Overview of the Risk Classification Assessment

Risk Classification Assessment Systems Training

Press NEXT to start the course
Introduction and Summary of Course Objectives

This course is designed to teach you how to use the new Risk Classification Assessment (RCA) module in EARM. The understanding and use of the RCA system will result in standardized custody decisions across the country.

Upon completion of this course you will be able to:

- Initiate a risk classification assessment using RCA
- Identify special vulnerabilities
- View the system-generated recommendation of whether an individual is subject to mandatory detention per INA statutes and allegations
- View system-generated data and enter required data into the Risk to Public Safety and Risk of Flight tabs
- Review the Decision / Recommendation Log and:
  - Submit a Detain / Release Recommendation, including bond amount recommendation, if eligible
  - Submit a Custody Classification Level Recommendation, if detained
  - Submit a Community Supervision Level Recommendation, if released
  - Complete a Detain / Release Decision, including bond amount recommendation, if eligible
  - Complete a Custody Classification Level Decision, if detained
  - Complete a Community Supervision Level Decision, if released

Following each lesson, you will be presented with knowledge check questions designed to gauge your progress. A final assessment will be presented at the end of the course; you must receive a score of 80% to complete the Risk Classification Assessment (RCA) Systems Training course.
Overview of the Risk Classification Assessment

The Risk Classification Assessment

The Office of Enforcement and Removal Operations (ERO) is deploying an automated risk classification assessment (RCA) module in EARM. RCA uses a scoring methodology to generate standardized recommendations during intake and subsequent assessment recommendations for the following decisions:

- Detain or Release
- Bond Amount, if eligible
- Custody Classification Level, if the individual is detained
- Community Supervision Level, if the individual is released

RCA consolidates and builds upon data currently collected by ICE about an individual’s risk to public safety and risk of flight, including biographic information, criminal history, immigration history, home stability, and ties to the local community, among others.

RCA will benefit ICE by providing greater transparency, standardization, and reporting on key custody, custody classification level, and community supervision level decisions made daily by ICE agents and officers. Although RCA will generate recommendations based on data inputs, the agent / officer may always note disagreement with the recommendation, and the supervisor shall always maintain discretion in making the final decision.
Lesson 1

Lesson 1 will introduce you to the goals of the risk classification assessment, provide details regarding when to conduct an assessment and outline the required inputs to the system.

At the end of this lesson, you will be able to begin a risk classification assessment. Specifically you will be able to:

- Identify why and when to conduct a risk classification assessment
- Understand the RCA methodology
- Understand the Risk Assessment Lifecycle
- Identify inputs to RCA
Standardizing Risk Assessment

RCA incorporates current industry standard risk assessment techniques with an automated scoring system to guide decision making based on public safety, flight risk, and consideration of an individual’s special vulnerabilities. RCA will increase standardization and transparency in the custody determination process across all ICE field offices.

Specifically, use of RCA assists in the following:

- Identifying Special Vulnerabilities
- Evaluating Risk to Public Safety
- Evaluating Flight Risk
- Making Detain / Release Recommendations and Decisions
- Making Custody Classification Level Recommendations and Decisions
- Making Community Supervision Level Recommendations and Decisions

In addition to generating recommendations, RCA implements a new Custody Classification System.
The Risk Assessment Lifecycle

A risk classification assessment is conducted at intake and subsequently throughout the enforcement lifecycle. Completion of a risk classification assessment results in a detain/release decision and a custody classification level or community supervision level decision.

Subsequent custody classification level or community supervision level assessments and a redetermination of the detain/release decisions may be triggered by detention standards, disciplinary infractions, availability of new case information, and violations of conditions of release.

The Risk Classification Assessment Lifecycle

Select each icon on the chart for a detailed view of the process.
RCA Informs Detain or Release Decisions

RCA considers several factors about the individual when developing the detain / release recommendation.

- **Special Vulnerabilities**: Does the individual have a special vulnerability such as physical illness or is the individual a victim of abuse or trafficking?
- **Mandatory Detention**: Is the individual subject to mandatory detention based on INA statutes and allegations?
- **Final Order**: Does the individual have a Final Order of Removal or is the individual a re-entry after a previous removal order (executed Final Order)?
- **Risk to Public Safety Factors**: Does the individual pose a risk to public safety based on criminal history, wants and warrants, supervision history and gang affiliation?
- **Risk of Flight Factors**: Does the individual pose a flight risk based on immigration violation history, case status, home stability, and ties to the local community?
Inputs to RCA

RCA will be accessible through EADM and EARM and will not require a separate authentication.

The agent / officer will use the individual’s A-File and any additional documents in the file to answer questions in RCA, along with the answers provided by the individual during the intake interview.

Using the information provided by the agent / officer and imported from other EARM/ENFORCE modules and applications, RCA will recommend whether the individual should be detained in a detention facility or released into the community while still being monitored by ICE.
Prosecutorial Discretion

Although RCA generates an automated recommendation, discretion should be maintained throughout the assessment process. The system supports the use of prosecutorial discretion by allowing the agent / officer or supervisor to disagree with the recommendation after reviewing the civil enforcement priorities and other factors related to prosecutorial discretion, outlined in Policy Memorandum 10072.1 and Policy Memorandum 10075.1:

- Aliens who pose dangers to national security and risks to public safety
- Recent illegal entrants
- Repeat violators of immigration law
- Aliens who are fugitives from justice or obstruct immigration controls

When necessary, the agent / officer can note disagreement with custody, custody classification level, and community supervision level recommendations. After reviewing the assessment, supervisors can override the RCA recommendations in their final decisions. Additional factors that are not scored in the recommendation but should be taken into account include:

- Known gang members or other individuals who pose a clear danger to public safety
- Eligibility for relief based on family relationship or asylum
- Eligibility for U or T visa
- Length of lawful status within the United States
- Entry as a minor
- Graduate of a U.S. high school or enrollment in a legitimate educational institution
- Lack of ties to the home country or conditions in the home country
- Individual’s nationality renders removal unlikely
- Ties to the U.S. military
Introduction to the Risk Classification Assessment Simulations

This is Agent Martin, a Immigration Enforcement Agent (IEA) who uses RCA to make standardized custody recommendations. Throughout this course you will review four cases Agent Martin processed through RCA to better understand how to use the system.

Throughout this course, transcripts are available for accessibility purposes.
Introduction to Simulations

On the screen there is a picture of Agent Martin and four small mug shots of the four people he will be processing using RCA: Anna, Luis, Maite and Minh.

This is Agent Martin, an Immigration Enforcement Agent (IEA) who uses RCA to make standardized custody recommendations. Throughout this course you will review four cases Agent Martin processed through RCA to better understand how to use the system.
Agent Martin has just finished working through the day’s case load. As he organizes his desk and archives each A-file, he reviews the cases that were finalized and processed throughout the day. Looking through each file, Agent Martin reflects on how the new RCA module helped to guide the final detain / release and custody / supervision decisions of his cases.
Introduction to the Risk Classification Assessment Simulations

Click each folder name to learn more >

Anna
Luis
Maite
Minh
Introduction to the Risk Classification Assessment Simulations

Anna was convicted of driving under the influence of alcohol and hit and run. She was encountered by ICE while serving time for these convictions. At the time of her arrest, she was unable to provide proof of citizenship and IDENT/IAFIS Interoperability returned a No Match. It was later discovered that she is a Russian citizen who has been living in the U.S. illegally for 15 years.

A risk classification assessment was conducted while Anna was serving her sentence with information entered based on the scratch I-213.
After Anna’s risk classification assessment had been initiated, a further review of her history revealed that she has a prior conviction for driving under the influence in 2003. In order to generate the most accurate recommendation in RCA, Agent Martin updated Anna’s CES record to include the 2003 conviction.
Introduction to the Risk Classification Assessment Simulations

The special public safety factors associated with Anna’s criminal history generated a high risk to public safety score. Therefore, RCA generated a custody recommendation of **Detain, Eligible for Bond** and a custody classification level of **High**. Agent Martin and his supervisor agreed with the detain recommendation but chose to raise the recommended bond amount and change the custody classification to **Low**.
Introduction to the Risk Classification Assessment Simulations

Throughout this course you will follow Anna and observe how Agent Martin initiated her risk classification assessment, completed the Risk to Public Safety tab and arrived at a final detain/release and custody classification decision.
Introduction to the Risk Classification Assessment Simulations

Luis was encountered by Homeland Security Investigations (HSI) agents during a raid on the home of a wanted person. After failing to produce citizenship documents, he was turned over to ERO with a Notice to Appear (NTA). When questioned, Luis revealed that he is a Bolivian citizen who has been living in the U.S. illegally for 14 years.
Introduction to the Risk Classification Assessment Simulations

Although Luis had previous encounters with the law and was suspected of gang affiliation, RCA recommended Supervisor to Determine – Detain or Release on Community Supervision due to the existence of identified special vulnerabilities.

Luis is a primary care provider to his younger siblings and the severity of his Type I diabetes constitutes a medical vulnerability. Therefore, the Supervisor to Determine – Detain or Release on Community Supervision recommendation aligned with the Prosecutorial Discretion Memorandum.
Knowing that RCA’s recommendation indicated that either a detain or release decision would be supported through RCA’s risk methodology, both Agent Martin and his supervisor agreed that Luis should be released on community supervision.

Throughout this course you will follow Luis and review how Agent Martin initiated his risk classification assessment, completed the Special Vulnerabilities and Risk of Flight tabs, and arrived at the final detain / release and custody classification decisions.
Introduction to the Risk Classification Assessment Simulations

At the local law enforcement agency Maite was charged with disturbing the public peace and was subsequently brought to the attention of ICE ERO through a Secure Communities Interoperability hit. The local ICE field office placed a detainer on Maite after discovering that she was previously convicted of possession of narcotics and narcotics trafficking.

As a result of these convictions, Maite had previously been identified by ICE and ordered removed. After being deported to the Dominican Republic, she returned to the U.S. 18 months ago via an unlawful re-entry.
Introduction to the Risk Classification Assessment Simulations

After Agent Martin interviewed Maite and entered her information into RCA, the system scored her as a medium risk to public safety and a high risk of flight as she has no close relatives living in the U.S. and no permanent residence. Because of her previously executed Final Order, RCA recommended **Detain in the Custody of this Service.**

Due to a previous disciplinary infraction incurred while in custody for narcotics trafficking, Maite was given a **High** custody classification.
Maite remained in ICE custody for 90 days while ERO attempted to obtain travel documentation for her removal. It was discovered that due to circumstances in her home country, her removal would be unlikely in the foreseeable future. Therefore, a subsequent custody classification was performed in RCA.

Because of the complications surrounding her removal, Agent Martin and his supervisor chose to disagree with RCA’s detain recommendation and performed a redetermination. Maite was then released on community supervision.
Introduction to the Risk Classification Assessment Simulations

Throughout this course you will follow Maite and observe how Agent Martin reviewed the Mandatory Detention tab associated with her risk classification assessment, completed the Risk to Public Safety screen and redetermined the detain/release decision.
Over a month ago Agent Martin completed a risk classification assessment on Minh, an illegal immigrant from China. Minh was brought to ICE attention after a conviction for possession of cocaine. He was unable to produce proof of citizenship and Interoperability returned a No Match upon his arrest. After serving his sentence, he was released to ICE and processed through EABM and RCA.
Due to the INA charges entered into EABM, Minh was flagged in RCA as being subject to mandatory detention per INA statutes and allegations. As a result, RCA recommended **Detain in the Custody of this Service**. This recommendation was affirmed through supervisory approval.

Due to the nature of his crime and the absence of prior convictions, Minh was considered a low risk to public safety. Both Agent Martin and his supervisor agreed with RCA's recommendation that Minh be given a **Low** custody classification.
Introduction to the Risk Classification Assessment Simulations

However, after instigating a fight with another detainee and admitting guilt before the Institutional Disciplinary Panel (IDP), Agent Martin’s case supervisor directed him to complete a special reassessment of Minh’s custody level following a 30-day segregation.

As a result of his disciplinary infraction, RCA recommended that Minh be housed in Medium/High custody. Both Agent Martin and his supervisor agreed with the subsequent custody classification.
Throughout this course you will follow Minh and review how Agent Martin reviewed the Mandatory Detention tab associated with Minh’s case and performed a subsequent custody classification using RCA.
Throughout this course, you will learn about four specific cases that Agent Martin processed through RCA, how the RCA tabs were completed for each individual, and the factors and observations that Agent Martin and his supervisor took into account in making the final custody decisions.

Click the folders in the bin to zoom in.
Introduction to the Risk Classification Assessment Simulations

Click the folders in the bin to zoom in.

Click the folders in the bin to review each individual’s A-file and learn more about each case.
Knowledge Check Question 1
RCA will generate the following recommendations:

Select the correct answer and then click Check Your Answer.

A. Whether to detain or release the individual
B. If detained, the custody classification level
C. If released, the community supervision level
D. All of the above

Check Your Answer
Knowledge Check Question 1
RCA will generate the following recommendations:

Select the correct answer and then click Check Your Answer.

- [x] A. Whether to detain or release the individual
- [x] B. If detained, the custody classification level
- [x] C. If released, the community supervision level
- [✓] D. All of the above

Correct! RCA will recommend whether to detain or release. If detain, RCA recommends the custody classification level and if release, RCA recommends the community supervision level.
Knowledge Check Question 2

Which of the following are goals of RCA?

Select all that apply and then click Check Your Answer.

- A. Optimize public safety
- B. Standardize the detain / release decision-making process
- C. Identify foreign-born, no match criminal individuals
- D. Prioritize individuals to be arrested

Check Your Answer

Good job, RCA will:

- Optimize public safety
- Standardize the detain / release decision-making process

RCA does not identify criminal individuals, whether foreign-born no match or otherwise, or prioritize who should be arrested.
Knowledge Check Question 3

Inputs to RCA include:

Select the correct answer and then click Check Your Answer.

- **X** A. Information from other ENFORCE modules and applications
- **X** B. Information from the individual’s A-File
- **X** C. Information obtained through an interview
- **✓** D. All of the above

Correct! RCA relies on information pulled from other ENFORCE applications and manually entered by an agent/officer.
Searching for a Subject Record

On the **Risk Classification Assessment Home** screen, enter the Subject ID in the search box and click the **Go** button to search for a Person Record.

The search function on the top right corner of the page can also be used to search for a record. Search options include: A-Number, Case #, Subject ID, Person ID, FINS, Event ID, BOP/USM #, State ID, FBI#, or Bond #.
Linking an Encounter / Subject to a Person Record

If a risk classification has not been initiated for the encounter, RCA will load the matching encounter on the Encounters tab. RCA will generate a list of potential Person Record matches or it will allow the agent / officer to manually search and link to a Person Record. In order for RCA to gather all criminal history and generate the most complete recommendation, linking must occur prior to initiating a risk classification assessment.

A new assessment cannot be initiated if the encounter is not linked to a Person Record.

If a Person Record does not exist, a new record can be created. Click on the Show Me button below to view how this is done.

Creating a New Person Record in RCA
Risk Classification Assessment Home

Welcome to the Risk Classification Assessment module. To begin a new or view an existing risk classification assessment please search for the proper encounter below.

Enter Subject ID: 2327874

United States Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) | Release 4.0
Initiating a Risk Classification Assessment

<table>
<thead>
<tr>
<th>Person ID: 149979</th>
<th>Sex: M</th>
<th>DOB: 02/15/1980</th>
<th>Current Age: 32</th>
<th>COB: BERMU</th>
<th>COC: BERMU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject ID: 2327874</td>
<td>Processing Disposition:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Case associated with this encounter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status: No Associated Risk Classification Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initialized On: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Decision Date: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk to Public Safety: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Vulnerabilities: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk of Flight: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custody Decision: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This encounter currently has no Risk Classification Assessment record information associated with it. Please go to the Risk Classification Assessment Initiation screen to begin the initiation process.

Initiate New Risk Classification Assessment

The current encounter you are viewing is ready to have a new risk classification assessment initiated. Click "Begin" to initiate the new risk classification assessment.
Initiating a Risk Classification Assessment

After an encounter has been linked to a Person Record, a risk classification assessment can be initiated by selecting the Begin button. RCA will then update using external data and auto-populate portions of the risk classification assessment with information from EARM, EADM, EABM, and CES.
Initiating a Risk Classification Assessment

Tab Features
The first three tabs in RCA are consistent with the tabs in EARM:

- The **Person** tab provides information about the Person Record
- The **Encounters** tab provides encounter details and other apprehension information
- The **Supporting Info** tab displays other pertinent information about the individual (descriptions of scars, tattoos, aliases etc.)

In addition, the **Summary** tab displays a brief overview and current status of the risk classification assessment.

Click the **Show Me** button below to view the type of information included in each tab.

An Overview of the First Four Tabs in RCA
Now that you have learned about initiating a risk classification assessment, you will review Agent Martin’s work on Anna and Luis’ cases. After viewing the simulations presented on the next slide you will understand how to log in to RCA, create a new Person Record and link to an existing Person Record through RCA.
Click the folders to review how Agent Martin initiated risk classification assessments for Anna and Luis.
Anna was encountered after being convicted of driving under the influence of alcohol and hit and run. Agent Martin completed a preliminary I-213 and created an encounter record while Anna was in jail. Anna’s risk classification assessment was conducted prior to her transfer to ICE custody. Because Anna’s Subject ID was not linked to a Person Record, Agent Martin created a Person Record within EARM via RCA EARM prior to initiation.
The following information was displayed in her encounter CES record:


NCIC 5401, Hit and Run: Charged 10/05/2011, Convicted 10/15/2011
Simulations: Initiating a Risk Classification Assessment

After initiation, Agent Martin obtained additional information on Anna’s case and completed the risk classification assessment.

Click on the simulation to see how Agent Martin initiated a risk classification assessment in RCA. At the end of the simulation you will understand how to create a Person Record within RCA and initiate a risk classification assessment.
Simulations: Initiating a Risk Classification Assessment

Luis was taken into ICE custody and booked into EABM after being picked up in a HSI raid on the home of a wanted person. Agent Martin indicated in the encounter CES that Luis had no encounter due to charge crimes.

In EARM, the subject was linked to a Person Record and a risk classification assessment was initiated. Information from Luis’ RAP sheet was used to update his Subject Record. CES indicated that Luis had previously been charged and convicted of a number of crimes including damaging public property, drug possession and intimidation.
Simulations: Initiating a Risk Classification Assessment

NCIC 2903, Damage Property - Public:

NCIC 3562, Marijuana - Possess:

NCIC 1316, Intimidation: Charged 1/20/2008, Convicted 2/15/2008

NCIC 2901, Damage Property - Business:
Charged 3/13/2007

A full criminal history allowed RCA to generate a more accurate and consistent recommendation.
Simulations: Initiating a Risk Classification Assessment

Click on the simulation to see how Agent Martin initiated a risk classification assessment in RCA. At the end of the simulation you will understand how to automatically link to a Person Record and initiate a new risk classification assessment.
Identifying Special Vulnerabilities

The Special Vulnerabilities tab displays each of the factors that should be considered when exercising prosecutorial discretion. The info link next to each factor provides a pop-up window with a description of the special vulnerability, potential questions to ask, potential factors to observe, and documents to reference.

If it is determined that a special vulnerability exists, findings and any additional pertinent information should be entered in the comments box. This information can be referenced by others who may become involved in the case and will be used for tracking purposes.

Click the Show Me button below to view features of the Special Vulnerabilities tab. Place the cursor over the info links to view descriptions and questions that can be used to identify special vulnerabilities.
### Special Vulnerabilities

Does a Special Vulnerability exist? Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

<table>
<thead>
<tr>
<th>Vulnerability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious physical illness</td>
<td>(info)</td>
</tr>
<tr>
<td>Serious mental illness</td>
<td>(info)</td>
</tr>
<tr>
<td>Disabled</td>
<td>(info)</td>
</tr>
<tr>
<td>Elderly</td>
<td>(info)</td>
</tr>
<tr>
<td>Pregnant</td>
<td>(info)</td>
</tr>
<tr>
<td>Nursing</td>
<td>(info)</td>
</tr>
<tr>
<td>Primary caretaking responsibility</td>
<td>(info)</td>
</tr>
<tr>
<td>Risk based on sexual orientation / gender identity</td>
<td>(info)</td>
</tr>
<tr>
<td>Victim of persecution / torture</td>
<td>Were you persecuted in your home country or have you been tortured?</td>
</tr>
<tr>
<td></td>
<td>NOTE: If the individual answers positively, provide the detainee with the number for UNHCR: 1-888-272-1913.</td>
</tr>
<tr>
<td>Victim of sexual abuse or violent crime</td>
<td>Have you been the victim of sexual abuse or violent crime?</td>
</tr>
<tr>
<td></td>
<td>NOTE: If the individual answers positively, provide the detainee with number for the federally funded National Domestic Violence Hotline: 1-800-799-7233 which can also assess eligibility for U visa.</td>
</tr>
<tr>
<td>Victim of human trafficking</td>
<td>Since entering the United States, has someone intimidated, deceived, obligated or forced you into prostitution or labor against your will?</td>
</tr>
<tr>
<td></td>
<td>NOTE: If the individual answers positively, contact the local ICE HSI duty agent via (800) X-SECTOR and provide biographic and location details to the ICE HSI duty officer for further investigation.</td>
</tr>
<tr>
<td>Other</td>
<td>(info)</td>
</tr>
<tr>
<td>None</td>
<td>(info)</td>
</tr>
</tbody>
</table>

Provide additional information relevant to your observations and assessment:
Now that you have learned about the identification of special vulnerabilities, you will review Agent Martin’s work on Luis’ case. After viewing the simulation presented on the next slide you will understand how to identify and record special vulnerabilities in RCA.
Simulation: Using RCA to Identify and Document Special Vulnerabilities

Click on the folder to review how Agent Martin completed the **Special Vulnerabilities** tab for Luis' case.
Through inquiry, observation and review, Agent Martin identified the presence of special vulnerabilities in Luis’ case.

Luis disclosed that he has Type 1 diabetes. Unsure of the severity of this condition or whether it was considered a serious physical illness given the medical resources available, Agent Martin initiated a conversation using the questions and suggested observations found in the info links of the Special Vulnerabilities tab to better understand Luis’ condition.
After reviewing available evidence and in consultation with medical staff, Agent Martin determined that Luis' condition can be considered a special vulnerability.

In addition, Luis lives with his mother and four younger siblings and contributes significantly to the household. As the primary financial provider, his family depends on him. Therefore, Agent Martin also noted that Luis had special vulnerability status as primary care provider.
Simulation: Using RCA to Identify and Document Special Vulnerabilities

Special vulnerability designation later affected the RCA recommendation and both Agent Martin and his supervisor considered Luis' special vulnerability status when making the final custody decision.

Click on the simulation to see how Luis’ special vulnerability status was discovered and entered into RCA.
Mandatory Detention System Checks

RCA captures data from EABM and EARM to auto-populate the Mandatory Detention per Stat / Alleg tab and returns results for the following questions to determine mandatory detention eligibility:

- Is the alien subject to mandatory detention based on statutes and allegations?
- Is the alien’s case in a Final Order of Removal status?
- Is the Final Order date within 90 days of the current date?
- If the Final Order date is outside 90 days of the current date, is the alien’s removal likely in the reasonable foreseeable future?
- Is the alien a re-entry after a previous Removal Order (executed Final Order)?

The unique info links provide further information on the individual’s immigration charges, EARM case history, re-entry history, and removal order status.

<table>
<thead>
<tr>
<th>Person</th>
<th>Encounters</th>
<th>Supporting Info</th>
<th>Summary</th>
<th>Special Vulnerabilities</th>
<th>Mandatory Detention per Stat / Alleg</th>
<th>Risk to Public Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Risk of Flight</td>
<td>Recommendation / Decision Log</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mandatory Detention per Statutes and Allegations**

<table>
<thead>
<tr>
<th>Question</th>
<th>Status</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the alien subject to mandatory detention based on statutes and allegations?</td>
<td>✔️</td>
<td>info</td>
</tr>
<tr>
<td>Is the alien’s case in a Final Order of Removal status?</td>
<td>✔️</td>
<td>No</td>
</tr>
<tr>
<td>Is the Final Order date within 90 days of the current date?</td>
<td>✔️</td>
<td>N/A</td>
</tr>
<tr>
<td>If the Final Order date is outside 90 days of the current date, is the alien’s removal likely in the reasonably foreseeable future?</td>
<td>✔️</td>
<td>N/A</td>
</tr>
<tr>
<td>Is the alien a re-entry after a previous Removal Order (executed Final Order)?</td>
<td>✔️</td>
<td>No</td>
</tr>
</tbody>
</table>
Mandatory Detention and Final Order Determination

The mandatory detention determination is based on INA Statutes and Allegations. If an individual is deemed to be subject to mandatory detention, the RCA detain / release recommendation will always be Detain in the Custody of this Service (not bond eligible). If an individual is not subject to mandatory detention, the recommendation is determined by the risk to public safety and risk of flight scores as well as the potential presence of special vulnerabilities.

Please note that final order information and criminal history entered into CES are not used to determine INA charges.

The system also checks whether a Final Order has been issued and executed.

- If a Final Order has been issued, RCA does not make a mandatory detention determination and this field appears as N/A.
- If a Final Order has been issued and executed, the RCA recommendation will be Detain in the Custody of this Service (not bond eligible).
- If a Final Order has not been executed, the recommendation will be based on special vulnerabilities and the risk to public safety and risk of flight scores.
Now that you have learned how the **Mandatory Detention** tab is populated, you will review Agent Martin’s work on Maite and Minh’s cases. After viewing the simulations presented on the next slide you will understand how to review the **Mandatory Detention** tab in RCA.
Simulations: Reviewing the Mandatory Detention Tab

Click on the folders to review how Agent Martin completed the Mandatory Detention per Stat / Alleg tab for Maite and Minh's cases.
Due to the INA charge entered into EABM (Section 237(a)(2)(B)(i), controlled substance conviction) Minh was flagged in RCA as being subject to mandatory detention per INA statutes and allegations. Agent Martin reviewed the information found within the Mandatory Detention tab, as the priority information displayed may affect the use of prosecutorial discretion during the RCA decision making process.

Click on the simulation to see how Minh’s charges are displayed in RCA.

SIMULATION

CLOSE
While progressing through RCA, Agent Martin accessed the **Mandatory Detention** tab to review Maite's immigration charges and history. Based on her criminal history, Agent Martin suspected that Maite would be subject to mandatory detention per INA statutes and allegations.

However, due to a previously executed Final Order, mandatory detention per statutes and allegations appeared as **N/A**. The existence of a previously executed Final Order is displayed in RCA and will always result in a recommendation of **Detain in the Custody of this Service**.
Although Maite’s previously executed Final Order generated a detain recommendation, Agent Martin made sure to review all Final Order information as it can be used to exercise prosecutorial discretion.

Click on the simulation to see how Agent Martin reviewed the charges displayed in **Mandatory Detention** tab of RCA.
Disciplinary Infraction Information

In addition to the disciplinary infraction checks that RCA performs in EADM, manual data input is also required. The information captured in RCA includes:

- Number of additional sustained disciplinary infractions involving violence or behavior representing a threat to the facility (manual entry)
  - Are any of the above disciplinary infractions combative in nature?
- Number of historic sustained disciplinary infractions involving violence or behavior representing a threat to the facility (captured in EADM)
  - Known history of combative behavior in historic infractions in a previous facility stay (captured in EADM)
- Number of current sustained disciplinary infractions involving violence or behavior representing a threat to the facility (captured in EADM)
  - Combative behavior related to disciplinary infractions in current detention stay (captured in EADM)
- History of violent crimes (derived from the individual’s criminal history and any open wants or warrants)

More detailed disciplinary infraction information can be accessed through EADM.

The agent / officer may be aware of infractions that are not in the system because they are associated with the current detention or are recorded outside of EARM. Using records from the current period of ICE detention and / or periods of detention or imprisonment, the agent / officer must enter a value for the number of additional sustained disciplinary infractions involving violence or behavior representing a threat to the facility and whether or not the infractions were combative in nature based on the PBNDS Disciplinary System. This update is made in the Disciplinary Infraction Information section of the Public Safety Factors tab.
Disciplinary Infraction Information

The Risk Classification Assessment (RCA) Systems Training software allows users to track and record incidents related to disciplinary infractions. During the current period of ICE detention and for periods of detention or imprisonment, the agency officer must enter a value for the number of additional sustained disciplinary infractions involving violence or behavior representing a threat to the facility and whether or not the infractions were combative in nature based on the PBNDS Disciplinary System. This update is made in the Disciplinary Infraction Information section of the Public Safety Factors tab.

<table>
<thead>
<tr>
<th>Risk to Public Safety</th>
<th>Last update: 03/29/2012 09:20</th>
<th>Update</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Record</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Public Safety Factors</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disciplinary Infraction Information</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Number of additional sustained disciplinary infractions involving violence or behavior representing a threat to the facility (manual entry) (info)
- Are any of the above disciplinary infractions combative in nature? (info)
- Number of historic sustained disciplinary infractions involving violence or behavior representing a threat to the facility (captured in EADM) (info)
- Known history of combative behavior in historic infractions in a previous facility stay (captured in EADM) (info)
- Number of current sustained disciplinary infractions involving violence or behavior representing a threat to the facility (captured in EADM) (info)
- Combative behavior related to disciplinary infractions in current detention stay (captured in EADM) (info)
- History of violent crimes (derived from alien’s criminal history and any open warrants / warrants) (info)

Disciplinary Infraction Information

- Item Complete
- Item Not Complete

Last update: 03/29/2012 09:20

[67]
Now that you have learned about the inputs needed to complete the **Risk to Public Safety** tab, you will review Agent Martin’s work on Anna and Maite’s cases. After you view the simulations presented on the next slide you will understand how to complete each field within the **Risk to Public Safety** tab.
Simulations: Completing the Risk to Public Safety Tab

Click on the folders to review how Agent Martin completed the Risk to Public Safety tab for Maite and Anna’s cases.
Maite’s criminal history was auto-populated by RCA. Her crimes were scored based on severity and the length of time since conviction.

Agent Martin then manually documented that Maite had not previously attempted an escape from a facility and had no known affiliation with a security threat group (STG).
Simulations: Completing the Risk to Public Safety Tab

While reviewing Maite’s A-file, Agent Martin discovered that prior to her deportation, Maite was involved in a fight with a fellow detainee while in ICE custody. Her A-file included official documentation of the offense and its disposition.

Because this was a historic infraction, her disciplinary history had to be manually entered. Agent Martin entered this information so that it would be factored into the custody classification level recommendation.
Simulations: Completing the Risk to Public Safety Tab

Click on the simulation to see how Agent Martin completed the Risk to Public Safety tab.
Simulations: Completing the Risk to Public Safety Tab

Anna’s criminal history was auto-populated by RCA. Her crimes were scored based on their severity and the length of time that elapsed since conviction.

In reviewing her case, Agent Martin documented that Anna did not have a history of absconding and had not incurred any disciplinary infractions while serving her jail sentence. After interviewing Anna, Agent Martin determined that she has no known affiliation with a STG.
Simulations: Completing the Risk to Public Safety Tab

Following the initiation of her risk classification assessment, a further review of Anna’s criminal history revealed that she had a prior conviction in 2003 for driving under the influence. After adding the following information to Anna’s CES record, Agent Martin updated RCA:

NCIC 5404, Driving Under Influence
Liquor: Charged 10/1/2003, Convicted 10/31/2003
Simulations: Completing the Risk to Public Safety Tab

Although Anna has no previous record of violent criminal activity, her DUI convictions are considered special public safety factors and were scored heavily in the detain/release decision.

Click on the simulation to see how Agent Martin updated Anna’s CES Person Record and completed the Risk to Public Safety tab in RCA.
Simulation: Completing the Risk of Flight Tab

Now that you have learned about the inputs needed to complete the Risk of Flight tab, you will review Agent Martin’s work on Luis’ case. After viewing the simulation presented on the next slide you will understand how to complete each field within the Risk of Flight tab.
Simulation: Completing the Risk of Flight Tab

Click on the folder to review how Agent Martin completed the **Risk of Flight** tab for Luis' case.
Agent Martin collected information on Luis' immigration history, substance abuse history, identification, home stability and ties to the local community in order to supplement the information RCA pulled from EABM and EARM.

Agent Martin's work revealed that Luis lives with his mother and four younger siblings. He has a stable address and has lived there for three years. Furthermore, he operates a small business out of his home and has significant assets in the community.
Simulation: Completing the Risk of Flight Tab

Luis was able to provide valid identification documentation from his home country. A review of his file indicated that he does not have a history of absconding but has been convicted of drug possession.

Click on the simulation to see how Agent Martin used Luis’ information to complete the Risk of Flight tab in RCA.

SIMULATION

BACK  CLOSE
Now that you have learned about the recommendation and decision process, you will review Agent Martin’s work on Luis and Anna’s cases. After viewing the simulations presented on the next slide you will understand how to agree or disagree with a RCA recommendation, submit a custody recommendation for supervisory approval, and affirm a custody decision.
Simulations: Completing Recommendations and Decisions

Click on the folders to review how Agent Martin submitted custody recommendations for Luis and Anna's cases. You will also review how his supervisor affirmed the final custody decisions.
Luis’ criminal history generated a high risk to public safety score. However, because Luis was identified as having special vulnerabilities RCA returned a recommendation of **Supervisor to Determine – Detain or Release on Community Supervision.**

Knowing that RCA’s recommendation indicates that both a detain or release decision would be supported through RCA’s risk methodology, Agent Martin used several sources of information to make the recommendation that Luis be released due to the presence of special vulnerabilities.
After reviewing the case, Agent Martin’s supervisor considered Luis’ special vulnerabilities but was concerned about his gang affiliation. After interviewing Luis further, the supervisor determined that Luis was strongly connected with the gang in his teens but has since distanced himself, choosing instead to focus on the support of his siblings.
Simulations: Completing Recommendations and Decisions

Luis’ RCA community supervision assessment recommended that he be released on **Technology**. Both Agent Martin and his supervisor agreed with the recommendation. Prosecutorial discretion was used here to release Luis with **Technology** despite his high risk to public safety score.

Click on the simulation to see how Agent Martin used prosecutorial discretion to recommend a release decision and how his supervisor affirmed the decision.

**SIMULATION**
Simulations: Completing Recommendations and Decisions

Given the high risk to public safety score associated with Anna’s hit and run and DUI convictions, RCA recommended **Detain, Eligible for Bond**. Although Agent Martin and his supervisor agreed with the detain recommendation, they decided that due to Anna’s multiple DUIs, the bond amount should be raised.

Because the bond amount differed from the recommended amount, a justification of the change was provided in the comment box.
Anna's crimes generated a high risk to public safety score, therefore RCA recommended that she be housed at a High custody classification level. However, both Agent Martin and his supervisor agreed that because Anna’s crimes were not violent in nature she should be housed at a Low custody level.
Simulations: Completing Recommendations and Decisions

Click on the simulation to see how Agent Martin and his supervisor disagreed with the RCA bond amount and custody classification level recommendations.
Simulations: Completing Redeterminations and Subsequent Assessments

Click on the folders to review how Agent Martin and his supervisor processed the appropriate redeterminations and subsequent assessments for Maite and Minh’s cases.
Agent Martin reviewed Maite's case after she was in custody for 90 days. Following a consultation with his supervisor, Agent Martin determined that conditions in Maite's home country changed and removal was no longer possible in the reasonably foreseeable future. Therefore, Agent Martin performed a subsequent custody classification and redetermined the custody decision.
Agent Martin logged into RCA and retrieved Maite’s RCA record. To conduct a redetermination, he navigated to the Recommendation / Decision Log and began the subsequent assessment process.

Agent Martin then noted the reason for the subsequent assessment, his disagreement with the RCA recommendation and the rationale for disagreement before submitting for supervisory approval.
Given the circumstances surrounding Maite’s case, Agent Martin’s supervisor also disagreed with the RCA custody classification. Instead of selecting an alternate custody level, he chose to redetermine Maite’s custody decision to **Release on Community Supervision**.

Following the redetermination, a community supervision level was set. Both Agent Martin and his supervisor agreed with the RCA recommendation of **Technology**.
Click on the simulation to see how Agent Martin and his supervisor conducted a redetermination of the custody decision.
During his initial risk classification assessment, Minh was mandatorily detained per INA statutes and allegations associated with his drug conviction. His lack of prior convictions or charges generated a low risk to public safety score and he was housed at a Low custody level.
After three weeks in custody, officers responded to a housing pod where they observed Minh fighting with another detainee. Minh was charged with fighting with another person and placed in pre-hearing administrative segregation.

Following the incident, officers reviewed closed-circuit camera footage which indicated that Minh was the aggressor. He appeared before the Institutional Disciplinary Panel and admitted guilt. The IDP committed Minh to disciplinary segregation for 30 days.
Before Minh was due to return to the general population, Agent Martin’s supervisor directed him to complete a special subsequent assessment of Minh’s custody level.

After Agent Martin entered the new disciplinary information into EADM, he updated RCA and navigated to the Recommendation / Decision Log where he conducted a subsequent custody classification.
With the addition of new information RCA generated a subsequent custody classification recommendation of **Medium/High**. Agent Martin agreed with this recommendation and his supervisor affirmed the decision after a review of the case.

Click on the simulation to see how Agent Martin performed a subsequent custody classification and how his supervisor affirmed the decision.
Risk Classification Assessment (RCA) Systems Training

Summary of Risk Classification Assessment

RCA Summary
Recommendations and Decisions

Although RCA generates recommendations based on data inputs, the agent/officer may always note disagreement with the recommendation, and the supervisor always maintains discretion.

To review the recommendation and decision process, see the attached graphic or read through each step here.

Additionally, RCA users should be aware of the following:

- The existence of special vulnerabilities, availability of new case information, and other civil enforcement priorities and factors related to prosecutorial discretion should be considered when assessing the detain/release recommendation.
- If the agent/officer recommendation or supervisor decision differs from the system, an explanation for disagreement should be provided.
- If the RCA recommended decision is Supervisor to Determine – Detain or Release on Community Supervision, the agent/officer submits the risk assessment to the supervisor to finalize the detain/release decision.
- A supervisor cannot approve a detain/release decision they submitted for approval.
- Error messages will appear preventing submission for custody classification level supervisory approval if key data is missing from any areas of the assessment.
Simulation 1

High-level RCA Concept of Operations

Initial Intake Process

ERO Officer

External Arrests
(EOP, HSI, 287g)

Arrival of Aliens in IBP

ERO Arrests

Population of Risk Classification Assessment

Supervision Approval: Detain/Release Recommendation

Supervision Approval: Custody Classification Level Recommendation

Generation of Documents

Subsequent Custody Classification Level Assessment

Subsequent Community Supervision Level Assessment

Supervision Approval: Community Supervision Level Recommendation

Officer Submit: Community Supervision Level Recommendation

Officer Submit: Custody Classification Level Recommendation

Generation of Documents

https://etms.ice.dhs.gov/CServer/CourseImports/4414944CF1C0499A8A3EBD507CE8F8...
High-level RCA Concept of Operations

Officer Submit:
Detain/Release Recommendation

ERO Officer

External Arrests
(USF, CIP, HSI, 287g)

Arrival of Aliens in SBP

ERO Arrests

Initial Intake Process
Population of Risk Classification Assessment
Officer Submit: Detain/Release Recommendation
Supervisory Approval: Detain/Release Recommendation
Generation of Documents

Supervisory Approval: Custody Classification Level Recommendation
Generation of Documents

Subsequent Custody Classification Level Assessment

Officer Submit: Community Supervision Level Recommendation
Supervisory Approval: Community Supervision Level Recommendation
Generation of Paperwork
High-level RCA Concept of Operations

Officer Submit:
Custody Classification Level Recommendation

Custody Classification Levels
(L = Low, ML = Medium/Low, MH = Medium/High, and H = High)
High-level RCA Concept of Operations

Supervisory Approval: Custody Classification Level

Custody Classification Levels
(L = Low, ML = Medium/Low, MH = Medium/High, and H = High)
High-level RCA Concept of Operations

Supervisory Approval
Community Supervision Level Recommendation

ERO Arrests

External Arrests

Arrival of Abscon in DRM

Initial Intake Process
Population of Risk Classification Assessment
Officer Submit: Detain/Release Recommendation
Supervisory Approval: Detain/Release Recommendation
Generation of Documents

Officer Submit: Custody Classification Level Recommendation
Supervisory Approval: Custody Classification Level
Generation of Documents

Subsequent Custody Classification Level Assessment
Subsequent Community Supervision Level Assessment

ERO Supervisor

No technology Technology
Introduction to Simulations

On the screen there is a picture of Agent Martin and four small mug shots of the four people he will be processing using RCA: Anna, Luis, Maite and Minh.

This is Agent Martin, an Immigration Enforcement Agent (IEA) who uses RCA to make standardized custody recommendations. Throughout this course you will review four cases Agent Martin processed through RCA to better understand how to use the system.
Completing the Risk to Public Safety Tab: A-file Information and RCA Simulations

Click on the folders to review how Agent Martin completed the Risk to Public Safety tab for Maite and Anna’s cases.

Maite’s A-file Information:

Maite’s criminal history was auto-populated by RCA and her crimes were scored based on their severity and the length of time that elapsed since conviction. In addition to criminal history, Agent Martin must manually input information on the Risk to Public Safety tab. He documented that Maite had not previously attempted an escape from a facility and did not have a known affiliation with a security threat group (STG).

While reviewing Maite’s A-file, Agent Martin discovered that prior to her deportation, Maite was involved in a fight with a fellow detainee while in ICE custody. Her A-file included official documentation of the offense and its disposition.

Because this was a historic infraction, her disciplinary history had to be manually entered. Agent Martin entered this information so that it would be factored into the custody classification level recommendation.

Click on the simulation to see how Agent Martin completed the Risk to Public Safety tab.

Maite’s RCA Simulation:

[START]

1. Agent Martin completed the Special Vulnerability tab and reviewed the Mandatory Detention tab, before navigating to the Risk to Public Safety tab. Agent Martin will begin working on the next part of Maite’s risk classification assessment.

2. On the RCA Risk to Public Safety page, Agent Martin can find additional information related to Maite’s criminal history as imported from CES. Info links are provided to give Agent Martin additional information on Maite’s criminal charges.

3. Agent Martin selects the Info link next to the Severity of Charges/Convictions Associated with the ICE Encounter field.

4. A new window appears, indicating that Maite has an increased risk to public safety that is low severity and lists specific charges or convictions that are considered the most severe.

5. Agent Martin exits the window by selecting the Close button located in the lower right corner of the screen.

6. The agent selects the Info link next to the Number of Special Public Safety Factors (such as DUI and domestic violence) item. This category excludes any of the charges considered in the above category.

7. A new window appears, indicating that Maite has no relevant criminal history that relates to this item. Agent Martin exits the window by selecting the Close button located in the lower right corner of the screen.
8. Next, Agent Martin selects the Info link next to the Single Most Serious Conviction Remaining in Criminal History (excluding those listed in the above categories) item.

9. A new window appears; indicating that Maite’s increased risk to public safety is of high severity because she has two drug convictions.

10. The agent exits the window by selecting the Close button located in the lower right corner of the screen. Agent Martin selects the Info link next to the Number of Felony/Misdemeanor Convictions Remaining (excluding those used above) item.

11. A new window appears, indicating that Maite has an additional drug conviction that relates to this item and her increased public risk to public safety reads: “(1) Felony”. The agent exits the window by selecting the Close button located in the lower right corner of the screen.

12. The agent selects the Info link next to the History/Pattern of Violence (excluding those used above) item. This category must have two or more violent criminal charges remaining in the criminal history for the Risk to Public Safety to be affected.

13. A new window appears, indicating that Maite has no relevant criminal history that relates to this item. The agent exits the window by selecting the Close button located in the lower right corner of the screen.

14. Agent Martin expands the Other Public Safety Factors section to complete the remaining fields.

15. The information links found under this section will help guide Agent Martin with completing each field.

16. Agent Martin selects the Info link under the Type of Open Wants/Warrants field.

17. A new window appears, describing the guideline for determining if a want or warrant is to be violent or non-violent nature. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

18. Next, Agent Martin selects None from the drop down menu.

19. Agent Martin checks the None check box under the Supervision History field.

20. Agent Martin selects the Info link under the Security Threat Group (STG) Status field.

21. A new window appears, describing the guideline for determining if the subject has any affiliation to a STG. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

22. Under the Security Threat Group (STG) Status field, Agent Martin selects No Confirmed or Suspected STG/Gang Affiliation from the drop down menu.

23. Agent Martin selects the Save button in the bottom right corner of the screen.

24. To continue, Agent Martin expands the Disciplinary Infraction Information section.

25. Agent Martin selects the Info link under the Number of Additional Sustained Disciplinary Infractions Involving Violence or Behavior Representing a Threat to the Facility (manual entry) field.

26. A new window appears, describing the guideline for determining the number of infractions deemed to involve a threat to the facility. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

27. Since Maite’s infraction occurred 14 years ago, Agent Martin manually inserts the event in the Disciplinary Infraction Information section. Agent Martin enters 1 sustained infraction in the text box.
28. Agent Martin selects the Info link under the Are Any of the Above Disciplinary Infractions combative in nature field.

29. A new window appears, describing the guideline for determining the number of infractions deemed to involve combative behavior. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

30. Under this field, Agent Martin selects Yes from the drop down menu.

31. Agent Martin selects the Info link under the Number of Historic Sustained Disciplinary Infractions Involving Violence or Behavior Representing a Threat to the Facility (captured in EADM) field.

32. A new window appears, describing the guidelines that the system uses to determine infractions that represent a threat to the facility. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

33. Agent Martin selects the Info link under the Known History of Combative Behavior in Historic Infractions in a Previous Facility Stay (captured in EADM) field.

34. A new window appears, describing the guidelines that the system uses to determine infractions involving combative behavior. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

35. Next, Agent Martin selects the Info link under the Number of Current Sustained Disciplinary Infractions Involving Violence or Behavior Representing a Threat to the Facility (captured in EADM) field.

36. A new window appears, describing the guidelines that the system uses to determine infractions sustained while detained in ERO facilities. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

37. Agent Martin selects the Info link under the Combative Behavior Related to Disciplinary Infractions in Current Detention Stay field.

38. A new window appears, describing the guidelines that the system uses to determine infractions involving combative behavior while in custody. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

39. Agent Martin selects the Info link under the History of Violent Crimes (derived from alien’s criminal history and any open wants/warrants) field.

40. A new window appears, describing the guidelines that the system uses to determine if the subject has a history of violence. To exit the window, Agent Martin selects the Close button located in the lower right corner of the screen.

41. Finally, Agent Martin selects the Save button in the bottom right corner and navigates to the Risk of Flight tab to continue Maite’s risk classification assessment.

[END]
Anna’s A-file Information:

Anna’s criminal history was auto-populated by RCA and her crimes were scored based on their severity and the length of time that elapsed since conviction. In reviewing her case, Agent Martin documented that Anna did not have a history of absconding and had not incurred any disciplinary infractions while serving her jail sentence. After interviewing Anna, Agent Martin determined that she has no known affiliation with a STG.

Following the initiation of her risk classification assessment, a further review of Anna’s criminal history revealed that she had a prior conviction in 2003 for driving under the influence. After adding the following information to Anna’s CES record, Agent Martin updated RCA.


Although Anna has no previous record of violent criminal activity, her DUI convictions are considered special public safety factors and were scored heavily in the detain / release decision.

Click on the simulation to see how Agent Martin updated Anna’s CES Person Record and completed the Risk to Public Safety tab in RCA.

Anna’s RCA Simulation:

[START]

1. After completing the Special Vulnerabilities and reviewing Mandatory Detention tab, Agent Martin navigates to the Risk to Public Safety tab.
2. On this page, Agent Martin can obtain additional information related to Anna’s criminal history.
3. Under the Criminal Record section, Agent Martin scrolls over to the Severity of Charges/Convictions associated with the ICE Encounter and selects the Info link next to it to gain additional information.
4. A new window appears, indicating that Anna has an increased risk to public safety and that it is considered as low severity. A list of specific charges or convictions that are considered the most severe are presented.
5. Agent Martin exits the window by selecting the Close button located in the lower right corner of the screen.
6. Agent Martin selects the Info link next to the Number of Special Public Safety Factors (such as DUI and domestic violence) item. This category excludes any of the charges considered in the above category.
7. A new window appears, indicating that Anna has no relevant criminal history that relates to this item. Agent Martin exits the window by selecting the Close button located in the lower right corner of the screen.
8. Next, Agent Martin selects the Info link next to the Single Most Serious Conviction Remaining in Criminal History (excluding those listed in the above categories) item.
9. A new window appears, indicating that Anna’s increased risk to public safety is of moderate severity and it lists the most severe charges or convictions that are relevant. The agent exits the window by selecting the Close button located in the lower right corner of the screen.

10. Agent Martin selects the Info link next to the Number of Felony/Misdemeanor Convictions Remaining (excluding those used in the above categories) item.

11. A new window appears, indicating that Anna has no relevant criminal history that relates to this item. The agent exits the window by selecting the Close button located in the lower right corner of the screen.

12. Agent Martin selects the Info link next to the History/Pattern of Violence (excluding those used above) item. This category must have two or more violent criminal charges remaining in the criminal history for the Risk to Public Safety to be affected.

13. A new window appears, indicating that Anna has no relevant criminal history that relates to this item. Agent Martin exits the window by selecting the Close button located in the lower right corner of the screen.

14. During the investigation, Agent Martin found an additional conviction in Anna’s criminal history. In order for RCA to generate an accurate recommendation, the agent must update Anna’s CES record in EABM.

15. After EABM is updated, Agent Martin updates RCA by selecting the Update button on the right side of the screen.

16. Once the risk classification assessment is updated, Agent Martin is directed to the RCA Update Complete page. The status of the Special Vulnerabilities value now reads “updated”.

17. Agent Martin exits the page by clicking the Close button in the bottom left corner of the screen.

18. On the RCA Risk to Public Safety tab, we see that Anna’s additional conviction, a DUI, has impacted her risk to public safety score. The number of special public safety factors now shows an increased risk to public safety.

19. Agent Martin expands the Other Public Safety Factors section to complete the remaining fields based on this knowledge of Anna’s case.

20. Under the Type of Open Wants/Warrants item, Agent Martin selects None from the drop down menu, as Anna has not open wants or warrants.

21. Next, Agent Martin checks the None check box under the Supervision History item. This question would allow Agent Martin the ability to indicate to the system if Anna had an attempted escape from a facility, a bond breach, or other such relevant supervision history.

22. Under the Security Threat Group (STG) Status, Agent Martin selects No Confirmed or Suspected STG/Gang Affiliation from the drop down menu. Any suspected STG would be reflected here.

23. Agent Martin selects the Save button in the bottom right corner of the screen to save the information that has been entered.

24. To continue, Agent Martin expands the Disciplinary Infraction Information section.

25. Under the Number of Additional Sustained Disciplinary Infractions Involving Violence or Behavior Representing a Threat to the Facility item, the agent enters 0 sustained infractions into the text box to indicate that Anna has no infractions. This field is a manual entry. Other items on the screen are automatically populated by the system.

26. Agent Martin clicks the Save button in the bottom right corner of the screen.
27. After completing the Risk to Public Safety tab, the agent clicks on the Risk of Flight tab to continue working on Anna’s risk classification assessment.
Lesson 4

In this lesson you will learn how RCA determines if mandatory detention applies to the individual in custody.

At the end of this lesson, you will be able to interpret the results of the Mandatory Detention per Stat / Alleg tab. Specifically, you will be able to:

- Identify the sources of data used to determine whether an individual is subject to mandatory detention
- Understand the impact of mandatory detention on the detain / release recommendation
- Understand how an executed or unexecuted Final Order affects the determination of mandatory detention and the detain / release recommendation
Directions for Creating a New Person Record in RCA

1. Log into RCA
2. Enter the Subject ID
3. Click GO
4. Select Create New Person Record
5. Review Encounter details for accuracy
6. Click Submit: the user is now linked and ready to initiate a risk classification assessment.
Features of the First Four Tabs in RCA:

1. The Person Tab includes person details, photos, person history, crimes and encounter matches.
2. The Encounter Tab includes encounter details such as subject ID, A-Number, name, country of birth, date of birth, date of subject encounter, case number, case category and incident information.
3. The Supporting Info Tab includes information concerning aliases, alerts, addresses, phone numbers, automobiles, miscellaneous numbers, scars, marks, tattoos, employment, relatives, attorneys/representatives and detainers.
4. The Summary Tab provides the users with a history of the Risk Classification Assessment.
Introduction to the Initiating a Risk Classification Assessment Simulations

Now that you have learned about initiating a risk classification assessment, you will review Agent Martin’s work on Anna and Luis’ cases. Following the simulations presented on the next slide you will understand how to log in to RCA, create a new Person Record and link to an existing Person Record through RCA.
Introduction to the Special Vulnerability Simulation

Now that you have learned about the identification of special vulnerabilities, you will review Agent Martin’s work on Luis’ case. Following the simulation presented on the next slide you will understand how to identify and record special vulnerabilities in RCA.
Using RCA to Identify and Document Special Vulnerabilities: A-file Information and RCA Simulation

Click on the folder to review how Agent Martin completed the Special Vulnerabilities tab for Luis’ case.

Luis’ A-file Information:

Through inquiry, observation and review, Agent Martin identified the presence of special vulnerabilities in Luis’ case.

Luis disclosed that he has Type I diabetes. Unsure of the severity of this condition or whether it was considered a serious physical illness given the medial resources available, Agent Martin initiated a conversation using the questions and suggested observations found in the info links of the Special Vulnerabilities tab to better understand Luis’ condition.

After reviewing available evidence and in consultation with medical staff, Agent Martin determined that Luis’ condition can be considered a special vulnerability.

In addition, Luis lives with his mother and four younger siblings and contributes significantly to the household. As the primary financial provider, his family depends on him. Therefore, Agent Martin also noted that Luis had special vulnerability status as a primary care provider.

Special vulnerability designation later affected the RCA recommendation and both Agent Martin and his supervisor considered Luis’ special vulnerability status when making the final custody decision.

Click on the simulation to see how Luis’ special vulnerability status was discovered and entered into RCA.

Luis’ RCA Simulation:

[START]

1. After initiating and linking Luis’ risk classification assessment, Agent Martin selects the Special Vulnerabilities tab.
2. To get a description of each special vulnerability, the user may select the Info link in each field.
3. Agent Martin clicks the Info link next to Serious Physical Illness and a new window appears detailing the types of physical illnesses and questions for the agent to ask in order to determine if this special vulnerability exists.
4. To exit the description window, Agent Martin clicks the Close button at the bottom of the page.
5. The pop up box provided questions that led to the following discussion:

   Agent: Do you have any medical conditions?
   Luis: Yeah, diabetes.

   Agent: Luis, what age you were diagnosed with diabetes?
   Luis: I was 13 years old.
Agent: How many times you were hospitalized during the last year? When was the last time you were hospitalized?
Luis: Last year I was hospitalized 4 times. Last time three months ago.

Agent: How many days?
Luis: Whoa, over one month!

Agent: What happened?
Luis: Even following my diet and using the insulin, my sugars went to 630. I had seizures and almost died.

Agent: How many times have you had seizures in the past?
Luis: That was one time like four years ago when my sugars almost hit 800. I almost died.

Agent: Do you use medications for seizures?
Luis: No.

Agent: Do you take other type of medications?
Luis: Insulin, that is it.

Agent: Do you have any other medical conditions?
Luis: Yes. The other day they diagnose me with high blood pressure. They also said that my kidneys are not working very well.

Agent: Are you following any diet?
Luis: Uff they change my diet and I do not like it at all. I’m not sure I can follow it.

Agent: How often you go to see your physician?
Luis: I suppose to go every three months, if I have the money.

When was the last time you went to see a physician?
Luis: Well...like six months ago.

Agent: How do you feel today?
Luis: I was fine until you showed up!

6. Agent Martin determines that Luis does have a Serious Physical Illness, so he selects the check box for that vulnerability.
7. Next, Agent Martin selects the Info text box to learn more about Serious Mental Illness as a special vulnerability. He closes the description window by clicking on the Close button located in the lower right corner. Agent Martin does not click the check box next Serious Mental Illness.
8. The agent selects the Info text box to learn more about the Disabled special vulnerability. He closes the description window by clicking on the Close button located in the lower right corner.
9. The agent selects the Info text box to learn more about the Elderly special vulnerability. He closes the description window by clicking on the Close button located in the lower right corner.
10. When a risk classification assessment is performed for a man, RCA will gray out special vulnerability options that apply only to women. In this case, Pregnant and Nursing special vulnerabilities are highlighted to demonstrate that those special vulnerabilities are only applicable to female subjects.

11. Agent Martin selects the Info text box to learn more about the Primary Caretaking Responsibility special vulnerability. He closes the description window by clicking on the close button located in the lower right hand corner.

12. Agent Martin determines that the Primary Caretaking Responsibility special vulnerability exists for Luis, so he selects the check box for that vulnerability.

13. Agent Martin selects the Info text box to learn more about the Risk Based on Sexual Orientation/Gender Identity special vulnerability. He closes the description window by clicking on the Close button located in the lower right corner.

14. The agent selects the Info text box to learn more about the Victim of Sexual Abuse or Violent Crime special vulnerability. He closes the description window by clicking on the Close button located in the lower right corner.

15. The agent selects the Info text box to learn more about the Victim of Human Trafficking special vulnerability. He closes the description window by clicking on the Close button located in the lower right corner.

16. Agent Martin selects the Info text box to learn more about the Other option for special vulnerabilities. He closes the description window by clicking on the Close button located in the lower right corner.

17. Agent Martin provided additional information that will help other involved in the case understand Luis situation in the comments section located at the bottom of the RCA Special Vulnerabilities page:

   Luis has Type I diabetes, he has been hospitalized for his condition and requires medication. He reported high blood pressure and kidney problems. He provides primary financial support to his family.

18. Agent Martin clicks the Save button.

19. The status of Luis’ special vulnerabilities is still listed as incomplete although Agent Martin has entered and saved all of the information. The status will change once the agent selects the Update text box on the right of the screen.

20. Next, Agent Martin selects the Mandatory Detention per Stat/Alleg text box.

[END]
Lesson 2

Lesson 2 explores the steps necessary to initiate a risk classification assessment. At the end of this lesson you will be able to:

- Link an encounter / subject to a Person Record
- Initiate a risk classification assessment
- Update a Person Record if new information becomes available
Introduction to the Risk to Public Safety Simulations

Now that you have learned about the inputs needed to complete the risk to public safety tab, you will review Agent Martin’s work on Anna’s and Maite’s cases. Following the simulations presented on the next slide you will understand how to complete each field within the risk to public safety tab.
Introduction to the Risk of Flight Simulation

Now that you have learned about the inputs needed to complete the risk of flight tab, you will review Agent Martin’s work on Luis’ case. Following the simulation presented on the next slide you will understand how to complete each field within the risk of flight tab.
Completing the Risk of Flight tab: A-file Information and RCA Simulation

Click on the folder to review how Agent Martin completed the Risk of Flight tab for Luis’ case.

**Luis’ A-file Information:**

Agent Martin collected information on Luis’ immigration history, substance abuse history, identification, home stability and ties to the location community in order to supplement the information RCA pulled from EABM and EARM.

Agent Martin’s work revealed that Luis lives with his mother and four younger siblings. He has a stable address and has lived there for three years. Furthermore, he operates a small business out of his home and has significant assets in the community.

Luis was able to provide valid identification documentation from his home country. A review of his file indicated that he does not have a history of absconding but has been convicted of drug possession.

Click on the simulation to see how Agent Martin used Luis’ information to complete the Risk of Flight tab in RCA.

**Luis’ RCA Simulation:**

[START]

1. After initiating Luis’ risk classification assessment and then completing the Special Vulnerabilities, Mandatory Detention, and Risk to Public Safety tabs, Agent Martin navigates to the Flight Risk Factors page.

2. Agent Martin will use the Info links for guidance on how to complete each field in the Immigration/Substance Abuse/Identification section given his knowledge of Luis’ case.

3. Agent Martin selects the Info link under the Immigration Violation History field to begin.

4. A new window appears, indicating that Luis has no voluntary return immigration violation history. To exit, Agent Martin selects the Close button at the bottom of the screen.

5. Based on the available data, RCA recommends an immigration violation history value, which Agent Martin uses to complete the Immigration Violation History manual input field. If Agent Martin had additional information regarding immigration violations,

6. Agent Martin selects No Prior Immigration Violation History from the drop down menu.

7. Next, Agent Martin selects the Info link under the History of Absconding field.

8. A new window appears, indicating that Agent Martin should determine if Luis has fled or used other means to avoid removal via data in EARM. To exit, Agent Martin selects the Close button at the bottom of the screen.

9. Since there is no available data to indicate that Luis has a history of absconding, Agent Martin checks the Individual Has Not Previously Violated an Immigration Judge’s Order of Removal check box.

10. Agent Martin selects the Info link under the Substance Abuse History field.
11. A new window appears, indicating that Agent Martin should ask Luis about drug use, review Luis’ criminal history for DUls, drug possession, or controlled substance abuse. To exit, Agent Martin selects the Close button at the bottom of the screen.
12. Agent Martin selects Documented History of Drug Use from the drop down menu.
13. Agent Martin selects the Info link for the Individual Possesses a Valid Government Issued Document from their COC field.
14. A new window appears, indicating the types of valid identification Agent Martin should accept for as Luis’ valid ID. To exit, Agent Martin selects the Close button at the bottom of the screen.
15. Agent Martin selects Yes from the drop down menu to indicate that Luis possesses a valid government issued document from his country of citizenship.
16. Agent Martin selects the Info link under the Does the Individual Possess Invalid Identification Documents from any Country field.
17. A new window appears, indicating that Agent Martin should account for any invalid or fraudulent documents that are in Luis’ possession. To exit, Agent Martin selects the Close button at the bottom of the screen.
18. Agent Martin selects No from the drop down menu to indicate that Luis did not have any invalid identification from any country.
19. Next, Agent Martin selects the Info link for the Immigration Case Status field.
20. A new window appears, indicating that Luis is not yet in proceedings based on data from EARM. To exit, Agent Martin selects the Close button at the bottom of the screen.
21. Based on available data, RCA recommended an immigration case status value of Alien not yet in proceedings. Agent Martin used this recommendation to complete the Immigration Case Status field.
22. If additional information were available, Agent Martin could have selected an alternative value using the drop down menu.
23. Agent Martin selects Agent is Not Yet in Proceedings, as recommended by the system, from the drop down menu and then clicks the Save button in the lower right corner of the page.
25. To get more information on completing the fields, Agent Martin selects the Info link under the Individual Lives with Immediate Family Members field.
26. A new window opens, indicating that Agent Martin should ask if Luis lives with immediate family members and how long Luis has resided at the current address. To exit, Agent Martin selects the Close button at the bottom of the screen.
27. Agent Martin selects Yes from the drop down menu to indicate that Luis lives with immediate family members.
28. Under the Individual has Lived at His/Her Address for 6 Months or More field, Agent Martin selects Yes from the drop down menu, based on the information he received from Luis.
29. Based on Agent Martin’s selections to the previous fields in the Home Stability section, RCA grayed out the fields that were not applicable to Luis’ case. The unavailable fields were:
   - The individual has a stable address, but has lived there less than 6 months
   - The individual has no stable address
30. Agent Martin selects the Save button in the bottom right corner of the page.
31. Agent Martin expands the Ties to Local Community section, the final section on the Risk of Flight page.
32. Based on Agent Martin’s responses in the previous sections, RCA activates possible options while graying out options that are no longer feasible for Luis’ case.
33. Agent Martin selects the Info link next the Individual has Family or Support in the Local Community field.
34. A new window appears, indicating that Agent Martin should ask about Luis’ family members, including: spouse, children, parents, and sibling. Agent Martin should also ask where these family members live and verify addresses when possible. To exit, Agent Martin selects the Close button at the bottom of the screen.
35. Agent Martin selects Yes from the drop down menu to indicate that Luis has family or support in the local community.
36. Agent Martin selects the Info link under the Individual has a Pending Benefit Application with USCIS field.
37. A new window appears, indicating which questions Agent Martin should ask in order to determine if Luis has a pending benefit application. To exit, Agent Martin selects the Close button at the bottom of the screen. Agent Martin does not click the Yes checkbox next to this question, as Luis does not have a pending benefit application.
38. Agent Martin selects Yes from the drop down menu to indicate that Luis has a US citizen spouse or child.
39. A new window appears, indicating which questions Agent Martin should ask regarding service in armed forces by Luis and family members. Agent Martin should also ask to view valid military identification or other available evidence to military service or ties. To exit, Agent Martin selects the Close button at the bottom of the screen.
40. Agent Martin selects the Close button at the bottom of the screen.
41. A new window appears, indicating which questions Agent Martin should ask about Luis marital status, their spouses nationality, if they have any children, and the nationality of the children. To exit, Agent Martin selects the Close button at the bottom of the screen.
42. Agent Martin selects Yes from the drop down menu to indicate that Luis has a spouse, child or other family in the community.
43. A new window appears, indicating which questions Agent Martin should ask Luis to determine if this field is applicable to the case. To exit, Agent Martin selects the Close button at the bottom of the screen.
addresses when possible. To exit, Agent Martin selects the Close button at the bottom of the screen.

48. Agent Martin selects the Info link next to Individual is Enrolled in a School or Training Program Field.

49. A new window appears, indicating what Agent Martin should inquire about in regards to this field. If information is provided, Agent Martin should verify Luis’ status in SEVIS when appropriate. To exit, Agent Martin selects the Close button at the bottom right of the screen.

50. Agent Martin selects the Info link next to the Individual has Work Authorization field.

51. A new window appears, indicating that Agent Martin should explore circumstances of issuance and expiration. To exit, Agent Martin selects the Close button at the bottom of the screen.

52. Agent Martin selects the Info link next to the Individual Owns Property or has Considerable Assets in the Community field.

53. A new window appears, indicating that Agent Martin should ask Luis about any ownership or financial stakes in the United States. To exit, Agent Martin selects the Close button at the bottom of the screen.

54. Based on his knowledge of the case, Agent Martin checks the Yes check box indicating that Luis has property or has considerable assess in the community.

55. Agent Martin selects the Info link under the Individual has Legal Representation field.

56. A new window appears, indicating that Agent Martin should ask Luis about legal representation and verify whether a G-28 or any other documentation is on file for the subject. To exit, Agent Martin selects the Close button at the bottom of the screen.

57. To continue, Agent Martin selects the Save button in the bottom right corner of the page.

58. After Agent Martin completes the Risk of Flight tab, the next step is to navigate to the Recommendation/Decision Log in order to complete Luis’ risk classification assessment.

[END]
High-level RCA Concept of Operations

1. **Arrival of Aliens to ERO**
   a. **Initial Intake Process: ERO Arrest**
      i. Through EABM
         1. Officer conducts intake interview
         2. Officer updates Criminal History Information
         3. Officer identifies and enters Statutes and Allegations for Charging Documents
      ii. Through EADM
         1. Officer books individual into a holding cell
   b. **Initial Intake Process: External Arrests (CBP, OFO, HSI, 287g)**
      i. Through EARM
         1. Officer reviews file I-213 and I-286
         2. Officer updates Criminal History Information in Person Record
         3. Officer interviews alien to determine any missing or additional information
      ii. Through CES – Update Criminal History
      iii. Through EADM
         1. Officer books individual into a holding cell

2. **Population of Risk Classification Assessment**
   a. Officer uses RCA to enter and document:
      i. Risk to Public Safety
      ii. Risk of Flight
      iii. Special Vulnerabilities
      iv. Subject to Mandatory Detention per Statutes/Allegations

3. **Officer Submit: Detain/Release Recommendation**
   a. Through RCA
      i. Officer reviews RCA Recommendations.
      ii. The Officer may denote whether they agree or disagree with the RCA recommendation.
      iii. The Officer can provide information to document the reason(s) as to why they agree or disagree
      iv. If **Detain: Eligible for Bond** is recommended, a recommended bond amount will also be presented

4. **Supervisory Approval: Detain /Release Recommendation**
   a. Through RCA
      i. The ERO Supervisor may either accept an RCA recommendation or revise it as their discretion
      ii. If the RCA recommendation is revised, the ERO Supervisor will document the basis/reason(s) for their decision to revise.
      iii. If **Bond-Eligible**, the ERO Supervisor will enter a final bond amount
1. Through eBonds – Post and Process Bonds

5. Generation of Documents
   a. Through RCA, the ERO Officer prints: RCA Detailed Summary
   b. Through EABM, the ERO Officer prints: I-286 and I-213 (if created or updated by ERO)
   c. Through EADM, the ERO Officer prints paperwork as required

6. If Released
   a. Officer Submit: Community Supervision Level Recommendation (No Technology or Technology) through RCA
      i. The ERO Officer reviews the RCA Recommendation for Community Supervision Level.
      ii. The Officer may indicate whether they agree or disagree with the RCA Recommendation.
      iii. The Officer can provide information to document the reason(s) as to why they agree or disagree.
   b. Supervisory Approval: Community Supervision Level Recommendation (No Technology or Technology)
      i. The ERO Supervisor may accept the RCA’s recommendation or revise the decision at their discretion as well as provide information to document the reason(s) for their decision.
         1. Through ATD – Enroll in ATD Program if Technology is decided
      ii. Generation of Paperwork
         1. Through EADM, the ERO Officer prints release paperwork as required.
         2. Through RCA, the ERO Officer prints the RCA Detailed Summary

7. If Detained
   a. Officer Submit: Custody Classification Level Recommendation (L = Low, ML = Medium-Low, MH = Medium-High, H = High)
      i. Officer reviews RCA recommendation for custody classification level
      ii. The Officer will indicate whether they agree or disagree with the RCA recommendation.
      iii. The Officer can provide information to document the reason(s) as to why they agree or disagree.
   b. Supervisory Approval: Custody Classification Level
      i. Through RCA the ERO Supervisor may accept the RCA recommendation or revise the decision at their discretion.
      ii. Through RCA the ERO supervisor may accept the RCA recommendation or revise the decision at their discretion.
      iii. Through EADM the ERO supervisor will review disciplinary infractions.
      iv. Generation of Paperwork
         1. Through EADM the ERO Officer prints detention paperwork as required
         2. Through RCA the ERO Officer prints the RCA Detailed Summary
Lesson 7

Lesson 7 presents information on the two-step recommendation and decision process for agents / officers and supervisors.

Agents / officers will learn how to review the **Decision / Recommendation Log** and submit a recommendation for approval.

Specifically, agents / officers will be able to:

- Review and indicate agreement or disagreement with the detain / release recommendation and bond amount, provide additional explanation as required and submit for supervisory approval
- Review and indicate agreement or disagreement with the custody classification level or community supervision level recommendation, provide additional explanation as required and submit for supervisory approval

Supervisors will learn how to review the **Decision / Recommendation Log** and evaluate the recommendation and any information provided by the agent / officer regarding the detain / release and custody classification or community supervision recommendations. Supervisors will make final decisions on the assessment.

Specifically, supervisors will be able to:

- Review and indicate agreement or disagreement with the detain / release recommendation, provide additional explanation as required and submit a final detain / release decision
- Review and indicate agreement or disagreement with the custody classification recommendation, provide additional explanation as required, and submit a final custody classification decision
- Review and indicate agreement or disagreement with the community supervision level recommendation, provide additional explanation as required, and submit a final community supervision level decision
Recommendation / Decision Log

The Recommendation / Decision Log can be accessed at any time to view the current state of the risk classification assessment. The available decisions that will be displayed are:

- Detain / Release
- Custody Classification Level
- Community Supervision Level

This screen displays a log of all risk assessment submissions and final decisions that were made for the current encounter. Details about each action can be reviewed by clicking on the links displayed under the Decision column. Please note that after all necessary information has been entered the status shown for each tab in the Current Risk Classification State banner may appear as incomplete. The Update button will refresh the system and display the current status.
Agent / Officer Action on Detain / Release Recommendation

Once all the required data is entered in the system, RCA will generate a detain / release recommendation from the following options:

- Detain in the Custody of this Service
- Detain, Eligible for Bond
- Release on Community Supervision
- Supervisor to Determine – Detain or Release on Community Supervision

If the recommendation is **Detain, Eligible for Bond**, RCA will also recommend a **bond amount**.

The agent / officer can agree or disagree with the detain / release recommendation and bond amount by considering other civil enforcement priorities and factors related to prosecutorial discretion, outlined in **Policy Memorandum 10072.1** and **Policy Memorandum 10075.1**. Civil enforcement priorities such as recent illegal entry or illegal re-entry are captured within RCA but do not affect RCA scoring or recommendations. These factors should be considered when agreeing or disagreeing with the recommendation.

If the agent / officer disagrees with either the detain / release recommendation or the recommended bond amount, they should select **Disagree** from the drop down menu and note the reason for disagreement in the comment box.

A recommendation of **Supervisor to Determine – Detain or Release on Community Supervision** indicates that either a detain or release decision is justified and would be fully supported given the risk scoring of the case. The agree / disagree field will be grayed out following a **Supervisor to Determine** recommendation. The agent / officer can use the comment box to provide the supervisor with a recommendation.

After applicable recommendations have been made and comments noted, the recommendation is submitted using the **Submit for Approval** button.

*Error messages will appear preventing submission for detain / release supervisory approval if key data is missing from RCA.*
Risk Classification Assessment (RCA) Systems Training

Supervisor Action on Detain / Release Recommendation

The supervisor can access the risk assessment record by selecting the **Complete Approval** button on the **Recommendation / Decision Log**. A supervisor may only approve decisions that are within his or her **DCO** although EARM functionality allows for DCO assignments to be changed when necessary. Additionally, a supervisor cannot approve a custody decision he / she submitted for approval.

The supervisor can generate a list of risk classification assessments awaiting approval through the Reports Center of EARM. Instructions on how to create this report can be accessed [here](#). The field office can also establish a protocol to facilitate the approval process.

**Detain / Release Decision**

- **Special vulnerabilities?** None
- **Mandatory detention per statutes and allegations?** No
- **Risk to public safety:** High
- **Risk of flight:** Medium
- **Detain / release recommendation:** Detain, Eligible for Bond ([info](#))
- **Submitter agreement with recommendation:** Disagree
- **Additional factors for supervisory consideration:**
- **Override comments entered by the user on the Submit for Detain / Release Supervisory Approval screen are displayed here. This allows the supervisor to review the comments inline with his/her decision making process.**
- **Agree / disagree with recommendation?** Agree
- **Detain / release decision (if applicable):**
Supervisor Action on the Detain / Release Decision

After reviewing the detain / release decision, the supervisor should indicate whether they agree or disagree with the RCA recommendation and bond amount, if applicable. The following factors should be considered in making a decision: comments provided by the agent / officers, the existence of special vulnerabilities, the availability of new case information, and other civil enforcement priorities and factors related to prosecutorial discretion as outlined in Policy Memorandum 10072.1 and Policy Memorandum 10075.1.

If the supervisor disagrees with the RCA recommendation, a new detain / release decision should be selected. If the supervisor disagrees with the bond amount decision, a new bond amount should be entered. An explanation and justification must be provided if the recommendation or bond amount is changed.

If the RCA detain / release recommendation is Supervisor to Determine – Detain or Release on Community Supervision, the supervisor will select a detain / release decision. If Detain, Eligible for Bond is selected, the recommended bond amount will be displayed.

When the form is complete, the supervisor is required to select the affirmation check box prior to submitting the form.
Agent / Officer Action on Custody Classification Recommendation

After a detain / release decision has been affirmed by a supervisor, a custody classification or community supervision decision must be made. If a detain decision is approved by the supervisor, RCA will generate a custody classification recommendation. RCA will not weigh special public safety factors in the generation of a custody classification recommendation.

RCA determines the custody classification level by adding the number of sustained disciplinary infractions to the risk to public safety score and displays one of four values for the recommended custody classification level. The agent / officer should review the RCA recommendation and select whether they agree or disagree with the custody classification level. If the agent / officer disagrees with the recommendation, a new classification level is not selected. Instead, the agent / officer enters an explanation for disagreement, which is reviewed by the supervisor.

Error messages will appear preventing submission for custody classification level supervisory approval if key data is missing from any areas of the assessment. The system checks for the same data required for the detain / release decision and makes one additional check to verify disciplinary infraction information data has been entered on the Public Safety Factors tab.

Submit for Custody Classification Supervisory Approval

- Special vulnerabilities: None
- Mandatory detention per statutes and allegations: No
- Risk to public safety: High
- Risk of flight: Medium
- Current custody classification level (info): Medium / Low
- Custody classification recommendation (info): Medium / High / Low

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Supervisor Action on a Custody Classification Decision

Once the agent / officer reviews the custody classification recommendation and provides comments, it can be submitted for supervisory approval. In reviewing the recommendation, the supervisor should select whether they agree or disagree by taking into account comments provided by the agents / officers, the existence of special vulnerabilities, the availability of new case information, and other civil enforcement priorities and factors related to prosecutorial discretion as outlined in Policy Memorandum 10072.1 and Policy Memorandum 10075.1.

If the supervisor disagrees with the RCA recommendation and selects a new custody classification level, justification for the new decision must be provided and specific guidelines must be followed.

When the form is complete, the supervisor is required to select the affirmation check box prior to submitting the form. A supervisor cannot approve a custody classification level decision he / she submitted for approval.

Custody Classification Level Decision

- Special vulnerabilities: None
- Mandatory detention per statutes and allegations: No
- Risk to public safety: High
- Risk of flight: Medium
- Current custody classification level: Medium / Low
- Custody classification recommendation: Medium / High
- Reason for initiating subsequent custody classification: Alien committed a disciplinary infraction
Agent / Officer Action on Community Supervision Recommendation

If a release decision is approved by the supervisor, RCA will generate a recommendation for community supervision level by assessing the individual’s risk to public safety and risk of flight, and display one of the three following values as a recommendation:

- No Technology
- Supervisor to Determine, No Technology or Technology
- Technology

A decision of No Technology applies to individuals on Order of Own Recognizance (OREC) or Order of Supervision (OSUP) with periodic reporting requirements.

A decision of Technology applies to individuals on OREC or OSUP that have also been assigned:

- Technology Assisted Supervision: Community supervision conducted by the Field Office and may involve the voice recognition telephonic reporting and GPS systems.
- Full Service ATD

The agent / officer should review the recommendation and indicate whether they agree or disagree. If the agent / officer disagrees with the recommendation, a new supervision level is not selected. Instead, an explanation for disagreement is entered in the comments box, which is reviewed by the supervisor.

If the RCA recommended decision is Supervisor to Determine, No Technology or Technology the agent / officer will submit the risk assessment to the supervisor to determine the decision. The agent / officer can note their recommendation for the supervisor in the comments box.

Error messages will appear preventing submission for community supervision level supervisory approval if key data is missing from any areas of the assessment. The system checks for the same data required for the detainer / release decision.
Supervisor Action on a Community Supervision Decision

After reviewing the community supervision recommendation, the supervisor should indicate whether they agree or disagree with the RCA recommendation. The following factors should be considered in making a decision: comments provided by the agents/officers, the existence of special vulnerabilities, the availability of new case information, and other civil enforcement priorities and factors related to prosecutorial discretion as outlined in Policy Memorandum 10072.1 and Policy Memorandum 10075.1.

If the supervisor disagrees with the recommendation and selects a new community supervision level, justification for the new decision must be provided. Supervisors can also select to redetermine the original detain/release decision if new information has become available.

When the form is complete, the supervisor is required to select the affirmation check box prior to submitting the form. A supervisor cannot approve a community supervision level decision he/she submitted for approval.

Community Supervision Level Decision

Special vulnerabilities? None
Mandatory detention per statutes and allegations? No
Risk to public safety: High
Risk of flight: Medium
Current community supervision level: No Technology
Community supervision level recommendation: Technology (Info)
Reason for initiating subsequent community supervision: Alien initiated event while in supervision custody
RCA Reports

Both agents / officers and supervisors can access high-level RCA reports via the EARM Report Center. Available reports include:

- **RCA Decision History:** This report displays high-level information on all Risk Classification Assessment decisions and most-recent submissions made in a particular AOR/DCO.
- **Detained Roster:** This report displays high-level Risk Classification Assessment information for aliens currently in ICE custody.
- **Non-Detained Roster:** This report displays high-level Risk Classification Assessment information for aliens who are not currently in ICE custody.

The EARM Report Center allows a user to generate RCA reports in Excel format and can be generated for a specific AOR/DCO (Decision History, Detained Roster, and Non-Detained Roster), Time Frame (RCA Decision History), or Detention Location (Detained Roster).
Risk Classification Assessment (RCA) Systems Training

Lesson 8 Objectives
Lesson 8 provides information on how RCA can be used to re-determine the detain / release decision or perform a subsequent custody classification level or community supervision level assessment.

At the end of this lesson agents / officers will be able to use the Recommendation and Decision tab to:

- Initiate a custody re-determination, denote agreement or disagreement with the recommendation, identify the reason a re-determination was necessary, and submit for approval
- Initiate a subsequent custody classification level assessment, denote agreement or disagreement with the recommendation, identify the reason a subsequent assessment was necessary, and submit for approval
- Initiate a subsequent community supervision level assessment, denote agreement or disagreement with the recommendation, identify the reason a subsequent assessment was necessary, and submit for approval

At the end of this lesson supervisors will be able to:

- Complete a custody re-determination decision
- Complete a subsequent custody classification level decision
- Complete a subsequent community supervision level decision
Agent / Officer Action on a Custody Redetermination or Subsequent Custody Classification Assessment

After a detain decision has been made, it may be necessary to redetermine the custody decision or perform a subsequent custody classification level assessment due to the following:

- New case information is discovered
- The individual is not removable in the foreseeable future
- PBNDS/NDS Mandated Review

The risk classification assessment can be accessed by using the subject ID to search for the associated case. The **Recommendation / Decision Log** tab should be reviewed for an overview of the current state of the assessment and a log of decisions. Selecting the **Submit for Approval** button on this page will begin the subsequent custody classification level assessment or redetermination process.
Risk Classification Assessment (RCA) Systems Training

Agent / Officer Action on a Custody Redetermination or Subsequent Custody Classification Assessment

The Submit for Approval button will update external data and recalculate assessment scores and recommendations. The agent / officer must select a reason for processing a subsequent assessment and then note agreement or disagreement with the new recommendation, providing comments when applicable.

The agent / officer then affirms the decision and submits for supervisory approval by clicking the Submit button.
Supervisor Action on a Custody Redetermination or Subsequent Custody Classification Assessment

After a redetermination or subsequent custody classification level recommendation has been submitted for review, the supervisor can log into RCA, review the Recommendation / Decision Log tab and select the Complete Approval button to begin the approval process.

Much like the original custody decision and custody classification level decision, the supervisor will have to create a Decision History Report or establish a protocol so that they will know when the new recommendation is awaiting approval.
Supervisor Action on a Custody Redetermination or Subsequent Custody Classification Assessment

The supervisor can view the RCA recommendation and comments from the submitting agent/official on the Subsequent Custody Classification Level Decision screen. The supervisor should take this information into account to make an informed decision, selecting from the following options:

- Agree
- Disagree
- Redetermine Detain/Release Recommendation

If the supervisor disagrees with the subsequent custody classification level recommendation, Disagree should be selected in the Agree/Disagree field. A new custody classification level should be selected, with justification provided in the comments box.

If the supervisor wishes to re-determine the custody decision, Redetermine the Detain/Release Decision should be selected, with justification for the new decision provided in the comments box. Given the parameters of the case, the drop down options will change. If the previous decision was to detain, the drop down menu will present options to release.

The supervisor then affirms the new decision by clicking the Submit button.

It is important to note that after the following approval of a new detain/release decision, a new custody classification level or community supervision level assessment will have to be generated and approved.
Agent / Officer Action on a Custody Redetermination or Subsequent Community Supervision Assessment

After a release decision has been made, it may be necessary to redetermine the custody decision or perform a subsequent community supervision level assessment due to the following:

- Monitoring proceedings (via periodic check-ins)
- Alien initiated event while in supervision custody
- New case status information available
- Other

The risk classification assessment can be accessed by using the subject ID to search for the associated case. The Recommendation and Decision Log tab should be reviewed for an overview of the current state of the assessment and a log of decisions. Selecting the Submit for Approval button on this page will begin the subsequent community supervision assessment or custody redetermination process.
Agent / Officer Action on a Custody Redetermination or Subsequent Community Supervision Assessment

The Submit for Approval button will update external data and recalculate assessment scores and recommendations. The agent / officer must select a reason for processing a subsequent assessment and then note agreement or disagreement with the new recommendation, providing comments when applicable.

The agent / officer then affirms the decision and submits for supervisory approval by clicking the Submit button.
Supervisor Action on a Custody Redetermination or Subsequent Community Supervision Assessment

After a redetermination or subsequent community supervision level recommendation has been submitted for review, the supervisor can log into RCA, review the Recommendation / Decision Log, and select the Complete Approval button to begin the approval process.

Much like the original detain / release and community supervision level decision, the supervisor will have to create a Decision History Report or establish a protocol so that he / she will know when the new recommendation is awaiting approval.
Supervisor Action on a Custody Redetermination or Subsequent Community Supervision Assessment

The supervisor can view the RCA recommendation and comments from the submitting agent/officer on the Subsequent Community Supervision Level Decision screen. The supervisor should take this information into account to make an informed decision, selecting from the following options:

- Agree
- Disagree
- Redetermine Detain / Release Recommendation
- Not Applicable, supervisor to determine

If the supervisor disagrees with the subsequent community supervision level recommendation, Disagree should be selected in the Agree / Disagree field. A new community supervision level is then selected, with justification provided in the comments box.

If the supervisor wishes to redetermine the detain/release decision, Redetermine the Detain / Release Decision should be selected, with justification for the new decision provided in the comments box. Given the parameters of the case, the drop down options will change. If the previous decision was detain, the drop down menu will present release options.

If the RCA custody recommendation is Supervisor to Determine, Technology or No Technology, the system will default to the drop down selection of Not applicable, supervisor to determine, allowing the supervisor to select a new community supervision level. Redetermine the Detain / Release Decision can also be selected at the time.

The supervisor will then affirm the new decision by clicking the Submit button.

It is important to note that after the following the approval of a new detain/release decision, a new custody classification level or community supervision level assessment will have to be generated and approved.
Introduction to the Redeterminations and Subsequent Assessment Simulations

Now that you have learned about the redetermination and subsequent assessment process, you will review Agent Martin’s work on Maite and Minh’s cases. Following the simulations presented on the next slide you will understand how to submit and affirm subsequent assessments.
Lesson 6

Lesson 6 examines the factors that RCA uses to determine the risk of flight. You will learn where you need to provide information or validate the RCA recommendations for flight risk.

At the end of this lesson, you will be able to view system-generated results and enter any user-required information on the Risk of Flight tab. Specifically, you will be able to:

- Follow system prompts for entering user-required information
Risk Classification Assessment (RCA) Systems Training

Risk of Flight Factors

The Risk of Flight section scores factors that determine an individual’s risk of absconding or failing to appear for future immigration hearings.

The following areas are assessed:

- Immigration / Substance Abuse / Identification
- Home Stability
- Ties to Local Community
Risk Classification Assessment (RCA) Systems Training

Immigration History
RCA captures data on an individual's immigration violation history from EABM and EARM and counts the number of voluntary returns or voluntary departures in the person record.

A system recommended value is provided from the following options:

- 1 or 2 prior VRs and / or VDs
- 3 or more prior VRs and / or VDs
- No prior immigration Violation History

The recommended value is provided to assist the agent / officer in making a manual selection. However, if new information is discovered after the initial intake process, but not yet in the system, a new value can be selected in the Immigration / Substance Abuse / Identification section on the Risk of Flight tab.

The Immigration Violation History Info link provides detailed records of all voluntary returns in the individual's immigration history and all EARM cases closed with a depart-cleared status of 3 or 9 in the individual's case history.
History of Absconding

Using data from EARM and the subject's A-File, the agent / officer should manually select whether the individual has fled or used other means to avoid removal.

- Immigrant violation history: (Info)
  - History of absconding: (Info)
- Substance abuse history: (Info)
  - The individual possesses a valid government-issued document from their COG: (Info)
  - Does the individual possess invalid identification documents (IDs) from any country? (Info)
- Immigration case status: (Info)
  - Immigration / Substance Abuse / Identification
    - System count of immigration violations: 0
    - Fled or used other means to avoid removal after an Immigration judge has issued a Final Order
      - Immigration Bond Breach
      - Prior Revocation of Supervision for Immigration
      - Violation of Conditions of Supervision for Immigration
      - Walk-away From a Non-Secure Facility or ATD
      - None
  - Number of unique names/aliases:
    - System recommended value: Allen is not yet in proceedings
      - Incomplete
Risk Classification Assessment (RCA) Systems Training

Substance Abuse
To determine current and previous substance abuse, the agent/office should ask about the individual’s current drug use and observe visible signs of addiction. Criminal history should also be reviewed for documentation of prior drug abuse and convictions for the possession of drugs or DUI. Convictions for trafficking, smuggling, or distribution are not considered for substance abuse history.

Based on this information, a selection is made from the following options:

- No known history or receiving treatment
- Documented history of drug use
- Current drug user

Risk of Flight

[Image of Risk of Flight assessment tool]

System count of immigration violations: 0
1. Fleed or used other means to avoid removal after an immigration judge has issued a final order
2. Immigration Bond Breach
3. Prior Revocation of Supervision for Immigration
4. Violation of Conditions of Supervision for Immigration
5. Walked away from a non-secure facility or ATD
6. None

Does the individual possess a valid government issued document from their COC? (info)

Does the individual possess invalid identification documents (IDs) from any country? (info)

Number of unique names/aliases:
Risk Classification Assessment (RCA) Systems Training

Identification
During the intake process, the agent / officer should identify any valid forms of identification from the individual's country of citizenship (COC) including a border crossing card or 551.

Additionally, any invalid or fraudulently obtained identification documents, from any country (including the U.S.) should be noted by selecting Yes or No in the Immigration / Substance Abuse / Identification section on the Risk of Flight tab, along with the total number of unique names / aliases.
Immigration Case Status

The individual’s immigration case status is automatically populated from EARM and a system recommended value is provided from the following options:

- Alien is not yet in proceedings
- Alien has a case in immigration proceedings
- Alien has a final order of removal, and no pending appeals
- Alien has a final order of removal, but Alien has filed appeal

A recommended value is provided to assist the agent/officer in making the manual selection. However, if new information is uncovered but not yet in the system, a new value can be selected in the Immigration / Substance Abuse / Identification section on the Risk of Flight tab.
Risk Classification Assessment (RCA) Systems Training

Home Stability

To determine home stability, the agent/officer should ask if the individual lives with immediate family members and how long the individual has lived at his or her current address. A selection of home stability is made from the following options in the Home Stability section on the Risk of Flight tab:

- The individual lives with immediate family members
- The individual has lived at his/her address for 6 months or more
- The individual has a stable address, but has lived there less than 6 months
- The individual has no stable address

Within RCA, only one of the last three options may be selected.
Ties to Local Community

The following areas should be assessed to determine the individual's ties to the local community. Click each item to view information regarding questions to ask and documentation that should be reviewed.

- USCIS Application
- U.S. Armed Forces
- U.S. Citizen Spouse or Child
- Family Members in the Local Community
- School or Training Program Enrollment
- Work Authorization
- Property and Assets
- Legal Representation

The agent / officer cannot select No for **The individual has no family or support in the local community** while also selecting any other factor for ties to the local community.

Risk of Flight

<table>
<thead>
<tr>
<th>Risk Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration / Substance Abuse / Identification</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Home Stability</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Ties to Local Community</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

The Individual has family or support in the local community.
Lesson 5
Lesson 5 examines the public safety factors that RCA uses to determine the risk to public safety. You will learn how the public safety factors are scored by RCA.

At the end of this lesson, you will be able to view system-generated results and enter user-required information on the Risk to Public Safety tab. Specifically, you will be able to:

- Follow system prompts for entering user-required information
- Identify where to find supporting information about the crimes, warrants, and disciplinary infractions that RCA uses to determine an individual’s risk to public safety
- Identify special public safety factors and understand how these factors influence the detain / release recommendation
Public Safety Factors

The following factors are used to assess an individual’s risk to public safety:

- Severity of charge or conviction associated with the ICE encounter
- Special public safety factors
- Single most serious conviction in the individual’s criminal history
- Additional prior convictions
- History / pattern of violence
- Type of open wants / warrants
- Supervision history
- Security threat group (STG) affiliation

RCA gathers this information through a series of automated checks of an individual’s criminal history (as entered in CES) and disciplinary infraction history (as entered in EADM) as well as manual inputs based on a review of open wants or warrants, records from the current period of ICE detention and/or prior periods of detention or imprisonment, and documentation or self-admission of security threat group affiliation. Based on the information compiled, RCA generates a total risk to public safety score.
Risk Classification Assessment (RCA) Systems Training

Criminal Record

RCA runs five automated checks that use the Crime Entry Screen (CES) criminal data history. A complete criminal history in CES will ensure the most accurate and up-to-date information is used to provide system-generated results. The following criminal record factors are assessed:

- **Severity of charges / convictions associated with the ICE encounter** (encounter due to charge crimes)
- **Number of special public safety factors** (charges / convictions for DUI or domestic violence)
- **Single most serious conviction remaining** (excluding current ICE encounter and special public safety factors) in the individual's criminal history
- **Number of felony / misdemeanor convictions remaining** (excluding the current ICE encounter, special public safety factors, and single most serious conviction)
- **Severity of remaining violent criminal charges** (excluding the current ICE encounter, special public safety factors, and single most serious conviction)

NCIC crimes must be entered in CES for an encounter before a detain / release recommendation can be submitted for supervisory approval. If new criminal history information is discovered before a detain / release decision has been made, the Subject Record CES should be updated in EABM. The Update button in RCA will retrieve the new data. If additional criminal history information needs to be entered after an assessment decision has been made, the update should be made in the Person Record CES in EARM.

The info links shown in RCA will display examples of each of the criminal history factors retrieved from the automated checks.
Other Public Safety Factors: Wants / Warrants

The agent / officer must determine if the individual has any open wants or warrants and if they are associated with violent or non-violent crimes. Using data from NCIC and other federal and state immigration and criminal databases, a search can be performed for outstanding active wants and warrants.

To determine if a want or warrant is violent or non-violent in nature, the 18 U.S.C § 16 definition of a violent crime and the NCIC Severity of Offense Scale should be be referenced.

In RCA, the existence and severity level of open wants / warrants is manually updated in the Other Public Safety Factors section of the Public Safety Factors tab.
Other Public Safety Factors: Supervision History

To assess an individual’s supervision history, the agent / officer should identify any escapes or attempted escapes. These should be documented in RCA if the individual was found guilty by an institutional disciplinary committee, regardless of court prosecution and conviction status. Within the Supervision History field, all applicable selections should be recorded.

For purposes of the RCA scoring, the individual’s supervision history does not include:

- Failure to appear for an immigration hearing or other instances of absconding
- Escapes or attempted escapes associated with the charge or conviction for the current ICE encounter
Other Public Safety Factors: Security Threat Group

The agent / officer must make a determination of whether the individual is a member of, or affiliated with, a security threat group (STG). A STG member is any individual or group of individuals, who through association, ideology, common name, identifying symbol(s), or whose activities and/or conduct (both inside and outside custodial environments) pose a threat to the safety of the community, and the security of ICE staff, ICE facilities, and/or those in ICE custody.

Several considerations should be reviewed to determine STG membership.
Disciplinary Infraction Information

In addition to the disciplinary infraction checks that RCA performs in EADM, manual data input is also required. The information captured in RCA includes:

- Number of additional sustained disciplinary infractions involving violence or behavior representing a threat to the facility (manual entry)
  - Are any of the above disciplinary infractions combative in nature?
- Number of historic sustained disciplinary infractions involving violence or behavior representing a threat to the facility (captured in EADM)
  - Known history of combative behavior in historic infractions in a previous facility stay (captured in EADM)
- Number of current sustained disciplinary infractions involving violence or behavior representing a threat to the facility (captured in EADM)
  - Combative behavior related to disciplinary infractions in current detention stay (captured in EADM)
- History of violent crimes (derived from the individual’s criminal history and any open wants or warrants)

More detailed disciplinary infraction information can be accessed through EADM.

The agent/officer may be aware of infractions that are not in the system because they are associated with the current detention or are recorded outside of EARM. Using records from the current period of ICE detention and/or periods of detention or imprisonment, the agent/officer must enter a value for the number of additional sustained disciplinary infractions involving violence or behavior representing a threat to the facility and whether or not the infractions were combative in nature based on the PBNDS Disciplinary System. This update is made in the Disciplinary Infraction Information section of the Public Safety Factors tab.
Special Vulnerabilities

Does a Special Vulnerability exist? Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

- Serious physical illness (info)
- Serious mental illness (info)
- Disabled (info)
- Elderly (info)
- Pregnant (info)
- Nursing (info)
- Primary caretaking responsibility (info)
- Risk based on sexual orientation / gender identity (info)
- Victim of persecution / torture (info)  
  NOTE: if you persecuted in your home country or have
- Victim of sexual abuse or violent crime (info)  
  Have you been the victim of sexual abuse or violent crime?
  NOTE: if the individual answers positively, provide the
- Victim of human trafficking (info)  
  Since entering the United States, has someone
  NOTE: if the individual answers positively, contact the
- Other (info)
- None

Special Vulnerabilities

Serious physical illness

Assess whether the individual has been diagnosed or claims to have a serious physical illness such as: diabetes, seizures, HIV AIDS, heart problems, cancer, epilepsy, or other serious illness.

Ask:

- Has the individual been hospitalized in the past six months?
- Is the individual taking prescription medication?
- Does the individual require daily medical care?
- Is the individual terminally ill?

Review sources of information including: medical records or prescription medications, information on I-794 or I-795 or other medical intake screening documents.

Provide additional information relevant to your observations and assessment.

Save
Special Vulnerabilities

Does a Special Vulnerability exist? Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

- Serious physical illness
- Serious mental illness
- Disabled
- Elderly
- Pregnant
- Nursing
- Primary caretaking responsibility
- Risk based on sexual orientation / gender identity
- Victim of persecution / torture
- Victim of sexual abuse or violent crime
- Victim of human trafficking
- Other
- None

Provide additional information relevant to your observation:

---

Special Vulnerabilities

**Serious mental illness**

Assess through questioning, observation and documentation whether the individual has or claims to have a serious mental illness.

**Ask:**
- Has the individual been hospitalized or treated for mental illness?
- Is the individual taking medication for mental illness?

**Observe:**
- Does the individual appear to be disoriented?
- Does the individual appear to be aware of his/her surroundings?
- Is the individual unable to focus on instructions?
- Is the individual hearing voices?
- Is the individual expressing irrational or violent thoughts towards themselves or others?

---
# Special Vulnerabilities

Does a Special Vulnerability exist? Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

<table>
<thead>
<tr>
<th>Vulnerability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious physical illness</td>
<td>Assess whether the individual has a serious physical or mental disability.</td>
</tr>
<tr>
<td>Serious mental illness</td>
<td>Ask:</td>
</tr>
<tr>
<td>Disabled</td>
<td>- Does the individual require assistance with the activities of daily living, such as bathing, eating, toileting, and dressing?</td>
</tr>
<tr>
<td>Elderly</td>
<td>Observe:</td>
</tr>
<tr>
<td>Pregnant</td>
<td>- Does the individual use a wheelchair, cane, crutches, walker or have a prosthesis?</td>
</tr>
<tr>
<td>Nursing</td>
<td>- Is the individual blind, deaf, mute, an amputee, or have other disabilities?</td>
</tr>
<tr>
<td>Primary caretaking responsibility</td>
<td></td>
</tr>
<tr>
<td>Risk based on sexual orientation / gender identity</td>
<td></td>
</tr>
<tr>
<td>Victim of persecution / torture</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Provide additional information relevant to your observations and assessment:

Save
Special Vulnerabilities

Does a Special Vulnerability exist? Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

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- Victim of persecution / torture (info)
- Victim of sexual abuse or violent crime (info)
- Victim of human trafficking (info)
- Other (info)
- None

Provide additional information relevant to your observations and assessment:

Save
### Special Vulnerabilities

**Does a Special Vulnerability exist?** Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

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<tr>
<td>Other</td>
<td>(info)</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Risk based on sexual orientation / gender identity**

Ask the individual if he/she fears any harm in detention based on his/her sexual orientation or gender identity.

**Provide additional information relevant to your observations and assessment:**

---

*VU Training0206*
### Special Vulnerabilities

Does a Special Vulnerability exist? Inquire, observe, and review all documentation. If based on your assessment, the vulnerability exists, select the appropriate boxes below.

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<tr>
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</tr>
</tbody>
</table>

#### Victim of persecution / torture

**Victim of persecution / torture**

Were you persecuted in your home country or have you been the victim of human trafficking?

**NOTE:** If the individual answers positively, provide the detainee with the number for UNHCR: 1-888-272-1913.

- [ ] Victim of persecution / torture
- [ ] Victim of sexual abuse or violent crime
- [ ] Victim of human trafficking
- [ ] Other
- [ ] None

Provide additional information relevant to your observations.
Lesson 3

In this lesson you will learn about the importance of considering special vulnerabilities when conducting a risk classification assessment.

At the end of this lesson, you will be able to identify special vulnerabilities. Specifically, you will be able to:

- Identify all special vulnerabilities that apply to the individual in custody and make the appropriate selections in RCA
- Utilize the key questions and observations associated with detecting each special vulnerability
- Understand how the presence of special vulnerabilities influences the use of prosecutorial discretion
Special vulnerabilities and custody determination

A special vulnerability is a condition, illness, or other factor that may affect custody determination (e.g., physical or mental illness, disability, victim status). It is recommended that any individual with low or medium risk to public safety and risk of flight scores who presents a special vulnerability be considered for release on community supervision.

If a special vulnerability exists and the risk scores are high, the recommendation will be **Supervisor to Determine - Detain or Release**. In this case, the nature and severity of the special vulnerability should be assessed during the custody decision process, along with the crimes committed, the risk factors involved, and the capacity of the facility to address the vulnerability. A **Supervisor to Determine** recommendation indicates that a selection of either detain or release is supported based on RCA’s scoring methodology.

If a special vulnerability exists and there is an executed Final Order or the individual is subject to mandatory detention, the recommendation will be **Detain**.

Based upon a review of any special vulnerability, supervisors may exercise discretion to release the individual, assuming the individual is not otherwise subject to mandatory detention. **If an individual with vulnerabilities is subject to mandatory detention, the local Office of Chief Counsel (OCC) should be contacted for guidance.** If an individual has special vulnerabilities and is released to the community, this may also mitigate the risk of flight and therefore can be considered as an additional factor to be used in assigning the level of community supervision. Special vulnerabilities should also be taken into account in assigning levels of detention custody.
High-level RCA Concept of Operations

1. Arrival of Aliens to ERO
   a. Initial Intake Process: ERO Arrest
      i. Through EABM
         1. Officer conducts intake interview
         2. Officer updates Criminal History Information
         3. Officer identifies and enters Statutes and Allegations for Charging Documents
      ii. Through EADM
         1. Officer books individual into a holding cell
   b. Initial Intake Process: External Arrests (CBP, OFO, HSI, 287g)
      i. Through EARM
         1. Officer reviews file I-213 and I-286
         2. Officer updates Criminal History Information in Person Record
         3. Officer interviews alien to determine any missing or additional information
      ii. Through CES – Update Criminal History
      iii. Through EADM
         1. Officer books individual into a holding cell

2. Population of Risk Classification Assessment
   a. Officer uses RCA to enter and document:
      i. Risk to Public Safety
      ii. Risk of Flight
      iii. Special Vulnerabilities
      iv. Subject to Mandatory Detention per Statutes/Allegations

3. Officer Submit: Detain/Release Recommendation
   a. Through RCA
      i. Officer reviews RCA Recommendations.
      ii. The Officer may denote whether they agree or disagree with the RCA recommendation.
      iii. The Officer can provide information to document the reason(s) as to why they agree or disagree
      iv. If Detain: Eligible for Bond is recommended, a recommended bond amount will also be presented

4. Supervisory Approval: Detain/Release Recommendation
   a. Through RCA
      i. The ERO Supervisor may either accept an RCA recommendation or revise it as their discretion
      ii. If the RCA recommendation is revised, the ERO Supervisor will document the basis/reason(s) for their decision to revise.
      iii. If Bond-Eligible, the ERO Supervisor will enter a final bond amount
1. Through eBonds – Post and Process Bonds

5. Generation of Documents
   a. Through RCA, the ERO Officer prints: RCA Detailed Summary
   b. Through EABM, the ERO Officer prints: I-286 and I-213 (if created or updated by ERO)
   c. Through EADM, the ERO Officer prints paperwork as required

6. If Released
   a. Officer Submit: Community Supervision Level Recommendation (No Technology or Technology) through RCA
      i. The ERO Officer reviews the RCA Recommendation for Community Supervision Level.
      ii. The Officer may indicate whether they agree or disagree with the RCA Recommendation.
      iii. The Officer can provide information to document the reason(s) as to why they agree or disagree.
   b. Supervisory Approval: Community Supervision Level Recommendation (No Technology or Technology)
      i. The ERO Supervisor may accept the RCA’s recommendation or revise the decision at their discretion as well as provide information to document the reason(s) for their decision.
         1. Through ATD – Enroll in ATD Program if Technology is decided
   ii. Generation of Paperwork
      1. Through EADM, the ERO Officer prints release paperwork as required.
      2. Through RCA, the ERO Officer prints the RCA Detailed Summary

7. If Detained
   a. Officer Submit: Custody Classification Level Recommendation (L = Low, ML = Medium-Low, MH = Medium-High, H = High)
      i. Officer reviews RCA recommendation for custody classification level
      ii. The Officer will indicate whether they agree or disagree with the RCA recommendation.
      iii. The Officer can provide information to document the reason(s) as to why they agree or disagree.
   b. Supervisory Approval: Custody Classification Level
      i. Through RCA the ERO Supervisor may accept the RCA recommendation or revise the decision at their discretion.
      ii. Through RCA the ERO supervisor may accept the RCA recommendation or revise the decision at their discretion.
      iii. Through EADM the ERO supervisor will review disciplinary infractions.
      iv. Generation of Paperwork
         1. Through EADM the ERO Officer prints detention paperwork as required
         2. Through RCA the ERO Officer prints the RCA Detailed Summary
High-level RCA Concept of Operations

Select each icon on the chart for a detailed view of the process