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| Title | Detention services order 10/2007 The issuing of travel warrants to detainees attending Immigration and Asylum Tribunals. | | |
| Process | To clarify the procedures for issuing travel warrants to detainees attending Immigration and Asylum Tribunals. | | |
| Implementation Date: | September 2008 | Review Date: | February 2017 |

Contains mandatory instructions

For action

Home Office and supplier's staff operating in immigration removal centres, Frances Hardy, Operational Practice, pre-departure accommodation and short-term holding facilities.

Author and unit

Returns Directorate

For information

Escorting officers

Owner

Karen Abdel-Hady, Head of Detention Operations

Contact point

Frances Hardy

Processes affected

This DSO sets out instructions on the procedures for issuing travel warrants to detainees attending Immigration and Asylum Tribunals.

Assumptions

All staff will have the necessary knowledge to follow these procedures.

Notes

This DSO rebrands 10/2007.

Issued February 2015

Version 1.1

Detention services order 10/2007

The issuing of travel warrants to detainees attending Immigration and Asylum Tribunals.

Introduction

1. This order clarifies the procedures to be adopted by immigration removal centres (IRC) and residential short-term holding facilities (STHF) for any immigration detainee who is due to attend an Immigration and Asylum Tribunal. Detainee Custody Officers (DCO) should be aware of this procedure when escorting detainees to the tribunal.

Purpose

2. The purpose of this order is to ensure that all detainees leaving an IRC or residential STHF to attend an Immigration and Asylum Tribunal are issued with a travel warrant. Escorting staff should ensure that they have the warrant before leaving for the tribunal. It is important that DCOs operating in reception areas of IRCs are aware of this procedure.

Procedure

3. All detainees attending an IA Tribunal will be issued with a travel warrant to their bail address. Escort staff should be given the warrant, which should be stapled to the IS91 and they should either keep the warrant or pass it to the escorting staff member who will be present at the time of the bail hearing.
4. It is the responsibility of staff to ensure that any detainee who is travelling to an address in Northern Ireland is aware that they cannot travel via the Republic of Ireland. In the case of a travel warrant being issued to a detainee travelling to Northern Ireland the warrant itself should also be endorsed to the effect that the bearer's journey should not be routed via the Republic of Ireland.
5. In the case of the detainee not being granted bail, and therefore being returned to the centre, or being detained in a different centre, escorting staff should ensure that the warrant is left attached to the IS91 and returned to the centre with the detainee and the warrant handed back to the centre or STHF's reception staff.

Revision History

| Review date | Reviewed by | Review outcome | Next review |
|---------------|---------------|---|---------------|
| February 2015 | Frances Hardy | Rebrand of DSO template and clarification of travel policy to Northern Ireland. | February 2017 |