

## **Criminal casework - Post removal action**

## Post removal action

### About this guidance

<a href="#">Initial checks and removal directions</a> <a href="#">Contacting offender manager - parent a threat to child</a> <a href="#">Dealing with military cases</a> <a href="#">Notifying BIDMU of BRP</a> <a href="#">The special conditions screen on CID</a> <a href="#">Missing special conditions or additional information</a> <a href="#">Linking removal action to relevant case types on CID</a> <a href="#">Notifying Home Office systems</a> <a href="#">Notifying the police national computer bureau and the Department of Work and Pensions</a> <a href="#">Setting calendar events for police national computer and warning index control unit</a> <a href="#">Preparing the paper file for lay-by</a>	<p>This guidance tells criminal casework (CC) case owners about the processes that must be completed following the successful deportation or removal of a foreign national offender (FNO) and any associated family members.</p> <p>This guidance provides information on:</p> <ul style="list-style-type: none"><li>• Updating post removal actions on CID.</li><li>• Informing the offender manager.</li><li>• Linking removal action to relevant case types.</li><li>• Preparing the case file for lay-by.</li><li>• Contacting the offender manager where a parent poses a threat to their children.</li><li>• Dealing with military cases.</li><li>• Notifying the biometric immigration document management unit (BIDMU) when a biometric residence permit has been issued.</li></ul> <div><div>Restricted – do not disclose – start of section</div><div>The information in this page has been removed as it is restricted for internal Home Office use only.</div><div>Restricted – do not disclose – end of section</div></div> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact - This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owners – This page tells you about this version of the post removal action guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find out more information.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owners</a></p> <p>Links to staff intranet removed</p>
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## Post removal action

### Changes to this guidance

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This page lists the changes to the post removal action guidance, with the most recent at the top.

Date of the change	Details of the change
21 May 2013	<p>Change request:</p> <ul style="list-style-type: none"><li>• Notifying the Police National Computer bureau and the Department for Work and Pensions:<ul style="list-style-type: none"><li>○ change to the email address for police national computer bureau</li></ul></li><li>• Throughout the document, 'criminal casework directorate' has been replaced with 'criminal casework'.</li></ul>
19 April 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"><li>• Minor housekeeping changes.</li></ul>
	<p>For previous changes you will need to access the archived guidance. See related link: Post removal action – archive.</p>

#### Related links

[Notifying the Police National Computer bureau and the Department for Work and Pensions](#)

#### See also

[Contact](#)

[Information owner](#)

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## Post removal action

### Initial checks and removal directions

<a href="#">Initial checks and removal directions</a> <a href="#">Contacting offender manager - parent a threat to child</a> <a href="#">Dealing with military cases</a> <a href="#">Notifying BIDMU of BRP</a> <a href="#">The special conditions screen on CID</a> <a href="#">Missing special conditions or additional information</a> <a href="#">Linking removal action to relevant case types on CID</a> <a href="#">Notifying Home Office systems</a> <a href="#">Notifying the police national computer bureau and the Department of Work and Pensions</a> <a href="#">Setting calendar events for police national computer and warning index control unit</a> <a href="#">Preparing the paper file for lay-by</a>	<p>This page tells criminal casework (CC) case owners about initial checks and removal directions.</p> <p>When written or verbal confirmation has been received to show the removal has been enforced, check the removals screen has been completed correctly with all the removal details. Until you have received written confirmation do not update any of the screens if any details are absent.</p> <p><b>Completing the removals screen</b>          You must complete a minute sheet listing the post removal actions for early release scheme (ERS) and non-ERS cases. This is either:</p> <ul style="list-style-type: none"> <li>• ICD 4258 for after deportation or removal action for ERS cases, or</li> <li>• ICD 4259 for after deportation or removal for non-ERS cases.</li> </ul> <p>To see a CID screen shot with full instructions for completing the actions for removal group details, see related link: Removal group details.</p> <p><b>Removal directions</b>          The removal directions tab on the removals screen must also be checked, along with removal group details, to see if it has been completed with the removal details. If these are absent or have not been completed correctly they must be updated.</p> <p>Most members of CC will not be able to update this screen as it is protected. If this is the case you must either:</p> <ul style="list-style-type: none"> <li>• contact the person or unit listed as the 'authorised by user' or 'authorised by unit' on the 'removal group details' page, or</li> <li>• the removal centre or unit listed on the removal directions page of the removals screen.</li> </ul>	<p>Links to staff intranet removed</p>
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	<p>Only if you cannot contact the authorising person or unit, or they do not update the screen after you have requested this by telephone and email, can you contact CC prison operations and removals team (PORT) to close the case.</p> <p>You must also complete the restrictions screen, calendar events and breaches screen when appropriate. To see CID screenshots of screens relevant to this process, see related links:</p> <ul style="list-style-type: none"> <li>• Removals directions screen</li> <li>• Restrictions screen</li> <li>• Calendar events</li> <li>• Breaches screen.</li> </ul>	
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## Post removal action

### Contacting the offender manager and detailing cases where a parent poses a threat to their children

<a href="#">Initial checks and removal directions</a> <a href="#">Contacting offender manager - parent a threat to child</a> <a href="#">Dealing with military cases</a> <a href="#">Notifying BIDMU of BRP</a> <a href="#">The special conditions screen on CID</a> <a href="#">Missing special conditions or additional information</a> <a href="#">Linking removal action to relevant case types on CID</a> <a href="#">Notifying Home Office systems</a> <a href="#">Notifying the police national computer bureau and the Department of Work and Pensions</a> <a href="#">Setting calendar events for police national computer and warning index control unit</a> <a href="#">Preparing the paper file for lay-by</a>	<p>This page tells criminal casework (CC) case owners what action to take when a foreign national offender (FNO) is deported or removed from the UK, where a parent, who is considered to be a threat to their own children, is deported.</p> <p><b>Contacting the offender manager</b></p> <p>When a FNO has been deported, removed or has left the UK permanently for any other reason you must notify the offender manager (OM) by sending them an ICD4351. This form must be copied to the National Offender Management Service (NOMS) single point of contact (SPOC).</p> <p>It is important this notification is issued, as without this the OM may not realise the FNO has left the UK and they may still continue to work on the FNOs case. It also means the OM will not be able to pass the information on to the victim liaison officer.</p> <p>Any action taken must be updated on CID notes.</p> <p><b>Cases where parents are considered to be a threat to their children</b></p> <p>You may come across cases where parents have been assessed by Social Services or the courts as posing a threat to their children. It is essential these cases are handled appropriately and you take all the relevant action to reduce this risk as much as possible.</p> <p>Cases where FNOs are not allowed to contact their children can be monitored while the FNO is in the UK. You may need to take additional action when the FNO is to be deported in case the FNO may try to return illegally and locate and make contact with their children.</p> <p>Full instructions covering the action to take on these cases can be found at the related link: Deporting or removing parents that pose a threat to their own children.</p>	Links to staff intranet removed
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Dealing with military cases

<a href="#">Initial checks and removal directions</a> <a href="#">Contacting offender manager - parent a threat to child</a> <a href="#">Dealing with military cases</a> <a href="#">Notifying BIDMU of BRP</a> <a href="#">The special conditions screen on CID</a> <a href="#">Missing special conditions or additional information</a> <a href="#">Linking removal action to relevant case types on CID</a> <a href="#">Notifying Home Office systems</a> <a href="#">Notifying the police national computer bureau and the Department of Work and Pensions</a> <a href="#">Setting calendar events for police national computer and warning index control unit</a> <a href="#">Preparing the paper file for lay-by</a>	<p>This page tells criminal casework (CC) case owners about notifying the military correction training centre (MCTC) in cases where a foreign national offender (FNO) is a member of the armed forces service personnel.</p> <div><p>Restricted – do not disclose – start of section</p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p></div>	<p>Links to staff intranet removed</p>
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## Post removal action

### Notification to BIDMU where a biometric residence permit card (BRP) has been issued

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- reason the card is being returned.

Where you have not been able to obtain the BRP card from the subject before they were removed, you must email BIDMU to have the card cancelled.

### **Cancellation of a BRP**

A cancellation email must contain the same data as if you had sent the card for destruction (as above). The only differences will be the reason for the email. In these cases it will be a request for a cancellation of an unknown BRP. An explanation must be given in the email as to the reason for the request and why they do not have the card. There may be a number of grounds for you not being able to obtain the card, such as:

- the foreign national offender (FNO) is deliberately withholding it
- the card has been lost by the prison and/or court service
- the subject is claiming to have never been issued with one.

In all cases where the subject states that they have never been issued with a BRP, unless you are absolutely sure of this, for example:

- if they are a known illegal entrant, or
- European Economic Area (EEA) national

an email must be sent to BIDMU requesting cancellation of the BRP.

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**BIDMU update**

It can take BIDMU up to a month to cancel a card. Once the email notification has been sent, a calendar event must be set up on CID for four weeks in advance to check if they have received your request. Once BIDMU have confirmed that the card has been cancelled the calendar event can be closed.

For further guidance on setting calendar events, see related link.

Post removal action

The special conditions screen on CID

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**Post removal action**

**Missing special conditions or additional information**

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## Post removal action

### Linking removal action to relevant case types on CID

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	<p>process team.</p> <p>Cases must not be left open in any flavour of CID after removal. If these details have not been entered they must be updated as soon as possible.</p> <p>Once the missing outcome has been updated through the case maintenance screen in the relevant flavour of CID, the subject's records must be refreshed. The quickest way to refresh the cases is to return to the main search criteria screen and push the search button. The associated case field on the removal screen will then show that a case has finally got an outcome. The case outcome must then be linked to the removal. For more information on updating missing case outcomes on CID, see related link: <a href="#">Case maintenance field</a>.</p> <p>A removal case must not be unlinked from the criminal case type, either before or after the removal has taken place. This is unless this is to correct a major error. For more information about the CID removals screen, see related link: <a href="#">Removals screen maintenance</a>.</p>	
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Notifying Home Office systems

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**Post removal action**

**Notifying the Police National Computer bureau and the Department for Work and Pensions**

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## Post removal action

### Setting calendar events for police national computer and security checks

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## Post removal action

### Preparing the paper file for lay-by

<a href="#">Initial checks and removal directions</a> <a href="#">Contacting offender manager - parent a threat to child</a> <a href="#">Dealing with military cases</a> <a href="#">Notifying BIDMU of BRP</a> <a href="#">The special conditions screen on CID</a> <a href="#">Missing special conditions or additional information</a> <a href="#">Linking removal action to relevant case types on CID</a> <a href="#">Notifying Home Office systems</a> <a href="#">Notifying the police national computer bureau and the Department of Work and Pensions</a> <a href="#">Setting calendar events for police national computer and warning index control unit</a> <a href="#">Preparing the paper file for lay-by</a>	<p>This page tells criminal casework (CC) case owners about the process for sending a paper file to lay-by following the removal or deportation of a foreign national offender (FNO).</p> <p>You must make sure that all dummy and sub-files are attached to the relevant file. Any sub-files travelling separately must be called for and attached to the main file. Otherwise the file will be returned by the storage facility, which will incur a further charge for file movement. All notes on file tracking related to the files being sent to lay-by must be deleted.</p> <p>The subject's file must be separated from any associated cases if applicable (indicated by it being blue-taped together with files in other names) both physically and on file tracking. police national computer (PNC) checks must be removed and destroyed.</p> <p>Once the post removal action has been completed, any dummy file or file without a barcode must be sent to file creation unit (FCU) to attach a barcode. FCU can then send a file to lay-by.</p> <p>You must attach a purple label with the sentence expiry date (SED) to the front of the file. A yellow sticker must also be attached.</p> <p>For non-early release scheme (ERS) cases, a pink label must be placed on the outside of the file only.</p> <p><b>Disposal of restricted PNC print-outs</b></p> <p>In line with security operating procedures, all PNC print outs must be securely disposed of or shredded as soon as they are no longer required for Home Office business purposes. If there are any still on file these must be removed and must be securely disposed of or shredded before the file is sent to lay-by.</p> <p><b>Documents kept on file</b></p> <p>Any documents retained on file, such as an expired passport, must be sent to the national</p>	Links to staff intranet removed
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document fraud unit (NDFU) through the internal delivery service (IDS). A short covering note must be enclosed to state that the subject has been deported. A contact email must be sent for the NDFU to confirm receipt at the following address:

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NDFU will return the documents to the offender's embassy or high commission.

#### **Checking for sub-files and deleting notes on file tracking**

Once you are satisfied that the removal has taken place, check for all sub-files and make sure these are joined with the main file. To delete notes not placed by CC on the system, send an explanatory email to the AO IND request desk, using the ICD4359 form asking them to delete all the previous notes. This must only be done if you have contacted the relevant department but have been unsuccessful in getting them to remove the notes. AO IND request desk will action this and send an email reply when it is done. To email AO IND request desk, see related links.

#### **Data quality checks**

The file must now be kept in the team until all data quality checks are completed. Once these checks have been completed, the file must be sent to lay-by.

#### **Update CID – completion of action**

CID notes relevant to the case must be updated and a new admin event must be created to show that the file has been sent to lay-by. For more information on updating CID, see related links:

	<ul style="list-style-type: none"><li>• Completion of actions</li><li>• Admin events.</li></ul>	
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## Post removal action

### Contact

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[Preparing the paper file for lay-by](#)

This page explains who to contact for more help with a specific post removal action case for a foreign national offender (FNO).

If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.

If the question cannot be answered at that level, they or you may email the criminal casework operational process and policy team (CCOPPT) using the link: Email CCD process team, for guidance on the policy, if appropriate.

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPPT, who will ask MGT to update the guidance.

MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

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#### Related links See also

[Changes to this guidance](#)

[Information owner](#)

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### Information owner

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This page tells you about this version of the post removal action guidance and who owns it.

Version	5.2
Valid from date	21 May 2013
Policy owner	Criminal casework operational process and policy team (CCOPPT)
Cleared by director	Richard Quinn
Director's role	Director, criminal casework directorate
Clearance date	27 September 2011
This version approved for publication by	Eldon Ward
Approver's role	Deputy director, appeals, enforcement and criminality operational policy
Approval date	14 May 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPPT, using the link: Email CCD process team, who will ask MGT to update the guidance, if appropriate.

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### Related links See also

[Changes to this guidance](#)

[Contact](#)

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