



Returns Directorate

Title	<p align="center">Detention services order 8/2007</p> <p align="center">Representations to DEPMU</p>		
Process	<p>This order clarifies the procedures regarding the making of representations to Detainee Escorting and Population Management Unit (DEPMU) for the transfer of a detainee.</p>		
Implementation date:	September 2007	Review date:	March 2017

Contains mandatory instructions

<p>For action Home Office staff and suppliers operating in immigration removal centres.</p>	<p>Author and Unit Phil Schoenenberger, Head of DEPMU</p>
<p>For information N/A</p>	<p>Owner Karen Abdel-Hady, Deputy Director, Detention Operations</p>
<p>Contact point Phil Schoenenberger 0203 5130255</p>	
<p>Processes Affected Transfers of detainees between IRCs</p>	
<p>Assumptions N/A</p>	

Notes

This DSO rebrands 8/2007

Issued March 2015

Version v.0.3

Detention services order 08/2007

Representations to DEPMU

Introduction

1. This order clarifies the procedures regarding the making of representations to Detainee Escorting and Population Management Unit (DEPMU) for the transfer of a detainee.

Purpose

2. The purpose of this order is to ensure that all staff members operating in immigration removal centres (IRC) are aware of the correct method of approach to adopt when making representations to DEPMU for the transfer of a detainee.

Procedures

3. In the case where the centre manager of an IRC assesses that a detainee needs to be transferred from their establishment to another IRC or to HM Prison Service custody, they will first make their concerns known to the Home Office Immigration Enforcement team at their establishment.
4. If it is agreed that a transfer is necessary then the local Home Office Immigration Enforcement Manager, or their representative, will make a representation to DEPMU, providing sufficient evidence on an IS91 Part C Risk Assessment form to enable DEPMU to arrange a transfer.
5. If there has been no action by the local Immigration Enforcement Team or DEPMU within 48 hours and the centre manager has serious concerns (either harm to a person or to the IRC) then the transfer request can be escalated to the Home Office Detention Operations Delivery Manager or Head of DEPMU, as appropriate. If they are unavailable the request should be escalated to the Head of Detention Operations.

Revision History

Review date	Reviewed by	Review outcome	Next review
September 2013	Phil Schoenenberger	Amended process details.	September 2015
March 2015	Frances Hardy	Amended branding.	March 2017