

Detention services order 01/2012

Removal of electronic tags

Introduction

1. This instruction clarifies the steps to be taken when individuals still attached to an electronic tag enter an immigration removal centre (IRC).

Purpose

2. The purpose of this instruction is to ensure that all electronic tags are removed from detainees prior to removal from the UK, and to ensure tags are removed when no longer permitted or required.

Procedures

3. Occasionally, detainee custody officers (DCOs) and other centre staff may encounter electronic tags still attached to a detainee's ankle or wrist when the individual enters detention.
4. DCOs must ensure that all electronic tags are removed from detainees at the point of induction into the IRC.
5. The correct way to remove an electronic tag and the process for returning the tag to the appropriate contractor is:
 - a) Remove the tag from the detainee's ankle or wrist by making a single cut across the thin strap at the mid-point, so that the ends are still attached to the tag itself. This must be done with care to ensure the detainee or the person removing the tag is not accidentally injured. A pair of safety scissors is the ideal tool for the situation.
 - b) Once removed, the tag should be placed in a sealed bag, with the detainee's name, Home Office reference number (where appropriate), the date and time it was removed and the name and location of the officer who removed it. These details - plus a note of when and where the tag has been forwarded - should be recorded in a log.
 - c) At the end of the shift (or sooner if possible) the bag containing the tag must be handed to your line manager. If your line manager is not present at the site, he or she must be contacted as soon as possible to ensure the tag is collected and stored securely.

- d) The line manager must identify which contractor the tag is from (G4S or Serco) and send the tag in the sealed bag to the relevant address below. If the correct contractor is not known, please send it to either of the addresses below where it will be sorted and forwarded as appropriate.

G4S	Serco
G4S Central Stores Unit 2, Mercury Way Urmston Manchester M41 7LR	Serco Limited Freepost PO Box 45 Norwich NR3 1YF

6. A short note of this procedure should be noted in any relevant paperwork concerning the detainee.
7. The UK Border Agency centre management team should also be informed and they should note on the detainee's CID record that an electronic tag has been removed.

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