

DETAINEE ADMISSIONS & DEPARTURES BROOK HOUSE IRC

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CONTACT POINT: Operations Manager

RESPONSIBLE MANAGER: Centre Director

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PART A – ADMISSIONS

1 Introduction

Detainee Reception is the first point of entry to a Removal Centre 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 operational instruction details the procedures for the admission of all male detainees at Brook House Immigration Removal Centre (IRC). For reference to Tinsley House admissions and departures please consult Operational Instruction 01a.

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 Operations Manager manages Detainee Reception on behalf of the Centre Director and reports directly to the Head of Brook House.

The Detention Custody Manager assigned the Oscar 2 call sign 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 satisfy themselves that the department is in good order.

The Operations Manager 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 the Oscar 2 (or the Oscar 1 in their absence).

The Oscar 2 has responsibility for the following:

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

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.

All detainees will be discharged from the IRC that they are accommodated in.

4 Admissions

Notification of an impending arrival is received via facsimile or email by way of a “movement order”. This gives the name (and any known aliases) of the detainee, place of transfer and notes any special needs. The movement order is placed in the movement orders folder labelled “arrivals”.

Notification of a proposed movement may also arrive in the form of a referral fax/email in the case of a detainee who has particular special needs. Such referrals will be passed to the Oscar 2 at the earliest opportunity for either acceptance or refusal following consultation with the Home Office.

Every detainee admitted to the Gatwick 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:
 1. IS91
 2. Personal Escort Record (PER)
 3. Detainee Property (ensuring bag seal numbers match those listed against the PER)
 4. ACDT Documents (open or closed)
 5. 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.
 6. Detainee Medical Records from previous IRC/Prison establishment.
 7. Prison File (if noted as present on the PER)
- Immediate medical concerns that may require hospital treatment should be raised with the Duty Nurse and Oscar 2 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:
 1. Reception Report
 2. IS91
 3. Photocopy of identification documents
 4. IFB Fingerprint Barcode (for those detainees fingerprinted on site)
 5. IS86 form (for those detainees fingerprinted on site)
 6. 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.
- Informing the Control Room of new arrivals
- Checking that all ACDT documentation handed over is complete and updated following arrival at the IRC. Any discrepancies noted upon handover are to be recorded in the Observation Record and escalated to the Oscar 2.
- 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
- 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 the Oscar 2 and Security Department if 'High Risk'.
- Opening a new ACDT document where deemed necessary.
- Notifying the Oscar 2 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.

4.1 IS91 Special Needs

Details of any detainee that arrives with 'special needs' listed on their IS91 must be conveyed to the Oscar 2 immediately.

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, the Oscar 2 must contact DEPMU immediately and record that they have done so 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, the Oscar 2 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 and/or any dependant children have previously been detained
- DEPMU

The Oscar 2 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. All 'Movement Orders' should list a detainee's 'Special Needs'. 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 the Gatwick IRCs 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

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 the Oscar 2 at the respective IRC immediately 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 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 Gatwick IRC's 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 ambient temperature 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.

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. House Rules and the Compact will be issued from the induction wing. All issued information will be made available in a language that is appropriate for the detainee to understand. A television screen will also display essential information in various languages for new arrivals in the detainee admissions waiting room.

5 Reception Process

Reception staff will admit every detainee and/or dependant child on 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.

In instances where staff are having difficulty communicating with detainees due to language barriers, they should attempt to communicate by the use of other staff who can speak languages, Language Prompt Cards, dictionaries, and occasionally the use of other detainees if appropriate. Staff may also use the facilities of language line to overcome language barriers. Language Line should be used when discussing any confidential matters. The telephone number for language line is available from the Oscar 2.

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 (if given)
- Special needs e.g. escape risk, disruptive/violent behaviour etc.
- Languages spoken/written
- Fingerprint type and location taken (if applicable – see section 15)
- Any disclosed medical conditions
- Date & time of arrival
- Religious denomination
- Brief descriptions of detainees including scars, tribal markings, tattoos etc.
- Dietary requirements
- Mood and demeanor on arrival
- Known risks and or/criminal activity documented on movement orders or Prison Files
- Any other useful notes

Note: Room allocation at Brook House IRC is a *wing office* responsibility. Reception staff will liaise with wing office staff when locating detainees on to the accommodation unit.

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 Gatwick IRCs as a quick means of identification should it be deemed necessary.

5.2 Reception File

A file will be made up for Reception records.

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

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.

Note: All current RSRA's at Brook House IRC will be kept with the respective detainee wing file. A copy of this will be kept with the G4S archived file on departure.

5.3 Phone/Phone call

On admission, detainees will be issued with a loan mobile phone, 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 compact must be completed and issued to the detainee.

All detainees will be given the opportunity to make a free 5 minute telephone call to anywhere in the world, within 12 hours of their arrival at the Centre. This call can be made on the loan phone through an issued 5 minute phone card or from Reception/induction unit. The call will be logged on the DAT system once this has been offered.

Detainees may keep **one** personal mobile phone in possession provided that it is not on the prohibited mobile phone list and that they do 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 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

Toiletries will be issued on arrival on the residential wing. Such toiletries shall 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 after lockdown 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 the area designated for this purpose.

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 Instruction 09 – Searching Procedures* for guidelines.

Full searches **will not** be carried out unless directed by the Oscar 1, 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, being careful to follow the instructions relayed in DSO 01/2012. The electronic tag should then be forwarded to the appropriate address detailed in DSO 01/2012 and a SIR should be completed to record this.

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 the duty Oscar 2 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:

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

The duty Oscar 2 and section 8.1 and 8.2 of this document should always be consulted to advise on 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:

- a) Pay to ship excess property to their destination in advance of removal;
- b) 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;
- c) Provide proof to the IRC that the detainee/resident is willing and has the means to pay for excess luggage which incurs a charge;
- d) Leave the property behind and make arrangements for its subsequent shipment; and
- e) Leave the property behind.

Special arrangements apply to families with younger children. So long as a child is sitting in their own seat (on a flight), i.e. is over two years old, they have the same luggage allowances as an adult. Car seats and buggies may be taken on the flight with the family and are excluded from the personal allowance.

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.

Consult *Detention Service Order 06/2012* for further information.

8 Detainee Property

8.1 Banned Items of Detainee Property

When banned items of property are identified (Annex A), 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 the Oscar 2.

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: Operational Instruction 01a, *Disposal of Perishable/Unserviceable Goods*.

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.

Suitcases, rucksacks and similar storage items are not permitted at Brook House IRC. Brook House permitted property should not exceed the volume of a typical wing room locker space. Clear plastic bags will be issued to detainees to assist with transporting items of property where deemed necessary.

All items of property retained by detainees 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. 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 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 in a secure container or bag and sealed with a numbered security tag.

Baggage store and secure store audits will take place on a regular basis and will be co-ordinated by the Oscar 2.

The Oscar 2 is responsible for holding the key to the Secure Store at Brook House IRC. The secure store key must be handed over between the day and night Oscar 2's (or the appropriate DCM in their absence) and the key should remain onsite at all times.

Staff working in Detainee Reception must control access into the baggage store with only those staff having official business in the location being granted access. Visitors or staff requiring access to the baggage 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

The Gatwick IRCs adopt 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. Officers must complete a security information report (S.I.R.) for all detainees arriving with more than £1000.00 cash.

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

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 the duty Oscar 2. Valuable items retained at Tinsley House will be kept in the safe, which will only be accessible to the duty Oscar 1.

A register of all valuable property held for safekeeping will be held in the safe (Tinsley House) or Detainee Admissions Station (for Brook House Secure Store). The respective ledger of contents should be started on deposit by the depositing officer and duty Oscar 1/2 and completed on removal by the removing officer and duty Oscar 1/2 to confirm a clear audit trail of access to the deposited item/s.

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 liaise with Detainee Reception to arrange for an appointment to access property at the earliest opportunity. 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.

Detainees are not permitted to have prohibited items in possession.

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, cassette-tape and CD 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.

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:

- 1 x track suit bottoms
- 1 x sweatshirt
- 1 x t-shirt
- 4 x pairs of briefs (or equivalent)
- 4 x pairs of socks
- 1 x set Pyjamas (or equivalent)
- 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 at each respective IRC, or the Oscar 1 in cases of emergency.

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 B* will be completed in all such circumstances.

Refer to the Operational Instruction 01a for the disposal of perishable goods & unserviceable clothing.

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:

1. *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.*
2. *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.*
3. *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.*
4. *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 find that a detainee and/or dependant child 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.

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 adult 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 on Raised Concerns with the duty Oscar 2.

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.

The Oscar 1 should be notified if a detainee remains non-compliant throughout the admission to the extent where admission remains incomplete. The Oscar 1 will decide if the use of Detention Centre Rule 40/42 (*Detention Centre Rules 2001*) is necessary.

The Oscar 1 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 (Brook House) if deemed appropriate by the Oscar 1.

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 the Oscar 2 will follow the procedure detailed in the *Memorandum of Understanding Regarding Child Protection Concerns* and DSO 14/2012.

14 Care & Management of Transsexual Detainees

Gatwick IRCs aim 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.'

15 Roll

The Oscar 2 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.

The night shift Detention Custody Managers shall also ensure that the IRC Bed Fax form is completed daily and sent to DEPMU at 07:00hrs.

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 FNO's. 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 staff who 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 overleaf).

Detainee	Fingerprints	Livescan	Wetprint	IS86
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	Previously Taken? (As stated on DTD)	required?	required?	required?
FNO	✓	✗	✗	✗
FNO	✗	✓	✗	✓
Non-FNO	✓	✗	✗	✗
Non-FNO	✗	✗	✗	✗
Any at the request of the Home Office	n/a	✓	✓	✓
Livescan or Wetprint 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 C** for quick reference and ensuring compliance with customer requirements.

PART B – DEPARTURES

1 Introduction

Every detainee and/or dependant child held at Brook House IRC will, at some stage, depart the centre. This operational instruction details the procedures for the departure of all male 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 that 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 and/or dependent children to depart shall be available throughout the 24 hour period of every day of the year. Families will depart directly from the Family Suite.

3 Supervision

The Detention Custody Manager assigned the Oscar 2 call sign will have first line responsibility for discharge procedures and reception staff. The Centre Director or Duty Director must make daily visits to the discharge 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.

4 Notification of Discharge

Notification that a detainee is to be discharged from 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 a facsimile or email message with an attached Movement Order. Compliant detainees departing Brook House IRC within the next 24 hours will ordinarily be relocated to Eden Wing. Refer to *Eden Wing, Operational Instruction 15a* for further details.

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 mail 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 discharge.

Where an IS106 has not been provided the following applies:

- The Oscar 2 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 Oscar 2 will contact DEPMU to check authenticity.

- Where doubt still remains, the Oscar 2 will consult with the Duty Director and the on-call Home Office Manager on call before release is authorised.

In all such cases the discharging 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.

In cases of medical emergency we will arrange for the prompt departure of a detainee to hospital under escort without the prior instruction by the Home Office or court, however in such circumstances the Oscar 1 will inform the Home Office Manager and Duty Director, whether on or off site prior to the departure of the escort. An emergency medical escort must not be subject to any undue delay. Where Escort Risk Assessments have not been completed as a result, these should be completed and forwarded to the escort crew as soon as practically possible.

Any incident of hospital treatment required due to an act of self-harm must be reported to the Duty Director and the Home Office Manager on call immediately. The Duty Director will inform the Duty Gold Commander in all such circumstances and a media incident report (Annex D) must be completed by the Duty Director (or Oscar 1 when the Duty Director is off site).

All details of pre-arranged medical escorts will be made in the Oscar 1's daily escort log and a copy will be sent to the Home Office Manager and Centre Director/Duty Director by 09:00 the following day.

5 Detention Custody Managers

The Oscar 2 will ensure that accurate Roll Boards are maintained for current detainees and/or dependant children including **ALL** movements through Reception at any given time. They are also responsible for liaising with the respective site Residential DCM and/or Family Care Manager (FCM) in order to keep a detainee and/or dependant child informed about their movement.

The Oscar 1 on the night shift will be responsible for ensuring that detainees and/or dependant children due to be moved from the respective IRC before 1100hrs on the following day have their cash accounts closed and all monies deposited are made available to reception staff, the medical staff will also be made aware and ensure that the medical records are available for the transfer/removal.

When notified that a detainee is to be discharged the Oscar 2 will:

- Check the Movement order for accuracy and clarity.
- If any doubts arise then DEPMU must be contacted.
- Authorise and issue a travel warrant if required.
- If transport to the local railway station is required then the detainee should be informed to attend the Visitors Centre and to wait for the next available Gatwick IRCs Minibus.
- Detainees released outside of the normal minibus service hours will escorted to Gatwick Airport (Atlantic House) at the earliest opportunity.

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 Oscar 2 where the identity of the detainee is questionable *prior* to handover to escorting contractors.

The Oscar 2 is responsible for ensuring that all detainees are correctly identified prior to release. In such circumstances where the Oscar 2 is not available to do this, an available DCM will carry out the final identification prior to departure.

In every case prior to the departure of a detainee, the detainee must be identified by carrying out the following:

1. **Obtaining the identity card from the Detainee**
2. **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)**
3. **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 Oscar 2'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 being discharged 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 where this is not approved by the Home Office the detainee must be released as per the original instruction by the Home Office.

Detainees departing the IRC should not come into contact with detainees who are undergoing the admissions process.

When notified that a detainee is to be depart, 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.

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

- Removal Directions
- Transfer to another IRC/Prison
- Transfer to Pre Departure Accommodation
- Court Appearances
- Local Medical Escorts

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 Reception.
- On arrival in reception confirm the identity of the detainee due to be 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 Oscar 1 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/discharge is correct
- 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 return to detainee and/or dependant child 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 Atlantic House (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 Gatwick IRC produced documents and archive them (where originals are not kept).
- Issue Gate Pass (once this has been authorised by Oscar 2)
- Complete all departure documentation including exit papers (*Annex E*) and departures log.
- Update the Detainee Transferable Document (DTD) and pass to the escorting staff.
- Amend Roll Boards and update the DAT system.
- Issue the IS91 to the receiving escort in the event of transfer (temporary or permanent), removal or police arrest. Archive the IS91 with any local documents for future reference (if the detainee is being released).

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

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

7 Non-Compliant Detainees

Detainees that have become non-compliant on the unit, by refusing to move to Reception for discharge may have been located in the Care & Separation Unit (CSU, Brook House) or Room 12 (Tinsley House).

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 (Brook House). 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. Tinsley House IRC staff will produce non-compliant detainees to detainee reception.

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 reception, be required to attend the CSU to complete the transfer of custody. Reception staff should always be involved in planning removals and transfers from RFA/TC (Rules 40 & 42, *Detention Centre Rules 2001*).

8 Detainees on Open ACDT

Detainees who are being discharged on open ACDT documents will be dealt with by informing the receiving escorts of the open document and providing them with the original document. The receiving IRC/Prison should also be verbally notified of the open ACDT and any immediate risks.

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 photocopy the front cover and last observation record page confirming that the escorting staff have received the original ACDT document. The copies of the ACDT front cover and final observation record must be archived along with all other local documents.

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.

GATWICK IMMIGRATION REMOVAL CENTRES

IN POSSESSION PROHIBITED ITEM LIST

<u>ELECTRICAL</u>	<u>WEAPONS</u>
Sony PSP	iPod Touch
MP3 Player on USB Stick	Nintendo DSI
Extension Leads	Nintendo Wii / U
Plug Adaptor	X Box 360 with built in Wi-Fi
Toasters, Irons, Kettles (non centre issue)	PlayStation 3
Any Item Capable Connecting to the Internet	Camera Phones / Internet access
Cameras	Video Cassettes
Music Cassettes	Camcorders
Copied CD's DVD's	Laptops
Any Item with Recording capabilities	Memory Cards (SD/Micro SD)
Electronic Cigarettes	All Items must be PAT tested
	Any USB cable capable of connecting a device to a computer
<u>MEDICATION</u>	<u>FOOD & DRINK</u>
Needles (Syringes)	All Food and Drink (Unless Detainee Arrived with it from Previous Establishment)
Controlled Drugs	Alcohol
Powders	Anything in large Glass Containers
Any Medication not supplied by Healthcare	Chewing Gum
	<u>MISCELLANEOUS</u>
Selotape	Bluetac
Afro Comb (Steel)	Pets
Thermos Flasks	Money
Lighter Fuel	Bank Credit / Debit Cards
Mirrors	Candles
Matches	Glue
Ceramic Plates/Cups	Steel Toe Cap Boots
Passport style photo's	Tipex
Utility Bills	Tin Foil
	<u>TOILETRIES</u>
	Cosmetics
	Perfumes – containing alcohol
	Chemicals
	Aerosols
	Any Item Containing Hydrogen Peroxide
	Dental Floss
	Lighters (Tinsley House Only)
	Keys / Car keys
	Coat Hangers
	ID Documents
	Suitcases / Holdalls / Rucksacks
	Pornography
	Any Item weighing over 20KG
	Any flammable product
	Large Jewellery – rings / chains

NOTE

1. Music Centres/Radios etc. and loud speakers will be monitored by staff for noise pollution. Those Detainees deemed to be playing such items at an excessive noise level will be warned and /or have the items removed and placed into stored property.
2. Large glass items will not be allowed into the centre.
3. Food and Drink items will be permitted into the centre where it can be established that they were purchased at another Removal/ Custodial centre prior to transfer.
4. CD's permitted into the centre must be Pre-Recorded originals.
5. All electrical items MUST be PAT tested
6. At no point are food, drink and toiletry items to be brought into the centre by visitors.
7. This list is not EXHAUSTIVE. Staff are to seek advice from a DCM should they come across an item not listed which in their opinion may be utilised for SELF HARM, CAUSE INJURY TO OTHERS OR BREACH OF SECURITY.
8. Certain Prohibited items may be accepted into the centre and placed into a detainee's stored property. This must be authorised by a Detainee Custody Manager and will be granted on an individual basis depending on circumstance.

DISPOSED PROPERTY

Detainee Name..... Port Reference.....

C.I.D. No.....

Residential Unit..... Bedroom No.....

Staff at Brook House/Tinsley House Removal Centre has disposed of the following items:

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 Gatwick IRC's.

Detainee SignatureDate.....

Authorising ManagerDate.....

Reception DCO Signature.....Date.....

Disposal DCO Signature*.....Date.....

(No prohibited items, with the exception of food items, to be disposed of without authorisation from the Head of Operations / Duty Director).

Admission Checklist - ANNEX C

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: <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 	<input type="checkbox"/>
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"/>

Incident/Media Sensitive Situation Report

Business & Contract to which report relates: (name of establishment)
Location of incident/situation: Date and time of incident: Reported by:
Brief Account:
Numbers/category of customer staff or people in our care directly involved or affected
Members of the public directly involved and how?
Emergency services involved (say which):
Injuries/deaths/risks to life:
Damage to/loss of property:
Involvement of official agencies/unions/non-governmental organisations:
Prison/police station collected from (if applicable):
Any weapons used in incident:
Any risk notice i.e. POL 1 etc
Issues arising from incident relating to security of custodial premises, detention centre, court, vehicle etc

Name of person receiving report		Time:	
Passed to Area Operations Manager/Line Manager		Time:	
HO informed		Time:	
Passed to Broadway control		Time:	
DETAILS OF PRISONERS/TRAINEES/DETAINEES INVOLVED			
Name	If prisoner, offence charged or convicted	Date of birth	Prison number (if applicable)
FOR EM USE ONLY			
Log No:	Name of Subject:	DOB:	ID No:
Incident Manager:	Incident Level:	Order Type:	Branch:
Order Start Date:	Order End Date:	Curfew Hours (Current):	Original offences:



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

I have received all of the listed detainee property

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

Detainee Departure Checklist

Y

Does the detainee know where they are going?

Does the detainee have any outstanding welfare concerns?

Comments

.....

A movement order or IS106 equivalent has been received

Medical staff have given clearance for departure

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

A travel warrant has been issued

Is Detainee on open ACDT? (If YES photocopy front cover and last entry page.)

Has 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's property been searched prior to departure?

DCO Name		Signature	
Date of Departure		Time of Departure	

Handover to Escorting Contractor

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

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