


Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		


DETAINEE RECEPTION & DEPARTURES

DATE EFFECTIVE FROM:

CONTACT POINT: Head of Safeguarding

RESPONSIBLE MANAGER: Centre Director


Site: Brook House			Date published	
Owned by: Audits & Compliance Manager			Written by:	Chris Milliken (March 2014)
Approved by: Centre Director			Date:	
Approved by: Home Office			Date:	
Reviewed date	Comments	Reviewed by	Approved by Centre Director	Approved by Home Office
19/03/14	Annual Review	Chris Milliken		Simon Levett 24.03.14
04/05/16	Review	Dan Haughton		

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

Reviewed date	Comments	Reviewed by	Approved by Centre Director	Approved by Home Office


AMENDMENTS TO POLICY

Amended Section:	Page:	Date	Reason for & Description of update:
8.10	19	09.01.16	Section added by V Botting from DSO


Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

INDEX:

<u>Section</u>	<u>Description</u>	<u>Page</u>
Part A	Admissions	
1.	Introduction	6
2.	Responsibility	6
2.1	Supervision	6
3.	Hours of Operation	7
4.	Admissions	7 - 8
4.1	1S91 - Special Needs	9
4.2	Room Sharing Risk Assessments	9 -10
4.3	Refreshments – Provision of Meals	10
4.4	Detainee Information on Arrival	10
5.	Reception Process	10 - 11
5.1	Identification Cards	11
5.2	Reception File	12
5.3	Phone/Phone Call	12 - 13
5.4	Issue of Toiletries	13
5.5	Access to Showers at Brook House	13
6.	Searching	13
6.1	Adult - Male	13
6.2	Baggage	14
7.	Luggage Allowance	14 - 15
8.	Detainee Property	15
8.1	Banned Items of Property	15
8.2	Perishable Goods & Unserviceable Clothing	15
8.3	Property Retained In Possession of Detainees	16

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

8.4	Stored Property	16 - 17
8.5	Security of Stored Property	17
8.6	Cash	17 - 18
8.7	Valuables	18 - 19
8.8	Access to Stored Property	19
8.9	Electrical Equipment held in Possession by Detainees	19
8.10	Disposal of Property	19
9.	Clothing	20
9.1	Provision of Clothing	20
9.2	Disposal of Unsuitable Clothing	20
10.	Medical Screening	21
10.1	Medication in possession on arrival	21
11.	First 24 Hours In Custody	22
12.	Unit Allocation	22
13.	Detention of a Claimed Minor	23
14.	Care & Management of Transsexual Detainees	23
15.	Roll	24
16.	Fingerprints	24 - 25
Part B	Departures	
1.	Introduction	26
2.	Hours Of Operation	26
3.	Supervision	26
4.	Notification of Departures	27
5.	Detention Custody Managers	28
6.	Reception Officers	28 - 31


Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

7. Non-Compliant Detainees 32

8. Detainees on open ACDT 32

ANNEX

A	Disposed property	33
B	Admission Checklist	34 - 35
C	Exit Papers	36 - 37
D	Detainee Admission Process Map	38

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

PART A – ADMISSIONS

1. INTRODUCTION

Detainee Reception is the first point of entry to Brook House for detainees. Consideration has to be given to the sensitiveness of this area and care must be taken to ensure that detainees are put at ease, and allowed to come to terms with their new environment.

This policy details the procedures for the admission of all male detainees at Brook House Immigration Removal Centre (IRC).

Detainee Reception staff will be specifically selected, and receive dedicated training which shall include being trained to recognise behaviour and signs that indicate anxiety, distress or risk of self-harm, so as to ensure that all reception procedures are completed correctly in a calm and considerate atmosphere.

2. RESPONSIBILITY

Overall responsibility for the management of Detainee Reception is that of the Centre Director. The Head of Safeguarding manages Detainee Reception on behalf of the Centre Director and reports directly to the Head of Brook House.


A duty Detention Custody Manager will assume the day to day responsibility for the Detainee Reception at Brook House IRC. They are responsible for carrying out quality checks on the admissions process on a daily basis to provide assurance that the department is in good order.

The Head of Safeguarding will observe the process and carry out a quality check on at least a fortnightly basis, the Head of Brook House will carry this out at least once per month; such visits must be logged with details of any observations.

2.1 SUPERVISION

Detainee Reception will be supervised by a Detainee Custody Manager, who has responsibility for the following:

- Detainee Reception staff
- The welfare of detainees
- Ensuring compliance of operating procedures
- Health & Safety

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

3. HOURS OF OPERATION

G4S will admit detainees to the removal centre 24-hours a day every day of the year. G4S will co-ordinate the transfer of detainees between Brook House IRC and Tinsley House IRC where deemed appropriate. The Duty Director and Home Office Manager at each respective IRC will agree for the transfer to take place beforehand, and DEPMU should be notified of the transfer at the earliest opportunity.


4. ADMISSIONS

Notification of an impending arrival is received via email by way of a "IS.276 Movement Order". This gives the name (and any known aliases) of the detainee, place of transfer and notes any special needs. The details on the movement order are added to that days expected movement sheet by Assistant Custody Officers working in the gate house. The movement orders are printed and added to a folder labelled "arrivals" which will be collected by reception staff the day before arrival.

Notification of a proposed movement may also arrive in the form of a referral email in the case of a detainee who has particular special needs. Such referrals will be passed to a Detainee Custody Manager at the earliest opportunity for either acceptance or refusal following consultation with the Home Office.

Every detainee admitted to Brook House IRCs will be processed by way of the following procedures:


- Each detainee must be accompanied with a valid Detention Authority (IS91).
- The Reception staff will check the IS91 for accuracy and completeness. Reception staff must not accept a detainee without having proper written authority for detention in the form of the IS91
- Escorting staff must not be allowed to leave until the following items have been handed over with no outstanding queries or concerns:
 - IS91
 - Personal Escort Record (PER)
 - Detainee Property (ensuring bag seal numbers match those listed against the PER)
 - ACDT Documents (open or closed)
 - Detainee Transferable Document (DTD). Those arriving from Prisons, Home Office Arrest Teams or Police Stations may not have a DTD. In this case a new DTD should be opened.
 - Detainee Medical Records from previous IRC/Prison establishment.
 - Prison File (if noted as present on the PER)

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

- Immediate medical concerns that may require hospital treatment should be raised with the Duty Nurse and Detainee Custody Manager prior to accepting custody of the detainee.
- Where paperwork is missing or if there are any discrepancies DEPMU should be contacted, or in cases of doubt, the on-site Home Office team. No detainee will be turned away without being referred to the local Home Office Manager and Duty Director.
- A copy of the following must be passed to the Home Office within 24 hours of the Detainee being admitted:
 - Reception Report
 - IS91
 - Photocopy of identification documents
 - IFB Fingerprint Barcode (for those detainees fingerprinted on site)
 - IS86 form (for those detainees fingerprinted on site)
 - Prison License (if applicable)

The officer receiving the detainee is responsible for the following:

- Correct completion of the “arrivals log” in the reception diary.
- Ensuring detention is lawful by checking IS91
- Liaising with the escort contractor
- Updating the roll board.
- Checking that all ACDT documentation handed over is complete and updated following arrival at Brook House. Any discrepancies noted upon handover are to be recorded in the Observation Record and escalated to a Detainee Custody Manager.
- Checking that all PER details are accurate. Any discrepancies noted upon handover are to be recorded in the PER Handover.
- Receiving and accounting for sealed bags and property and placing them in a secure area.
- Receiving and accounting for money and placing it into a safe until need for reception
- Opening or updating the Detainee Transferable Document (DTD). Any discrepancies noted upon handover are to be recorded in the DTD History Sheet.
- Initiating the First 24 Hours in Detention paperwork and completing observations on arrival.
- Carrying out the Room Sharing Risk Assessment and notifying a Detainee Custody Manager a detainee is identified as ‘High Risk’.
- Opening a new ACDT document where deemed necessary.
- Notifying the Detainee Custody Manager if a detainee arrives on an open ACDT document.
- Forwarding any medical documents related to the detainee to the duty nurse in a secure and confidential manner.

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

4.1. IS91 SPECIAL NEEDS

Details of any detainee that arrives with 'special needs' listed on their IS91 must be conveyed to the Detainee Custody Manager.

Reception staff will ensure that a copy of the detainee risk assessment (IS 91RA Part B) has been received from DEPMU. If a copy has not been received, then DEPMU must be contacted immediately and a copy requested, a record of this must be made on the Detainee Administration Tool (DAT).

Copies of all IS91 forms are to be sent to the Home Office without delay. If the 'Special Needs' information is vague or of a serious nature, a Detainee Custody Manager must conduct further checks with the Home Office or on call Home Office Manager.

Possible contacts for further information may be:

- Centres where a detainee has previously been detained
- DEPMU

The Detainee Custody Manager must brief the Duty Director regarding the Special Needs status of all arriving detainees. On most occasions, a 'Movement Order' would normally precede the arrival of a detainee. It is best practice to carry out the necessary checks (as above) prior to their arrival.


Note: Special needs or any other confidential details must not be displayed in detainee areas.

4.2 ROOM SHARING RISK ASSESSMENTS

Each and every detainee admitted at Brook House IRC will have a Room Sharing Risk Assessment (RSRA). RSRA's are carried out to assess detainees' suitability to share accommodation and other spaces with other detainees. A detainee's known detention, prison and medical history is assessed in addition to a one to one interview with the detainee to determine if a detainee is deemed *Standard* or *High Risk*.

- *A High Risk detainee is one for whom there is a clear indication (from evidence) of a high level of risk that they may be violent to a roommate (or that a roommate may be violent to them). In this case, restrictions on room sharing must be applied. This includes where the reason for the high risk rating may be short term.*
- *A Standard Risk detainee is one for whom, based on the evidence available, there is no immediate risk of room violence. This is not an unchangeable risk and the situation will need to be monitored using the review process.*

Detention Service Order 12/2012, August 2012

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

Standard risk detainees are able to share accommodation with no particular considerations to note. *High Risk* assessed detainees are those where room sharing arrangements may require specific instructions to accompany the arrangements, or they may be deemed to be of significant concern to the extent where room sharing is not deemed suitable.

All initial High Risk RSRA's must be referred to a Detainee Custody Manager for further review.

Consult Detention Service Order 12/2012 for full details of RSRA processes.

RSRA's should *only* be conducted through a confidential interview out of earshot of other staff and detainees. A private interview room located in detainee admissions is available for use for confidential interviews.

4.3 REFRESHMENTS – PROVISION OF MEALS

Every detainee received into Brook House IRC will be offered a drink on arrival and a hot or cold meal if the arrival time is outside of normal catering hours. Hot meals shall be in the form of pre-prepared chilled meals, which can be heated in microwave ovens. The temperature of any meals served to detainees in detainee reception must be compliant with instructions by the Food Standards Agency. A log is in place to record the temperatures of food issued to detainees.

Reception staff will be responsible for obtaining supplies of meals from the catering service provider. Reception staff are also responsible for ensuring the safe storage and re-heating of meals in accordance with instructions from the Food Standards Agency.


The catering service provider is responsible for preparing meals in line with current Food Standards Agency instructions.

4.4 DETAINEE INFORMATION ON ARRIVAL

Whilst waiting for the reception process to be completed, every detainee will be provided with an information booklet about the centre. More detailed information will be issued from the induction wing. Every effort will be made to ensure that all issued information will be available in a language that is appropriate for the detainee to understand.

5. RECEPTION PROCESS

Reception staff will admit every detainee using the Detainee Administration Tool (DAT). Reception Staff will ensure that this process affords a suitable level of privacy and that all detainee information is treated as confidential.

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

In instances where there is difficulty communicating with detainees due to language barriers, staff should attempt to communicate by the use of other staff who can speak languages, occasionally the use of other detainees, if appropriate or staff may also use the facilities of the telephone translation service to overcome language barriers. Telephone translation should be used when discussing any confidential matters.

The following information will be entered onto the DAT system:


- C.I.D. and Port Reference numbers
- Full name & any aliases
- Date of Birth
- Nationality
- Place of Birth
- Next of Kin (or refusal to give recorded)
- Special needs e.g. escape risk, disruptive/violent behaviour etc.
- Languages spoken/written
- Fingerprint type and location taken (if applicable – see section 15)
- Date & time of arrival
- Religious denomination
- Brief descriptions of detainees including scars, tribal markings, tattoos etc.
- Dietary requirements
- Mood and demeanour on arrival
- Known risks and or/criminal activity documented on movement orders or Prison Files
- A record of property to be kept on person
- A record of all property retained in the property store
- Any other useful notes

5.1 IDENTIFICATION CARD

Once all information is entered onto the DAT, an individual photograph is taken of all detainees for the purpose of identification. Photographs taken must be compliant with standards required by the UK Passport Agency.

A “picture report” will be printed and used to create the detainees’ identification card. This requires laminating and should be handed to the detainee with an explanation given of its purpose and importance.

The identification card must be carried by the detainee at all times whilst detained at the Brook House IRC as a quick means of identification should it be deemed necessary.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

5.2 RECEPTION FILE

A file will be made up for Reception records and give its own number which will be recorded on DAT. This will contain:

- IS91 (original)
- Movement Order
- Reception Report
- Pictures Report
- Port Case File
- Detainee Transferable Document (DTD)
- Copies of 'In Possession' and 'Stored Property' Receipts/Audit Trails
- Original RSRA

Open ACDT documents must be passed to Healthcare staff along with any other medical correspondence during the initial medical screening; however staff must make themselves aware of the level of observations required and make relevant entries whilst the detainee is undergoing the reception process.

5.3 PHONE/PHONE CALL


On admission, detainees will be issued with a loan mobile phone and SIM card if required, in order to allow them to make and receive phone calls whilst detained at Brook House IRC. The loan phone number will be recorded onto the DAT system on the 'Phone' section.

Use of the phone will be explained to the detainee as well as what to do if it becomes unserviceable. A loan mobile phone agreement must be completed and issued to the detainee.

All detainees will be issued with a free 5 minute telephone call card which allows them to call anywhere in the world. This call can only be made on the loan phone if the detainee has credit. If the detainee has no funds then the telephone card can be used in reception. The call will be logged on the DAT system once this has been offered.

If a detainee wishes to use the phone in private then they will be offered the use of a phone in a private room where possible.

Detainees may keep one personal mobile phone in possession provided that it does not have a camera, the ability to access the internet or voice recording capability. Detainees that do not have a permitted personal mobile phone will be issued with a loan mobile phone (subject to completing the loan mobile phone agreement). Detainees in possession of a permitted

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

personal mobile phone will not be eligible for a loan mobile phone. Detainees may retain up to two sim cards in possession.

All personal mobile phone model numbers and IMEI numbers must be recorded on DAT, whether in possession or located in stored property. This ensures that a phone can be traced and accounted for if deemed necessary.

5.4 ISSUE OF TOILETRIES

If a detainee arrives without any toiletries they will be issued with a destitute toiletry pack that will include: soap, toothbrush, toothpaste, shampoo, deodorant and a comb if required. Razors and Shaving Foam will be issued on a one for one basis as requested.

5.5 ACCESS TO SHOWERS AT BROOK HOUSE

For detainees who arrive in during night state there is no provision for them to shower once they have been shown to their allocated room. In light of this, detainees will be allowed to have supervised use of the showers in the Care & Separation Unit (CSU) or their allocated wing after admission unless:

- There are charters out of Eden wing at the time
- There are planned removals from Eden Wing/CSU
- There are detainees on constant supervision in Eden Wing
- The behaviour of any detainee in RFA or TC (DC Rule 40/42) is such as to distress a new arrival to the centre e.g. banging on doors or shouting.

6. SEARCHING


All searches will be conducted in line with searching policy. Searches will take place in a private room.

6.1 ADULT: MALE

Every detainee will be subject to a Level A rubdown search (which will include the use of a *hand held metal detector*) as part of the Reception process. Consult Security Policy on searching procedures for guidelines.

Full searches will not be carried out unless directed by a Detainee Custody Manager, on authority of the Centre Director or the Duty Director acting as the Centre Director in their absence. Such searches will be logged in the Full Searching book held in the Oscar 1 office.

Note: Any detainees wearing an electronic tag should have this removed safely at the point of arrival. The tag will be forwarded to security with an SIR to record this.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

6.2 BAGGAGE

Any property that a detainee wishes to have in possession will be searched by reception staff in the presence of the detainee. Sealed tags must only be broken with the detainee present, unless the contents pose an immediate risk or danger to the safety and security of the IRC. In such a case a Detainee Custody Manager must be present to observe this alongside the officer. The outcome must be recorded on the detainee's DAT *observation record*.

All items of property arriving into the IRC through an external agency will have the contents checked to ensure that:

- There are no harmful items/objects present.
- A description of the contents can be obtained.

A Detainee Custody Manager and section 8.1 and 8.2 of this document should always be consulted for the appropriate storage/disposal of any potentially harmful items/objects. Finds of illegal substances should always be reported to the security department and Gatwick Police.

Baggage searches will be conducted with tact and respect for the property, and in the presence of the detainee while within clear sight of overhead CCTV.

7. LUGGAGE ALLOWANCE


Detainees' property will be managed with an assumption that the detainee(s) will be removed by air at the end of their stay.

Detainees have a personal allowance of one piece of luggage weighing no more than 20kg. Additionally, detainees travelling on scheduled flights may be allowed one piece of hand luggage for the flight up to a maximum of 5kg. The weight of this hand luggage is excluded from the 20kg allowance.

If a detainee arrives with property exceeding these allowances the luggage must be accepted from the escorting staff/Home Office Official, however DEPMU must be notified at the earliest opportunity. DEPMU will require the quantity of excess baggage and the weight of each individual item.

Detainees that have been served Removal Directions, and that have property in excess of 20kgs will have the following options:

- Pay to ship excess property to their destination in advance of removal;
- Provide proof to the IRC that the airline's luggage limit is higher and the detainee's/resident's luggage weight is within this limit;

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

- Provide proof to the IRC that the detainee/resident is willing and has the means to pay for excess luggage which incurs a charge;
- Leave the property behind and make arrangements for its subsequent shipment; and
- Leave the property behind.

Detainees who have not reached the allocated allowance may be able to have additional luggage handed in by third parties, but it must not exceed the overall allowance.

The IRC must refuse to accept additional property for detainees or residents who reach their allowance and have not made a commitment to pay for excess luggage, unless the service provider has first agreed with the local Home Office Manager that it may be accepted.

8. DETAINEE PROPERTY

8.1 BANNED ITEMS OF DETAINEE PROPERTY

When banned items of property are identified (The latest prohibited item list will be available in reception), Reception staff will inform the detainee that these are not permitted. The items will be placed in a suitable bag, sealed with a numbered security tag and placed in storage.

The detainee will be issued with a receipt for the items, a copy of which will be placed on the detainee's reception file.


Items identified as offensive weapons or controlled drugs (not prescription medicines) will be handled in line with the Preservation of Evidence procedures and Security Instructions.

Queries relating to the suitability of items going onto the residential unit should, in the first instance, be addressed to a Detainee Custody Manager.

8.2 PERISHABLE GOODS & UNSERVICEABLE CLOTHING

Perishable goods and unserviceable clothing will not be stored and will be subject to disposal. *Annex B* must be completed in all such circumstances.

Refer to: *Disposal of Perishable/Unserviceable Goods Policy*

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

8.3 PROPERTY RETAINED IN POSSESSION OF DETAINEES

Detainee Reception staff will encourage detainees to take only as much property as they require into the Centre. Volumetric Controls are in place to ensure all items taken into the centre can be safely stored in personal lockers. Clear plastic bags will be issued to detainees to assist with transporting items of property where deemed necessary.

Suitcases, rucksacks and similar storage items are not permitted at Brook House IRC.

An overview of the items retained by detainees to be kept on person will be recorded on the DAT System, which will provide a printout and disclaimer that both staff and the detainee should sign having checked that the items are listed correctly (*Detention Centre Rules 2001, Rule 6, paragraph 3*). A copy of the form will be provided to the detainee and a copy held on the reception file.

In cases where a detainee refuses to sign any document, the document must be endorsed by the DCO with "refused to sign" and the DCO's signature. This must be witnessed and countersigned by another DCO to confirm the detainee's refusal.

Officers will assist detainees with the relocation of property taken in possession to the detainee's room should assistance be required.

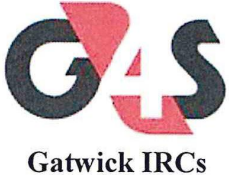
8.4 STORED PROPERTY

All property not retained in possession by detainees will be held in the Detainee Reception store accessible only to officers detailed to work in Detainee Reception.

Reception staff will record items of property held in store on the appropriate receipt printed from the DAT, which staff and the detainee will sign in accordance with *Detention Centre Rules 2001, Rule 6, paragraph 3*. One copy will be given to the detainee and a copy held in their reception file.

Any official documents in the detainee's name which are discovered during a search (such as passports, birth certificates, driving licence) should be copied and passed to the local Home Office Manager for information. A detainee must be given a copy of any documents removed from them. Please note this list of documents is not exhaustive. Any official documents must be securely stored and not kept by the detainee.

If any official documents issued by UK government organisations or agencies (such as passports, driving licences, identity cards) which are not in the detainee's or resident's name are discovered during a search, they must be recorded and returned to the issuing authority, and a security information report completed and forwarded to the Security Office. Please

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

note this list of documents is not exhaustive, and that birth, marriage and death certificates are exceptions to this requirement.

Bank debit cards, credit cards, cheque books and building society passbooks which are not in the detainee's or resident's name which are discovered during a search, should be recorded and returned to the issuing authority, and a security information report completed and forwarded to the Security Office.

8.5 SECURITY OF STORED PROPERTY

All stored property will be placed into the Detainee Reception store, high value items such as phones, tablets etc. will be placed into a container or bag and stored in the secure store.

Baggage store and secure store audits will take place on a regular basis and will be co-ordinated by the Detainee Custody Manager.

Staff working in Detainee Reception must control access into the baggage and secure store with only those staff having official business in the location being granted access. Visitors or staff requiring access to the baggage and secure store must be supervised by a Detainee Reception member of staff throughout the duration of the visit.

Doors and hatches leading to the baggage store and secure store locations must be closed and locked when not in use.


8.6 CASH

Brook House IRC adopts a cashless society. Cash belonging to the detainee will be deposited into their individual shop account on arrival unless it is specified that they wish for the money to be deposited in the safe as an item of property.

Detainees will be issued with a photographic identity card, which will contain a unique bar code. Production of this ID card will allow them to make transactions at the shop from money available in their account.

A foreign currency exchange will be available at the Centre at no charge to the detainees. Detainees can request for this service through the finance department.

As detainees are not able to retain cash in possession all detainee cash must be deposited in the reception safe for safekeeping. In accordance with *Detention Centre Rules 2001, Rule 6 (paragraph 5)* any cash deposited should be counted in front of the detainee and witnessed by a second member of staff. The detainee must sign to confirm the deposit amount before it is deposited in the safe. The cash will be placed in a secure bag, logged in the safe deposit log book and a receipt will be issued to the detainee. Cash must be witnessed as being

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

deposited in the safe by a countersigning officer. The Finance Officer empties the safe on a daily basis.

If a detainee arrives with more than £1000.00 the information must be passed to security as soon as money is found who will attend to record the find during their operating hours. If the money is found outside of office hours then a Detainee Custody Manager must be informed and the information passed to the FIU National number. In all cases an SIR must be completed and submitted to security.

FIU National on call number: 07919 397224

8.7 VALUABLES


Items of value should be determined by the reception officer at the point of arrival or property transaction. Detainees must be given an opportunity to declare if their property contains any items of value. Items of value must be stored in the Secure Store. Under no circumstances will valuable items be stored in the baggage store. Valuable items may include the following:

- Jewellery
- Laptops/Personal Computers (pc's)
- Tablet pc's
- Mobile phones
- Games consoles
- Home stereo systems/Powerful portable stereo systems
- MP3/MP4 players
- Televisions

Note: This list is not exhaustive and any item which the reception officer or detainee deems to be of value should be treated as detailed in this section. Cash and identification should be stored in accordance with sections 8.4 and 8.6 of this document.

Valuable items deposited with G4S will be placed in secure bags by reception staff. All valuable items will be listed on the DAT System; three copies will be printed and signed by the detainee and a reception Officer. One copy will be placed in the bag with the property; the bag will then be sealed in the presence of the detainee. One copy will be issued to the detainee, and the third copy will be held on file.

Valuable items for Brook House will be stored in the *Secure Store*. This will be accessible only to reception staff and the Detainee Custody Manager.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

Note: An accurate description of valuable items should be taken inclusive of the condition of the item, any markings identifying the item, the model number, serial number and IMEI number (applicable to all mobile phones).

8.8 ACCESS TO STORED PROPERTY

Detainees will be allowed access to items in storage in order to add or remove articles that they require. Detainees should request to access property via the Wing Office. The Wing Officer will issue the detainee with the next available appointment. Requests will ordinarily be actioned within a 24 hour period. Detainees with imminent removal directions should take priority so that they can make the necessary property arrangements prior to departure.

All detainee property transactions should follow the correct receipt audit trail documented in both sections 8.3 and 8.4.

8.9 ELECTRICAL EQUIPMENT HELD IN-POSSESSION BY DETAINEES


There are circumstances when detainees will be allowed to have possession of certain mains electrical equipment while living in the centre. Such items could include radios, CD players, DVD players and are subject to review against the banned items list. Any detainee wishing to retain possession of an electrical item must first agree to the item being PAT tested otherwise it will not be permitted in the centre. Any such items will be held in storage for collection on departure. All PAT testing will be carried out by the Facilities Department.

Those items that fail a PAT test will not be allowed in-possession and will be stored in the property store in Detainee Reception where they can be returned to the detainee on leaving the Centre. The results of any PAT test must be recorded against the relevant item when it is listed in the property section of the DAT.

8.10 DISPOSAL OF PROPERTY

Any remaining property must be retained for 12 months following the detainee's discharge. Unless the detainee has made alternative arrangements, any remaining property may then be sold, destroyed or otherwise disposed of. If sold, the money must be added to the detainee shop fund. This also applies to lost/unclaimed property.

Where a detainee dies in custody and his property is unclaimed it should be retained by the Centre for a period of at least two years so that any next of kin has ample opportunity to make a claim on such property. If unclaimed after this period, records must be kept as to what action was taken with regard to such property and in cases where it is sold, details of proceeds must similarly be recorded.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

9. CLOTHING

During the admission staff will ensure that every detainee is in possession of an adequate supply of clean and suitable clothing. Those detainees that do not have at least one full change of suitable clothing will be deemed as destitute and will be provided with clothing fit for purpose to meet the current climate. Detainees that have sufficient supply of their own clothing will be encouraged to take their own clothing in possession them (subject to limitations noted in section 8.3).

9.1 PROVISION OF CLOTHING

If on arrival and during the admission it is perceived that a detainee does not have an adequate supply of clean and decent clothing, or footwear, Reception staff will provide such items from stock held in Detainee Reception. These items of clothing *must* be in good condition and laundered or cleaned before issue. Socks and underwear will *always* be new and unused.

Where a detainee is identified as having only one set of serviceable clothing they will be issued the following clothing pack which consists of:


- 2 x track suit bottoms
- 2 x sweatshirts 2 x t-shirts
- 4 x pairs of briefs (or equivalent)
- 4 x pairs of socks
- 1 x pair of canvas shoes/trainers (if arriving without any comfortable footwear)

Supplies of destitute clothing are held in Detainee Reception for issue when required in accordance with the current weather conditions. Queries relating to the clothing needs of detainees after admission should be addressed to the Residential DCM. Shirts and Jeans/Trousers should be issued to detainees that are due to attend court and do not have the appropriate clothing.

9.2 DISPOSAL OF UNSUITABLE CLOTHING

Where a detainee arrives at the centre in possession of clothing that is unsuitable because of its state of cleanliness, or condition, is beyond laundering, cleaning or repair, and is not fit for storage or is a risk to health and safety, the detainee will be informed that such items will be subject to disposal. *Annex A* will be completed in all such circumstances.

Refer to the Disposal Of Perishable Goods & Unserviceable Clothing Policy.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

10. MEDICAL SCREENING

Every detainee will be given a medical screening on arrival (or within 2 hours) as part of the Reception process. This must include an assessment for risk of self-harm and suicidal behaviour among other points noted below. Although the medical screening is not compulsory, Reception staff will encourage every detainee to agree to the screening. With regard to on-going detention, the medical practitioner must consider the following and act accordingly:

- *The medical practitioner shall report to the manager on the case of any detained person whose health is likely to be injuriously affected by continued detention or any conditions of detention.*
- *The medical practitioner shall report to the manager on the case of any detained person he suspects of having suicidal intentions, and the detained person shall be placed under special observation for so long as those suspicions remain, and a record of his treatment and condition shall be kept throughout that time in a manner to be determined by the Secretary of State.*
- *The medical practitioner shall report to the manager on the case of any detained person who he is concerned may have been the victim of torture.*
- *The manager shall send a copy of any report under paragraphs (1), (2) or (3) to the Secretary of State without delay.*


Detention Centre Rules 2001, Rule 35

Detainees who have been seen by the triage nurse and require (or request) to see a Doctor, (subject to their consent), will be seen on his/her next visit. Detainees will see a Doctor in any such event within 24 hours of admission. There is also provision for a more immediate response from the doctor (at the request of the Senior Nurse on duty) if clinically indicated.

A nurse will be tasked with admission duties 24 hours per day, and will be contacted by Detainee Reception when any new detainees arrive.

10.1 MEDICATION IN POSSESSION ON ARRIVAL

If during the reception process, reception staff discover that a detainee is in possession of prescribed drugs or medication they will take possession of these items and immediately pass them to a member of the Health Care staff for advice. A detainee found to be in possession of such items will be closely monitored by Reception Staff until he has been seen by a member of the Healthcare staff.

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

11. FIRST 24 HOURS IN CUSTODY

During the Reception Process, or, within 24 hours of arrival, a member of staff identified as an Induction/Care Officer will interview every detainee. The aim of the reception interview will be to identify immediate problems and attempt to resolve them, and to assist the detainee in coming to terms with their circumstances. The Interviewer will record the date and time of the Reception interview on the First 24 Hours in Custody form, and ensure that any areas of concern that the detainee might have, e.g. Medical, Domestic, or Immigration Case, are reported to the relevant department.

From the moment of entry into the Centre detainees will be monitored by staff who will look for signs of anxiety, distress or any symptoms which may indicate a risk of self-harm, reception staff will initiate a first night in custody form for all new arrivals which will give a brief indication of how the detainee seemed on arrival, i.e. tearful, anxious, abusive etc. this form should then be passed to Healthcare for them to complete during the screening interview. Any concerns regarding suicide or self-harm would require an ACDT document to be opened in accordance with ACDT procedures.

If a member of staff has concerns but does not feel that they are significant to open an ACDT they should discuss a period of observation with a Detainee Custody Manager.


Detainees will be invited to an induction interview with the local Home Office team. Detainees should be advised that such an interview will ordinarily take place within 48 hours of their arrival.

12. UNIT ALLOCATION

Once a detainee has been admitted the Detainee Reception officer will arrange for the detainee to relocate to the Induction Wing. Detainees will complete an induction before relocating to other wings.

A Detainee Custody Manager should be notified if a detainee remains non-compliant throughout the admission to the extent where admission remains incomplete. The Detainee Custody Manager will decide if the use of Detention Centre Rule 40/42 (*Detention Centre Rules 2001*) is necessary.

A Detainee Custody Manager should also be notified if the detainee is highlighted as having any special needs detailed on the IS91, or additionally if the movement order lists any significant concerns. Detainees due for imminent departure may be relocated to Eden Wing if deemed appropriate by a Detainee Custody Manager. The Detainee Custody Manager will complete an Eden wing assessment and pass this to the Oscar 1 for review.

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

13. DETENTION OF A CLAIMED MINOR

There may be occasions when a detainee may claim to be a minor, or their age may be in dispute upon arrival. In such cases a Detainee Custody Manager will follow the procedure detailed in the *DSO 14/2012*.

14. CARE & MANAGEMENT OF TRANSEXUAL DETAINEES


Brook House IRC aims to treat transsexual detainees as members of the gender in which they live. Detainees who consider themselves transsexual, and who have undergone, are beginning to undergo, or wish to begin gender reassignment, must be permitted to live permanently in their acquired gender.

In accordance with *DSO 11/2012*:

'1.3 If there is no doubt about the gender of a detainee, or there is no reason to suspect that the detainee is not the gender they appear to be, they should be dealt with as that gender. In other words, if a detainee presents as male, or there is no reason to suspect that he is not male, he should be dealt with as a male; and if a detainee presents as female, or there is no reason to suspect she is not female, she should be dealt with as a female.'

*1.4 If a detainee appears to be transsexual, they should be asked which gender they consider themselves to be and treated accordingly, if appropriate. Where the detainee expresses a preference to be treated as a particular gender, this should be recorded and the detainee asked to sign the record. A compact, covering issues such as searches, accommodation and other relevant matters, will also need to be agreed with the individual detainee (see section 2, *DSO 11/2012*). Where there is doubt about a detainee's gender and the detainee is unwilling to state the gender they consider themselves to be, they should be dealt with according to their birth gender as indicated in documentation such as a passport or birth certificate.'*

A Care map should be completed with the detainee to assess their needs and address their concerns.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

15. ROLL

A Detainee Custody Manager shall ensure that accurate Roll Boards are maintained for current detainees including all movements through Reception at any given time.

The Detainee Reception Officer (Echo 1 call sign at Brook House) will keep the roll board up to date for the duration of their shift.

A Detainee Custody Manager shall ensure that the IRC Bed Count is completed daily and sent to DEPMU at 07:00hrs and 18:00hrs.


16. FINGERPRINTS

In accordance with DSO 15/2015 (Section 5)

'All foreign national offenders (FNOs) i.e. CCD cases – aged 18 years and over are to be fingerprinted in accordance with the relevant legal power upon the arrival at the centre unless the detainee's detainee transferable document (DTD) states he/she has already been fingerprinted.'

To ensure that all detainees received directly from HM Prisons (FNOs) are fingerprinted on arrival, unless it is indicated that these have been taken previously at a different IRC on their DTD. DEPMU will input into the comments box on the movement order "Prints required" to identify these FNOs. If it is clear a detainee has arrived from HMP but DEPMU have not requested prints, these should be taken (unless taken previously at an IRC). In addition to this, any other detainee specifically requested by the Home Office will also be fingerprinted. DAT should be updated accordingly. The following methods of fingerprinting apply.


Reception officers that have been trained in fingerprint techniques will take the fingerprints of detainees using the electronic fingerprinting system (Livescan). A barcode related to the fingerprints taken on site must be attached to the IS91. Fingerprinting by ink capture should only take place in the absence of the Livescan system or at the request of Home Office staff (as seen in the table below).

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

Detainee	Fingerprints Previously Taken? (As stated on DTD)	Livescan required?	Wet print required?	IS86 required?
FNO	✓	✗	✗	✗
FNO	✗	✓	✗	✓
Non-FNO	✓	✗	✗	✗
Non-FNO	✗	✗	✗	✗
Any at the request of the Home Office	n/a	✓	✓	✓
Livescan or Wet print based on request				

DAT *must* be updated to reflect the method used and location where fingerprints were taken.

All key sections of a detainee admission have been summarised in *Annex B* for quick reference and ensuring compliance with customer requirements.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

PART B – DEPARTURES

1. INTRODUCTION

Every detainee held at Brook House IRC will, at some stage, depart the centre. This policy details the procedures for the departure of all detainees at Brook House.

A detainee's departure from the centre could be for any one of a number of reasons, e.g.

- Removal from the United Kingdom
- Transfer to another Removal Centre, Short Term Holding Facility (STHF), court or Prison
- Temporary Admission to the UK
- Bail
- Unconditional Release
- Any other reason as directed by the Home Office

In some cases detainees who are departing the IRC (particularly those who have been refused permission to remain in the United Kingdom) will suffer considerable disappointment and stress.

It is expected that staff who are responsible for the departure procedures, use tact and sensitivity and are fully aware of the risks that might exist, e.g. self-harm and violence to staff and other detainees.


In all cases the departure procedure will be conducted quickly and with as little disruption as possible.

2. HOURS OF OPERATION

The facility for detainees to depart shall be available throughout the 24 hour period of every day of the year.

3. SUPERVISION

A Detention Custody Manager will have first line responsibility for departure procedures and reception staff. The Duty Director must make daily visits to the departure area to check on the supervising of the activity and to be satisfied that everything is in good order. These visits should be logged together with any observations made by them.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

4. NOTIFICATION OF DEPARTURE

Notification that a detainee is to depart Brook House may come from one of a number of sources, but will always be by way of a written authority.

In cases of removal or transfer, the authority will be given by the Detainee Population Management Unit (DEPMU) by way of email with an attached "IS 276 Movement Order". The details on the movement order are added to the expected movement sheet by Assistant Custody Officers working in the gate house. The movement orders are printed and added to a folder labelled "departures" which will be collected by reception staff the day before departure.

In cases involving release into the community, authorisation will normally come from the onsite Home Office team, however if outside normal working hours a release order may come via email or fax. An IS106 Release Order should be received prior to the release of a detainee. The authority to release a detainee must be validated by the on-site Home Office staff (or on call Home Office Manager) prior to departure.


Where an IS106 has not been provided the following applies:

- The departures officer will contact the local Home Office to confirm the authorisation of the release of the detainee. A copy of the IS106 should be forwarded to Detainee Reception.
- In cases where the on-site Home Office staff cannot be contacted the Detainee Custody Manager will contact DEPMU to check authenticity.
- Where doubt still remains, the Detainee Custody Manager will consult with the Duty Director and the on-call Home Office Manager on call before release is authorised.

In all such cases the departures officer will document all communication on the reverse of the release order as follows:

- Date and time.
- Name of contact
- Name of Home Office staff authorising release (if different)
- Grade
- Direct contact number (if different)
- Place contact was made to and from.
- Discharging Officer name, grade and signature.
- An overview of the information received.

With the exception of medical emergencies detainees will only depart or be removed from the centre under the instructions of the Home Office or Courts.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

5. DETENTION CUSTODY MANAGERS

The Detainee Custody Manager will ensure that accurate Roll Boards are maintained for current detainees including ALL movements through Reception at any given time. They are also responsible for liaising with the Residential DCM in order to keep a detainee informed about their movement.

The departures officer is responsible for confirming the identity of the detainee prior to removal or transfer. The departures officer must escalate any issues to the Detainee Custody Manager where the identity of the detainee is questionable *prior* to handover to escorting contractors.

A Detainee Custody Manager is responsible for ensuring that all detainees are correctly identified prior to release. In every case prior to the departure of a detainee, the detainee must be identified by carrying out the following:

- Obtaining the identity card from the detainee
- Checking the IS91 detainee details and the details noted on movement orders/release documents correspond with those on DAT (particularly names, date of birth and C.I.D. numbers)
- Carrying out a physical identity check of the detainee in front of you against the DAT system photograph and the photograph on the IS91


The Duty Director must be consulted (prior to release) on any occasion where the correct identity of the detainee presented for release cannot be confirmed following Detainee Custody Manager's identification check. The Duty Director will advise of any following actions to be taken.

Under no circumstances will a detainee be released without the completion of the above detailed processes.

6. RECEPTION OFFICERS

Detainee Reception staff will ensure that all relevant records are completed at least 30 minutes before the anticipated arrival of escorting staff and that any stored property, cash and valuables are made available. Detainees that have received notification of Temporary Admission status or where bail has been granted will be released without delay.

On occasions when notification of Temporary release or Bail is received from the Home Office at such a late hour that would result in the detainee departing with no means of public transport or accommodation, authority must be sought from the Home Office for them to remain in the Centre until the following morning, when appropriate public transport can be made available, together with arrangements for accommodation where necessary. In cases

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

where this is not approved by the Home Office the detainee must be released as per the original instruction by the Home Office.

When notified that a detainee is departing, reception officers will ensure that the detainee has also been notified and given sufficient time to:

- Contact family/friends
- Organise receipt or distribution of money/property during visits
- Pack, wash and eat
- Discuss personal issues with healthcare or welfare staff prior to removal.

A PER Risk Assessment Document must accompany all detainees leaving the centre for:


- Removal Directions
- Transfer to another IRC/Prison
- Court Appearances
- Local Medical Escorts
- Any other movement out of the centre

At least 1 hour before the proposed time of departure reception staff will:


- Contact the Wing/Patrolling Officer and arrange for the detainee to be brought to departures.
- On arrival in departures confirm the identity of the detainee due to depart; this must include checks against the detainee's personal file, photos, date of birth and physical measurements and features.
- Collect all valuable property and request cash from Finance (Mon-Fri 08:30 – 17:00) or duty Detainee Custody Managers outside these times.
- Collect all stored property from storage and ensure that security seals are still intact.
- Stored property should be checked to ensure that any items constituting a possible threat to escort staff or airline passengers are removed. Such items will be given to the escorting staff separately.
- Property departing with the detainee must not exceed 20kgs (hold baggage) and 5kgs (Hand Luggage) unless prior arrangements have been made in line with DSO 06/2012.
- Confirm with Healthcare that the detainee is fit to travel and has sufficient prescribed medication if appropriate.

The following must be completed at the point of departure:

- Ensure medication is given to the escorts if this is deemed necessary
- Check that *sealed medical records* are provided by Healthcare
- Identify the detainee as per *Part B – Departures Section 5*.
- Obtain the loan mobile phone from the detainee
- Confirm that all documentation relating to release/departure is correct


Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

- Ensure all previously issued receipts are returned, signed off and placed on file.
- Check and confirm all valuable property is correct and return to the detainee or escort.
- Check and confirm all stored property is correct and return to the detainee or escort.
- Check and confirm all cash from safekeeping is correct and returned to detainee or escort.
- Search all in possession property and ensure that a detainee is not transferred to the control of Escort Staff whilst having in their possession any item which might present a security, safety or control risk during the escort.
- Provide refreshments/packed lunch for the detainee with a journey time of more than 4 hours (establishment operated escorts only)
- Carry out a rub down search including the use of a Hand Held Metal detector
- Ensure all property belonging to the Centre is returned
- Check that detainee's clothing is clean, adequate, serviceable and suitable for climatic conditions.
- Replace clothing and footwear as required.
- Detainees attending court will be issued with a shirt and trousers (or jeans) if they do not have appropriate clothing.
- Confirm that detainee has transport arranged, if not arrange for G4S staff to arrange travel from the IRC to Gatwick Airport.
- Confirm that a *travel warrant* has been issued (if applicable) and assist with the provision of travel directions and travel times.
- Ensure that any special needs or other significant information that apply to the detainee is handed over to the escorting staff, DEPMU, local Home Office team and any receiving establishment, both orally and in writing.
- Once the detainee has been searched ensure they are placed in a sterile area.
- Transfer all relevant records with a detainee to any other custodial establishment or in the case of release or temporary admission the documents will be archived locally.
- Copy all Brook House IRC produced documents and archive them (where originals are not kept).
- Issue Gate Pass.
- Issue detainee with Prison Licence (if detainee is being released)
- Complete all departure documentation including exit papers (*Annex C*) and departures log.
- Update the Detainee Transferable Document (DTD) and pass to the escorting staff.
- Amend Roll Boards and update the DAT system.
- Return the IS91 to the Home Office (if detainee is being released)
- Issue the IS91 to the receiving escort in the event of transfer (temporary or permanent), removal or police arrest. Archive any local documents for future reference (if the detainee is being released).

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

Detainees departing the IRC will be recorded on DAT as follows:

Detainee in custody of:	Location	Departure from DAT Temporary Move	Departure from DAT Permanent Move	Locate in waiting room on DAT on Departure
Escorting Contractor	• Hospital	✓	✓	x
	• Bed Watch	✓	✓	x
	• Court	✓	✓	x
	• Transfer	n/a	✓	x
	• Removal	✓	✓	x
	• Off Site I/V	✓	✓	x
	• Any other			x
External Agency e.g. Police Prison Service Escorts Immigration Officers Social Services	• Court	✓	✓	x
	• Transfer	✓	✓	x
	• Removal	n/a	✓	x
	• Off Site I/V	✓	✓	x
	• Any other	✓	✓	x
Brook House IRC IRCs Staff	• Hospital	x	✓	✓
	• Bed Watch	x	✓	✓
	• Release	n/a	✓	x
	• Transfer	x	✓	✓
		Release/Handover to Escorting Contractor/Ext. Agency		For temporary moves only

Division	Brook House Policies	
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

7. NON-COMPLIANT DETAINEES

Detainees that have become non-compliant on the unit, by refusing to move to departures may be moved to Eden wing or the Care & Separation Unit to facilitate a successful departure in the future.

Detainees that continue to demonstrate non-compliant behaviour prior to transfer/removal, or are subject to special removal operations authorised by Home Office, may board the escort vehicle directly from the rear exit of CSU. Escorting contractors must sign to confirm receipt of the detainee into their custody and for the subsequent safety and security of the detainee prior to relocation from CSU.

The departure procedure for non-compliant detainees will be carried out by a Reception Officer who may, after initially dealing with the escorting contractors in departures, be required to attend the CSU to complete the transfer of custody. Reception staff should always be involved in planning removals and transfers from CSU (Rules 40 & 42, *Detention Centre Rules 2001*).


8. DETAINEES ON OPEN ACDT

Detainees who depart on open ACDT documents will be dealt with by informing the receiving escorts of the open document and providing them with the original document. A referral will be sent to the receiving IRC/Prison by the Safer Community Co-ordinator or Detainee Custody Manager in their absence.

An ACDT case review must take place prior to the departure of detainees in order to address any immediate concerns and act on them accordingly.

The reception officer must stamp the observation sheet and ask the escorts to sign to this page so a handover can be documented. The officer must then photocopy relevant pages of the documented as requested by the safer community co-ordinator.

Should a detainee be released from IRC custody into the community, and on-going welfare concerns are apparent, Gatwick Police *must* be notified at the point of departure.

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

ANNEX A

DISPOSED PROPERTY

Detainee Name

CID Reference

Residential Unit

Room No

The following items have been disposed of by staff at Brook*/Tinsley* House Immigration Removal Centre. (*delete as applicable)

No	Description

No	Description

I confirm that I have given my consent for the disposal of the property listed above and understand the reasons why it has been impossible to store it at *Brook/Tinsley House Immigration Removal Centre. (*Delete as applicable)

Authorising Manager:

Date:

Detainee Signature:

Date:

Reception DCO Print:

Date:

Reception DCO Signature:


Date:

Witness Print:

Date:

Witness Signature:

Date:

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		


ANNEX B - Admission Checklist

Detainee	
----------	--


CID No.	
---------	--

Officer/s	
-----------	--

Requirement	Tick once completed
Check the IS91 of each Detainee who is admitted to the Centre for accuracy and correctness	<input type="checkbox"/>
Update Detainee Transferable Document (DTD): <ul style="list-style-type: none"> Detainee Details Detention History History Sheet 	<input type="checkbox"/>
Rub Down Search Detainee (Level A)	<input type="checkbox"/>
Take fingerprints (if from HMP estate or on request): <ul style="list-style-type: none"> Record on DAT whether prints were taken on site or not, method and location where prints were taken Complete IS86, attach IFB barcode and forward copies to Home Office (if fingerprints have been taken on site) 	<input type="checkbox"/>
Pass medical documents to Duty Nurse and ensure that the Duty Nurse sees the detainee prior to Escorting Staff leaving Reception	<input type="checkbox"/>
Medical Screening to take place within 2 hours of arrival	<input type="checkbox"/>
Detainee details on PER checked and any discrepancies noted on Handover (if applicable)	<input type="checkbox"/>
Property seal numbers on PER checked against seal numbers received. Any discrepancies noted on PER Handover and discussed with escorting staff to resolve	<input type="checkbox"/>
Items taken as in possession into the IRC searched, recorded on DAT and receipt issued	<input type="checkbox"/>
Stored property searched: <ul style="list-style-type: none"> General contents recorded on DAT Any prohibited items noted and made safe (if applicable). Perishable/Unserviceable goods disposed of and Annex B completed 	
Stored property sealed and receipts issued:	<input type="checkbox"/>

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

<ul style="list-style-type: none"> • Contents of external compartments placed into the main baggage compartment • Property placed inside a clear bag and sealed with one sealed tag. • Main baggage compartment sealed with one sealed tag if too big to fit in a clear bag 	
Act on any immediate thoughts of suicide or self-harm by opening an ACDT, escalating the concerns to a Duty Manager and recording details on DAT	<input type="checkbox"/>
Detainee has been given guidance on the provision of legal advice	<input type="checkbox"/>
Provide information about the IRC in a language that the detainee can understand	<input type="checkbox"/>
Detainee photograph taken to the standard required by the UK Passport Agency	<input type="checkbox"/>
Religious denomination and all details noted in Part A, Section 5 recorded	<input type="checkbox"/>
Detainee offered a drink and a hot or cold meal	<input type="checkbox"/>
Detainee offered the opportunity to take a shower (see Part A, Section 5.5)	<input type="checkbox"/>
Detainee has adequate clean and decent clothing and if not, has been issued with a full destitute clothing pack	<input type="checkbox"/>
Issued with a 5 minute phone card or offered a 5 minute phone call anywhere in the world if the means to use the card are not immediately available	<input type="checkbox"/>
Issue a loan phone	<input type="checkbox"/>
First 24 hour interview conducted in private	<input type="checkbox"/>
Room Sharing Risk Assessment conducted in private	<input type="checkbox"/>
ACDT concern and keep safe form completed in private (if applicable)	<input type="checkbox"/>
Submit documents to the Home Office: <ul style="list-style-type: none"> • Reception Report • Copy of IS91 • IS86 (if applicable) • Prison Licence (if applicable) 	<input type="checkbox"/>

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

ANNEX C - Exit Paper



Detainee Exit Paper Checklist

This Detainee Exit Paper Checklist supersedes the current *DAT Exit Papers report*. Ensure that an attached list of property for departure is attached to this document, and that items of property are counterchecked accordingly

Detainee Property (For Escort / Released Detainee)

Y N

☐ have received all of the listed cash and property

--	--

Detainee Name		Signature	
---------------	--	-----------	--

If no, record the details of any missing items:

Detainee Departure Checklist

Does the detainee know where they are going to?

If transferring to another IRC has the detainee been issued with the relevant IRC info booklet?

Does the detainee have any outstanding welfare concerns?

Comments

☐ ^ movement order or IS106 equivalent has been received

Medical staff have given clearance for departure

Original Room Share Risk Assessment is present in DTD

A gate pass has been issued. Please give gate pass number

Has a travel warrant been issued


Is the detainee on an open ACDT? If yes photocopy front cover and last entry page.

Has the detainee returned a Brook House Loan phone (Please state N/A if not applicable)

The detainee has been correctly identified by a manager if Released? (Please state N/A if not applicable)

Has the detainee and their "in possession" property been searched prior to departure?

DCO Name		Signature	
Date of		Time of	

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		


Departure		Departure	
-----------	--	-----------	--

Handover to Escorting Contractor

The responsibility for the detainee's health, safety, security, personal effects, welfare (and ACDT monitoring if applicable) passes to the escort contractor upon handover.

Receiving Escort		Signature	
------------------	--	-----------	--

DRAFT

Division	Brook House Policies	 Gatwick IRCs
Document No.	BRO-004	
Document	Detainee Reception & Departures	
Issue		

ANNEX D - Detainee Admission Process Map

