

# DETENTION SERVICES ORDER 12/2005

## DETAINEE TRANSFERABLE DOCUMENT

### Introduction

This instruction clarifies the interim procedures to be adopted in implementing the new Detainee Transferable Document (DTD) and warrant of detention form IS91.

### Purpose

The purpose of this instruction is to provide guidance on the use, management and storage of the new core document for each detainee held in custody by Detention Services. Part of this new document will eventually be a revised form IS91. Together they will provide a single file that will follow the detainee from one establishment to another to the point of removal, providing a continuous record of information about the detainee.

### Procedures

A DTD should be used on initial reception of those coming into the Removal Estate from **1<sup>st</sup> August 2005**, the revised form IS91 will not be in use until it is accessible on CID later in the year. As only detainees entering centres after 1<sup>st</sup> August will have a record made up for them detainees already in custody will not have one, so Centre Managers should ensure that all detainees leaving the centre have a record produced for them. This procedure will be reviewed after six weeks.

The current IS91 will continue to be used and must be completed by the detaining port. Before submitting to DEPMU the IS91 and Part A must be completed in full. It is imperative that full details of the PNC check are included as without this a bed space cannot be allocated. Such details will include the PNC reference number and the name of the person conducting the check.

On receipt of the completed IS91 DEPMU will allocate a bed space using the allocation criteria and the risk factors identified on the IS91. The reasons for allocation will be recorded on Part B. UKBA will reserve the right to make the final decision.

On reception at the first Immigration Removal Centre a DTD should be opened for each new detainee. The front and inside covers should be completed by reception staff. In addition, the reception staff will conduct an initial risk assessment on each detainee. A further assessment should be conducted within the next 24 hours in order to determine any changes in risk. Any notable changes in risk should be notified to DEPMU on Part C.

Centre Managers should continue with further risk assessments as deemed necessary, with a summary of the risk assessment being written in the DTD along with any evidence. If the Centre Manager feels that an individual detainee has been incorrectly allocated, following a risk assessment the reasons together with any supporting evidence should be discussed with the on-site UK Border

Agency team before a submission is made to DEPMU for re-allocation on IS91 Part C.

Whilst located at the centre the DTD will remain the responsibility of the Centre Manager and it should be located in a safe and secure place whilst being accessible to all staff. Regular entries should be made in case history sheets by all appropriate centre staff and any UKBA staff having regular contact with the detainee.

At the point of transfer to another establishment or removal, the escorting staff should check and confirm that all documents including sealed envelopes containing medical files, security files and UKBA files are contained in the DTD along with the IS91 and risk assessments. It is the responsibility of the escorting staff to ensure that the complete DTD is collected and delivered along with the detainee to the next place of detention, ensuring that the back cover of the DTD is completed correctly, confirming that the DTD is complete.

On handing-over detainees to the next place of detention it is imperative that the reception staff check that all the documentation is complete before relieving the escort staff of the detainees.

In the event of a failed removal the detainee will be allocated to another Centre by DEPMU. The DTD will accompany the detainee with an entry made on the History Page by the escorting staff highlighting the details of the failed removal.

Following the successful removal of a detainee the details of the removal must be entered on the back cover of the DTD and the file should be retained by the escort contractors for eventual central storage.

Following the temporary admission or bail of a detainee, the details of such release must be entered on the back cover of the DTD and the file should be retained by the discharging centre for eventual storage.

14. It is intended to review the progress of the DDT at the next Centre Managers meeting to discuss any lessons learned, so any alterations can be incorporated into any re-print.