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Detention Services Manual- Detainee entry and exit - Transporting detainees by aircraft

Standard Operating Procedure

This Standard Operating Procedure outlines the procedures for transferring detainees within, and from, the immigration detention network by aircraft.

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Table of Contents

1.	Introduction	4
1.1.	Purpose	4
2.	Scope	4
2.1.	In Scope	4
2.2.	Out of Scope	4
S.		5
2		
4.	Standard Operating Procedure	5
4.1.	Charter aircraft approval process	5
	Assessment and placement decision	5
	Charter airline approval	6
	Nine days prior to travel	7
	Seven days prior to travel	7
	Five days prior to travel	7
	Three days prior to travel	8
	One day prior to travel	8
	Changes	9
4.2.	Commercial aircraft approval process	9
	Assessment and placement decision	9
	Commercial airline approval	9
	Seven days prior to travel	10
	Four days prior to travel	10
	Three days prior to travel	10
	Two days prior to travel	11
	Temporary transfers of detainees between IDFs for seven or less days	11
	Changes	12
4.3.	Request for Service and Escort Operational Order process – commercial and charter	12
	Submission and review of RFS	12
	Preparing the EOO	13
	EOO submission, review and approval	13
	Upon approval of an EOO	14
4.4.	Detainee collection, airport arrival and handover	15
	Escort team brief (sending IDF)	15
	Collection of detainee/s at departing IDF	15
	Departure from the IDF	17
	Transit to airport	17
	Airport procedures	17
	Handover to Aircraft Escort Team	18
	Inflight procedures	18
	Handover to receiving Escort Team	19
	Transit to IDF from an airport and arrival at receiving IDF	19

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S.		20
2		
6.	Records management	20
7.	Further assistance	20
8.	Statement of Expectation	21
S.		
2		
2		
(
1		
)		
(
12.	Document details	22
	12.1. Document change control	22
	12.2. Standard Operating Procedure approval	22

1. Introduction

1.1. Purpose

- 1.1.1. This Standard Operating Procedure (SOP) describes the administrative and logistical procedures for transferring detainees within, and from, the immigration detention network by aircraft, once they have been assessed and approved for a transfer.

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2. Scope

2.1. In Scope

- 2.1.1. This SOP provides guidance to officers regarding:
- the commercial and charter detainee transfer procedures
 - Facilities and Detainee Service Provider (FDSP) responsibilities in relation to processing the request for service (RFS)
 - development and approval of the Escort Operational Order (EOO)
 - process for collecting the detainee prior to transfer
 - airport arrival and handover to aircraft escort team process.
- 2.1.2. This SOP applies to all detainees including Suspected Illegal Foreign Fishers and Suspected Foreign Offenders held in an immigration detention facility (IDF).

2.2. Out of Scope

- 2.2.1. The following information is not addressed in this SOP:
- the assessment and decision to place the detainee in another IDF, s. 22(1)(a)(ii)
s. 22(1)(a)(ii)
 - removal of detainees from Australia
 - transfers from IDFs for placement in a Residence Determination (community placement) arrangement
 - transfers to a regional processing country (RPC)
 - movement within the same IDF. This is a matter for the local FDSP Facility Operations Manager (FOM) in consultation with the Australian Border Force (ABF) Detention Superintendent (Facility)
 - transfers between IDF in the same city, s. 22(1)(a)(ii)
s. 22(1)(a)(ii)
 - transfer of custody, s. 22(1)(a)(ii)
s. 22(1)(a)(ii)

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s. 22(1)(a)(ii)

4. Standard Operating Procedure

4.1. Charter aircraft approval process

Assessment and placement decision

Step	Action	Person Responsible
4.1.1.	<p>Notify the ABF Detention Superintendent (sending and receiving IDFs) of detainee/s being transferred.</p> <p>For placement decision made to transfer detainee/s in held detention in Australia, requiring a charter aircraft. Ensure receipt of:</p> <ul style="list-style-type: none"> Detention Service Provider Assessment (DSPA) Fit to Travel (FTT) and placement approval email. <p>Inform Superintendent Detention Operations (National) and Removal Operations HQ Planning Officer (National) of the decision.</p> <p>Advise the Immigration Guardianship of Children (IGOC) delegate of any plan to move an IGOC minor. Inform the senior Child Wellbeing Officer (CWO) of any plan to move children who are not IGOC minors. Ensure the Child Wellbeing Branch has been informed of any plans to move a minor.</p>	Superintendent Detention Placements (National)
4.1.2.	<p>List of detainees to be transferred s. 22(1)(a)(ii) [redacted] sent to ABF</p>	ABF Detention Superintendent (sending IDF)
4.1.3.	Allocate task to the ABF Removal Operations Officer (National) within Detention Operations (National).	Superintendent Detention Operations (National)
4.1.4.	Select the airline and request the flight schedule.	ABF Removals Operations Officer (National)

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Charter airline approval

Step	Action	Person Responsible
4.1.5.	Notify the ABF Detention Superintendent (sending IDF) of detainee/s being transferred.	Detention Placements Section (National)
4.1.6.	Request case history from detainee's Status Resolution Officer (SRO).	ABF Detention Superintendent (sending IDF)
4.1.7.	Provide case history s. 47E(d) to National Detention Placement Section.	ABF Detention Superintendent (sending IDF)
4.1.8.	Confirm if the detainee is being managed under the Immigration Advice and Application Assistance Scheme (IAAAS). If they are, advise s. 22(1)(a)(ii) after the transfer has been facilitated.	SRO
4.1.9.	<p>Check Criminal Justice tab in the CCMD portal to determine if the detainee has any outstanding court matters, or is subject to a court order or ongoing investigation. The SLO will liaise with the Criminal Justice Programme Section if the detainee has a CJC/SV, s. 22(1)(a)(ii). Otherwise, the SLO will primarily liaise with the Police Informant or the Court re: pending criminal matters.</p> <p>Create or update the Criminal Justice tab in the CCMD portal.</p> <p>The Litigation enquiries section or responsible Legal Officer will ensure the court is advised of the address change after the transfer has occurred.</p> <p>Note: If a detainee is being transferred, email details to the ABF SLO at the receiving IDF.</p>	ABF Security Liaison Officer (SLO) (sending IDF)
4.1.10.	If there are pending court matters, seek advice from the relevant legal officer on the impact of any removal from the jurisdiction may have on existing Court proceedings.	SRO
4.1.11.	<p>Update the CCMD portal with the detainee's known forwarding address. Advise relevant guardians and delegates in the case of minors and adult detainees with appointed guardians.</p> <p>Advise the IGOC delegate if the move involves an IGOC minor.</p>	SRO
4.1.12.	Complete assessment of charter transfer and approve charter.	Removals Operations HQ Officer (National)
4.1.13.	Create an RFS in the CCMD portal and submit it to the Removals Operations HQ Officer (National).	ABF Detention Operations Officer (sending IDF)
4.1.14.	Notify FDSP National T&E Manager of impending transfer.	Removals Operations HQ Officer (National)
4.1.15.	Request approval from the cost centre manager of the Facilities and Detainee Services Contract (FDSC) for all costs associated with the Charter.	FDSP Operations Manager - Aviation

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Nine days prior to travel

Step	Action	Person Responsible
4.1.16.	Approve detainee transfer list.	Superintendent Detention Placements Section (National)
4.1.17.	Send approved detainee transfer list to ABF Detention Superintendent (sending IDF). Send a copy to ABF Detention Superintendent (receiving IDF).	Detention Placements Section (National)
4.1.18.	Send the approved detainee transfer list to Removal Operations HQ Officer (National).	ABF Detention Superintendent (sending IDF)
4.1.19.	Request FTT completed by the Detention Health Service Provider (DHSP) clinic and sent to Detention Health at s. 22(1)(a)(ii)	ABF Detention Superintendent (sending IDF)
4.1.20.	Request the DHSP to collate the individual detainee medical dossier and provide to ABF Detention Operations (Facility). Note: Medical documents are sealed and transferred as per DHSP PPMs and in accordance with the handling of personal and sensitive information, as defined under s6 of the <i>Privacy Act 1988</i> .	ABF Detention Operations (sending IDF)

Seven days prior to travel

Step	Action	Person Responsible
4.1.21.	Review all documentation and provide approval to continue with transfer planning.	Superintendent Detention Placements Section (National)
4.1.22.	Send the transfer list to Removal Operations HQ (National).	Detention Placements Section (National)
4.1.23.	Send FDSP T&E team names to Removal Operations HQ (National).	FDSP National T&E Manager

Five days prior to travel

Step	Action	Person Responsible
4.1.24.	Create flight manifest and complete a Notice of Proposed Movement of Persons in Custody (PIC). For further details: s. 22(1)(a)(ii)	Removal Operations HQ Officer (National)
4.1.25.	Transfer List Updates – to be issued when there is a change to the transfer list. No detainees should be added to a charter within five business days of charter date.	National Detention Placements Section

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Three days prior to travel

Step	Action	Person Responsible
4.1.26.	Request uplift approval from Transport Security (Office of Transport Security) through the airline. Note: Transport Security is only operational on weekdays.	Removal Operations HQ Officer (National)
4.1.27.	Provide Superintendent Detention Operations (National) with all approval information and documentation.	Removal Operations HQ Officer (National)
4.1.28.	Request Health Services Manager (HSM) collate individual detainee medical dossier and provide to FDSP Property Officer. Note: Medical documents sealed and transferred as per DHSP PPMs and in accordance with the handling of personal and sensitive information, as defined under s6 of the <i>Privacy Act 1988</i> .	FDSP Property Officer
4.1.29.	FDSP to collate medicals and individual detainee dossiers together and have prepared for the T&E team.	FDSP Property Officer
4.1.30.	Ensure that the IGOC delegate has been informed of any plans to move an IGOC minor. Ensure the CWO and the Child Wellbeing Branch has been informed of any plans to move a minor.	ABF Detention Operations (sending IDF)
4.1.31.	Collect medicals and individual detainee dossiers from FDSP Property Officer.	FDSP T&E Team Leader

One day prior to travel

Step	Action	Person Responsible
4.1.32.	Distribute final manifest, landing details and any conditional uplift requirements to: <ul style="list-style-type: none"> ABF Detention Superintendent (sending and receiving IDF) National Detention Placements Section Detention Health Operations (National) and FDSP National Operations. 	Removal Operations HQ Officer (National)
4.1.33.	Provide drivers details and vehicle registrations to Removal Operations HQ (National) to facilitate airside access.	ABF Detention Operations (sending IDF)
4.1.34.	Submit RFS to: <ul style="list-style-type: none"> Detention Operations (National) FDSP Centre and Regional Manager Removal Operations HQ (National) Sending and receiving IDF ABF Detention Operations Sending and receiving DHSP clinic Sending and receiving FDSP T&E Manager Sending and receiving FDSP Property Officer and Sending and receiving FDSP Welfare and Engagement Manager. See: Section 4.3. for RFS processing procedure.	ABF Detention Operations (sending IDF)

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Changes

Step	Action	Person Responsible
4.1.35.	Any changes to the following are to be provided to Removal Operations HQ (National) immediately: <ul style="list-style-type: none"> • detainee(s) name • changes in detainee(s) behaviour and/or • other pertinent information which may change the risk of the escort. <p>Note: Contact Removal Operations HQ (National) duty phone after hours, if transfer occurring prior to business day commencing.</p>	ABF Detention Superintendent (sending IDF)

4.2. Commercial aircraft approval process

Assessment and placement decision

Step	Action	Person Responsible
4.2.1.	<p>Notify the ABF Detention Superintendent (sending and receiving IDF) of detainee/s being transferred.</p> <p>For placement decision made to transfer detainee/s in held detention in Australia, requiring a charter aircraft. Ensure receipt of:</p> <ul style="list-style-type: none"> • Detention Service Provider Assessment (DSPA) • Fit to Travel (FTT) and • placement approval email. <p>Inform Superintendent Detention Operations (National) and Removal Operations HQ Planning Officer (National) of the decision.</p> <p>Advise the IGOC delegate of any plan to move an IGOC minor, or the senior CWO of any plan to move children who are not IGOC minors. Ensure the Child Wellbeing Branch has been informed of any plans to move a minor.</p>	Superintendent Detention Placements Section (National)

Commercial airline approval

Step	Action	Person Responsible
4.2.2.	Advise sending and receiving IDF ABF Detention Superintendents of placement decision.	Removals Operations HQ Officer (National)
4.2.3.	Conduct assessment of commercial transfer.	Removals Operations HQ Officer (National)
4.2.4.	Approve transfer by commercial airline.	Removals Operations HQ Officer (National)
4.2.5.	<p>Ensure the detainee/s SRO is advised.</p> <p>For all UAMs, ensure there is an Independent Observer (IO) present when the minor is advised.</p>	ABF Detention Superintendent (sending IDF)
4.2.6.	Confirm if the detainee is being managed under the Immigration Advice and Application Assistance Scheme (IAAAS). If they are, advise s. 22(1)(a)(ii) after the transfer has been facilitated.	SRO

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Step	Action	Person Responsible
4.2.7.	<p>Check Criminal Justice tab in the CCMD portal to determine if the detainee has any outstanding court matters, or is subject to a court order or ongoing investigation. The SLO will liaise with the Criminal Justice Programme Section if the detainee has a CJC/SV, s. 22(1)(a)(ii) Otherwise, the SLO will primarily liaise with the Police Informant or the Court re: pending criminal matters.</p> <p>Create or update the Criminal Justice tab in the CCMD portal.</p> <p>Litigation enquiries section or responsible legal officer will ensure the court is advised of the address change after the transfer has occurred.</p> <p>Note: If detainee is being transferred, email details to the ABF SLO at the receiving IDF.</p>	ABF SLO
4.2.8.	If there are pending court matters, seek advice from the relevant Legal Officer on the impact of any removal from the jurisdiction may have on existing Court proceedings.	SRO
4.2.9.	<p>Update the CCMD portal with the detainee's known forwarding address and advise relevant guardians and delegates in the case of minors and adult detainees with appointed guardians.</p> <p>Advise the IGOC delegate if the move involves an IGOC minor.</p>	SRO
4.2.10.	List of detainees to be transferred s. 47E(d) sent to ABF Detention Placements (National).	ABF Detention Superintendent (sending IDF)

Seven days prior to travel

Step	Action	Person Responsible
4.2.11.	Review all documentation and provide approval to continue with detainee transfer planning.	Superintendent Detention Placements Section (National)

Four days prior to travel

Step	Action	Person Responsible
4.2.12.	Source FDSP T&E team names.	Removals Operations HQ Officer (National)

Three days prior to travel

Step	Action	Person Responsible
4.2.13	<p>Book the flight with QBT.</p> <p>Note: For additional placement actions for temporary transfers of detainees between IDFs for less than seven days, refer to step 4.2.22.</p>	Removals Operations HQ Officer (National)
4.2.14.	<p>Request Health Services Manager (HSM) collate individual detainee medical dossier and provide to FDSP Property Officer.</p> <p>Note: Medical documents sealed and transferred as per DHSP PPMs and in accordance with the handling of personal and sensitive information, as defined under s6 of the <i>Privacy Act 1988</i>.</p>	FDSP Property Officer

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Step	Action	Person Responsible
4.2.15.	FDSP to collate medical and individual detainee dossiers together and have prepared for the T&E team.	FDSP Property Officer
4.2.16.	Collect medical and individual detainee dossiers from FDSP Property Officer.	FDSP T&E Team Leader

Two days prior to travel

Step	Action	Person Responsible
4.2.17.	Complete a 'Notice of Proposed Movement of Persons in Custody (PIC)'. For further details: s. 22(1)(a)(ii) Request uplift approval from airline.	Removals Operations HQ Officer (National)
4.2.18.	Once uplift approved, distribute itineraries through the appropriate distribution list and stakeholders as necessary. If uplift is not approved, advise through the appropriate distribution list and stakeholders as necessary.	Removals Operations HQ Officer (National)
4.2.19.	Provide any conditional requirements for transfer to: <ul style="list-style-type: none"> • Sending and receiving ABF Detention Superintendent • Receiving ABF Detention Superintendent • FDSP National Operations • Detention Health Operations (National) and • National Detention Placements Section. 	Removals Operations HQ Officer (National)
4.2.20.	Generate 'Statement of Identity' for the detainee via the CCMD portal.	ABF Detention Superintendent or delegate (sending IDF)
4.2.21.	Create and send RFS, itineraries, uplift approval and escort details to: <ul style="list-style-type: none"> • National Detention Placement Section • Removal Operations HQ (National) • Sending and receiving IDF ABF Detention Operations • Sending and receiving DHSP clinic • Sending and receiving FDSP T&E Manager • Sending and receiving FDSP Property Officer • Sending and receiving FDSP Welfare and Engagement Manager. Refer to step 4.3. for RFS processing procedure.	ABF Detention Operations Officer (sending IDF)

Temporary transfers of detainees between IDFs for seven or less days

Step	Action	Person Responsible
4.2.22.	When planning a temporary transfer of a detainee(s) between IDFs arrange return arrangements of the detainee/s.	ABF Detention Operations Officer (sending IDF)

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Changes

Step	Action	Person Responsible
4.2.23	<p>Any changes to the following are to be provided to Removal Operations HQ (National) immediately:</p> <ul style="list-style-type: none"> • detainee(s) name • changes in detainee(s) behaviour and/or • other pertinent information which may change the risk of the escort. <p>Note: contact Removal Operations HQ (National) duty phone after hours, if transfer occurring prior to business day commencing.</p>	ABF Detention Superintendent (sending IDF)

4.3. Request for Service and Escort Operational Order process – commercial and charter

Submission and review of RFS

Step	Action	Person Responsible
4.3.1.	Enter the RFS in the CCMD portal and submit it to the FDSP Transport and Escort (T&E) Manager detailing detainee/s to be transferred.	ABF Detention Operations Officer (sending IDF)
4.3.2.	Receive RFS.	FDSP T&E Manager (sending IDF)
4.3.3.	<p>Once the RFS has been received, FDSP to create a Transports entry on the CCMD portal and attach the RFS. RFS will stipulate as a minimum:</p> <ul style="list-style-type: none"> • date of the transfer • identity of the detainee(s) • location of the detainee(s) • destination of the detainee(s) • known detainee risk factors and • any other relevant information (property instructions, health considerations). 	FDSP T&E Manager (sending IDF)
4.3.4.	<p>Receive automated message and accept task. The following timelines are to be met:</p> <ul style="list-style-type: none"> • provide the aircraft escort team names to Removal Operations HQ (National) no later than four days prior to a commercial flight. • provide the aircraft escort team names to Removal Operations HQ (National) no later than 24 hrs prior to a charter flight. 	FDSP National T&E Manager
4.3.5.	Note acceptance of task and allocate FDSP officers and resources to the task.	FDSP
4.3.6.	Accept RFS and commence drafting EOO.	FDSP T&E Manager (sending IDF)

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Preparing the EOO

Step	Action	Person Responsible
4.3.7.	Confirm if the route Risk Assessment (RA) is current and redraft if necessary.	FDSP T&E Manager (sending IDF)
4.3.8.	Draft the escort RA, taking into account: s. 47E(d) <ul style="list-style-type: none"> route RA. 	FDSP T&E Manager (sending IDF)
4.3.9.	Consider resources and/or risk mitigations for the transfer operation if the task is classified as medium, high or extreme risk.	FDSP T&E Manager (sending IDF)
4.3.10.	Ensure the EOO is drafted in full and completed on the FDSP approved EOO template. s. 47E(d)	FDSP T&E Manager (sending IDF)
4.3.11.	Ensure the EOO includes the following: <ul style="list-style-type: none"> names of the detainee(s) the driver(s) and escort(s) details of the vehicles(s) and escort(s) whether any part of the escort task involves vehicle travel that does not have detainees as passengers in the vehicle the proposed departure and arrival times/dates the risk level of the detainee and any specific T&E considerations, including the suitability or otherwise of transporting detainees with different security risk ratings in the same vehicle emergency contact numbers (including interpreters) the route to be taken, including any planned stops and access to restrooms provision of food, beverages and any required medication when an escort task involves the T&E of a detainee whose age is under 18, any special requirements arising from that person's age whether any interpreting requirements exist for the escort task and contingency plans. 	FDSP T&E Manager (sending IDF)

EOO submission, review and approval

Step	Action	Person Responsible
4.3.12.	Submit EOO to the FDSP Aviation Manager.	FDSP T&E Manager (sending IDF)
4.3.13.	Determine the risk level of the transfer operation (low, medium, high or extreme) as per FDSP Policy and Procedure Manuals (PPMs).	FDSP Aviation Manager

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Step	Action	Person Responsible
4.3.14.	If considered to be a low, medium or high risk transfer operation: Review the EOO and forward to FDSP National T&E Manager with a recommendation for approval.	FDSP Aviation Manager
4.3.15.	If considered to be a high or extreme risk transfer operation: <ul style="list-style-type: none"> determine if a Tactical (TAC) plan is required develop a TAC plan if necessary recommend the EOO and TAC plan (if applicable) and forward to the FDSP National T&E Manager for approval. 	FDSP Aviation Manager
4.3.16.	In all instances, should the EOO note the use of pre-planned use of force (including the enhanced escort position) or application of restraints, this must be approved separately by ABF Detention Superintendent (sending IDF). Note: The use of restraints must always be reasonable, necessary, proportionate and reported. The use of restraints are to be used in accordance with required Departmental training. s. 22(1)(a)(ii)	FDSP Aviation Manager
4.3.17.	Review and approve EOO and TAC plan (if applicable). If the EOO and TAC plan is not approved , advise the FDSP Aviation Manager of the reasons and seek amendments.	FDSP National T&E Manager
4.3.18.	Requested approval of the EOO and TAC plan from the ABF Detention Superintendent (sending IDF) prior to the commencement of the escort task when: <ul style="list-style-type: none"> the FDSP identifies an escort task to be high or extreme risk the Department of Home Affairs (the Department) requests in writing that it wishes to approve a specific EOO and/or for any escort task involving 10 or more detainees. Note: For high and extreme risk transfer operations, the use of restraints or other risk controls must be included in the EOO and approved by the ABF Detention Superintendent (sending IDF). These approvals must be recorded in the CCMD portal.	FDSP National T&E Manager
4.3.19.	Review the EOO and TAC plan and approve/reject: <ul style="list-style-type: none"> if rejected, return EOO and TAC plan to the FDSP National T&E Manager for amendments as required if approved, return the approved EOO and TAC plan to the FDSP National T&E Manager. 	ABF Detention Superintendent (sending IDF)

Upon approval of an EOO

Step	Action	Person Responsible
4.3.20.	Confirm task is approved within the Transport Scheduling Tool.	FDSP T&E Manager (sending IDF)
4.3.21.	Schedule the task.	FDSP

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Step	Action	Person Responsible
4.3.22.	Accept the task.	FDSP T&E Manager (sending IDF)
4.3.23.	Where appropriate, detainees should continue be advised of a decision to move them within the IDN within business hours, no later than the day prior to the day of the intended transfer. s. 47E(d)	FDSP T&E Manager (sending IDF)

4.4. Detainee collection, airport arrival and handover

Escort team brief (sending IDF)

Step	Action	Person Responsible
4.4.1.	Provide approved EOO to the sending and receiving IDFs once all planning has been completed.	FDSP National T&E Manager
4.4.2.	Brief escort team leader on the task and provide EOO.	FDSP National T&E Manager
4.4.3.	At the muster point, brief the team on the operation.	T&E Team Leader
4.4.4.	Issue escort team leader mobile phone in line with issuing equipment procedures for use during the operation.	FDSP T&E Manager
4.4.5.	Review FTT checks. Ensure that no issues have been identified or refer any issues identified to the FDSP T&E Manager for rectification.	T&E Team Leader

Collection of detainee/s at departing IDF

Step	Action	Person Responsible
4.4.6.	Review EOO and note all risk mitigations strategies.	T&E Team Leader
4.4.7.	Receive all detainee medical and individual dossiers from ABF Detention Operations (sending IDF).	T&E Team Leader
4.4.8.	Complete Form 1C s. 22(1)(a)(ii) s. 22(1)(a)(ii)	Transferring FDSP T&E Manager and receiving T&E Team Leader
4.4.9.	Collect detainee/s as per EOO and all associated equipment.	T&E Team Leader
4.4.10.	Ask detainee/s to declare any injury or illness. If any illness or injury is declared, request advice from FDSP T&E Manager. Refer to FTT checks.	T&E Team Leader
4.4.11.	If any illness or injury is declared, request advice from DHSP or the Department as necessary.	FDSP T&E Manager
4.4.12.	Retain any detainee/s medication/s until arrival at the receiving IDF. Detainee/s access to medication/s is to be provided by the Medical Escort or on the advice from the DHSP.	T&E Team Leader or accompanying Medical Escort

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Step	Action	Person Responsible
4.4.13.	If required conduct a pat-down search of detainee/s s. 22(1)(a)(ii)	Authorised Officer for the purpose of s252 of the <i>Migration Act 1958</i>
4.4.14.	Ensure any detainee/s property is handled s. 22(1)(a)(ii) detainee/s.	FDSP Property Officer
4.4.15.	Complete the following: <ul style="list-style-type: none"> check detainee luggage for items not permitted on an aircraft such as dangerous goods ensure relevant documents are given to the T&E Team Leader ensure luggage meets airline specific baggage guidelines including weight allowances and confirm that all travel documentation is included and recorded within the dossier. s. 22(1)(a)(ii)	Authorised Officer for the purpose of s252, s252AA and s252A of the <i>Migration Act 1958</i>
4.4.16.	Verify the identity of the detainee/s against the: <ul style="list-style-type: none"> RFS detainee photographic identification and EOO. Note: <ul style="list-style-type: none"> on charter operations, two officers are to be nominated to conduct independent identification checks detainee identification check must be by detainee ID card or statement of identity. If any discrepancies are noted, notify the FDSP T&E Manager immediately.	Escort Team Leader
4.4.17.	Brief detainee/s about the conduct of the escort including: <ul style="list-style-type: none"> specific airport and aircraft procedures as necessary ability to attend local toilet facilities prior to departure detainee/s to advise the T&E Team Leader if toilet facilities are required during the task and reasonable toilet breaks will be facilitated detainee/s provided comfort breaks of at least 15 minutes every two hours detainee/s to be provided drinking water at all times detainee/s provided with refreshments as required and application of restraints where applicable and necessary in accordance with the EOO and relevant approvals. 	Escort Team Leader

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Step	Action	Person Responsible
	Note: The use of restraints must always be reasonable, necessary, proportionate and reported. The use of restraints are to be used in accordance with the required Departmental training.	

Departure from the IDF

Step	Action	Person Responsible
4.4.18.	Escort detainee(s) to the T&E vehicle. s. 22(1)(a)(ii)	T&E Team Leader
4.4.19.	Ensure detainee(s) is/are securely seated within the T&E vehicle and the vehicle is ready for departure.	T&E Team Leader
4.4.20.	Notify FDSP T&E Manager of departure from the IDF.	T&E Team Leader
4.4.21.	Record the departure of T&E team within the EOO log.	T&E Team Leader
4.4.22.	Record the departure of the T&E team in the local T&E log.	FDSP T&E Manager

Transit to airport

Step	Action	Person Responsible
4.4.23.	If a situation arises that forces the T&E task to deviate from the provided briefing and the EOO, inform the FDSP T&E Manager immediately because changes are to be approved by the appropriate task approving officer. Advice might include: <ul style="list-style-type: none"> • termination of the T&E task and return to IDF • continuation of the T&E task with no change or • minor changes to the T&E task and • Use of force. 	T&E Team Leader

Airport procedures

Step	Action	Person Responsible
4.4.24.	Advise the FDSP T&E Manager of the arrival at the airport and provide updates as necessary.	T&E Team Leader
4.4.25.	Provide the landing details and final manifest to FDSP. s. 47E(d)	Removal Operations HQ (National)
4.4.26.	Follow instructions advised in email regarding location and arrival time.	T&E Team Leader

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Handover to Aircraft Escort Team

Step	Action	Person Responsible
4.4.27.	Refer to EOO to confirm meeting area to handover detainee(s) to the aircraft escort team.	T&E Team Leader
4.4.28.	Complete <i>Form 1C</i> s. 22(1)(a)(ii) s. 22(1)(a)(ii)	Transferring T&E Team Leader and
4.4.29.	Hand detainee/s to aircraft escort team in accordance with the EOO and FDSP training.	T&E Team Leader
4.4.30.	Handover to the aircraft escort team: <ul style="list-style-type: none"> all detainee medicals and individual dossiers and EOO. 	T&E Team Leader
4.4.31.	Assist the detainee/s to go through the airport check-in process and aircraft boarding, utilising any precautions and/or risk mitigation strategies set out in EOO and FDSP T&E training. s. 47E(d)	Aircraft Escort Team Leader
4.4.32.	The use of restraints to be used for only as long as is necessary and reasonable in the circumstances. Remove restraints at the first reasonable and practicable opportunity.	T&E Escort Team Leader
4.4.33.	Keep escort team at the airport until the flight has departed and notify the FDSP T&E Manager once the flight has departed	T&E Team Leader

Inflight procedures

Step	Action	Person Responsible
4.4.34.	The aircraft captain has the authority to refuse carriage, if the detainee/s is deemed unsafe for any reason. If the aircraft Captain refuses carriage, inform the FDSP T&E Manager (sending IDF) and ABF Detention Operations (sending IDF).	Aircraft Escort Team Leader
4.4.35.	Escort and seat detainee/s. s. 47E(d)	Aircraft Escort Team Leader
4.4.36.	Conduct regular wellbeing checks of detainee during the flight while restraints are applied. Ensure, as far as possible and practicable, that the detainee/s' comfort and dignity is maintained and detainee/s is safe while subjected to restraints.	Aircraft Escort Team Leader
4.4.37.	Escort detainee/s to the toilet as required.	Aircraft Escort Team Leader
4.4.38.	Record any key events or incidents within the EOO and ensure that any conversations and/or decisions made by the aircraft captain are recorded.	Aircraft Escort Team Leader

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Step	Action	Person Responsible
4.4.39.	If the detainee has displayed anti-social behaviour on the flight, determine appropriate precautions when serving meals to the detainee/s.	Aircraft Escort Team Leader
4.4.40.	Upon arrival at destination, ensure the detainee/s remains on board until all passengers have departed the aircraft.	Aircraft Escort Team Leader

Handover to receiving Escort Team

Step	Action	Person Responsible
4.4.41.	Refer to EOO to confirm meeting area to handover detainee(s) to the receiving escort team.	Aircraft Escort Team Leader
4.4.42.	Complete <i>Form 1C</i> s. 22(1)(a)(ii) s. 22(1)(a)(ii)	Transferring Escort Team Leader and Receiving Airport Escort Team
4.4.43.	Manage detainee's property s. 22(1)(a)(ii) s. 22(1)(a)(ii)	Aircraft Escort Team Leader
4.4.44.	Handover to the receiving T&E team: <ul style="list-style-type: none"> all detainee medical and individual dossiers and the approved EOO and the detainee/s, in accordance with the EOO and FDSP training. 	Aircraft Escort Team Leader

Transit to IDF from an airport and arrival at receiving IDF

Step	Action	Person Responsible
4.4.45.	Escort detainee(s) to the T&E vehicle. s. 22(1)(a)(ii)	Receiving Escort Team Leader
4.4.46.	Ensure detainee(s) is/are securely seated within the T&E vehicle and the vehicle is ready for departure.	Receiving Escort Team Leader
4.4.47.	Notify receiving FDSP T&E Manager of departure from the airport.	Receiving Escort Team Leader
4.4.48.	Record the departure of the Receiving T&E Team within the EOO log.	Receiving Escort Team Leader
4.4.49.	Record the departure of the T&E Team in the local T&E log.	Receiving FDSP T&E Manager
4.4.50.	If a situation arises that forces the T&E task to deviate from the provided briefing and the EOO, inform the receiving FDSP T&E Manager immediately because changes are to be approved by the appropriate task approving officer. Advice might include: <ul style="list-style-type: none"> termination of the T&E task and go to a secure facility s. 22(1)(a)(ii) 	Receiving Escort Team Leader

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Step	Action	Person Responsible
	<ul style="list-style-type: none"> minor changes to the T&E task and continue to the IDF continuation of the T&E task with no change or Use of force. 	
4.4.51.	<p>Upon arrival at the receiving IDF, complete <i>Form 1C</i> s. 22(1)(a)(ii)</p> <p>s. 22(1)(a)(ii)</p>	
4.4.52.	<p>Receive and induct detainee into the IDF.</p> <p>s. 22(1)(a)(ii)</p>	FDSP Officer
4.4.53.	<p>Check Criminal Justice tab in the CCMD portal to determine if the detainee has any outstanding court matters, or is subject to a court order or ongoing investigation. Email change of address details to:</p> <p>s. 22(1)(a)(ii)</p> <p>s. 22(1)(a)(ii)</p> <p>Create or update the Criminal Justice tab in the CCMD portal.</p> <p>Litigation enquiries section or responsible legal officer will ensure the court is advised of the address change.</p>	ABF SLO

s. 22(1)(a)(ii)

6. Records management

- 6.1.1. All records created as a result of this procedure **must** be managed in accordance with the Records Management Policy Statement. Records created as a result of this procedure **must** be saved in TRIM RM8 or an approved business system.

7. Further assistance

- 7.1.1. If you require further advice or assistance, or would like to provide feedback in relation to this SOP, please contact the Detention and Removal Operational Policy section at s. 22(1)(a)(ii)

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8. Statement of Expectation

- 8.1.1. The APS Code of Conduct states that 'an APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction' (subsection 13(5) of the *Public Service Act 1999* (Public Service Act)).
- 8.1.2. Failure by an APS employee to comply with any direction contained in a PPCF document may be determined to be a breach of the APS Code of Conduct, which could result in sanctions up to and including termination of employment, as set out in subsection 15(1) of the Public Service Act.
- 8.1.3. The Secretary's Professional Standards Direction, issued under subsection 55(1) of the *Australian Border Force Act 2015* (the ABF Act), requires all IBP workers who are not APS employees (such as contractors or consultants) to comply with any lawful and reasonable direction given by someone in the Department with authority to issue that direction.
- 8.1.4. Failure by an IBP worker who is not an APS employee to comply with a direction contained in a PPCF document may be treated as a breach of the Professional Standards Direction, which may result in the termination of their engagement under section 57 of the ABF Act. Non-compliance may also be addressed under the terms of the contract engaging the contractor or consultant.
- 8.1.5. For all other provisions of PPCF documents, the Secretary and the Commissioner ABF expect all IBP workers to:
- consider whether a proposed departure from any provision set out in a PPCF document is reasonable and justified in the circumstances
 - consider the risks of departing from any provision set out in a PPCF document
 - be responsible and accountable for the consequences of departing from, or not adhering to the content of, all PPCF documents, including where such departure or non-adherence results in a breach of any legal or other obligations which lead to adverse outcomes for the Department and
 - be responsible for documenting the reasons/justification for their decision to depart from, or not adhere to, any PPCF document.
- 8.1.6. IBP workers who make decisions or who exercise powers or functions under legislation have a duty to make these decisions or exercise these powers or functions in accordance with the requirements of the legislation and legal principle.

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

12. Document details

BCS Category/Function	Detention Management
BCS Sub-Category/Sub-Function	DM-18 Detainee Escort Management
Period of Effect	22 November 2021

12.1. Document change control

Version number	Date of issue	Author(s)	Brief description of change
2.0	30/06/2017	National Detention and Removals Programmes	Update of detention instructions to reflect PPCF requirements.
3.0	22/12/2017	National Detention and Removals Programmes	Reviewed as per Duty Commissioner's request for 'extraordinary review'.
3.1	28/08/2018	Detention and Removals Operational Policy	Update PPCF review
4.0	15/11/2018	Detention and Removal Operational Policy	Update legal review
5.0	22/11/2018	Detention and Removal Operational Policy	Update post Superintendent review.

12.2. Standard Operating Procedure approval

Document owner	Commander, ABF Governance
Approval date	22 November 2018

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