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Office of Detention and Removal Operations

U.S. Department of Homeland Security  
425 I Street, NW  
Washington, DC 20536



## U.S. Immigration and Customs Enforcement

MAR 12 2008

MEMORANDUM FOR: Field Office Directors  
Deputy Field Directors

FROM: John P. Torres  
Director

SUBJECT: Establishment of the Weekly Inventory List of Detained Cases  
(WILDC) Report

### Purpose

The memorandum establishes a weekly report drawn from a sampling of detained cases in all phases of pre-order and post-order custody. The sampling of cases will be referred to each Field Office for case management updates, corrections or clarifications.

Effective March 18, 2008, Headquarters, Detention and Removal Operations (HQDRO), Removal Management Division (RMD), Case Management Unit (CMU) will begin tasking each Field Office with a sampling of detained cases utilizing the WILDC Report.

### Background

The WILDC report is being established as a process to achieve consistency, accuracy, improve on the tracking of detained cases, and decrease average length of stay. When responding to the tasking, each Field Office is reminded to adhere to the Memorandum dated January 12, 2006, titled, "Reiteration of Data Entry Policy for the Deportable Alien Control System (DACS)". (Copy Attached)

The Case Management Unit will disseminate the report electronically every Tuesday by 1100 Eastern Standard Time (EST) hours to each Field Office. Responses from each Field Office will be due the following Friday by 1700 (EST) hours. The responses will be submitted electronically, using the same format to the following e-mail address: [CMU.DRO-@dhs.gov](mailto:CMU.DRO-@dhs.gov). The requested information will be reviewed by CMU to ensure appropriate case management is occurring and if necessary, will be presented for review to the Director of DRO. If information is missing, needs correction or further clarification, the case will be returned to the Field Office. In addition to providing the Director of DRO with the results of the report, CMU will also provide feedback to each Field Office Director.

Any questions about the WILDC Report may be directed to CMU via the following e-mail address: [CMU.DRO-@dhs.gov](mailto:CMU.DRO-@dhs.gov) or contact Marlen Pifeiro, Chief, CMU at (202) [REDACTED]

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## Instructions for WILDC Report

1) The report has three spreadsheets designated by the following tabs:

- 90 Days or Less
- 91 to 180 Days
- Over 181 Days

**NOTE:** Each Field Office needs to review each spreadsheet and update any cases under their respective Docket Control Office (DCO). At times, there may not be a case on one spreadsheet for a DCO, however, the other spreadsheets may contain cases (i.e.: No cases are listed under the 90 Days or Less sheet for your DCO, however, the other spreadsheets must also be reviewed, because they may contain cases that are 91 to 180 Days, or Over 181 Days in custody).

- 2) As you pull up each spreadsheet under the labeled tabs, you will notice that each section of the report has two parts. The first part has titles in **GREEN** and holds pre-populated data about each case. The second section has titles in **YELLOW** and contains information that the Case Management Unit (CMU) is requesting regarding the case. This illustrates that all required steps have been taken and the case is being properly managed.
- a) If any data is missing in the section with (**GREEN**) titles, please enter the data on the spreadsheet, highlight the data in **GREEN**, verify that the case is under the correct case category and update in the Deportable Alien Control System/Enforcement Apprehension Detention Module (DACS/EADM).
  - b) The **YELLOW** section of the report is data that CMU is requesting to evaluate that each case is being properly managed. Please enter the requested data in each cell and enter comments regarding the status of the case. Such data should also be documented in DACS on the "Case Comments Screen", which can be accessed by entering the command "CCOM".
- 3) The report is due by Friday at 1700, Eastern Standard Time (EST) hours. Responses from the Field Office should be submitted to the following e-mail address: CMU.DRO-@dhs.gov.