



Home Office

Detention Services Order 9/2007

Detainees' cash on escorts

June 2020



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Contents

Contents	3
Document Details	4
Contains Mandatory Instructions	4
Instruction	5
Introduction	5
Purpose	5
Procedures	5
Revision History	6

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 June 2020)

Review Date: June 2022

Version: 3.1

Contains Mandatory Instructions

For Action: All Home Office staff and suppliers operating in immigration removal centres, short-term holding facilities and escorting 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.
2. All references in this DSO to “centre” include immigration removal centres, residential short-term holding facilities and pre-departure accommodation.

Purpose

3. The purpose of this order is to ensure that escorting staff are aware of the circumstances in which a detainee’s cash must be removed from the detainee prior to escort. It is also for the information of other DCOs operating in reception areas of centres.

Procedures

4. Cash will normally be removed from detainees on transfer between centres; 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 discharging 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 where available the cash should be secured in specially provided cash boxes fitted to the escort vehicles. In rare circumstances, a detainee should be allowed to keep a small quantity of their cash in their possession in case they want to use pay phones or for other incidental expenses whilst on escort.
5. Detainees on escort from a centre for any other reason (e.g. interview at an embassy) and where they are returning to the same location will not be allowed to take cash, unless there is a clear requirement for the detainee to have cash in their possession. In such cases, only the required amount will be allowed.

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
June 2020	S Ali	Minor update to wording	June 2022