



Home Office

Criminal casework - Post removal action

Archived

Post removal action

About this guidance

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

This guidance tells criminal casework (CC) case owners about the processes that must be completed following the successful deportation or removal of a foreign national offender (FNO) and any associated family members.

This guidance provides information on:

- Updating post removal actions on CID.
- Informing the offender manager.
- Linking removal action to relevant case types.
- Preparing the case file for lay-by.
- Contacting the offender manager where a parent poses a threat to their children.
- Dealing with military cases.
- Notifying the biometric immigration document management unit (BIDMU) when a biometric residence permit has been issued.

Restricted – do not disclose – start of section

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

Restricted – do not disclose – end of section

Changes to this guidance – This page tells you what has changed since the previous version of this guidance.

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

Information owners – This page tells you about this version of the post removal action guidance and who owns it.

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

In this section

[Changes to this guidance](#)

[Contact](#)

[Information owners](#)

Links to staff intranet removed

Post removal action

Changes to this guidance

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p>This page lists the changes to the post removal action guidance, with the most recent at the top.</p> <table border="1"> <thead> <tr> <th data-bbox="481 391 828 430">Date of the change</th> <th data-bbox="840 391 1534 430">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="481 438 828 949">22 October 2013</td> <td data-bbox="840 438 1534 949"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Preparing the paper file for layby: <ul style="list-style-type: none"> ○ last sentence of the second paragraph removed ○ sub-heading ‘disposal of restricted PNC print-outs new second paragraph ○ sub-heading checking for sub-files renamed and second paragraph removed. • Minor housekeeping and Plain English changes throughout. </td> </tr> <tr> <td data-bbox="481 957 828 1380">21 May 2013</td> <td data-bbox="840 957 1534 1380"> <p>Change request:</p> <ul style="list-style-type: none"> • Notifying the Police National Computer bureau and the Department for Work and Pensions: <ul style="list-style-type: none"> ○ change to the email address for police national computer bureau • Throughout the document, ‘criminal casework directorate’ has been replaced with ‘criminal casework’. </td> </tr> </tbody> </table>	Date of the change	Details of the change	22 October 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Preparing the paper file for layby: <ul style="list-style-type: none"> ○ last sentence of the second paragraph removed ○ sub-heading ‘disposal of restricted PNC print-outs new second paragraph ○ sub-heading checking for sub-files renamed and second paragraph removed. • Minor housekeeping and Plain English changes throughout. 	21 May 2013	<p>Change request:</p> <ul style="list-style-type: none"> • Notifying the Police National Computer bureau and the Department for Work and Pensions: <ul style="list-style-type: none"> ○ change to the email address for police national computer bureau • Throughout the document, ‘criminal casework directorate’ has been replaced with ‘criminal casework’. 	<p>Related links</p> <p>Preparing the paper file for layby</p> <p>See also</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
Date of the change	Details of the change							
22 October 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> • Preparing the paper file for layby: <ul style="list-style-type: none"> ○ last sentence of the second paragraph removed ○ sub-heading ‘disposal of restricted PNC print-outs new second paragraph ○ sub-heading checking for sub-files renamed and second paragraph removed. • Minor housekeeping and Plain English changes throughout. 							
21 May 2013	<p>Change request:</p> <ul style="list-style-type: none"> • Notifying the Police National Computer bureau and the Department for Work and Pensions: <ul style="list-style-type: none"> ○ change to the email address for police national computer bureau • Throughout the document, ‘criminal casework directorate’ has been replaced with ‘criminal casework’. 							

	19 April 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.		
		For previous changes you will need to access the archived guidance. See related link: Post removal action – archive.		

Archived

Post removal action

Initial checks and removal directions

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p>This page tells criminal casework (CC) case owners about initial checks and removal directions.</p> <p>When written or verbal confirmation has been received to show the removal has been enforced, check the removals screen has been completed correctly with all the removal details. Do not update any of the screens if any details are absent until you have received written confirmation.</p> <p>Completing the removals screen You must complete a minute sheet listing the post removal actions for early release scheme (ERS) and non-ERS cases. This is either:</p> <ul style="list-style-type: none"> • ICD 4258 for after deportation or removal action for ERS cases, or • ICD 4259 for after deportation or removal for non-ERS cases. <p>To see a CID screen shot with full instructions for completing the actions for removal group details, see related link: Removal group details.</p> <p>Removal directions The removal directions tab and the removal group details on the removals screen must be checked to see if they have been completed with the removal details. You must update these if they are absent or have not been completed correctly.</p> <p>Most members of CC will not be able to update this screen as it is protected. If this is the case you must contact either the:</p> <ul style="list-style-type: none"> • person or unit listed as the 'authorised by user' or 'authorised by unit' on the 'removal group details' page, or • removal centre or unit listed on the removal directions page of the removals screen. <p>You can contact CC prison operations and removals team (PORT) to close the case only if</p>	<p>Links to staff intranet removed</p>
---	--	--

you cannot contact the authorising person or unit, or they do not update the screen after you have requested this by telephone and email.

When appropriate you must also complete the following screens:

- restrictions
- calendar events, and
- breaches.

To see CID screenshots of screens relevant to this process, see related links:

- Removals directions screen
- Restrictions screen
- Calendar events
- Breaches screen.

Archived

Post removal action

Contacting the offender manager and detailing cases where a parent poses a threat to their children

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p>This page tells criminal casework (CC) case owners what action to take when a foreign national offender (FNO) is deported or removed from the UK, where a parent considered to be a threat to their own children, is deported.</p> <p>Contacting the offender manager You must send an ICD4351 to the offender manager (OM) to notify them when a FNO has:</p> <ul style="list-style-type: none"> • been deported • been removed, or • left the UK permanently for any other reason. <p>You must send a copy of this form to the National Offender Management Service (NOMS) single point of contact (SPOC).</p> <p>This notification must be issued because without it the OM may not know the FNO has left the UK and continue to work on their case. Also, if the OM does not know about deportation they will not be able to pass that information on to the victim liaison officer.</p> <p>Any action taken must be updated on CID notes.</p> <p>Cases where parents are considered to be a threat to their children Social Services or the courts may assess a case and decide the parents pose a threat to their children. You must handle these cases appropriately and take all the relevant action to reduce this risk as much as possible. For more information see related link: Deporting parents who pose a threat to their children.</p> <p>We can monitor cases where a FNO is not allowed to contact their children whilst they are in the UK.</p> <p>When a FNO is to be deported you may need to take further action in case they try to return illegally and find and make contact with their children.</p>	<p>Links to staff intranet removed</p>
---	---	--

Post removal action

Dealing with military cases

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

This page tells criminal casework (CC) case owners about notifying the military correction training centre (MCTC) in cases where a foreign national offender (FNO) is a member of the armed forces service personnel.

Restricted – do not disclose – start of section

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

Links to staff intranet removed

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

Archived

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

Archived

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

Restricted – do not disclose – end of section

Archived

Post removal action

Notification to BIDMU where a biometric residence permit card (BRP) has been issued

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

This page tells criminal casework (CC) case owners about cancelling a biometric residency permit (BRP).

Destruction of a BRP

An ICD.4520 must be completed on the document generator where the subject has been issued with a BRP and it is in the possession of CC, on removal. This is so that the BRP can be returned to the biometric immigration document management unit (BIDMU) for cancellation and be securely destroyed.

The BRP must be placed in a small envelope, sealed and attached to the ICD.4520 with a staple. When you return the BRP for cancellation to BIDMU, the ICD.4520 and the enclosed BRP must be sent in a plain envelope (one without a window).

Restricted – do not disclose – start of section

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

Restricted – do not disclose – end of section

You must also email BIDMU (see related link), so they are aware the card is in the post. The email must have the subject's:

- full name
- nationality
- date of birth

Links to staff intranet removed

- Home Office (HO) reference
- BRP card number, and
- reason the card is being returned.

You must email BIDMU to have the card cancelled where you have not been able to obtain the BRP card from the subject before they were removed.

Cancellation of a BRP

A cancellation email must contain the same data as if you had sent the card for destruction (as above). The only differences will be the reason for the email. In these cases it will be a request for a cancellation of an unknown BRP.

You must explain in the email the reason for the request and why you do not have the card. The reasons for you not being able to obtain the card may include that the:

- foreign national offender (FNO) is deliberately withholding it
- card has been lost by the prison and/or court service
- subject is claiming to have never been issued with one.

You must send an email to BIDMU requesting cancellation of the BRP in all cases where the subject says they have never been issued with a BRP, unless you are absolutely sure of this, for example:

- if they are a known illegal entrant, or
- European Economic Area (EEA) national.

Restricted – do not disclose – start of section

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

Restricted – do not disclose – end of section

BIDMU update

It can take BIDMU up to a month to cancel a card. Once the email notification has been sent, a calendar event must be set up on CID for four weeks in advance to check they have received your request. Once BIDMU have confirmed that the card has been cancelled the calendar event can be closed.

For further guidance on setting calendar events, see related link.

Archived

Post removal action

The special conditions screen on CID

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

Restricted – do not disclose – start of section

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

Archived

Links to staff intranet removed

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

Restricted – do not disclose – end of section

Post removal action

Missing special conditions or additional information

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p style="text-align: center;">Restricted – do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p> <p style="text-align: center; font-size: 48px; opacity: 0.5;">Archived</p>	<p>Links to staff intranet removed</p>
---	---	--

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

Archived

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

Archived

Restricted – do not disclose – end of section

Post removal action

Linking removal action to relevant case types on CID

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p>This page tells criminal casework (CC) case owners about linking removal action to relevant case types following the removal or deportation of a foreign national offender (FNO).</p> <p>When updating the removal screen on CID, all relevant case types must be linked in the 'association' section to produce accurate reporting against targets. For example the following must always be linked to the removal, regardless of how the removal took place:</p> <ul style="list-style-type: none"> • a criminal case • an asylum application for a failed asylum seeker • a case type of illegal entry or • an overstayer served with an IS151A. <p>You must get confirmation the application has been dealt with if the associated case field on the removal screen shows a case has no outcome, otherwise it will be a barrier to removal.</p> <p>When it has been completed, you must close the case using the relevant flavour of CID for the application. For N-CID cases, you must contact nationality to close their case as CC do not have access to N-CID. Only the relevant case outcome must be linked to the removal.</p> <p>The file must be returned to the relevant team leader if it is confirmed:</p> <ul style="list-style-type: none"> • The subject was removed with an open application. • This application was made prior to the removals pack being sent to CC prison operations removal team (PORT). And • Removal directions are still being set following a case owner error. <p>The team leader must email the criminal casework operational process and policy (CCOPP) inbox with the case owner's name, a brief summary of the problem and what action they have now taken to rectify this. To email CCOPP, see related link: Email CC process team.</p>	<p>Links to staff intranet removed</p>
---	--	--

Cases must not be left open in any flavour of CID after removal. If these details have not been entered you must update them as soon as possible.

Once you have updated the missing outcome on the case maintenance screen in the relevant flavour of CID, you must refresh the subject's records. The quickest way to do this is to return to the main search criteria screen and push the search button. The associated case field on the removal screen will then show that a case has finally got an outcome. The case outcome must then be linked to the removal.

For more information on updating missing case outcomes on CID, see related link: [Case maintenance field](#).

A removal case must not be unlinked from the criminal case type, either before or after the removal has taken place. This is unless this is to correct a major error. For more information about the CID removals screen, see related link: [Removals screen maintenance](#).

Archived

Post removal action

Notifying the warning index control unit (WICU)

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

Restricted – do not disclose – start of section

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

Archived

Links to staff intranet removed

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

Archived

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

Restricted – do not disclose – end of section

Archived

Post removal action

Notifying the Police National Computer bureau and the Department for Work and Pensions

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

Restricted – do not disclose – start of section

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

Archived

Links to staff intranet removed

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

Restricted – do not disclose – end of section

Post removal action

Setting calendar events for police national computer and security checks

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p style="text-align: center;">Restricted – do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p> <p style="text-align: center;">Restricted – do not disclose – end of section</p> <p style="text-align: center; font-size: 48px; opacity: 0.5; transform: rotate(-30deg);">Archived</p>	<p>Links to staff intranet removed</p>
---	---	--

Post removal action

Preparing the paper file for lay-by

<p>Initial checks and removal directions Contacting offender manager - parent a threat to child Dealing with military cases Notifying BIDMU of BRP The special conditions screen on CID Missing special conditions or additional information Linking removal action to relevant case types on CID Notifying warning index control unit (WICU) Notifying the police national computer bureau and the Department of Work and Pensions Setting calendar events for police national computer and warning index control unit Preparing the paper file for lay-by</p>	<p>This page tells criminal casework (CC) case owners about the process for sending a paper file to lay-by following the removal or deportation of a foreign national offender (FNO).</p> <p>You must make sure all dummy and sub-files are attached to the relevant file. Any sub-files travelling separately must be called for and attached to the main file. Otherwise the file will be returned by the storage facility, which will incur a further charge for file movement.</p> <p>The subject's file must be separated from any associated cases if applicable (indicated by it being blue-taped together with files in other names) both physically and on the record management system (RMS). Police national computer (PNC) checks must be removed and destroyed.</p> <p>Once the post removal action has been completed, any dummy file or file without a barcode must be sent to file creation unit (FCU) to attach a barcode. FCU can then send a file to lay-by.</p> <p>You must attach to the front of the file a:</p> <ul style="list-style-type: none"> • purple label with the sentence expiry date (SED), and • yellow sticker. <p>For non-early release scheme (ERS) cases, a pink label must be placed on the outside of the file only.</p> <p>Disposal of restricted PNC print-outs You must make sure all PNC print outs are securely disposed of or shredded as soon as they are no longer required for Home Office business purposes in line with security operating procedures. If there are any still on file these must be removed and securely disposed of or shredded before the file is sent to lay-by.</p> <p>This also applies to any other restricted documents retained on file to assist in effecting</p>	<p>Links to staff intranet removed</p>
---	--	--

deportation. For example where copies of the FNOs prison visitation records have been obtained. Once there is no longer any need for such documents, they must be shredded or otherwise disposed of securely.

Documents kept on file

You must send any documents retained on file, such as an expired passport, to the national document fraud unit (NDFU) through the internal delivery service (IDS). A short covering note must be enclosed to state that the subject has been deported. A contact email must be sent for the NDFU to confirm receipt at the following address:

Restricted – do not disclose – start of section
The information in this page has been removed as it is restricted for internal Home Office use only.
Restricted – do not disclose – end of section

NDFU will return the documents to the offender’s embassy or high commission.

Checking for sub-files

Once you are satisfied the removal has taken place, check for all sub-files and make sure these are joined with the main file.

Data quality checks

The file must now be kept in the team until all data quality checks are completed. Once these checks have been completed, the file must be sent to lay-by.

Update CID – completion of action

CID notes relevant to the case must be updated and a new admin event must be created to show that the file has been sent to lay-by. For more information on updating CID, see

	<p>related links:</p> <ul style="list-style-type: none">• Completion of actions• Admin events.	
--	---	--

Archived

Post removal action

Contact

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

This page explains who to contact for more help with a specific post removal action case for a foreign national offender (FNO).

If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.

If the question cannot be answered at that level, they or you may email criminal casework operational process and policy (CCOPP) using the link: Email CC process team, for guidance on the policy, if appropriate.

Changes to this guidance can only be made by modernised guidance (MG). If you think the policy content needs amending you must contact CCOPP, who will ask MG to update the guidance.

MG 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: Modernised guidance team.

Restricted – do not disclose – start of section

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

Links to staff intranet removed

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

Restricted – do not disclose – end of section

Archived

Post removal action

Information owner

[Initial checks and removal directions](#)
[Contacting offender manager - parent a threat to child](#)
[Dealing with military cases](#)
[Notifying BIDMU of BRP](#)
[The special conditions screen on CID](#)
[Missing special conditions or additional information](#)
[Linking removal action to relevant case types on CID](#)
[Notifying warning index control unit \(WICU\)](#)
[Notifying the police national computer bureau and the Department of Work and Pensions](#)
[Setting calendar events for police national computer and warning index control unit](#)
[Preparing the paper file for lay-by](#)

This page tells you about this version of the post removal action guidance and who owns it.

Version	7.0
Valid from date	22 October 2013
Policy owner	Criminal casework operational process and policy (CCOPP)
Cleared by director	Richard Quinn
Director's role	Director, criminal casework
Clearance date	27 September 2011
This version approved for publication by	Richard Short
Approver's role	Grade 7, modernised guidance team
Approval date	22 October 2013

Changes to this guidance can only be made by modernised guidance (MG). If you think the policy content needs amending you must contact CCOPP, using the link: Email CCD process team, who will ask MG to update the guidance, if appropriate.

MG will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can email these using the link: Email: Modernised guidance team.

Related links See also

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed