



Home Office

## **Criminal casework**

# **Non-detained cases, contact management and absconders**

## Non-detained cases, contact management and absconders

### About this guidance

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This guidance tells criminal casework (CC) caseworkers how convicted foreign nationals, liable to deportation, not currently detained and subject to restrictions are managed.</p> <p>This guidance also tells you how those who have breached their restrictions are managed.</p> <p>This guidance covers the processes for managing contact with foreign national offenders (FNOs) who are no longer in prison custody or immigration detention, but who remain liable to deportation from the UK on the grounds of their criminal conviction(s).</p> <p>The guidance also covers the processes for dealing with such cases where contact has been lost and the individual has absconded.</p> <p>This guidance also outlines the role of the Contact Management team (CMT) and gives information on which actions they are responsible for in non-detained FNO cases, and how they can be contacted.</p> <p>For more information about the general context of FNO immigration casework, see related link: <a href="#">When to refer a case to criminal casework (CC)</a>.</p> <p>For more information on the related processes:</p> <ul style="list-style-type: none"><li>• the acceptance criteria for referral of FNO cases to CC, see related link: <a href="#">Automatic deportation</a></li><li>• the management of such cases through the various deportation processes (automatic, conducive and court-recommended), see related link: <a href="#">Progressing cases to deportation</a></li><li>• the immigration detention process for FNOs, see related link: <a href="#">Detention process instructions</a></li><li>• the bail process for detained FNOs, see related links:<ul style="list-style-type: none"><li>○ <a href="#">Bail applications – action before and during a bail hearing or decision</a></li><li>○ <a href="#">Bail applications – action after a bail hearing or decision</a></li></ul></li><li>• the provision of accommodation for detainees granted bail, see related link: <a href="#">Accommodation for detainees granted bail</a></li></ul>	<p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Act 1971</a></p>
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Considering cases for section 4 bail accommodation.

For details on the legislative background to immigration detention and release, which is essentially covered by Schedule 2 of the Immigration Act 1971, see related link: Immigration Act 1971.

Changes to this guidance - This page tells you what has changed since previous versions of this guidance.

Contact - This page tells you who to contact for more help if your senior caseworker or line manager can't answer your question

Information owners - This page tells you about this version of the guidance and who owns it.

Safeguard and promote child welfare - explains your duty to safeguard and promote the welfare of children and tells you where to find more information.

## Non-detained cases, contact management and absconders

### Non-detained cases, contact management and absconders: changes to this guidance

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page lists the changes to the ‘Non-detained cases, contact management and absconders’ guidance, with the most recent at the top.</p> <table border="1"> <thead> <tr> <th data-bbox="488 392 824 427">Date of the change</th> <th data-bbox="835 392 1525 427">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 435 824 879">16 September 2015</td> <td data-bbox="835 435 1525 879"> <p>Change request:</p> <ul style="list-style-type: none"> <li>• removal of the following pages:                             <ul style="list-style-type: none"> <li>○ commencing absconder action</li> <li>○ completing the PNC circulation form</li> <li>○ completing the removal from PNC circulation form</li> <li>○ finalising absconder action</li> </ul> </li> <li>• clarification regarding the electronic monitoring process</li> <li>• new page added regarding immigration judge bail cases and residential curfews</li> </ul> </td> </tr> <tr> <td data-bbox="488 887 824 1106">22 October 2014</td> <td data-bbox="835 887 1525 1106"> <p>Change request:</p> <ul style="list-style-type: none"> <li>• Electronic monitoring:                             <ul style="list-style-type: none"> <li>○ Sub-heading ‘Tagging’ content amended.</li> </ul> </li> </ul> </td> </tr> <tr> <td data-bbox="488 1114 824 1332">08 July 2014</td> <td data-bbox="835 1114 1525 1332"> <p>Change request:</p> <ul style="list-style-type: none"> <li>• Electronic monitoring:                             <ul style="list-style-type: none"> <li>○ Sub-heading ‘Tagging’ content in the second paragraph amended.</li> </ul> </li> </ul> </td> </tr> <tr> <td data-bbox="488 1340 824 1406">04 March 2014</td> <td data-bbox="835 1340 1525 1406"> <p>Change request:</p> </td> </tr> </tbody> </table>	Date of the change	Details of the change	16 September 2015	<p>Change request:</p> <ul style="list-style-type: none"> <li>• removal of the following pages:                             <ul style="list-style-type: none"> <li>○ commencing absconder action</li> <li>○ completing the PNC circulation form</li> <li>○ completing the removal from PNC circulation form</li> <li>○ finalising absconder action</li> </ul> </li> <li>• clarification regarding the electronic monitoring process</li> <li>• new page added regarding immigration judge bail cases and residential curfews</li> </ul>	22 October 2014	<p>Change request:</p> <ul style="list-style-type: none"> <li>• Electronic monitoring:                             <ul style="list-style-type: none"> <li>○ Sub-heading ‘Tagging’ content amended.</li> </ul> </li> </ul>	08 July 2014	<p>Change request:</p> <ul style="list-style-type: none"> <li>• Electronic monitoring:                             <ul style="list-style-type: none"> <li>○ Sub-heading ‘Tagging’ content in the second paragraph amended.</li> </ul> </li> </ul>	04 March 2014	<p>Change request:</p>	<p><b>Related links</b></p> <p><a href="#">Electronic monitoring</a></p> <p><b>See also</b></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
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		<ul style="list-style-type: none"><li>• Electronic monitoring:<ul style="list-style-type: none"><li>○ sentence below the bullet points removed.</li><li>○ sub-heading 'Voice recognition' and content below removed.</li></ul></li></ul>		
		<p>For previous changes to this guidance you will find all earlier versions in the archive.</p> <p>See related link: <a href="#">Non detained cases - archive</a></p>		

## Non-detained cases, contact management and absconders

### Criminal casework staff responsibilities

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about their core responsibilities for making sure foreign national offenders (FNOs) liable to deportation are managed properly both in and out of detention.</p> <p>There are certain practices and procedures you must observe to make sure FNO cases are actively and appropriately progressed towards conclusion. These apply in both detained and non-detained contexts, and it is expected each case will be properly managed while in the detained phase before it is transferred to the non-detained.</p> <p>The guidance in this section covers both operational caseworking and line management roles within CC.</p>	<p><b>In this section</b></p> <p><a href="#">Caseworker responsibilities</a></p> <p><a href="#">Line managers and team leader responsibilities</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Caseworker responsibilities

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers their main responsibilities when dealing with the release from detention of foreign national offenders (FNOs) and managing them once they are non-detained.</p> <p>A primary responsibility for non-detained casework teams is to make sure all cases are actively monitored and managed accordingly. This includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• knowing the offender's whereabouts where possible</li><li>• the correct assessment of the level of risk management</li><li>• making sure the contact management regime is appropriate</li><li>• checking the offender is still complying with their contact management restrictions</li><li>• maintaining accurate records of all actions in the Home Office file and CID throughout the case up to and including its conclusion</li><li>• making sure every effort is made to renew contact with any offender who has breached their conditions of release</li><li>• keeping relevant partners (internal and external) informed and working with them to resolve issues when an offender fails to comply with their restrictions</li><li>• facilitating the deportation of an offender (and removal of family members where appropriate) when possible</li></ul> <p>If the caseworkers do not carry out any of these duties they, and ultimately the Home Office, are left open to criticism, especially if a FNO reoffends whilst on temporary release.</p> <p>Also, all CC caseworkers managing FNOs, whether they are in immigration detention or already released on conditions, must make sure their cases are monitored during any planned absences, and that any that require urgent action are dealt with by a colleague.</p> <p>For caseworkers managing detained FNOs this is especially important when a:</p>	<p><b>In this section</b></p> <p><a href="#">Line managers and team leader responsibilities</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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	<ul style="list-style-type: none"><li>• detention review is required, as this is a legal requirement</li><li>• bail hearing is scheduled, as this could lead to the release of a subject</li></ul> <p>The caseworker must take appropriate action to make sure the case is transferred to a non-detained casework team.</p> <p>It is particularly important for caseworkers managing FNOs who are already non-detained to make sure cases are properly monitored in their absence when a:</p> <ul style="list-style-type: none"><li>• specific action has been scheduled for a subject's next reporting event, which may require immediate follow-up action</li><li>• subject fails to comply with their conditions, which may mean absconder action is needed</li></ul>	
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## Non-detained cases, contact management and absconders

### Line manager and team leader responsibilities

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers the core responsibilities for their line managers when they are dealing with foreign national offender (FNO) cases both before and after release from detention.</p> <p>All line managers of caseworking staff must pay close attention to any absences in their teams, either planned or unplanned.</p> <p>If it is planned leave, the line manager or team leader must check the caseworker has arranged for their caseload to be monitored and, where necessary progressed, by a colleague who is expected to be available during the affected period.</p> <p>If the leave is unplanned, the line manager or team leader must act quickly to make sure appropriate contingencies are put in place to cover the absent caseworker's caseload.</p> <p>Another key responsibility of the line manager or team leader is to escalate cases where a significant element of the process in non-detained cases has been omitted, or not followed correctly, to a more senior level.</p>	<p><b>In this section</b></p> <p><a href="#">Caseworker responsibilities</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### General management issues in non-detained criminal cases

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about various preliminary issues they must manage effectively when dealing with non-detained foreign national offenders (FNOs).</p> <p>To effectively manage FNO cases once they become non-detained, either following release from prison custody or detention in an immigration removal centre, you must make sure certain core operational aspects of the case are processed correctly. These include:</p> <ul style="list-style-type: none"><li>• everyday administration of a contact management regime</li><li>• making sure essential transportation to immigration-related events is arranged</li></ul>	<p><b>In this section</b></p> <p><a href="#">Contact management</a></p> <p><a href="#">Finding the correct local reporting centre</a></p> <p><a href="#">Facilitating non-detainees' travel to essential events</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Contact management

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the contact management team (CMT) and its general responsibilities in managing non-detained criminal cases.</p> <p>The main CC caseworking teams that deal with the deportation of foreign national offenders (FNOs) who either:</p> <ul style="list-style-type: none"><li>• are still serving their custodial sentences</li><li>• have been detained for immigration purposes are based in Croydon and Leeds</li></ul> <p>CC also has teams in Liverpool that deal with FNO deportees who either:</p> <ul style="list-style-type: none"><li>• have not been detained for immigration purposes after completing their custodial sentence</li><li>• were detained but have since been released on restrictive conditions</li></ul> <p>CMT are a team dedicated to the contact management of FNOs on bail or temporary release conditions. They are responsible for:</p> <ul style="list-style-type: none"><li>• making sure these restrictions are met in all cases</li><li>• liaising with immigration reporting centres and police stations and advise caseworkers in the non-detained teams of any breaches</li></ul> <p>The CMT are also the central point of contact for notification of electronic monitoring (EM) breaches.</p> <p>Once a non-detained criminal case has been accepted by CC Liverpool, it is passed to a caseworker who takes over responsibility for progressing that particular case until its conclusion. For example, enforcement of departure or otherwise. Criminals who are not detained in a prison or immigration removal centre have usually been granted bail (either by an immigration judge or chief immigration officer), or temporary release on restrictions (by</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><a href="#">Finding the correct local reporting centre</a></p> <p><a href="#">Facilitating non-detainees' travel to essential events</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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CC). In all cases the caseworker in the non-detained team who is allocated the case must proactively manage it with the CMT to make sure in:

- bail cases, all bail conditions imposed by the immigration judge or chief immigration officer are met
- temporary release restriction cases that all conditions imposed are met

If the FNO is aged under 18, contact is maintained through liaison with appropriate agencies (as contact management regimes are not applied to minors). Due regard must be given to the duty to safeguard and promote the welfare of children under Section 55 of the Borders, Citizenship & Immigration Act 2009. For more information, see related links: Children and Family Cases instruction.

Proactive management must make sure that:

- consideration is given to detention, re-detention or arrest if conditions are not met
- absconders are identified, recorded, and circulated on the Police National Computer (PNC)
- active measures to find and detain them are taken

## Non-detained cases, contact management and absconders

### Finding the correct local reporting centre

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how to identify the correct local reporting centre or police station for foreign national offenders (FNOs) who will be or have been released from detention.</p> <p>Bail summaries and reporting restrictions must contain details of the correct Immigration, Compliance and Engagement (ICE) team and reporting centre (RC), according to the subject's last known address. Incorrect ICE and RC details can cause problems for Home Office presenting officers at appeal hearings and for those who are released on bail if the RC nearest to their bail release address has not been correctly identified.</p> <p>Any hard copies of ICE and RC directories can quickly become out of date. The most current and accurate details about these, and also electronic monitoring (EM) contractors, can usually be found using the related link: ICE Finder.</p> <p>If the address postcode is shared by two or more ICEs the related link must be used: Find a Local Authority, to establish which one is correct.</p>	<p><b>Related links</b></p> <p><a href="#">Contact management</a></p> <p><a href="#">Facilitating non-detainees' travel to essential events</a></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Find a Local Authority</a></p>
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## Non-detained cases, contact management and absconders

### Facilitating non-detainees' travel to essential events

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers how to manage help with travel arrangements for foreign national offenders (FNOs) who need to travel to make reporting and other immigration related appointments.</p> <p>Sometimes it is necessary for FNOs not in detention to attend essential Home Office related appointments at another location. You can obtain train tickets to allow those who are financially unsupported and no longer detained, to travel to such appointments. For example, a train ticket can be arranged for a subject living in Leeds to attend an embassy interview in London.</p> <p>Travel arrangements for FNOs are made on a case-by-case basis, in conjunction with the local reporting centre.</p>	<p><b>Related links</b></p> <p><a href="#">Contact management</a></p> <p><a href="#">Finding the correct local reporting centre</a></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Overview of non-compliance in non-detained cases

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers the ways in which foreign national offenders (FNOs) subject to deportation may breach the conditions of bail or other restrictions.</p> <p><b>Detained or deported cases</b></p> <p>Under paragraph 2(5) and (6) of schedule 3 to the Immigration Act 1971, a person liable to be detained under paragraph 2 may be subject to residence, employment or reporting restrictions. This power also applies in automatic deportation cases where a person is liable to:</p> <ul style="list-style-type: none"><li>• detention under section 36(1) and section 36(5) of the UK Borders Act 2007</li><li>• administrative removal under section 10(1) of the Immigration and Asylum Act 1999</li></ul> <p>Electronic monitoring can also be imposed where a person is subject to residence or reporting restrictions under schedule 3, including in automatic deportation cases.</p> <p>The key point to consider in these cases is where a person is 'liable to be detained'. You must remember that to apply 'to be a liable to be detained in 1971 Act case' there must be either a:</p> <ul style="list-style-type: none"><li>• court recommendation for deportation under section 3(6)</li><li>• decision taken to make a deportation order on conducive grounds under section 3(5)</li></ul> <p><b>Failure to deport or remove from the UK</b></p> <p>Failure to comply with conditions or restrictions imposed upon them, as described above, by a subject who is liable to deportation or removal from the UK is known as a breach. This will be a trigger that determines the action to follow. In cases of FNOs being considered for deportation by criminal casework (CC), a breach may occur through:</p>	<p><b>In this section</b></p> <p><a href="#">Absconding</a></p> <p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Act 1971</a></p>
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- failure to comply with bail conditions
- failure to report for a physical reporting event as part of temporary release restrictions
- failure to reside at a given address
- failure to attend for an electronic monitoring event
- tampering with electronic monitoring equipment
- physical assault of, or threat of violence to, any contractors during a visit

You must proactively manage all cases you are responsible for, particularly when the FNO has been released from prison or an immigration removal centre (IRC) into the community and remains subject to restrictions pending deportation.

Early and immediate responses to breaches, as advised by CC's contact management team (CMT), help to make sure caseworkers maintain contact wherever possible and keep the possibility of absconding to a minimum.

#### **Bail cases**

In bail cases, conditions may require the subject to:

- report to an immigration reporting centre or a police station if they live in an area with no local IRC
- be electronically-monitored by tagging, and live at a particular address

A further condition of bail may also require the subject to report at the end of the bail period granted. Where bail has been granted by an immigration judge (IJ) under paragraph 22 of Schedule 2 of the Immigration Act 1971 because there is no appeal pending, the subject will be required to surrender to an immigration officer (IO) at the bail end-date. For more information on the Immigration Act 1971, see related link.

The subject is required to appear before the Immigration and Asylum Chamber (IAC) where bail is granted under paragraph 29 of Schedule 2 of the Immigration Act 1971 whilst an appeal is pending.

A subject who an IO has reasonable grounds to suspect the following must be brought before an IJ within 24 hours:

- is likely to break bail
- has broken any condition of bail
- is liable to be arrested under paragraphs 24(1)(a) or 33(1)(a) of the 1971 Act

If it is not possible to bring them before an IJ within 24 hours they must be brought before a justice of the peace (JP) acting for the petty sessions area in which the arrest took place (or in Scotland, the sheriff). The IJ or JP must then decide whether to sanction re-detention or order release on the original or renewed bail conditions.

Where bail has been granted under paragraph 22 and a condition of bail is to appear before an IO within 24 hours of arrest, the subject must be brought before an IO as stated in paragraph 24(2)(b) of Schedule 2.

For more information on the procedures around bail, see related links:

- Bail applications - action before and during a bail hearing or decision
- Bail applications – action after a bail hearing or decision

Further information about managing breaches of conditions, see link on left: Reporting and managing breaches.

For general guidance about non-compliance in enforcement cases, see related link: 19 Non-compliance and absconders process instructions.

## Non-detained cases, contact management and absconders

### Absconding

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how foreign national offenders (FNOs) subject to deportation may breach the conditions of bail or other restrictions by absconding from their last known address.</p> <p>You must record a FNO as an absconder if:</p> <ul style="list-style-type: none"><li>• they have breached their bail conditions or other restrictions and you lose contact with them</li><li>• you are unable to re-establish contact at their last known address after several attempts</li></ul> <p>A FNO, detained under immigration powers, may also be an absconder when they escape or abscond from the prison estate or immigration removal centre after they complete their custodial sentence.</p> <p>For general guidance on the handling of absconders in removals casework, see the Enforcement Information and Guidance (EIG) Chapter 19. This can be accessed through the related link: 19 Non-compliance and absconders process instructions – Annex B.</p> <p>For more information on the management in of absconders in CC, see link on left: Absconder actions.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### The contact management team (CMT)

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about the role of the Contact Management team (CMT) in managing foreign national offenders (FNOs) who seek to be released from immigration detention on bail.</p> <p>CC's CMT perform a crucial role. They act as the reception point for notification of all outcomes relating to FNOs who have applied for bail. It is the responsibility of this team to:</p> <ul style="list-style-type: none"><li>• process all notifications on bail applications</li><li>• make sure the relevant CC caseworker responsible for the case is aware of the outcome</li><li>• make sure the relevant prison is informed, in cases where bail has been granted</li></ul> <p>Once a FNO has been released from custody or detention, a non-detained caseworking team has responsibility for progressing their case towards conclusion.</p> <p>CMT do not actively 'own' non-detained cases but continue to be responsible for:</p> <ul style="list-style-type: none"><li>• monitoring a FNO's compliance with contact management restrictions placed upon them</li><li>• notifying caseworkers when restrictions are not being complied with</li></ul> <p>Also, when notified by a CC caseworking team that a FNO case has been conceded, CMT will make sure any restrictions are cancelled and Police National Computer (PNC) circulation removed.</p>	<p><b>In this section</b></p> <p><a href="#">The criminal casework bail hotline</a></p> <p><a href="#">Referring cases to the CMT</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### The criminal casework bail hotline

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the Contact Management team (CMT)'s bail hotline service used by Home Office appeals presenting officers to notify CC of the outcome of bail applications made by foreign national offenders (FNOs) in immigration detention.</p> <p>Home Office presenting officers must notify the CMT of the outcome of all bail applications in CC cases using a dedicated bail hotline and, where appropriate, pass on the name and contact number of the prison that subjects have been bailed from. Notifications to the hotline are made at least twice a day, usually at mid-day and the end of the day, leaving a message if nobody is available to take the call.</p> <p>CMT staff must make sure messages are checked regularly. The presenting officer must also update the bail hearing section of CID with the outcome and fax a copy of the full adjudication to the CC caseworker as soon as it is available.</p> <p>When CMT receive notification of the bail outcome they immediately notify the CC caseworker by telephone, followed up by email, copying in the relevant team leader. Where bail is granted, and the subject was previously in prison, they will also notify the appropriate prison of the bail outcome by telephone.</p> <p>The CC caseworker must then inform the National Offender Management Service (NOMS) probation trust offender manager of the outcome immediately, particularly if bail is granted, to make sure potentially dangerous offenders are not released into the community unsupervised.</p> <p>The CMT also monitor initial notifications of bail release outcomes against full referrals of non-detained cases. Those which appear as initial notifications but are not referred to the CMT within a week of initial outcome will be referred to the relevant CC team leader.</p> <p>For more details about the procedures around bail, see related links:</p>	<p><b>In this section</b></p> <p><a href="#">Referring cases to the CMT</a></p> <p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p>
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|  | <ul style="list-style-type: none"><li>• Bail applications - action before and during a bail hearing or decision</li><li>• Bail applications – action after a bail hearing or decision</li></ul> |  |
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## Non-detained cases, contact management and absconders

### Referring cases to the non-detained teams

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how foreign national offenders (FNOs), released either on bail or on restrictions, are referred to the non-detained teams both electronically and on file.</p> <p>You must refer released FNO cases by mail to the Contact Management team (CMT), and follow this up by sending the Home Office file to CC workflow in Liverpool.</p> <p><b>Referral by e-mail to CMT</b></p> <p>Any new CC case, or case currently allocated to a CC caseworker, where the subject is either on bail or on restrictions must first be referred to the CMT immediately, through the team's inbox, see related link: CC CMT referrals inbox.</p> <p>You must refer the case to the CMT before any Home Office file is sent to Liverpool. A referral form must be fully completed before referring to CMT, to allow them to take appropriate follow-up action in the event of a failure to report or an electronic monitoring (EM) breach. This form is an ICD.4380 and is available on CID document generator.</p> <p>Where bail has been granted by the Immigration and Asylum Chamber (IAC), reference must be made to the guidance on the transferral of cases to non-detained teams in Liverpool. This is part of the CC bail process instructions. See related links:</p> <ul style="list-style-type: none"><li>• Bail applications - action before and during a bail hearing or decision</li><li>• Bail applications – action after a bail hearing or decision</li></ul> <p><b>Retention of Home Office file to allow for any appeal</b></p> <p>After completing the electronic notification to CMT, all outstanding decisions should have been made, checked against 'Perform' data and have the relevant documents attached to the Home Office file. Files must not be sent directly to Liverpool. They must be retained by the decision-making team for 15 days after the decision is despatched. This is to allow for any appeal to be lodged.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><a href="#">The criminal casework bail hotline</a></p> <p><b>External links</b></p> <p>Links to staff intranet removed</p>
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If an appeal is lodged, the team must:

- make a copy of the file's contents
- despatch the file to the appeals processing centre (APC)
- make up a bar-coded subfile and add the copied contents to it
- despatch the subfile to Liverpool's workflow team as per the process below

If no appeal is lodged after 15 days, the file can be despatched to Liverpool using the process below.

**Referral of Home Office file to Liverpool workflow**

Once the appeal status is determined, either the original Home Office file, or a copied subfile, must be sent to CC Liverpool Workflow team (CCLWT), using file tracking barcode: OPT0000.

Before sending a file to CCLWT, the following criteria must be met:

- all files must have a fully-completed acceptance form attached to the front of the file (ICD.4550 available on the CID document generator). This form now includes a section to complete:
  - where the case is currently the subject of a judicial review
  - in the upper tier Tribunal
  - higher court processes
- the file must be up-to-date and contain a current chronology of events attached to the right-hand side - to maintain data quality, if any errors are identified on the most recent 'Perform' data report, these must be corrected before referring the case to CCLWT
- any urgent outstanding matters requiring action must be resolved by the caseworker in the Croydon or Leeds CC caseworking team wherever possible before physically transferring the file to Liverpool - if any further action is required after the file is transferred to Liverpool, this must be clearly noted on the file and form
- a copy of the CMT referral must be attached to the file and emailed to the CCD CMT inbox: see related links - if a file is received at CCLWT without any of the required documentation, or with old versions of the relevant forms, the originator or last

recorded owner of the case must be contacted and asked to forward the missing documentation urgently - if a caseworker fails to refer the complete documentation to CCLWT on more than one occasion, their assistant director will be notified

- files are not accepted by CCLWT if they are in poor condition and do not meet the standards required, or in bail cases, if the caseworker has not completed the necessary pre-transfer work - the process can be found in the CC bail process instructions, see related links:
  - Bail applications - action before and during a bail hearing or decision
  - Bail applications – action after a bail hearing or decision
- any file not meeting the required standard or missing required documentation in bail cases will be returned to the originator or last recorded owner of the case
- 'dummy' files (those with a brown cover and no barcode) will not be accepted by CCLWT, as these cannot be tracked - any brown cover files without a barcode must be removed and contents placed onto a white file with a barcode, through the file creation unit - subfiles created where the original file has been sent to APC for processing of an appeal are acceptable provided they have a barcode

Queries about any aspect of this process must be directed to CCLWT on the numbers below:

Official – sensitive – do not disclose – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Official – sensitive – do not disclose – end of section

While caseworkers are responsible for recording bail conditions and restriction conditions in CID and for setting up EM if applicable, the CMT are responsible for making sure such conditions are met in all CC cases. The CMT must liaise with immigration reporting centres and police stations, and advise caseworkers of breaches as appropriate.

For further information on cases where electronic monitoring is a condition of bail or a restriction order, see the link on left: [Electronic monitoring](#).

**Physical referral of pre-decision, not reporting or non-bail**

Occasionally it may be necessary to refer a file to CCLWT which does not conform to the usual scenario of a non-detained case, and for which there may be no requirement to notify CMT before referral. Such cases require prior authorisation from CCLWT before any file can be sent to them. Staff with these cases must contact the CCLWT to discuss the matter and where appropriate seek authority to refer the file.

**Harm rating**

When CMT come across a case indicated as 'high harm', they will notify the allocated caseworker. If the harm rating is not clear CMT will contact you to clarify it.

You must remember that for management information purposes, the initial harm rating is decided only by what has been defined as the 'primary offence'. This is indicated by a tick in the primary offence box on the Court referral.

The primary offence may or may not be the most serious of offences committed by the FNO. Therefore it may not take into account previous unspent convictions and other relevant facts that contribute to the assessment of risk.

You must make sure the harm rating is reviewed. You must take into account previous offences, detention history, and any other information which may suggest that the FNO is a high harm risk than the primary offence box alone suggests. Where a case is considered to be high harm but the primary offence box rating is lower harm, you must make this clear to CMT when you refer the case to their inbox, and CCLWT when you refer the file to them.

**FNOs under 18**

When a child FNO reaches the age of 18, they become fully eligible for electronic monitoring (EM) and other restrictions. Where such cases are being released from custody on restrictions, including EM, you must notify the CMT in the usual way to allow them to start monitoring the FNO's compliance. The instructions above must be followed when transferring such cases, firstly to CMT by e-mail and secondly to CCLWT when referring the file.

**Cases conceded by CC**

	<p>Where it has been decided by any CC caseworking team:</p> <ul style="list-style-type: none"><li>• not to pursue deportation against a FNO</li><li>• where FNOs win appeals against deportation</li><li>• leave to remain is to be and/or has been granted</li></ul> <p>it is important that where they are non-detained and are on restrictions of any kind the CMT are notified by the caseworker owning the case immediately. This allows them to:</p> <ul style="list-style-type: none"><li>• make sure that restrictions have been stopped</li><li>• make sure any Police National Computer (PNC) circulation is removed</li><li>• remove the case from their intake list</li></ul>	
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## Non-detained cases, contact management and absconders

### Frequency of reporting events

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about the principles applied to managing the frequency of reporting for foreign national offenders (FNOs) on bail conditions and other restrictions who are being considered for deportation.</p> <p>Whether they are on bail or other restrictions, it is not possible to have every non-detained FNO who is liable to deportation reporting every few days or every week.</p> <p>Given the limitations on resources, the frequency of reporting to either an immigration reporting centre (RC) or police station is determined by the prioritisation of cases, based on the relative risks of harm, and of absconding.</p> <p>A more standardised and intelligent approach is now used in reporting frequency, depending on certain key aspects of the case.</p>	<p><b>In this section</b></p> <p><a href="#">Bail cases</a></p> <p><a href="#">Cases with other restrictions</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Bail cases

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the approach applied to the frequency of reporting for foreign national offenders (FNOs) who are being considered for deportation, and have been granted bail.</p> <p>For full guidance on the actions you must take when bail has been granted, see related links:</p> <ul style="list-style-type: none"><li>• Bail applications - action before and during a bail hearing or decision</li><li>• Bail applications – action after a bail hearing or decision</li></ul> <p>When a bail application is received from a FNO, and a bail summary is going to be prepared, you must remember that a weekly reporting schedule must be recommended in all cases if bail is granted.</p> <p>When an application to renew bail has been made at the bail renewal hearing, you must recommend that weekly reporting should be maintained. However, there are certain exceptions where this may not be appropriate where the subject is:</p> <ul style="list-style-type: none"><li>• highest or high-harm (categorised for harm matrix purposes as ‘A’ and ‘B’)</li><li>• pregnant</li><li>• a medical foundation case</li><li>• a minor (under 18 years of age)</li><li>• has a certified medical condition</li></ul> <p>These cases must be dealt with on a case-by-case basis, giving careful consideration to harm rating and removability.</p> <p>For further information on the harm matrix, see related link: The harm matrix.</p>	<p><b>In this section</b></p> <p><a href="#">Cases with other restrictions</a></p> <p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Cases with other restrictions

<a href="#">Criminal casework staff responsibilities</a> <a href="#">General management issues in non-detained cases</a> <a href="#">Overview of non-compliance in non-detained cases</a> <a href="#">The contact management team (CMT)</a> <a href="#">Frequency of reporting events</a> <a href="#">Reporting and managing breaches</a> <a href="#">Electronic monitoring</a> <a href="#">Arrest</a> <a href="#">Detention</a> <a href="#">Absconder actions</a> <a href="#">Forfeiture actions</a>	<p>This page tells criminal casework (CC) caseworkers about the approach applied to the frequency of reporting for foreign national offenders (FNOs) who are being considered for deportation, and have been released on temporary release or a restriction order.</p> <p>It will be appropriate for all FNOs released by the Secretary of State to report weekly, with the exception of where the subject:</p> <ul style="list-style-type: none"><li>• has a history of compliance with restrictions</li><li>• is considered low-harm (categorised for harm matrix purposes as 'D')</li><li>• has a low likelihood of removability in the near future</li></ul> <p>In cases falling within this category, fortnightly reporting must be set up. Where a case is found to meet these criteria and is reporting weekly, their regime should be changed to fortnightly.</p>	<p><b>In this section</b></p> <p><a href="#">Bail cases</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Reporting and managing breaches

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers how the Contact Management team (CMT) manages breaches of release conditions by foreign national offenders (FNOs).</p> <p>The CMT monitors all cases in CC where the FNO is subject to reporting conditions. To do this they check with immigration reporting centres (IRCs) and police stations and take initial action on following-up breaches. This includes making an attempt to contact:</p> <ul style="list-style-type: none"><li>• the FNOs</li><li>• their representatives</li><li>• their sureties</li><li>• their offender managers</li></ul> <p>The CMT must issue a warning letter after every breach and inform the caseworker in the non-detained team who has ownership of the case using the breach report form, see related link: CCD contact management team breach report.</p> <p>The CMT must also tell you what further action to take, for example to consider a home visit. For more information about arranging visits, see related link: Requesting a home visit.</p> <p>At the time reporting restrictions or bail conditions start, these must be recorded as recurring events on the restrictions screen on the CID by IRC staff. Reporting will be to an IRC or police station, which may or may not have immigration staff available.</p> <p>When an FNO is due to report, event status details in the CID restrictions screen events tab will be updated directly by the Home Office.</p> <p>If an FNO is due to report to a non-immigration staffed police station, the CMT must liaise directly with the station to:</p> <ul style="list-style-type: none"><li>• set the initial recurring reporting event</li></ul>	<p><b>In this section</b></p> <p><a href="#">Failure to report</a></p> <p><a href="#">Varying reporting restrictions or bail conditions</a></p> <p><b>Related links</b></p> <p><a href="#">Requesting a home visit</a></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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- check it continues to take place
- let the caseworker know when the subject is meant to report

To proactively manage cases on reporting restrictions, immediately after bail is granted or restrictions put in place, diary actions must be entered in the calendar events screen of CID to check each reporting event takes place correctly.

In some cases it may be both possible and reasonable to make different arrangements on notification of reporting with the agreement of those administering the reporting, but effective case management must be in place to make sure failures to report are dealt with appropriately.

## Non-detained cases, contact management and absconders

### Failure to report

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers how the offence of failing to report while subject to bail or other restrictions is defined, and the powers under which such a person may be liable to prosecution.</p> <p>‘Failure to report’ is the term given when a subject who is liable to deportation or removal fails to report for a pre-set reporting event which either their bail or other release conditions requires them to attend.</p> <p>In cases of failure to report there may be liability for prosecution under Section 24(1)(e) of the Immigration Act 1971 (see related link: Immigration Act 1971).</p> <p>The subject is advised by the issue of a failure to report warning letter. If a condition of bail is to report and that restriction is breached, the subject may be liable to arrest under paragraphs 24(1)(a) or 33(1)(a) of Schedule 2 of the 1971 act.</p> <p>For more information, see link on left: Overview of non compliance in non-detained cases.</p>	<p><b>In this section</b></p> <p><a href="#">First failure to report</a></p> <p><a href="#">Recording the breach and issuing a warning letter</a></p> <p><a href="#">Reasonable explanations for failure to report</a></p> <p><a href="#">Second failure to report</a></p> <p><a href="#">Requesting a home visit</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Act 1971</a></p>
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## Non-detained cases, contact management and absconders

### First failure to report

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how the Contact Management team (CMT) manages foreign national offenders (FNOs) who fail to report for the first time, as required under bail or other restrictions.</p> <p>The first time a FNO fails to report as required by the conditions of bail or other restrictions, and where no immediate reasonable explanation has been given, the CMT must advise the caseworker in the CC non-detained team responsible for the case and take the following steps:</p> <ul style="list-style-type: none"><li>• assess the absence</li><li>• consider any reasons given</li><li>• check the subject's last known address</li><li>• check with the subject's sureties (in bail cases)</li><li>• contact the caseworker to determine appropriate follow-up action</li></ul> <p>For more information on how these steps must be managed, see below.</p> <p><b>Assessing the absence</b></p> <p>Where reporting is a condition of bail, the first action is to check if the FNO is complying with any other conditions of bail, such as electronic monitoring (EM), or any licence supervision requirements set on their release from prison. Information on how to contact the subject's offender manager (OM) is at the related link: <a href="#">Contacting the offender manager</a>.</p> <p>Although in bail cases OM contact information should already be on the Home Office file and CID from contact made much earlier in the case's handling, not least when bail was originally applied for.</p> <p>If the FNO appears to be complying with EM and/or continuing to comply with their licence conditions, the CMT must contact them directly by telephone to establish the reasons for their failure to report. If CMT cannot establish contact with the FNO they can try the following alternative methods:</p>	<p><b>In this section</b></p> <p><a href="#">Recording the breach and issuing a warning letter</a></p> <p><a href="#">Reasonable explanations for failure to report</a></p> <p><a href="#">Second failure to report</a></p> <p><a href="#">Requesting a home visit</a></p> <p><b>Related links</b></p> <p><a href="#">Varying reporting restrictions or bail conditions</a></p> <p>Links to staff intranet removed</p> <p><b>See also</b></p> <p>Links to staff intranet removed</p>
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- letter to the address recorded on CID for the FNO
- telephone and/or letter to their legal representative
- OM by telephone and/or letter

Similarly, where a restriction order is in place, initial attempts must be made to contact the FNO by telephone or through their representative. If there are sureties, they must also be contacted by the CMT to attempt to find out the current location of the subject.

#### **FNO provides reasons for failure to report**

The CMT must consider any reasons given for the failure to report and consider whether these indicate a need to vary the reporting restrictions. For more information on what constitutes a reasonable explanation for failing to report, see related link.

For more information on the action to take where restrictions or conditions need to be varied, see related link.

#### **FNO not contacted but is complying with other restrictions**

If it is not possible to contact the FNO but they are complying with other restrictions and the FNO has confirmed they continue to live at the same address, the CMT will issue a warning letter. For more information, see related link: Recording the breach and issuing a warning letter.

The CMT must make sure that the case is regularly monitored to see if the FNO brings themselves back into the contact management regime and liaise with the non-detained team caseworker to make sure there is prompt and appropriate follow-up, where required.

#### **FNO not contacted and is not complying with other restrictions or none are in place**

If it is not possible to contact the FNO and they are not complying with any other restrictions, or no further restrictions apply, action must be taken to check the address by contacting the:

- OM
- EM contractor (who may have visited the address in connection with a breach of EM)
- any accommodation provider

	<p>If it is not possible to confirm the address, the CMT will issue a warning letter to the last known address. For more information, see related link: <a href="#">Recording the breach and issuing a warning letter</a>.</p> <p>Again, the case must be closely monitored by the CMT to see if the FNO renews contact and/or compliance with any other restrictions imposed upon them and liaise with the non-detained team caseworker to make sure that there is prompt and appropriate follow-up where required.</p>	
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## Non-detained cases, contact management and absconders

### Recording the breach and issuing a warning letter

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how the Contact Management team (CMT) issues warnings to foreign national offenders (FNOs) who have failed to report for the first time, as required under bail or other restrictions.</p> <p>For more information on when an FNO is considered to have failed to report, see related link: <a href="#">First failure to report</a>.</p> <p>If the FNO fails to report the CMT must issue a warning letter to the FNO who has failed to comply with their reporting restrictions. The letter (ISE.343) warns them of the possibility of detention if there is a further failure to report. This letter must only be used where detention would be appropriate. In the case of a child for example this will usually not be the case.</p> <p>In cases where issuing the warning letter is appropriate, the CMT must send it to the FNO's last known address by recorded delivery post, or by hand at the next reporting event if the subject renews contact after missing their last reporting event.</p> <p>In cases where the warning letter is not appropriate, for example where immigration enforcement have been given a valid reason why the FNO could not make their most recent reporting date, see related link: <a href="#">Reasonable explanation for a failure to report</a>.</p> <p>For information on how to update CID for the following actions, see related links:</p> <ul style="list-style-type: none"><li>• Recording a breach of reporting restrictions</li><li>• Recording a warning letter being issued</li></ul>	<p><b>In this section</b></p> <p><a href="#">First failure to report</a></p> <p><a href="#">Reasonable explanations for failure to report</a></p> <p><a href="#">Second failure to report</a></p> <p><a href="#">Requesting a home visit</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><a href="#">Reasonable explanations for failing to report</a></p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Reasonable explanation for a failure to report

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers what circumstances the Contact Management team (CMT) consider as a reasonable explanation for a foreign national offender (FNO) failing to report as required under bail or other restrictions.</p> <p>There may be circumstances where a FNO informs the immigration reporting centre, police station or CC directly of their reasons for failing to attend a reporting event. In these cases consideration must be given as to whether the reasons for non-reporting are reasonable. Reasonable explanations can include:</p> <ul style="list-style-type: none"><li>• illness</li><li>• severe travel disruption</li><li>• a pre-arranged appointment with a doctor or specialist</li></ul> <p>Only in very particular circumstances would an explanation not contained on this list be accepted as a valid reason. A FNO must be able to prove their explanation with documentary evidence, for example a doctor's note.</p> <p>If CMT consider that an explanation for not reporting is reasonable, they must:</p> <ul style="list-style-type: none"><li>• request the original piece of documentary evidence if it has not already been submitted and take a copy to place on the Home Office file</li><li>• consider whether this is likely to prevent or hinder future reporting events and whether it is appropriate to vary reporting or bail conditions - for more information, see related link: Varying reporting restrictions or bail conditions</li><li>• update CID to explain that a reasonable explanation has been provided</li></ul> <p>For more information on how to update CID to note a reasonable explanation for not reporting, see related link: Recording a reasonable explanation for not reporting.</p>	<p><b>In this section</b></p> <p><a href="#">Varying reporting restrictions or bail conditions</a></p> <p><a href="#">First failure to report</a></p> <p><a href="#">Recording the breach and issuing a warning letter</a></p> <p><a href="#">Second failure to report</a></p> <p><b>Related links</b></p> <p><a href="#">Requesting a home visit</a></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Second failure to report

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how the Contact Management team (CMT) manages foreign national offenders (FNOs) who fail to report as required under bail or other restrictions for a second time.</p> <p>CMT will notify you of an FNOs second failure to report. They are responsible for monitoring the progress of the case.</p> <p>Following the issue of a warning letter (ISE.343 – see related link: Recording the breach and issuing a warning letter), a second failure to report may initially be treated in the same way as a first failure to report. But in most cases a second breach will lead to early consideration of arrest or detention by the caseworker based on the continued failure to comply with bail conditions or reporting restrictions. For more information on how these actions should be managed, see links on left:</p> <ul style="list-style-type: none"><li>• arrest</li><li>• detention</li><li>• absconder actions</li></ul> <p>You must immediately consider whether to request the Immigration, Compliance and Engagement (ICE) team to carry out a home visit to confirm the address, or immediately arrest and detain. It will normally be necessary to ask for a home visit to confirm the address, but arrest and detention will only be appropriate in the circumstances outlined in the links on left: Arrest, Detention and Absconder actions.</p> <p>Before requesting a home visit by the ICE team, cases must first be referred to the local team leader who will approve any decision to request a home visit with a view to arrest or detention. For further information about this process, see related link: Requesting a home visit.</p>	<p><b>In this section</b></p> <p><a href="#">First failure to report</a></p> <p><a href="#">Recording the breach and issuing a warning letter</a></p> <p><a href="#">Reasonable explanations for failure to report</a></p> <p><a href="#">Requesting a home visit</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Requesting a home visit

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how to arrange home visits to the last known address of foreign national offenders (FNOs) who have failed to report as required under bail or other restrictions for a second time.</p> <p>If the local team leader has authorised a home visit by the relevant Immigration, Compliance and Engagement (ICE) team, you must complete the following steps:</p> <ul style="list-style-type: none"><li>• request the ICE team to make a home visit</li><li>• note CID that a home visit is being requested</li><li>• ask the reporting centre (RC) to issue an oral warning and check address if the ex-FNO reports at the next scheduled event</li><li>• set a diary event in CID to check the result of the home visit and the next reporting event, cancelling the home visit if reporting has already resumed and/or a new address has been obtained</li></ul> <p>For more information on each of these steps, see below.</p> <p><b>Asking the ICE team to conduct a home visit</b></p> <p>A full and detailed note must be sent to the ICE team stating the full reasons for a home visit which should be noted on the Home Office file and CID. It must include:</p> <ul style="list-style-type: none"><li>• full identity details for the FNO</li><li>• their last known address</li><li>• details of the breach or breaches</li><li>• information relating to previous convictions and risk factors (available from the Police National Computer check)</li><li>• the reasons for the visit</li></ul> <p>If arrest or detention rather than just confirmation of address is required, see links on left:</p>	<p><b>In this section</b></p> <p><a href="#">First failure to report</a></p> <p><a href="#">Recording the breach and issuing a warning letter</a></p> <p><a href="#">Reasonable explanations for failure to report</a></p> <p><a href="#">Second failure to report</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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- arrest
- detention

You must maintain regular contact with the ICE team after the home visit. If they are unable to assist in the immediate future, an explanation must be given and close scrutiny of the risks associated with allowing the FNO to remain untraced must be undertaken in consultation with a team leader or senior caseworker.

If you consider that the risks mean the case should be given higher priority by the ICE team, this must be escalated to them at assistant director level, so that the request may be reviewed.

**Noting CID that a home visit has been requested**

For more information on how to update CID with this action, see related link: Recording home visits.

**Asking the reporting centre (RC) or police station to issue an oral warning and check address if the FNO reports at the next event**

At this stage no action is to be taken to cancel the next reporting event, but as part of the ongoing monitoring process the immigration RC or police station must be asked to check the address if the FNO does report at the next scheduled event.

The subject must be asked for documentary evidence of their current address and be issued with a verbal warning about the consequences of failing to report, if that can be arranged at the reporting centre, or police station if applicable.

**Setting a diary action in CID to check the next reporting event**

For more information on how to update CID with this action, see related link: Creating a diary action for next reporting event.

## Non-detained cases, contact management and absconders

### Varying reporting restrictions or bail conditions

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how to vary reporting restrictions or bail conditions in foreign national offender (FNO) cases.</p> <p>You are responsible for varying reporting restrictions or bail conditions where appropriate. This may be a variation:</p> <ul style="list-style-type: none"><li>• of address (even this simple alteration still requires a variation of a restriction order or bail conditions)</li><li>• of the reporting conditions</li><li>• in electronic monitoring</li></ul> <p>In cases where there is a variation of address, you must check that the new address is still under the same immigration reporting centre (IRC) or police station catchment area. To identify the correct IRC, see related link: Immigration, Compliance and Engagement (ICE) team finder.</p> <p>If the new address falls under a different IRC area you must notify the previous IRC that the subject will no longer be reporting to them and the new IRC of the relevant reporting restrictions. In bail cases, conditions set by an immigration judge cannot be varied without previous agreement from the Immigration and Asylum Chamber (IAC).</p> <p>You must take the following steps when seeking to vary bail conditions or restrictions:</p> <ul style="list-style-type: none"><li>• agree new conditions or restrictions with the relevant offender manager and team leader</li><li>• advise the FNO of the new restrictions or conditions</li><li>• advise the relevant reporting centre of the new restrictions or conditions</li><li>• advise the contact management team (CMT) of the new restrictions or conditions</li><li>• note the new restrictions or conditions on CID</li><li>• advise the relevant offender manager of the variation in restrictions or conditions</li></ul>	<p><b>Related links</b></p> <p><a href="#">Failure to report</a></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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- set a diary action to check compliance with the new restrictions or conditions

In bail cases you must also:

- contact sureties to confirm they will sign the revised bail conditions
- agree variation of conditions set by either an immigration judge or a team leader from CC

See below for guidance on how non-detained caseworkers must manage each of the above steps.

**Agreeing new conditions or restrictions with the offender manager (OM) and team leader**

For more information on how to engage with Probation Trust offender managers throughout the life of a FNO case, see related link: [Contacting the offender manager](#).

As licences have specific conditions, including reporting to the OM and restrictions on where the offender must live, it is essential any changes to bail address, reporting restrictions or electronic monitoring are discussed and agreed with the OM.

If a change of address results in a need for a change in IRCs use related link: [Immigration, Compliance and Engagement \(ICE\) team finder](#).

Once the OM has agreed the changes, a short note of explanation must be provided to the local team leader who must agree the changes.

**Contacting sureties in bail cases**

You must contact the sureties, as they will need to sign again to accept the new conditions before they are put into effect. A short letter of explanation must be sent to each surety with a revised bail conditions form (IS.99), which they are asked to sign and return to CC.

**Agreeing variation of bail conditions with the Immigration and Asylum Chamber (IAC)**

Where the new conditions vary from those set by an immigration judge (IJ) when bail was granted, you must send a letter to the IAC, normally through the relevant presenting officers'

unit administration team. This letter must explain the reasons for the variation in bail conditions, confirm that the FNO has agreed to the changes and ask for the IAC's agreement to them.

The IAC will then decide whether a variation hearing is necessary, or whether a decision can be taken on the papers. The variation of bail conditions form (DO4) must not be issued by the caseworker until an IJ has agreed the change to the bail conditions.

**Advising the FNO of the new restrictions or conditions**

Once the new restrictions or conditions have been agreed, you must generate a variation of bail conditions form (DO4) and issue this to the FNO by post with a copy sent to their representative, where appropriate.

**Advising the reporting centre (RC) of the new restrictions or conditions**

If the FNO is reporting to a RC or an immigration staffed police station, you must update CID. This will make sure that they are aware of the new restrictions.

If the FNO is reporting is to a non-immigration staffed police station, you must send them a notice informing the police of restriction (ICD.0377).

**Noting new restrictions or conditions on CID**

You must create a bail reporting or reporting event on the restrictions screen in CID. If the FNO has been released on bail, the RC staff will create this once the subject arrives for their first reporting event. However, if the subject has been released on a restriction order, you must set up the first reporting event. For more information, see related link: Recording new restrictions.

**Advising the offender manager of variation of bail or restriction conditions**

A copy of the variation of bail conditions form (DO4) must be faxed by the CC caseworker to the FNO's OM with a covering note confirming that the Secretary of State or Immigration and Asylum Chamber (IAC), as appropriate, has agreed to a change of bail conditions or the new reporting restrictions, as detailed in the DO4.

**Creating a diary action in the calendar events of CID to check reporting**

	For more information on how to update CID with this action, see related link: <a href="#">Creating a diary action to check reporting.</a>	
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## Non-detained cases, contact management and absconders

### Electronic monitoring

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about electronic monitoring (EM) and how it is employed as a contact management tool in the case of foreign national offenders (FNOs) who are liable to deportation.</p> <p>Section 36 of the Asylum &amp; Immigration (Treatment of Claimants, etc) Act 2004, (see related link), allows the use of EM for people aged 18 years or over who are liable to be detained under the Immigration Act 1971. This can be applied to people released on:</p> <ul style="list-style-type: none"><li>• Chief Immigration Officer, Secretary of State or Immigration and Asylum Chamber bail</li><li>• temporary admission or release</li><li>• a restriction order</li></ul> <p><b>Tagging</b></p> <p>Tagging involves the offender wearing an electronic tag around their ankle, with a monitoring unit placed at their home address. When the subject is required to be at home, the tag sends a signal to the monitoring unit, which then sends a signal to a monitoring control centre. This confirms whether or not the subject is present at the specified address.</p> <p>This guidance refers exclusively to tagging, which is now the only EM used in FNO and other higher-risk cases. Voice recognition is no longer available as an alternative.</p> <p>EM is not an alternative to face-to-face reporting but complements it therefore is an additional tool available to CC staff to maintain more rigorous contact with those FNOs who are no longer detained either in a prison or immigration removal centre.</p>	<p><b>In this section</b></p> <p><a href="#">Caseworker considerations</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">UK Asylum &amp; Immigration (Treatment of Claimants, etc) Act 2004</a></p>
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## Non-detained cases, contact management and absconders

### General caseworker considerations

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the issues they must bear in mind when considering whether a foreign national offender (FNO) who is liable to deportation should be subject to electronic monitoring (EM).</p> <p>Despite being a useful tool for contact management, EM is not appropriate to every non-detained case CC manage because of the increasing costs of EM orders in recent years. You must request tagging on a case-by-case basis where justified by the risk posed by the FNO, but in order to assist with the assessment of 'high harm' and to ensure consistency, you must always request an EM condition if the FNO has committed one of the following offences: in the following case types:</p> <ul style="list-style-type: none"><li>• indecent assault on a minor</li><li>• manslaughter</li><li>• murder</li><li>• rape</li><li>• rape on a minor</li><li>• sex offences against children not listed elsewhere</li><li>• terrorist offences</li><li>• attempted murder</li><li>• attempted rape (adult or minor)</li><li>• conspiracy (defraud, murder, kidnap)</li><li>• indecent assault</li><li>• kidnapping and attempted kidnapping</li><li>• sex offences not listed elsewhere</li><li>• violent crime (including actual bodily harm and grievous bodily harm)</li><li>• armed robbery</li><li>• arson with intent to endanger life</li><li>• crimes against a minor (all others not listed)</li><li>• offences under the Sex Offenders Act</li></ul>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Immigration judge bail cases and residential curfews</a></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p>Links to staff intranet removed</p>
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	<p>It may still be appropriate to request EM in cases where the offence is not on this list if, on the facts of the case, you consider that the FNO poses a high risk of harm, reoffending or of absconding. In those cases, assistant director authority must be obtained before requesting a tag.</p> <p>Some cases will not be suitable for EM by tagging. For details of these, see Electronic monitoring guidance.</p> <p>Where EM is applied, to comply with Article 8 of the European Convention on Human Rights, the frequency of the monitoring applied to the EM plan must be a reasonable and proportionate measure against the risk of that individual absconding.</p> <p>Exceptional circumstances such as medical conditions can be taken into consideration and there may be a case for higher-risk offenders to be monitored more frequently. A four-hour monitoring period is used as a standard, but this can be varied on a case-by-case basis and is your decision. For more details on setting up EM in immigration judge bail cases and residential curfews, see related link.</p> <p>If you decide to place a FNO on EM, when you are completing the relevant form (IS.244) to instruct the detention escort and population management unit (DEPMU) to contact the FNO and install the necessary equipment, you must take special care to make sure the risks around that individual are notified to DEPMU on the form. For example, if the FNO is subject to multi-agency public protection arrangements (MAPPA), this must be clearly-indicated on the IS.244.</p> <p>You must also note that even when a FNO is not subject to MAPPA, they may still pose a high risk. DEPMU will need to take this into account when installing their EM equipment to guarantee the safety of their staff. This must also be reflected on the form.</p> <p>In non-MAPPA but high risk FNO cases, for example sex offenders no longer in MAPPA but still on the sex offenders register, the 'other' category must be ticked on the form and a brief summary of the risk outlined in the 'comments' box.</p> <p>For further guidance on the operational aspects of installing and removing EM equipment</p>	
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used by DEPMU, see related link: Electronic monitoring guidance.

Where EM is used as a condition of bail or restrictions, you will continue to be responsible for setting this up, but any breaches at the induction stage or later will be reported to the contact management team (CMT) by the EM contractor. Use of EM in individual cases must be reviewed every six months.

Where possible, EM should be combined with physical reporting. The frequency of such reporting will depend on the regional contact management strategies, and should be in line with the principles of intelligent reporting. For more information, see link on left: Frequency of reporting events.

Overall management of the case will continue to be the responsibility of the CC non-detained caseworker, who must retain the Home Office file throughout.

The latest guidance provided by the CMT must be followed when setting up, monitoring and ceasing EM, in both bail and restrictions cases. If you experience difficulty starting the EM process in individual cases you may contact the CMT through their inbox, see related link: Email: CC CMT referrals and assistance will be provided. Alternatively the CMT hotline can be contacted on the number below.

Official sensitive – do not disclose – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Official sensitive – do not disclose – end of section

For full guidance on EM, including details of how to manage breaches, see links on left:

- Reporting and managing breaches
- Electronic monitoring

## Non-detained cases, contact management and absconders

### Immigration judge bail cases and residential curfews

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how to request that a foreign national offender (FNO) who is liable to deportation and has applied for immigration judge (IJ) bail be subject to electronic monitoring (EM), and/or a residential curfew.</p> <p><b>EM in IJ bail cases</b></p> <p>In IJ bail cases, you must make sure that you explain clearly in your bail summary that the case falls into one of the offence categories set out in the general caseworker considerations guidance, , and so is being recommended for EM. For further information on the offence categories see related link: General caseworker considerations</p> <p>Arrangements must then be made in line with the orders of the IJ where they decide to grant bail.</p> <p>There have been some legal challenges to the specific EM conditions CC has imposed on bailed FNOs when IJs have not specified residence conditions when granting bail. In order to make clear that an IJ's authority carries through to the tagging conditions, you must now specify in your bail summary the period or periods that an FNO is required to be present at the given residential address.</p> <p>In the section of a bail summary entitled 'Conditions sought in the event of bail being granted' you must insert the following bail condition wordings:</p> <p>“Electronic Monitoring:</p> <p>That the applicant be subject to electronic monitoring.</p> <p>The applicant should cooperate with the conditions of electronic monitoring as instructed by the Home Office and the Home Office requests that bail in principle is granted allowing 48 hours or 2 working days for the Home Office to arrange to have the applicant electronically monitored by tag.</p> <p>The applicant to be present at the residential address (as noted above) for electronic</p>	<p><b>Related links</b></p> <p><a href="#">General caseworker considerations</a></p> <p>Links to staff intranet removed</p>
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monitoring induction on a date and time to be notified by the Home Office but within the period of 48 hours or 2 working days as requested in the condition above, when an officer of the Home Office's EMS contractor will call at the address to install the electronic monitoring equipment and explain how the system operates.

Following induction the applicant must be present at the address shown above every day between the hours of [insert start time] and [insert end time]”.

Note that in some case types it may be appropriate to request that the FNO be present at the address during 2 separate periods in a 24-hour cycle. See below for details on these cases.

**Residential conditions (curfews)**

When requesting a residence condition, please use the table below to select the hours that the FNO should remain at the specified address.

<p><b>The FNO must be present at the specified address between the hours of 20.00 – 08.00 every day in cases involving the following offences:</b></p>	<p><b>The FNO must be present at the specified address for at least two periods of two hours in any 24-hour cycle (for example, 14.00 – 16.00 and 22.00 – 00.00) in cases involving the following offences:</b></p>
<ul style="list-style-type: none"> <li>• indecent assault on a minor</li> <li>• manslaughter</li> <li>• murder</li> <li>• rape</li> <li>• rape on a minor</li> <li>• sex offences against children not listed elsewhere</li> <li>• terrorist offences</li> </ul>	<ul style="list-style-type: none"> <li>• attempted murder</li> <li>• attempted rape (adult or minor)</li> <li>• conspiracy (defraud, murder, kidnap)</li> <li>• indecent assault</li> <li>• kidnapping and attempted kidnapping</li> <li>• sex offences not listed elsewhere</li> <li>• violent crime (including ABH/GBH)</li> <li>• armed robbery</li> </ul>

		<ul style="list-style-type: none"><li>• arson with intent to endanger life</li><li>• crimes against a minor (all others not listed)</li><li>• offences under Sex Offences Act</li></ul>	
<p>When sending a non-detained case file from CC casework in Croydon to Liverpool, you must use the form ICD.4550 available on CID document generator.</p>			

## Non-detained cases, contact management and absconders

### Arrest

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about the powers available to arrest those who fail to comply with the conditions of bail or other restrictions and the actions needed to initiate this process.</p> <p>Any offender liable to deportation who has been bailed or released on restrictions from immigration detention and who fails to comply with the conditions of their release may be liable to arrest under paragraphs 24(1)(a) or 33(1)(a) of Schedule 2 of the Immigration Act 1971, see related link: Immigration Act 1971.</p> <p>In foreign national offender (FNO) cases being managed by the CC, you may propose that the FNO be arrested following breaching their conditions. For more information, see link on left: Reporting and managing breaches. This proposal must be reviewed by a local team leader, who will authorise a request to be lodged with the Immigration, Compliance and Engagement (ICE) team to arrange arrest if they agree it is appropriate.</p> <p>You must then take the following steps:</p> <ul style="list-style-type: none"><li>• prepare a detailed minute for the ICE team and liaise with them to arrange a home visit to arrest</li><li>• update CID that such a request has been lodged</li><li>• notify the relevant offender manager before and after the arrest</li></ul> <p>It is not possible to force entry to an offender's address to carry out an arrest for breach of bail conditions or other restrictions without a paragraph 17(2) warrant. Operational staff in ICE teams must make the relevant provisions to get a warrant, where required.</p> <p>Guidance on each of the above steps is provided below.</p>	<p><b>In this section</b></p> <p><a href="#">Arrest on Probation Services premises</a></p> <p><a href="#">Action following arrest</a></p> <p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Act 1971</a></p>
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**Preparing a detailed minute for the ICE team**

You must prepare a full and detailed note summarising:

- what action is required
- the current state of the case with regard to deportation
- the availability of travel documents

This note must make clear that arrest is being sought for failure to comply with bail or other restrictions under the relevant paragraphs of the 1971 act mentioned above and that once arrested, the FNO must be brought before an immigration judge or failing this a justice of the peace (sheriff in Scotland), or a chief immigration officer if bail was granted by a chief immigration officer. It must also request that CC is notified immediately when the FNO is arrested.

**Updating CID**

For more information on how to update CID see related link: Recording home visits. This will be completed by the immigration reporting centre staff.

**Notifying the offender manager (OM)**

The OM must be notified that action is being taken to arrest the FNO for failing to comply with bail or other conditions and that they will be notified in the event of an arrest.

The OM must be kept informed if, as a result of the arrest, bail is varied or revoked. For more information on contacting OMs, see related link: Contacting the offender manager.

## Non-detained cases, contact management and absconders

### Arrest on Probation Service premises

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers the process to follow if they seek to arrest an offender on premises operated by the Probation Service.</p> <p>There may be occasions when you must seek to arrest a person on probation premises, usually with a view to detention. This might be for example where a foreign national offender (FNO) is housed in property administered by their Probation Trust.</p> <p>A request to do so must be made in the first instance to the probation officer responsible for the case. The probation officer will then undertake a risk assessment and discuss the request with their line manager or senior probation officer.</p> <p>If the case is complex or high risk, the assistant chief officer for the local delivery unit (LDU) of the relevant Probation Trust will be involved.</p> <p>Each request will be considered on its individual merits and risk assessment. Probation Service staff will contact you to tell you if they will comply with their request or not.</p> <p>If you want to have a refusal of an arrest request reconsidered by probation, you or your manager must contact the probation officer's line manager. The assistant chief officer for the LDU has the final authority for deciding a request from the Home Office.</p> <p>Each Probation Trust has a FNO single point of contact (SPOC), who may be contacted to discuss such cases. See related link: Probation trusts single point of contact (SPOC) list.</p>	<p><b>In this section</b></p> <p><a href="#">Action following arrest</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Action following arrest

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers the action to take following the arrest of a foreign national offender (FNO) who has failed to comply with the conditions of bail or other restrictions.</p> <p>The Immigration, Compliance and Engagement (ICE) team should notify CC once the arrest has taken place and of the result of the hearing in front of</p> <ul style="list-style-type: none"><li>• an immigration judge (IJ)</li><li>• justice of the peace (JP)</li><li>• sheriff or the consideration of the case by a chief immigration officer (CIO)</li></ul> <p>If nothing is heard from the ICE team, you must contact them to check the current position.</p> <p>Where re-detention has been sanctioned by an IJ, JP, sheriff or CIO, you must set up detention reviews accordingly. For more information see related link: Detention reviews (adults).</p> <p>In any case when re-detention becomes appropriate and the case is being managed by the Contact Management team (CMT), you must advise the CMT of the action being taken so they know that monitoring of that case may end. Notifications of this type must be sent to CC CMT referrals, see related link: Email: CC CMT referrals.</p> <p>If bail conditions are varied, you must be record this in CID on the restriction events, recurring events and calendar events screens. For more information on this process, see related link: Bail applications – action after a bail hearing or decision.</p> <p>If bail conditions are not been varied, the previous conditions must be recorded in CID. For more information, see related link: Bail applications – action after a bail hearing or decision.</p> <p>The ICE team will notify you where an arrest does not take place, for example, because the subject was not at the last known address. You must then take action to report the subject</p>	<p><b>In this section</b></p> <p><a href="#">Arrest on Probation Services premises</a></p> <p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p>Links to staff intranet removed</p>
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as an absconder. For more information, see link on left: [Absconder actions](#).

## Non-detained cases, contact management and absconders

### Detention

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers the processes to follow when detention of a foreign national offender (FNO) who has breached their bail or other restrictions is appropriate.</p> <p>Detention of a FNO who fails to comply with a restriction order may be appropriate. In cases where a team leader has authorised your proposal to detain, you must then take the following steps:</p> <ul style="list-style-type: none"><li>• prepare a detention minute for authorisation by the team leader</li><li>• liaise with the Immigration, Compliance and Engagement (ICE) team to arrange a home visit for detention</li><li>• update CID</li><li>• notify the offender manager before and after detention</li></ul> <p>You can find more information on these steps below.</p> <p>For more information on detention in other circumstances and for details of how CC manages cases where detention is not appropriate (children and families with children under 18), see related links:</p> <ul style="list-style-type: none"><li>• Detention reviews (adults)</li><li>• Bail applications – action before and during a bail hearing or decision</li><li>• Bail applications – action after a bail hearing or decision</li><li>• Managing the return of families with children</li></ul> <p><b>Preparing a detailed minute for the ICE team</b></p> <p>As explained in the related link: Detention reviews (adults), a detention minute must be prepared and passed to the local team leader for authorisation. When detention has been authorised, you must prepare all the appropriate documentation to be served on the FNO when they are detained. For more information on the documentation required when</p>	<p><b>In this section</b></p> <p><a href="#">Action following detention</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><a href="#">Arrest on Probation Services premises</a></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><b>Downloads</b></p> <p>Links to staff intranet removed</p>
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detaining an FNO, see related link: Detention.

**Liaising with the ICE team**

You must contact the relevant ICE team to ask for an immediate visit for the purposes of detaining the FNO. A brief summary of the reasons for detention must be provided, and recorded on the Home Office file and CID.

**Updating CID**

For more information on how to update CID, see related link: Recording home visits. All reporting events on CID must be deleted. This is usually completed by the immigration reporting centre (IRC) staff. A note must also be entered on CID notes to confirm this action has been taken.

**Notifying the offender manager (OM)**

The OM must be informed that detention (or re-detention) is being sought, and provide the reasons for this. For details about contacting the OM, see related link: Contacting the offender manager.

When seeking to arrest and detain an offender on premises operated by the Probation Service, caseworkers must refer to the instructions in related link: Arrest on Probation Service premises.

## Non-detained cases, contact management and absconders

### Action following detention

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers the action to take following detention of a foreign national offender (FNO) who has failed to comply with the conditions of bail or other restrictions.</p> <p>The Immigration, Compliance and Engagement (ICE) team must advise you that the FNO has been detained. When you receive confirmation of detention, you must make sure detention is reviewed in line with the guidance in the related link: Detention reviews (adults). They must also notify the offender manager of the detention or re-detention.</p> <p>Where re-detention is appropriate, you must refer to the related link: Action following arrest.</p> <p>If the ICE team are unable to arrest and detain the FNO and are unable to obtain a new address, absconder action must be taken. See link on left: Absconder actions.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><a href="#">Action following arrest</a></p> <p><b>External links</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Re-detention of a foreign national offender

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how to manage foreign national offenders (FNOs) who have been re-detained following a period of release.</p> <p>This guidance applies to FNOs who were released either from custody or immigration detention.</p> <p>A FNO may be taken back into either an immigration removal centre (IRC) or prison after being released on restrictions and/or licence for a variety of reasons. These are:</p> <ul style="list-style-type: none"><li>• for immigration purposes following a breach of restrictions and/or with a view to imminent removal</li><li>• because they have been remanded in custody following arrest for further suspected criminal offences - for more information on this see related link: Barriers to deportation</li><li>• because they have been returned to custody to complete their sentence following breach of licence conditions</li></ul> <p><b>Re-detention in an IRC</b></p> <p>FNOs who were:</p> <ul style="list-style-type: none"><li>• previously in custody or immigration detention</li><li>• are being managed towards deportation by a non-detained team in Liverpool</li><li>• have since been re-detained for immigration purposes following breach of restrictions and/or to effect removal</li></ul> <p>must be allocated back to a detained team as below:</p> <ul style="list-style-type: none"><li>• if the case was sent to a Liverpool non-detained team within the last three months, it must be returned to the detained team that dealt with the case previously</li><li>• if the case was sent to a Liverpool non-detained team over three months ago, the case must be returned to CC workflow who will reallocate to an appropriate detained team</li></ul>	<p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><a href="#">Action following arrest</a></p> <p><b>External links</b></p> <p>Links to staff intranet removed</p>
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If the FNO was reporting, the contact management team (CMT) must be notified:

- to make sure restrictions are stopped
- that the Police National Computer (PNC) is updated as necessary, and to clear the case from their intake

**Remand in custody**

FNO cases who :

- were previously in custody or immigration detention
- are being managed by a non-detained team in Liverpool towards deportation, but have since been remanded in custody by police on suspicion of further offences

must be allocated back to a detained team, using the same process set out above for immigration re-detention cases.

You must be aware that the allocation of a case to a detained team only determines the location where the file must be held in the period between the FNOs remand and the outcome of the new prosecution. Detention team caseworkers are not expected to work or do anything substantive with these cases other than to deal with routine correspondence that may be received about the case.

If the FNO is convicted of the new offence(s) the caseworker in the detained team will take account of the new conviction in their consideration of deportation.

If the FNO is acquitted and released, the case will no longer be of interest to the detained team. The case must be returned to a non-detained team if deportation is still being pursued by CC because of the FNOs earlier conviction(s).

For further information on managing impending prosecution as a barrier to the deportation process in FNO cases, see related link: [Impending prosecutions](#).

**Return to custody**

You must be aware that where a FNO has breached the conditions of their licence, the National Offender Management Service (NOMS) may arrange for them to be taken back into custody to continue serving their original prison sentence. When this happens, the offender manager (OM) must tell you so you can take this into account in future caseworking and operational decisions.

If a FNO has been returned to prison for breach of licence conditions and was also on a contact management plan, you must:

- advise the Contract Management team (CMT) in Liverpool
- stop any restrictions
- update the PNC and clear the case from their intake

## Non-detained cases, contact management and absconders

### Absconder actions

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers the definition of absconding from bail or other restrictions and the action to take with foreign national offenders (FNOs) who are liable to deportation.</p> <p>An absconder is an individual:</p> <ul style="list-style-type: none"><li>• who leaves the border control area without permission</li><li>• who escapes from detention</li><li>• who breaches one or more of the conditions imposed as a condition of temporary admission, temporary release, bail or release on a restriction order</li><li>• whose current whereabouts are unknown</li></ul> <p>You must be aware that an individual can only be classified as an absconder if they have previously been served with one of the following, a:</p> <ul style="list-style-type: none"><li>• notification of temporary admission to a person liable to be detained (form IS.96)</li><li>• recognisance of applicant form (IS.99)</li><li>• notice imposing reporting restrictions (restriction orders) (ICD.0343)</li></ul> <p>They must also have later failed to comply with one or more of the legal restrictions as to reporting and/or residence set by an immigration officer, or an officer acting on behalf of the Secretary of State, exercising their powers under the Immigration Act 1971.</p> <p>You must notify the OM after it has been confirmed by Immigration Enforcement contact cannot be made with a FNO because:</p> <ul style="list-style-type: none"><li>• they have failed to attend one or more reporting events</li><li>• they are no longer resident at their last known address</li><li>• a new address cannot be obtained through:<ul style="list-style-type: none"><li>○ their Immigration, Compliance and Engagement (ICE) team offender manager (OM)</li></ul></li></ul>	<p><b>In this section</b></p> <p><a href="#">‘Unlawfully at large’ cases</a></p> <p><a href="#">Notifying the offender manager</a></p> <p><a href="#">Absconder case process</a></p> <p><b>Related links</b></p> <p>Link to staff intranet removed</p>
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- legal representative
- surety
- by any other means

You must then refer the case to the CC trace and locate team who will follow up with action that will try to trace the missing deportee with a view to detaining them and allow the deportation process to continue.

## Non-detained cases, contact management and absconders

### 'Unlawfully at large' cases

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about foreign national offenders (FNOs) who are considered 'unlawfully at large' (UAL), and how such cases must be escalated.</p> <p>FNOs are considered to be UAL, and will be wanted by the National Offender Management Service (NOMS) or the police, when they are:</p> <ul style="list-style-type: none"> <li>• wanted on licence recall by the NOMS and cannot be located</li> <li>• sentenced in absence for a crime and cannot be located</li> <li>• an escapee from prison and cannot be located</li> <li>• someone who was removed or deported under the provisions of the early removal scheme (ERS), tariff-expired removal scheme (TERS), or with the assistance of the facilitated return scheme (FRS) who has since returned to the UK before their sentence expiry date (SED) for FNOs given a determinate sentence in ERS cases, or if they were given a life or other indeterminate sentence in TERS cases</li> </ul> <p>Anyone who comes under the first three categories must be referred to the CC trace and locate team immediately.</p> <p><b>Return before SED after deportation under ERS, TERS or FRS</b></p> <p>Cases that fall under this category are slightly different. If any staff become aware that an offender who has been deported from the UK has returned in breach of their deportation before their sentence expiry date and their whereabouts are not yet known, they should refer the case to the national absconder tracing team (NATT) in Manchester.</p> <p>If an UAL offender is apprehended by the police, they must make sure the UAL offender is brought before a court. It will be the court's decision as to whether they are to return to prison.</p> <p>If the FNO is apprehended by Border Force or immigration enforcement staff, they will need to make sure the offender is referred to the police so they can bring them to court.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Notifying the offender manager</a></p> <p><a href="#">Absconder case process</a></p> <p>Links to staff intranet removed</p>
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	<p>Where an offender is encountered by Border Force staff based at juxtaposed controls abroad, police referral will not be appropriate. Guidance on how to process such cases, including relevant refusal wording, can be obtained by staff from Border Force Policy Implementation. See related link: Email BF OAS Enquiries.</p> <p>The Immigration, Compliance and Engagement (ICE) team, not CC, will deal with cases previously deported under ERS, TERS or FRS as described above. They serve relevant illegal entry notices on the grounds that the FNO has re-entered the UK in breach of an extant deportation order (DO).</p> <p>Usually, CC will only have further interest in such a case if one or more of the following applies:</p> <ul style="list-style-type: none"><li>• a further conviction has been handed down to that offender since their re-entry to the UK (no fresh deportation action would be required as a DO is already extant, but CID must be updated with the fresh conviction and an outcome entered to reflect that a DO is already in place – after that the case may be referred onwards to the relevant LIT if illegal entry notices are to be served)</li><li>• an application is made to have the DO revoked (in which case a CC detained team would consider the application – for more information on this process see related link: Criminal casework: Revocation)</li><li>• in the case of lifers or indeterminate-sentence FNOs, when they reach their minimum tariff expiry date and become eligible for consideration under TERS (that must be managed by CC in conjunction with NOMS)</li></ul>	
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## Non-detained cases, contact management and absconders

### Notifying the offender manager

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers the requirement to inform a foreign national offender (FNOs) offender manager (OM) when they have absconded from bail or other restrictions.</p> <p>The CC caseworker responsible for the case must send a fax immediately to the relevant OM to advise them that contact with the FNO has been lost and that they are believed to no longer reside at the last known address. This is especially important in absconder cases.</p> <p>The CC caseworker must ask the OM to let them know if they become aware of a new address for the FNO.</p> <p>If the FNO is subject to licence conditions this will mean that these are also not being complied with, otherwise CC would have been able to resume contact with the FNO through the OM. Therefore the OM must be asked to advise CC if the FNO is arrested for failure to comply with their licence conditions.</p> <p>For more information about contacting OMs see related links: <a href="#">Contacting the offender manager</a>.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p> <p><a href="#">‘Unlawfully at large’ cases</a></p> <p><a href="#">Absconder case process</a></p>
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## Non-detained cases, contact management and absconders

### Absconder case process

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about starting the procedure they must follow when referring a foreign national offender (FNO) who has absconded from bail or other restrictions for further action to trace their whereabouts.</p> <p>You must complete the trace and locate referral form. This is an ICD.4362 and is available on CID document generator.</p> <p>The form must then be emailed to the CC trace and locate team's inbox (see related link: Email: CC trace and locate team). The email must be entitled 'Absconder referral' and flagged as urgent. No Home Office files must be sent until a response from the team is received.</p> <p>You will receive a response within five working days to advise whether the case has been accepted or rejected by the team. If it has been accepted, the file will then be requested. All cases should be clearly marked 'Absconder' on the file. The trace and locate team address can be found at the bottom of the referral form.</p> <p>For process instructions on how to commence and finalise absconder action and update the Police National Computer (PNC), see</p> <ul style="list-style-type: none"><li>• EIG Chapter 19a</li><li>• EIG Chapter 19b</li></ul> <p>For details on trace and locate team investigations , exclusion cases and those no longer of interest to CC, see relevant links.</p>	<p><b>In this section</b></p> <p><a href="#">Trace and locate team investigations</a></p> <p><a href="#">Trace and locate team investigation outcomes</a></p> <p><a href="#">Cases no longer of interest to criminal casework</a></p> <p><a href="#">Exclusion cases</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p> <p>Link to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Trace and Locate team investigations

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the investigations the Criminal Casework Trace and Locate team undertake to try and establish the whereabouts of foreign national offenders (FNOs) who have absconded from bail or other restrictions.</p> <p>The Trace and Locate team have two stages of investigation:</p> <p><b>Stage 1 investigations</b></p> <p>These are conducted by tracing assistants and involve making data protection enquiries only in relation to the FNO, using a number of internal and external databases and other government departments, including but not necessarily limited to:</p> <ul style="list-style-type: none"><li>• the case information database (CID), warehouse, central reference system (CRS) and E-borders</li><li>• Her Majesty's Revenue and Customs (HMRC)</li><li>• the Police National Computer (PNC)</li><li>• the Department for Work and Pensions (DWP)</li><li>• the National Health Service (NHS)</li><li>• the Driver Vehicle Licensing Authority (DVLA)</li><li>• sureties and representatives</li><li>• the internet</li></ul> <p><b>Stage 2 investigations</b></p> <p>These are conducted by tracing officers and will involve more in depth enquiries. They are able to follow any potential lead generated by the information already on the Home Office file and the research undertaken by tracing assistants, and in addition they may also:</p> <ul style="list-style-type: none"><li>• make enquiries with any person, company or department they deem appropriate</li><li>• conduct financial investigations</li><li>• request communications data from the Home Office's intelligence directorate</li><li>• work with police departments, including community teams, intelligence teams, wanted</li></ul>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Trace and locate team investigation outcomes</a></p> <p><a href="#">Cases no longer of interest to criminal casework</a></p> <p><a href="#">Exclusion cases</a></p> <p>Link to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Trace and Locate team investigation outcomes

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the outcomes of investigations undertaken by the Criminal Casework Trace and Locate team to try and establish the whereabouts of foreign national offenders (FNOs) who have absconded and how these are managed.</p> <p>If during investigations a new address is found and satisfactorily verified, a decision will be made between the tracing officer and the team leader in the trace and locate team on the next action to take, depending on harm level and removability. There the team may either arrange for either:</p> <ul style="list-style-type: none"><li>• an enforcement visit to the address with a view to detaining the FNO</li><li>• the FNO to be placed back onto reporting restrictions</li></ul> <p>Guidance is given on both of these steps in the sub-sections below.</p> <p><b>Arranging an enforcement visit to the address with a view to detaining the FNO</b></p> <p>If the subject is successfully located the tracing officer will compile an intelligence report and send it to the Immigration, Compliance and Engagement (ICE) team responsible for the address. They will monitor for a date of visit and arrange for detention paperwork or family separation referral where required, and detention bed space in advance of the visit. If the FNO is successfully apprehended the trace and locate team caseworker will arrange re-detention and movement into the immigration detention estate. They must then pursue deportation whilst that remains a likely outcome in the near future. Detention reviews must be completed in line with policy, see related link: Detention reviews (adults).</p> <p>If the FNO is apprehended and returns to prison either on licence recall, having received a new conviction, or is returning to serve the remainder of their sentence following an escape from custody, the Home Office file will be sent to a CC Detained Casework team for allocation so deportation can be pursued as appropriate.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Trace and locate team investigations</a></p> <p><a href="#">Cases no longer of interest to criminal casework</a></p> <p><a href="#">Exclusion cases</a></p> <p>Links to staff intranet removed</p>
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If the subject is not apprehended during the enforcement visit the case will return to the tracing officer who will use any intelligence gathered to investigate the case further.

**Arranging for the subject to be placed back onto reporting restrictions**

If during stage one or stage two investigations a new address is obtained for a subject but there are too many barriers to deportation, the tracing assistant or officer in conjunction with the team leader may decide to put the subject back onto reporting restrictions rather than arresting and detaining. The new conditions must be issued to the subject's new address in the usual way, and the tracing assistant or officer must monitor for compliance with the first reporting event.

If the subject complies with the new reporting restrictions as required the Criminal Casework Trace and Locate team will clear the case (see finalising absconder actions) the case will then be passed back to a Criminal Casework Non-detained team to continue deportation action.

If the subject fails to comply with the new reporting restrictions as required, the tracing officer must give fresh consideration to detaining the subject, by arranging a new visit to the address as detailed earlier in this section.

If the investigation is unsuccessful and the current whereabouts of the FNO remain unknown, the case must be held pending a review. The review period will depend on the harm level of the case and the resources available within the team. At present highest and high-harm cases are being reviewed by tracing staff every six months and medium and low-harm every year.

The Home Office have been criticised for not actively pursuing the above actions in absconder cases soon enough. To make sure absconders are apprehended where possible, the trace and locate team must do regular reviews of their cases, particularly of those who are deemed to be higher-risk.

## Non-detained cases, contact management and absconders

### Cases no longer of interest to criminal casework

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how foreign national offenders (FNOs) who have absconded from bail or other restrictions but are no longer of interest to CC are managed.</p> <p>Where a subject is an absconder but is considered to no longer be of active interest to CC (for example where deportation action has been conceded or overturned by the courts), the marker on the Police National Computer (PNC) must not be removed, nor must the notification form for removal from the PNC (IS.274A) be issued. This is especially important as the subject still needs to be recorded as an absconder on the PNC even if CC interest in the case has ceased.</p> <p>The subject may already have permission to stay in the UK and so no further action is required or they may still be liable to removal from the UK in a category other than deportation following conviction, for example administrative removal for overstaying.</p> <p>If they have no lawful right to remain in this country, further consideration may be given by a Immigration, Compliance and Engagement (ICE) team to returning them to compliance with a contact management plan, with a view to enforcing their departure. CC must refer these cases to the appropriate ICE team.</p> <p>You must inform the Contract Management team (CMT) at the earliest opportunity when a case stops being of interest to CC for any reason, for example when:</p> <ul style="list-style-type: none"><li>• deportation is not pursued</li><li>• discretionary leave is granted</li><li>• the FNO is no longer on any form of restrictions imposed by CC</li></ul> <p>This will allow them to:</p> <ul style="list-style-type: none"><li>• take action to make sure all restrictions have been stopped</li><li>• clear the case from their intake list</li></ul>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Trace and locate team investigations</a></p> <p><a href="#">Trace and locate team investigation outcomes</a></p> <p><a href="#">Exclusion cases</a></p> <p>Links to staff intranet removed</p>
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|  | <ul style="list-style-type: none"><li>• make sure that Police National Computer (PNC) circulation is removed in cases where deportation is no longer being pursued and are of no further interest for any other kind of enforcement action</li></ul> |  |
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## Non-detained cases, contact management and absconders

### Exclusion cases

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers how foreign national offenders (FNOs) who have absconded from bail or other restrictions and may have left the UK voluntarily before a deportation order (DO) being signed may be eligible for exclusion.</p> <p>The power to exclude a person from the UK is currently exercised by the Home Secretary acting in person. It is a non-statutory power and potentially very broad.</p> <p>Exclusion prohibits a person whose presence in the UK is deemed not to be conducive to the public good, and who is outside the UK, from entering. This power may be used in respect of those who are liable to deportation but who leave the UK voluntarily before any DO being signed against them.</p> <p>In certain limited situations, it may be possible to exclude a FNO:</p> <ul style="list-style-type: none"><li>• who has absconded from bail or other restrictions</li><li>• who is liable to deportation but against whom a DO has not been signed</li><li>• the Home Office believe has now left the UK</li></ul> <p>If there is good evidence of this, you must refer to the related link: Exclusion decisions and exclusion orders. If a case for possible exclusion action is identified, you must consult your senior caseworker for further advice and if it is agreed that it is appropriate, follow the process accordingly.</p>	<p><b>Related links</b></p> <p><a href="#">Trace and locate team investigations</a></p> <p><a href="#">Trace and locate team investigation outcomes</a></p> <p><a href="#">Cases no longer of interest to criminal casework</a></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Forfeiture actions

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This section tells criminal casework (CC) caseworkers about the provisions to recover recognisances from sureties of foreign national offenders (FNOs) who are granted bail but then breach the conditions attached to it.</p> <p>Where bail has been granted to a FNO by:</p> <ul style="list-style-type: none"><li>• an immigration judge (IJ)</li><li>• chief immigration officer (CIO)</li><li>• the Secretary of State</li></ul> <p>it may have been granted on the basis of sureties. Sureties are individuals nominated by the FNO seeking bail. For more information, see related link: Bail applications – action after a bail hearing or decision.</p> <p>Each surety enters into a formal agreement (known as a recognisance) to pay an agreed sum of money which becomes due if the FNO fails to appear at the end of the period of bail. These recognisances are intended to provide an incentive to the person on bail to appear at the time and place required.</p> <p>Those seeking bail may themselves also enter into recognisances which will similarly become payable if they fail to appear at the end of the period of bail.</p> <p>Recognisances provided by sureties and/or the FNO applying for bail become liable to forfeiture (be given up) if the FNO fails to comply with other conditions attached to the grant of bail, such as regular reporting or electronic monitoring.</p> <p>A recognisance is taken from a surety by completing a:</p> <ul style="list-style-type: none"><li>• CIO or Secretary of State's bail form (IS.99)</li><li>• IJ's bail form (IAC.121)</li></ul>	<p><b>In this section</b></p> <p><a href="#">Bail granted by an immigration judge (Immigration Asylum Chamber)</a></p> <p><a href="#">Bail granted by a chief immigration officer or Secretary of State</a></p> <p><a href="#">Forfeiture hearings and orders</a></p> <p><b>Related links</b></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p>
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	<p>signed by each surety and retained on the Home Office file.</p> <p>FNOs providing recognisance for themselves complete a slightly different version of the form (IS.99A) which is also retained on file. These actions are completed by CC's Trace and Locate team.</p>	
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## Non-detained cases, contact management and absconders

### Bail granted by an immigration judge (Immigration and Asylum Chamber)

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about the procedure for recovering recognisances from sureties for foreign national offenders (FNOs) who have breached the conditions of bail granted by an immigration judge (IJ).</p> <p>Where a FNO released on bail is due to appear before an IJ, you must make sure the Home Office presenting officer (PO) has copies of the relevant recognisances (or bail bonds in Scottish cases).</p> <p>If the appellant fails to appear these copies can be given to the IJ who can be invited by the PO to exercise their power under either Paragraph 23 (applying to Paragraph 22 bail) or Paragraph 31 (applying to Paragraph 29 bail) of Schedule 2 of the Immigration Act 1971 (see related links) to declare the recognisances (or bail bonds) as forfeited.</p> <p>You must always request that the PO seeks forfeiture where a FNO fails to surrender to bail.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Bail granted by a chief immigration officer or Secretary of State</a></p> <p><a href="#">Forfeiture hearings and orders</a></p> <p>Link to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Act 1971</a></p>
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## Non-detained cases, contact management and absconders

### Bail granted by a chief immigration officer or the Secretary of State

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers the procedure for recovering recognisances from sureties for foreign national offenders (FNOs) who have breached the conditions of bail granted by a chief immigration officer (CIO) or Secretary of State.</p> <p>Where a FNO released on CIO or Secretary of State bail fails to surrender at the end of the bail period, an application must be made to the Immigration and Asylum Chamber (IAC) to initiate bail forfeiture proceedings.</p> <p>To access the form for making these applications, see related links. Agreement for bail forfeiture proceedings must be signed off by a local team leader, although it will generally be appropriate to proceed with forfeiture in any case where a FNO has failed to surrender at the end of the relevant period.</p> <p>The form must be sent to the IAC with copies of form IS.99 and IS.99A where applicable, for more information, see link on left: Forfeiture actions.</p> <p>The immigration judge (IJ) will decide if a hearing is appropriate. If so they will summon sureties and assess whether all or some of the money in their recognisances be forfeited.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Bail granted by an immigration judge (Immigration Asylum Chamber)</a></p> <p><a href="#">Forfeiture hearings and orders</a></p> <p>Link to staff intranet removed</p> <p><b>Download</b></p> <p>Link to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Forfeiture hearings and orders

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page tells criminal casework (CC) caseworkers about forfeiture hearings in respect of foreign national offenders (FNOs) who have breached the conditions of bail, and what happens when an immigration judge (IJ) agrees to the forfeiture of sureties' recognisances.</p> <p>During the hearing of an application for forfeiture of sureties' recognisances, the level of forfeit for each surety will be considered by the IJ, who will take into account the following:</p> <ul style="list-style-type: none"><li>• their level of responsibility for the FNO's failure to comply and the steps taken to make sure they comply</li><li>• any steps taken by the surety to report concerns to the Home Office</li><li>• if the FNO failed to comply with other conditions, what steps had been taken by the surety to make sure they comply</li><li>• any other excuses or explanations</li></ul> <p>Sureties who fail to appear for the hearing will lose the entire sum in which they are bound.</p> <p>If the IJ agrees that forfeiture, either in entirety or partially, is appropriate, they will make an order which will be remitted to the local Magistrates' Court (or Sheriff Court in Scotland) for them to arrange collection of the money, along with any other applicable fines.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Bail granted by an immigration judge (Immigration Asylum Chamber)</a></p> <p><a href="#">Bail granted by a chief immigration officer or Secretary of State</a></p> <p>Link to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Non-detained cases, contact management and absconders: contact

<p><a href="#">Criminal casework staff responsibilities</a></p> <p><a href="#">General management issues in non-detained cases</a></p> <p><a href="#">Overview of non-compliance in non-detained cases</a></p> <p><a href="#">The contact management team (CMT)</a></p> <p><a href="#">Frequency of reporting events</a></p> <p><a href="#">Reporting and managing breaches</a></p> <p><a href="#">Electronic monitoring</a></p> <p><a href="#">Arrest</a></p> <p><a href="#">Detention</a></p> <p><a href="#">Absconder actions</a></p> <p><a href="#">Forfeiture actions</a></p>	<p>This page explains who to contact for more help with a specific case on non-detained cases, contact management and absconders.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, they or you may contact Criminality policy using see related link: Email CPG Queries.</p> <p>Changes to this guidance can only be made by the Guidance, Rules and Forms team (GRaFT). If you think the policy content needs amending you must contact Criminality policy, who will ask GRaFT to update the guidance, if appropriate.</p> <p>GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Guidance - making changes.</p>	<p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Information owner</a></p> <p><b>See also</b></p> <p>Links to staff intranet removed</p>
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## Non-detained cases, contact management and absconders

### Non-detained cases, contact management and absconders: information owner

[Criminal casework staff responsibilities](#)  
[General management issues in non-detained cases](#)  
[Overview of non-compliance in non-detained cases](#)  
[The contact management team \(CMT\)](#)  
[Frequency of reporting events](#)  
[Reporting and managing breaches](#)  
[Electronic monitoring](#)  
[Arrest](#)  
[Detention](#)  
[Absconder actions](#)  
[Forfeiture actions](#)

This page tells you about this version of the 'Non-detained cases, contact management and absconder' guidance and who owns it.

Version	10.0
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Policy owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
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Approver's role	Official – sensitive: information removed
Approval date	24 July 2015

Changes to this guidance can only be made by the Guidance, Rules and Forms team (GRaFT). If you think the policy content needs amending you must contact Criminology policy (see related link: Email CPG Queries), who will ask GRaFT to update the guidance, if appropriate.

GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Guidance – making changes

#### Related links

[Changes to this guidance](#)

[Contacts](#)

#### See also

Links to staff intranet removed