

DSO 02/2017 – Annex A



Home Office

Rule 40 (Removal from Association)

Rule 42 (Temporary confinement)

Image

Immigration Removal Centre

1	Centre Name: Brook House
2	Log Number: BH/378/17

3	Last Name	D1235
4	Forename (s)	D1235
5	Date of Birth	DPA
6	Home Office ref:	
7	Port ref:	MET/5077799
8	CID ref:	9800430

Language/Comprehension of English			
10	English – Ability to speak/understand	Good ✓	Some
11	First Language	Albanian	
12	Interpreter required	No	

Member of staff opening form		
13	Name (print)	Andrew Lyden
14	Signature	Signature
15	Company/Organisation	G4S
16	Date form opened	31/08/2017
17	Time	21:00

Completing the form

This form must be used to record the justification for the decisions made and the details of all interactions with a detainee who has been located under temporary confinement (Rule 42) or removed from association (Rule 40) and any escalation/de-escalation between the two that results in the detainee being separated on a consecutive basis, i.e. without first returning to normal association.

If a detainee moves between Rule 40 and 42 without first returning to normal association this Annex A must continue to be used (it records the date of initial removal from normal association) but with a separate Annex B completed for each escalation/de-escalation. Annexes C – F must be completed as appropriate.

If a detainee returns to normal association and subsequently relocates under Rule 40 or 42, a new Annex A must be opened.

All applicable sections must be fully completed.

Each page/sheet must be dated.

Section numbers correspond with "recording points" in the DSO.	
Sections	Purpose/use
Annex B – Justification and Authorisation	To be completed as soon as a detainee is relocated under Rule 40/42. This form includes the justification and authorisation for use of Rule 40/42 and it records the notification to required parties. A new Annex B must be completed each time a detainee moves between Rule 40 and 42 without returning to normal association.
Annex C - Daily Activity Record and Monitoring Form	This is to be completed by the supplier manager and duty officers and is used to record all interactions/ observations to include: any changes in the agreed regime, any disruptive or escalated behaviour, comments or dialogue of significance.
Annex D - Daily Visitors Record	This is to record all interactions/comments/observations during the visits completed by the HOIE Manager, Healthcare, Chaplaincy and IMB.
Annex E - Multidisciplinary Review	This is conducted daily and records regime access and the rationale for continuing or closing Rule 40/42
Annex F - Care/Re-integration Plan	This is to be completed when the detainee is returned to normal association from other Rule 40 or 42.

DSO 02/2017 - Annex B

Justification and Authorisation for use of Rule 40 or 42

A new Annex B must be completed each time a detainee is placed on Rule 40 or 42 or moves between Rule 40 and 42 without first returning to normal association

Detainee Details

1	Full Name	D1235
2	Date of Birth	DPA
3	Nationality	ALBANIA
4	Port/CID ref:	MET/5077799 9800430

5	Rule 40
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6	Date placed under Rule 40 / Rule 42	31/08/2017
7	Time placed under Rule 40 / Rule 42	21:00

8	Alternatives to Rule 40 that have been considered and tried or ruled out (these must be individually listed and explained):
<p>This move is required on information received from the security department and to maintain the safety and security of the centre.</p>	

9	Reasons for Rule 40 or Rule 42 and evidence relied on:
<p>Detainee D1235 has been placed onto rule 40 due to information received from the security department at Brook House and is to maintain the safety and security of the centre.</p>	

Authority for initial 24 hours Rule 40/42 (HOIE Manager – EO or above, or HMPPS centre/duty manager)

10	Full Name	P Gasson	Signature
11	Grade	On Call Home Office Manager	
12	Organisation	Home Office	
13	Signature	PP P Gasson A Lyden	
14	Date	31/08/2017	
15	Time	18:00	
HMPPS-Confirmation HOIE team notified		Name of person notified:	Time of notification:

Authority for urgent Rule 40/42

16	Full Name		
17	Grade		
18	Organisation		
19	Signature		
20	Date		
21	Time		
22	Confirmation HOIE team notified	Name of person notified:	Time of notification:

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Reasons for removal explained in a language that is understood by the detainee:			
			Comments
23	Understanding confirmed Detail in comments section any steps or adjustments made to ensure understanding	Yes	
24	Interpreter used	No yes	Name of interpreter
25	Written copy of reasons (box 9) provided to detainee (within 2 hours of removal)	Provide date and time in comments box	Yes 21:20 given by hand
26	Has detainee requested copy to be e-mailed/faxed to his/her legal representative?	No	Name of officer sending information and date/time sent
27	Has detainee made representations against relocation?	No	Name of officer sending information and date/time sent
	Has detainee asked for these to be faxed to his/her legal representative?	/No	Name of officer sending information and date/time sent and details of legal representative
28	Detainee on open ACDT		<p>If yes, log no:</p> <p>If yes, confirm that all other options have been considered in accordance with DSO 6/2008 before Rule 40/42 invoked (and explain at box 9).</p> <p>If yes, confirm any further precautionary measures to be taken:</p>

Notification that Rule 40/42 has been invoked. The following must be notified and details recorded:

	Who (requirement in brackets)	Name and position of person notified	Method	Date & Time
29	Immigration Manager (without delay)	P Gasson	telephone	18:00 31/08/17
30	Duty supplier manager – when authorised by HOIE (without delay)	S Povey	/in person	18:00 31/08/17
31	Medical practitioner (without delay)	Grace	in person	18:55 31/08/17
32	IMB (without delay)	G Gajdatsy	telephone	18:55 31/08/17
33	Managers of religious affairs/chaplaincy (without delay)	Z Quyan	telephone	19:00 31/08/17
34	IS 91 Part C completed (within 2 hours) Home Office Case worker to be notified by HOIE in office hours		Email	21:30 31/08/17
35	Other (please specify)		Email/telephone /in person	

36	Justification for Rule40/42 beyond 24 hours – Please also state here the period of the authority. This must not automatically be the maximum permitted (no authority can exceed 14 days (Rule 40) or 3 days (Rule 42))

Authority for continued Rule 40/42 Beyond 24 hours up to the maximum 14 days (Rule 40) or 3 days (Rule 42) (HOIE Manager at SEO level or above or HMPPS Deputy Director of Custody or his/her appointed deputy who is not an officer of the IRC)

37	Full Name of person granting authority	
38	Grade	
39	Organisation	
40	Signature	
41	Date	
42	Time	
HMPPS-Confirmation HOIE team notified		Name of person notified: Time of notification:

Reasons for ongoing removal explained in a language that is understood by the detainee:			Comments
43	Understanding confirmed Detail in comments section any steps or adjustments made to ensure understanding	Yes/No	
44	Interpreter used	Yes/No	Name of interpreter
45	Written copy of reasons (box 36) provided to detainee. Within 2 hours.	Yes/No	Time and date:
46	Has detainee requested copy to be faxed to his/her legal representative?	Yes/No	Name of officer sending information and date/time sent and details of legal representative
47	Has detainee made representations against ongoing relocation?	Yes/No	Name of officer sending information and date/time sent
	Has detainee asked for these to be faxed to his/her legal representative?	Yes/No	Details of legal representative:

Rule 40/42 closed on Medical grounds

To be completed if Removal from Association or Temporary Confinement is deemed unsuitable by medical practitioner

48	Reasons for closure (To include medical practitioner's comments and signature)	
Medical practitioner's details:		
49	Qualification/title	
50	Name (print)	
51	Signature	
52	Date	

End of authorised period of Rule 40/42

53	Outcome	Detainee D1235 has left Brook House compulsorily and transferred to Colnbrook I.R.C	
54	Escalated/De-escalated to Rule 40/42		Yes/No
55	Association resumed	Time 21:00	Date 01.09.2017
Supplier/HMPPS Centre Manager/duty manager's details:			
56	Name (print)	A. Hunter	
57	Signature	Signature	
58	Date	01.09.17	
59	Time	21:30	

ACDT opened whilst under Rule 40/42		
60	Opened	
61	Closed	
62	Log number	

Notification that Rule 40/42 has been closed. The following must be notified details recorded:				
	Who (requirement in brackets)	Name of person notified	Method	Date & Time
63	Immigration (without delay)	J Lovett	Email/telephone /in person	0730 02-09-17
65	Medical practitioner (without delay)	E OMOMAKA	Email/telephone /in person	2200 01/09/17
66	IMB (without delay)	G. Gajdary	Email/telephone /in person	0845 2/9/17
67	Managers of religious affairs/(chaplaincy (without delay)	2. Quyum	Email/telephone /in person	Message left 00:30 02-9-17
68	IS 91 Part C completed (within 2 hours)	M. BARRIE	Email/telephone /in person	0230
	Home Office Case worker to be notified by HOIE in office hours	Sent		02-09-17
69	Other (please specify)	D. I. LADY HORN Duty Director	Email/telephone /in person	2130 01/09/17

DSO 02/2017 - Annex D

Daily Visitors Record (New form to be completed each day)

1	Date	01/09/17
2	Name	D1235
3	CID ref	9800430

4	Home Office - Comments (include reasons if answered no to any of the questions below)
<p>Went to see the detainee in his room. He asked for an interpreter, so brought to the office to use Big Word. Explained the reasons of being put on R40, which he was not happy to accept. He does not want to transfer out due to his girlfriend unable to visit him (lives in London). After the chat he has agreed to transfer but wants to be taken out of R40.</p>	

5	Start time of visit	10:40 Am / PM
6	End time of visit	10:55 Am / PM
7	Room entered	Yes / No
8	Direct Dialogue	Yes / No
9	Interpreter used	Yes / No Big Word in CSU office
10	Confirmed understanding	Yes / No
11	Name	Heenaxi Patel
12	Position	FO
13	Signature	Signature

1/9/17

14	Healthcare - Comments (include reasons if answered no to any of the questions below)	
<p>Requested language line as limited english. Seen in C.S.U office. Wanted clarification on why he is in C.S.U. Was informed that he may move to another centre. Does not wish to be moved.</p> <p>No healthcare issues.</p>		
15	Start time of visit	10-40 Am / Pm
16	End time of visit	10.55 Am / Pm
17	Room entered	Yes / No Seen in CSU office
18	Direct Dialogue	Yes / No
19	Interpreter used	Yes / No
20	Confirmed understanding	Yes / No
21	Name	K. Churcher
22	Position	S. Rm N
23	Signature	Signature

24	Chaplaincy - Comments (include reasons if answered no to any of the questions below)	
25	Start time of visit	Am / Pm
26	End time of visit	Am / Pm
27	Room entered	Yes / No
28	Direct Dialogue	Yes / No
29	Interpreter used	Yes / No
30	Confirmed understanding	Yes / No
31	Name	
32	Position	
33	Signature	

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34	Other visitor (please state) - Comments (include reasons if answered no to any of the questions below)	
<p>Duty Director visit and Rule 4a review.</p> <p>D1235 wanted a translator so a telephone translator was used even though most of the discussions were in English.</p> <p>D1235 was explained to the reason for his rule 4a he denies any wrong doing. He accepts he will transfer will be offered a regime on CSH.</p>		
35	Start time of visit	1040 Am / PM
36	End time of visit	1055 Am / PM
37	Room entered	Yes / No
38	Direct Dialogue	Yes / No
39	Interpreter used	Yes / No
40	Confirmed understanding	Yes / No
41	Name	Hauatira
42	Position	EL DUTY DIRECTOR
43	Signature	Signature

Removal from Association Initial Health Assessment

Detainee Details

Name	D1235	Old Reference	9800430
Time of assessment	00:00	Date of Birth	DPA

Initial screening

To be completed within two hours of a detainee being removed from association (DC rules 40 & 42). If no Registered nurse or Duty doctor available to complete within two hours of detainee being removed from association, then the detainee is to be observed by wing staff four times per hour or inline with ACDT observations if greater. Clinical records and ACDT plans should also be considered.

Is the detainee currently being assessed or sectioned under section 48 of the Mental Health ACT? Yes/No ☒ No

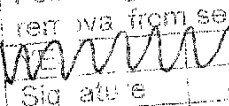
Is the detainee currently on an Open ACDT plan, are there any recent acts of self harm? If the detainee is currently taking any anti-psychotic medication? Yes/No ☒ No

Does the detainee show signs of being acutely unwell (e.g. Psychotic/ withdrawn from groups/ significant injury) at the present time? Yes/No ☒ No

Do you think the detainee will be able to cope with a period of removal from association? Yes/No ☒ No

Do you think the detainee's mental health will deteriorate from being removed from association? Yes/No ☒ No

Health Assessment

Following the above screening are there any clinical reasons to advise against removal from separation at this time?			
Signature		Name	L. MCGONIGALL
Grade	RGIV	Time	00:00
Where necessary this form should be part of a multi-disciplinary review concluding in a care map for the individual			

DSO 02/2017 - Annex C

Daily Activity Record and Monitoring

1	Date	01/09/17
2	Name	D1235
3	CID ref	9800630

Record of Actions and Observations

This is to be completed by the supplier manager and duty officers and must be used to record all interactions/ observations and monitoring. It must include, but is not limited to, any changes in the agreed regime, any disruptive or escalated behaviour, interactions (other than visits recorded at Annex D), comments or dialogue of significance. Continuation sheet(s) must include the detainee's name and CID reference and be dated.

Time	Actions/Observations/Comments	Name (printed) and position	Signature
1720	Given Dinner. ———	Simon DCO	Signature
1930	Spoken to by DCM TOMSETT. TOLD		
	TRANSPORT FOR CENTRE MEETING WOULD		
	BUT HERE IN APPROX 1HR. ———	DCO S. J.	Signature

DSO 02/2017 - Annex C

Daily Activity Record and Monitoring

1	Date	01/09/17
2	Name	D1235
3	CID ref	9800430

Record of Actions and Observations

This is to be completed by the supplier manager and duty officers and must be used to record all interactions/ observations and monitoring. It must include, but is not limited to, any changes in the agreed regime, any disruptive or escalated behaviour, interactions (other than visits recorded at Annex D), comments or dialogue of significance. Continuation sheet(s) must include the detainee's name and CID reference and be dated.

Time	Actions/Observations/Comments	Name (printed) and position	Signature
0200	LAYING ON BACK, MOVEMENT NOTED	DCO G CROUCHER	Signature
0300	LAYING UNDER COVER, MOVEMENT NOTED	DCO G CROUCHER	Signature
0400	LAYING ON LEFTSIDE UNDER COVER	DCO G CROUCHER	Signature
0507	LAYING UNDER COVER, MOVEMENT —	DCO G CROUCHER	Signature
0608	LAYING UNDER COVER, MOVEMENT	DCO G CROUCHER	Signature
0704	LAYING UNDER COVER, MOVEMENT.	DCO G CROUCHER	Signature
0800	GIVEN BREAKFAST —	DCO S-J	Signature
1110	ALLOWED ACCESS TO COURT YARD.	DCO S-J	Signature
12-20	GIVEN LUNCH. —	DCO AO CONNOR	Signature
1620	GIVEN COURT YARD TIME.	DCO Simms	Signature

CSU2

DSO 02/2017 - Annex C

Daily Activity Record and Monitoring

1	Date	3/8/17
2	Name	D1235
3	CID ref	9800430

Record of Actions and Observations

This is to be completed by the supplier manager and duty officers and must be used to record all interactions/ observations and monitoring. It must include, but is not limited to, any changes in the agreed regime, any disruptive or escalated behaviour, interactions (other than visits recorded at Annex D), comments or dialogue of significance. Continuation sheet(s) must include the detainee's name and CID reference and be dated.

Time	Actions/Observations/Comments	Name (printed) and position	Signature
2120	LOCATE IN CSU2 ON RULE 40. SEARCHED BY DCO CROUCHER	DCO G CROUCHER	Signature
2200	SPOKE TO NIGHT OSCAR 1	DCO G CROUCHER	Signature
2200	SPOKE TO D1235 + given paper work	DCO G CROUCHER	Signature
2300	TALKING TO CSU 5 THROUGH HIS DOOR	DCO G CROUCHER	Signature
0000	GAVE OVER PHONE FOR CHARGING	DCO G CROUCHER	Signature
0100	Phone given back after being on charge for an hour.	DCO MALLMAN	Signature

DSO 02/2017 - Annex E

Multidisciplinary team review record (New form to be completed each day)

1	Date	01/09/17
2	Name	D1235
3	CID ref	9800430

Attendees		Name	Signature
4	Detainee (if not in attendance, record the reasons in the comments box below)	Present	
5	HOIE Manager	H Patel	Signature
6	Supplier Centre Manager	D. Hannon	Signature
7	Case Manager (if on open ACDT)	N/A	
8	Healthcare	K. Churcher	Signature
9	Others (please specify)	S. Houghton	Signature

Mandatory Regime – Make arrangements for fresh air and shower		
	Daily Regime Assessment	Yes / No and comment
10	Access to phone	Yes If no, confirmation detainee can access legal adviser.
11	Toiletries	Yes
12	Social visits	Yes
13	Official visits	Yes
14	Library book request	
15	Daily shop order	Yes
16	Recreational facilities e.g. gym	Yes, gym, courtyard
17	Smoke breaks (if appropriate), access to lighter	N/A
18	TV	Yes at points
19	Internet	Yes at 1245 & 1715

20	Other (eg education, arts and crafts, games). Please list:	Education visit, wellfare visit
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The detainee has been provided with details of elements of regime he/she will be able to access and any elements which are being restricted and provided with a written copy of this form.

Notified by:

21	Name	Hauch
22	Date	1/2/17
23	Time	1055

24	<p>Comments: to include reasons for continuation or ending of removal from association/temporary confinement, alternatives to removal from association/temporary confinement discussed and considered, any room adjustments, why regime restrictions are/remain in place, planning for return to association, association with others who are subject to Rule 40, and a staged return.</p>
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Access to restricted regime on ass, transfers to be arranged today. Should transfer not go ahead D1235 is to remain on Rule 40 until a transfer takes place. D1235 has been linked to a planned discipline incident at Brook House and has been reportedly encouraging others to join.