

# ICE/DRO DETENTION STANDARD

## CLASSIFICATION SYSTEM

**I. PURPOSE AND SCOPE.** This Detention Standard protects detainees, staff, contractors, volunteers, and the community from harm, and contributes to orderly facility operations, by requiring a formal classification process for managing and separating detainees that is based on verifiable and documented data.

In accordance with the requirements and guidelines of this Detention Standard, each facility is required to implement a classification system that places ICE/DRO detainees in appropriate categories and physically separates them accordingly. (See the section on ***Housing Assignments*** below.)

This Detention Standard applies to the following types of facilities housing ICE/DRO detainees:

- Service Processing Centers (SPCs);
- Contract Detention Facilities (CDFs); and
- State or local government facilities used by DRO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

***Procedures in italics are specifically required for SPCs and CDFs.*** IGSAs must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

Some terms used in this document may be defined in the separate **Definitions** Standard.

**II. EXPECTED OUTCOMES.** The expected outcomes of this Detention Standard are:

1. The community, staff, contractors, volunteers, and detainees will be protected from harm through a formal classification process for managing and separating detainees by threat risk that is based on verifiable and documented data.
2. Each detainee will be expeditiously classified upon admission to the facility and before being admitted into general population housing.
3. Non-criminal detainees will be protected from harm by assigning detainees housing with persons of similar backgrounds and criminal history.
4. Each detainee's classification will be reviewed at regular intervals, when required by changes in the detainee's behavior or circumstances, or upon discovery of additional, relevant information.
5. Detainees will be able to appeal their classification levels.
6. The applicable content and procedures in this Standard will be communicated to the detainee in a language or manner which the detainee can understand.

**III. DIRECTIVES AFFECTED.** This Detention Standard replaces **Detainee Classification System** dated 2/11/2002.

#### **IV. REFERENCES**

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-30, 2A-31, 2A-32, 2A-33, 2A-34, 2A-35.

#### **V. EXPECTED PRACTICES**

##### **A. Standards**

Each facility shall develop and implement a system for classifying detainees in accordance with this Detention Standard. CDFs and IGSA facilities may use similar locally established systems, subject to DRO evaluation, as long as the classification criteria are objective and uniformly applied, and all procedures meet ICE/DRO requirements.

Each facility administrator shall require that the facility's classification system ensures that:

- All detainees shall be classified upon arrival and before being admitted into the general population. ICE/DRO staff shall provide CDFs and IGSA facilities the data needed from each detainee's file to complete the classification process.
- All facility staff assigned to classification duties shall be adequately trained in the facility's classification process.

*In SPCs and CDFs, every staff member with detainee in-processing responsibilities shall receive on-site training that includes:*

- *Techniques for identifying and recording data from A-files and related records needed for classification purposes and*
- *Procedures for preparing and filing classification forms.*
- Any detainee who cannot be classified because of missing information at the time of processing (for example, the results of a criminal record check) shall be kept separated from the general population. Once the needed information is obtained, classification shall be expedited, and the detainee may be housed in the general population, if warranted.
- Each detainee's classification shall be reviewed and approved by a classification specialist, first-line supervisor, or classification supervisor.
- Detainees shall be assigned to housing, offered recreational and other activities, and assigned to voluntary work, according to their classification levels.

## B. Forms and Time Requirements

- **Initial assessment.** An Initial Assessment Scale is to be used for all detainees after completion of the In-Processing Health Screening form (DIHS-794 or equivalent).

Detainees shall be processed for housing assignments within twelve (12) hours of arrival at the facility. Ordinarily, the initial assessment process shall be completed within twelve (12) hours of admission to the facility. If the process takes longer, documentation will be maintained as to what delayed the process and the detainee will be housed appropriately.

- **First Reassessment.** A Classification Reassessment shall be completed 60 to 90 days after the date of the initial assessment.
- **Subsequent Reassessments.** *At SPCs and CDFs, subsequent reassessments are to be completed at 90 to 120 day intervals from the first reassessment.* Detainees in IGSA facilities shall be offered subsequent classification reassessments at similar intervals.
- **Special Reassessment.** A special reassessment is to be completed within 24 hours before a detainee leaves disciplinary segregation, and at any other time when additional, relevant information becomes known. Reclassification may occur as a result of an assault, a criminal act, or victimization.

## C. Intake/Processing Officer Duties (Initial Classification)

The classification officer assigned to intake processing will review the detainee's A-file, work-folder and information provided by ICE/DRO to identify and classify each new arrival according to the Detention Classification System (DCS). Pending receipt and processing of information needed for classification, the facility shall administratively segregate the detainee from the general population.

*In SPCs and CDFs, upon completion of the classification process, the officer shall place all original paperwork relating to the detainee's assessment and classification in the A-file (right side), and a copy in the detention file.*

*In SPCs and CDFs, upon completion of the classification process, staff shall assign individual detainee's color-coded uniforms and wristbands as follows:*

<b>Dark Red</b>	<b>Level 3 (Highest Security)</b>
<b>Bright Orange</b>	<b>Level 2 (Medium)</b>
<b>Dark Blue</b>	<b>Level 1 (Lowest)</b>

*This single system of color-coding permits staff to identify a detainee's classification on sight thus eliminating confusion, preventing miscommunication with potentially serious consequences, and facilitating consistent treatment of detainees.*

#### **D. Classification Review**

The designated classification supervisor (if the facility has one) or first-line supervisor shall review the intake processing officer's classification files for accuracy and completeness. Among other things, the supervisor shall ensure that each detainee has been assigned to the appropriate housing unit.

The reviewing supervisor may recommend changes in classification due to:

1. Pertinent incidents of any kind (disciplinary, medical, etc.) while in custody;
2. A classification appeal by a detainee or recognized representative (see below); or
3. Specific, creditable, documented and articulated facts that surface after the detainee's admissions processing.

#### **E. Classification Information**

Staff shall use facts and other objective, credible evidence documented in the detainee's A-file, criminal history checks, or work-folder during the classification process. Relevant considerations include current offense(s), past offense(s), escape(s), institutional disciplinary history, documented violent episodes and incidents, medical information, and a history of victimization while in detention. Personal opinion, including opinions based on profiling, familiarity, or personal experience, may not be considered in detainee classification.

As appropriate, ICE/DRO offices shall provide non-ICE/DRO facilities with the relevant information for the facility to classify ICE/DRO detainees. Staff is not to use personal opinion, including assumptions based on familiarity, personal experience, or stereotypes, when classifying detainees.

Classification staff shall utilize translation services when necessary.

#### **Examples of Acceptable Forms and Information**

- I-221 - Order to Show Cause (OSC/WA) and Notice of Hearing, with bond conditions (charging documents for aliens in deportation proceedings);
- I-862 - Notice to Appear (charging document for aliens in removal proceedings);
- I-110 and I-122 - Notice to Applicant for Admission, Detained for Hearing before Immigration Judge (charging documents for aliens in exclusion proceedings);
- Form I-203 – *Order to Detain or Release*;
- *Form I-213 - Record of Deportable Alien*;
- All conviction documents relating to charges on Form I-221, I-862, I-110/122, or *I-213* above;
- Criminal History (Rap Sheet) - NCIC/CII/TII, etc.; and
- Any other official record or observation that is verifiable and can be used to

complete the classification process as defined in the Detainee Classification System User Manual.

### **Examples of Unacceptable Sources of Information**

- A written or oral account from any interested party unless and until it has been officially confirmed;
- Unconfirmed and unverified information provided by the detainee; and
- The unverified, personal opinion of officers and other personnel.

## **F. Classification Levels and Housing Assignments**

All facilities shall ensure that detainees are housed according to their classification level.

*In SPCs and CDFs, the point total from the DCS form will decide the classification level of each detainee. All housing, work assignments, and available activities will be decided by the level of classification received by a detainee.*

All classification levels are decided by the general makeup of the total population of the facility. Under no circumstances may issues of facility management or other factors external to the Detainee Classification System influence a detainee's classification level.

New arrivals are generally classified by criminal convictions when assessing the criminal record reports. Use of convictions for classification will be limited, as suggested by the following guidelines.

### **1. Level 1 Classification**

- May not be co-mingled with Level 3 Detainees.
- May not include any detainee with a felony conviction that included an act of physical violence.
- May not include any detainee with an aggravated felony conviction.
- May include detainees with minor criminal records and nonviolent felonies.

### **2. Level 2 Classification**

- May not include any detainee whose most recent conviction was for any offense listed under the "HIGHEST" section of the severity of offense guideline (APPENDIX 1).
- May not include any detainee with a pattern or history of violent assaults, whether convicted or not. A pattern is considered established for purposes of this guideline when an arrest record reveals two or more arrests in a five-year period for assault where force was used against another person with the intent to commit bodily injury.
- May not include any detainee convicted for assault on a correctional officer while in custody or where a previous institutional record suggests a pattern of assaults while in custody.

### 3. Level 3 Classification

- May be reclassified to Level 2 only based on institutional behavior, provided items under number 2 above do not apply (detainee must be in custody for a minimum of 60 days before reclassification).
- Level 3 detainees shall not be assigned work duties outside their assigned living units.

#### **Level 3 detainees**

- **Are considered a high-risk category,**
- **Require medium to maximum security housing, and**
- **Are always monitored and escorted.**
- **May not be co-mingled with Level 1 detainees.**

### **G. Housing Assignments**

The facility classification system shall assign detainees to the least restrictive housing unit consistent with facility safety and security. Grouping detainees with comparable histories together, and isolating those at one classification level from all others, reduces non-criminal and nonviolent detainees' exposure to physical and psychological danger. The system identifies and isolates the detainees whose histories indicate the characteristics of the "hardened criminal" who are most likely to intimidate, threaten, or prey on the vulnerable.

In facilities that have single cell living arrangements, detainees that pose an immediate and serious threat of violence to staff or other detainees shall be housed there.

**Housing Detainees of Different Classification Levels.**— When a facility is at capacity and it becomes necessary to house detainees of different classification levels in the same housing unit, the following guidelines shall apply:

- Level 3 detainees may not be housed with Level 1 detainees.
- Level 1s and low Level 2s may be housed together, and high Level 2s and Level 3s may be housed together. Low Level 2s are detainees who score 4 or fewer points in items A through G, of Section I without detainers or warrants. High Level 2s are detainees who score 5 to 10 points on items A through G of Section I on the classification assessment forms.
- Under no circumstance may a Level 2 detainee with a history of assaultive or combative behavior be placed in a Level 1 housing unit.

### **H. Reclassification**

All facility classification systems shall ensure that a detainee may be reassessed and/or reclassified.

*In SPCs and CDFs:*

- *The **first reassessment** shall be completed 60 to 90 days after the date of the*

*initial assessment.*

- **Subsequent reassessments** shall be completed at 90- to 120-day intervals after initial assessment.
- A special reassessment is to be completed within 24 hours before a detainee leaves disciplinary segregation and at any other time when additional, relevant information becomes known. Reclassification may occur as a result of an assault, a criminal act, or victimization.
- Reclassification shall be conducted in accordance with Section **V,D**.

*The classification officer shall respond to detainee requests for reclassification within 72 hours; however, any reclassification requires prior approval of the office of the chief security officer or ICE/DRO or contract equivalent.*

*Any detainee may be reclassified to Level 3 based on documented behavior to include threats to the facility, other detainees, or personnel. Any reclassification to Level 3 that is not validated by the DCS Initial Assessment Form must be approved by the Classification Officer within 72 hours.*

*All detainees placed in disciplinary or administrative segregation for violations of facility rules shall be reclassified and re-assigned housing prior to being returned to the general population.*

*Level 2 detainees may be reclassified to Level 1 based on institutional behavior, provided:*

- *The detainee has been in custody for a minimum of 60 days, and*
- *All three of the above guidelines for **Mixing Detainees of Different Classification Levels** are met.*

#### **I. Classification Appeal**

All facility classification systems shall include procedures for detainees to appeal their classification levels through the grievance system.

All new arrivals classified as Level 2 or Level 3 may appeal the classification decision via the **Grievance System Detention Standard**.

#### **J. Notice to Detainees**

The Detainee Handbook Standard section on classification shall include:

- An explanation of the classification levels, with the conditions and restrictions applicable to each.

- The procedures by which a detainee may appeal his or her classification.

**Standard Approved:**

**James T. Hayes, Jr. /s/**

**12/5/2008**

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**James T. Hayes, Jr**  
**Director**  
**Office of Detention and Removal Operations**

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**Date**



# DETAINEE CLASSIFICATION SYSTEM

## User Manual

*This manual is intended for use in all ICE/DRO Service Processing Centers (SPCs) and ICE/DRO Contract Detention Facilities (CDFs).*

The classification system presented in this document represents a 30-month research project performed by the National Institute of Corrections (NIC) and various jails throughout the United States. This project entailed a comprehensive review of jail-classification literature and a national survey of jail classification practices, both of which played a role in the design of the classification system presented herein.

It is representative of "the new generation of classification systems" that base classification decision-making on objective measures of behavior -- hence the term "**objective classification system.**" Objective classification relies on a narrow set of well-defined characteristics from criminal history to guide decision-making (severity of most recent charge or conviction, prior convictions, prior incarcerations, etc.) that are incorporated in a standardized form or checklist used by staff to assess each detainee's custody needs. Emphasizing fairness, transparency and uniformity in decision-making, objective classification is characterized by the following elements:

- Use of classification instruments that have been validated for detainee populations.
- Use of the same classification approach for all detainees.
- Promotion of similar decision-making among classification staff on comparable issues.
- Assignment of detainees to custody levels consistent with their background.

During the past decade or more, correctional and detention facilities throughout the nation have found appropriate objective classification to be a cornerstone of effective management. Among the most salient factors that affect jails and other detention facilities (as compared to longer-term correctional institutions) are the diversity of persons confined, the high volume of admissions and the rapid turnover -- characteristics typical of the ICE/DRO-detained population. The objective classification system developed for NIC was designed to address those special concerns and to fit a variety of settings so it could be tailored to work in jails of all sizes.

The objective classification system for ICE/DRO has three components:

- Detainee Classification System - Initial Assessment Form
- Detainee Classification System - Reassessment Form
- In-Processing Health Screening form (DIHS-794)

The ICE/DRO objective classification system uses three instead of five components as suggested by NIC. In the ICE/DRO version, the "Initial Inmate Needs Assessment Form" and "Inmate Needs Reassessment Forms" are not used. This is due to the fact ICE/DRO does not provide special services such as education, vocation, or substance abuse programs, although aliens in ICE/DRO custody in need of special treatment may be referred to an appropriate facility for treatment and care of special needs.

The primary purposes of detention are to guarantee aliens' presence in immigration court hearings and to ensure their removal from the U.S. when removal is ordered. ICE/DRO does not provide nonmedical rehabilitative, educational, or vocational programs except for minors under limited conditions.

This assessment system is designed to function as a detainee management tool for facility administrators, managers, and staff. The objective jail classification system described in the following pages is intended to enhance facility operations and make conditions safer for all who work or live there.

## APPENDIX 1

### DETAINEE CLASSIFICATION SYSTEM Initial Assessment Form Instructions

The Initial Assessment Scale is used during initial classification to establish each detainee's recommended custody rating. This custody rating is based upon the classification officer's assessment of seven items, each of which is to be assigned a numerical score. These items have been found to be associated with future conduct, and thus help identify the types of risk likely to be presented by the detainee. The custody rating recommendation derived from these items is used, in combination with other specified information, when making decisions relating to the detainee's housing assignment and supervision requirements. The custody rating recommendation may be altered due to management considerations that warrant special attention or interview by staff.

#### **REQUIRED USE:**

The Initial Assessment Scale is to be used on all detainees remaining in confinement after completion of the In-Processing Health Screening form (DIHS-794) and before a detainee is removed from the facility's processing area and given a housing assignment. Detainees must be processed for housing assignments in a timely manner.

#### **Biographical Data Section:**

- Detainee Name:** Enter detainee's full name, last name followed by first name and middle initial or addition surname.
- Detainee ID#:** Enter detainee's A-number. This should be the same number entered on the ICE/DRO charging document, I-385, or A-file.
- Date of Birth (DOB):** Enter detainee's date of birth.
- Country of Citizenship:** Enter detainee's country of citizenship or nationality.
- Classified By:** Enter name of classification officer, last name followed by first name and middle initial.
- Identification Number:** Enter ID number of classification officer. (Also known as Star #, a badge number may be substituted).
- Date:** Date of assessment and classification, using numbers to represent day, month, and year.
- District/SPC:** Enter 3-letter code of district and 3-letter code of facility where detainee is in custody.
- Language:** Circle either "Y" or "N" to indicate whether the detainee is an English speaker.
- Other:** Identify any other language spoken by the detainee that is known at time of assessment.

## **SECTION I INITIAL SECURITY ASSESSMENT:**

Items A through C are intended to identify the detainee who presents a serious risk to the safety, security, and orderly operation of the facility. **Detainees who score seven or above on the first three items shall be assigned to level 3** without consideration of the scores for the remaining items. When a facility is at full capacity and it becomes necessary to house detainees of different classification levels in the same housing unit, Level 1s and low Level 2s may be housed together, and high Level 2s and Level 3s may be housed together. Low Level 2s are detainees who score 4 or fewer points in items A through G of Section I without {Please confirm that "w/" = "without"} detainers or warrants. High Level 2s are detainees who score 5 to 10 points on items A through G of Section I on the classification assessment forms.

### **A. Severity of Most Recent Charge/Conviction**

Determine the most recent charge or conviction for each detainee, using the Severity of Offense Scale. If detainee was last booked and returned to custody for a parole or probation violation, the severity of the current charge/conviction will be based on offense(s) for which parole or probation was granted. Enter the number of points associated with severity category into which detainee's most serious offense falls.

### **B. Serious Offense History**

Exclude current or most recent conviction. Determine most serious prior conviction and rank it on Severity of Offense Scale. Enter number of points associated with severity category into which detainees most serious conviction falls. If detainee has no record of prior convictions, enter 0.

### **C. Escape History**

Consider any escapes or attempted escapes. Do not consider any escapes or attempts scored in item A. Enter number of points corresponding to detainee's most serious escape attempt. Escapes from correctional settings or programs are to be recognized if the detainee was found guilty of the escape or attempt by an institutional disciplinary committee, regardless of court prosecution and conviction status.

### **MAXIMUM CUSTODY SCORE:**

Add points for items A-C, and enter total in box designated "MAXIMUM CUSTODY SCORE". **If this score is 7 or higher, assign the detainee to Level 3 custody.** Complete items D-G. Scores for items D-G do not need to be totaled unless maximum custody score is 6 or lower.

Items D-G are designed to establish a custody score for the detainee who is not immediately identified as a Level 3 maximum custody risk on the first three items.

### **D. Immigration Violations History**

Consider detainee's entire immigration history including current admission. If detainee has no record of entry without inspection or is charged only with entry without inspection, enter 0.

**E. Prior Felony Convictions**

Excluding current offense, consider detainee's entire history of convictions. Enter number of points associated with number of felony convictions.

**F. Disciplinary Convictions/Institutional History**

Enter the number of disciplinary convictions received during previous institution history.

**G. History/Pattern of Assaults**

Using available information from conviction history documents (NCIC, state records, etc.), assess and assign most recent score applicable. Assaultive history will include most recent charge whether convicted or not.

**COMPREHENSIVE CUSTODY SCORE:**

Enter total score of items A-G in box if **MAXIMUM CUSTODY SCORE is 6 or lower.**

**SECTION II: SCALE SUMMARY AND RECOMMENDATIONS**

**A. Custody Level**

Enter custody level.

**B. Special Management Concerns**

This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing and/or supervision. The following special management considerations are to be checked on the form if they exist (check all that apply):

**1. Protective Custody**

Detainee requires protective custody to ensure his/ her safety and well-being; detainee may, for example, be a witness, known informant, have known enemies in the facility, have been subject to documented harassment or previous victimization, or be charged with or convicted of a heinous/notorious crime(s).

**2. Psychological Impairment**

Detainee has been examined by mental health staff and found to be incapable of functioning in any housing area other than a highly structured treatment environment because he or she constitutes a danger to self and/or others.

**3. Mental Deficiency**

Detainee has been examined by mental health staff and found to have difficulty interacting with others due to limited comprehension and communication skills.

**4. Escape Threat**

Detainee has made significant threats to escape or has a documented history

of escape(s) and/or attempted escape(s).

**5. Serious Violence Threat**

Detainee has a documented history of violent conduct, such as murder, rape, assault, intimidation involving a weapon, and arson.

**6. Known Gang Affiliation**

Detainee is known to be a member of a racial, political, terroristic, or religious group that uses violence to achieve its goals within a correctional setting and/or in the community and this affiliation is considered to be a management issue in the facility.

**7. Substance Abuse Problem**

Detainee was found to show characteristic signs of withdrawal or was under the influence of alcohol and/or drugs at the time of admission, has a reported history of substance abuse, or a criminal history of substance abuse, or has a criminal history indicating a substance abuse problem.

**8. Known Management Problem**

Detainee has a documented history of management problems while confined and/or disruptive behavior while in the community. Detainee is known to have incited provoked, and/or agitated peers; disrupted facility operations; and/or to have demonstrated a substantial lack of cooperation with authority figures.

**9. Suspected Drug Trafficker**

Detainee has either been charged with multiple occasions of or been convicted of one occasion of an offense(s) related to sale and/or manufacture of illegal drugs; has been found guilty of introducing illicit drugs into a correctional setting; or has substantial financial resources that may be used to bribe staff, other detainees, or visitors in order to facilitate drug trafficking.

**10. Suicide Risk**

Detainee has been examined by mental health staff and is considered to be at risk for attempting to take his or her own life.

**11. Medical Problem**

Detainee has a medical problem that may require special housing or supervision.

**12. Physical Impairment**

Detainee has physical impairment that may require special housing or supervision.

**13. Terrorist Threats/Terrorist**

Any detainee documented as being a part of a terrorist group, suspected of making terrorist threats, or convicted of defined terroristic activity or crimes will be housed in a Maximum security area and classified Level 3 regardless

of custody scale evaluation scores. Detainees identified in this category will remain in a lock-down status in an approved and recognized Administrative Segregation Unit.

**14. Other**

Describe other management considerations that may involve special housing and/or supervision requirements

**C. Override Recommendation:**

If the classification officer believes there are factors that warrant a custody classification which is different from that which is indicated by the scale (II.A. above) enter "1" for yes and provide rationale. Otherwise, enter "2" (No). Overrides may be recommended to higher or lower custody levels, depending on the circumstances.

**D. Recommended Custody Level**

After reviewing the scale score and all other information which may justify an override, enter code indicating recommended custody level. This will be the same code as II.A. above, if no override is recommended.

\* This section must be signed and dated by the classification officer.

**SECTION III. SUPERVISOR APPROVAL OF OVERRIDE:**

Supervisor approval is required if the classification officer recommends a scale override.

**A. Recommended Custody Level**

If the classification officer recommends an override of the custody level indicated by the Initial Custody Assessment Scale, enter code for approval or disapproval of the recommended custody level. If the custody level is disapproved, supervisor must complete III.B. below.

**B. Final Custody Level**

Enter the custody level approved by the supervisor. Written rationale must be provided if this level is different from that recommended in II.D. above.

\* Section III must be signed and dated by the supervisor if an override has been recommended.

**SECTION IV. HOUSING ASSIGNMENT**

**Recommended Housing Assignment:**

Enter the final classification level and housing assignment level.

- Supervisor must sign approval of Section III. above and final housing assignment

**ICE Office of Detention and Removal**  
**DETAINEE CLASSIFICATION SYSTEM**  
**Classification Reassessment Form Instructions**

The Classification Reassessment Scale is used to update and review a detainee's initial custody assessment. The reassessment scale is completed each 90 to 120 days and when new information affecting the detainee's management is received. Custody reassessment does not necessarily result in a change of custody rating or housing assignment. Its primary function is to monitor the detainee's adjustment and bring attention to problems that may arise.

Custody reassessment is similar to initial custody assessment, but places greater emphasis on institutional conduct to reflect the detainee's actual behavior while confined. It is important that detainee's with long lengths of stay have the opportunity for reduced custody levels based on compliance with institutional requirements.

**REQUIRED USE:**

The first reassessment is to be completed 45 to 60 days after the date of the Initial assessment. Subsequent reassessments are to be completed at 90 to 120 day intervals thereafter. A special reassessment is to be completed within 24 hours before a detainee leaves disciplinary segregation.

**Biographical Data Section:**

**Detainee Name:** Enter detainee's full name, last name followed by first name and middle initial or addition surname.

**Detainee ID Number:** Enter detainee's "A" number. This should be the same number entered on the ICE/DRO charging document, I-385, or "A" file.

**Date of Birth (D.O.B.):** Enter detainee's date of birth.

**Country of Citizenship:** Enter detainee's country of citizenship or nationality.

**Classified By:** Enter name of classification officer, last name followed by first name and middle initial.

**Ident. Number (ID #)** Enter ID number of classification officer (also known as Star #) ; a badge number may be substituted.

**Date:** Date of reassessment and classification, using numbers to represent day, month, and year.

**District/SPC:** Enter 3-digit code of district and 3-digit code of SPC where detainee is in custody.

**REASSESSMENT REASON:** Circle reason that best describes why reassessment is being done. "Routine" means it is being conducted per time frames specified by policy. "Disciplinary" is to be circled if reassessment results from an infraction. Use "other" code to indicate any special circumstances that



require a reassessment.

## **SECTION I: INITIAL SECURITY ASSESSMENT:**

Items A through C are intended to identify the detainee who presents a serious risk to the safety, security, and orderly operation of the facility. **Detainees who score seven or above on the first three items are recommended for maximum custody** without consideration of the scores for the remaining items.

### **A. Severity of Most Recent Charge/Conviction**

Determine the most serious charge or conviction for detainee, using the Severity of Offense Scale. If detainee was last booked and returned to custody for a parole or probation violation, the severity of the current charge/conviction will be based on offense(s) for which parole or probation was granted. Enter number of points associated with severity category into which detainee's most serious offense falls.

### **B. Serious Offense History**

Exclude current or most recent conviction. Determine most serious prior conviction and rank it on Severity of Offense Scale. Enter number of points associated with severity category into which detainees most serious conviction falls. If detainee has no record of prior convictions, enter 0.

### **C. Escape History**

Consider any escapes or attempted escapes including during current detention. **Do not consider any escapes or attempts scored in item A.** Enter number of points corresponding to detainee's most serious escape attempt. Escapes from correctional settings or programs are to be recognized if the detainee was found guilty of the escape or attempt by an institutional disciplinary committee, regardless of court prosecution and conviction status.

## **MAXIMUM CUSTODY SCORE:**

Add points for items A-C, and enter total in box designated "MAXIMUM CUSTODY SCORE". **If this score is 7 or higher, assign the detainee to Level 3 custody.** Complete items D-G. Scores for items D-G do not need to be totaled unless maximum custody score is 6 or lower.

Items D-G are designed to establish a custody score for the detainee who is not immediately identified as a Level 3 maximum custody risk on the first three items.

### **D. Number of Disciplinary Sanctions**

Enter number of points associated with number of disciplinary sanctions since last reassessment date.

### **E. Most Serious Disciplinary Sanction**

Determine most serious disciplinary conviction, using Disciplinary Severity Scale. Enter number of points associated with severity category for detainee's most serious sanction during this period of confinement.

### **F. Prior Felony Convictions**

Excluding current offense consider detainee's entire history of convictions. Enter number of points associated with number of felony convictions.

**COMPREHENSIVE CUSTODY SCORE:** Enter total score of items A-F in box if MAXIMUM CUSTODY SCORE is 6 or lower.

## **SECTION II: SCALE SUMMARY AND RECOMMENDATIONS**

### **A. CUSTODY LEVEL INDICATED BY SCALE**

Using custody classification chart, enter code that indicated custody level designated by the scale.

### **B. SPECIAL MANAGEMENT CONCERNS**

This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing/or supervision. The following special management considerations are to be checked on the form if they exist (check all that apply):

#### **1. Protective Custody**

Detainee requires protective custody to ensure his or her safety and well-being: detainee may, for example, be a witness, known informant, or homosexual or have known enemies in the facility, a thin/frail appearance (victim potential), an unresolvable language barrier, or charge(s) for heinous/notorious crime(s).

#### **2. Psychological Impairment**

Detainee has been examined by mental health staff and found to be incapable of functioning in any housing area other than a highly structured treatment environment because he or she constitutes a danger to self and/or others.

#### **3. Mental Deficiency**

Detainee has been examined by mental health staff and found to have difficulty interacting with others due to limited comprehension and communication skills, apart from English language ability.

#### **4. Escape Threat**

Detainee has made significant threats to escape or has a documented history of escape(s) and/or attempted escape(s).

#### **5. Serious Violence Threat**

Detainee has a documented history of violent conduct, such as murder, rape, assault, intimidation involving a weapon, and arson. This conduct must have occurred while confined or while in the community.

#### **6. Known Gang Affiliation**

Detainee is known to be a member of a racial, political, terroristic, or religious group that uses violence to achieve its goals within a correctional setting and/or in the community and this affiliation is considered to be a management issue in the facility.

## **7. Substance Abuse Problem**

Detainee was found to be showing signs of withdrawal or was under the influence of alcohol and/or drugs at the time of admission, has a reported history of substance abuse, or a criminal history of substance abuse, or has a criminal history indicating a substance abuse problem.

## **8. Known Management Problem**

Detainee has a documented history of management problems while confined and/or disruptive behavior while in the community. Detainee is known to have incited, provoked, and/or agitated peers; disrupted facility operations; and/or to have demonstrated a substantial lack of cooperation with authority figures.

## **9. Suspected Drug Trafficker**

Detainee has repeatedly been charged and/or convicted of offenses related to sale and/or manufacture of illegal drugs; has been found guilty of introducing illicit drugs into a correctional setting; or has substantial financial resources that may be used to bribe staff, other detainees, or visitors in order to facilitate drug trafficking.

## **10. Suicide Risk**

Detainee has been examined by mental health staff and is considered to be at risk for attempting to take his or her own life.

## **11. Medical Problem**

Detainee has a medical problem that may require special housing or supervision.

## **12. Physical Impairment**

Detainee has physical impairment that may require special housing or supervision.

## **13. Terrorist Threats/Terrorist**

Any detainee documented or reasonably suspected of making terrorist threats, or convicted of defined terrorist activity or crimes will be housed in a maximum security area and classified Level 3 regardless of custody scale evaluation scores. Detainees identified in this category will remain in a lock-down status in an approved and recognized Administrative Segregation Unit.

## **14. Other**

Describe other management considerations that may involve special housing and/or supervision requirements

## **C. OVERRIDE RECOMMENDATION**

If the classification officer believes there are factors that warrant a custody classification which is different from that which is indicated, by the scale (II.A. above), enter "1" for yes and provide rationale. Otherwise, enter "2" (No). Overrides may be recommended to higher or lower custody levels, depending on the circumstances.

## **D. RECOMMENDED CUSTODY LEVEL**

After reviewing the scale score and all other information which may justify an

override, enter code indicating recommended custody level. This will be the same code as II.A. above, if no override is recommended.

This section must be signed and dated by the classification officer.

### **SECTION III. SUPERVISOR APPROVAL OF OVERRIDE:**

Supervisor approval is required if the classification officer recommends a scale override.

#### **A. RECOMMENDED CUSTODY LEVEL**

If the classification officer recommends an override of the custody level indicated by the Custody Reassessment Scale, enter code for approval or disapproval of the recommended custody level. If the custody level is disapproved, supervisor must complete III.B. below.

#### **B. FINAL CUSTODY LEVEL**

Enter the custody level approved by the supervisor. Written rationale must be provided if this level is different from that recommended in II.D. above. **This section must be signed and dated by the supervisor if an override has been recommended.**

### **SECTION IV. HOUSING ASSIGNMENT**

**RECOMMENDED HOUSING ASSIGNMENT:** Enter the final classification level and housing assignment level.

\* Supervisor must sign approval of Section III. above and final housing assignment.

# U. S. IMMIGRATION & CUSTOMS ENFORCEMENT

## Detainee Classification System

### SEVERITY OF OFFENSE SCALE

#### **HIGHEST:**

Aiding Escape  
Aggravated Battery with Deadly Weapon  
Armed Robbery (Multiple with injury)  
Burglary with Assault  
Escape (Secure Facility)  
Inciting Riot  
Kidnapping  
Murder (1st, 2nd degree)  
Sexual Battery (with violence upon a minor)

#### **HIGH:**

Aggravated Assault  
Aggravated Battery  
Aggravated Child Abuse  
Arson  
Battery Law Enforcement Officer  
Burglary (Armed)  
Extortion  
False Imprisonment  
False Report of Bombings  
Controlled Substances (Importation, Trafficking)  
Introduction of Contraband into Detention Facility  
Manufacture of Explosives  
Robbery (armed, strong armed)  
Sexual Battery (other than capital or life felony)

**MODERATE:**

Armed Trespass  
Burglary  
Carrying Concealed Firearm  
Forgery  
Grand Theft  
Manslaughter  
Sale, Delivery, Possession of Controlled Substance  
Tampering with Witness  
Worthless Checks (felony)  
Welfare Fraud (felony)  
Escape (Non-secure Facility)

**LOW:**

Driving under the Influence  
Leaving the scene of Accident  
Battery (Simple Assault)  
Carrying Concealed Weapon (other than firearm)  
Disorderly Conduct  
Gambling  
Offering to Commit Prostitution  
Possession Marijuana (misdemeanor)  
Possession Drug Paraphernalia  
Petit Theft  
Trespass  
Worthless Check (misdemeanor)

# U. S. IMMIGRATION & CUSTOMS ENFORCEMENT

## Detainee Classification System DISCIPLINARY SEVERITY SCALE

### HIGHEST:

Assaulting any Person

Fighting with Another Person

Threatening another with Bodily Harm

Extortion, Blackmail, Protection, demanding or receiving money or anything of value in return for protection

Engaging in sexual acts with others

Making sexual propositions or threats to another

Escape

Attempting or Planning Escape

Setting a Fire

Adulteration of any food or drink

Possession or Introduction of any explosive or ammunition

Possession of Contraband

Rioting

Encouraging others to riot

Engaging in, or encouraging, a group demonstration

Giving or Offering any official or staff member a bribe or anything of value

### HIGH:

Destroying, Altering, or Damaging government property or the property of another

Stealing

Misuse of authorized medication

Loaning of Property or anything of value for profit or increased return.

Possession of anything not authorized or authorized for retention

Encouraging others to refuse to work

Refusing to obey a staff order

Insolence toward a staff member

Lying or providing false statement to a staff member

Conduct that interrupts or disrupts the normal operation of the facility.

Counterfeiting, Forging, or Unauthorized Reproduction of any document, article, identification, money, security, or official paper.

Participating in unauthorized meeting or gathering

Failure to stand count

Interfering with taking of count

Making intoxicants or being intoxicated

Tattooing or Self-Mutilation

**MODERATE:**

Indecent Exposure

Mutilating or altering issued clothing

Refusing to work

Unexcused absence from work or any assignment

Failure to perform work as instructed by supervisor

Being in an unauthorized area

Using abusive or obscene language

Unauthorized use of mail or telephone

Unauthorized contacts with the public

Correspondence or conduct with a visitor in violation of posted regulations

**LOW:**

Wearing a disguise or mask

Failure to follow safety or sanitation guidelines

Using any equipment/machinery contrary to instructions or posted safety standards

Smoking where prohibited

Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia

Being unsanitary or untidy, failure to keep one's person and quarters in accordance with posted standards