Gathering Information for EM Review Tool

It is advised to gather all the information you will need to input into the tool and enter this on to a notepad/word document for reference.

Check OOC/Last Dial in Date

 - Copy the FNO's name from your Allocation Sheet – Search the EM Hub Inductions Inbox and locate the latest email for the **'Immigration Active Orders Spreadsheet'**. It should always show 3 attachments.

\<REDACTED\>

Using CTRL F search for the FNO's name (Please note you will need to delete the middle name to locate them. If you are unable to locate using the name, try using the HO Ref or PID).

Branch	Name	Order ID	Sub ID	Home Office Reference	Order Type Desc	Equip. Type	Last Call In (GPS)	Last Biometric Verification (NFD)	Order Type Detail	Ord Start

Underneath the 'Last Call in (GPS)' this will show the latest date and time the device dialled in.

This will confirm the device type they have and whether they are subject to a curfew. The options it may show are:
- No Curfew & Location Tracking
- Curfew & Location Tracking
- NFD Biometric & Location Tracking

- **No Curfew & Location Tracking** – This means they are on a GPS Fitted Device with no curfew.
- **Curfew & Location Tracking** – This means they are on a GPS Fitted Device with a curfew (curfew details can be located on Bail 201)
- **NFD Biometric & Location Tracking** – This means they have successfully been transitioned to a Non-Fitted Device.

Check for Breaches

To check for any Battery Breaches/Strap Tamper search for the Name the Breaches Inbox, add the name to the search box at the top, change the drop down to the left to 'Current Mailbox':

\<REDACTED\>

When opening the latest reports, ensure the details on the report match the FNO's details you are searching for. The Report will have an overview of all breaches since induction to EM until the latest, breach, page 1 it would look as follows:

\<REDACTED\>

If you scroll down to page 4/5 it will list each individual breach and when they occurred.

You will need to consider how many breaches since induction onto EM & how many breaches have been amassed within the last 3 months from the date that you are completing the review.

This is how it would look on the Breach Report:

\<REDACTED\>

After checking the EM Hub Breaches Inbox, it is always best practice to check the Breach Management Spreadsheet. This will detail any OOC Periods either currently or previously, any Strap Tampers etc and any action Breaches may have taken. The Breach Management spreadsheet can be found on SharePoint.

ATLAS

Check for Safeguarding Issues/Vulnerabilities

Once you have searched using the PID and located the relevant profile, on the main page it will show the below box underneath the FNO's picture and name:

<REDACTED>

We use this to check for any safeguarding issues/vulnerabilities or any other alerts. Once you click into 'View Alerts' it will detail any relevant alerts and whether they are open or closed:

<REDACTED>

View Notes/Communications

We are required to check the latest notes for any information that may be relevant. To do this on the main page, select View and Record Communications from the drop down menu:

<REDACTED>

The notes will display in date order with the most recent being at the top, you will need to click 'View Details' on each note to display what has been recorded.

<REDACTED>

Reporting Information

To review the reporting details, you will need to scroll down and locate the 'Compliance and Enforcement Tab' on the main page:

<REDACTED>

There can sometimes be more than one Compliance and Enforcement Tab, just ensure you are in the most up to date one. After selecting 'View Case Details' within the correct tab you will be displayed with the following page:

<REDACTED>

To view all reporting information such as Location, Frequency, Compliance etc you will need to locate the most recent Reporting Tab. Again, there can sometimes be more than one so you will need to look at the date shown above for the most recently updated record. Once expanded click on 'View Service Delivery Details'.

<REDACTED>

Sometimes the reporting events are not in order, and you must scroll down to locate all events from the last 3 months. If an FNO contacts the ROM to advise they are unable to report, this will be marked as a 'Suspended' event if agreed by the ROM. If a reporting event occurs on a Bank Holiday or Non-Working Day, then these may show as 'Suspended' or 'Cancelled'.

If there is no Reporting Tab, sometimes the reporting events are captured in the 'Referral' Tab which is located at the very bottom of the page as below:

<REDACTED>

If no reporting information is recorded then we treat them as non-compliant and you would then make contact with the relevant case owner/team to advise.

Manage Documents

The next step is to review the documents uploaded to gather further information. Open the C&E Card and select 'Manage Documents' option from the drop down menu.

<REDACTED>

Select 'View Documents':

<REDACTED>

There are several documents you will need to check for specific information such as Bail Type, Licence Expiry, MAPPA, Medical Issues/Vulnerabilities, Potential Barriers and Offence Details.

Bail Type

This can be found on the Grant of Bail Document/Release Document:

<REDACTED>

- This would be classed as IJ Bail – Transferred to SoS

If there is no direction to transfer, then bail is retained by the Immigration Judge and therefore would be IJ Bail.

If you cannot locate a Grant of Bail document but you can see a Bail 407 or Release Referral, this would be SoS Bail. You can always check the EM Hub inboxes also for the G7 release authorisation.

Licence Expiry/MAPPA

This information can be found within the Bail 505:

<REDACTED>
<REDACTED>

If subject to MAPPA or any Licence Conditions, they would be detailed in this section on the Bail 505. Sometimes the Prison Licence may also have been uploaded separately so you can always look out for this. If there is no Bail 505 due to it being an SoS Case, then you can review the notes/407 etc to try and obtain this information.

Medical Issues/Vulnerabilities, Potential Barriers and Offence Details

Consider the Detention Review to locate this information.

<REDACTED>

The Detention Review may also detail any **Barriers to Removal** which were present at the time of the detention, this can be mentioned several times throughout the DR Document therefore it is bets practice to use CTRL + F and search 'Barrier'. This can also be used to find other relevant information listed above.

Barriers to Removal

Whilst the Detention Review may detail possible Barriers, as this document is generated whilst in Detention, some of the barriers may no longer be present, therefore the best way to check for barriers is on the first main screen after selecting the FNO's name or the Potential Barriers Tab. Underneath the FNO's picture on the left-hand side there is a grey banner, at the bottom of this you will see the following list:

<REDACTED>

Within this section it should display any Appeals, Claims, Applications etc.

Sometimes the Main Screen may show some Barriers to Removal such as: Asylum Claim, NRM Claim, Appeal, Leave to Remain Applications, Deportation Status.

You will need to click in to each one for the most up to date accurate information.

Contact Details

<REDACTED>

To obtain the FNO's Address, Contact Number and Email address you click into the 'Contact Details'.