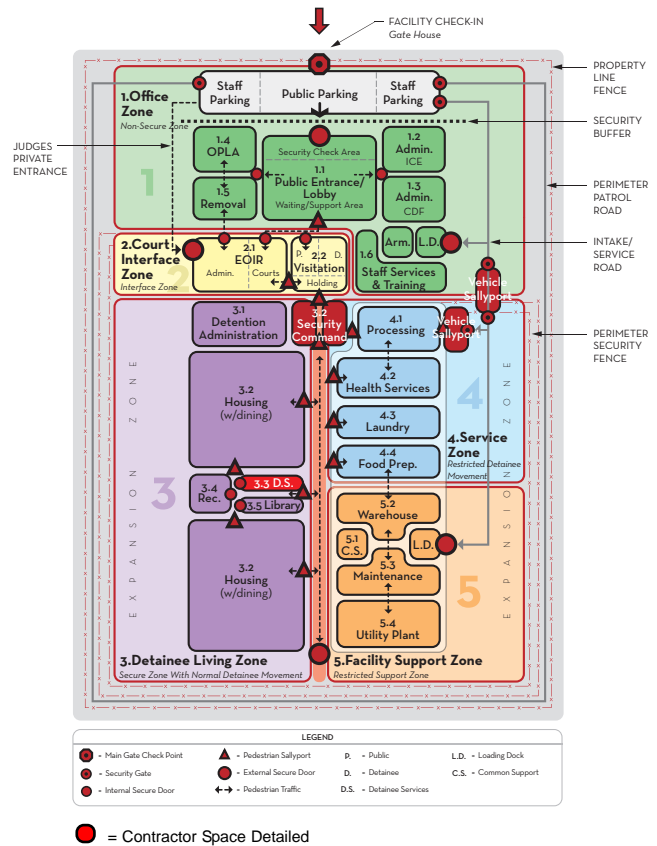
There are four ways in which commissary items can be distributed:

- 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.



4. FUNCTIONAL REQUIREMENTS

Functional Requirements

ID#	Space Name	Performance Criteria	Space Name	Performance Criteria
Programs			Commissary	3 SF per detainee
<i>Social Programs/Multiple Purpose</i>			Vending Machine	3 ft of depth + 1 ft
	Classroom	25 SF per seat	Dispensing Window	
	Teacher		Cart Makeup	
	Storage		Processing Counter	
	Workroom		Short Term Storage	
<i>Academic Education</i>			Restricted Storage	
	Classroom		Bulk Storage	
	Teacher		Detainee Toilet	
	Storage		Service Supervisor	
	Workroom	40 SF per work area	Officer Toilet	
<i>Vocational Education</i>			Janitor Closet	
	Classroom	25 SF per seat		
	General Shop Workbench			
	Teacher			
	Storage			
	Workroom			
<i>Arts and Crafts</i>				
	General Shop Workbench			
	Teacher			
	Storage			
<i>Industries</i>				
	Supervisor			
	Officer Toilet			
	Detainee Toilet			
Hair Care				
	Barber Chair			
	Waiting			
	Storage			
	Detainee Toilet			
	Officer Toilet			
	Janitor Closet			

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

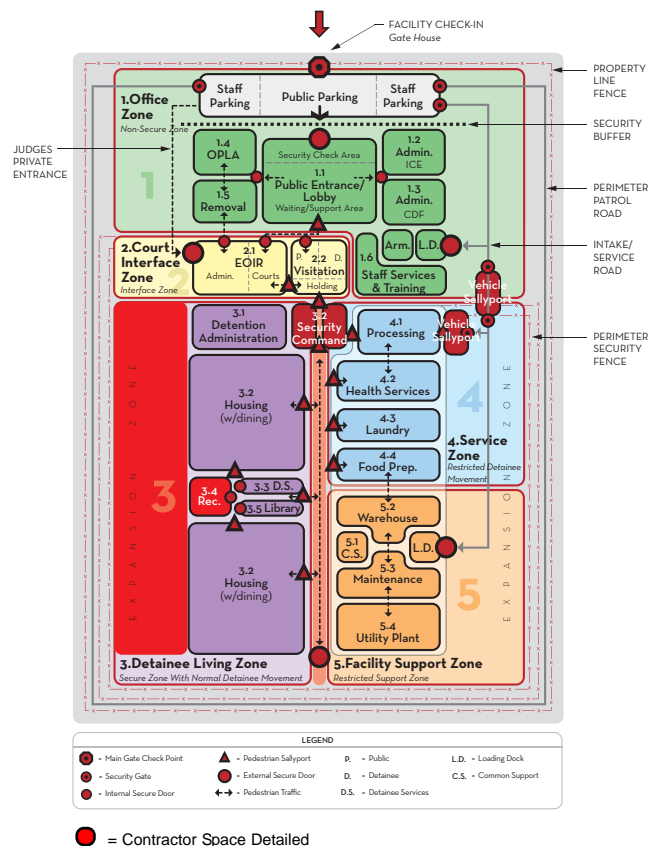
To comply with standards, all detainees are provided the opportunity for outside recreation at least once each day, five (5) days per week. For at least one hour per day, detainees must have the opportunity for outdoor exercise or an indoor equivalent during inclement weather. Providing recreation privileges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

4. FUNCTIONAL REQUIREMENTS

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.

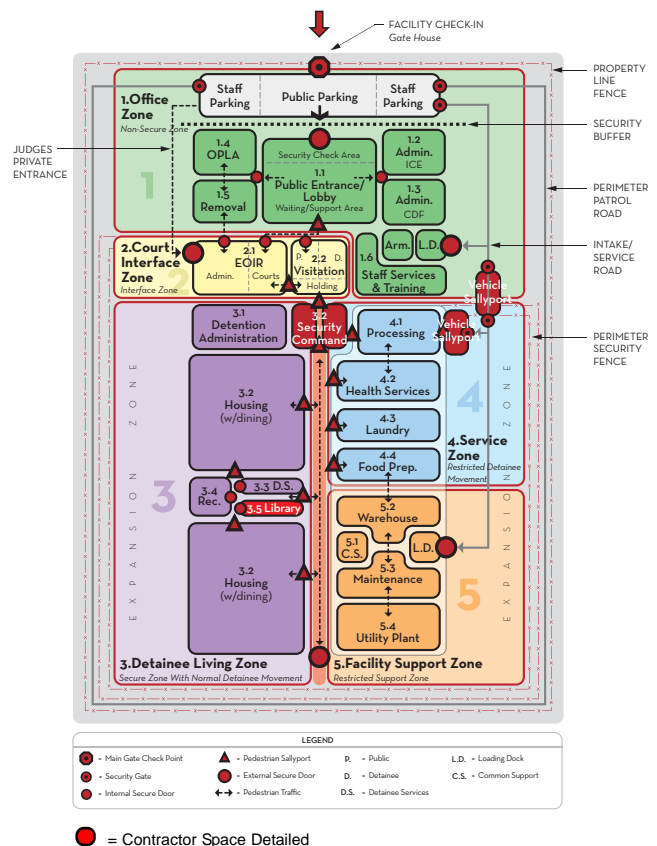
The facility shall also offer recreational reading material as a privilege and a way to occupy detainee time.

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.



4. FUNCTIONAL REQUIREMENTS

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)

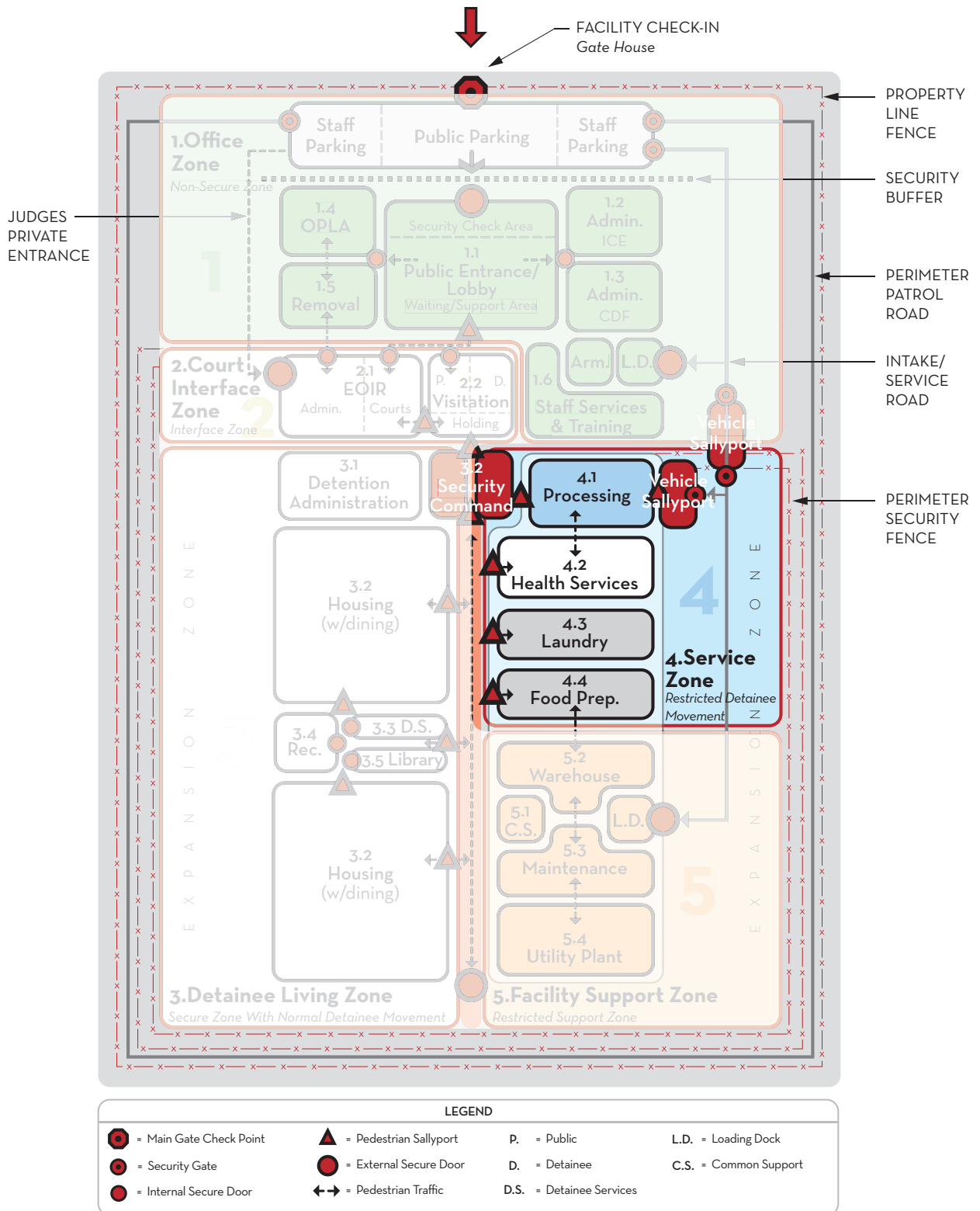
4.2 Health Services (Health Services Operated)

4.3 Laundry (Contractor Operated)

4.4 Food Preparation (Contractor Operated)

4. FUNCTIONAL REQUIREMENTS

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. FUNCTIONAL REQUIREMENTS

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					
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					
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 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 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				
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				
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				
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	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				
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	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				
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				
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				
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				
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				
								1,542					1,602					1,722					1,764					1,866					2,088			3,246		
								617					641					689					706					746					835			1,298		
								2,159					2,243					2,470					2,612					2,923					4,544			5,023		
4.2	Health Services																																					
Health Services																																						

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

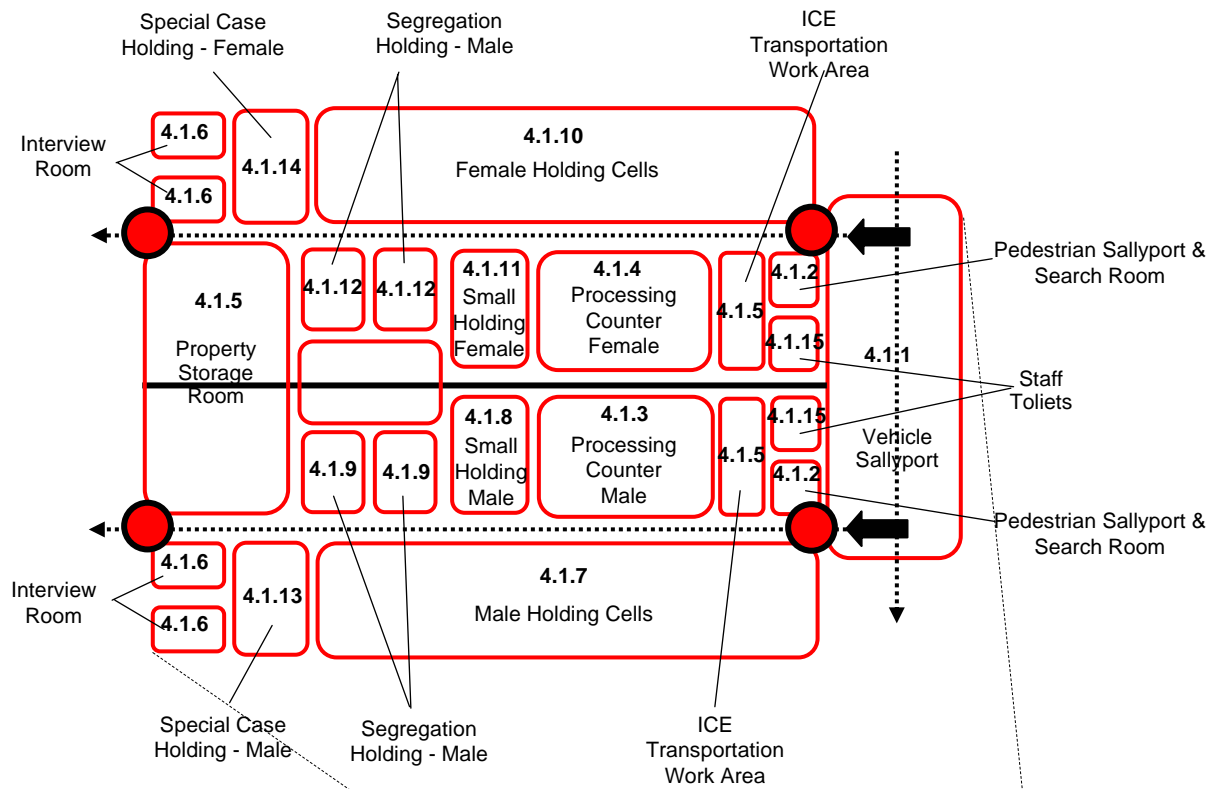
Space Requirements

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

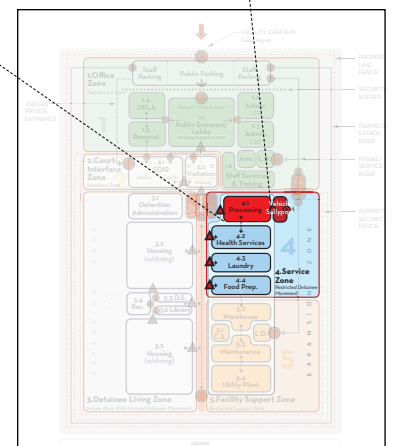
4. FUNCTIONAL REQUIREMENTS

4.1 Processing : Organizational Diagram



LEGEND

- ➡ = Entry Points Into Other Areas
- = Secure Door
- = Circulation Pattern



Service Zone Diagram



4.1 Processing - Critical Workflow Patterns

INTRODUCTION

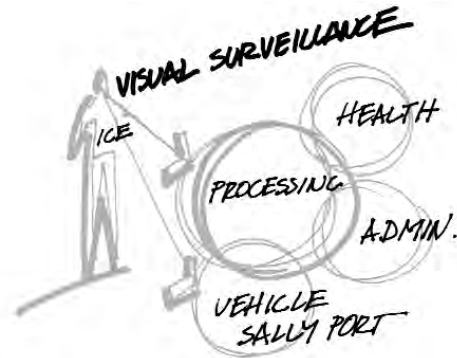
The diagrams on the following page illustrate some of the most critical workflow issues and patterns of Processing.

4. FUNCTIONAL REQUIREMENTS

4.1 Processing : Critical Workflow Patterns

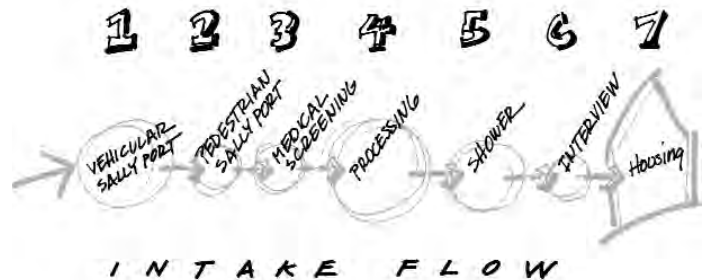
1. "CRITICAL ADJACENCIES"

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



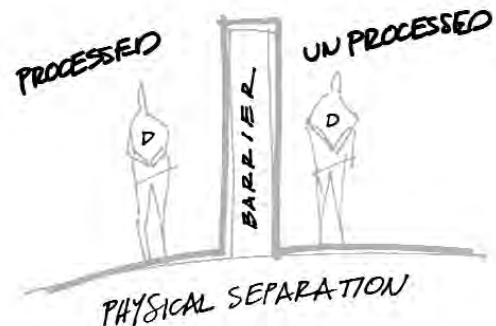
2. "INTAKE FLOW"

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

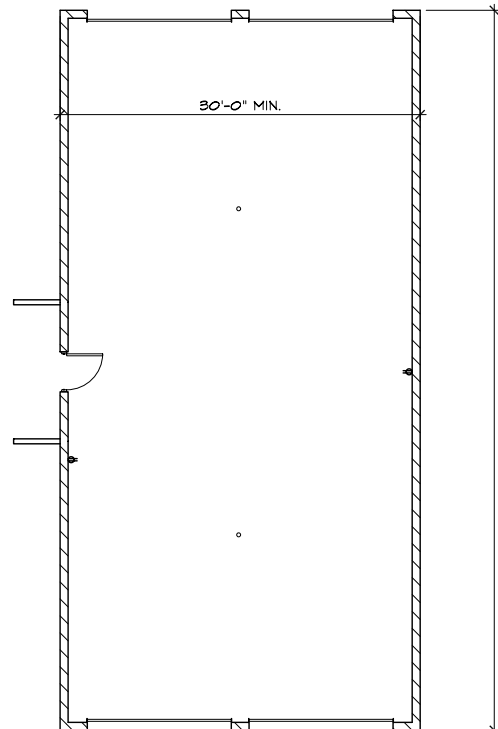
4.1.1 VEHICULAR SALLYPORT

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.

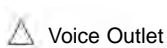


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.1 SYSTEMS MATRIX

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

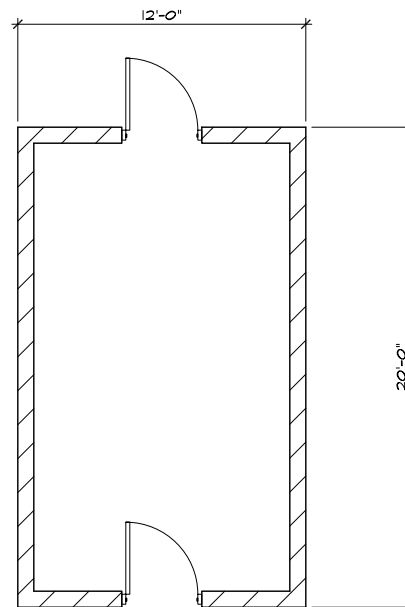
4.1.2 PEDESTRIAN SALLYPORT & SEARCH ROOM

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

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.2 SYSTEMS MATRIX

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

4.1.2 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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

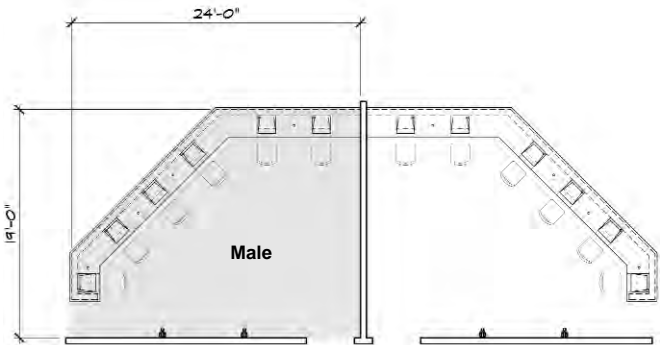
4.1.3 PROCESSING COUNTER - MALE

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.

4. FUNCTIONAL REQUIREMENTS

4.1.3 SYSTEMS MATRIX

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

4.1.3 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

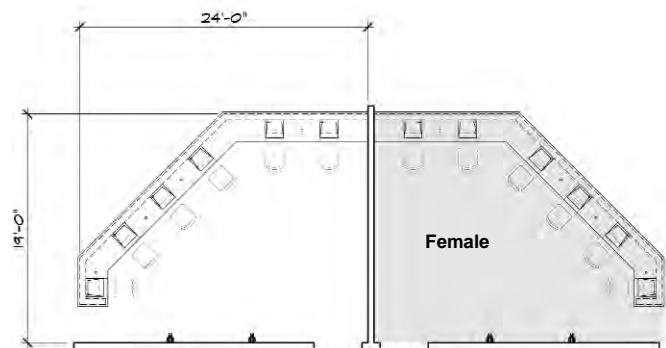
4.1.4 PROCESSING COUNTER - FEMALE

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:



1-R-00005

REQUIREMENTS

1-R-00005

REQUIREMENTS

1-R-00005

REQUIREMENTS

1-R-00005

REQUIREMENTS

1-R-00005

REQUIREMENTS

1-R-00005

REQUIREMENTS

1-R-00005

REQUIREMENTS



4.1 Processing - Room Data Sheet

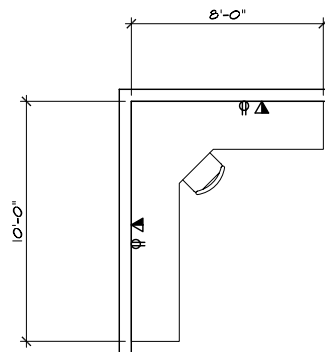
4.1.5 ICE TRANSPORTATION WORK AREA

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.

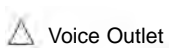


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.5 SYSTEMS MATRIX

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

4.1.5 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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

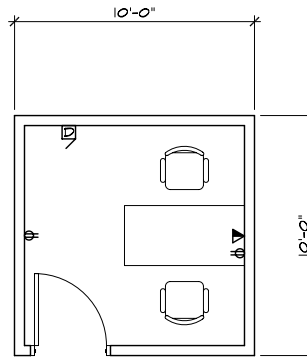
4.1.6 ICE INTERVIEW ROOM

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

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.6 SYSTEMS MATRIX

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

4.1.6 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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

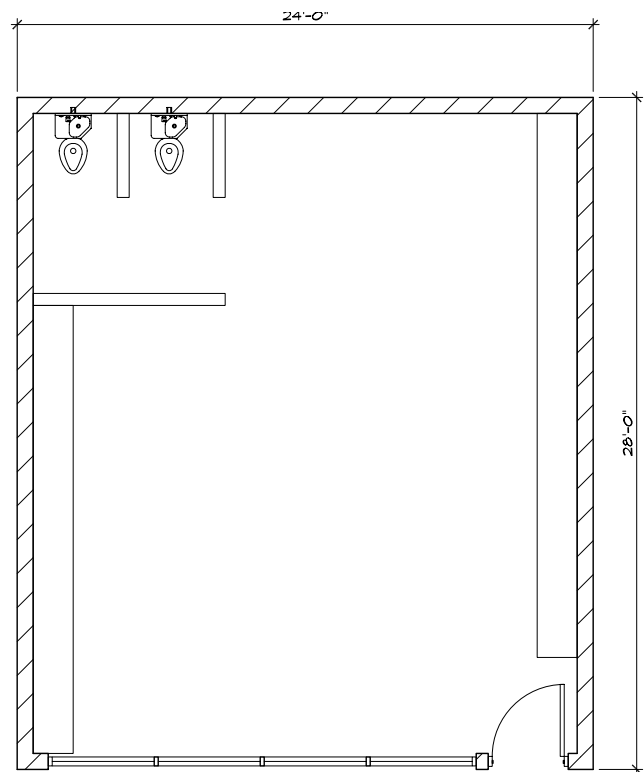
4.1.7 LARGE HOLDING - MALE

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

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

4.1.7 SYSTEMS MATRIX

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

4.1.7 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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

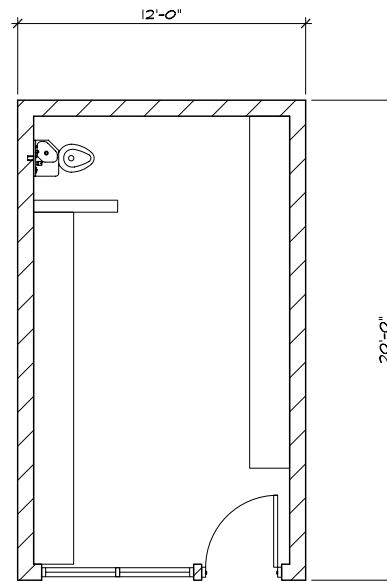
4.1.8 SMALL HOLDING - MALE

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

4. FUNCTIONAL REQUIREMENTS

4.1.8 SYSTEMS MATRIX

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

4.1.8 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

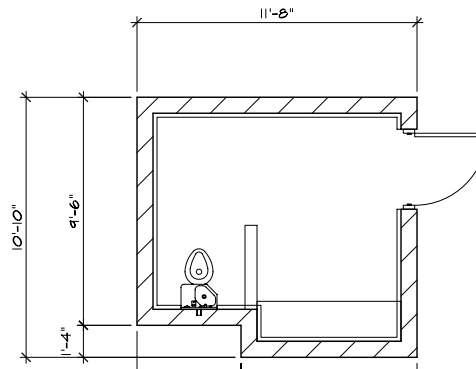
4.1.9 SEGREGATION HOLDING - MALE

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

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

4.1.9 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
<ul style="list-style-type: none"> Reinforced concrete block 	<ul style="list-style-type: none"> Sealed concrete 	<ul style="list-style-type: none"> Detention ceiling 	<ul style="list-style-type: none"> Hollow metal, detention grade with vision panel 	<ul style="list-style-type: none"> Detention grade 	<ul style="list-style-type: none"> None
Plumbing	HVAC	Lighting	Power	Security	Communications
<ul style="list-style-type: none"> Detention combo unit 	<ul style="list-style-type: none"> Typical w/exhaust 	<ul style="list-style-type: none"> Recessed Fluorescent, detention grade 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Electronic access control on all doors and overhead doors or gates Video surveillance 	<ul style="list-style-type: none"> 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.

** 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

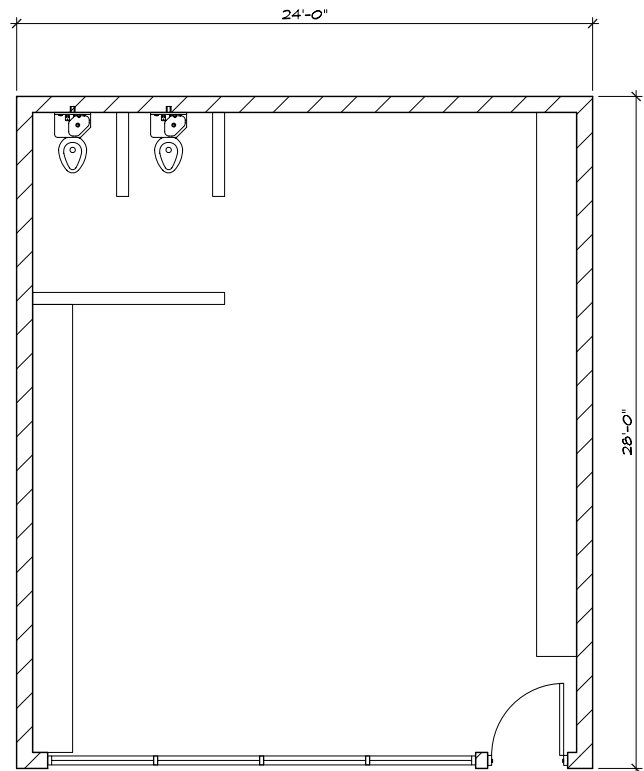
4.1.10 LARGE HOLDING - FEMALE

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

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.10 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
<ul style="list-style-type: none"> Reinforced concrete block 	<ul style="list-style-type: none"> Sealed concrete 	<ul style="list-style-type: none"> Detention ceiling 	<ul style="list-style-type: none"> Hollow metal, detention grade 	<ul style="list-style-type: none"> Detention grade 	<ul style="list-style-type: none"> Bullet resistant
Plumbing	HVAC	Lighting	Power	Security	Communications
<ul style="list-style-type: none"> Detention combo unit 	<ul style="list-style-type: none"> Typical w/exhaust 	<ul style="list-style-type: none"> Recessed Fluorescent, detention grade 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Electronic access control on all doors and overhead doors or gates Video surveillance 	<ul style="list-style-type: none"> 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

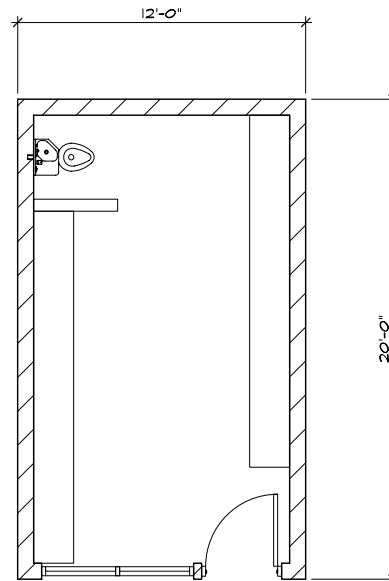
4.1.11 SMALL HOLDING - FEMALE

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

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

4.1.11 SYSTEMS MATRIX

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

4.1.11 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[illegible]

** 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.

** 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

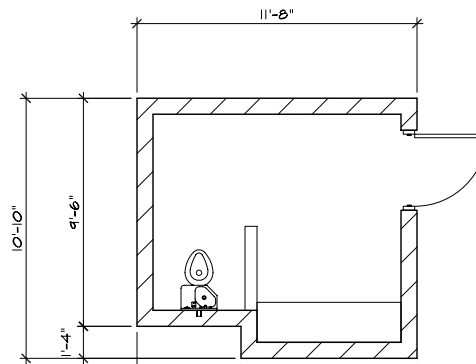
4.1.12 SEGREGATION HOLDING - FEMALE

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

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.12 SYSTEMS MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
<ul style="list-style-type: none"> Reinforced concrete block 	<ul style="list-style-type: none"> Sealed concrete 	<ul style="list-style-type: none"> Detention ceiling 	<ul style="list-style-type: none"> Hollow metal, detention grade with vision panel 	<ul style="list-style-type: none"> Detention grade 	<ul style="list-style-type: none"> None
Plumbing	HVAC	Lighting	Power	Security	Communications
<ul style="list-style-type: none"> Detention combo unit 	<ul style="list-style-type: none"> Typical w/exhaust 	<ul style="list-style-type: none"> Recessed Fluorescent, detention grade 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Electronic access control on all doors and overhead doors or gates Video surveillance 	<ul style="list-style-type: none"> None

4.1.12 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

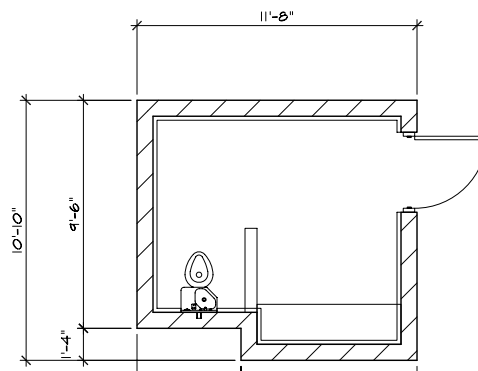
4.1.13 SPECIAL CASE HOLDING - MALE

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

SYMBOL LEGEND:

 Voice Outlet  Data Outlet  Voice/Data Outlet  Duplex Outlet  ISDN Outlet  Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.13 SYSTEMS MATRIX

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

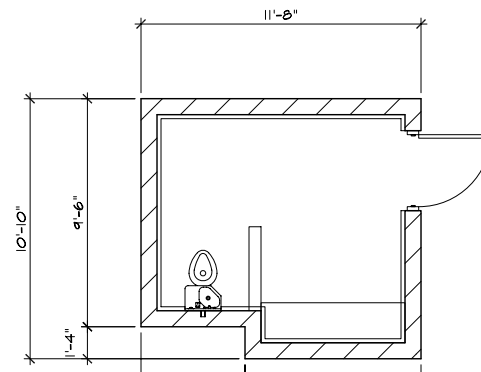
4.1.14 SPECIAL CASE HOLDING - FEMALE

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.

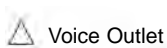


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

4.1.14 SYSTEMS MATRIX

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

4.1.14 FURNITURE - EQUIPMENT - HARDWARE SCHEDULE

[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

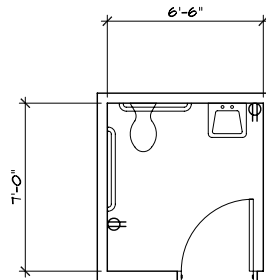
4.1.15 STAFF TOILET

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

1-R-00005

REQUIREMENTS

4.1.15 SYSTEMS MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
•	•	•	•	• See below	• None
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Security</i>	<i>Communications</i>
•	• 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.

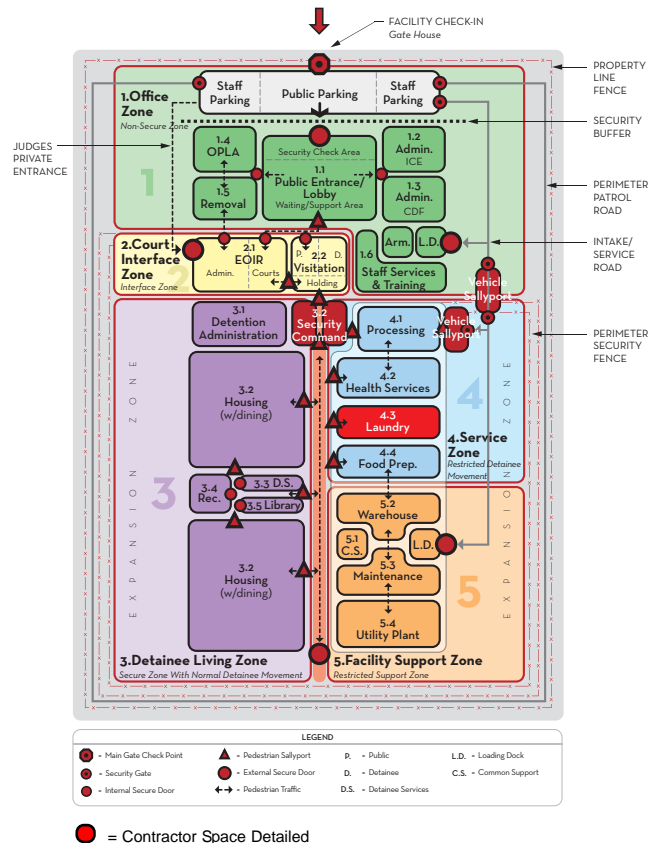
Detainee laundry exchange occurs at the housing area. Soiled laundry is collected from the housing areas in carts and brought to a central area for laundering. Clean items are returned to the housing areas when the exchange stock is in need of replenishing. Separate personal laundry facilities may be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



Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

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:

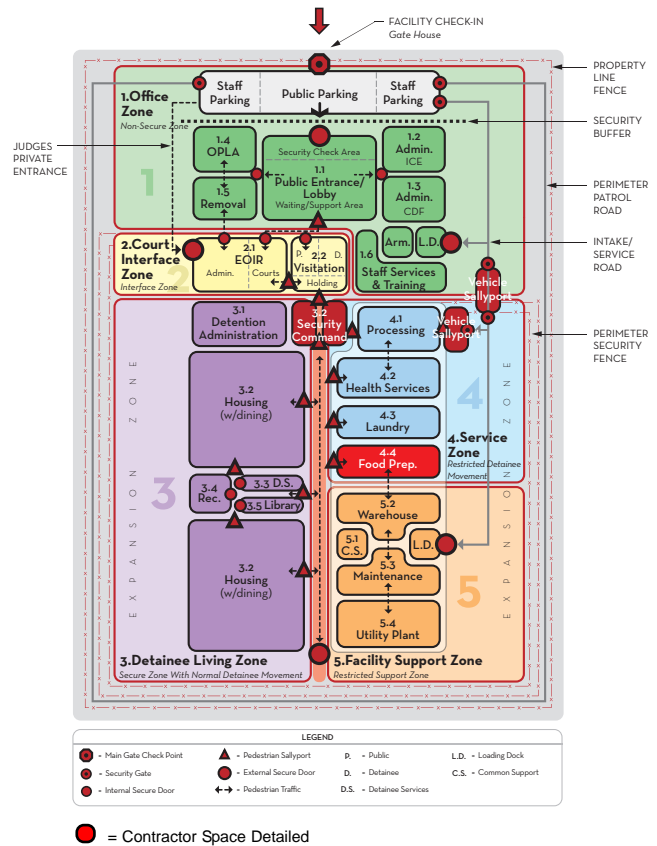
- At a centralized dining location, with detainees moving from their housing area to the dining hall for every meal;
- At the detainees' housing area, with food delivered in carts or in bulk and served in the dayroom; or
- In the cell, with food pre-trayed either at the kitchen or at a sub-kitchen at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



4. FUNCTIONAL REQUIREMENTS

Functional Requirements

[illegible]

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)

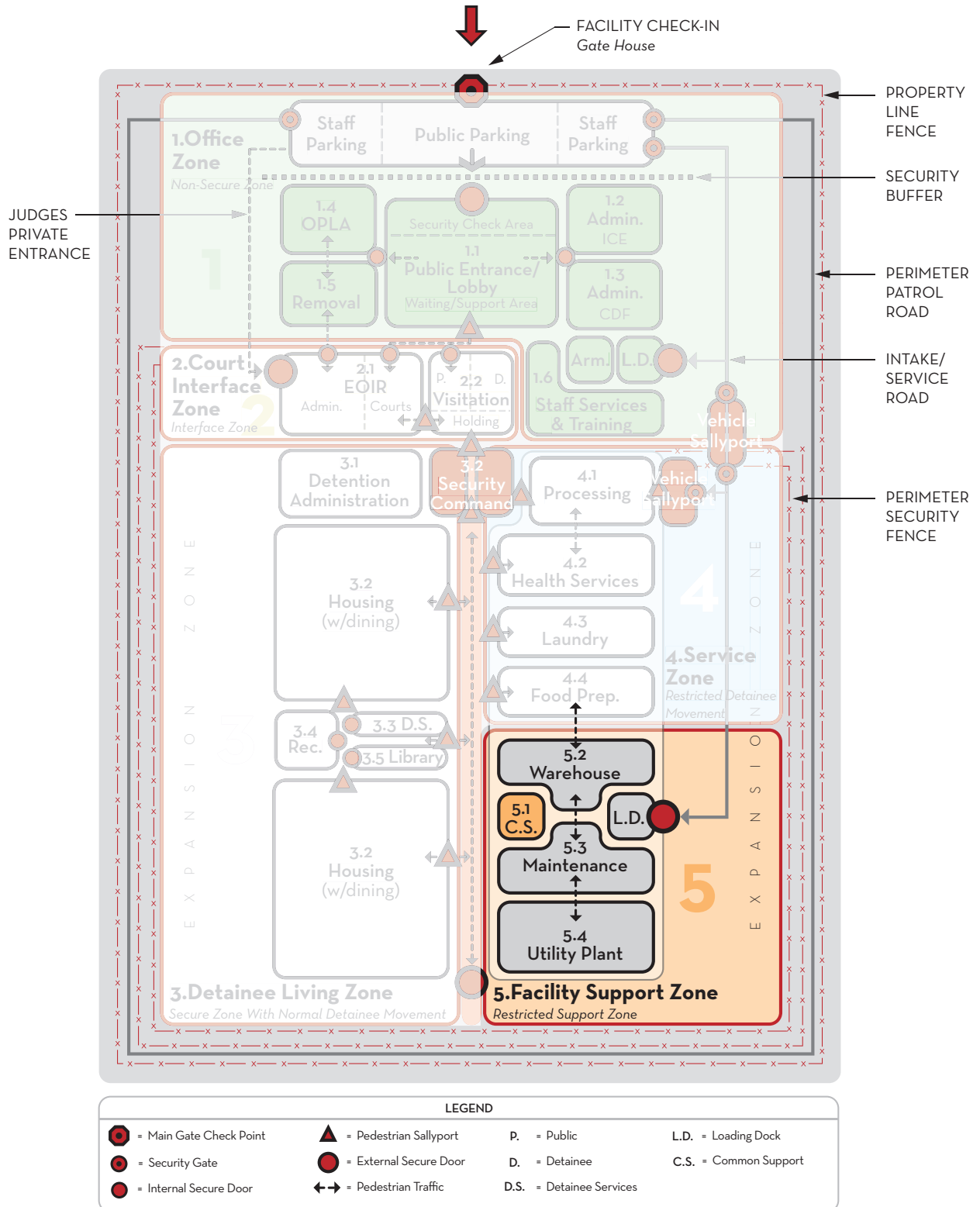
5.2 Warehouse/Supply (Contractor Operated)

5.3 Maintenance/Fleet Operations (Contractor Operated)

5.4 Central Utility Plan (Contractor Operated)

4. FUNCTIONAL REQUIREMENTS

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.

4. FUNCTIONAL REQUIREMENTS

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							300				300				300				300				300				300				300					
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		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		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		4	150	0	
							300				300				300				300				300				300							300		
							90				90				90				90				90				90							90		
							Gross Square Feet				Gross Square Feet				Gross Square Feet				Gross Square Feet				Gross Square Feet				Gross Square Feet							Gross Square Feet		
5.2 Warehouse/Supply																																				
Contractor Space																																				
							0				0				0				0			0				0								0		
							Net-Gross Factor				Net-Gross Factor				Net-Gross Factor				Net-Gross Factor			Net-Gross Factor				Net-Gross Factor							Net-Gross Factor			
							1.33				1.33				1.33				1.33			1.33				1.33							1.33			
							Gross Square Feet				Gross Square Feet				Gross Square Feet				Gross Square Feet			Gross Square Feet				Gross Square Feet							Gross Square Feet			
5.3 Maintenance/Fleet Operations																																				
Contractor Space																																				
							0				0				0				0			0				0								0		
							Net-Gross Factor				Net-Gross Factor				Net-Gross Factor				Net-Gross Factor			Net-Gross Factor				Net-Gross Factor							Net-Gross Factor			
							1.33				1.33				1.33				1.33			1.33				1.33							1.33			
							Gross Square Feet				Gross Square Feet				Gross Square Feet				Gross Square Feet			Gross Square Feet				Gross Square Feet							Gross Square Feet			
5.4 Central Utility Plant																																				
Contractor Space																																				
							0				0				0				0			0				0								0		
							Net-Gross Factor				Net-Gross Factor				Net-Gross Factor				Net-Gross Factor			Net-Gross Factor				Net-Gross Factor							Net-Gross Factor			
							1.33				1.33				1.33				1.33			1.33				1.33							1.33			
							Gross Square Feet				Gross Square Feet				Gross Square Feet				Gross Square Feet			Gross Square Feet				Gross Square Feet							Gross Square Feet			

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

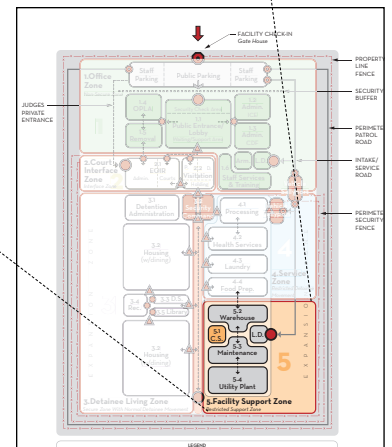
5.1 COMMON SUPPORT

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

4. FUNCTIONAL REQUIREMENTS

5.1 Common Support : Organizational Diagram

N/A



Facility Support Zone Diagram



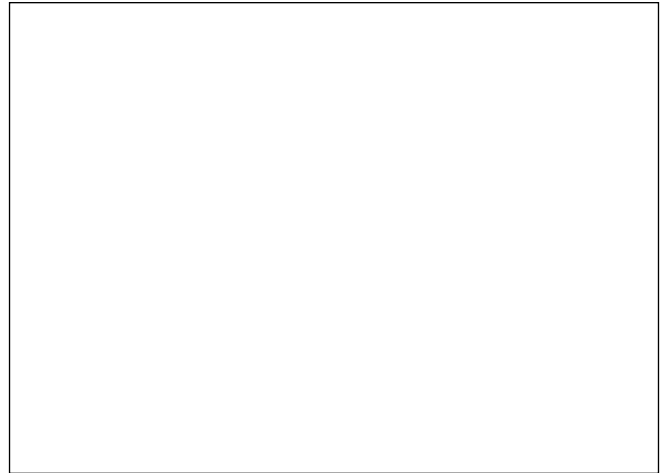
5.1 Common Support - Room Data Sheet

5.1.1 ICE COMMON USE MAILROOM

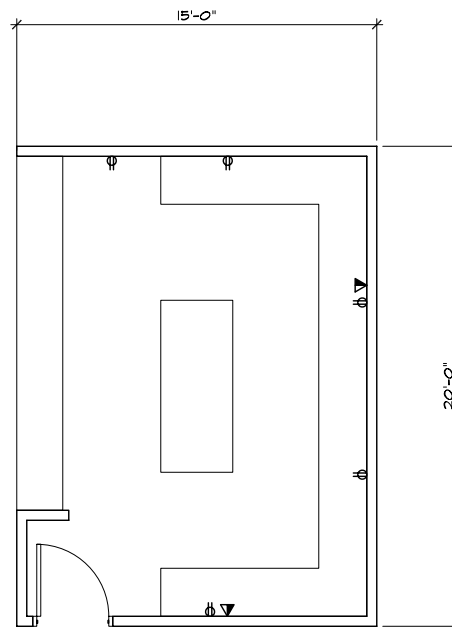
Function

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.

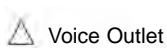


Photograph



Floor Plan

SYMBOL LEGEND:



Voice Outlet



Data Outlet



Voice/Data Outlet



Duplex Outlet



ISDN Outlet



Duress Alarm Outlet

4. FUNCTIONAL REQUIREMENTS

5.1.1 SYSTEMS MATRIX

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

5.1.1 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.



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.

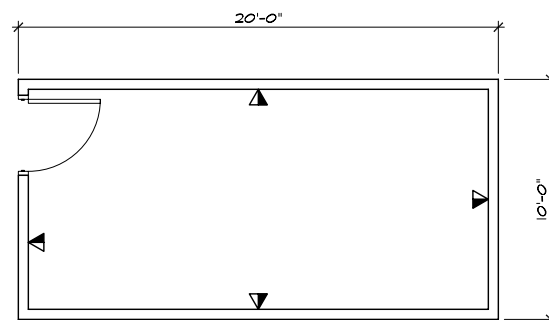
Certified electrical ground and bus required in each closet and connected to a dedicated building ground that is compliant with; the ANSI/TIA/EIA 607, the Motorola R56 Standards and Guidelines, and the Nortel Meridian 1 PBX Option 11C Environmental and Power Requirements document. If any of these documents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

SYMBOL LEGEND:

- △ Voice Outlet ▲ Data Outlet ▲ Voice/Data Outlet ⊞ Duplex Outlet △ ISDN Outlet □ Duress Alarm Outlet

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

5.1.2 SYSTEMS MATRIX

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

5.1.2 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.



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.

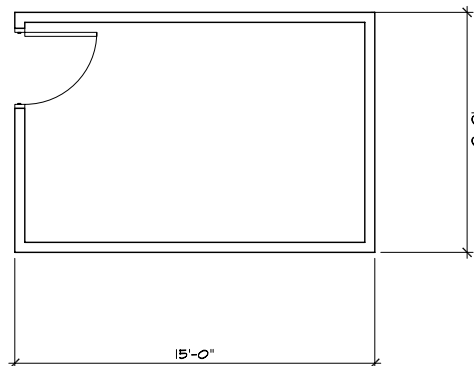
Certified electrical ground and bus required in each closet and connected to a dedicated building ground that is compliant with; the ANSI/TIA/EIA 607, the Motorola R56 Standards and Guidelines, and the Nortel Meridian 1 PBX Option 11C Environmental and Power Requirements document. If any of these documents 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 try for future growth. All V/D cable tray must cross electrical at 90° or be at least 12" away
- ✓ UPS for data provided by ICE within equipment



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

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

5.1.3 SYSTEMS MATRIX

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

5.1.3 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.

5.0 Facility Support Zone

5.2 Warehouse/Supply

(Contractor Operated)



5.2 Warehouse/Supply

ORGANIZATIONAL REQUIREMENTS

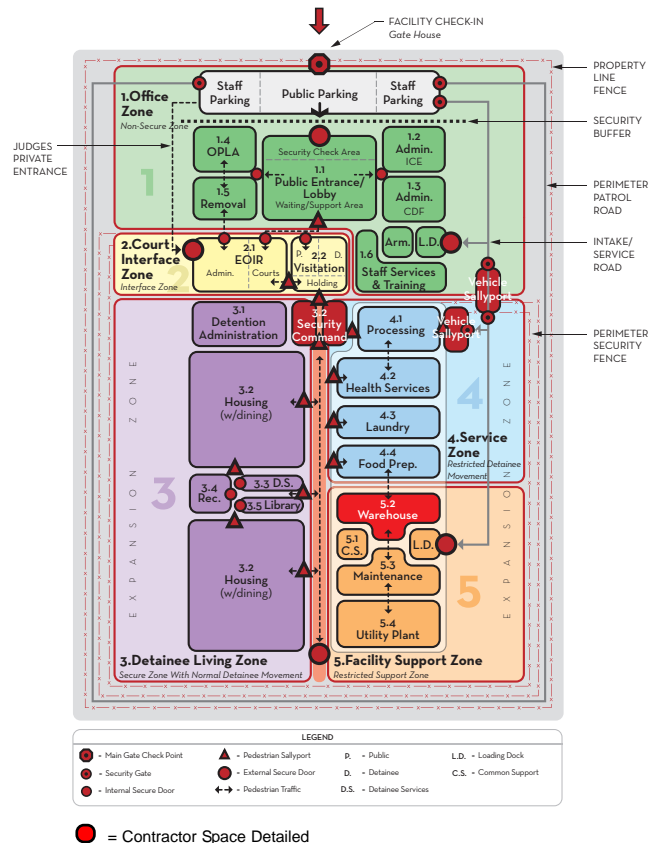
The warehouse is used for storage of office supplies, paper goods, cleaning/janitorial supplies, laundry and linen supplies, personal hygiene supplies, office furniture, extra food supplies and emergency supplies. This component is responsible for maintaining an inventory of supplies and ordering replacement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

Warehouse

- ☐ 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

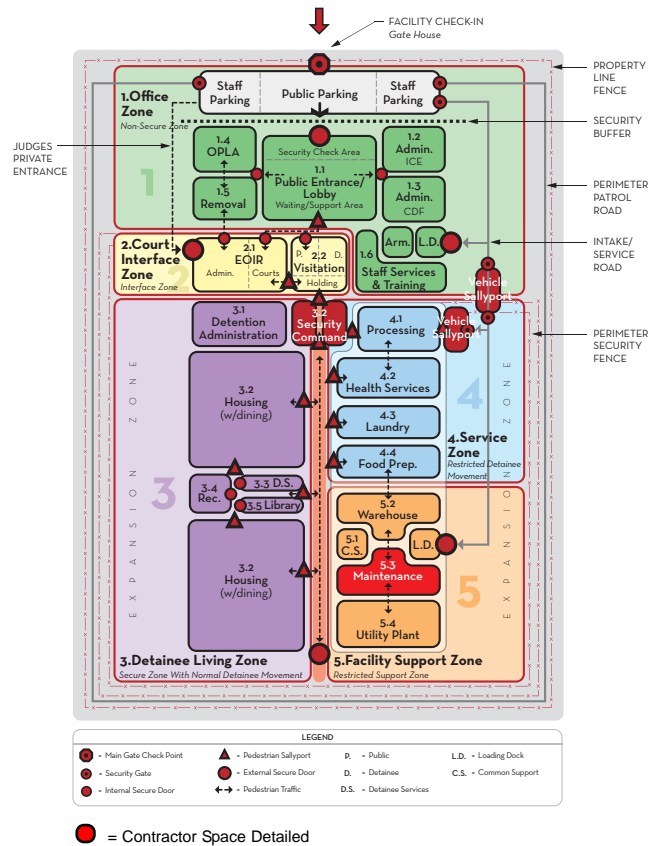
The CDF provides its own facility maintenance. Generally speaking, for security reasons, maintenance of the facility is not contracted to outside parties, except for HVAC work and other specialized trades. Staffing should provide sufficient shop capability for upkeep, including electrical and electronics,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



Section J Attachment 4
Solicitation HSCEDM-11-R-00005

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:

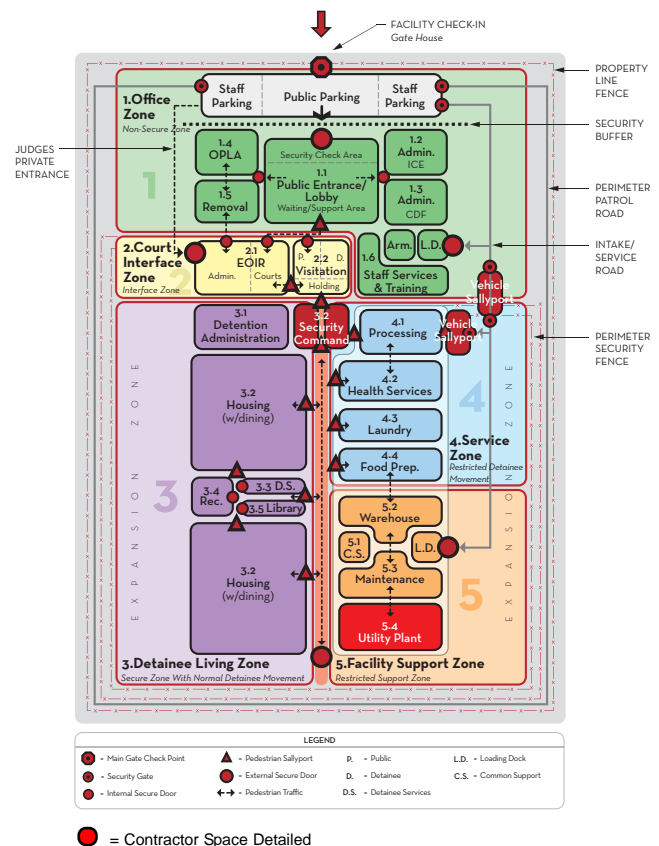
- Central Plant, including central mechanical equipment for building heating and cooling, water service, water heating and conditioning, and fire suppression entrance and pumps.
- Electric power service, emergency generators and fuel storage.
- Distribution closets for electrical and communications systems,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

Section J Attachment 4
Solicitation HSCEDM-11-R-00005

4. FUNCTIONAL REQUIREMENTS

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.

4. FUNCTIONAL REQUIREMENTS

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 ½” (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
(NCCCHC)

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.

- Horizontal cross-connects.
- Transition point (optional).
- Main cross-connect (MC).
- Intermediate cross-connect.
- Backbone cabling, intra and inter.
- Workstation locations or information management outlets (IMO).
- Remote wiring closet (RWC).
- Main distribution frame (MDF).
- Entrance facility (EF).
- Grounding
- Administration

1.3.2 Documentation

This document is intended to address the following specifications and installation practices related to structured cable plant installation:

- Recognized media.
- Closet requirements, environmental and design.
- Distribution cabling.
- Cabling specifications and limits.
- Installation practices.
- Performance testing.
- Supporting documentation.

2.0 NETWORK CABLE PLANT OBJECTIVES

The objective of this network approach is to provide ICE with a standardized, cost-effective cable plant infrastructure that will accommodate present and future voice, video, and data requirements. Workstation cabling infrastructure shall support bandwidth demands from 10 Megabits per second (Mbps) to Gigabit speeds. Backbone cable infrastructure shall support bandwidth demands from Gigabit speeds and beyond. The installation of the cable plant infrastructure shall comply with local codes, as well as, industry and Federal standards.

3.0 STRUCTURED CABLE PLANT DESIGN

The network cable plant shall utilize the following cable distribution methods to support connectivity throughout the building:

- Horizontal workstation cabling, which will connect the user workstation, or information management outlet (IMO) to the nearest Remote Wiring Closet (RWC).

- Where appropriate, Intra and Inter-building copper backbone cable, which provides connectivity between wiring centers and the MDF.
- Work zone distribution cabling for open office space.
- Fiber optic intra and inter-building backbone cable, which also provides connectivity between wiring centers and the MDF.

3.1 Structured Cable Plant Approach

This section will describe the approach to structured cabling, identify and describe the various cable types, and provide detailed cable specifications for cable plant installation. These are minimum specifications for new cable plant installations or major renovations. These specifications follow the American National Standards Institute (ANSI)/Telecommunications Industries Association (TIA)/Electronic Industries Association (EIA) recommendations, and in addition, provide specific guidelines unique to ICE. Detailed cable plant material specifications and overall minimum characteristics are provided in Section 4.

3.2 Horizontal Workstation Cabling

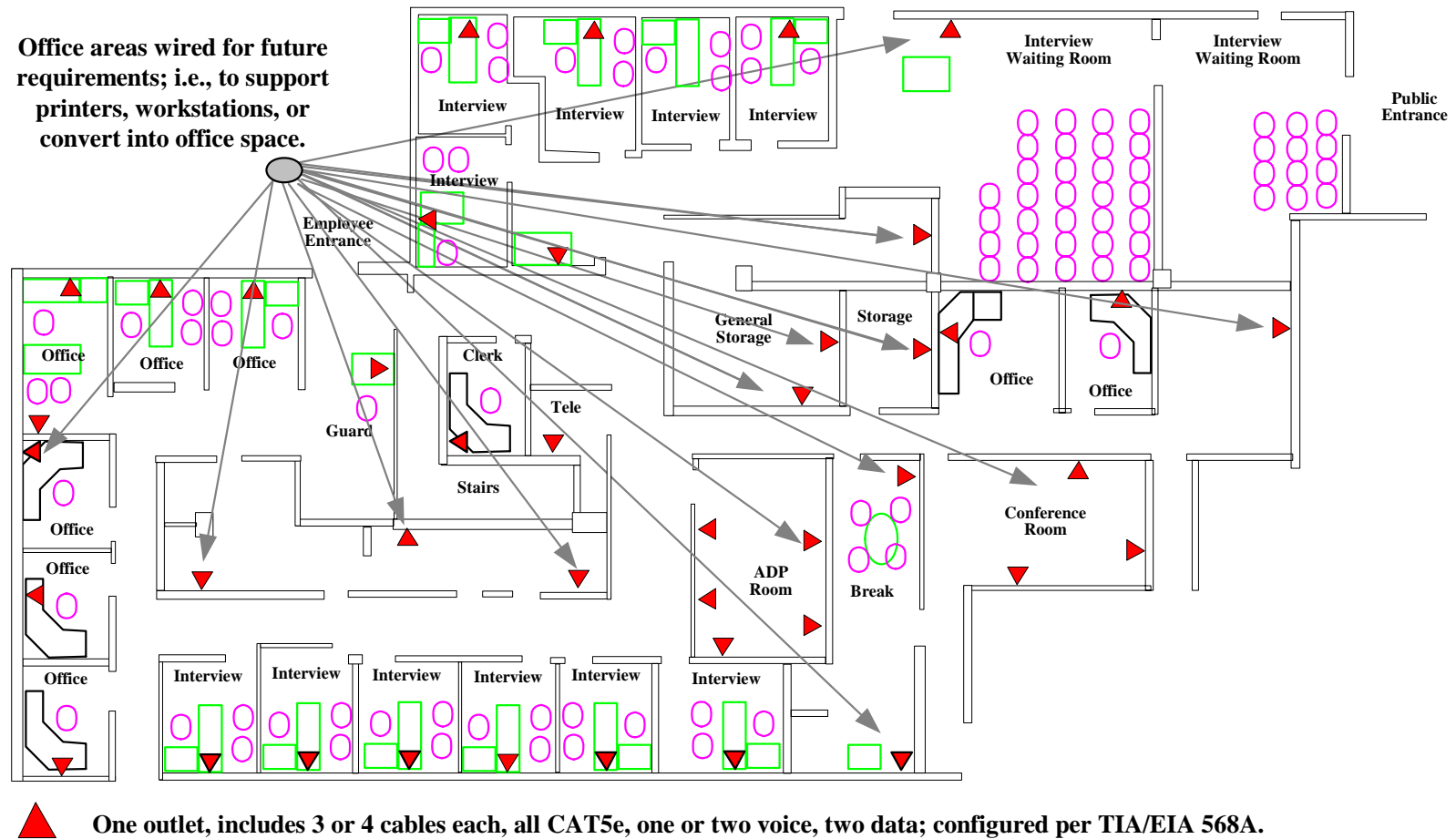
All end-user workstation locations, whether occupied or vacant, shall be cabled to the nearest wiring center. Also, storage rooms, conference rooms and similar space not designated as offices shall be cabled to allow for office expansion, as shown in Exhibit 1.

In general, each RWC equipment rack shall be capable of supporting a maximum of 288 data cables. A second rack is required to support up to 288 voice cables, providing a consolidated voice and data closet. The combined racks provide ample space for a total combined 144 workstation locations (voice and data). In smaller installations, typically less than 72 workstation locations, a single equipment rack will suffice for both voice and data termination.

To comply with ANSI/TIA/EIA-568-B.1 specification distance limits, the cable run from any user workstation location to the nearest wiring center shall not exceed 100 meters (328 feet). The actual length of a cable run is defined as the total combined length of the station cord, workstation cable, and patch-panel cable. When planning or designing office space the communications closets should be located within 90 meters of any workstation outlet. This design approach allows the addition of patch cables and workstation cords to connect devices, without exceeding the ANSI/TIA/EIA-568-B.1 specification distance limits.

In a building not exceeding two stories, horizontal workstation cabling may be installed to a single point, such as a computer room, wiring center, or the MDF. This scenario may be used in place of a creating a RWC, thus eliminating any need for backbone cabling systems. This installation method should be utilized when cost is a constraint and the length of the cable run does not exceed the specified distance limits.

Exhibit 1: Typical Office Cable Planning



Each user workstation location shall be cabled with two 4-pair, unshielded twisted pair (UTP), Category (CAT) 5e copper cables for data transmission, that will be labeled as “Data A” and “Data B.” The cable shall have a fire-retardant, plenum rated jacket.

Each workstation cable that is routed through a suspended ceiling area shall be secured in a manner that will keep all cable plant off of any suspended ceiling tiles, sprinkler systems, ceiling suspension hangers, and adhere to local and Federal building codes. Cable plant installed in plenum environments should provide enough slack to facilitate minor construction modifications, or cable re-locations, without the need to install new cable altogether. This installation approach normally requires approximately 20 feet of cable slack, secured in an appropriate manner, to ensure cable is minimized from radio frequency interference (RFI) and electro-magnetic interference (EMI) sources. However, installed cable shall at no time exceed the overall specifications for total lobe length of 100 meters in accordance with the ANSI/TIA/EIA standards. If required, an independent suspension system shall be installed for the cable plant, to keep the cables off of and away from the existing ceiling grid and fixtures.

If the building being cabled is a new installation, cable installation shall include voice wiring in addition to data. The workstation location shall be cabled with a minimum of one 4-pair, UTP, CAT 5e cable for voice or modem/fax services. It is recommended that two voice cables be installed rather than a single voice cable; however, budget and overall technical requirements will determine the need on a case-by-case basis. For planning and budgeting, two voice cables should be used in the design phase. Voice cable(s) shall be labeled “Voice A” or “Voice A” and “Voice B” while adhering to the labeling conventions as described in Section 12.

When routed above a suspended ceiling, horizontal cables should be routed down the inside of walls (“fished”) wherever possible to ensure no exposed cable is visible. If walls cannot be fished, surface mounted (external) raceway may be used to route the cable from the ceiling to the information outlet and installed in a surface-mounted outlet box. All attempts should be made to ensure no horizontal cable is exposed within the building area, providing a neat, professional installation. Horizontal cables shall never be exposed to outdoor elements without being protected in proper conduit/raceway systems and have proper lightning and bonding protection installed.

Optical fiber cable can also be used for horizontal workstation connectivity when the following conditions exist:

- Distance requirements exceed the 100 meter cable-length specification.
- Known high bandwidth/security requirements that exceed copper cable limitations and business case supports the installation.
- Space inside or outside of the walls to support the minimum fiber cable bend radius.
- Severe EMI or RFI in the copper cable plant.
- Adequate funding.
- Proposed fiber optic to the desktop is approved by the DSB.

If optical fiber cables are used for workstation connectivity, each workstation location shall be cabled with a armored 4-strand, 62.5/125 micrometer (μm), graded index, multi-mode optical

fiber cable with proper coating to meet local fire and building codes, whereas plenum is recommended. The cable shall be labeled as described in Section 12 of this document.

3.3 Workstation Outlets

Each workstation area shall use a standard IMO (faceplate) that can support a minimum of three dual-connection interfaces (remote jack RJ-45, ST, SC, or MTRJ connectors). Regardless of the installation contractor, all voice and data cable shall utilize a single Information Outlet. Information outlets must be capable of future growth without the need to replace the entire Information Outlet. Information outlets can be either single gang or dual gang standard size; sizing will be determined by number of cables being installed. The data cables shall be installed on two RJ-45 jacks.

Exhibit 2: Workstation (IMO) Faceplates without Optical Fiber Cables, Single Gang

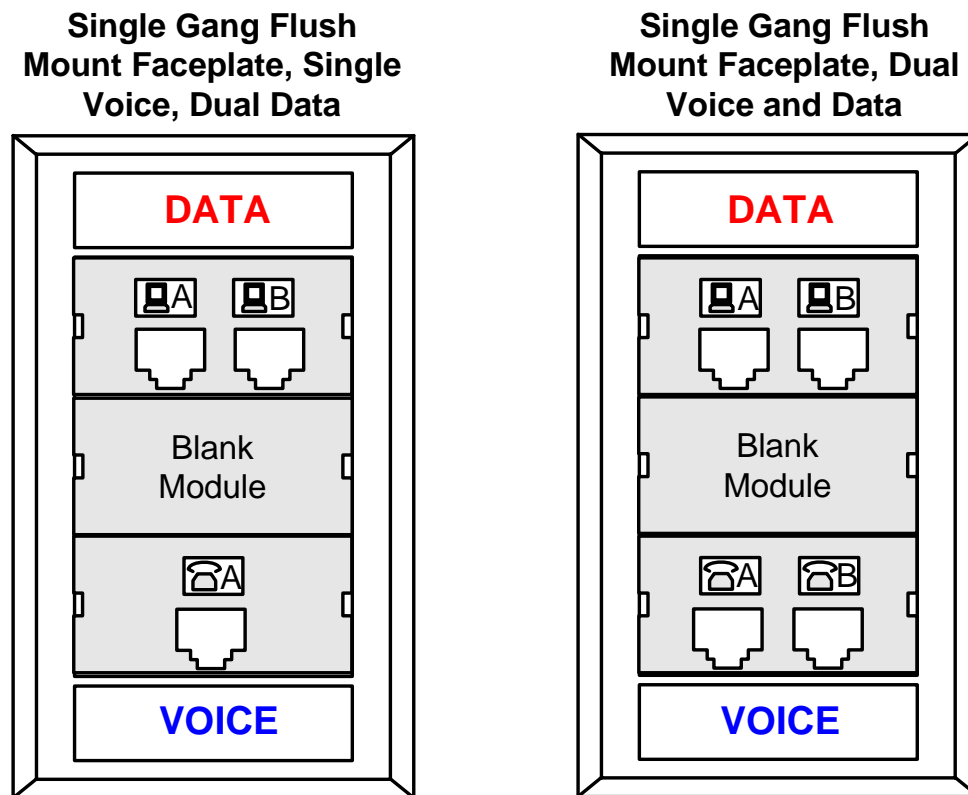
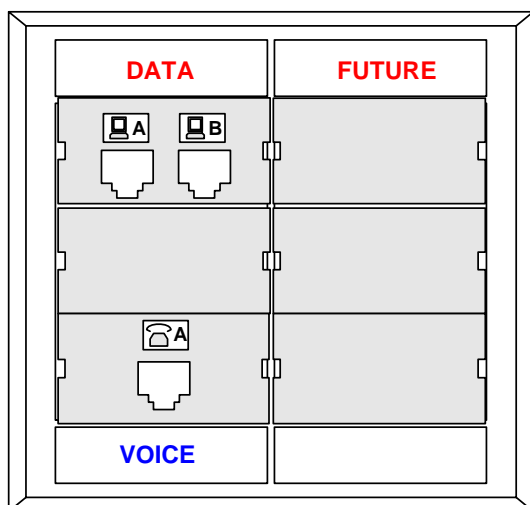
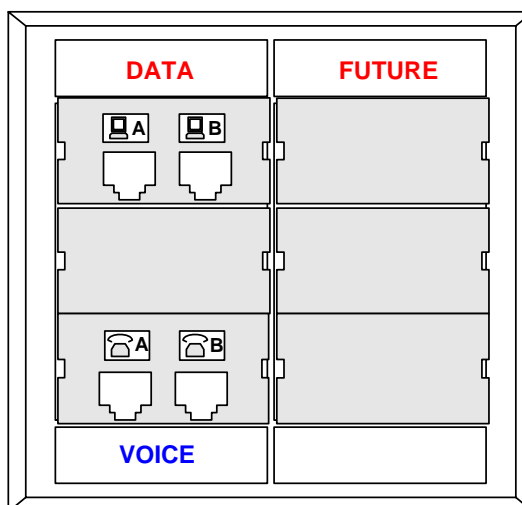


Exhibit 3: Workstation (IMO) Faceplates without Optical Fiber Cables, Double Gang

**Double Gang Flush Mount Faceplate
Single Voice, dual data**



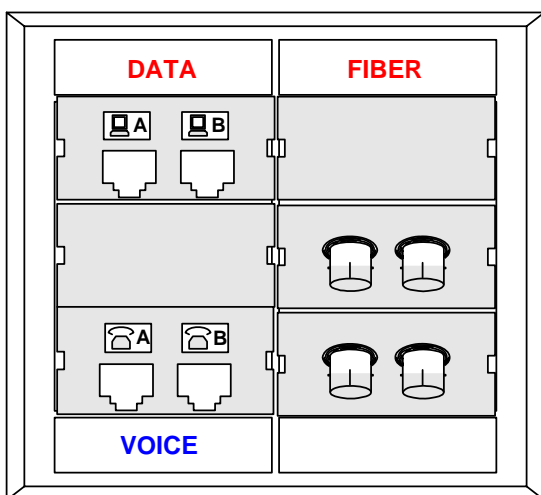
**Double Gang Flush Mount Faceplate
Dual Voice, dual data**



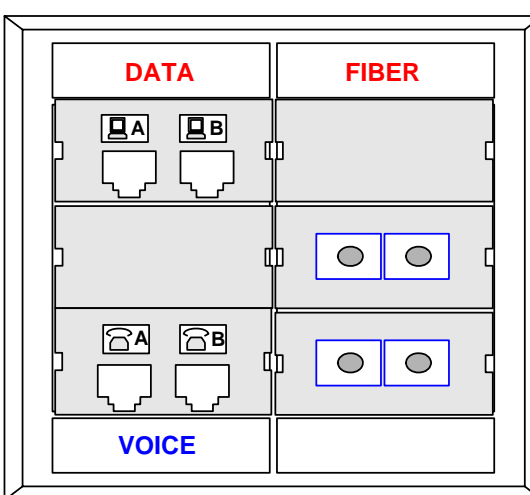
Where fiber-optic cable is installed to the desktop, the corresponding IMO faceplate shall provide space to install at least four RJ-45 jacks and at least two ST, SC, or MTRJ optical fiber connectors (see Exhibit 4).

Exhibit 4: Workstation Faceplate with Optical Fiber Cables

**Double Gang Flush Mount Faceplate
Fiber Optic ST connectors**



**Double Gang Flush Mount Faceplate
Fiber Optic SC connectors**



3.4 Backbone Cabling

Intra and Inter-backbone cabling may consist of either or both copper and optical fiber cables and are required where there exists more than one wire center. The intra and inter-backbone shall be installed to provide structured connectivity between closets (see Exhibit 5). The installation provides a star-topology cable infrastructure that is capable of supporting high-speed and high bandwidth requirements between key resources in an enterprise building or campus environment.

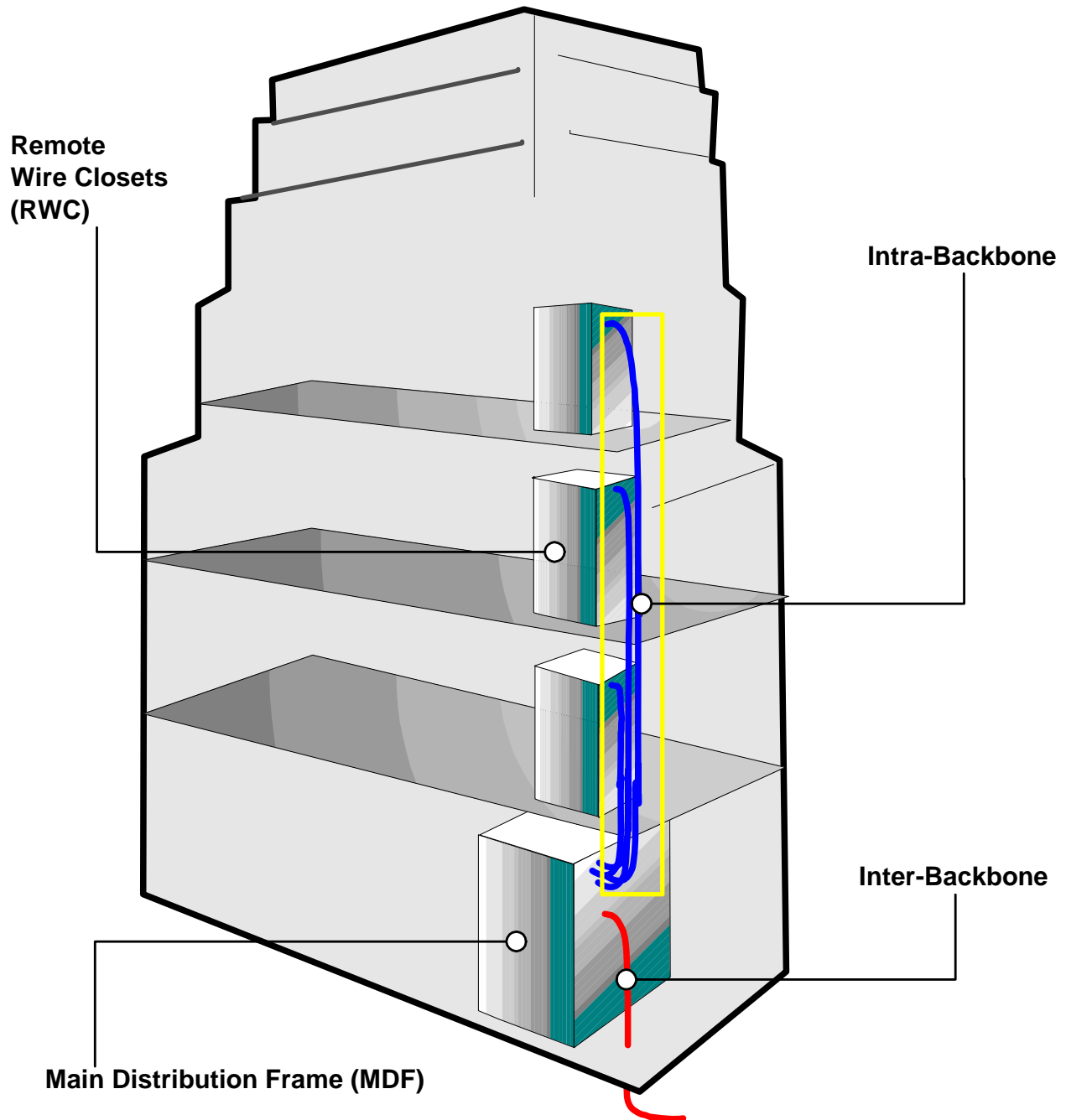
A multi-mode, single mode, or combination of fiber-optic backbone structure provides the means of interconnecting all wiring closets to the MDF in a multi-segmented environment. Optical fiber not only provides extensive bandwidth capabilities to the LAN and voice, but it also provides a solution to the distance-related problems encountered with copper cables in large installations and campus environments.

Copper backbone cabling is required to support voice services, however, the specifications and designs are determined on a site-by-site basis. This is due to the variety, funding, capacity and availability of voice services and designs. Copper backbone may also be installed to support networking services, where distance limitations do not exceed the ANSI/TIA/EIA-568-B.1 specifications. Copper backbone cabling provides a redundant connectivity option in the event of a catastrophic fiber failure, and shall be installed where voice and data closets are physically separated.

Each remote wiring closet shall be connected to the MDF with a multi-strand, optical fiber backbone cable that runs directly from the wiring center to the MDF. All strands will be terminated with ST, SC, or MTRJ-style connectors in accordance with the ANSI/TIA/EIA standards in rack-mounted patch panels. A minimum twelve-strand fiber shall be installed in any facility providing connectivity between communications closets. It is estimated that 12 strands of multi-mode fiber will meet most of the intra and inter backbone connectivity needs currently deployed and planned for ICE facilities. Considering the myriad of site functions, building designs, physical layout, application requirements and future technologies, backbone design is a critical element in the planning stages. To ensure facilities are properly engineered with respect to backbone fiber types and counts, DSB will provide engineering design in concert with local Automated Data Processing (ADP) support personnel and facilities architects. This ensures both short-term and long-term requirements are met in a cost-effective manner.

The optical fiber Intra and Inter-backbone cabling shall have one port per strand for cross-connection, and will conform to the specifications in Sections 4 and 6 of this document.

Exhibit 5: Backbone Fiber Distribution



4.0 SPECIFICATIONS

This section provides detailed component characteristics and specifications with respect to the materials used to install the structured cable plant.

4.1 Horizontal Cables

All cable, equipment, and materials shall meet applicable ANSI/TIA/EIA-568-B, National Electrical Code (NEC) 770, Institute of Electrical and Electronics Engineers (IEEE) 802 and Underwriters Laboratory (UL) Verification Program standards. All cable equipment and materials must be manufactured by facilities that are International Organization for Standardization (ISO) 9001 registered and certified.

- Shall be CAT 5e rating in accordance with ANSI/TIA/EIA-568-B.2
- Four-pair, 100-Ohm, 24 American Wire Gage (AWG).
- The cable should have contiguous, 2-foot segment-length markers printed on the cable jacket. The markings must also show the applicable performance CAT 5e, as well as the fire rating of the cable being installed.
- The finished cable shall be 100% plenum rated in accordance with the requirements of NEC Article 800, UL 444, NFPA 262, (UL 910), and applicable Canadian Standards Association (CSA) standards.

Note: CAT 5e cable types must meet or exceed specifications listed in Exhibit 6.

Exhibit 6: 5e Cable Specifications

Specification	Category 5e
Frequency Range	1-100 MHz
Attenuation (maximum)	24 dB
NEXT (minimum)	30.1 dB
PSNEXT (minimum)	27.1 dB
ACR (minimum)	6.1 dB
PSACR (minimum)	3.1 dB
ELFEXT (minimum)	17.4 dB
PSELFEXT (minimum)	14.4 dB
Return Loss (minimum)	10 dB
Propagation Delay (maximum)	548 nanoseconds (ns)
Delay Skew (maximum)	50 ns

4.2 Information Management Outlets

- Provide ANSI/TIA/EIA symbol icons for application identification (LAN, Voice, etc).
- Provide individual label window for cable identification.

- Provides a high-density design.
- Offers solutions for secure environments.
- Must match make and model in existing facilities.
- Meets or exceeds ANSI/TIA/EIA CAT-5e specifications.
- Mounts to standard electrical 2 inch and 4 inch boxes.
- Allows all modules (jacks) to be loaded and accessed from the front. No need to remove faceplate.
- Meets all Federal Communications Commission (FCC) Part 68 specifications.
- Provides standard 110D type insertion displacement connector (IDC) Printed Circuit Board (PCB) mounted connector.
- Is offered in a multitude of colors.
- Provides interchangeability between modules.
- Offers non-keyed RJ-45 style connectors.
- Offers SC, ST or MTRJ interchangeable modular fiber connectors.
- Is available in the ANSI/TIA/EIA-T568A wiring configuration.

4.3 Backbone Cabling

Backbone cabling shall be a minimum of 12-strand multi-mode fiber optic. In limited instances, single mode fiber-optic cable may be used for distances that exceed 500 meters, in accordance with the Institute of Electrical and Electronics Engineers (IEEE) and the Gigabit Ethernet Alliance organizations. The IEEE 802.3z and IEEE 802.3ab published standards apply to gigabit Ethernet and overall specifications.

CAT 5e copper backbone cabling shall meet the same specifications as stated in Section 4.1 (Horizontal Cabling), in addition to the multi-pair construction in increments of 25, 50 and 100 pair complements. Voice copper backbone cabling is not specified in this standards document and shall be determined on a case-by-case basis. Voice copper backbone cables are not subject to the same 100 meter distance limitations as specified for networking backbone cabling which is the CAT 5e cable plant.

4.3.1 Intra-Building Fiber Optics

Specifications for fiber backbone cabling that will interconnect closets within a single building or high-rise environment are defined in this section.

4.3.1.1 Multi-Mode Fiber Optics

- 62.5/125- μ m optical fiber plenum (OFNP) or optical fiber riser (OFNR).
- Maximum Attenuation: 3.5/1.0 dB km at 850/1300 nm.
- Minimum Bandwidth: 200/500 MHz km at 850/1300 nm.
- Tight buffered.

- Plenum or riser rated.

4.3.1.2 Single-Mode Fiber Optics

- 8.3/125- μ m OFNP or OFNR.
- Maximum Attenuation: 1.0/0.5 dB km at 1310/1550 nm.
- Tight buffered.
- Plenum or riser rated.

4.3.2 Inter-Building Fiber Optics

Specifications for fiber cable that will interconnect remote buildings in a campus environment.

4.3.2.1 Multi-Mode Fiber Optics

- 62.5/125- μ m OFN, OFNP, or OFNR.
- Maximum Attenuation: 3.5/1.0 dB km at 850/1300 nm.
- Minimum Bandwidth: 200/500 MHz km at 850/1300 nm.
- Loose Tube.
- Not Rated, Plenum rated, or Riser rated.

4.3.2.2 Single-Mode Fiber Optics

- 8.3/125- μ m OFN, OFNP, or OFNR.
- Maximum Attenuation: 1.0/0.5 dB km at 1310/1550 nm.
- Loose Tube.
- Not Rated, Plenum rated, or Riser rated.

4.4 Patch Cables (Workstation and Patch Panel)

- Shall conform to the ANSI/TIA/EIA CAT 5e specifications.
- 4-pair, UTP stranded cable.
- RJ-45 connectors on both ends.
- The patch cables shall be wired in accordance with the ANSI/TIA/EIA-568-B.2 and ANSI/TIA/EIA-568-B.3 specifications.
- Certified by the manufacturer as compliant with the ANSI/TIA/EIA CAT 5e criteria.
- Cables shall be available in a wide variety of colors and lengths.

4.5 Patch Panels

- Shall conform to the ANSI/TIA/EIA CAT 5e specifications.
- The patch panel wiring shall be in compliance with ANSI/TIA/EIA T568A wiring standards.

- Provide back wire management hardware.
- Provide modular design to facilitate field repairs.
- Provides standard 110D type IDC PCB mounted connector.
- Available in low and high density configurations.
- Meet the standard EIA-310 relay rack spacing specifications.
- Provide RJ-45 interface.
- Meets all FCC Part 68 specifications.
- Available in 12, 24, 48, and 96 port capacities.
- Match make and model within existing facilities, where possible.

4.6 Equipment Racks

- Shall conform to the ANSI/TIA/EIA standards.
- Conform to the standard EIA-310 mounting specification.
- Provide pre-tapped 10-32 threading.
- Provide a flexible modular concept.
- Provide vertical wire management.
- Provide floor mounting hardware except for swing gate style hardware.
- Match make and model within existing facilities, where possible.

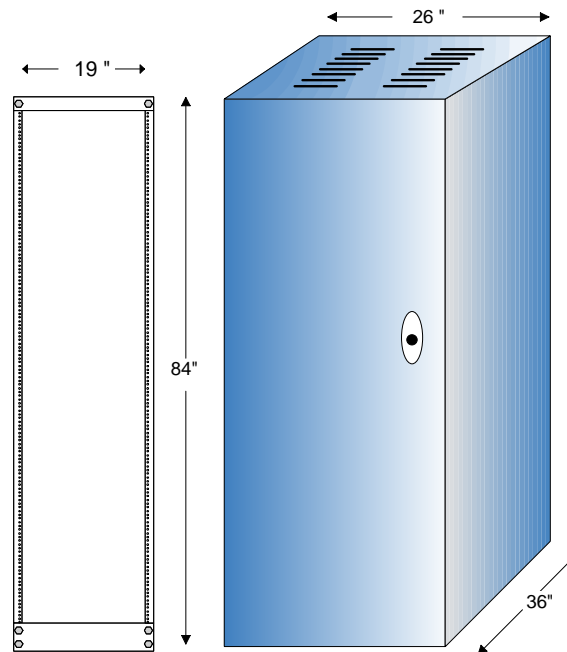
See Exhibit 7 for a typical rack and cabinet structure.

4.7 Cabinets and Swing Gates

- Shall conform to the ANSI/TIA/EIA standards.
- Conform to the standard EIA-310 mounting specification.
- Provide pre-tapped 10-32 threading.
- Provide a flexible modular concept.
- Provide vertical wire management.
- Provide floor mounting hardware except for swing gate style hardware.
- Match make and model within existing facilities, where possible.
- Available in widths up to 26 inches or more.
- Available in depths up to 36 inches or more.
- Allow fan assembly installation.
- Lockable and offer matching key/lock design where multiple cabinets are installed.
- Are of a welded, uni-body construction.

- For areas located within seismic activity, meet Zone 4 earthquake vibration test conditions in accordance with National Electrical Bell Standards (NEBS) document TR-NWT-000063, Issue 4, 1992

Exhibit 7: Typical Rack/Cabinet Enclosures



5.0 COPPER CABLE INSTALLATION SPECIFICATIONS

This section details the specifications that are to be used when installing all copper cabling. All work shall be ANSI/TIA/EIA-568-B, ANSI/TIA/EIA-569-A, ANSI/TIA/EIA-606-A, NEC 770 and IEEE 802 standard specification quality (as applicable).

5.1 Horizontal Cables

These are cables installed from a typical workstation location back to a central point within a building or facility. These cables connect the IMO (jack), back to a central point, the closet. The closet may be the MDF or an RWC. These cables shall be installed in compliance with ANSI/TIA/EIA, building and industry practices. Cables should never be exposed nor create any safety hazards for the public.

All copper cables shall be positioned at a minimum distance of 4 inches from any EMI device (such as a light ballast, electrical motor, or power line). If contact is unavoidable (as in modular furniture), the copper cables shall not run more than 5 feet in parallel with the interference-generating medium. If traversing is necessary, all copper cables shall cross power lines and electrical conduits at a 90-degree angle to minimize interference.

Copper cables installed in a suspended ceiling environment shall at all times be self-suspended in the plenum air space by the use of a separate suspension system or installation in the building

construction frame at the top of the permanent ceiling, if it exists. At no time shall cables be secured to the suspended ceiling grid, water pipes, or electrical conduits.

All cables should be installed as far above the suspended ceiling as possible, and should be bundled together with tie-wraps at intervals no less than 6 feet unless a dedicated cable tray system is available to support the cable. The tie-wraps should not be installed so tight as to "dent" or compress the cable jacket because this could create excessive crosstalk in the cables, causing failure during the testing of the cable to meet CAT 5e specifications.

5.2 Patch Cables (Workstation)

The workstation patch cable connects the end user devices (personal computer, terminals, etc.) to the IMO (jack). For most installations, these patch cables will be provided and left on-site for the deployment team or local ADP to install when setting up workstations and are not included in the overall cable plant certification. The workstation patch cable may be any length as long as the combined length of the workstation patch cable, the horizontal workstation cabling, and the patch-panel cable does not exceed 100 meters (328 feet). These cables are normally pre-constructed, certified and ordered in standard one-foot incremental lengths. If the installation vendor chooses, custom-length, certified station cables can be used.

5.3 Patch Cables (Panel)

The patch-panel cable connects the horizontal cable port to the voice and data electronics within a central wire center or closet, typically a RWC or MDF. These cables are identical to the workstation cables and are pre-constructed and certified by the manufacturer. It is the cable installer's responsibility for patching all active cable locations into active ports, unless otherwise directed by the ICE manager or designated representative. These cables are pre-certified by the manufacturer; therefore, it is unnecessary to include them in the cable plant certification. Wire management and organization is important to facilitate troubleshooting, repair, and documentation and, as such, there are key elements to ensure patch cords are properly installed. The following requirements shall be followed for patching workstation ports to electronics:

- The patch-panel cable may be any length, provided that the combined length of the workstation patch cable, the horizontal workstation cabling, and the patch-panel cable does not exceed 100 meters (328 feet).
- If the installation vendor chooses, custom-length, certified station cables can be used.
- Patch cables must be labeled and matching on both ends, in a standard one-up numeric convention. An example would be a closet that has 100 active workstations, thus 100 patch cables are installed, one for each active node, starting with cable identification (ID) number one and ending with ID number 100. Any support personnel would be able to view the station patch panel and electronics equipment to determine which specific port a particular station is connected.
- Patch cable numbering shall be affixed to both ends of each patch cord approximately one inch from the terminator or mod plug.
- Label IDs must be legible and produced with indelible ink. The preferred method is a printed label. Installers must avoid the use of materials that will distract from the appearance of the installation, or any temporary marking.

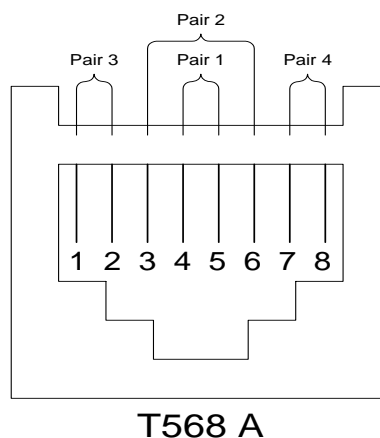
- Ensure patch cables are installed in a manner that does not require support personnel to “tug” or “trace” cables in order to determine the active port.
- Cables must be dressed utilizing available horizontal and vertical wire management.
- Patch cables should provide a neat and organized appearance, eliminating large bundles of cables in single locations, preventing tangles and using incorrect, or oversized cables that produce excess slack.
- Cables shall never exceed the minimum bend radius or have kinks or nicks in accordance with the ANSI/TIA/EIA specifications.
- Cables should utilize left and right vertical wire management to reduce cable patch congestion produce and even cable distribution within a given cabinet.
- Patch cables shall never create a trip hazard or other risk to equipment, services or personnel.

5.4 Copper Cable Termination

This section applies to both the workstation and closet cable termination practices. All copper cable terminations shall conform to ANSI/TIA/EIA-568-B standards. The key areas and specifications are highlighted below:

- Pair twists shall be maintained as close as possible to the point of termination. Untwisting shall not exceed 13mm (0.5 in.) for CAT 5e links.
- Strip back only as much jacket as is required to terminate individual pairs.
- All connecting hardware shall be installed to provide well-organized cable management in accordance with manufacturer’s guidelines.
- All four pairs must be terminated.
- Pin/Pair assignments shall follow the T568A configuration (see Exhibit 8).

Exhibit 8: T568A Pair/Pin Assignments



6.0 INSTALLATION OF OPTICAL FIBER CABLES AND CONNECTORS

This section provides the specifications to be used when installing all optical fiber cabling.

6.1 Fiber Horizontal Workstation Cable

The fiber horizontal workstation cable connects the workstation to the wiring center. This cable shall be four-strand, multi-mode, 62.5/125 μm , optical fiber cable with graded index 250 or 900 μm buffer. Contiguous, 2-foot, segment-length markers shall be printed on the cable jacket.

The bend radius of any optical fiber cable installed shall be at least eight times the outside diameter of the cable. For example, a six-strand optical cable with an outside diameter of .30 inches and shall have a minimum bend radius of 2.40 inches.

Pulling tension for optical fiber cables must adhere to and not exceed manufacturer specifications.

6.2 Backbone Fiber Cable

The optical fiber home-run backbone cable shall connect each remote wiring closet to the MDF. This cable shall be 12-, or 24-, or more strand, multi-mode, 62.5/125 μm , optical fiber cable with graded index, 250 or 900 μm buffer, and contiguous, 2-feet, segment-length markers printed on the cable jacket. All Intra and Inter-backbone fiber cables shall be installed in conduit or plenum-rated inner-duct.

Fiber-optic cable shall not share conduits with copper medium unless separation between copper and fiber is maintained. For large campus or complex backbone fiber installations where multiple conduits or pathways exist, fiber-optic cable shall be separated from the copper cable installation, wherein fiber-optic cable is dedicated to one conduit, copper to another. In retrofit or existing buildings, where pathways are insufficient to maintain separation between copper and fiber, ICE DSB shall review and approve the design prior to installation.

6.3 Optical Fiber Cable Jacket

All overhead or above-ceiling installations shall use optical fiber cable with a plenum-graded jacket that is marked with a UL rating of "OFNP" or equivalent. All non-air-return (non-plenum) installations can use optical fiber cable with either a plenum or non-plenum jacket (such as PVC) that is marked with a UL rating of "OFNR" or equivalent.

6.4 Optical Fiber Connector

The optical fiber connector for workstation or backbone connections shall follow the ANSI/TIA/EIA standards for installation. ICE is reviewing the MTRJ as an acceptable connector, but the use of this style will be determined on a case-by-case basis.

New buildings shall use SC or MTRJ type connectors for workstation and/or backbone installation.

In retrofit buildings, fiber connectors should match the existing installed connectors.

6.5 Optical Fiber Cable Termination

All optical fiber cables shall be light tested prior to installation. This is typically done while the cable is still on spools or reels and only ensures all strands pass light prior to pulling cable into conduits and pathways.

The minimum termination shall be four strands for a horizontal cable. When installing fiber-optic backbone cabling, all strands will be terminated with the appropriate connectors and capped with a dust boot. All strands shall be terminated and tested.

All optical fiber cables shall have a twenty foot storage coil (wrapped in an appropriately sized loop for the minimum bend radius of the cable) positioned at each end, where possible before being terminated with connectors. All intermediate slack in the optical fiber cable shall be loosely coiled and suspended to avoid hard bends or kinks.

7.0 FACEPLATE CONFIGURATION

Workstations that are not connected to an optical fiber cable typically utilize a single-gang faceplate that can support up to six connection ports (see Exhibits 2 and 3). When data only is installed in the faceplate, a dual, RJ-45 module shall be installed in the top position. If a dual gang faceplate is used, the dual RJ-45 module shall be installed in the top left position. When voice and data are installed in the same faceplate, the dual RJ-45 information outlet shall conform to the configuration as outlined in Exhibit 2 and 3. Voice shall be installed at the bottom, data at the top positions of all information outlets. Blank inserts shall be installed in all remaining positions.

Workstations that are connected to optical fiber cables shall have a double-gang faceplate and junction box installed that can support up to 12 connection ports (see Exhibit 4).

8.0 PATCH PANELS

Patch panels, both fiber and copper are the approved methods of providing connectivity between horizontal cables, Intra and Inter-backbone copper, fiber backbone, and common network service devices, such as switches, PBX, routers, and other electronics.

Patch panel installation must adhere to manufacturer specifications and installed utilizing all wire management hardware, both front and back. Panels shall be installed to best utilize both vertical and horizontal wire managers, and should be separated by horizontal wire managers. There should be a minimum of one horizontal wire manager for each horizontal patch panel. Panels must be clearly marked as to the outlet designation. Labels must be of permanent indelible typed materials.

8.1 Copper Patch Panels

Each panel will be installed to provide the maximum use of rack space. Each panel will be mounted in an equipment rack that shall conform to the EIA-310 mounting-hole spacing standard.

Separate patch panels will segregate “Data A”, “Data B”, “Voice A”, and “Voice B” cables. The upper patch panel will be used for “Data A” only; the lower patch panel will be used for “Data B” only. In addition, and depending on the number of total cables, voice cables may also share a single standard 7-foot equipment rack, swing gate or cabinet enclosure. Exhibits 9, 10, and 11

shall be used as a model for all new installations, and should be followed as close as possible for major retrofits and renovations with respect to existing cable plant configurations. Deviations to these layout exhibits shall be reviewed and approved by the DSB.

8.2 Fiber Optic Patch Panels

Optical fiber cable patch panels for workstation connections (also called fiber cabinets) shall provide ST, SC, or MTRJ couplers. Optical fiber cable patch panels for backbone cabling (also called fiber cabinets) shall provide SC or MTRJ couplers. The color scheme and the port numbering scheme on the patch panel shall be consistent in any given installation to reduce confusion and to prevent mistakes in making cross-connections. Fiber patch panels shall be installed in standard increments of six-position, ST, SC or MTRJ, loads or interconnect couplers, as required in each wiring closet and MDF.

9.0 EQUIPMENT RACK

There are a multitude of equipment racks and cabinets that are acceptable for use in ICE installations. Wherever possible, separate secure communication closets are recommended and are the preferred method for voice and data installation. In these dedicated communications closets, open racks, cabinets and swing gates may be used to meet the needs of the installation.

When open racks or swing gates are used, they shall be located within the wiring closets, and they shall provide structural support for the patch panels and required electronics. The open rack will be a standard 19 inches wide by 7 feet tall when used in a floor mount configuration. When space considerations mandate, it is acceptable to use an open, wall-mounted equipment rack (swing gate). If a wall mount configuration is used, the rack must be hinged, and space must be provided so that the rack can swing fully open and provide full access to the back of the rack.

All floor or wall-mounted equipment racks, cabinets and swing gates installed in earthquake-prone geographic areas shall be installed in compliance with specific seismic guidelines, regulations and codes. Special attention must be taken to ensure the proper installation techniques are followed to minimize risk to electronics and cable plant, and most importantly prevent the mounting hardware from toppling over during seismic activity.

Equipment shall be mounted on the rack via holes in the frame or by using mounting hardware that conforms to the EIA-310 mounting-hole spacing standard. As an alternative for non-rack devices, equipment may be placed on flat shelves that are attached to the rack. All racks shall be secured either to the floor or wall with bolts or other fasteners that are rated to withstand the recommended weight limits and shear loads for the rack. Each rack shall include all mounting and assembly hardware (such as nuts and bolts) for full configuration use. When multiple racks and/or cabinets are used and they are butted together in the closet, they shall be bolted together for additional stability.

Exhibit 9: Consolidated Closet, Voice and Data

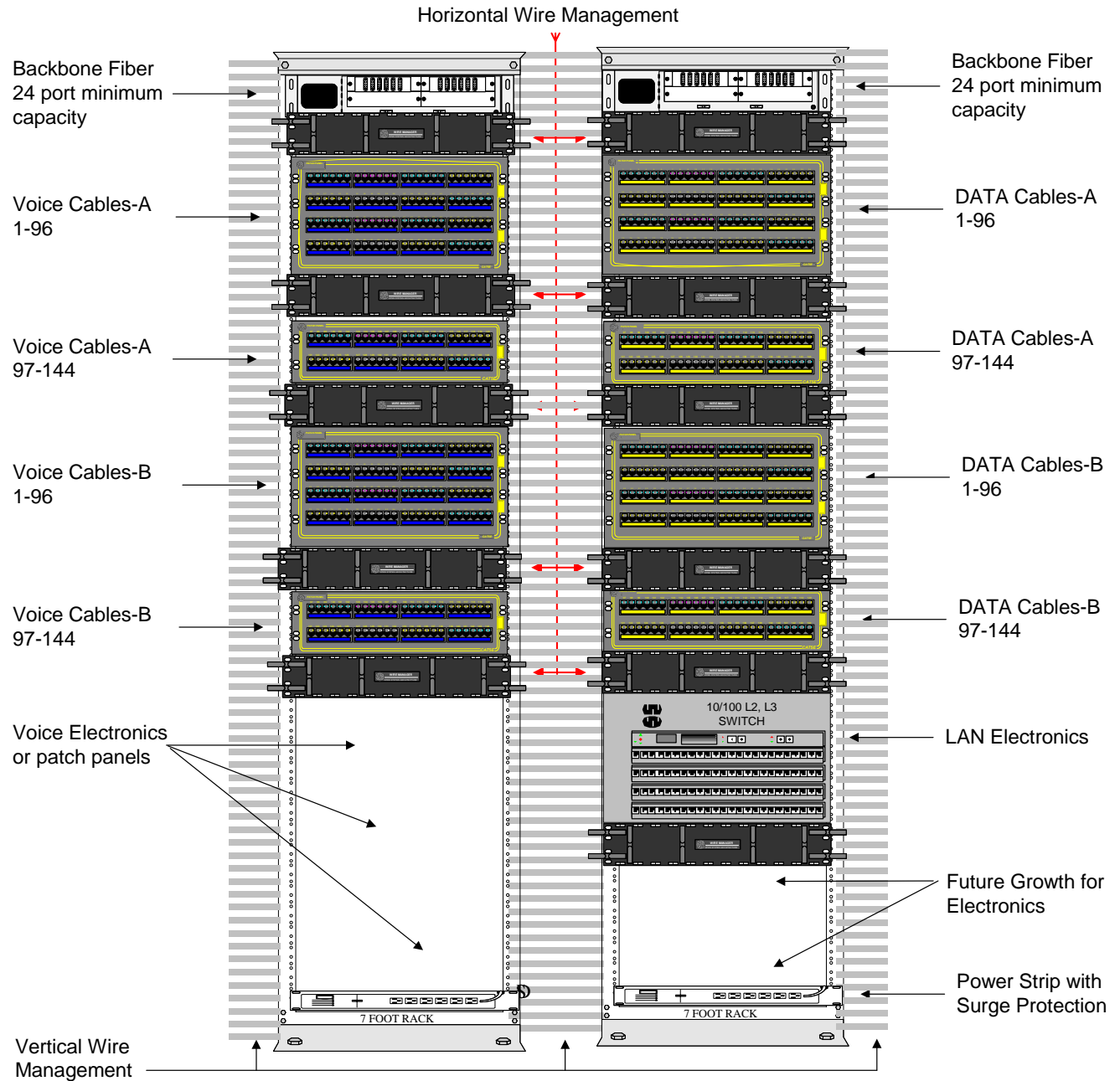
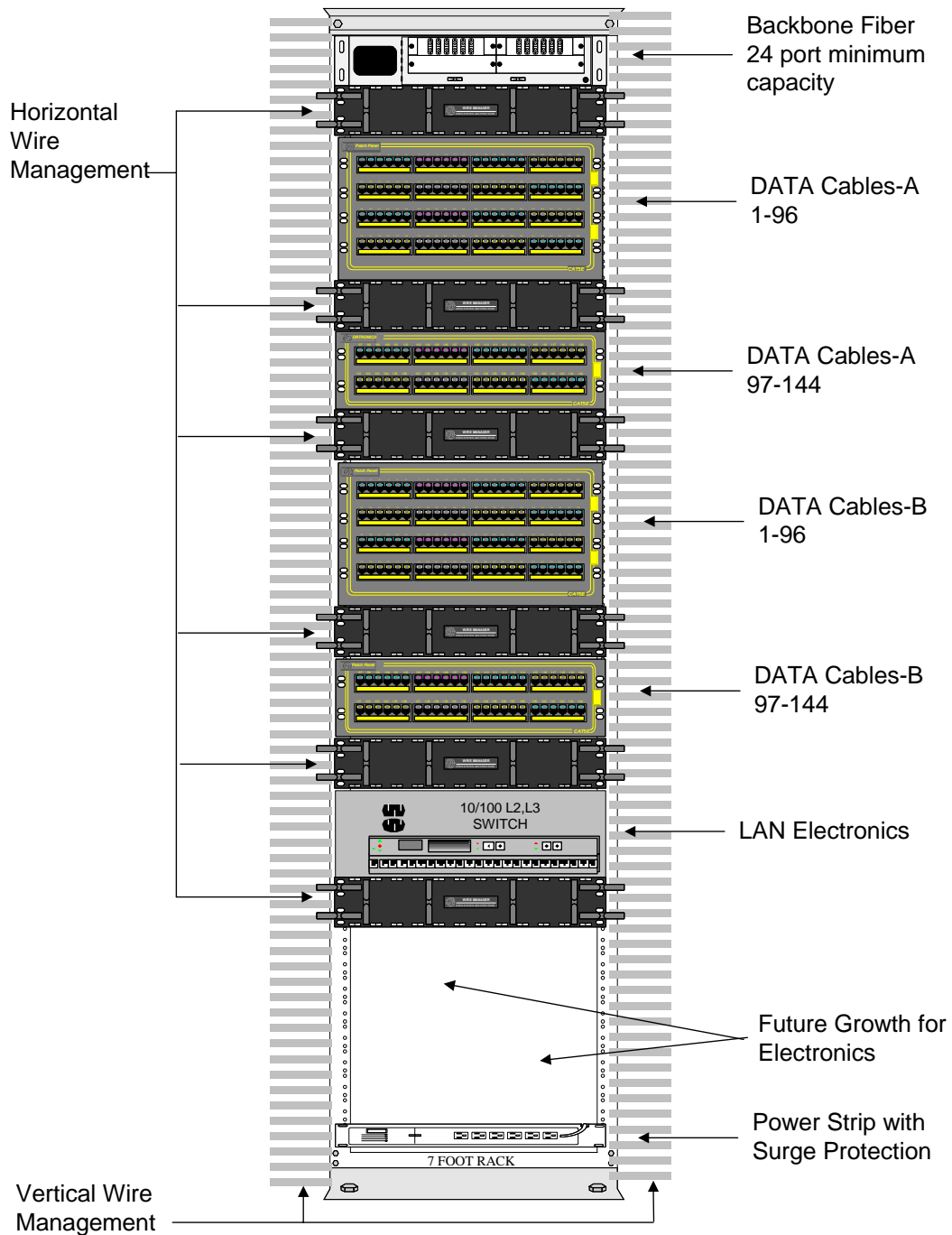
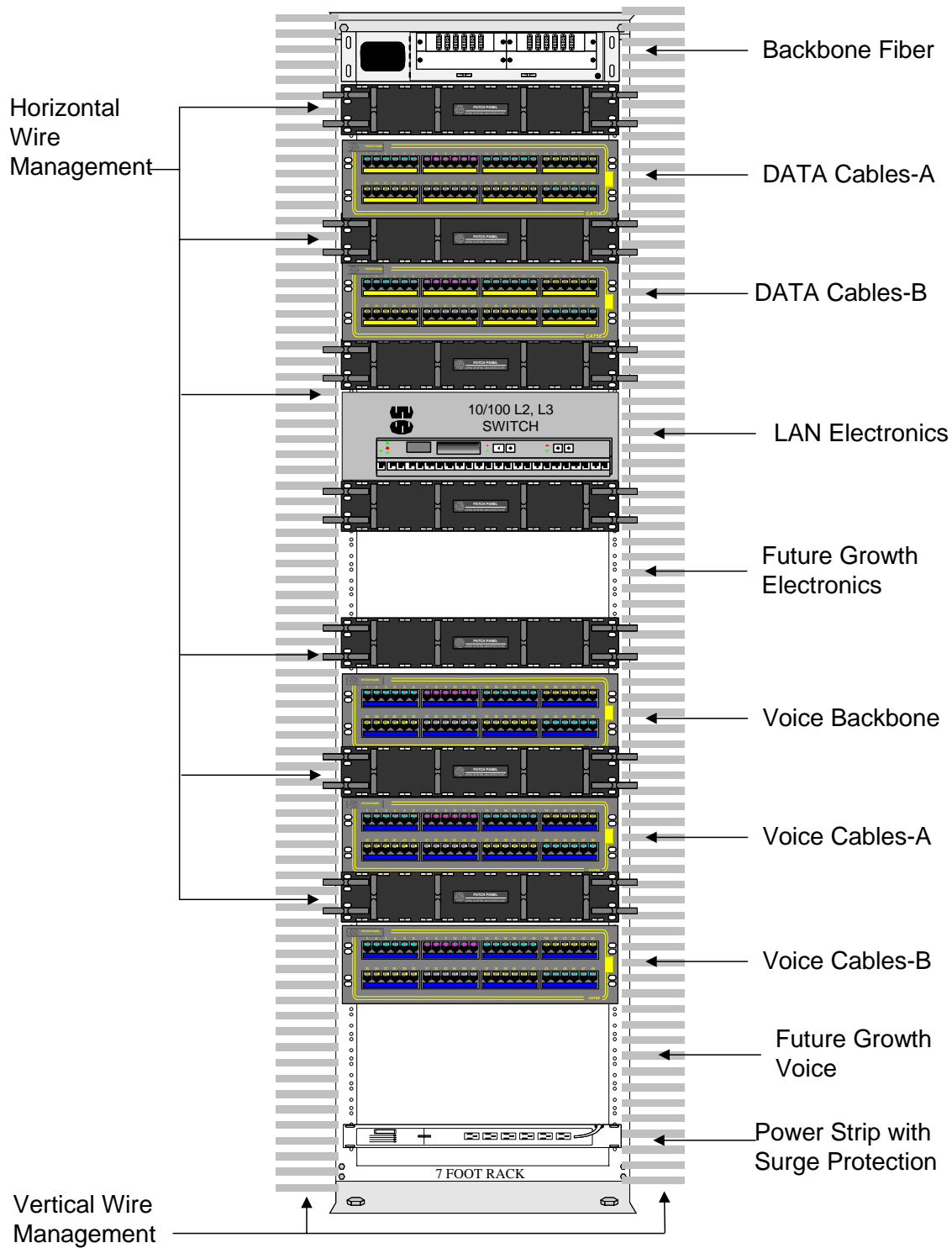


Exhibit 10: Single Rack, Data Only (Voice and Data Not Consolidated)



**Exhibit 11: Consolidated Closet, Voice and Data; Share Single Rack
(less than 72 locations)**



Floor mounted racks and cabinets shall have a minimum of 36 inches of clearance in front of, behind, and on at least one side. Where space or room layouts limit the minimum clearances required, the installation contractor shall notify the DSB or designated representative for technical direction.

Equipment layout, specifically with respect to rack, cabinet, and swing gate location are critical design elements that ensure future growth, maintenance and flexibility are protected. Proper clearances also allow installers and maintenance personnel the required room to perform work safely and ensure electronics environmental conditions are maintained.

The patch cables shall run neatly through the wire management panels above the electronics, run down the sides of the rack, run below the electronics, and plug neatly into the respective port. The cables between the patch panels and the electronics shall not be excessively long nor shall they lie on the floor. The patch cables shall be secured and bundled using Velcro securing straps.

Caution: The use of tie-wraps is not acceptable when bundling and securing patch cables on the rack.

A power strip with surge suppression and an on/off switch shall be mounted to the back of the rack to supply at least six outlets for AC power (120-volt, 20-amp service).

10.0 GROUNDING

The NEC provides guidelines to ensure that electrical installations in buildings meet the necessary safety practices to prevent electrical shock hazards to personnel, ensure fault clearance of unintentional electrical breakdowns that could cause fire, and prevent transient voltages from causing electrical damage to installed network components. NEC Article 800 pertains to telecommunications industry and should be consulted for specific guidelines related to this topic. Article 800 also has references to other articles as the need arises.

In all new buildings and major retrofit projects an independent ground bus, installed in each communications closet, shall be provided. The independent ground bus in each closet should be installed by a certified electrician, or properly licensed installer. The independent ground buses are designated for, and utilized exclusively, by the communications equipment. In existing buildings, an independent ground is certainly desirable. In general, all communications systems, cable plant devices, equipment, and components shall be properly grounded and bonded.

All grounding shall be performed to meet the following published standards and guidelines:

- ANSI/TIA/EIA 607
- ANSI/IEEE C-142
- Federal Information Processing Standard (FIPS) 94
- NEC Articles 250 and 800
- UL
- ANSI CI-1978

All equipment racks, cabinets and systems must be properly connected to the independent ground bus per the ANSI/TIA/EIA 607 specifications. It is the responsibility of the cable

installer to connect all common closet equipment racks and cabinets to the provided ground bus. It is also the responsibility of the cable installers to report to the ICE Program Manager any discrepancies with respect to improper or omitted grounding systems.

For connecting equipment within the telecommunications/data wiring closets to the ground bus, a number six wire with green insulation should be used. This ground wire should be no longer than 30 feet.

All ground wire should be routed straight, with sweeping bends, neat, and orderly. Ground wire should be routed in the most direct fashion possible to the equipment. Ground wires should be supported by tie-wraps at 12-inch intervals.

The manufacturer instructions and recommendations shall be followed when grounding the electronic equipment installed in the telecommunications/data wiring closets.

11.0 CABLE LADDERS AND FASTENERS

All cables installed in overhead spaces (such as above ceiling panels) shall be securely strapped to ceiling slab fasteners or cable ladders that are fastened to the ceiling slab to avoid contact with lighting equipment or drop ceiling supports. Wire management channels or cable ladders shall be used to provide orderly arrangement of all installed cables in and around the equipment racks.

As a general rule, all cables shall be securely suspended, fastened, tied, and bundled firmly (without damaging the cable jackets or creating kinks in the cable) to minimize the amount of space required for cabling.

12.0 ADMINISTRATION AND LABELING CONVENTIONS

Label conventions shall apply to all sites, regardless of the number of buildings at the site. This section describes the ICE standard labeling convention for all cable installations, whether new or retrofit.

12.1 Building Designation

The designation for the building shall be a two to four character alphanumeric scheme. Buildings typically have unique names/numbers, whether in multi-story complexes or in campus environments. The first designation should represent the unique building the cable plant is wired within. This nomenclature will rarely change throughout the life of the building and allows a structured naming convention to be used for Inter-building backbone cable installations.

12.1.1 Floor

The designation for the floor shall be a two-digit number. If the floor is a single number such as “4,” place a leading zero before the single-digit, for example “04.”

12.1.2 Wiring Closets

The designation for a wiring center is a single letter. The Computer Room or MDF shall always have the wiring closet designation of “M.” Remote wiring closets that are all located on the same floor shall be labeled A-L and N-Z (“M” is reserved for the MDF). Closets that stack directly on top of each other shall have the same letter designation.

12.1.3 Cable Numbers

The designation for the cable shall be a three-digit number, followed by an “A” or “B” designation, indicating the “Data A” or “Data B” cable drop. Use leading zeros as necessary. For example, the designation for drop #3A would become 003A.

12.2 Information Management Outlet

The IMO is the interface for the workstation cable and the horizontal workstation cable, which terminates in a wiring closet. This is typically referred to as the “jack” in the industry, also an enhancement to the Bell Labs Universal Service Order Code (USOC) specifications. These specifications also referenced the RJ pin assignments. The ANSI/TIA/EIA now prefers to use the term 8-pin modular plug or connector when describing jack pin-outs. Each information outlet should be labeled according to the following guidelines:

The designations on single-gang and double-gang faceplates will be as follows:

- Building (AANN, or combination).
- Floor (NN, with a leading zero).
- Wiring center (A).
- Cable drop (NNN, with leading zeros).

For example: “TW-12-C-111”

where: TW = TechWorld building
12 = 12th floor
C = wiring center and
111 = cable drop #111.

12.3 Intra and Inter-Building Backbone Cables

These backbone cables interconnect wiring closets either within a building or interconnect buildings in a campus environment.

The naming convention applies the same for Intra and Inter backbone cable labeling. Standard nomenclature for backbone cabling shall be as follows:

- First Building (4–6 alphanumeric characters).
- First wiring closet (includes floor, closet and pair or strand designations).
- Second Building (2–4 alphanumeric characters).
- Second wiring closet (includes floor, closet and pair or strand designations).

For example, “TW801I-06-W-001 – TW800K-01-M-001”

where: TW801I = TechWorld building 801 I is the first building (origination point)
6 = 6th floor
W = wiring center, closet W
001 = cable pair (copper) or strand (fiber)
TW800K = TechWorld building 800 K is the second building (destination point)
1 = 1st floor

M = wiring center, Main Distribution Frame
001 = cable pair (copper) or strand (fiber).

The cable label shall be affixed to both ends of the cable, approximately 2 to 3 inches from the termination point. Heat shrink labels are preferable. Wrap-around labels are permissible as long as they are printed using indelible ink and the labels are easily read.

12.4 Patch Panel Patch Cables

The patch panel patch cord connects the horizontal workstation cable to the network electronics. Patch cables in each wiring closet should be identified on each end of the patch cable in a standard, one-up, numeric order, so that an individual patch cable can be easily identified without having to physically “tug” the cable to follow and identify it.

The cable label shall be affixed to both ends of the cable, approximately one inch from the termination connector or modular plug. The labels should be printed using indelible ink, and the labels should be positioned so they can be easily read.

13.0 TEST AND DOCUMENTATION PROCEDURES

The installation contractor shall complete all testing of the cable plant. The installation contractor is responsible for providing all personnel, equipment, instrumentation, and supplies that are necessary to perform the required testing.

13.1 Testing of Installed Copper Cable

All installed copper cables shall be tested with a Level III cable tester to certify that the cable conforms to ANSI/TIA/EIA-568-B specifications. The test device shall provide printed and electronic (soft) Pass/Fail test results that show the following:

- Electrical length in feet (accurate to 0.5 feet).
- Cross-talk in dB for each of the four pairs.
- End-to-end attenuation in dB for each of the four pairs.
- Drop number.
- Continuity (for all eight wires).
- Capacitance
- DC resistance
- Impedance
- Date of test
- Name and model of the field tester (i.e. Fluke OMNIScanner 2).
- Software version or level.
- Date the field tester was last calibrated.
- Which test was being performed (permanent link test, channel test).

13.2 Testing of Optical Fiber Cables

Testing shall be of the optical link as specified in ANSI/TIA/EIA-568-B.3 for multi-mode fiber optics and ANSI/TIA/EIA-526-7 method A for single-mode fiber optics. An optical fiber link is defined as the passive cabling network between two optical cross-connects (patch panels or outlets). This includes cable, connectors and splices but does not include active components. The link test contains the representative connector loss at the patch panel associated with the mating of patch cords, but does not include the performance of the connector at the equipment interface.

If the manufacturer of cables or connecting hardware has supplied post-manufacture performance data, copies of such data are to be included in the documentation.

Testing of installed multimode fiber cable shall meet or exceed the specifications in Exhibit 12.

Exhibit 12: Multimode Fiber Cable Specifications

Horizontal Fiber	Attenuation 850 nm	Attenuation 1300 nm
≤ 90 m	≤ 2.0 dB	≤ 2.0 dB
Backbone Fiber		
≤ 2000 m (6560 ft)	≤ fiber length (km) x 3.75 dB/km + number connector pairs x 0.75 dB + number of splices x 0.3 dB	≤ fiber length (km) x 1.5 dB/km + number connector pairs x 0.75 dB + number of splices x 0.3 dB

Testing of installed single-mode fiber cable shall meet or exceed the specifications in Exhibit 13

Exhibit 13: Single Mode Fiber Cable Specifications

Length	Attenuation 1310 nm	Attenuation 1550 nm
≤ 90 m (295 ft)	≤ 2.0 dB	≤ 2.0 dB
91-1000 m (3281 ft)	≤ 3.0 dB	≤ 3.0 dB
1001-2000 m (6562 ft)	≤ 3.3 dB	≤ 3.3 dB
2001-5000 m (16404 ft)	≤ 4.7 dB	≤ 4.7 dB

Test reports shall include the following information for each cabling element tested:

- Actual measured and maximum allowable attenuation (loss) at the specified wavelengths.
- Reference method.
- Number of mated connectors and number of splices (if any).
- Actual length and maximum allowable length.
- Group refractive index (GRI) for the type of fiber tested, if length was optically measured.
- Tester manufacturer, model, serial number and software version.
- Fiber ID number and project/job name.
- Link criteria used.

- Overall pass/fail indication.
- Date and time of test.

Test reports may be submitted in hardcopy , electronic, or both formats. ICE prefers these reports to be provided in the electronic format over hardcopy.

14.0 BUILDING PATHWAYS, CONDUIT, AND CLOSETS

14.1 Closet Specifications (MDF and RWC)

Typical communications closets house common equipment required to support both voice and data connectivity to workstations. Communication closets/rooms are typically centrally located on the floor, and adhere to the ANSI/TIA/EIA specifications for cable lobe lengths (e.g. maximum cable from closet to workstation will not exceed 100 meters, end-to-end). Closets/rooms should be vertically stacked, with a sufficient number of sleeves interconnecting each closet. All wiring centers shall comply with or support the following specifications and requirements:

14.1.1 General Requirements

- The space should be environmentally temperate, convenient, and professional looking.
- The communication closets must have sufficient infrastructure required to support the variety of communication services provided to ICE and contractor staff. Typically this includes items such as conduits, cable trays, building grounding system, etc.
- Communications closets should be designed for growth, and flexibility supporting new technologies without the need for major room modifications and rearrangements.

14.1.2 Environmental

- Room should be dust free with positive air pressure where possible and meet Federal guidelines for specified material to reduce airborne contaminants caused by off gassing.
- Ceilings should be finished with similar drop tiles used throughout the floor.
- Overhead lighting sufficient to provide 80 candle feet measured five feet above the finished floor, is to be switched controlled and is not to be connected to communications equipment circuits.
- Care must be taken to avoid structural columns, ductwork, other building structures, which would restrict the functionality of the space.
- Ceiling space above communications closets should be open and clear of major Heating, Ventilation, and Air Conditioning (HVAC) systems and ductwork, including major motors, elevator motors, generators, or equipment that induce excessive EMI and/or RFI to communications equipment or systems.
- Room temperature must be maintained between 65 to 85 degrees Fahrenheit, with a relative humidity range of 20 to 60 percent. When heat-generating equipment is placed into communication closets, maintaining environmental parameters is essential, thus avoiding down time due to equipment failures caused by equipment over heating. Where the building

HVAC is insufficient to maintain these parameters a standalone HVAC system should be considered to maintain these environmental ranges for 24 hour, 7 days a week (24/7) schedule.

- Where no dedicated HVAC system is required for plenum air return buildings, there should be a minimum of two diffusers for fresh HVAC air intake, with a minimum of two air return vents, vented door and a positive air flow maintained. Buildings without air return systems should provide clean air 24/7. Additionally, rooms without dedicated HVAC systems should have a continuous airflow 24/7.

14.1.3 Construction

- Closets vary in size depending on their function. However, minimum communications closet size should never be less than specified in the applicable ANSI/TIA/EIA specifications. ICE typical closet minimum size should be no less than 80 square feet, whereas the recommended size is calculated by the ANSI/TIA/EIA specifications.
- Door locks for all communications rooms will conform to local security requirements.
- Door must be a minimum 36 inches wide by 80 inches high. The door should swing out to facilitate equipment installation and provide maximum space utilization by allowing higher density equipment designs and configurations without the concern of lost space due to door travel.
- Floor should be rated to withstand 100 pounds per square foot and should be covered with appropriate tile or linoleum. Carpets are not acceptable in communications closets.
- Each communications closet should have a minimum of 2 separate 120 Volt @20A circuits installed for cable plant electronics. Preferred outlets are the National Electrical Manufacturers Association (NEMA)-20 5 quad receptacles. Outlets should be installed at heights that adhere to the building electrical codes, typically 18 inches above finished floor. Additional circuits may be required as equipment density is increased.
- A certified electrical ground and buss shall be installed into each closet for communications equipment grounding and be connected to a dedicated building ground, that is compliant with the ANSI/TIA/EIA 607.
- For the MDF, a pre-treated, fire-rated, plywood backboard (3/4 inches by 4 feet by 8 feet sheets) shall be fastened properly to the wall for riser cable control, where required.
- All cable shall be neatly tie-wrapped and anchored every 3 feet on the backboard
- ICE occupied floors that are contiguous, with stacked closets, should have a minimum of two 4-inch sleeves between closets for ICE Data and Voice cables. Additional sleeves will be required for the building voice riser system. Where ICE data and voice cables must pass through communications closets not controlled by ICE or the US government, mechanical protection must be provided. Thin wall ridged conduit will be sufficient for this requirement.

14.2 Conduits

Conduit installations shall comply with all ANSI/TIA/EIA-569-A specifications. Highlights of that specification are as follows:

- A maximum fill factor of 40% per conduit shall be adhered to for new conduits. If possible, installers shall avoid using those conduits that have exceeded the 40% fill factor.
- A pull-box shall be installed every 100 feet and every two 90-degree turns.
- All bends in the conduit must be made hydraulically to create smooth, sweeping turns.
- All pull-boxes shall be sized to allow for the largest minimum bend radius for any of the cables that are used.
- Where local codes mandate that rigid conduit must be installed from the distribution closet to the IMO, a minimum of one 1-inch diameter conduit from wiring center to workstation IMO is required. This single, 1-inch conduit will support both voice and data grade cabling to the workstation and requires a consolidated voice and data closet.
- In buildings which local codes do not mandate rigid conduit from the distribution closet to the IMO, a minimum of one 1-inch diameter conduit from above ceiling grids to respective IMO is recommended. These conduits are referred to as "ring and string" within the industry, and typically provide a pathway for plenum cable installation into the outlet box. Although many local codes do not require rigid conduits for low voltage wiring, ICE DSB recommends the general contractor install these for each IMO.
- Open office space (e.g., systems furniture where two or more IMOs are fed by a single column or feed) typically does not require conduit stubs or home-run conduits. If conduits or stubs are installed, then conduit sizing shall ensure fill factor does not exceed 40%.
- A minimum of two 4-inch diameter sleeves shall be provided for vertically stacked closets. In open plenum environments, where access to closets are not blocked by building structures or fixtures, and a clear pathway exists, conduit installation is not required to interconnect closets. Exceptions will be made by the ICE Project Manager
- A minimum of two 4-inch diameter conduits shall be provided in any building or campus environment where cable is subject to damage or there is no clear pathway for installation. These may be areas such as underground parking garages, outside cable routes, pathways through office space not under ICE control, or areas that prevent cable installation at future dates, such as main building lobbies, under-floor pathways, etc.
- A minimum of two 4-inch diameter conduits between buildings in a campus environment.

15.0 DOCUMENTATION

Upon completion of the cable plant installation, a documentation package shall be completed within 30 calendar days that shall include the following items:

- Letter of certification from the installing organization.
- Completed Contractor Information Form.
- Detailed materials list.

- Cable plant test certification letter.
- Electronic Copper cable test results (soft).
- Electronic Fiber-optic cable test results (soft).
- As-built site drawings.

All of this information shall be provided in both hardcopy and electronic formats, except as follows:

- Electronic Fiber test results (soft).
- Electronic Copper test results (soft).

15.1 Letter of Certification

A letter of certification shall be supplied to the designated ICE Program Manager from the authorized project supervisor. A sample of the recommended letter of certification is included as Appendix B of this document. A letter of certification shall be supplied to the designated ICE Program Manager from the authorized project supervisor. A sample of the recommended letter of certification is included as Appendix B of this document. The letter of certification should be submitted in electronic format using word Processing software compatible with Microsoft Word 2000 or lower.

15.2 Implementation Report

A brief implementation report shall be submitted as part of the completed documentation package. This implementation report, at a minimum, should include the following information:

- Installing company name and address.
- Contract number and Task or Delivery Order, if any.
- Beginning and ending dates of the installation project.
- Names of personnel assigned to the installation project.
- Installation summary, including deviations from the original task order.
- Responsible party names, address, and phone number.

The electronic version of this report shall be submitted using word Processing software compatible with Microsoft Word 2000 or lower. A sample implementation report is provided as Appendix D of this document.

15.3 Detailed Materials List

A detailed materials list shall be included as part of the completed documentation package. At a minimum, this list shall include all materials originally called for from the site survey report, actual materials used for the installation project, and a column that shows the deviation between the two. Any unusual deviations in required quantities should be explained in the implementation report, as described previously.

The detailed materials list should be completed and submitted using spreadsheet software compatible with Microsoft Excel 2000 or lower. A sample form to be used for this list is provided as Appendix E of this document.

15.4 Cable Plant Test Certification Letter

In lieu of the responsible installation supervisor providing a signature on each printed cable test result, a letter of certification from the installation supervisor may be included to verify that installation personnel doing the testing have been properly trained in the use of the test equipment and that the test results included have been reviewed and are an accurate reflection of the installed cable plant.

The certification letter should be submitted in electronic format as a word Processing document compatible with Microsoft Word 2000 or lower. A sample cable plant test certification letter is included as Appendix F of this document.

15.5 Copper Cable Test Results

Test results for all cables shall be included in electronic format (ASCII text format) within the completed documentation package upon completion of the project. The cable test results shall be provided in numeric order on a per closet basis for horizontal cables. All copper tie and backbone cables shall be included as a sub-section and also numbered.

15.6 Fiber-optic backbone Cable Test Results

A hard copy of all fiber-optic cable test results shall be included as part of the completed documentation package. Opposite ends of each fiber strand tested should be included side by side or in direct sequential order. The fiber optic test results shall be submitted in a closet by closet format.

The electronic trace version of the test results should also be included. If a specific executable program is required to view the trace on a personal computer, a copy of this executable file shall be included with the electronic files.

15.7 As-Built Site Drawings

Complete as-built site drawings of the cable plant shall be included as part of the completed documentation package. At a minimum, the following information shall be included on the drawing:

- Accurate, reasonable facsimile of the building floor plan.
- Room and area numbers assigned for identification purposes.
- Location and designation of all wiring closets.
- Location and designation of all information outlets installed
- Routes for all cables, including horizontal, tie, and backbone.
- Location of all vertical penetrations.
- Location of horizontal penetrations through firewalls.

- Any special service application notes.
- Backbone and tie cable lengths between closets.

These as-built site drawings shall be completed using computer-aided drawing software that produces vector graphics data files, preferably AutoCAD version 2003 or lower.

Attachment A
Glossary

AC	Alternating Current
ACR	Attenuation to crosstalk ratio
ADP	Automated Data Processing
ANSI	American National Standards Institute
AWG	American Wire Gauge
CAT	Category
CSA	Canadian Standards Association
dB	Decibel
DSB	Deployment Services Branch
DO	District Office
DHS	Department of Homeland Security
EF	Entrance Facility
EIA	Electronic Industries Association
ELFEXT	Equal Level Far End Cross-talk
EMI	Electromagnetic Interference
FCC	Federal Communications Commission
FIPS	Federal Information Processing Standard
GRI	group refractive index
HVAC	Heating, Ventilation, and Air Conditioning
ID	Identification
IDC	Insertion Displacement Connector
IEEE	Institute of Electrical and Electronics Engineers
IMO	Information Management Outlet
ICE	Immigration and Customs Enforcement
ISO	International Organization for Standardization
km	Kilometers
LAN	local area network
μm	Micrometer
Mbps	Megabits per second
MC	main cross-connect
MDF	Main Distribution Frame
MHz	MegaHertz
NEC	National Electrical Code
NEBS	National Electrical Bell Standards
NEMA	National Electrical Manufacturers Association
NEXT	Near End crosstalk
NFPA	National Fire Protection Agency

ns	Nanosecond
OFNP	Optical Fiber Plenum
OFNR	Optical Fiber Riser
OFN	Optical Fiber, not rated
OCIO	Office of Chief Information Officer
OTDR	Optical Time Domain Reflectometer
PCB	Printed Circuit Board
PS ACR	Power sum attenuation to crosstalk ratio
PS NEXT	Power sum near-end crosstalk
PS ELFEXT	Power sum
RFI	Radio Frequency Interference
RJ	Remote Jack
RWC	Remote Wiring Closet
TIA	Telecommunications Industries Association
TR	Technical Reference
TSB	Telecommunications Services Bulletin
UL	Underwriter's Laboratory
USOC	Universal Service Order Code
UTP	Unshielded Twisted Pair
WAN	Wide Area Network

ACR	Measurement of NEXT-Attenuation
Attenuation	The decrease in magnitude of a wave as it travels through any transmitting medium, such as a cable or circuitry. Attenuation is measured as a ratio or as the logarithm of a ratio decibel.
CAT 5e	A type of cable passing ANSI/TIA/EIA specifications, which allows data to be transmitted at 100 MHz.
Conduit	A pipe, usually metal, that runs either from floor to floor or along a floor or ceiling to protect cables.
Cross-talk	A type of interference caused by audio frequencies from one line being coupled into adjacent lines. The term is loosely used also to include coupling at higher frequencies.
Delay Skew	The propagation delay difference between the slowest and fastest cable pair.
EIA	Electronic Industries Association: the US national organization of electronic manufacturers. It is responsible for the development and maintenance of industry standards for the interface between data processing machines and data communications equipment.
EMI	“Noise” generated in copper conductors when electromagnetic fields induce current. External signals that disrupt the data transmitted on the local area network or electronic device being operated.
End-To-End Connection	A continuous connection, for example, from a workstation to a concentrator.
FC Connector	A type of optical fiber connector identifiable by its round, screw-operated locking nut. It is usually metal. Its ruggedness leads it to be widely used in test equipment. (Source BICSI Telecommunications Dictionary)
FEXT	Cross-talk measured at the opposite end from which the disturbing signal is transmitted.
Frequency	The number of times a periodic action occurs in a unit of time. The number of cycles that an electrical current completes in one second, expressed in Hertz.
Frequency Range	The range, measured in Hertz of a test signal.
Hertz	The unit of frequency, one cycle per second.
IEEE	Institute of Electrical and Electronics Engineers: An international professional society that issues its own standards and is a member of ANSI and ISO.
LAN	A geographically limited communications network intended for the local transport of data, video, and voice. Often referred to as a customer premises network.

Loose Tube	The fiber is contained in a plastic tube for protection. To give better waterproofing protection to the fiber, the space between the tubes is sometimes gel-filled. Typical applications are outside installations. One drawback of loose buffer construction is a larger bending radius. Gel-filled cable requires the installer to spend time cleaning and drying the individual cables, and cleaning up the site afterwards.
Megabits	A million bits per second: A unit of data transmission speed.
MDF	The main distribution frame, where central networking components are located. This refers to closets and large computer rooms and in most cases houses the WAN equipment and circuits. These rooms are the core rooms in a building or campus environment.
MTRJ connectors	The MT-RJ fiber optic couplers provide a complete system for premises applications. As the name suggests, the system was designed to bring many of the benefits of the RJ-45 modular plug and jack system to fiber optics: small size, lower costs, easier application, and easier use.
Nanosecond	One billionth of a second (10^{-9} seconds).
NEXT	Crosstalk measured at the end from which the disturbing signal is transmitted. Near End crosstalk is a measure of how much energy is coupled at the near end in a pair that is adjacent to an energized pair, and FEXT is the same measure at the far end from the transmitter. When all pairs are energized, as with Gigabit Ethernet, NEXT and FEXT are generated by each disturbing pair and must be power-summed to obtain a true measure of the coupled energy.
OFN, OFNP, OFNR	Type of optical fiber cable construction, which stands for: general purpose, plenum(P) or Riser (R)
Patch Panel	A modular termination and connection point for horizontal distribution cabling.
Plenum	A compartment or chamber to which one or more air ducts are connected and that forms part of the air distribution system. (Source National Electric Code)
Protocol	The means used to control the orderly exchange of information between stations on a data link or on a communications network or system.
Propagation Delay	The amount of time that passes between when a signal is transmitted and when it is received at the opposite end of a cable or cabling.
PS NEXT	Power sum near end crosstalk. Measurement
PVC	Polyvinyl Chloride: A type of plastic material used to make cable jacketing.
Return Loss	Return loss is a measure of the signal reflections occurring along a channel or basic link and is related to various electrical mismatches along the cabling.

RJ-45 Keyed Connector	An eight-conductor modular phone-style receptacle with a plastic tab on the side. This type of connector can only be inserted into a keyed jack.
RJ-45 Non-Keyed Connector	An eight-conductor modular phone-style receptacle without a plastic tab. This type of connector can be inserted into either a keyed or non-keyed jack.
SC connectors	Fiber connector that is duplexed into a single connector clip with both transmit/receive fibers.
ST connectors	Keyed, bayonet-style connector, very commonly used
TIA	Telecommunications Industries Association: The US national organization of telecommunications manufacturers. It is responsible for the development of data processing machines and data communications equipment.
Tight Buffered	Buffer layers of plastic and yarn material are applied over the fiber. Results in a smaller cable diameter with a smaller bending radius. Typical applications are patch cords and local area network connections. At least one mfr. Produces this type of cable for inside/outside use.
UTP	A cable with multiple pairs of twisted insulated copper conductors bound in a single sheath. An unshielded twisted pair CAT5 or 5e cable usually contains four pairs of wire in a single jacket.
WAN	Wide Area Network: A network that uses common-carrier-provided lines, usually to connect two or more LANs.

Attachment B
Sample Letter of Certification

[Use Corporate letterhead]

[Title]

Date: [Current date]

To: [Full name of individual to whom the letter is being sent]

Address [of individual to whom letter is addressed]

Re: Cable Plant Installation

Task Order No.: [XXX-xxx]

Dear *[Mr., Ms., or Dr. and last name]*:

I hereby certify that the cabling installation completed for the above referenced ICE site was completed by our firm, according to the ICE Structured Cabling Standards, on *[date of installation in Month Day, Year]*.

Our firm has tested each unshielded twisted pair copper cable wire (not just cable pairs) we installed, as well as any previously installed Category 5 or 5e cable, if applicable, which will be re-used as part of this Task Order. I hereby certify that every wire and cable was tested and meets or exceeds the CAT 5e ANSI/TIA/EIA-568-B.2 transmission test requirements.

Our firm also tested each fiber-optic cable and strand we installed, as well as previously installed fiber-optic cable that will be used as part of this Task Order. I hereby certify that each strand of every cable meets or exceeds the required standards for fiber-optic cable.

[Mr., Ms., or Dr. and full name]

[Title]

Attachment C
Sample Contractor Information Form

CONTRACTOR INFORMATION

JOB NAME: LOCATION:

DATE: **PROJECT:** Cable Plant Installation

FIBER CONTRACTOR

NAME: PHONE:

ADDRESS:

CITY, STATE, ZIP:

CONTACT NAME:

COMPLETION DATE:

SCOPE OF WARRANTY RESPONSIBILITY:

In accordance with Existing Contract

SUPPLIED MATERIALS:

In accordance with Task Order XXX-xxx

COPPER CONTRACTOR

NAME: PHONE:

ADDRESS:

CITY, STATE, ZIP:

CONTACT NAME:

COMPLETION DATE:

SCOPE OF WARRANTY RESPONSIBILITY:

In accordance with Existing Contract

SUPPLIED MATERIALS:

In accordance with Task Order XXX-xxx

Attachment D
Sample Implementation Report

PROJECT IMPLEMENTATION REPORT SITE C

INTRODUCTION

Company A under sub-contract to Company B, and working under Task Order Number XXX-xxx, recently performed a local cable plant installation at Site C. The project was begun on Monday July 7, 2003, and the installation was completed on Wednesday, July 23, 2003.

PROJECT PERSONNEL

The following Company A personnel participated in the installation project at Site C:

Mr. X	Program Manager
Mr. Y	Task Team Leader
Mr. Z	Senior Network Engineer

INSTALLATION SUMMARY

The network installation was completed in accordance with the Task Order, using the Site Survey Report as the guide for project completion. In accordance with the design documentation, two buildings at the headquarters site were cabled for a total of 52 dual cable drops. All drops were installed through a self-suspended overhead cable routing system above the acoustic ceiling tiles in the office areas and garage of Site C.

Two wiring closets, designated wiring closet HQ-01-A and HA-01-A, serve the workstation connectivity needs for Site C. The main building cables are identified by labels starting with HQ-01-A. The garage cable drops are identified by labels beginning with HA-01-A. All 45 copper cable drops for closet HQ-01-A terminate on the patch panels in the equipment racks located in room 118, which also serves as the main computer room. The seven drops in the garage in wiring closet HA-01-A terminate on the patch panels located on the equipment rack in room 105.

A six-strand multi-mode fiber-optic cable connects wiring closet HA-01-A in the garage to wiring closet HQ-01-A in the main building.

There were no modifications made to the design documentation from the Site Survey Report. All material was provided and installed in accordance with the materials listing in the report.

PROJECT DOCUMENTATION

Included within the As-built documentation package, both in hard copy and electronic format, is the following information:

<u>Item</u>	<u>Electronic Format</u>
Letter of Certification	Word processing compatible with Microsoft Word for Windows (Version 97), or lower
Implementation Report	Word processing compatible with Microsoft Word for Windows (Version 97), or lower
Contractor Information	Word processing compatible with Microsoft Word for Windows (Version 97), or lower
Cable Plant Database	Spreadsheet compatible with Microsoft Excel (Version 97) or lower
Detailed Materials Listing	Spreadsheet compatible with Microsoft Excel (Version 97) or lower
Cable Plant Test Results	ASCII Text File
Active Equipment Installation Log	Spreadsheet compatible with Microsoft Excel (Version 97) or lower
As-built Site Drawings	CAD format compatible with AutoCAD Version 2000 or lower
Wiring Closet Detail	Raster or Vector drawing compatible with Visio Professional (Version 5.0) or AutoCAD Version 2000 or lower

CONCLUSION

The installation project was completed on Wednesday, July 23, 2003.

All materials and workmanship provided by Company A are fully warranted under the terms of the existing contract between Company B and Company A.

Any questions concerning the project installation, documentation, and warranty may be addressed to Mr. Y of Company A. Mr. Y can be reached at (000) 555-0000.

Attachment E
Sample Detailed Materials List

Item No.	Description	Projected Quantity	Actual Quantity	Variance
1	Wire Management Panel	6	6	0
2	48 Port Patch Panel	2	2	0
3	24 Port Patch Panel	4	4	0
4	Single Gang Faceplate, 6-plex CAT-5e	25	25	0
5	Workstation Blank Insert	50	50	0
6	Dual CAT-5e RJ-45 Jack, 568A, non-keyed	25	25	0
7	CAT-5e Cable, 24-4/P, plenum, feet	15000	15000	0
8	Patch Cord, yellow, 14 feet	30	30	0
9	Patch Cord, yellow, 10 feet	70	70	0
10	Open Rack, self support, double sided	1	1	0
11	Rack Mount Power Outlet Strip	2	2	0
12	Catalyst 4500 Chassis (6-Slot)	1	1	0
13	Catalyst 4500 1300W AC Power Supply	1	1	0
14	Catalyst 4500 Supervisor IV	1	1	0
15	Catalyst 4500 48-Port 10/100/1000 Base-T	2	2	0
16	1000BASE-SX "Short Wavelength" GBIC	1	1	0
17	WS-C3550-12T	1	1	0
18	19" Clear Vented Double Sided Rack Tray	1	1	0
19	0.9" x 1.5" Latching Duct, 6 foot lengths	8	8	0
20	Data Tab (Computer Icon) 100/PACK	2	2	0
21	Fiber-optic cable, Twelve-Strand, feet	600	300	300
22	Box Eliminators	50	50	0
23	Surface Mount Box	14	14	0
24	0.53"x1.01" Latching Duct, 6 foot lengths	14	14	0
25	Fiber Distribution Center	2	2	0
26	FDC Connector Panel, Preloaded w/ 6 SC	2	2	0
27	Dual Fiber Jumper Cable, SC to SC, 3 meter	2	2	0

Attachment F
Sample Cable Test Certification Letter

[Use Corporate letterhead]

Date: [Current date]

To: [Full name of individual to whom the letter is being sent]

Address: *[of individual to whom letter is addressed]*

Re: ICE Cable Plant Installation at Site C

Task Order No.: [XXX-xxx]

Dear *[Mr., Ms., or Dr. and last name]*:

This letter is to certify that all cable test results included for the above mentioned project has been completed by Company A personnel who have been trained, and are competent in the use of, the required cable testing equipment.

Please accept this letter as certification of the accuracy of the test results furnished in lieu of individual signatures on each cable test result.

[Mr., Ms., or Dr. and name]

[Title]

