



Home Office

# **Detention Services Order 05/2014**

## **Removal of Electronic Tags**

December 2016



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# Document Details

**Process:** To provide instructions on the steps to be taken when individuals enter an immigration removal centre, short-term holding facility or pre-departure accommodation still wearing an electronic tag.

**Implementation Date:** July 2014 (reissued December 2016)

**Review Date:** December 2018

**Version:** 3.0

## Contains Mandatory Instructions

**For Action:** Home Office staff and suppliers operating in immigration removal centres, short-term holding facilities and pre-departure accommodation

**For Information:** Home Office Caseworkers

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**Processes Affected:** Removal of electronic tags

**Assumptions:** N/A

**Notes:** N/A

# Instruction

## Introduction

1. This detention services order (DSO) provides instructions on the steps to be taken when individuals still wearing an electronic tag enter an immigration removal centre (IRC), short-term holding facility (STHF) or pre-departure accommodation (PDA). References to “centre” in this document cover IRCs, STHFs and PDA.

## Purpose

2. The purpose of this instruction is to ensure that all electronic tags are removed from detainees prior to removal from the UK, and to ensure tags are removed when no longer permitted or required.

## Procedures

3. Occasionally, detainee custody officers (DCOs) and other centre staff may encounter detainees still wearing an electronic tag on the ankle or wrist when the individual enters detention.
4. DCOs must ensure that any electronic tags are identified and removed from detainees at the point of reception into a centre.
5. The correct way to remove an electronic tag and the process for returning the tag to the appropriate contractor is:
  - Remove the tag from the detainee’s ankle or wrist by making a single cut across the thin strap at the mid-point, so that the ends are still attached to the tag itself. This must be done with care to ensure the detainee or the person removing the tag is not accidentally injured. A pair of safety scissors is the ideal tool for the situation.
  - Once removed, the tag should be placed in a sealed bag, with the detainee’s name, Home Office reference number (where appropriate), the date and time it was removed and the name and location of the officer who removed it. These details - plus a note of when and where the tag has been forwarded - should be recorded in a log.
  - The centre supplier duty manager must send the tag in the sealed bag to: EMS Manchester, PO BOX 170, Urmston, Manchester, M41 7XZ.

6. The removal of the electronic tag must be recorded on the Person Escort Record (PER), the individual's detention file and the supplier's local information management system.
7. The onsite Home Office Immigration Enforcement (HOIE) team at the centre should be notified by the supplier once the tag is removed and update the Case Information Database (CID) record with the details provided.

## Revision History

Review date	Reviewed by	Review outcome	Next review
December 2016	E Jarvis	General update and reformat	Dec 2018