



Title	Detention services order 13/2011 Wearing of identity badges		
Process	To clarify the requirement by the Home Office for detainee custody officers (DCOs) and detainee custody officers (escorts) to wear current identity badges.		
Implementation Date:	December 2011	Review Date:	March 2017

Contains mandatory instructions

For Action

Home Office and suppliers' staff operating in immigration removal centres, pre-departure accommodation and short-term holding facilities, and escorting officers.

Author and Unit

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For Information

N/A

Owner

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Contact Point

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Processes Affected

This DSO sets out instructions on the wearing of identity badges by DCOs and DCO (escorts).

Assumptions

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

Notes

This DSO rebrands 13/2011.

Issued March 2015

Detention Services Order 13/2011

Wearing of identity badges

Introduction

1. This instruction clarifies the requirement by Home Office detention operations for detainee custody officers (DCOs) and detainee custody officers (escorts) to wear current identity badges.

Purpose

2. The purpose of this instruction is to ensure that officers can be easily identified at all times when performing detention and escorting duties

Procedure

3. While there are different suppliers with different uniforms working in various detention establishments and performing escort functions, there is only one acceptable identity badge; the one issued by Home Office Corporate Security.
4. All DCOs and DCO (escorts) must wear this badge face up and prominently on their person when on duty in order that their identity may be seen at all times. The badge should not be obscured by clothing nor unsecured so that normal movement leads to the reverse side being displayed. It is the responsibility of line management (i.e. from suppliers) to ensure this happens.
5. A sample DCO / DCO (E) identity badge is provided below:





Revision History

Review date	Reviewed by	Review outcome	Next review
March 2015	Gillian Foley	Rebrand of DSO template and sample ID badges.	March 2017