



Home Office

## **Detention Services Order 03/2018**

Issuing of travel warrants to detainees attending First-tier Tribunals (Immigration and Asylum Chamber)

August 2018



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# Document Details

**Process:** To clarify the procedures for issuing travel warrants to detainees attending First-tier Tribunal (Immigration and Asylum Chamber)

**Implementation Date:** August 2018

**Review Date:** August 2020

**Version:** 1.0

## Contains Mandatory Instructions

**For Action:** Escorting staff and supplier staff operating in immigration removal centres (IRC), pre-departure accommodation (PDA) and short-term holding facilities (STHF).

**For Information:** All Home Office Detention and Escorting staff and Pre Departure Teams

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**Processes Affected:** This Detention Services Order (DSO) sets out instructions on the procedures for issuing travel warrants to detainees attending First-tier Tribunals (Immigration and Asylum Chamber).

**Assumptions:** All staff will have the necessary knowledge to follow these procedures.

**Notes:** This guidance replaces Detention Services Order 10/2007 that has been withdrawn.

# Instruction

## Introduction

1. This order clarifies the procedures to be adopted by centre staff for any immigration detainee who is due to attend a First-tier Tribunal (Immigration and Asylum Chamber). Detainee Custody Officers (DCO) should be aware of this procedure when escorting detainees to the tribunal.
2. For the purposes of this DSO, 'centre' refers to IRCs, PDA and STHF.

## Purpose

3. The purpose of this order is to ensure that all detainees leaving a centre to attend a First-tier Tribunal (Immigration and Asylum Chamber) are issued with a travel warrant. Escorting staff should ensure that they have the warrant before leaving for the tribunal. It is important that DCOs operating in reception areas of the centre are aware of this procedure.

## Procedures

4. All detainees attending a First-tier Tribunal will be issued by the centre supplier with enough travel warrants to complete their journey from the tribunal to their proposed bail address.
5. In addition to the travel warrant(s), detainees must be provided with a template letter from the centre to the travel authority explaining the existence of a travel warrant. This letter must contain contact details for the centre in case further confirmation is sought by the travel authority or if the detainee requires further assistance during the onward journey.
6. The warrant(s) must travel with the escorting staff accompanying the detainee as part of the detainee's escort records. The warrant(s) must be stapled to the IS91 and must be kept by the officers escorting the detainee at all times, throughout the escort journey and during the bail hearing.
7. Escorting staff must ensure that all detainees being released on bail from the tribunal and not being collected by relatives or friends, are provided with the travel warrant(s) to complete their journey to the discharge address, as authorised in the release order. In such cases, detainees being released must be briefed by the escorting staff on all the necessary steps for their onward travel.

8. Supplier and escorting staff must ensure that all detainees being released to an address in Northern Ireland are aware that they cannot travel via the Republic of Ireland. Detainees travelling to Northern Ireland must be provided by the centre supplier with a clear journey plan and enough travel warrants to allow them to reach their final destination without travelling via the Republic of Ireland.
9. In the case of the detainee not being granted bail, and therefore being returned to the centre, or being detained in a different centre, escorting staff must ensure that the warrant is left attached to the IS91 and returned to the centre with the detainee and the warrant handed back to the centre or STHF's reception staff.