

## APPENDIX D

### DEFINITIONS

**A-FILE, ALIEN FILE** – The legal file maintained by DHS for each detainee. Contents include but are not limited to the detainee’s identification documents (passport, driver’s license, other identification cards, etc.), photographs, immigration history, prior criminal record if any, and all documents and transactions relating to the detainee’s immigration case.

**ACA** – American Correctional Association.

**ACCREDITED REPRESENTATIVE** – A person whom the U.S. Department of Justice (DOJ) Executive Office for Immigration Review (EOIR) has found qualified to represent individual aliens before DHS and/or the immigration courts, in accordance with federal regulations (see 8 C.F.R. §§ 292.1 and 292.2).

**ADMINISTRATIVE SEGREGATION** – A non-punitive form of separation from the general population used for administrative reasons. Administrative segregation is available only to ensure the safety of detainees or others, the protection of property, or the security or good order of the facility, as determined by a facility administrator or supervisor. Administrative segregation may be available, among other reasons, for detainees awaiting investigations or hearings for violations of facility rules; detainees scheduled for release, removal, or transfer within 24 hours; and, under more limited circumstances, detainees who require protective custody or separation from the general population for medical reasons. Generally, detainees housed in administrative segregation retain all the rights and privileges available to detainees in the general population.

**ADMISSION/ADMISSIONS PROCESS** – In-processing of newly arrived detainees, which includes an orientation to the policies, programs, rules, and procedures of the facility. Classification, assignment to living quarters, various inspections, medical screening, and safeguarding of funds, valuables and other personal property is completed during this process.

**AMBULATORY RESTRAINTS** – “Soft” or “hard” equipment used to restrict a detainee’s movement but leaving him/her able to eat, drink, or attend to basic bodily functions without staff intervention.

**ATTORNEY** – A member in good standing of the bar of the highest court of any State, possession, territory, Commonwealth, or the District of Columbia; who is not under an order of any court suspending, enjoining, restraining, disbaring, or otherwise restricting him/her in the practice of law (see 8 C.F.R. § 1.1(f)).

**AUXILIARY AIDS AND SERVICES** – Services or devices that allow for effective communication by affording individuals with impaired vision, hearing, speaking, sensory, and manual skills an equal opportunity to participate in, and enjoy the benefits of, programs and activities. Such aids or services include interpreters, written materials, note-takers, video remote

interpreting services, or other effective methods of making aurally delivered materials available to detainees with hearing impairments; readers, taped texts, materials or displays in Braille, secondary auditory programs, or other effective methods of making visually delivered materials available to detainees with visual impairments; acquisition or modification of equipment or devices; and other similar services and actions.

**BODY-CAVITY SEARCH** – The visual inspection or physical probing of body openings (anus, vagina, ears, nose, mouth, etc.) where weapons, drugs, or other contraband could be secreted. This is the most intrusive means of searching an individual, reserved for instances where other search techniques have been considered but rejected as ineffective under the particular circumstances of the case. Body-cavity search procedures govern physical probes, but not visual inspections. For example, the procedures would not be appropriate for a visual inspection of the inside of the mouth, nose, or ears, unless contraband is found during the course of that inspection. Body-cavity procedures apply whenever contraband is found, because retrieving or seizing the item will involve physical entry into or probing within the cavity (in this example, the mouth, nose, or ear).

**CAUSTIC** – Capable of burning, corroding, eroding, or destroying by chemical action.

**CHAIN OF COMMAND** – Order of authority (rank): executive, senior management, senior staff, etc. The position titles may vary according to the type of facility and local facility titles. The on-site order of authority at a detention facility descends from the facility administrator to assistant or associate facility administrators to department heads to shift supervisors and other supervisors.

**CHEMICAL** – A substance with a distinct molecular composition produced by or used in a chemical process.

**CHIEF OF SECURITY** – A generic term for the department head in charge of a detention facility's security employees and operations. The position titles may vary according to the type of facility and local facility titles. Ordinarily, a Chief of Security (chief detention enforcement agent, captain, etc.) is organizationally directly under an assistant or associate facility administrator.

**CHRONIC DISEASE** – An illness or condition that affects an individual's well-being for an extended interval, usually at least six months, and generally is not curable but can be managed to provide optimum functioning within any limitations the condition imposes on the individual.

**CHRONIC DISEASE PROGRAM (CARE CLINIC)** – Incorporates a treatment plan and regular clinic visits. The clinician monitors the patient's progress during clinic visits and, when necessary changes the treatment. The program also includes patient education for symptom management.

**CLASSIFICATION** – A process used to make housing and program assignments by assessing detainees on the basis of objective information about past behavior, criminal records, special needs, etc.

**CLINICAL DIRECTOR (CD)** – A designated individual licensed to practice medicine and provide health services with final responsibility for decisions related to medical judgments. A CD and CMA are equivalent positions.

**CLINICAL MEDICAL AUTHORITY (CMA)** – The medical authority is responsible for the delivery of all health care services to the detainee population. These services include, but are not limited to, medical, nursing, dental, mental health and nutritional services. A CD and CMA are equivalent positions.

**COMBUSTIBLE LIQUID** – A substance with a flash point at or above 100° Fahrenheit.

**COMMISSARY** – An area or system where detainees may purchase approved items.

**CONSULTATION VISITATION** – A discussion, either in person or by telephone, between a detainee subject to expedited removal and a person of the detainee's choosing.

**CONTACT VISIT** – A meeting between detainee and another person authorized to take place in an area free of obstacles or barriers that prevent physical contact.

**CONTAINER** – Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or other vessel holding a hazardous chemical; does not include pipes or piping systems.

**CONTRABAND** – Any unauthorized item in the facility; an item that is illegal, prohibited by facility rules, or otherwise posing a threat to the security or orderly operation of the facility. This includes unauthorized funds.

**CONTRACTOR** – A person who or entity that provides services on a recurring basis pursuant to a contractual agreement with the agency or facility.

**CORRESPONDENCE** – Letters, postcards and other forms of written material not classified as packages or publications. Large envelopes containing papers qualify as correspondence, but boxes, sacks, and other shipping cartons do not. Books, magazines, newspapers and other incoming printed matter are not “correspondence.”

**CRIMINAL ALIEN** – A foreign national convicted of one or more crimes.

**DHS** – Department of Homeland Security.

**DETAINEE HANDBOOK** – The policies and procedures governing detainee life in the facility: daily operations, rules of conduct, sanctions for rule violations, recreation and other programs, services, etc.; defined in writing and provided to each detainee upon admission to the facility.

**DETENTION FILE** – Contents include receipts for funds, valuables, and other personal property; documentation of disciplinary action; reports on detainee behavior; detainee's written requests, complaints, and other communications; official responses to detainee communications; records from Special Management Unit, etc. Applicable contents may also be maintained in a retrievable electronic format.

**DETENTION STANDARDS** – The detention standards are guidelines to establish consistent conditions of confinement, program operations, and management expectations within the ICE detention system.

**DIETICIAN** – A professional trained in foods and the management of diets (dietetics) who is credentialed by the Commission on Dietetic Registration of the American Dietetic Association, or who has the documented equivalent in education, training, or experience, with evidence of relevant continuing education.

**DISABILITY** – An individual with a disability is an individual who has a physical or mental impairment that substantially limits one or more major life activities, or an individual who has a history or record of such impairment. “Major life activities” are basic activities that a detainee without a disability in the general population can perform with little or no difficulty, including, but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity can also include the operation of major bodily functions, like the immune, endocrine, and neurological systems; normal cell growth; digestion, respiration, and circulation; and the operations of the bowel, bladder, and brain.

**DISCIPLINARY HEARING** – Non-judicial administrative procedure to determine whether substantial evidence supports finding a detainee guilty of a rule violation.

**DISCIPLINARY COMMITTEE** – One or more impartial staff members who conduct and/or oversee a disciplinary hearing. A lower-level committee (Unit Disciplinary Committee) investigates a formal Incident Report and may impose minor sanctions or refer the matter to a higher-level disciplinary committee. A higher-level committee (Institution Disciplinary Panel) conducts formal hearings on Incident Reports referred from the lower level committee and may impose higher level sanctions for higher level prohibited acts. Also see Institution Disciplinary Panel.

**DISCIPLINARY SEGREGATION** – A punitive form of separation from the general population used for disciplinary reasons. Disciplinary segregation is available only after a finding by a disciplinary hearing panel that the detainee is guilty of a serious prohibited act or rule violation.

**DRY CELL** – A cell or room without running water where a detainee can be closely observed by staff until the detainee has voided or passed contraband or until sufficient time has elapsed to preclude the possibility that the detainee is concealing contraband. Dry cells may be used when there is reasonable suspicion that a detainee has ingested contraband or concealed contraband in a body cavity.

**EPA** – Environmental Protection Agency.

**EXIGENT CIRCUMSTANCES** – Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility or a threat to the safety or security of any person.

**EMERGENCY CHANGES** – Measures immediately necessary to maintain security or to protect the health and safety of staff and detainees.

**ETA** – Estimated time of arrival.

**EXPOSURE/EXPOSED** – Subjected or potentially subjected to a hazardous substance by any means (inhalation, ingestion, skin contact, absorption, etc.).

**FACILITY ADMINISTRATOR** – A generic term for the chief executive officer of a detention facility. The formal title may vary (warden, Officer in Charge, sheriff, jail administrator, etc.).

**FIELD OFFICE DIRECTOR (FOD)** – ICE/ERO Officer with chief responsibility for facilities in an assigned geographic area.

**FLAMMABLE LIQUID** – A substance with a flash point below 100° Fahrenheit (37.8° Centigrade).

**FLASH POINT** – The minimum temperature at which the vapor of a combustible liquid can form an ignitable mixture with air.

**FOOD SERVICE ADMINISTRATOR (FSA)** – The official responsible for planning, controlling, directing and evaluating Food Service Department operations.

**FORCE** – The physical actions necessary to overcome resistance, to gain control, contain, or restrain a detainee.

**FOUR- / FIVE-POINT RESTRAINT** – A restraint system that confines an individual to a bed or bunk in either a supine or prone position. Ordered by the facility administrator when a detainee’s unacceptable behavior appears likely to continue, risking injury to self or others.

**FUNDS** – Cash, checks, money orders, and other negotiable instruments.

**GENDER NONCONFORMING** – Having an appearance or manner that does not conform to traditional societal gender expectations.

**GENERAL CORRESPONDENCE** – All correspondence other than "special correspondence."

**GENERAL POPULATION** – Detainees whose housing and activities are not specially restricted. The term is ordinarily used to differentiate detainees in the “general population” from those in Special Housing Units.

**GRIEVANCE** – A complaint based on a circumstance or incident perceived as unjust.

**GROUP PRESENTATION ON LEGAL RIGHTS** – Informational session held in a detention facility by an attorney or other legal representative to inform all interested detainees about U.S. immigration law and procedures; not a forum for providing confidential or case-specific legal advice.

**HARD CONTRABAND** – Any item that poses a serious threat to the life, safety or security of the facility detainees or staff.

**HEALTH ASSESSMENT** – The process whereby an individual’s health status is evaluated. This process will address the patient’s physical, dental and mental health appropriate to the patient’s condition and will include, as determined by the health care provider, questioning the patient about symptoms, a physical examination appropriate to the complaint and, as appropriate, review of screening information, collection of additional information relating to mental, dental and medical health issues, immunization histories, laboratory and diagnostic tests, other examinations, review of results, initiation of therapy and development of a treatment plan.

**HEALTH AUTHORITY** – The health services administrator (HSA), clinical director (CD), or agency responsible for the provision of health care services at a facility or system of facilities. The responsible physician may be the health authority. Health authority may also be referred to as the medical department.

**HEALTH CARE PRACTITIONER** – Defined as an individual who is licensed, certified, or credentialed by a state, territory or other appropriate body to provide health care services within the scope and skills of the respective health care profession.

**HEALTH HAZARD** – Includes carcinogens, toxic agents, reproductive toxins, irritants, corrosives, sanitizers, hepatotoxins, nephrotoxins, neurotoxins, and other agents that act on the hemopoietic system or damage the lungs, skin, eyes, or mucous membranes.

**HEALTH SCREENING** – A system for preliminary screening of the physical and mental condition of individual detainees upon arrival at the facility; conducted by health care personnel or by a specially health trained officer. The combination of structured inquiry and observation is designed to obtain immediate treatment for new arrivals who are in need of emergency health care, identify and meet ongoing current health needs, and isolate those with communicable diseases.

**HEALTH SERVICES ADMINISTRATOR (HSA)** – Executive responsible for the facility's health care program; may also serve as Clinical Director.

**HOLD ROOM** – A secure area used for temporary confinement of detainees before in-processing, institutional appointments (court, medical), release, transfer to another facility, or deportation-related transportation.

**HOLY DAY** – A day specified for religious observance.

**HUNGER STRIKE** – A voluntary fast undertaken as a means of protest or manipulation. Whether

or not a detainee actually declares that he or she is on a hunger strike, staff are required to refer any detainee who is observed to not have eaten for 72 hours for medical evaluation and monitoring.

**ICE** – U.S. Immigration and Customs Enforcement.

**ILLEGAL CONTRABAND** – Any item prohibited by law, the possession of which constitutes grounds for felony or misdemeanor charges.

**ICE HEALTH SERVICES CORPS (IHSC)** – The U.S. Public Health Service division charged with advancing global disease prevention through the delivery of health care to ICE/ERO detainees. IHSC is responsible for all aspects of planning, policy formulation, and program direction and management, including coordination and liaison activities, for all health matters concerning ICE/ERO detainees.

**INDIGENT** – Without funds, or with only nominal funds. Ordinarily, a detainee is considered “indigent” if he or she has less than \$15.00 in his or her account for ten (10) days.

**INFORMAL COUNT** – Population count conducted according to no fixed schedule, when detainees are working, engaged in other programs, or involved in recreational activities. Unless a detainee is missing, these counts are not reported; also called “census check” or “irregular count.”

**INFORMAL GRIEVANCE** – An oral complaint or concern received from a detainee. Informal grievances may be handled at the lowest level in the organization possible to effectively resolve the complaint with no written response.

**INFORMAL RESOLUTION** – Brings closure to a complaint or issue of concern to a detainee, satisfactory to the detainee and staff member involved; does not require filing of a written grievance.

**INFORMED CONSENT** – An agreement by a patient to a treatment, examination, or procedure after the patient receives the material facts about the nature, consequences, and risks of the proposed treatment, examination or procedure; the alternatives to it; and the prognosis if the proposed action is not undertaken.

**IN-PROCESSING** – Administrative processing of a detainee arriving at a detention facility (See “Admissions”).

**INSTITUTIONAL DISCIPLINARY PANEL (IDP)** – Review board responsible for conducting disciplinary hearings and imposing sanctions for cases of detainee misconduct referred for disposition following the hearing.

**INTERGOVERNMENTAL SERVICE AGREEMENT (IGSA)** – A cooperative agreement between ICE/ERO and any state, territory, or political subdivision for the construction, renovation, or acquisition of equipment, supplies, or materials required to establish acceptable conditions of confinement and detention services. ICE/ERO may enter into an IGSA with any such unit of government guaranteeing to provide bed space for ICE/ERO detainees, and to provide the clothing,

medical care, food and drink, security, and other services specified in the ICE/ERO detention standards; facilities providing such services are referred to as “IGSA facilities.”

**INTERSEX** – Having sexual or reproductive anatomy or chromosomal pattern that does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

**INVESTIGATING OFFICER** – An individual of supervisory or higher rank who conducts an investigation of alleged misconduct and was not involved in the incident; usually a supervisory detention enforcement officer or shift supervisor.

**JUVENILE** – Any person under the age of 18.

**LEAST INTRUSIVE** – In the context of a search, terminology used to refer to alternative means of finding contraband, such as questions, metal detectors, pat down searches and boss chairs, prior to conducting a strip search.

**LEGAL ASSISTANT** – An individual (other than an interpreter) who, working under the direction and supervision of an attorney or other legal representative, assists with group presentations and in representing individual detainees. Legal assistants may interview detainees, assist detainees in completing forms and deliver papers to detainees without the supervisory attorney being present.

**LEGAL CORRESPONDENCE** – See “special correspondence.”

**LEGAL REPRESENTATIVE** – An attorney or other person representing another in a matter of law, including law students, law graduates not yet admitted to the bar; “reputable individuals”; accredited representatives; accredited officials; and attorneys outside the United States (see 8 CFR § 292.1, “Representation and Appearances”).

**LIFE-SUSTAINING PROCEDURE (LIFE SUPPORT)** – A medical intervention or procedure that uses artificial means to sustain a vital function.

**LIMITED ENGLISH PROFICIENT/PROFICIENCY (LEP)** – A person who does not speak English as his or her primary language and who has a limited ability to read, speak, write, or understand English. LEP individuals may be competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing).

**MAIL INSPECTION** – Examination of incoming and outgoing letters, packages, etc., for contraband, including cash, checks and money orders.

**MAINTENANCE SUPERVISOR** – Individual at the facility responsible for oversight and supervision of the general repairs and preventative maintenance.



**MASTER COUNT** – Total number of detainees housed at a facility.

**MEDICAL DISCHARGE PLAN** – The discharge plan includes: admission diagnosis; discharge diagnosis; brief medical history including the chief complaint and any essential physical findings discovered; all diagnostic test (e.g., x-rays, lab results, ECG's, etc.) results; list of any medications prescribed; a brief summary of care provided, the detainee's response to treatment, medical complications encountered, any outside health care referrals that may have interrupted the infirmity period or that be pending; and continuity of care plan.

**MEDICAL PERSONNEL** – Includes all qualified health care professionals as well as administrative and support staff (e.g. health record administrators, laboratory technicians, nursing and medical assistants, clerical workers).

**MENTAL HEALTH PROVIDER** – Psychiatrist, clinical or counseling psychologist, physician, psychiatric nurse, clinical social worker or any other mental health professional who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.

**MESSENGER** – A person (neither a legal representative nor a legal assistant) whose purpose is to deliver or convey documents, forms, etc., to and from the detainee; not afforded the visitation privileges of legal representatives and legal assistants.

**MINOR** – A juvenile; a person under the age of 18.

**NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE (NCCHC)** – Establishes the standards for health service in correctional facilities on which accreditation is based.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)** – Principal source of fire protection standards and codes.

**NON-CONTACT VISIT** – Visitation with a barrier preventing physical contact between the detainee and his or her visitors.

**NON-MEDICAL EMERGENCY ESCORTED TRIP** – Authorized detainee visit to a critically ill member of his/her immediate family, or to attend the funeral of a member of his/her immediate family. "Immediate family" member refers to a parent (including stepparent and foster parent), child, spouse, sister, or brother of the detainee.

**OSHA** – Occupational Safety and Health Administration.

**OUTDOOR RECREATION AREA** – Open-air space for exercise or other leisure activities, large enough to allow 15 square feet per detainee for the largest group expected to use the area at any one time; but not less than 1,500 square feet.

**PAT-DOWN SEARCH** – A sliding or patting of the hands over the clothed body of a detainee by staff to determine whether the individual possesses contraband.

**PHYSICAL EXAMINATION** – A thorough evaluation of an individual’s physical condition and medical history conducted by or under the supervision of a licensed medical professional acting within the scope of his or her practice.

**PLAN OF ACTION** – Describes steps the facility will take to convert a condition that has caused a determination of noncompliance with a standard.

**POST ORDERS** – Written orders that specify the duties of each position, hour-by-hour, and the procedures the post officer will follow in carrying out those duties.

**PROGRESSIVE RESTRAINTS** – Control the detainee in the least restrictive manner required, until and unless the detainee's behavior warrants stronger and more secure means of inhibiting movement.

**PROTECTIVE CUSTODY (PC)** – Administrative segregation for the detainee's own safety.

**QUALIFIED HEALTH CARE PROFESSIONALS** – Include physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals and others who by virtue of their education, credentials and experience are permitted by law and within their scope of practice to evaluate and care for patients.

**REASONABLE ACCOMMODATIONS** – Any change or adjustment in detention facility operations, any modification to detention facility policy, practice, or procedure, or any provision of an aid or service that permits a detainee with a disability to participate in the facility’s programs, services, activities, or requirements, or to enjoy the benefits and privileges of detention programs equal to those enjoyed by detainees without disabilities. Examples of “reasonable accommodations” include, but are not limited to, proper medication and medical treatment; accessible housing, toilet, and shower facilities; devices like bed transfer, accessible beds or shower chairs, hearing aids, or canes; and assistance with toileting and hygiene. In these standards, reasonable accommodations, disability-related modifications, and auxiliary aids and services are collectively referred to as “accommodations” or “reasonable accommodations.”

**REASONABLE SUSPICION** – Not intuition, but specific, articulable facts that would cause a reasonable law enforcement officer to suspect that a particular person is concealing a weapon, contraband, or evidence of a crime.

**RELIGIOUS PRACTICES** – Worship, observances, services, meetings, ceremonies, etc., associated with a particular faith; access to religious publications, religious symbolic items, religious counseling and religious study classes; and adherence to dietary rules and restrictions.

**SAFETY DATA SHEET (SDS)** – Basic information about a hazardous chemical, prepared and issued by the manufacturer, in accordance with Occupational Safety and Health Administration

regulations (see 29 CFR 1910.1200; see also OSHA Form 174); among other things, specifies precautions for normal use, handling, storage, disposal and spill cleanup. (Formerly referred to as Material Safety Data Sheets (MSDS).)

**SALLY PORT** – An enclosure situated in the perimeter wall or fence surrounding the facility, containing double gates or doors, of which one cannot open until the other has closed, to prevent a breach in the perimeter security; handles pedestrian and/or vehicular traffic.

**SANITATION** – The creation and maintenance of hygienic conditions; in the context of food, involves handling, preparing, and storing items in a clean environment, eliminating sources of contamination.

**SATELLITE FEEDING** – Food served and consumed in a location other than where prepared.

**SEGREGATION** – Confinement in an individual cell isolated from the general population; for administrative, disciplinary, or protective reasons.

**SHIFT SUPERVISOR** – A generic term for the detention security supervisor in charge of operations during a shift. The position titles may vary according to the type of facility and local facility titles. Ordinarily, a shift supervisor (detention operations supervisor, lieutenant, etc.) is, organizationally, directly under the Chief of Security (chief detention enforcement agent, captain, etc.).

**SOFT CONTRABAND** – Any unauthorized item that does not constitute hard contraband, i.e., does not pose a serious threat to human safety or facility security; includes that quantity of an item possessed in an amount exceeding the established limit.

**SPECIAL CORRESPONDENCE OR LEGAL MAIL** – Detainees' written communications to or from any of the following:

- a. private attorneys and other legal representatives;
- b. government attorneys;
- c. judges and courts;
- d. embassies and consulates;
- e. the president and vice president of the United States;
- f. members of Congress;
- g. the Department of Justice (including the DOJ Office of the Inspector General);
- h. the Department of Homeland Security (including U.S. Immigration and Customs Enforcement, ICE Health Services Corps, ICE Enforcement and Removal Operations, ICE Office of Professional Responsibility, the DHS Office for Civil Rights and Civil Liberties, and the DHS Office of the Inspector General);
- i. outside health care professionals;
- j. administrators of grievance systems; and  
representatives of the news media.

**SPECIAL MANAGEMENT UNIT (SMU)** – A housing unit for detainees in administrative or disciplinary segregation.

**SPECIAL NEEDS DETAINEE** – A detainee with special needs is a detainee whose mental and/or physical condition requires different accommodations or arrangements than a detainee who does not have special needs would receive. Special needs detainees include, but are not limited to, those detainees who are chronically ill or infirm, those with disabilities, and those who are addicted to or in withdrawal from drugs or alcohol.

**SPECIAL VULNERABILITIES** – Detainees with special vulnerabilities include those who are elderly, pregnant, or nursing; those with serious physical or mental illness, or other disability; those who would be susceptible to harm in general population due in part to their sexual orientation or gender identity; and those who have been victims of sexual assault, torture, trafficking, or abuse.

**STRIP SEARCH** – A search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person’s breasts, buttocks, or genitalia.

**TERMINALLY ILL DETAINEE** – A detainee whose physical condition has deteriorated to the point where the prognosis is less than a year to live.

**TOXIC** – Poisonous; capable of causing injury or death.

**TRAINED INVESTIGATORS** – A person who has been trained in investigative techniques to include interview techniques for victims and proper procedures for collecting and storing evidence.

**TRAINING** – An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance personnel performance. Training may occur on site, at an academy or training center, an institution of higher learning, professional meetings, or through contract service or closely supervised on-the-job training. Training programs usually include requirements for completion, attendance records, and certification of completion. Meetings of professional associations are considered training where there is clear evidence of the direct bearing on job performance. In all cases, the activity must be part of an overall training program.

**TRANSGENDER** – A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

**UNENCUMBERED SPACE** – Open, usable space measuring at least seven feet in at least one dimension, free of plumbing fixtures, desk, locker, bed, and other furniture and fixtures (measured in operational position).

**UNAUTHORIZED FUNDS** – Negotiable instruments (checks, money orders, etc.) or cash in a detainee's possession exceeding the facility-established limit.

**UNAUTHORIZED PROPERTY** – Not inherently illegal, but against the facility’s written rules.

**UNIT DISCIPLINARY COMMITTEE** – See **DISCIPLINARY COMMITTEE**.

**VOLUNTEER** – An individual who donates time and effort on a recurring basis to enhance the

activities and programs of the agency or facility.

**VOLUNTEER GROUP** – Individuals who collectively donate time and effort to enhance the activities and programs offered to detainees; selected on basis of personal qualities and skills (recreation, counseling, education, religion, etc.).

**WORK ASSIGNMENT** – Carpentry, plumbing, food service, and other operational activities included in the facility's Voluntary Work Program, for which a detainee may volunteer.