

CHAPTER 61 ARREST TEAMS – OPERATIONAL PROCEDURES

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Changes to this guidance

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	30 April 2010	New guidance product introduced (V1.0)	
	20 July 2010	Revised guidance with updates to powers (V2)	
	15 November 2010	New Content: s61.4.6 Maintenance of Batons & Handcuffs	
	02 December 2010	New Content: s60.10.8 Procedures for cash found on visits	
	17 December 2010	Amendment: revised auth. levels for op. debriefs (61.13.3) V4.1	
	07 January 2011	Revised content: s61.8 pursuit policy (V4.2)	
	22 February 2011	Revised content 61.3.9 (V4.3)	
	11 th January 2012	Revised content: 61.3.1 and 61.3.3 - to align with health and competence policy Various – remove references to Book 101 and replace with PSB 61.5.2 – correct incorrect reference regarding s28G 61.8.10 – amend reference to rear cover to external cover 61.11.3 – Withdraw VRB from use with immediate effect Various – remove reference to VRB 61.11.5 – remove reference to PACE search (v4.4)	
	May 2012	Revised content: 61.10.8.1 – seizure of cash (v4.5)	
	July 2012	61.9.10-Clarification of “mandatory systems checks”(v4.6)	
	November 2012	61.10.6- Searching of transsexual persons; updated NGRAs and SSOWs (v4.7)	
	21 st January 2013	Addition to 61.10.6 searching of arrested persons in line with DSO 11/2012; Update fleet & driver policy & links to NGRAs/SSOWs (v4.8)	
	27 November 2013	Restricted boxes inserted internal and external at following sections: General statement, 61.10.11, 61.14. References	

Chapter 61 General statement 61.7 PACE Codes of Practice Seizure of unattended cash		to UKBA, UK Border Agency, Agency changed to Home Office throughout. (v4.9)	
	14/01/2014	Update to 61.10.8 in transfer content on baggage and pets from Ch45 (families)	

Chapter 61 General statement

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<p>procedures 61.13 Post-visit procedures 61.14 Complaints</p> <hr/> <p>Changes to this guidance</p>	<p>.</p> <p>All enforcement visits constitute immigration work of the most sensitive kind. These instructions, however, deal with operational visits undertaken without initial police assistance.</p> <p>Such work places immigration officers in situations which have the potential to be highly sensitive and dangerous, and where external scrutiny is likely to be intense.</p> <p>Any action taken must be lawful, reasonable and proportionate. This includes strict adherence to the relevant provisions of the PACE Codes of Practice and these procedures.</p> <p>Failure to do so will render an officer liable to disciplinary action and may also lead to criminal and/or civil proceedings being taken against the individual and/or the Home Office.</p>	
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61.1 Definition of operational arrest activity

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<p>statement</p> <ul style="list-style-type: none">61.1 Definition of operational arrest activity61.3.4 Removal of certification61.4.5 Carriage and storage of baton and handcuffs61.7 PACE Codes of Practice61.8.4 Pre-visit checks61.8.5 Authority for the visit.61.8.6 Drive- by reconnaissance (recce)61.8.11 Police support61.8.12 Observers and interpreters61.9.3 Briefings61.9.4 Airwave radios61.9.6 Entry by informed consent61.9.7 Information to the occupier61.10.1 Conducting an arrest61.10.4 De-arresting at the scene61.10.5 Dealing with other occupants and third parties61.10.7 Complaints of illness		
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<p>61.10.8 Personal possessions</p> <p>Seizure of unattended cash</p> <p>Treatment of cash in wallets and purses</p> <p>Whenever cash is seized from a person under POCA, it should not be removed from a person's wallet, purse or pocket unless there are reasonable grounds to suspect that this money is also recoverable property as defined in s24 of the UK Borders Act 2007. If a cash seizure IO intends to seize cash found at person's premises or concealed on his person, the IO should always ask the person about the origin and intended use of any cash also carried in their wallet, purse or pocket. If the IO is satisfied by the person's responses and from visual examination that all, or any part of the cash in the wallet, purse or pocket is not recoverable property as</p>		
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<p>above, the person should be allowed to keep the cash that is not immigration crime related.</p> <p>61.10.9 Transporting the detainee to police or Home Office custody</p> <p>61.11.5 Premises search book (PSB)</p> <p>61.12.1 Duty of care</p> <p>61.12.3 Booking-in procedure</p> <p>61.12.4 Detainees' property</p> <p>Arresting officers must make the custody officer or custodian aware of any property seized, retained or taken including prescribed medicines. They must say which property, if any, they intend to retain under immigration powers and follow any relevant police procedures. Any property not retained must be booked in following relevant police or other custodial procedures.</p> <p>61.12.5 Cell procedures</p>		
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61.2 Eligibility

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<p>wallet, purse or pocket. If the IO is satisfied by the person's responses and from visual examination that all, or any part of the cash in the wallet, purse or pocket is not recoverable property as above, the person should be allowed to keep the cash that is not immigration crime related.</p> <p>61.10.9 Transporting the detainee to police or Home Office custody</p> <p>61.11.5 Premises search book (PSB)</p> <p>61.12.1 Duty of care</p> <p>61.12.3 Booking-in procedure</p> <p>61.12.4 Detainees' property</p> <p>Arresting officers must make the custody officer or custodian aware of any property seized, retained or taken including prescribed medicines. They must say which property, if any, they intend to retain under immigration powers and follow any</p>		
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<p>relevant police procedures. Any property not retained must be booked in following relevant police or other custodial procedures.</p> <p>61.12.5 Cell procedures</p> <p>Definition of operational arrest activity</p> <p>Situations not classified as operational arrest activity</p> <p>Eligibility</p> <p>Training and Certification</p> <p>Training</p> <p>Removal of certification</p> <p>Carriage and storage of baton and handcuffs</p> <p>Handcuff and Baton Maintenance</p> <p>Powers</p> <p>Which powers do I use?</p> <p>Planning an arrest team visit</p> <p>Cases that should not be undertaken without police assistance</p> <p>Hot Tasking</p> <p>Pre-visit checks</p> <p>Authority for the visit.</p>		
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61.3 Training and Certification

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<p>61.11 Recording of Visits 61.12 Custody procedures 61.13 Post-visit procedures 61.14 Complaints</p> <p>Changes to this guidance Changes to this guidance Chapter 61 General statement 61.7 PACE Codes of Practice Seizure of unattended cash</p> <p>Changes to this guidance Chapter 61 General statement 61.1 Definition of operational arrest activity 61.3.4 Removal of certification 61.4.5 Carriage and storage of baton and handcuffs 61.7 PACE Codes of Practice 61.8.4 Pre-visit checks 61.8.5 Authority for the visit. 61.8.6 Drive- by reconnaissance (recce)</p>	<p>authorised refresher training course.</p> <p>It is an officer's responsibility to ensure that his/her certification remains valid and any attempt to exercise arrest powers or operate as part of an arrest team without such valid certification will result in disciplinary action.</p> <p>61.3.3 Temporary extension of certification</p> <p>In exceptional circumstances (such as inability to attend refresher training through illness), officers may apply to their Regional Director for a temporary extension of their certification. If granted, this extension should be for the shortest possible time and will commence from the expiry of the previous certification. Operational certification may be extended for a maximum of one month if it has not been possible to attend a refresher course. Health certification may be extended for a maximum of three months if it has not been possible to attend a health assessment.</p> <p>Full guidance on the temporary extension policy can be found here: temporary extension guidance</p> <p>The form to be completed when extending certification can be found here: temporary extension form</p> <p>Regional Directors may delegate this authority to someone at or above the rank of HMI/SEO.</p> <p>61.3.4 Removal of certification</p> <p>Officers who fail a refresher course are no longer certified to carry out operational arrest activity.</p> <p>They must cease such arrest work immediately and return all equipment to their line manager for storage. The line-manager retains the right to determine whether to allow the</p>	
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<p> 61.8.11 Police support 61.8.12 Observers and interpreters 61.9.3 Briefings 61.9.4 Airwave radios 61.9.6 Entry by informed consent 61.9.7 Information to the occupier 61.10.1 Conducting an arrest 61.10.4 De-arresting at the scene 61.10.5 Dealing with other occupants and third parties 61.10.7 Complaints of illness 61.10.8 Personal possessions Seizure of unattended cash Treatment of cash in wallets and purses Whenever cash is seized from a person under POCA, it should not be removed from a person's wallet, purse or pocket unless there are reasonable grounds to suspect that this money is also recoverable property as defined in s24 of the UK Borders Act 2007. If a cash seizure IO intends to </p>	<p> officer to attend a second refresher training course in order to re-certify. Certification may also be withdrawn from an officer who is subject to investigation under disciplinary procedures. 61.3.5 Method of entry training Specialist training is available in method of entry techniques which requires separate certification and is subject to the same requirements to recertify through attendance of an authorised refresher training course. (For full details, see link aside to the Professional Standards for Enforcement website). </p>	<p> Professional Standards for Enforcement Website: </p>
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<p>seize cash found at person's premises or concealed on his person, the IO should always ask the person about the origin and intended use of any cash also carried in their wallet, purse or pocket. If the IO is satisfied by the person's responses and from visual examination that all, or any part of the cash in the wallet, purse or pocket is not recoverable property as above, the person should be allowed to keep the cash that is not immigration crime related.</p> <p>61.10.9 Transporting the detainee to police or Home Office custody</p> <p>61.11.5 Premises search book (PSB)</p> <p>61.12.1 Duty of care</p> <p>61.12.3 Booking-in procedure</p> <p>61.12.4 Detainees' property</p> <p>Arresting officers must make the custody officer or custodian aware of any property seized, retained or taken including prescribed medicines. They must say which</p>		
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<p>property, if any, they intend to retain under immigration powers and follow any relevant police procedures. Any property not retained must be booked in following relevant police or other custodial procedures.</p> <p>61.12.5 Cell procedures Definition of operational arrest activity Situations not classified as operational arrest activity</p> <p>Eligibility Training and Certification Training Removal of certification Carriage and storage of baton and handcuffs Handcuff and Baton Maintenance</p> <p>Powers Which powers do I use?</p> <p>Planning an arrest team visit Cases that should not be undertaken without police assistance Hot Tasking Pre-visit checks Authority for the visit. Drive-by reconnaissance</p>		
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<p>cash seizure IO intends to seize cash found at person's premises or concealed on his person, the IO should always ask the person about the origin and intended use of any cash also carried in their wallet, purse or pocket. If the IO is satisfied by the person's responses and from visual examination that all, or any part of the cash in the wallet, purse or pocket is not recoverable property as above, the person should be allowed to keep the cash that is not immigration crime related.</p> <p>61.10.9 Transporting the detainee to police or Home Office custody</p> <p>61.11.5 Premises search book (PSB)</p> <p>61.12.1 Duty of care</p> <p>61.12.3 Booking-in procedure</p> <p>61.12.4 Detainees' property</p> <p>Arresting officers must make the custody officer or custodian aware of any property seized, retained or taken including prescribed medicines.</p>	<p>required, the plates should be detached from the body armour and the officer the body armour belongs to should keep them in a secure place.</p> <p>Send the body armour cover to the original manufacturer or supplier.</p> <p>Include a covering letter explaining the nature of the repair required and give a contact name, telephone number and the address to which the body armour should be returned. The repair will be free providing it is necessary because of natural wear and tear.</p> <p>If the manufacturer or supplier find that damage was not the result of normal wear and tear, was caused by misuse or abuse, or the warranty period has expired, they will notify you of the cost of repair or replacement before starting work. Delivery of the body armour to the manufacturer/supplier must be arranged and paid for locally.</p> <p>61.4.5 Carriage and storage of baton and handcuffs</p> <p>Section 1 of the Prevention of Crime Act 1953 prohibits the possession in any public place of an offensive weapon without lawful authority or excuse. The term 'offensive weapon' is defined as: "any article made or adapted for use to causing injury to the person, or intended by the person having it with him for such use". Lawful authority to carry the friction lock baton (legally classified as an offensive weapon) has been given by the Home Secretary to designated arrest trained officers only. When planning an operation or enforcement activity where arrest trained staff are to be deployed, the Officer in charge (OIC) is required to complete a full and detailed risk assessment of the operation to be undertaken. It remains mandatory for all arrest trained officers to wear their appropriate PPE (see link aside to the National Generic Operational Risk Assessment Framework) when engaged in activity where an arrest is planned or anticipated.</p> <p>The following personnel must not under any circumstances carry or use a friction lock</p>	
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<p>They must say which property, if any, they intend to retain under immigration powers and follow any relevant police procedures. Any property not retained must be booked in following relevant police or other custodial procedures.</p> <p>61.12.5 Cell procedures Definition of operational arrest activity Situations not classified as operational arrest activity Eligibility Training and Certification Training Removal of certification Carriage and storage of baton and handcuffs Handcuff and Baton Maintenance Powers Which powers do I use? Planning an arrest team visit Cases that should not be undertaken without police assistance Hot Tasking Pre-visit checks Authority for the visit.</p>	<p>baton or handcuffs:</p> <ul style="list-style-type: none"> • non-arrest trained officers • non-arrest trained officers awaiting their arrest training course • arrest trained officers whose certificate has expired • arrest trained officers awaiting re-certification (refresher training) after expiry of their arrest or health “ticket” • arrest trained officers who have had their arrest certification suspended • arrest trained officers who are no longer required to undertake arrest team duties due to a permanent change of role/location/department <p>It is the responsibility of the individual officer to ensure that when not in use, their friction lock baton and handcuffs are stored safely and securely within their place of work. A lockable cupboard or storage facility should be made available locally for this purpose.</p> <p>Best practice is that an arrest officer should not store their baton and handcuffs at home or outside of their place of work. It is acknowledged however that in exceptional circumstances (such as next-day training course or unsociable-hours operational briefing away from office), it may be necessary for an arrest officer to store their arrest equipment outside of their office before undertaking a visit. This must be a temporary measure only and the officer must ensure that the equipment is safely and securely stored at all times and is returned to their place of work as soon as is practicable. The justification for this must be recorded by the OIC of the operation or the officer’s line manager.</p> <p>Wherever possible, arrest equipment should not be left unattended outside of the office environment and specific care should be taken when leaving arrest equipment in hotel rooms or vehicles. The loss or theft of any PPE will be subject to local investigation and must be reported to the local police and a crime reference obtained. You must inform the Enforcement Improvement Team.</p>	<p>National Generic Operational Risk Assessments (NGRA)</p>
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<p>Drive-by reconnaissance (Recce) Police support Observers and interpreters Obtaining warrants Vehicles Briefings Airwave radios Entry by informed consent Information to the occupier</p> <p>INDEX</p> <p>61 General statement 61.1 Definition of operational arrest activity 61.2 Eligibility 61.3 Training and Certification 61.4 Personal Protective Equipment (PPE) 61.5 Powers 61.6 Reasonable force 61.7 PACE Codes of Practice 61.8 Planning an arrest team visit 61.9 Conducting operational visits 61.10 Arrest procedure 61.11 Recording of Visits 61.12 Custody procedures</p>	<p>61.4.6 Handcuff and baton maintenance</p> <p>This guidance is issued for all officers issued with friction lock batons and rigid cuffs. They are generic for both TCH and ASP manufactured batons, TCH and Hiatt handcuffs.</p> <p>Rigid handcuff maintenance</p> <p>On a regular basis, inspect that the handcuff operates in a smooth manner, routinely check the mechanism to make sure that it is free of lint or other potential obstructions that may stop the cuff from closing correctly. Check the double locking system is engaging and that the cuff will not tighten once locked. If the handcuff is used in a environment in which it becomes wet, it should be dried and a light coating of light oil (WD40) or similar applied to the floating ratchet bars. Rotate the arm to ensure free rotation and wipe off excess lubricant. A small amount of oil can be applied to the key hole and double locking hole and any excess wiped off.</p> <p>Handcuffs should not be left wet and on each occasion, should be inspected and dried, if needed, on return to the office before being stored securely. This also applies if the handcuffs need to be cleaned following use.</p> <p>Friction lock baton maintenance</p> <p>The baton should be inspected periodically for signs of wear and tear.</p> <p>To clean the baton:</p> <ul style="list-style-type: none"> • unscrew the end cap from the soft rubber grip handle and withdraw the two telescopic tubes • using a cloth, wipe off any dirt or residue from the two telescopic tubes, and also remove any dirt from the internal part of the end cap • inspect the spring guide cap to assess if it has become worn or damaged and 	<p>Enforcement Improvement Team (Inbox)</p>
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61.5 Powers

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61.6 Reasonable force

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<p>wallets and purses Whenever cash is seized from a person under POCA, it should not be removed from a person's wallet, purse or pocket unless there are reasonable grounds to suspect that this money is also recoverable property as defined in s24 of the UK Borders Act 2007. If a cash seizure IO intends to seize cash found at person's premises or concealed on his person, the IO should always ask the person about the origin and intended use of any cash also carried in their wallet, purse or pocket. If the IO is satisfied by the person's responses and from visual examination that all, or any part of the cash in the wallet, purse or pocket is not recoverable property as above, the person should be allowed to keep the cash that is not immigration crime related.</p> <p>61.10.9 Transporting the detainee to police or Home Office custody 61.11.5 Premises search</p>		
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<p>book (PSB) 61.12.1 Duty of care 61.12.3 Booking-in procedure 61.12.4 Detainees' property Arresting officers must make the custody officer or custodian aware of any property seized, retained or taken including prescribed medicines. They must say which property, if any, they intend to retain under immigration powers and follow any relevant police procedures. Any property not retained must be booked in following relevant police or other custodial procedures.</p> <p>61.12.5 Cell procedures Definition of operational arrest activity Situations not classified as operational arrest activity</p> <p>Eligibility Training and Certification Training Removal of certification Carriage and storage of baton and handcuffs Handcuff and Baton Maintenance</p>		
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61.7 PACE Codes of Practice

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<p>61.7 PACE Codes of Practice</p> <p>Seizure of unattended cash</p>	<ul style="list-style-type: none">• anyone who is guilty of an indictable offence or whom s/he has reasonable grounds for suspecting to be guilty of it <p>However, this power may only be exercised if it appears that it is not reasonably practicable for a constable to make the arrest instead. Officers should always consider whether this is a feasible option prior to exercising this power and officers who have used this power should contact the local police at the first available opportunity. In addition, this power should not be exercised unless arrest is necessary to prevent the person in question causing physical injury to himself or another person, suffering physical injury, causing loss of or damage to property or making off before a constable can assume responsibility for him. Officers should always give consideration to these issues before exercising this power of arrest.</p> <p>This power is applicable to officers in England, Wales and Northern Ireland. In Scotland similar powers are available under common law and officers there are required to be familiar with restrictions on the use of these powers.</p> <p>Section 3(1) of the Criminal Law Act 1967 (or section 3(1) of the Criminal Law Act (Northern Ireland) 1967) allows reasonable force to be used by anybody in the following circumstances:</p> <ul style="list-style-type: none">• preventing a crime• effecting or assisting in the lawful arrest of offenders or suspected offenders or of persons unlawfully at large• arresting a suspected offender or persons unlawfully at large <p>Common law also allows people to use reasonable force in self-defence, defence of another or defence of property. However, when reasonable force is justifiably used in one of the section 3(1) circumstances set out above, that provision replaces the rules on use of reasonable force which are set out in common law.</p> <p>If proceedings are brought against an officer in relation to their use of force in self-defence or a question arises about whether the degree of force used in self-defence was</p>	
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reasonable in the circumstances, Section 76 of the Criminal Justice and Immigration Act 2008 provides that the common law defence of self-defence or the section 3(1) defences can be used. In particular, the following principles are relevant and should be borne in mind by officers using reasonable force when exercising their any person powers (these also apply in common law to acts in defence of property):

- the person is entitled to be judged on the facts as s/he believed them to be, even if s/he made an unreasonable mistake
- the person is not entitled to rely on a mistake induced by his/her voluntary intoxication
- the force used should be proportionate
- a person doing only what s/he instinctively and honestly thought was necessary is evidence that only reasonable force was used

61.8 Planning an arrest team visit

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61.9 Conducting operational visits

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61.10 Arrest procedure

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- cash and any explanation given by the claimed owner of the cash
- a copy of the seizing IO's personal note book (PNB) (which must include any comments or responses made during questions and answers by the claimed owner of the cash)
- a copy of the witnessing officer's PNB

Seizing and handling cash as relevant evidence of an offence

If the officer thinks that there is evidence that the offender has committed a criminal offence, the crime team must be contacted before any action is taken. If they agree to take on the criminal investigation, they may ask the officer to seize any cash discovered as evidence of a criminal offence. Officers must adhere to the following guidelines when handling cash seized as evidence:

- The officer must be lawfully on the premises.
- Officers must wear 'powder free nitrile' examination gloves when handling cash to avoid the risk of the cash becoming contaminated.
- Following the discovery of cash on the suspected offender, or at the premises, there must be two officers present throughout the seizure of the cash. One officer will act as a witness.
- It is best practice for the cash to be photographed or video recorded where it is found.
- The forensic integrity of the cash must be preserved.
- All questions and answers surrounding the discovery and provenance of the cash must be detailed in the seizing officer's notebook, witnessed and also noted in the premises search book. The person in possession of the cash (if applicable) must be asked to state the amount, and any figure provided must be recorded on the exhibit label, and in the premises search book, as an estimated amount as stated by the owner. If an amount is not provided, the officer should estimate the amount and record it on the exhibit label, and the premises search book, as an estimated amount.
- Cash must **not** be counted and must be sealed in an exhibit bag, or bags, and then sealed into a second exhibit bag (double bagged). This action must be carried out in the presence of the person from whom the cash has been seized (if applicable and

practical), and the witnessing officer. The person from whom the cash is seized should be invited to sign across both seals (if applicable and practical). An entry to confirm these actions must be made in the seizing officer's notebook and signed by the subject and the witnessing officer, as well as being detailed in the premises search book. Circumstances may dictate that it is not practicable for the person from whom the cash has been seized to be present. In this scenario, the witnessing officer will be present to corroborate events in the seizing officer's notebook and in the premises search book.

- Each find must be dealt with individually and the procedures above must be followed.

Cash which is seized as relevant evidence of a criminal offence will be taken with the suspect to custody. Responsibility for safeguarding cash seized as evidence passes to the custody officer at the police station when detention of the prisoner is authorised. CFI Immigration may obtain possession of the seized cash for use as evidence in the same manner as all other evidence, that is, by signing for it in the 105 Police Property Log and transporting the evidence to secure Home Office property storage.

Handling cash as personal property of the arrested person

Officers must ensure that if the offender wishes to take the cash in their personal possessions, it is stored and transported appropriately. The same procedures listed above under 'seizing and handling cash as relevant evidence of an offence' must be followed. Following this process will ensure that officers are better able to avoid allegations being made later.

Cash, which is retained as the personal property of the arrested person, will be taken with the person to the place of detention, pending their removal from the UK. Responsibility for safeguarding cash retained as personal property passes to the custody officer at the police station, or Home Office DCO at the holding room or immigration removal centre, once they accept the detainee.

Searches instigated under s289 POCA and the code of practice

The power to search **specifically and with the intention** of recovering cash under s289 of POCA invokes compliance with the POCA code of practice.

This is currently being amended to include immigration officers. **The Home Office has given an undertaking to ministers that we will not search specifically for cash until the amended code has been published.**

The code does not apply to searches carried out under any other legislation or provisions in the act. If searches conducted under other legislation result in cash being seized under section 294 of the act, the provisions of the POCA code of practice do not apply to that search.

Seizure of unattended cash

In the event that an IO finds unattended cash, for example during a house search, which cannot be linked to an owner, or the persons present claim that the cash is not their property, he or she may seize it under POCA s294 if the amount appears to be £1,000 or more, and there are reasonable grounds to suspect that it is recoverable property, as defined in s24 of the UK Borders Act 2007. Unless there is evidence to the contrary, it is reasonable to assume that a large amount of unattended cash may be associated with criminal activity, as it is unlikely to have been abandoned or not claimed as their property by the person(s) present if it was legitimate. If the cash is seized, form A must be left in a prominent position, along with the seized cash receipt containing details of the magistrate's court and time and date of the detention hearing. If the criteria for seizure are not met, details of the find should be reported to the local police for advice as to disposal of the cash. In making such a report, the IO should emphasise that the Home Office has no power to keep the cash.

Treatment of cash in wallets and purses

Whenever cash is seized from a person under POCA, it should not be removed from a person's wallet, purse or pocket unless there are reasonable grounds to suspect that this money is also recoverable property as defined in s24 of the UK Borders Act 2007. If a cash seizure IO intends to seize cash found at person's premises or concealed on his person, the

IO should always ask the person about the origin and intended use of any cash also carried in their wallet, purse or pocket. If the IO is satisfied by the person's responses and from visual examination that all, or any part of the cash in the wallet, purse or pocket is not recoverable property as above, the person should be allowed to keep the cash that is not immigration crime related.

Seizure of foreign currency, Sovereigns or Krugerands

If foreign currency is identified at the scene, consideration must be given as to whether it is cost effective to seize small amounts of foreign currency as part of a larger seizure. The Home Office will have accounts in which to pay euro and U.S. dollars, but other currency must be converted to sterling before it is banked (this service will be provided by the bank at no cost to the Home Office). If foreign currency cheques valued at less than the equivalent of £50 sterling are seized, they cannot be banked as it is uneconomical to process.

If Sovereigns or Krugerands are seized, they are unable to be banked and must be stored in a Queen's Warehouse (QW), a police station, or a Home Office safe as appropriate. They should be double bagged at the scene as detailed above.

Seizure of traveller's cheques third-party cheques and bearer bonds or shares

If travellers' cheques are seized, the issuing company must be contacted by CFI Immigration and advised that the cheques have been seized under s294 of POCA 2002, and are to be paid into a Home Office bank account. They should be requested not to re-issue the cheques if contacted by the owner. This is to prevent the owner applying for them to be re-issued. If third-party cheques are seized, CFI Immigration will pay them into the appropriate bank account, (sterling Euro or US Dollar), at the branch. CFI Immigration will contact SSC CM team for advice if bearer bonds or bearer shares are seized.

Seizure of cash linked to terrorism

Schedule 1 to the anti-terrorism, Crime and Security Act provides for immigration officers to seize any amount of cash, where there are reasonable grounds for suspecting that it is

linked to terrorism. However, this power should only be exercised in exceptional circumstances and in relation to IOs, is restricted to cash relating to offences under the Immigration Act 1971 only. Cash which is encountered in these circumstances should be referred to the police immediately.

61.10.9 Transporting the detainee to police or Home Office custody

The vehicle used to transport the arrested person must be searched before the person is placed in the vehicle.

Female detainees should be accompanied by a female officer. If none are available, two male officers should accompany them.

Male detainees should be accompanied by a male officer or two female officers if no male officers are available.

Officers must keep detainees under observation while transporting them. They have a duty of care towards detainees once an arrest has been made and until they are accepted into police or Home Office custody. All observations are to be recorded in the PSB and escorting officers' personal notebooks. This information will be given to the custodians at the place of detention to which they are conveyed.

On arrival at the place of detention and once the detainee has left the vehicle, it must be searched again to check if anything relating to or belonging to the detainee has been left behind.

61.10.10 Encountering other criminality

Should you encounter evidence of other criminal activity during an operational visit, you should call the local police immediately and should only take action that is safe and practicable in the circumstances having taken the advice of the police. Make a

comprehensive record in your notebook.

61.10.11 Critical incidents

In the event of an incident occurring (regardless of whether it be in England, Wales, Northern Ireland or Scotland), which is outside of the usual parameters of your daily business, it must be referred to the Command and Control Unit (CCU) immediately

Restricted – do not disclose – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Restricted – do not disclose – end of section

Officers must be familiar, and comply with, the Home Office policies on critical incidents and operational planning. (See link aside to Chapter 44 of this guidance).

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61.11 Recording of visits

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61.12 Custody procedures

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61.13 Post-visit procedures

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61.14 Complaints

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