

Appendix 3: Glossary

Term	Description
A	
Agency	Refers to the UK Border Agency.
Arrest Team	A team of UK Border Agency arrest-trained officers who conduct Arrest Team operations with the intention of arresting people liable to detention or suspected of an immigration offence.
Arrest-trained Officer	An officer, typically of Assistant Immigration Officer or Immigration Officer grade, who is designated as being able to use the police-like powers of arrest, and associated powers of entry, search and seizure. Must successfully complete an initial three-week training course and an annual two-day refresher training course.
Assistant Immigration Officer (AIO)	Junior grade, equivalent to an Administrative Officer. Supports immigration officers in carrying out administrative and operational tasks.
Audit trail	Chronological list of events.
C	
Casework	The UK Border Agency term for decision-making process used to resolve applications (for example applications for asylum or British citizenship).
Chief Immigration Officer (CIO)	Senior grade above Immigration Officer, equivalent to Higher Executive Officer.
Complaint	Defined by the UK Border Agency as ‘any expression of dissatisfaction about the services provided by or for the UK Border Agency and/or about the professional conduct of UK Border Agency staff, including contractors’.
Cover Officers	Officers on the arrest team who are responsible for keeping arresting officers or observers safe.
Critical Incident	Any incident where the planning, event, outcome or consequence of that incident is likely to result in: <ul style="list-style-type: none"> • serious harm to any individual; • significant community impact; or • a significant negative impact on the confidence of the public in the UK Border Agency.

D	
Data Protection Act 1998	The Data Protection Act requires anyone who handles personal information to comply with a number of important principles. It also gives individuals rights over their personal information.
E	
Enforcement	A UK Border Agency term used to refer to all activity that takes place within the UK to enforce the immigration rules. In addition to the work done by arrest teams, this includes areas such as asylum, citizenship, detention and removal.
Enforcement Instructions and Guidance (EIG)	Guidance and information for officers dealing with enforcement and immigration matters within the UK.
Enforcement Team	A term that is often used to refer to arrest teams.
H	
Home Office	The Home Office is the lead government department for immigration and passports, drugs policy, crime, counter-terrorism and police.
I	
Immigration Group	The directorate within the UK Border Agency which is responsible for asylum, enforcement and compliance, and nationality. It is structured into six regions: London and South East; North West; North East Yorkshire and Humber; Scotland and Northern Ireland; Midlands and East; and Wales and South West.
Immigration Officer (IO)	Management grade above Assistant Immigration Officer, equivalent to Executive Officer.
Independent Chief Inspector of the UK Border Agency	The role of the Independent Chief Inspector of the UK Border Agency was established by the UK Borders Act 2007 to examine the efficiency and effectiveness of the UK Border Agency. The Chief Inspector is independent of the UK Border Agency and reports directly to the Home Secretary.
Immigration Removal Centre	A longer-term, residential detention facility.
Intelligence Unit	A team that collates and disseminates intelligence, usually for LIT arrest teams.
L	
Local Immigration Team (LIT)	A LIT is a local team undertaking as many functions as practicable at a local level within an Immigration Group region. They focus on enforcement work and community engagement, although the functions of LITs can vary between regions.

O	
Officer in Charge (OIC)	Officer who has overall control of the arrest team, must be of at least Immigration Officer grade.
P	
Pocket Notebook	Used by officers to document an operation. Each officer has their own individual pocket notebook in which to record notes.
Police and Criminal Evidence Act (PACE)	PACE and the PACE codes of practice provide the core framework of police powers and safeguards around stop and search, arrest, detention, investigation, identification and interviewing of arrested people.
Police National Computer (PNC)	The PNC holds details of people, vehicles, crimes and property that can be electronically accessed by the police and other criminal justice agencies.
Premises Search Book (PSB)	A detailed document that must be completed for every operation. It contains details of all the people on the premises and the actions taken by the arrest team.
Professional Standards for Enforcement Unit (PSE)	A team within Immigration Group which promotes good practice and adherence to appropriate standards in enforcement operations.
R	
Removal	A person(s) who voluntarily, through assistance or through enforcement by UK Border Agency staff, physically leaves the UK after a failed asylum application.
Risk Assessment	Process by which the Agency assesses the risk an operation poses to the public and staff. Will consider factors such as any history of violence, presence of children, number of people resident at property etc. The risk assessment is then used to introduce mitigation to limit or remove the risk. This may include cancelling the operation if the risk is too great.
S	
Short-term Holding Facility	A short-term, non-residential facility that provides an assessment and induction facility prior to moving to an Immigration Removal Centre.
U	
United Kingdom and Islands	The United Kingdom is made up of England, Scotland, Wales and Northern Ireland. The Channel Islands and the Isle of Man are not part of the United Kingdom. The geographical term 'British Isles' covers the United Kingdom, all of Ireland, the Channel Islands and the Isle of Man.

United Kingdom Border Agency (UKBA)	The agency of the Home Office responsible for border control, enforcing immigration and customs regulations. It also considers applications for permission to enter and stay in the UK, including nationality and asylum applications. The UK Border Agency has been a full executive agency of the Home Office since April 2009.
W	
Warrant	A document issued by a justice of the peace (or a justice of the peace or sheriff in Scotland), authorising officers to arrest a specified person, enter specified premises for the purpose of arresting a specified person or enter specified premises for the purpose of searching for evidence.

Appendix 4: Acknowledgements

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