



Returns directorate

Title	Detention services order 10/2014 Detainee custody officer (DCO) certification		
Process	To provide instructions and guidance to those operating in Home Office immigration removal centres and other Returns run facilities and during in-country and overseas escort on the procedures of DCO certification.		
Implementation date:	November 2014	Review date:	November 2016

contains mandatory instructions	
<p>For action</p> <p>Home Office and service providers operating in Home Office immigration removal centres and other Returns run facilities and during in-country and overseas escorts.</p>	<p>Author and unit</p> <p>Debbie Hughes Senior Executive officer Certification team</p>
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<p>Processes affected</p> <p>All processes within the detention estate relating to DCO certification.</p>	
<p>Assumptions</p> <p>Service providers and DCOs are aware of their duty under section 155 and 156 of the Immigration and Asylum Act 1999 and have received the appropriate training (control and restraint/HOMES and/ or first aid) as required for their role.</p>	

Notes
This DSO replaces DSO 04/2011 (Detainee Custody Officer (DCO) Certification) and any addendums to it.

Issued Nov 2014

Version 1.0

Detention services order 10/2014

Detainee custody officer certification

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1. Introduction

The Immigration Act 1971 (as amended) provides the power to detain an individual;

- Pending examination by an Immigration Officer for specified purposes at a port of entry and pending a subsequent decision by an Immigration Officer relating to leave to enter;
- Where there are reasonable grounds for suspecting they are someone in respect of whom removal directions may be given, pending a decision whether to give such directions or pending their removal in accordance with such directions. For example where they have:
 - been refused entry to the UK, pending removal;
 - been notified as being liable to removal having committed an immigration offence such as over-staying or entering illegally;
- Pending the making of a deportation order either in pursuance to a court recommendation or following the service of a notice of intention to deport and pending removal where a deportation order is in force against that person

The Immigration and Asylum Act 1999 provides for the appointment of Detainee Custody Officers (DCOs) to exercise custodial powers in order to hold individuals safely and securely, and to escort them both in the UK and overseas in order to enforce their removal. Part VIII of the 1999 Act sets out the principles of certification, whereby individuals are recognised as DCOs by the Secretary of State.

This document sets out the Home Office's operational guidance and instructions to its service providers and their staff about:

- How to apply for a certificate
- Conditions of certification
- Suspension and revocation of a certificate
- Extended leave, resignation or changes of employment

This document will be reviewed every two years unless there is a material change to procedures in which case it will be reviewed sooner and issued to the service providers. A copy will also be placed on the gov.uk website.

2. Background

2.1 Legislation

Part 8 of the Immigration and Asylum Act 1999 sets out the requirements for the certification of Detention Custody Officers (DCOs) undertaking custodial and escorting duties on behalf of the Home Office. Section 154 sets out that:

- A person must apply to the Secretary of State for a certificate – a certificate cannot be issued automatically;
- The Secretary of State may not issue a certificate unless he is satisfied that the applicant:
 - is a fit and proper person to perform the functions to be authorised; (section 154, 2a) and
 - has received training to such standard as the Secretary of State considers appropriate for the performance of those functions (section 154, 2b).

Schedules 11, 12 and 13 of the same Act set out:

Conditions

- A contract or escort manager may suspend a DCO's certification in certain prescribed circumstances where it appears that he or she is no longer a fit and proper person to carry out the functions of a DCO (Schedule 11, 7[2]);
- The Secretary of State may revoke a DCO's certificate where it appears to him/her that an individual is no longer a fit and proper person to carry out the functions of a DCO (Schedule 11,7[1]).

Duties of a DCO (Schedule 11, 2)

- To prevent escape, to prevent, detect or report on an unlawful act, to maintain good order and discipline, and to attend to a detainee's well-being.

Powers of a DCO: (Schedule 11, 2)

- To search both detainees and a person seeking to enter a place where detainees are held;
- To use reasonable force when necessary in exercising duties;
- To undertake drug and alcohol testing at a removal centre for which there is an authorisation in place, in accordance with the detention centre rules;
- To require detainees to submit to a medical examination in certain circumstances such as communicable diseases.

Offences:

- To obtain or seek to obtain a certificate by knowingly or recklessly making a false statement.

2.2 Types of Certificate

DCOs will be issued a certificate either to perform custodial and in-country escorting duties, or custodial and both in-country and overseas escorting duties, reflecting the differing training needs of these roles. Although legislation makes no distinction in their title, for the purposes of this document a person is issued a certificate to either work as a DCO – for a person who works in an IRC or short-term holding facility; or as a Detainee Custody Officer (Escort) – for a person who works as an escort (DCO(E)).

2.3 Prison Officers and Prison Custody Officers

Paragraphs 154 and 155 of Part 8 of the Immigration and Asylum Act 1999 provide for Prison Officers and Prison Custody Officers (PCOs) to work in Immigration Removal Centres (IRCs):

- The Secretary of State may confer the functions of DCOs on Prison Officers or Prisoner Custody Officers (Section 154 (5)).
- A Prison Officer or Prison Custody Officer may exercise custody functions at an IRC in accordance with section 154(5) or at a contracted out centre under section 150 (Section 155).

2.4 Certification Team

The Certification Team fulfils functions relating to the certification of DCOs on behalf of the Secretary of State. In particular, it is responsible for the regulation and implementation of appropriate processes in order to comply with relevant legislation, including:

1. Receiving and processing applications for certification;
2. Overseeing background checks relating to applications;
3. Issuing certificates to DCOs once checks have been completed;
4. Making decisions on revocation and reinstatement of certificates;
5. Responsibility for processes and policies relating to certification and review of any policy documents as appropriate.

3. Certification process

3.1 Applications

Private sector service providers

Persons who wish to work as DCOs must make an application via their employer to the Certification Team to be issued with a certificate.

Under no circumstances can a certificate be issued without an application.

3.2 Nationality and Residency Guidance

Before submitting an application, employers must satisfy themselves as to the identity of the applicant **and** that he or she has the right to work for the Home Office.

British Citizens and EU Citizens

British and EU Citizens must produce a copy of the bio-data page of their passport in their supporting documents. EU Citizens must record their Home Office reference number on the Baseline Standard Verification Record (BSVR) (if applicable).

Naturalised British Citizens

A naturalised British Citizen is an individual who was born another nationality, but has since obtained British citizenship and now holds a British passport through naturalisation. Applicants who are naturalised British Citizens must provide evidence to the Corporate Services Directorate, CSD, (formerly Departmental Security Unit) of how they obtained their British citizenship. This should be their naturalisation certificate. They should also include their Home Office reference number on the BSVR.

Right of Abode / Indefinite Leave to Remain

Applicants who are not British Citizens but have been granted the Right of Abode in the UK, or Indefinite Leave to Enter/Remain in the UK must also produce evidence to show CSD how they obtained this status in the UK. They should provide a copy of the vignette sticker or stamp in their passport reflecting their indefinite leave to enter/remain in the UK / right of abode sticker in their passport / Home Office letter reflecting their indefinite leave to enter/remain in the UK / Home Office letter reflecting their right of abode.

Third Country Nationals

A third country national is an individual who is a citizen of a country which is not in the EU and is not in the Commonwealth. These individuals are not permitted to work in the detention estate, unless a business case detailing exceptional circumstances is accepted by CSD. This business case must be extremely strong and clearly set out the specialist skills which these prospective employees possess and why these skills cannot be found elsewhere. Even if an employer does submit a business case to CSD, it is likely that the clearance process for third country nationals will take a considerable length of time, as CSD will have to conduct extensive checks into the background of the individuals.

Service providers are reminded that it is an offence to employ someone who does not have the right or permission to take employment in the UK.

3.3 Applications

An application must take the form of:

- A covering letter of application from the individual's employer;
- The Baseline Standard Verification Record (BSVR) and Home Office vetting nomination form, signed by the employer;
- Photocopies of all supporting identification documentation including a clear photocopy of the individual's passport bio-data page (where applicable), naturalisation certificate (where applicable);
- Membership of Prohibited Organisations Declaration;
- An enhanced Disclosure and Barring Service (DBS) disclosure certificate dated within six months of the application; and
- A signed declaration of the Official Secrets Act 1989

All photocopies must be certified and dated by the applicant's employer.

3.4 E-vetting

All service providers need to complete their clearance requests via e-vetting. **This process requires that all applicants have access to a valid email address, as the security questionnaire is completed online.**

The applicant should enter their email address on the Home Office vetting nomination form. The email address must be entered correctly as the Foreign and Commonwealth Office will send the security questionnaire link to the email address as it is written on the applicant's form.

Original copies of the BSVR and Home Office vetting nomination forms must be submitted, and must be signed and dated by a representative of the service provider. The Certification Team cannot accept photocopies, unsigned or incorrectly completed forms or forms provided without the supporting identity documentation.

Applicants are reminded that it is an offence to make a false statement when applying for certificates as a DCO, either for themselves or on behalf of any other person.

Security questionnaires can only be sent to a personal email address used by the applicant as opposed to a group or generic email address and should not be completed by a third party.

It is a matter for the service provider to decide whether or not to employ an individual before a certificate is issued. No person may exercise powers of a DCO or otherwise have contact with detainees without an extant certificate issued by the Certification Team.

3.5 Counter Terrorist Check (CTC) Security Clearance

The Certification Team is responsible for the overall certification process of an applicant and will liaise with counterparts who will carry out security checks on the applicant and grant Counter Terrorist Check (CTC) security clearance (or Security Check (SC) clearance, if appropriate).

- **CSD** is responsible for conducting national security checks on the applicant. These checks will commence when the Certification Team forwards the required forms and documents to CSD and the applicant has submitted the completed security questionnaire link. CSD also liaises with colleagues in other parts of the Home Office and the Foreign and Commonwealth Office in order to carry out the process of checking. When CSD have all the required information from their own checks and from the checks conducted by their counterparts, they will make a decision on whether to grant clearance to an applicant. This decision will be passed to the Certification Team.
- **CSD pre employment team** are responsible for ascertaining or enquiring about the applicant's immigration history. Security colleagues will liaise with CSD pre employment team if it is necessary for such checks to be conducted. If the pre employment team require further information, they will gather this from the Certification Team, and provide updates on their findings to CSD.
- **The Foreign and Commonwealth Office (FCO)** is responsible for managing the e-vetting process. CSD will send the link for e-vetting to the applicant. The applicant is required to access this, complete it within the given timescale, and send it to FCO. FCO will then liaise directly with the applicant if they require any further information. As this information is private and personal to the applicant, it is not permitted for any other parties, including the service provider, to be involved in these enquiries. When all FCO's enquiries are completed, they will forward the results to CSD. CSD will then inform the Certification Team of the outcome of the e-vetting, and the Certification Team will make a final decision on whether to certify the applicant.

3.6 Security Clearance Refusals

If CSD or one of their counterparts decide not to grant CTC (or SC clearance) to an applicant, the Certification Team will write to the applicant's employer, stating that the applicant has failed their pre-employment checks. The applicant may write to the Certification Team to request the reasons for refusal. CSD or their counterparts will respond, but only to the applicant directly.

There is no right of appeal against pre-employment check refusals.

3.7 Membership of prohibited organisations

DCOs are prohibited from being members of or affiliated with groups or organisations which have racist or anarchic philosophies, principles, aims or policies or which overtly campaign against immigration controls or the Home Office's policies. Such organisations include, but are not limited to:

- British National Party
- National Front
- Combat 18
- No Borders
- Coalition of Anti-Deportation Campaigns
- Anti-Nazi League

Affiliation with such organisations includes membership by a spouse, partner or other individual who lives permanently with the applicant.

Applicants are required to declare such membership or affiliations at the time of their application for a certificate (Annex B). This information will be taken into consideration when assessing whether someone is a 'fit and proper' person.

3.8 Official Secrets Act 1989

DCOs have a duty to protect official information with which they come into contact and are also bound by the provisions of the Official Secrets Act 1989. DCOs are therefore required to sign and return a copy of the Official Secrets Act Declaration (Annex F) with their application. Certification to work as a DCO will not be issued without this document being held on file for the applicant.

3.9 Training

Before issuing a DCO certificate (Annex C), the Certification Team requires confirmation that an individual has completed and (where appropriate) passed all elements of the initial training course including:

- First Aid at work (3 year duration – only required for DCO Escorts)
- Detention Centre Rules 2001
- Detention Service Operating Standards for Immigration Removal Centres and escorts
- Detention Service Orders
- An overview of the Human Rights Act 1998 and European Convention on Human Rights
- Powers and duties of a Detainee Custody Officer
- Diversity (including race relations and cultural awareness)
- Interpersonal skills and communication
- Report writing
- Self-harm and suicide prevention
- Safeguarding of children, including Section 55 to the Borders, Citizenship and Immigration Act 2009
- Control and restraint
- Home Office Manual for Escorting Safely (HOMES) (only required for DCO Escorts)
- An overview of the work of the Home Office
- Data protection and information management

3.10 Additional training requirements

Returns will be responsible for either making arrangements to deliver training on the work of the Home Office or for providing training material. This will include:

- Immigration control
- Powers of detention
- Powers to remove a person from the UK
- Organisation of the Home Office and Returns Directorate
- Role of the Home Office Immigration Enforcement Contract Manager
- Reporting incidents

3.11 Certificates

Before issuing a certificate, the Certification Team will confirm the applicant:

- Has passed all preliminary security checks;
- Has no convictions (according to the enhanced DBS certificate) that would suggest he or she could pose a risk to detainees, other staff or the safety of an IRC or other place of detention;
- Has CTC (or SC, if appropriate) security clearance;
- Has completed and passed all elements of the required training courses; and
- Has submitted all of the compulsory supporting paperwork (including the membership of prohibited organisations form and the Official Secrets Act declaration).

Following confirmation of the above and receipt of an application for a DCO or DCO(E) identity card, the Certification Team will issue the applicant with a certificate and an identity card. The DCO/DCO (E) must read and sign the identity card agreement (Annex E). A copy will be held by the employer and a copy will be given to the DCO/DCO(E).

3.12 Duration of the certificate

The DCO certificate will remain in force, unless it is suspended or revoked, for as long the person is employed as a Detainee Custody Officer (DCO/DCO(E)) and;

- A CTC (or SC, if appropriate) clearance and DBS certificate is in place which must be renewed every 5 years (7 years for SC). It is the responsibility of the DCO/DCO(E) to renew their CTC (or SC, if appropriate) clearance and DBS clearance prior to the expiry date. Applications for renewals should be submitted three months in advance to ensure they are completed in time. If CTC, SC or DBS clearance lapses, the DCO certificate lapses at the same time. The individual concerned will have to apply for a new certificate.
- The DCO/DCO(E) has completed the minimum training requirements (Initial training course, annual Control and Restraint or HOMES refresher training and valid first aid training)

Failure to meet these requirements will render the DCO/DCO(E) certificate invalid and the officer will no longer be permitted to work in a DCO/DCO(E) role or have contact with detainees until the appropriate training has taken place and a valid certificate has been issued. If an individual's security clearance has lapsed then they are not permitted to work on a Home Office contract or access Home Office property until such time as they are re-cleared.

3.13 DCO identity cards

At the beginning of each DCO induction training course, service providers should take a photograph of each DCO/DCO(E) for their identity card.

This photograph should be in line with the following CSD Pre Employment Team guidelines:

- Head and shoulders only of staff member;
- Plain white background;
- Colour image;
- Adequate lighting;
- Suggested size of image: 640 x 480 pixels;
- Do not crop, this will be done by the CSD Pass Team; and
- To be free from 'redeye'

Service providers should forward the photographs of the DCOs/ DCO(E)s to the Certification Team with the new application or renewal if the individual's appearance has significantly altered. The Certification Team will submit the pass application to CSD who will record these on the computer system and issue the identity cards to the Home Office Contract Managers at each IRC for onward distribution to the DCOs. Identity cards for DCO(E)s will be issued directly to the service provider.

A DCO identity card is an official Home Office document. If a DCO loses their identity card they should notify the police and obtain a property lost number. The DCO should also complete a Breach Report Form for Lost/Stolen DCO Identity Cards and forward this to the Certification Team. CSD will then issue the DCO/DCO(E) with a Breach Letter.

DCO identity cards expire after two years. Service providers should notify the Certification Team on a monthly basis of all DCO identity cards due to expire within the next two months so that the cards can be renewed. Service providers should advise the Certification Team if the appearance of the DCO/DCO(E) has changed significantly and forward an updated photograph for the identity card. It is the service provider's responsibility to inform the Certification Team if a DCO/DCO(E)s badge is nearing its expiry date or has expired or has become defaced.

Service providers should ensure that if a staff member leaves their employment (for what ever reason) all identity cards and building passes should be returned to CSD. If service providers have any queries regarding DCO identity cards, they should raise these with the Certification Team. Service providers should not contact CSD directly.

3.14 Maintenance of training schedules

DCOs are required to undergo a minimum of 8 hours per annum refresher training in control and restraint, delivered by approved Control and Restraint instructors. DCO instructors are required to complete refresher training every 3 years.

DCO (Escorts) are required to undergo and pass HOMES training every 6 months, delivered by approved HOMES instructors.

DCOs whose Control and Restraint training has expired must not work as DCOs, be used in any planned use of restraint, or have contact with detainees until they have undergone and passed their refresher training. Refresher training must be completed within 6 months of the training expiry date.

DCO (Escorts) whose HOMES training and / or First Aid training has expired must not work as DCO (Escorts), be used in any planned use of restraint, or have contact with detainees until they have undergone and passed their refresher training.

Service providers are required to inform the Certification Team of all Control and Restraint, HOMES or First Aid refresher training completed by DCOs/DCO(E)s immediately after the completion of the course.

3.15 Notifications to the Certification Team

DCOs must notify the Certification Team immediately of any changes in circumstances since their certificate was issued, including:

- A change in name, address, living with a new partner or financial circumstances;
- Any arrest, police investigation, charges, cautions or convictions for criminal offences;
- Changes to health or fitness which may affect their ability to work as a DCO/DCO(E);
- New membership or affiliation with racist groups and organisations;
- Change in role/grade and the date of change.

3.16 Prison Officers (POs) and Prison Custody Officers (PCOs)

Prison Officers and Prison Custody Officers must also be authorised to act as Detainee Custody Officers.

Prison Officers

The National Offender Management Service (NOMS) is responsible for ensuring that all Prison Officer grades are appropriately cleared and authorised to carry out their function. Staff that have the clearance and authority must be issued with a certificate (Annex A) from the Centre Manager (acting on behalf of the Secretary of State) giving the Prison Officer grade the authority to act as a DCO while working within an IRC or on escort with a detainee. A copy of this certificate will be given to the Prison Officer grade and a copy will be held on his or her personnel file.

Prison Custody Officers

Staff employed as Prison Custody Officers will on occasion be required to act as a DCO performing either custody or escort duties. Prior to a PCO working as a DCO, the Certification Team must be informed NOMS of the intention to do so and provide evidence to display that the PCO is cleared, authorised and trained to perform the DCO function. Only on receipt of such evidence will a PCO be permitted to work with detainees.

DCOs are reminded that they must not work with detainees once their certificate, clearance, DBS, C&R, HOMES training and/or first aid training (if required) has expired.

Certificates are not re-issued automatically; therefore the onus is on the individual to apply for a new one in good time.

4. Transfer of employment

Where a DCO transfers from one employer to another, the new employer must notify the Certification Team of the transfer. Providing security clearance, DBS and training are all up to date the individual will be issued with a confirmation of certification letter allowing them to work for their new employer.

A DCO(E) who wishes to take up a position as a DCO must undergo all elements of the relevant training before a new certificate can be issued that authorises them to carry out the custodial and escort functions.

The Certification Team must be advised if a DCO intends to move place of employment (eg. from one centre run by a service provider to another run by them) even if there is no change of employer.

5. Certification re-issue process

DCOs are reminded that they must not work with detainees once their certificate has expired.

Certificates are not re-issued automatically and so the onus is on the individual to apply for a new one.

5.1 Reminders

Security Clearance

DCOs are required to renew their security clearance (CTC every 5 years or SC every 7 years) and their DBS check once every 5 years (or 7 years) in line with security clearance.

The Certification Team will send quarterly reminders to all service providers, showing DCOs who have CTC (or SC) clearance which is due to expire within the coming three months. The onus is on the individual and their employer to ensure that CTC (or SC) clearance is renewed in good time.

If an individual's security clearance expires they are not permitted to gain access to Home Office property or work on a Home Office contract until they are re-cleared.

5.2 Control and restraint and HOMES refresher training

DCO (Escorts) and DCOs

The Certification Team will send quarterly reminders to service providers showing all DCOs and DCO(E)s who have Control and Restraint or HOMES training which is due to expire within the coming three months. The onus is on the individual and their employer to ensure that Control and Restraint or HOMES training is renewed before it expires.

Following confirmation that an individual has undergone refresher training, the Certification Team will record the new expiry date of the Control and Restraint or HOMES refresher training.

If the Certification Team do not receive confirmation that Control and Restraint refresher training has been completed before it expires, the DCO will have a further six months grace period in which to complete the Control and Restraint refresher course. During this period their certificate will be invalid and they cannot work as a DCO, be used in any planned use of restraint or have any contact with detainees.

If the DCO completes the Control and Restraint refresher training within this six month period the Certification Team must be notified immediately at which point the certificate will become valid and the DCO will be able to return to full duties.

If the DCO fails to undertake Control and Restraint refresher training in this period, their certificate will become invalid until such time as they complete the refresher training.

During this time the individual cannot work as a DCO or have contact with the detainees.

DCO(E)s are required to complete and pass HOMES training every six months. There is no grace period for this training. If a DCO(E) fails to complete and pass the HOMES refresher training on time their certificate will become invalid and they cannot work as a DCO(E) until such time as it is completed and passed.

5.3 First Aid Training (DCO Escorts)

The Certification Team will send quarterly reminders to service providers showing all DCO(E)s who have First Aid training which is due to expire within the coming three months. The onus is on the individual and their employer to ensure First Aid training is renewed before it expires.

Following confirmation that an individual has undergone refresher training, the Certification Team will record the new expiry date of the first aid training.

Without a valid, in date first aid training, the DCO(E) will not be permitted to work operationally.

Service Providers must ensure that when escorting using vehicles at least one member of the team has current in date first aid training.

The service provider at each IRC must ensure that they maintain a sufficient number of operational grades that are in date with control and restraint training. As a minimum, 90% of operational grades must be in date for control and restraint training.

The Home Office Immigration Enforcement Contract Manager will regularly review compliance with this requirement.

6. Decision not to re-issue, to suspend or to revoke a certificate

6.1 Decision Not To Re-Issue A Certificate

The Certification Team may decide not to re-issue a certificate where:

- A DCO fails to complete Control and Restraint, HOMES or first aid refresher training within the timescales detailed in part 5
- A DCO fails to pass security clearance
- A DCO no longer has the right to take employment in the UK

Any decision not to re-issue a certificate must be given in writing to the applicant. A copy of the letter (Annex G) must be sent to the relevant Home Office Contract Manager and the service provider.

The applicant shall have 28 days from receipt of the letter in which to appeal to the Certification Team.

The Certification Team will consider the appeal and notify the applicant in writing of the outcome of their appeal within 14 days of receipt. (Annex H)

Where an appeal is allowed, the DCO must be issued with a certificate once all other requirements for certification have been met. A copy of the certificate should be sent to the relevant Home Office Contract Manager and the service provider.

Where an appeal is dismissed, the applicant must be given full grounds in writing. A copy of the letter should be given to the relevant Home Office Contract Manager and the service provider. There will be no further right of appeal.

6.2 Decision to Suspend a Certificate

Grounds for suspending a certificate

Paragraph 7 of Schedule 11 to the Immigration and Asylum Act 1999 allows the relevant Home Office Contract Manager to suspend a DCO's certificate where he or she is not a fit and proper person to perform his or her duties, pending a decision by the Secretary of State whether to revoke the certificate.

A DCO's certificate may be suspended by the relevant Home Office Contract Manager where:

- There is an allegation of serious or gross misconduct behaviour made against a DCO
- The DCO is by reason of physical or mental illness or for any other reason incapable of satisfactorily carrying out his or her duties.
- The DCO's immigration status changes and he or she no longer has the right to take employment in the UK.

Examples of serious misconduct include, but are not limited to:

- Bringing discredit to the Home Office, or acting in a way likely to do so;
- Unauthorised disclosure of official information;
- Unauthorised publication, whether formal or informal, of information about the work of the Home Office or the work of a DCO;
- Using Home Office property and resources for private purposes without permission;
- False statements or forgery;
- Breaches of security, including non-compliance with security policies;
- Offensive personal behaviour;
- Inappropriate, excessive or unnecessary use of force on a detainee;
- Neglect of duty;
- Membership or association of a racist organisation;
- A failure to report arrest or conviction;
- Being unfit to work through use of alcohol or drugs (other than for medicinal purposes);
- Losing, mislaying or accidentally giving others access to Home Office information; and
- A failure to notify the Certification Team of a change in circumstances which is material to the individual's certificate to work as a DCO.

Examples of Gross Misconduct include, but are not limited to:

- Theft, corruption, fraud, forgery or other acts of dishonesty including the deliberate falsification of records;
- Corruption, including offering and accepting bribes;
- Violent, threatening, or abusive behaviour towards detainees, staff or visitors;
- Very serious breaches of security;
- Gross negligence;
- Unauthorised disclosure of official information;
- Actions bringing or likely to bring serious discredit on the Home Office;
- Being in possession of drugs while on duty or being unfit to work through use of drugs (other than for medicinal purposes) or alcohol;
- Being cautioned or convicted for possession of drugs;
- Breach of the Home Office's security data policy or neglect resulting in the loss of confidential data.

The decision to suspend a DCO's certificate will be taken by the relevant Home Office Contract Manager. The Manager's decision to suspend a certificate must always be an independent decision from any precautionary or disciplinary action on the part of the employer.

A decision to suspend an individual's certificate is a serious matter and must only be taken where the situation warrants such action. The circumstances of the allegation, including the weight of any evidence available, should be considered carefully before taking a decision.

A decision to suspend an individual's certificate must not be taken purely because his or her employer is taking disciplinary action against him or her.

Suspension of a person's DCO certificate does not remove an individual's right to work for their employer. However, he or she is no longer a DCO, does not have the powers of a DCO and must not work with detainees or have access to Home Office property.

The Home Office Contract Manager must inform the DCO of the decision to suspend his or her certificate in writing using the template letter (Annex I). A copy of the letter **must** be sent to the DCO's employer and to the Certification Team.

The employer must take steps to recover the DCO's identity card and to pass it to the Home Office Contract Manager.

Right of appeal against a decision to suspend a certificate

There is a right of appeal against the decision to suspend an individual's certificate.

Appeals should be addressed to the Home Office Area Manager in the case of a DCO employed in an IRC or to the Contract Monitor at DEPMU in the case of an escort and must be received within 28 days of the decision to suspend a certificate.

A certificate remains suspended throughout the appeal process.

Appeals will normally only be considered on paper and the DCO notified in writing of the outcome within 14 days. A copy of the letter (Annex J) should be sent to the relevant Home Office Contract Manager and the individual's employer.

Where a decision is taken to allow the appeal, the original certificate is re-instated. There is no need to issue a new certificate.

Investigations

Cases of serious and gross misconduct which involve detainees must be referred to the Professional Standards Unit (PSU) for investigation. All other investigations will normally be conducted by the DCO's employer.

The investigation report should be sent to the relevant Home Office Contract Manager and must include a written statement from the DCO giving their version of events.

6.3 Decision to Revoke a Certificate

Home Office Contract Managers are not empowered to revoke a DCO's certificate; they may only refer the matter to the Secretary of State to consider such a decision.

The decision to revoke a DCO's certificate will therefore be taken by the Certification Team Manager or senior manager on behalf of the Secretary of State.

Following an investigation

Where an investigation finds that there is a case to answer against a DCO, he or she should normally be sent a copy of the investigation report by the relevant Home Office Contract Manager. The DCO should be advised that the matter (whether or not to revoke the certificate) is to be referred to the Certification Team Manager and that any representations should be received within 2 weeks.

The Home Office Contract Manager should then submit a copy of the investigation report, including full details of the case against the DCO, and their recommendation whether to revoke or reinstate an individual's certification to the Certification Team Manager.

Before taking a decision, the Certification Team Manager must:

- Consider the weight of the evidence, including the findings of the investigation report;
- Consider any recommendations made by the Contract Manager;
- Consider any representations made by the DCO and/or his employer;

A decision to revoke a certificate must be given in writing, setting out the reasons for the decision and a right of appeal (Annex K).

The employer is responsible for returning to the Home Office Contract Manager the DCO's identity card and certificate where they have not already been recovered. These should be sent to the Certification Team for cancellation.

Appeals

A DCO whose certificate has been revoked shall have 28 days from receipt of the letter in which to submit an appeal.

An appeal should be made, in writing, to the Certification Team senior manager. Their decision will be final and the certificate remains revoked throughout the appeal process.

The DCO must be notified in writing of the outcome of the appeal (Annex L)

6.4 Decision To Re-Instate A Certificate

Where the Certification Team decides not to revoke a certificate, the DCO must be notified in writing that he or she has been re-instated, and that the original certificate remains valid. Depending on the circumstances of the case, the Certification Team may attach reasonable requirements to the decision, including guidance or refresher training. The letter must be copied to the relevant Home Office Contract Manager and the service provider.

6.5 Re-instating a DCO following a successful appeal.

Where the Certification Team allows the appeal against a decision to revoke a certificate, the individual must be notified in writing. The letter must be copied to the relevant Home Office Contract Manager and the service provider. So long as the DCO remains in the same employment and meets all the other conditions of certification (i.e. he/she holds valid security clearance and his/her training is up to date), he or she must be issued with a new certificate. The DCO must not work with detainees until such time as he or she receives a new certificate.

6.6 Disciplinary Action Against A DCO

The decision whether or not to suspend or revoke a DCO's certificate is entirely separate from any decision whether or not to initiate disciplinary action against him or her. This is a matter for the employer and the employer alone.

7. Resignation, dismissal and re-employment

7.1 Resignation

An employer is required to notify the Certification Team and the relevant Home Office Contract Manager within 2 working days when a DCO resigns, including the date of the last working day and the reason for leaving.

The Certification Team will write to the individual (Annex N) notifying them of a decision to suspend their certificate for a period of 6 months from the last working day, after which it will be automatically revoked.

The employer is responsible for collecting the DCO's identity card and certificate and surrendering them to the Home Office Contract Manager on the last day of service. The card and certificate should be forwarded to the Certification Team for cancellation.

7.2 Dismissal

An employer is required to notify the Certification Team and the relevant Home Office Contract Manager within 2 working days where a DCO is dismissed from their employment, including the date of the last working day.

A DCO who has been previously dismissed may still apply to become a DCO/DCO(E) with another service provider. The Certification Team must have been notified of the reasons for the dismissal and have received any associated investigation report. The reasons for dismissal will be taken into consideration when deciding if the applicant is a 'fit and proper' person to be a DCO.

7.3 Re-employment

A DCO whose certificate is suspended due to resignation and who secures new employment as a DCO/DCO(E) within 6 months may apply to the Certification Team for their certificate to be reinstated. Before re-instating a certificate, the Certification Team will need confirmation that the individual:

- Holds valid security clearance; and
- Has undertaken control and restraint or HOMES refresher training within the last 12 months (6 months for HOMES) and holds valid first aid training (where applicable)
- Has a new enhanced DBS disclosure dated within six months (requested by the new service provider)
- Is still a fit and proper person

8. Periods of absence from duty

8.1 Annual Leave

DCOs are not required to notify the Home Office when they take annual leave within the terms of their employment.

They must, however, ensure the security of their identity card when on leave. Under no circumstances must identity cards be taken overseas while not on duty.

8.2 Maternity, Paternity, Adoption or other Unpaid Leave including career breaks and long term sick absence

Where a member of staff goes on extended leave for more than 28 days, the Home Office Contract Manager must be notified. The identity card must be surrendered for the duration of the leave. It will be returned when the DCO comes back to work.

The Certification Team must be advised by the Home Office Contract Manager of the leave and confirmation that the identity card has been surrendered.

The Certification Team should be advised when the member of staff returns to work.

9. Compliance monitoring

Home Office Contract Managers will undertake regular spot checks of DCOs to confirm they hold a valid certificate, that training records are up to date and that when on duty they are wearing their identity cards openly.

Employers will be notified of the outcome of these checks.

ACRONYMS

BSVR	Baseline Security Verification Records
CTC	Counter Terrorist Check
DBS	Disclosure and Barring Service
DCO	Detainee Custody Officer
DCO(E)	Detainee Custody Officer (Escort)
DEPMU	Detainee Escorting and Population Management Unit
CSD (formerly Departmental Security Unit)	Corporate Security Directorate
HOMES	Home Office Manual for Escorting Safely
IRC	Immigration Removal Centre
NINO	National Insurance Number
PCO	Prison Custody Officer
SC	Security clearance check

Annex A



Officer XX
Immigration Removal Centre

Date

Dear

AUTHORISATION TO PERFORM DETAINEE CUSTODY OFFICER ESCORT AND CUSTODIAL FUNCTIONS UNDER SECTION 154(5) OF THE IMMIGRATION AND ASYLUM ACT 1999 AT THE DIRECTLY MANAGED IMMIGRATION REMOVAL CENTRES OF DOVER, HASLAR, MORTON HALL AND THE VERNE.

The Secretary of State hereby confers upon you as a serving prison officer the functions of a detainee custody officer under Section 154(5) of the Immigration and Asylum Act 1999. As a prison officer acting under arrangements made under Section 154(5) you retain all the powers, authority, protection and privileges of a constable.

This authorisation only applies to detainee custody officer work that you undertake at or on behalf of the directly managed Immigration Removal Centres of Dover, Haslar, Morton Hall and The Verne. A directly managed centre as defined in Section 147 of the Immigration and Asylum Act 1999, means an Immigration Removal Centre which is not a contracted Immigration Removal Centre.

Although the centres will be operated under the statutory powers and duties set out in part VIII and Schedules 11, 12 and 13 of the Immigration and Asylum Act 1999 and Detention Centre Rules, you will continue to be subject to the Prison Service's terms and conditions of employment and accountable to the existing operational line.

Unless this authorisation is suspended or revoked following a decision by the Prison Service, it will remain in force for as long as you work as a detainee custody officer at a directly managed Immigration Removal Centre, it will then lapse automatically.

Yours sincerely

Centre Manager



Detention Services form – Membership of Prohibited Organisations

The Home Office is committed to promoting and sustaining racial equality and to avoid discrimination. It is committed to ensuring those committed into its custody are treated with humanity and dignity.

Returns prohibit anyone working on Home Office contracts from being members of organisations which it considers to have a racist philosophy, principles, aims or objectives.

Racism is defined, in general terms, as consisting of: “conducts or words or practices, which disadvantage people because of their colour, culture or ethnic origin. In its more subtle form, it is as damaging as in its overt form” (Stephen Lawrence Inquiry Report)

It also prohibits anyone working on Home Office contracts from being members of or affiliated to organisations which promote violence or to interfere with the Home office’s legitimate business, whether or not that includes the use of violence or civil disobedience.

In making an application for certification, you are required to declare if you are currently or have ever been a member of any such organisation, including:

- **British National Party**
- **National Front**
- **Combat 18**
- **No borders**
- **National Coalition of Anti-Deportation Campaigns**

You are also required to declare whether you are affiliated with any such organisation. Affiliation includes:

- **Attendance of any meetings**
- **Close relationship or friendship with anyone who is a member of such an organisation**
- **Donations provided to any such organisation**

Affiliation with such an organisation does not automatically prohibit a person from being issued with certification. The information will be considered on a case by case basis.

Declaration:

Please tick all boxes that apply and return this declaration with your application for certification.

- I am not currently and have never been a member of any group or organisation which the Home Office considers to promote racism, violence or which seeks to interfere in the work of the Home Office and its service providers
- I am not affiliated in any way with any group or organisation which the Home Office considers to promote racism, violence or which seeks to interfere in the work of the Home Office or its service providers
- I am or have been a member of such a group or organisation.
- I am affiliated with such a group or organisation
- I am affiliated with someone who is a member of such a group or organisation

If you have indicated that you are or have been a member of such a group or organisation, or are affiliated in any way with such a group or organisation, please provide full details. The Home Office will need to speak to you about your membership or affiliation before any certification can be granted.

Signature:

Name (block capitals):.....

Date :.....

OFFICIAL WHEN COMPLETED

Annex C: DCO Certification



Home Office

Returns, Immigration
Enforcement
2nd Floor

Fax: +44 (0)20 8603 8030
www.homeoffice.gov.uk

Bedford Point
35 Dingwall Road
Croydon CR9 2EF

Name
Address

CTC Expires:

Date

CT REF:

Dear Mr

DETAINEE CUSTODY OFFICER: CERTIFICATION UNDER SECTION 155 AND 156 OF THE IMMIGRATION AND ASYLUM ACT 1999

This letter is to certify that the Secretary of State is satisfied that you are a fit and proper person and that you have received training to an appropriate standard for the purpose of performing custodial and in-country escorting functions in accordance with 155 and 156 of the Immigration and Asylum Act 1999.

Your statutory powers and duties are set out in part VIII of, and Schedules 11, 12 and 13 to, the Immigration and Asylum Act 1999 and the Detention Centre Rules.

Duration of the certificate

Unless your certificate is suspended or withdrawn, it will remain in force for as long as you are employed as a Detainee Custody Officer (DCO) and have in place the required CTC (or SC if appropriate) and DBS clearances and have completed mandatory training.

Security Checks.

CTC clearance must be in place and must be renewed every 5 years. It is your responsibility to renew your CTC clearance prior to the expiry date. Failure to do so will result in your certification expiring and you not being able to work as a DCO.

Disclosure and Barring Service

DBS clearance must be in place and must be renewed every 5 years. It is your responsibility to renew your DBS clearance prior to the expiry date. Failure to do so will result in your certification expiring and you being unable to work as a DCO.

Minimum Training Requirements

You must complete:

- 8 hours C & R refresher training annually

A reminder will be sent to your employer three months before the C&R training expires; it will be your responsibility to ensure that you complete your annual refresher training and that your employer provides evidence to the Certification Team (CT) that it has been completed.

From the date your C&R training expires you will no longer be authorised to work with detainees. You will have six months to attend a C&R refresher training course after this date. Once you have completed the C&R refresher training you will be authorised to resume your duties. CT must receive notification of your attendance at C&R refresher training.

If, after a subsequent six month period from when your C&R training expired, you still have not completed the refresher training, your certification will expire and you will no longer be able to work as a DCO.

This certificate is issued on the understanding that the information supplied to the Secretary of State on your personal circumstances remains accurate and current. Any significant change, such as the bringing of any criminal charges against you, may result in the Secretary of State reviewing its issue. All such changes should be notified to the HO Manager at your Immigration Removal Centre. If at any time it appears to the Secretary of State that you are no longer a fit and proper person to perform custodial duties or in-country escorting duties, they have the power to suspend or withdraw your certificate.

General

You are reminded that under section 158 of the Immigration and Asylum Act 1999 a person who is, or has been, employed in pursuance of custodial functions or in-country escorting duties at a removal centre, shall be guilty of an offence if he or she discloses, other than in the course of duty or as authorised by the Secretary of State, any information that he or she acquired in the course of his or her duty and which relates to a particular detainee.

Your DCO identity card remains the property of the Home Office. It must be returned to the HO Contract Manager at your Immigration Removal Centre, when your employment as a DCO ceases or when requested by the HO Contract Manager.

Please ensure that a renewal application is submitted to your employer three months prior to your clearance expiry date.

Yours sincerely,

Certification Team

Annex D: DCO (Escort) Certification



**Returns
Immigration Enforcement
2nd Floor
Bedford Point
35 Dingwall Road
Croydon
Surrey
CR9 2EF**

[Name + address]

FAX: +44 (0)20 8603 8030

Date:

OUR REF:

CTC/SC EXPIRY DATE :

Dear [Name]

DETAINEE CUSTODY OFFICER (ESCORT): CERTIFICATION UNDER SECTION 155 AND 156 OF THE IMMIGRATION AND ASYLUM ACT 1999

This letter is to certify that the Secretary of State is satisfied that you are a fit and proper person and that you have received training to an appropriate standard for the purpose of performing custodial and escorting (in-country and overseas) functions in accordance with 155 and 156 of the Immigration and Asylum Act 1999.

Your statutory powers and duties are set out in part VIII of, and Schedules 11, 12 and 13 to, the Immigration and Asylum Act 1999 and the Detention Centre Rules.

Duration of the certificate

Unless your certificate is suspended or withdrawn, it will remain in force for as long as you are employed on a Home Office contract and have in place the required CTC/SC/DBS clearances and have completed mandatory training.

Counter Terrorism Check

CTC clearance must be in place and must be renewed every 5 years. It is your responsibility to renew your CTC clearance prior to the expiry date. Failure to do so will result in your certification expiring and you being unable to work as a DCO (Escort).

Security Check Clearance

You have also been cleared to SC level in order for you to work as a [please insert role]. Your SC clearance must be renewed every 7 years. It is your responsibility to renew your SC clearance prior to the expiry date. Failure to do so will result in your certification expiring and you being unable to work as a [please insert role].

Disclosure and Barring Service

DBS clearance must be in place and must be renewed every 5 years. Where SC clearance is held, your DBS clearance must be renewed every 7 years. It is your responsibility to renew your DBS clearance prior to the expiry date. Failure to do so will result in your certification expiring and you being unable to work as a DCO (Escort).

Minimum Training Requirements

You must complete:

- 8 hours C & R refresher training annually
- First Aid refresher every three years

You must hold valid C&R and first aid training. A reminder will be sent to your employer three months before your C&R and first aid training expire; it will be your responsibility to ensure that you complete your refresher training and that your employer provides evidence to the Certification Team (CT) that it has been completed.

From the date that your C&R and/ or first aid training expire, you will no longer be authorised to work with detainees. You will have six months to attend a C&R AND F/A refresher course after this date. Once you have completed the C&R AND F/A refresher training you will be authorised to resume your escorting and custodial duties. CT must receive notification of your attendance at C&R AND F/A refresher training.

This certificate is issued on the understanding that the information supplied to the Secretary of State on your personal circumstances remains accurate and current. Any significant change, such as the bringing of any criminal charges against you, may result in the Secretary of State reviewing its issue. All such changes should be notified to the Home Office Manager at your Immigration Removal Centre, or to the Home Office Escorting Manager. If at any time it appears to the Secretary of State that you are no longer a fit and proper person to perform escort functions or custodial duties, they have the power to suspend or withdraw your certificate.

General

You are reminded that under section 158 of the Immigration and Asylum Act 1999 a person who is, or has been, employed in pursuance of detainee escort functions or custodial functions at a removal centre, shall be guilty of an offence if he or she discloses, other than in the course of duty or as authorised by the Secretary of State, any information that he or she acquired in the course of his or her duty and which relates to a particular detainee.

Your DCO (Escort) badge remains the property of the Home Office. It must be returned to the Home Office Manager at your Immigration Removal Centre, or the Escort Home Office Manager, when your employment as a DCO (Escort) ceases or when requested by the Home Office manager.

Please ensure that a renewal application is submitted to your employer three months prior to your clearance expiry date.

Yours sincerely

Certification Team

Annex E: Identity card agreement



DCO Identity Card Agreement

I (name) of (full address) confirm receipt of my DCO card issued to me on (date).

I hereby agree to adhere to the rules as stated below:

- To use the identity card only for the purpose of performing escort functions pursuant to detainee escort arrangements made under section 156 of the Immigration and Asylum Act 1999 and custodial arrangements at a contracted out Immigration Removal Centre or Short Term Holding Facility under section 155 of the Act.
- The identity card remains the property of the Home Office. It must be returned to them via your employer should you cease employment, are on long term sickness, on maternity/adoption leave, on leave for more than 28 calendar days or if requested by the Home Office Manager at your Removal Centre, or the Home Office Escort Manager.
- A lost/stolen identity card should **immediately** be reported to the Police and a property lost number obtained. A simultaneous written account of what has occurred should be sent to the Security and Anti-Corruption Unit (SACU), with a copy being forwarded to the respective employer. The employer will in turn forward this information to the Certification Team (CT) who will commence the process of requesting a replacement identity card.
- The identity card should not be taken overseas when not on duty as it constitutes a security breach and can lead to disciplinary proceedings.
- The identity card should not be used in any capacity other than solely for Home Office purposes and only whilst on official duty.

DCO signature:
Name (in block capitals):
Date:.....

Counter signatory

I certify that the above named person fulfils the criteria for issue of a DCO identity card to perform their duties and has received the necessary training to undertake these duties. I acknowledge that this information is true and correct and I make it in the belief that a person making false declaration is liable to disciplinary action

Name (in block capitals):.....Grade:.....
Signature:.....Date:.....
Office Location:.....

(A copy of this form must be forwarded to the Certification Team)

Annex F: Official secrets act declaration



The Official Secrets Act Declaration

1. I have been informed that information, documents or other articles protected against disclosure by the provisions of the Official Secrets Act 1989 relating to security or intelligence, defence or international relations, will come into my possession as a result of my employment as a Government service provider or employee there of on terms requiring it to be held in confidence.

2. I understand that, knowing such information, documents or other articles are so protected against disclosure, I may be prosecuted for an offence under the Official Secrets Act should I disclose without lawful authority any or any part of such information, documents or other articles.

Signed:

Surname (block letters):

Forename(s):

Date:

Further Declaration

On termination of my employment I understand the above declaration continues to apply.

Signed:

Surname (block letters):

Forename(s):

Date:

Annex G: DCO Non renewal of certificate letter



Copies to; DCO Employer HO Manager DSCT	Returns Immigration Enforcement 2nd Floor Bedford Point 35 Dingwall Road Croydon Surrey CR9 2EF
[Addressee name] [First line of address] [Second line of address] [Third line of address] [Postcode]	Fax +44 (0)20 8603 8030 Our Ref:CT:
[00 Month 0000]	

DECISION NOT TO RE-ISSUE YOUR DCO CERTIFICATE

Dear (insert name)

A decision has been taken not to re-issue your DCO certificate for the following reasons;

(Refer to part 6 of the DCO Certification Process and give a full explanation of why the DCO certificate is not being re-issued.)

If you wish to appeal this decision you may do so in writing to the Certification Team SEO within 28 days of receipt of this letter.

Yours Sincerely,

Certification Team

Annex H: Non renewal appeal response



Copies to; DCO Employer HO Manager CT	Certification Team SEO
[Addressee name] [First line of address] [Second line of address] [Third line of address] [Postcode]	Fax +44 (0)20 8603 8030 Our Ref: CT:
[00 Month 0000]	

APPEAL RESPONSE

Dear (insert name)

A decision was taken not to re-issue your DCO certificate and you were notified of this decision on (insert date)

You appealed this decision in writing to me on (insert date)

On this occasion your appeal has/has not been successful (delete as appropriate) for the following reasons;

(refer to part 6 of the DCO Certification process and give a full explanation of why the appeal has been rejected or accepted; where an appeal is being rejected the letter must include the following statement; There is no further right of appeal)

Yours Sincerely,

Certification Team

Annex I: DCO Suspension letter



Copies to; DCO Employer CT	Home Office Manager
[Addressee name] [First line of address] [Second line of address] [Third line of address] [Postcode]	
Date	

DETAINEE ESCORT OFFICER: CERTIFICATION UNDER SECTION 155 AND 156 OF THE IMMIGRATION AND ASYLUM ACT 1999

SUSPENSION OF CERTIFICATION

Dear (insert name)

In accordance with the terms of paragraph 7 of Schedule 11 of the Immigration and Asylum Act 1999, I am suspending your certification as a DCO with immediate effect.

The reason for this suspension is (give full details of why the certificate has been suspended, refer to part 6 of the DCO certification process)

You should surrender your Detainee Custody Officer identity card to me immediately.

Your employer has been informed of this decision.

When (give details of appropriate event e.g. results of any investigation) I will recommend to the Certification Team whether your Detainee Custody Officer certification should be reinstated or withdrawn.

The Certification Team will make a final decision on reinstatement or withdrawal and inform you in writing.

You may make an appeal against the decision to suspend your certificate to the Home Office Area Manager for IRC (insert the name of the IRC where the DCO is employed) /Head of Contract Monitoring (delete as appropriate) within 28 days of receipt of this letter outlining the reasons for the appeal and any mitigating circumstances.

You will receive a response from the Area Manager/Head of Contract Monitoring within 10 working days; this will be your only avenue of appeal.

Yours sincerely

HO Escort Manager/HO Manager

Annex J: Suspension appeal response



Employer DCO HO manager CT	HO Area Manager/Head of Contract Monitoring (delete as appropriate)
Date:	

APPEAL RESPONSE

Dear (insert name)

Thank you for your letter dated (insert date)

I have carefully considered the circumstances of your appeal and I have decided on this occasion that your appeal has not been successful/has been successful (delete as appropriate) for the following reasons;

(refer to part 6 of the DCO Certification process and give a full explanation of why the appeal has been rejected or accepted; where an appeal is being rejected the letter must include the following statement; There is no further right of appeal)

Yours Sincerely,

Area Manager/Head of Contract Monitoring

Annex K: Revocation of certificate



Employer DCO HO Manager CT	Returns Immigration Enforcement 2nd Floor Bedford Point 35 Dingwall Road Croydon Surrey CR9 2EF
Date:	

DETAINEE CUSTODY OFFICER: CERTIFICATION UNDER SECTION 155 AND 156 OF THE IMMIGRATION AND ASYLUM ACT 1999

REVOCATION OF CERTIFICATE

Dear (insert name)

In accordance with the terms of paragraph 7 of Schedule 11 of the Immigration and Asylum Act 1999, I am revoking your certification as a DCO with immediate effect.

The reason for this revocation is (give full details of why the certificate has been revoked, refer to part 6 of the DCO certification process)

You should surrender your Detention Custody Officer identity card to your Home Office Manager immediately.

Your employer has been informed of this decision.

You may make an appeal against the decision to revoke your certificate to the Deputy Director Head of Operations within 28 days of receipt of this letter outlining the reasons for the appeal and any mitigating circumstances.

This will be your only avenue of appeal.

Yours sincerely

SEO/Deputy Director

Annex L: Revocation appeal outcome



Employer DCO HO Manager CT	Returns Immigration Enforcement 2nd Floor Bedford Point 35 Dingwall Road Croydon Surrey CR9 2EF
Date:	

APPEAL RESPONSE

Dear (insert name)

Thank you for your letter dated (insert date)

I have carefully considered the circumstances of your appeal and I have decided on this occasion that your appeal has not been successful/has been successful (delete as appropriate) for the following reasons;

(refer to part 6 of the DCO Certification process and give a full explanation of why the appeal has been rejected or accepted; where an appeal is being rejected the letter must include the following statement; There is no further right of appeal)

Yours Sincerely,

SEO / Deputy Director

Annex M: Reinstatement letter



Employer DCO HO Manager CT	Returns Immigration Enforcement 2nd Floor Bedford Point 35 Dingwall Road Croydon Surrey CR9 2EF
Name Address	
Date:	

Dear

On the insert date, your DCO certificate was suspended for the following reasons (give a full description of why the certificate was suspended)

The circumstances that led to your certificate being suspended have been carefully considered and the decision has been made to reinstate your DCO certificate with immediate effect.

Yours sincerely

Certification Team

Annex N: Suspension following DCO resignation

Employer DCO HO Manager CT	Returns Immigration Enforcement 2nd Floor Bedford Point 35 Dingwall Road Croydon Surrey CR9 2EF
Name Address	Fax: +44 (0)208 603 8030 Ref: CT
Date	

**DETAINEE CUSTODY OFFICER: CERTIFICATION UNDER SECTION 155 AND 156 OF THE IMMIGRATION AND ASYLUM ACT 1999
SUSPENSION OF CERTIFICATION**

Dear {name},

We have been notified that you have resigned from your employment with {insert employer name} on the {insert date}. In accordance with the terms of paragraph 7 of Schedule 11 of the Immigration and Asylum Act 1999, I am suspending your certification as a DCO with immediate effect for a period of six months from your last working day with {employer name}.

After the expiry of this six month period, the {insert date}, your certification to work as Detention Custody Officer will be automatically revoked.

If you have not already done so, you should surrender your Detainee Custody Officer identity card and certificate to the Home Office contract manager immediately.

Yours sincerely,

Certification Team