



Home Office

# **Detention Services Order 11/2014**

## **Security Information Reports**

December 2018



© Crown copyright 2018

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://nationalarchives.gov.uk/doc/open-government-licence/version/3) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at [www.gov.uk/government/collections/detention-service-orders](https://www.gov.uk/government/collections/detention-service-orders)

Any enquiries regarding this publication should be sent to us at [DSOConsultation@homeoffice.gsi.gov.uk](mailto:DSOConsultation@homeoffice.gsi.gov.uk)

# Contents

Contents	3
Instruction	5
<b>Introduction</b>	5
<b>The role of Detention Engagement Teams</b>	5
<b>Purpose</b>	5
<b>Procedures</b>	5
<b>Revision History</b>	6

# Document Details

**Process:** To provide instructions for staff and suppliers on the completion and management of Security Information Reports (SIRs).

**Implementation Date:** October 2012 (reissued December 2018)

**Review Date:** December 2020

**Version:** 3.0

## Contains Mandatory Instructions

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

**For Information:**

**Author and Unit:** James Andrews, Detention and Escorting Security

**Owner:** Alan Gibson, Head of Detention Operations

**Contact Point:** [DetentionAndEscortingSecurity@homeoffice.gov.uk](mailto:DetentionAndEscortingSecurity@homeoffice.gov.uk)

**Processes Affected:** N/A

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

**Notes:** This DSO replaces DSO 07/2006 and 17/2007, which are cancelled.

# Instruction

## Introduction

1. This detention services order (DSO) provides guidance for all Home Office, supplier and healthcare staff working in immigration removal centres (IRC), pre-departure accommodation and short-term holding facilities and escorting staff on the completion and access to Security Information Reports (SIRs).

## The role of Detention Engagement Teams

1. Two different Home Office Immigration Enforcement teams operate in IRCs: the Detention and Escorting Services Compliance Team ('Compliance Team') and Immigration Enforcement Detention Engagement Team ('DET'). In centres where DETs are not yet fully operational, all actions for Home Office staff in this instruction must be completed by the local Compliance Team.

## Purpose

2. This order will ensure that all staff working across the immigration detention and escorting estate are aware of the importance of providing timely and credible intelligence on the safety and security of the estate. It also clarifies who is entitled to have access to the SIRs on detainees in their custody.

## Procedures

3. SIRs are written by any person who has information of value, in their opinion, to the security of the estate. They are collected by the supplier and are fundamental to the dynamic intelligence process collated by the Security Department.
4. SIRs should be stored securely in the security office where they are filed following the enactment of any instructions written upon them by senior management. In addition to the supplier, they are also available to the Home Office Immigration Enforcement (HOIE) duty directors, duty on-call senior managers operating within HOIE Detention and Escorting Services, Detention and Escorting Security Team, Detention Services Intelligence Team and the Professional Standards Unit (as part of an investigation). In IRCs, they should also be available for inspection by the onsite Compliance manager and their deputies operating in each establishment.
5. SIRs should be completed on the Security Information Report template attached at Annex A, clearly indicating the security issues, actions taken and ensuring it is properly graded using the correct rating. It is important that SIRs are submitted promptly so the Detention and Escorting Security Team (DEST) can monitor and trends within the estate, as well as inform other IRCs of any issues arising. It should then be emailed to the Detention and Escorting Security Team at the following email address:  
[DetentionAndEscortingSecurity@homeoffice.gov.uk](mailto:DetentionAndEscortingSecurity@homeoffice.gov.uk)

6. Any SIR that relates to a detainee being defrauded should also be sent to the Home Office Security Team at the following email address: [HOsecurity-CentralReferralsTeam@homeoffice.gsi.gov.uk](mailto:HOsecurity-CentralReferralsTeam@homeoffice.gsi.gov.uk)

## Revision History

Review date	Reviewed by	Review outcome	Next review
Nov 2016	F Hardy	Reformatting, update to handling codes, inclusion of scam reference and new Annex A format	Nov 2018
Nov 2018	J Andrews	Update referral process to send to DEST. Annex A updated.	Nov 2020



ACTION IMMEDIATELY

## DETENTION SERVICES SECURITY INFORMATION REPORT

Establishment Code	SIR Number	Restricted <input type="checkbox"/>	Secret <input type="checkbox"/>
	Number / Year / Copy Number		
	/ /	Confidential <input type="checkbox"/>	Top Secret <input type="checkbox"/>

The Security Intelligence System aims to:

- Present an analysis of evaluated information.
- Support informed decision-making in prevention and management of incidents.
- Develop strategies to counteract threats to national interests and to the security of the establishment(s).
- Assist in maintaining good order or discipline across your centre & estate.
- Assist in the prevention and detection of crime.

- Any person may submit an SIR. All information may prove useful.
- All information given will be evaluated to provide security intelligence.
- All information contained within this SIR will be managed in accordance with the Human Rights Act & Data Protection Act. Your information will be disseminated in a controlled way ensuring only relevant parties are privy to the information you generated. Any disclosure to partner agencies will be in a sanitised format.
- The information contained within this report may be disclosed for the prevention and detection of crime, good order and discipline and professional standards issues.
- **The individual initiating this report must only complete Part A of this document, along with Section A of the Audit trail, ensuring it is signed and dated prior to being forwarded to the Security Department**

### Audit Trail

On receipt of this form, the person responsible must update the audit trail once action completed

	Responsibility	Action	Completion
<b>A</b>	Initiator of Report Name	Sign	Time Date
<b>B</b>	Security Analyst Time & Date	Complete Name	Time Date
<b>C</b>	Security Managers Recommendations Time & Date	Complete Name	Time Date
<b>D</b>	Director / Designated Manager Comments Time & Date	Complete Name	Time Date
<b>E</b>	Security Office Actions Time & Date	Complete Name	Time Date

## SECURITY INFORMATION

Names:

CID Ref:-:

Incident Location:

Subject Heading:

## Content of Report

A

I have / have not informed my line manager of the content of this report.

Signature

Print Name

Location

Date / Time



EVALUATION		
Source Evaluation	Information Evaluation	Handling Code
1 - Reliable	A - Known Directly	P - Lawful sharing permitted
2 - Untested	B - Known indirectly but corroborated	C - Lawful sharing permitted with conditions.
3 - Not Reliable	C - Known indirectly	
	D - Not known	
	E - Suspected to be false	

**SOURCES CHECKED FOR RELATED INTELLIGENCE INFORMATION**

- Local Security Intelligence System & Databases
- Home Office
- Security File
- Visits Records
- Gate Records
- Police Referral
- Searching Records
- Correspondence Records
- Incident Reports
- Finance
- Open Source Internet

**SUMMARY OF SUPPORTING / RELATED INTELLIGENCE**

B

**INTELLIGENCE ASSESSMENT**

(Complete Audit Trail)

**ACTION**

- Immediate
- 24 hour
- 72 hour

If the SIR is linked to previously submitted SIRs list the number below

- 1)                      2)                      3)                      4)                      5)

**SECURITY MANAGERS COMMENTS / ACTIONS**

(Complete Audit Trail)

C

**ACTION**

- Immediate
- 24 hour
- 72 hour

**DIRECTOR / DESIGNATED SENIOR MANAGER ACTIONS & COMMENTS**

(Complete Audit Trail)

D

**ACTION**

- Immediate
- 24 hour
- 72 hour

**SECURITY OFFICE USE ONLY**

<b>Actions Completed</b>	<b>(✓)</b>	<b>Contact Name</b>	<b>Date</b>	<b>Records Noted</b>
Director	<input type="checkbox"/>	.....	.....	Security Database <input type="checkbox"/>
Head of Department	<input type="checkbox"/>	.....	.....	HO Core File <input type="checkbox"/>
Unit Manager	<input type="checkbox"/>	.....	.....	Security File <input type="checkbox"/>
HO Centre Manager	<input type="checkbox"/>	.....	.....	Unit File <input type="checkbox"/>
HO Intelligence Team	<input type="checkbox"/>	.....	.....	Unit Handover <input type="checkbox"/>
ACDT co-ordinator	<input type="checkbox"/>	.....	.....	IS91 Part C <input type="checkbox"/>
Anti-Bullying	<input type="checkbox"/>	.....	.....	Devel Nom Board <input type="checkbox"/>
Race Relations	<input type="checkbox"/>	.....	.....	Other <input type="checkbox"/>
Police	<input type="checkbox"/>	.....	.....	..... <input type="checkbox"/>
IMB	<input type="checkbox"/>	.....	.....	..... <input type="checkbox"/>
Other	<input type="checkbox"/>	.....	.....	..... <input type="checkbox"/>
SIR Acknowledged	<input type="checkbox"/>	.....	.....	..... <input type="checkbox"/>

<b>List Further Actions Initiated</b>	<b>Contact Name</b>	<b>Date</b>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....

Further Actions Completed  Signed off by Security Department – Name.....

Updated Actions

SIR Closed  Signed off by Security Dept. – Name.....