



Home Office

# Detention Services Order 11/2014 Security Information Reports

May 2024



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# Document Details

**Process:** To provide instructions and operational guidance for contracted service providers and Home Office staff operating in Immigration Removal Centres, Pre-departure Accommodation and Residential Short-term Holding Facilities, on the completion and management of Security Information Reports (SIRs).

**Publication Date:** May 2024

**Implementation Date:** October 2012 (reissued May 2024)

**Review Date:** May 2026

**Version:** 4.1

## Contains Mandatory Instructions

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

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**Owner:** Michelle Smith, Head of Detention Operations

**Contact Point:** [Detention Services Orders Team](#).

**Processes Affected:** All processes relating to the completion and management of SIRs.

**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 instructions and operational guidance for all contracted service providers and Home Office staff operating in Immigration Removal Centres (IRCs), Pre-departure Accommodation (PDA) and Residential Short-term Holding Facilities (RSTHFs), in addition to escorting suppliers, on the completion and access to Security Information Reports (SIRs).
2. For this instruction, references to “centre” include IRCs, RSTHFs and the Gatwick PDA.
3. This instruction **does not** apply to Residential Holding Rooms (RHRs) or non-residential short-term holding facilities.
4. Two separate Home Office teams operate in IRCs:
  - Detention Services Compliance team (Compliance team)
  - Detention Engagement team (DET)

The Compliance team are responsible for all on-site commercial and contract monitoring work. The DETs interact with detained individuals face-to-face within the IRCs, on behalf of responsible officers within the IRCs. They focus on communicating and engaging with people detained at IRCs, serving paperwork on behalf of caseworkers, and helping them to understand their cases and reasons for detention.

There are no DETs at RSTHFs, or the Gatwick PDA. Some of the functions which are the responsibility of the DET in IRCs, are instead conducted by the contracted service provider and overseen by the International and Returns Services (IRS) Escorting Contract Monitoring Team (ECMT) in RSTHFs. In the Gatwick PDA, the local Compliance Team cover the role of detained individual engagement.

## Purpose

5. This DSO will ensure that all Home Office and contracted service provider staff working across the immigration removal estate, are fully aware of the importance of providing timely and credible information on the safety and security of the estate. This order also clarifies who is entitled to have access to the SIRs on detained individuals in their care.

## Procedures

6. SIRs are written by any member of staff who has information of value to the security of the estate. They are collected by the contracted service provider and are fundamental to the dynamic intelligence process collated by the Security Department.
7. SIRs should be stored securely in the security office where they are filed. Counter Terrorism (CT) referrals should be uploaded to the Intelligence Management System (IMS) the same day they are received to prevent delays in CT colleagues obtaining this information ([DSO 01/2015 Extremism and Radicalisation](#) refers). In addition to the contracted service provider, they are also available to the Home Office Immigration Enforcement (HOIE) duty directors, duty on-call senior managers operating within the HOIE Detention Services 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 centre.
8. SIRs should be completed on the SIR template attached at Annex A, clearly indicating the security issues and actions taken, whilst ensuring it is properly graded using the correct rating. It is important that SIRs are submitted promptly to enable local Security Departments to analyse the information and establish emerging trends.
9. The IRC contracted service providers will send a Weekly Intelligence Report to DS Security, DETs and on-site Compliance teams, highlighting all SIRs in the following categories (as a minimum):
  - Disorder
  - Drugs
  - Mobile Phones
  - Other illicit articles
  - Violence/ Safer Detention
  - Counter Terrorism
  - Public/ Child Protection
  - Escape Abscond
  - Miscellaneous (relevant information impacting threat)
10. The reporting period for Weekly Intelligence Reports will cover Sunday - Saturday each week. Reports require submission by 09:00 on Mondays, following the reporting period.
11. IRCs and/or the contracted service provider can request intelligence for Time Served Foreign National Offender (TSFNO) residents for custodial periods. This is done using a Mercury Intel Request Form.

12. Any SIRs submitted by IRC staff that are related to Counter Terrorism (CT) information, will also generate a CT Referral. CT Referrals should be managed in line with the CT Strategy.

13. Any SIR that relates to a detained individual being defrauded, should also be sent to the Home Office Internal Investigations Referrals Team.

## 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
May 2024	N Loftus, M Mooney	Updated to reflect: <ul style="list-style-type: none"><li>• The roll out of Home Office teams and individual responsibilities</li><li>• Terminology changes from centre supplier to contracted service provider</li><li>• The addition of weekly intelligence submission and mercury intel request form</li><li>• The addition of SIR actions</li></ul>	May 2026



ACTION IMMEDIATELY



Home Office

P R O RESTRICTED SIR

## DETENTION SERVICES SECURITY INFORMATION REPORT

Centre 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 centre(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	Complete	
	Time & Date	Name	Time Date
<b>E</b>	Security Office Actions	Complete	
	Time & Date	Name	Time Date

<b>SECURITY INFORMATION</b>	
Names:	HO Ref:-:
Incident Location:	
Subject Heading:	

**Content of Report**

**Information to include time, date, place, context of the event and actions YOU have taken, detailing the outcome of those actions**

A

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

Signature
Location

Print Name
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**

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

E

List Further Actions Initiated	Contact Name	Date
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
Further Actions Completed <input type="checkbox"/> Signed off by Security Department – Name.....		
Updated Actions		
SIR Closed <input type="checkbox"/> Signed off by Security Dept. – Name.....		