



Home Office

Detention Services Order 9/2007

Detainees' cash on escorts

October 2017



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Document Details

Process: This order clarifies the procedures to be adopted by Detainee Custody Officers when escorting detainees with cash.

Implementation Date: September 2007 (reissued October 2017)

Review Date: October 2019

Version: 3.1

Contains Mandatory Instructions

For Action: Home Office staff and suppliers operating in immigration removal centres, residential short term holding facilities, holding rooms and escort suppliers.

For Information: N/A

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Processes Affected: Handling detainees' cash during escorts.

Assumptions: N/A

Notes: N/A

Instruction

Introduction

1. This order clarifies the procedures to be followed by Detainee Custody Officers (DCO) when escorting detainees with cash in their possession.

Purpose

2. The purpose of this order is to ensure that escorting staff are aware of the circumstances in which a detainee's cash should be removed from the detainee prior to escort. It is also for the information of other DCOs operating in reception areas of immigration removal centres (IRC).

Procedures

3. Cash will be removed from detainees on transfer from one IRC to another; on escort to a bail hearing; on initial detention; and on removal. In such cases, cash will be handed to the escorting officers by the reception officers, at the point of departure, prior to the escort taking place. A formal record of the handover should be made on the Escort Handover Details page of the Person Escort Record (PER) and the cash should be secured in specially provided cash boxes fitted to the escort vehicles. In these cases, a detainee should be allowed to keep a small quantity of their cash in their possession in case they want to use pay phones in holding rooms or for other incidental expenses.
4. Detainees on escort from an IRC for any other reason (e.g. interview at an embassy) and where they are returning to the same IRC will not be allowed to take cash, unless there is a clear requirement for the detainee to have cash in their possession.

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
September 2017	Jose Domingos	Reformat	October 2019