## Home-Office_RGB_AWAnnex D – DCO/DCO(E) suspension letter

IRC/DEPMU address

[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

Name

Address

Date

CTC ref:

Dear

**SUSPENSION OF CERTIFICATION**

In accordance with the terms of paragraph 7 of Schedule 11 of the Immigration and Asylum Act 1999, I am suspending your certification as a DCO/DCO(E) (delete as appropriate) with immediate effect

The reason for this suspension is *(give full details of why the certificate has been suspended, refer to part 6 of the DCO/DCO(E) certification process)*

You should surrender your Detainee Custody Officer identity card to me immediately (DCO(E) only). Your employer has been informed of this decision.

Whilst on suspension you cannot gain access to Home Office premises or work on a Home Office contract.

When (give details of appropriate event e.g. results of any investigation) I will recommend to the Certification Team whether your Detainee Custody Officer certification should be reinstated or revoked. The Certification Team will make a final decision on reinstatement or revocation and inform you in writing.

You may make an appeal against the decision to suspend your certificate to the Home Office Compliance Area Manager for IRC (insert the name of the IRC where the DCO is employed) /Head of Contract Monitoring (delete as appropriate) within 28 days of receipt of this letter outlining the reasons for the appeal and any mitigating circumstances

You will receive a response from the IRC Compliance Team Area Manager/Head of Contract Monitoring within 14 days; this will be your only avenue of appeal

Yours sincerely

HO Escort Manager/HO Compliance Team manager