



# Ministry of JUSTICE

National Offender  
Management Service

| RECALL OF PRISONERS ON LICENCE – SHARING INFORMATION AND PERFORMANCE MONITORING  |  |                     |
|--|--|---------------------|
| <b>This instruction applies to :-</b>  |  | <b>Reference :-</b> |
| Probation Services   |  | PI 04/2009          |
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| 04 September 2009  | 01 October 2009  | 30 September 2012   |
| <b>Issued on the authority of</b>  | NOMS Agency Board  |                     |
| <b>For action by</b>   | Chairs of Probation Boards/Trusts, Chief Officers/Executives, Secretaries of Probation Boards/Trusts, Offender Managers  |                     |
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| <b>Associated documents</b>  | PC 14/2008   |                     |
| Replaces the following documents which are hereby cancelled :-   |  |                     |
| None   |  |                     |
| <b>Audit/monitoring :</b>  |  |                     |
| Directors of Offender Management will monitor compliance in their region with the mandatory actions set out in this Probation Instruction. Probation Areas and Trusts must demonstrate compliance with these actions when required to do so by Directors of Offender Management. |  |                     |
| Introduces amendments to the following documents:  |  |                     |
| None   |  |                     |

## PURPOSE

1 This Instruction sets out mandatory actions to be taken by Probation Areas, following a Ministerial commitment to Parliament to improve the performance of all agencies involved in the recall of offenders so as to ensure that those who are recalled are swiftly returned to custody.

2 Directors of Offender Management must ensure that, as part of their routine oversight of Probation Areas, arrangements are in place to comply with the mandatory actions set out in this Probation Instruction.

## MANDATORY ACTIONS

3 *Chief Officers must bring this Instruction to the attention of all staff with responsibility for the supervision of offenders on licence in the community, who must then ensure the mandatory actions set out below are followed:*

- *Offender Managers must send a copy of the request for recall report to the local police Single Point of Contact (SPOC) at the same time as submitting the request for recall report to the Public Protection Casework Section*
- *Areas must ensure that appropriate arrangements are in place for liaising with and notifying courts when seeking recall of offenders who have been remanded in custody or who are due to appear in court. Confirmation that courts are aware of the offenders status should be established.*
- *Probation staff must submit all requests for recall reports using e mail with effect from 1 October 2009.*
- *All additional paperwork in respect of the recall must be submitted by e mail with effect from 1 April 2010.*
- *Areas must retain all offender records for those offenders where a revocation order has been issued but they have yet to be returned to custody.*

## EARLY WARNING TO POLICE OF RECALL

4 When recalling offenders on licence back into custody, it is important that the police are provided, at the earliest opportunity, with all available information which might assist them in locating the offender. This will enable them to plan to apprehend the offender as soon as the recall has been confirmed by the Public Protection Casework Section and the details have been placed on the Police National Computer.

5 So that the police have as much notice as possible of a potential recall, *Offender Managers must send a copy of the request for recall report to the local police Single Point of Contact (SPOC) at the same time as submitting the request for recall report to the Public Protection Casework Section.* It is not necessary to send a copy of the report in cases where recall has been requested through the out of hours service or where the offender has been remanded into custody either police or prison at the point at which recall is being sought.

## RECALLING OFFENDERS WHO HAVE BEEN REMANDED IN CUSTODY OR WHO ARE DUE TO APPEAR AT COURT

6 *The following procedures in paragraph 7 - 11 must be followed for recalling offenders who are either in police or prison custody or who are due to appear in court and are in the process of being recalled and so the court may wish to consider remanding in custody pending confirmation of the recall.*

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7 Where an offender is in custody, or he/she is due to appear in court on further charges, and the Offender Manager is intending to recall the offender, or has recalled the offender but the revocation order has not yet been served, *the Offender Manager must:*

*ensure that court duty staff are aware that the offender is in the process of being recalled.*

*ensure that the court duty staff have copies of recall paperwork to assist the court so that offenders who need to be in custody are not released.*

*inform the CPS and the Public Protection Casework Section.*

8. *Local managers must ensure systems are in place to cross-check the Court list daily against records at the office, so that court staff are alerted by e mail (arrangements to be made locally and to ensure that if access to the e mail system, by the Court Duty Officer, on the day of court is in doubt, back up systems to have the information brought to the attention of the Court Duty Officer are in place) when a known offender is appearing in Court the next day and ensure that the CPS and arresting officer are informed when Offender Managers are in the process of, or have actually, secured recall of an offender who is due to appear in court.*

9. Where a recalled offender is not in police custody and is due in court but does not appear, the Court Duty Office must make sure that the court is aware of the recall being in process and request that the CPS representative requests a warrant **not** backed for bail in respect of the non attendance at court.

10. There may be exceptional cases where the court itself wants to check recall status. *All areas must put in place appropriate arrangements to ensure that checks can be made quickly.*

11. All actions and communications must be recorded on the offender's case notes as evidence of action taken.

## LICENCE RECALL COMMUNICATIONS

12. In PC 14/08, it is advised that requests for recall reports should be e-mailed to the appropriate PPCS recall casework team (latest contact list attached in the Effective Practice Guidance for LCJBs attached at Annex A). However, some of these reports are still being received by fax. In order to effect the secure transfer of personal data from probation areas to PPCS, as well as improving the speed and efficiency of the recall process, sending **all** request for recall reports and additional paperwork by email will become a mandatory action.

13 Where, exceptionally, there are problems with sending emails, offender managers must contact the appropriate PPCS team leader by telephone to discuss the most appropriate method of sending the information.

14. *Local management must ensure that the equipment is in place to facilitate the scanning of documents which are only available in hard copy.* The lead in time to this mandatory action should allow areas to purchase scanners where necessary in order to be able to fulfill this mandatory action. There is currently one multi-function copier on the Product and Service Catalogue (PSC) authorised for use on the OMNI infrastructure. There are also 4 scanners authorised for use on the OMNI infrastructure and available for Probation Areas to purchase from the PSC.

## EFFECTIVE PRACTICE GUIDANCE AND PERFORMANCE MONITORING

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15. The Effective Practice Guidance for LCJBs is attached to this Instruction (Annex A). The guidance clarifies the counting rules in relation to the licence recall targets.

*Areas must review and incorporate suggestions made within this document where appropriate.*

16. When approving a recall, an Assistant Chief Officer is responsible for ensuring that all the paperwork is submitted within target and is of an acceptable quality. From 1 October, retrospective changes to the time the decision to recall was made will no longer be accepted by PPCS. It is expected that the quality assurance provided before the request for recall report is submitted is sufficient to ensure that retrospective changes to the time the decision is made are no longer necessary. Monthly quality assurance data exercises will continue as normal.

17. The Effective Practice Guidance makes reference to the monitoring of offenders who have been recalled but not yet returned to custody. *Where offenders fall into this category, probation areas must retain paperwork on these offenders until their sentence has been completed.* From the point at which the revocation order is issued and the offender is not apprehended, all sentence dates are frozen. Upon return to custody, the offender will remain in custody until released by either the Parole Board or the Secretary of State. If this release date is before the amended sentence expiry date (SED), the offender will need to be supervised on licence. Therefore, it is imperative that all areas retain all offender records for those whose licence was revoked and are not yet returned to custody.

### OUT OF HOURS RECALL REQUESTS

18. Where there is a need for an emergency recall that requires action by the PPCS outside of office hours (9AM-5PM), the out of hours (OOH) service should be notified on 0207 217 3000. Please note that this is the new number for the OOH service which came into operation on 7 August 2009.



# Licence Recall - Effective Practice Guidance for LCJBs

## Section 1 – Processes, Data and Targets

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# CRIMINAL JUSTICE SYSTEM



## Section 1 – Processes, Data and Targets

### 1. Background

Offenders serving sentences of 12 months or more are released on licence. They may be recalled to custody if they breach the conditions of their release licence. The whole system licence recall target was introduced following the Criminal Justice Review of June 2006 “Rebalancing Sentencing in Favour of the Law Abiding Majority”. This was documented in the Joint National Protocol issued in April 2007. The protocol (Annex B) provides the framework for partner agencies to work together to supervise offenders, enforce their licences and effect efficient recalls to custody. This protocol is being revised and is expected to be re-issued in summer 2009.

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The whole system target monitors the timeliness of each stage of the recall process. This is from the probation/Electronic Monitoring Company (EMC)/Youth Offending Team (YOT) decision to request recall, through to NOMS issuing the revocation order on behalf of the Secretary of State, and then the police apprehending and returning the offender to custody. The majority of cases will be subject to probation supervision, with a minority (those offenders with a sentence of less than 12 months) having been released on the Home Detention Curfew (HDC) scheme.

For 2009/10, each Local Criminal Justice Board has set its own local targets for the percentage of emergency and standard recalls to be completed within 74 and 144 hours respectively. In 2008/09, the targets were:

| <b>Component</b>  | <b>Owner</b>      | <b>Emergency</b>       | <b>Standard</b>         |
|---|-------------------|------------------------|-------------------------|
| <b>Completion and submission of breach report to PPCS (Stage 1)</b> | Probation Service | 90% in 24 hours        | 90% in 24 hours         |
| <b>Issue revocation order (Stage 2)</b>                             | PPCS (NOMS)       | 100% in 2 hours        | 90% in 24 hours         |
| <b>Apprehend offender (stage 3)</b>                                 | Police            | 75% in 48 hours        | 75% in 96 hours         |
| <b>Whole System Target</b>  | <b>LCJB</b>       | <b>75% in 74 hours</b> | <b>75% in 144 hours</b> |

## 2. Target Definitions and Recall Process

The end to end target is split into 3 stages:

### Stage 1

This starts when the offender manager, YOT officer or, following a breach of HDC, the EMC, requests that the offender's licence is revoked. When the offender manager decides to request recall they must complete the "request for recall" report, obtain authorisation from an Assistant Chief Officer and submit the report to NOMS Public Protection Casework Section (PPCS) within 24 hours. The time of the offender manager's decision to instigate recall is recorded by the probation service and input onto the "request for recall" report. Stage 1 ends when the completed breach report and supporting documentation has been received by PPCS. If all the appropriate paperwork is emailed, the time the email was received by PPCS, as recorded by the recall team inbox, signals the end of stage 1. If additional paperwork is faxed, the time the fax is received by PPCS, according to the recall team's fax machine, is the point at which stage 1 ends. All documentation should be sent by email wherever this is possible. The times at which stage 1 ends and stage 2 begins are identical.

### Stage 2

At stage 2, PPCS decide the appropriateness of recall on behalf of the Secretary of State, check the comments of the probation service and prison databases to ensure the offender is not in custody and issue the revocation order simultaneously to the PNC Bureau at New Scotland Yard to update the Police National Computer and the Police Single Point of Contact (SPOC) in the relevant local area to effect return to custody. These notifications signal the end of stage 2 and mark the beginning of stage 3.

### Stage 3

At stage 3, the police SPOC will receive the revocation request from PPCS and initiate action to return the offender to custody. The arresting officer will notify PNC Bureau by telephone of the time of arrest which concludes stage 3 and the whole process in terms of monitoring the end to end target.

### Subsequent action

PNC Bureau provides the times of arrest of all of the offenders to PPCS on a weekly basis. PPCS draw together the three strands of the process using the Public Protection Unit Database and issues the data as detailed in section 4.

### 3. Target Measurement

Performance is measured using monthly and rolling 6 monthly data. The statistics for a given period are based on revocation orders issued within that period. This means that, for some cases, the decision to request recall might occur before the assessed period or the arrest might occur after the assessed period. In some rare cases, when a revocation order has been issued, the decision is rescinded (for example, when the information supplied has been proven to be erroneous or the decision unlawful). The detail of these cases will be provided to probation and police each month for their records, but are not included in the final performance data.

PPCS report on performance against the overall end to end process, as well as giving a breakdown of the performance of each agency separately against its own target. Therefore there are instances where although one agency has missed its own target, the actions of the other agencies within target means that the end to end target has been met. All timings are recorded in 'actual' time, and not in working days.

The data is collated by the PPCS Performance Team and shared with the Office for Criminal Justice Reform (OCJR). The data is taken from paperwork received from probation areas (as set out in the stages in Chapter 2) and the arrest data sent by PNC Bureau. Every month all the Recall Liaison Officers for the police and the probation service receive information in respect of individual cases to verify their performance against their own audit trails. When this verification is complete the data is made available through the Criminal Justice Management Information System (CJMIS).

All aspects of the targets are measured in actual time rather than in working days. For example, where a probation area makes the decision to request a standard recall on at 2PM on a Friday, the deadline to submit all appropriate paperwork is 2PM on the Saturday. If requests for standard recalls that include all completed paperwork are received out of office hours on a Friday or on a Saturday, the time the information was received by PPCS as recorded by the appropriate technology outlined in section two - stage one, is recorded by PPCS as the time the probation aspect of the target was achieved.

Where it is deemed necessary to recall an offender outside of office hours (9AM – 5PM Monday to Friday) PPCS operates an out of hours service. Out of hours recalls are dealt with immediately by both the probation service and PPCS on an emergency basis as this service is reserved for emergency recalls only. The time of the phone call from the probation service is the point at which both the decision and confirmation of recall

are recorded and therefore none of these cases fail to meet target for the Probation Service.

All recall cases actioned by PPCS are included in the figures. The figures include those cases where the recall is initiated by the monitoring company (either Serco or Group 4 Securicor for breaches of HDC) or a Youth Offending Team (YOT) officer. HDC breach recalls are treated as standard recalls. Young offenders may be subject to standard, emergency or HDC recalls. Probation, YOTs and monitoring companies are all measured against the same 24 hour timescale for stage 1. Offenders recalled from End of Custody Licence (ECL) are not included in the end to end target. Offenders on ECL are in the community under Prison Rule 9 (or YOI Rule 5) rather than under statutory licence. This means that up until the end of the ECL period an offender is subject to recall by the Governor (or Controller, if released from a private prison) rather than PPCS.

#### **4. Data Reporting**

PPCS is responsible for collating the licence recall performance data. The data is obtained through notifications from the probation service at the point of recall and through PNC Bureau following the offender's arrest. The probation service, YOT or EMC are responsible for sending the appropriate recall paperwork to PPCS and for entering on the "request for recall" report the time at which the decision to recall was made. The police are responsible for providing accurate arrest information to PNC Bureau so that they can provide this to PPCS who collect and maintain recall records on a day-to-day basis using their internal database. On the database, PPCS record the time at which recall requests were sent and received and the time that revocation notices were sent to PNC Bureau and the local SPOC.

The following process occurs for reporting purposes:

1. The arrest times of all offenders for whom a revocation order has been issued in a calendar month should be received by PPCS from PNC Bureau by the second Wednesday of the following month.
2. PPCS will update the PPU database with arrest times and produce the raw data and area reports for the 42 areas. The raw data lists all stages of the process and relevant timings. Every recall (and stage of the recall process) is attributed to the area which initiated the recall request for target purposes. The raw data should be issued to RLOs by the third Wednesday of the month for verification against local records.

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3. The data will be checked by RLOs and any amendments should be reported to PPCS by the fourth Wednesday of the month.
4. If suggested amendments are valid PPCS will make the alterations and reflect these in the finalised data. If PPCS disagree with the suggested amendments they will notify the RLO which amendments have not been made and the reasons for this.
5. The finalised data should be issued to all RLOs and uploaded to CJMIS no later than the first Friday of the following month.

PPCS will collate, report and review official national and area performance statistics on a monthly basis. Performance against targets will be assessed using rolling six monthly data on a monthly basis.

Where there is a local issue related to the recall process between an area and PPCS, areas should contact the team manager of the appropriate area as detailed on the attached contact list. Where discrepancies in data are found, please ensure that all queries and amendments are sent by email to the Performance Team [performanceteam@homeoffice.gsi.gov.uk](mailto:performanceteam@homeoffice.gsi.gov.uk) in the first instance (please note that from mid August 2009 this email address will change to: [performanceteam@noms.gsi.gov.uk](mailto:performanceteam@noms.gsi.gov.uk)

Following draft data being issued to RLOs, PPCS will allow one week for areas to come back with any queries to the data in order that timescales for reporting can be adhered to.

### **5. Responsibility for the delivery of the targets**

Responsibility for delivery of the targets at local level rests with Local Criminal Justice Boards (LCJBs). LCJBs are made up of chief officers from the six main agencies (police, CPS, HMCS, probation, prisons and the YJB).

At national level, the multi-agency Community Penalty and Licence Enforcement Group (CPLEG) is responsible for overseeing and improving national performance. CPLEG reports to the Enforcement Delivery Board, which has overall responsibility for overseeing delivery of the enforcement targets which support PSA 24.

### **6. Roles of Key Stakeholders - RLO, SPOC, Performance Officer**

RLOs exist within the Probation Service, the Police and more recently have been set up for the majority of prisons. Their role is to act as a conduit for communications between

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the centre and local areas and to ensure local recall arrangements are in place and working effectively and to monitor performance in their areas.

The Police Single Point of Contact (SPOC) should be a function rather than a person – ie a 24 hour monitored email address where revocation orders can be received from PPCS. The SPOC is responsible for ensuring that the offender's arrest is tasked and managed appropriately.

LCJBs are supported by a team which includes a performance officer or someone fulfilling a similar role. The role involves monitoring, analysing and reporting on the full range of LCJB targets, which includes the licence recall end to end target. Performance officers use local and national data and interpret performance to inform the decisions and strategy of the LCJB.

## **Section 2 – Effective Practice**

### **7. Overview**

PPCS has analysed recall performance data and attended regional workshops to discuss performance issues with RLOs and performance officers on Licence Recall. From our own analysis and feedback from these events we have found common problems and issues and identified areas of effective practice. PPCS will continue to work with RLOs, OCJR and LCJBs to identify areas of improvement and will circulate any further effective practice through quarterly recall forums held in London for RLOs and through updated guidance notes for LCJBs. The following outlines the findings so far. LCJBs are encouraged to ensure that this guidance is available to all relevant stakeholders.

### **8. Governance and Performance Management**

#### **8 (a) Issue – Performance Management arrangements**

LCJBs are responsible for their area performance against the whole system target. Performance officers and recall liaison officers should work closely together to address licence recall performance at a local level.

#### **Effective practice**

Effective practice has been demonstrated by local areas operating a case management system. This involves areas keeping a local record confirming data provided by PPCS and looking at individual cases that have not met the target to investigate the reasons why. This is usually in an excel sheet format and kept up to date through a central point. This is useful in identifying barriers to the timely completion of reports and arrests. Analysing cases and sharing the learning points with practitioners helps to improve the process and, more importantly, aids public protection.

#### **Recommendation**

Monthly performance meetings may be the most appropriate means to achieve this, which may involve performance officers and RLOs. We advise that areas maintain spreadsheets of local recall information so that successes and failures can be examined to ensure that problems are identified and resolved. Persistent problems should be highlighted to LCJBs.

### **8(b) Issue – Practitioner awareness of the whole system target**

For performance to improve, it is necessary that all practitioners involved in the process are aware of the targets and how their performance affects others in the end to end process.

#### Effective practice

It has been demonstrated by some areas that information about the licence recall target is successfully filtered to operational staff through line management and team meetings. There should be a general awareness of the targets of all staff involved in the process. Performance is best managed where there is an understanding of the target on the part of all practitioners.

#### Recommendation

That practitioners in the probation service and the police have access to the Joint National Protocol (Annex B) and this effective practice guide and that local areas have measures in place to ensure the knowledge is distributed to appropriate staff.

### **8(c) Issue – performance in returning to custody offenders who have breached Home Detention Curfew**

Performance in arresting offenders recalled for breaching their HDC curfew is generally lower than for other standard recalls though this has improved significantly in 2009. There are a number of potential factors believed to be causing this, including the likelihood that offenders who have breached their curfew conditions may have left the area. The process for recalls of this sort is the same as for other standard recalls.

#### Effective practice

In some of the better performing areas, communication between the local police and the monitoring company is effective. In some instances arrangements are made in order that the police and the monitoring company arrive at the address together following breach so that the arrest can be made and the monitoring equipment recovered simultaneously.

#### Recommendation

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Two main things should improve performance on HDC recalls over and above each agency doing its own part of the process well in isolation. There should be good communication channels between Police, Electronic Monitoring Companies (EMC) and Probation to share intelligence on offenders and resolve performance issues. The LCJB could play a role in setting this up. G4S have Customer Liaison Officers and Serco have Service Delivery Officers whose job it is to liaise with local stakeholders. LCJBs, Police and Probation should liaise with these individuals. There should also be liaison between Police and the EMC to explore the possibility of arranging joint visits simultaneously to arrest the offender and recover monitoring equipment. However, this may only be effective if the police force provides a mechanism by which the EMC can contact the local operational police officer with responsibility for the recall rather than just a generic central force contact point.

## 9. Communication

### 9(a) Issue – Email licence revocation requests from the probation service

Since April 2008 the reliance on faxes from the probation service has diminished due to the email inboxes that have been set up for the recall teams in PPCS. All documentation relating to recall - the “request for recall” report, the licence and the previous convictions - should be emailed to the recall teams in PPCS wherever possible. The attached contact list provides the details of the appropriate email addresses.

#### Effective practice

In areas where scanners are not currently available, some areas have been faxing additional information (licence and previous convictions) to their head office where this is then scanned and sent to PPCS by email.

#### Recommendation

Probation areas should seek to use email wherever possible to send all relevant information to the appropriate recall team (team details attached). The accompanying documentation (licence, pre-cons) should also be scanned in and emailed wherever possible.

### 9 (b) Issue - Email single point of contact

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The most effective way by which PPCS can notify the local police force of the revocation of a licence is through the use of an email Single Point of Contact. Presently, where a licence is revoked, PPCS will send the revocation of licence to PNC Bureau who update the Police National Computer (PNC) and, simultaneously, the notification is also sent to the local force's single point of contact. Typically this is the control room or other 24 hour monitored email address.

### Effective practice

Areas that have an 24 hour monitored email SPOC are better able to monitor their caseload and provide audit trails for where the revocation order was received and when. Email is also a safer, more secure method of communication.

### Recommendation

To improve the efficiency of this process we request that areas that do not currently have a 24 hour email SPOCs should make arrangements so that this can be achieved. Email is also far more secure than sending sensitive material by fax. PPCS should always be notified in advance of any changes to SPOC contact details.

### **9(c) Issue - Communication between police forces on out-of-area recalls**

At the point of recall by PPCS, the case will be registered as 'belonging' to the requesting probation area. The information in respect of arrest will therefore be provided to the corresponding police force for its action. It is recognised that there are some circumstances (for example where the request for recall is due to the offender being out of touch with the probation service) where the offender will have left the original area. Where one police force receives intelligence that the offender has moved to another police force area, it is the responsibility of the force to which the revocation order has been issued to contact the force where the offender is believed to be, to advise that the offender should be returned to custody. PPCS will not re-issue the revocation order to the second area. The attached list of RLOs and SPOCs will be useful in making the first contact in these circumstances. These offenders should continue to be monitored by both forces until they are returned to custody but the case will remain the responsibility of the original force. In the minority of cases where an offender is supervised by one area but resident in an entirely different area, PPCS will notify both corresponding local forces. One notification will be for information only to the force area that has responsibility in terms of the target because they are the corresponding force area. The other notification will be sent to the force area where the offender is expected to be for action. This is recorded on the notification to SPOCs.

Effective practice

Some police forces have been particularly proactive in following up cases where they have advised a second force of a licence revocation in their area. This has been undertaken through phone calls and emails to chase progress and to share further intelligence gathered on the offender.

Recommendation

That police areas continue to monitor proactively unlawfully at large offenders who have moved to another area until that offender is returned to custody and that they communicate regularly with the receiving force and are alert to the issue of offenders being supervised in a different area than which they are resident.

**9 (d) Issue – Monitoring unlawfully at large offenders**

PPCS send Probation and Police RLOs performance data each month in draft format to validate it. The raw performance data outlines the offenders who remain unlawfully at large. Where offenders remain unlawfully at large it is expected that RLOs will be involved in chasing outstanding recalls. Given that offenders could be arrested at any point and that offenders may be returned to custody by another force, this list is fluid and checks should be made by the police using PINS where available to ensure the offender has not yet been returned to custody before further resources are committed to apprehending the offender. In addition to this an annual audit of unlawfully at large offenders is undertaken. Lists of UAL offenders are circulated to RLOs to verify the information against local systems.

Recommendation

Whilst the targets have been put in place to measure the swiftness of return to custody, the overriding concern is public protection. Offenders who remain unlawfully at large, notwithstanding the timeliness targets, must remain a priority. This can be ensured by the police retaining the offender on the daily tasking as a priority. A historical list of unlawfully at large offenders has been sent to Recall Liaison Officers. This list was derived from PPCS and PNC data, cross referenced with the data held on the Prison service database and circulated to RLOs for verification against local records. We recommend that areas maintain this list or ensure there is a local recording system so that these offenders continue to be monitored and pursued. We also recommend that police and probation RLOs are in contact with each other to share any further

intelligence on these offenders. Police forces are responsible for ensuring that efforts to apprehend unlawfully at large offenders remain ongoing.

### **9(e) Issue - Intelligence sharing / Interaction between RLOs/performance officers**

To ensure local recall arrangements run smoothly both the police and the probation service must be familiar with each other's roles and the processes that are in place locally. For example, probation staff may receive intelligence about the whereabouts of an unlawfully at large offender or other pertinent information. Where this is the case probation areas should ensure that the local police contact receives this information to aid in the arrest of the offender.

#### Effective practice

In several of the better performing areas there are formal links and meetings that take place between the police and probation service under the auspices of the LCJB. These links can help to ensure that smooth local procedures are in place to assist both agencies. This is supplemented by informal regular dialogue between RLOs and the relevant police and probation managers to share intelligence on offenders and discuss issues.

#### Recommendation

We advise that regular meetings between police and probation RLOs and/or managers are held to share intelligence. This could take place at the same time as reviewing unlawfully at large offenders and performance statistics. Good communications between practitioners from probation and police have been a consistent feature amongst the higher performing areas.

## **10. Case Management**

### **10(a) Issue – Tasking and monitoring licence revokees**

When the police SPOC receives a revocation order and notice to arrest, the case should be allocated to an officer to apprehend the offender as soon as possible. It is not necessary to wait for PNC to be updated as the revocation order is the necessary authority for police to arrest the offender; to wait may cause unnecessary delay. Moreover, in exceptional circumstances where for instance there are IT difficulties preventing PPCS from issuing the revocation order by email, forces should be prepared to accept the information by telephone from PPCS and use this authority to arrest the

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offender concerned. Local procedures should be in place to ensure that each recall is tasked and managed by the local force receiving the revocation order.

### Effective practice

Where an offender is not arrested immediately it is good practice to ensure that the case should continue to be monitored through daily bulletins and active line management to ensure that the recall remains current. In some areas, recalls are flagged up in each shift through photo bulletins. In one area, specific timelines are used to review recall cases that have not been returned to custody at specific times; in relation to the target for the police. Reviewing cases at a senior level at the halfway point of the target timescale has been shown to yield results.

### Recommendation

Outstanding licence revokees should continue to be monitored on a daily/weekly basis as appropriate to local resource commitments.

### **10(b) Issue – Offenders in custody at the point of recall**

Where an offender is known to be in prison custody at the point the probation service request recall, the breach report should clearly outline this. PPCS upon receipt will undertake a check of Prison Service databases to find if the offender is at this point in custody. Where this is the case PPCS will notify PNC Bureau to update the PNC but the notification to the police SPOC will be clearly marked “for information only”.

### Recommendation

SPOCs should be aware that they will be notified of such cases for information only and that these cases do not require action but should be noted for later validation of the data provided by PPCS.

Where an offender is arrested for further charges and the probation service consequently instigate recall proceedings and the offender is held in police custody, all of the agencies involved should attempt to increase the speed with which the process is completed in order that. Offender managers should contact PPCS to explain these circumstances and request recall over the phone if appropriate. PPCS will in these circumstances then treat the request as an emergency recall using the out of hours template and issue the revocation order to the relevant SPOC within 2 hours.

### **10(c) Issue - Completion of the probation request for recall report**

So that end to end target data can be recorded accurately, the request for recall report must contain the time the offender manager made an initial decision to recall. It is from this recorded point that the clock starts for the probation action to be completed. In London cases the appropriate borough must always be included on the report. To expedite the recall process in emergency cases, where an actual signature cannot be obtained from an ACO, it is acceptable for the name and contact details of the approving ACO to be included in the breach report.

#### Effective practice

To ensure that recall requests can be approved within the target timescales, several probation areas operate a duty ACO system so that there is always an ACO available to approve recall requests. This ensures that the process is not unduly delayed by processing through the management chain.

#### Recommendation

All recall requests from the probation service require approval from someone of Assistant Chief Officer grade. Areas should have a system in place to ensure that an ACO is available to ensure that the breach report can be emailed within the 24 hour time period.

### **10(d) Issue – Disproportionate number of emergency recalls in some areas.**

On average 19% of licence revokees are recalled on an emergency basis. However, there is significant variation between areas in terms of the proportions of emergency and standard recalls. We examined areas with high proportions of emergency cases. In the majority of areas the greater proportion of emergency recalls was appropriate due to the proportionately higher number of offenders who were deemed a high risk of serious harm. However it has come to light that there have been areas where a blanket policy of recalling offenders on an emergency basis using the out of hours service has been enacted. This should not be the case as the out of hours service should be limited to those offenders who meet the criteria of an emergency recall as outlined in Probation Instruction 14/08 – i.e. those offenders who pose a high risk of serious harm or their risk of re-offending is unmanageable. For offenders who do not meet the emergency criteria, the request should follow on the next working day.

#### Recommendation

Out of hours recalls should be restricted to offenders who meet the criteria for emergency recall. Offenders resident in approved premises should not be recalled on an emergency basis automatically but consideration should be given as to whether emergency recall is appropriate.

### **Summary of Recommendations**

Recommendation 8a: Local performance management, raising recall performance issues with PPCS.

Recommendation 8b: Practitioner knowledge of the licence recall target.

Recommendation 8c: Contact with HDC monitoring companies.

Recommendation 9a: Sending all documentation by email to PPCS.

Recommendation 9b: Ensuring an email SPOC is in place.

Recommendation 9c: Communications between police areas.

Recommendation 9d: Continual monitoring of offenders unlawfully at large

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Recommendation 9e: Communications between police and probation RLOs and performance officers.

Recommendation 10a: Continual monitoring of licence revokees.

Recommendation 10b: In custody recalls

Recommendation 10c: Ensuring recalls are signed off by an ACO within 24 hours

Recommendation 10d: Use of out of hours recalls



**PUBLIC PROTECTION UNIT STAFF CONTACT LIST  
(Business Unit 615)**

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| Manager F: Lynda MORLEY   | FNP (deportation) and MHU Cases   | 020 7217 6730                    |
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| EO: Geraldine NOLAN   | Responsible for Tariff casework   | 020 7217 6341                    |
| AO: Anne HAILSTONE  | Responsible for prisons beginning A - E   | 020 7217 6561                    |
| AO (Agency): Bhumika HALAI  | Responsible for prisons beginning F – La, including LASCH, Mental Health and Scottish cases                                       | 020 7217 2843                    |
| AO: Cheryl ANSON-MCANDREW   | Responsible for prisons beginning Le - Sp   | 020 7217 6784                    |
| AO: Mark FERRIGAN   | Responsible for prisons beginning St - Z  | 020 7217 1179                    |
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| EO: John BOORMAN  | and Foston Hall, Morton Hall and Onley Caseworker Manager responsible for HMPs Gartree  | 020 7217 1190                    |
| EO (P/T): Michelle SHIPPIE  | Caseworker Manager responsible for HMPs Ashwell, North Sea Camp, and Rye Hill   | 020 7217 6831                    |
| EO: Mark LEE  | Casework Manager responsible for HMPs Wellingborough, Lincoln, Stocken, Whatton, Nottingham and Leicester                         | 020 7217 6357                    |
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|                           |   |               |
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| EO: Shams AHMED           | Caseworker Manager responsible for HMPs<br>Hollisley Bay, Peterborough, Wayland and<br>The Mount                | 020 7217 6616 |
| EO: Marsha SPENCE         | Caseworker Manager responsible for HMP<br>Belmarsh, Bedford and Whitemoor                                       | 020 7217 5552 |
| EO: Charles KAPITA        | Caseworker Manager responsible for HMP  | 020 7217 2580 |
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| EO (Agency): Julian MORGAN | Caseworker Manager responsible for HMPs<br>Stanford Hill, Maidstone, Grendon and Lewes                         | 020 7217 6534 |
| EO: VACANCY                | Caseworker Manager responsible for HMPs<br>Blantyre House, Elmley, Dover IRC and<br>Parkhurst                  | 020 7217      |
| EO (P/T): Jane DAWS        | Caseworker Manager responsible for HMPs<br>East Sutton Park, Camphill, Downview,<br>Huntercombe and Bullingdon | 020 7217 6201 |
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**Pre-Release Team E – South Central – Cancellation/Reimposition of Life Licence Conditions (Indeterminate Sentenced Prisoners Only)**

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| EO: Lesley PATERSON    | Caseworker Manager responsible for HMP<br>Swaleside (surnames A – K)                            | 020 7217 1272 |
| EO: Darren BUTLER      | Caseworker Manager responsible for HMP<br>Swaleside (surnames L – Z)                            | 020 7217 6706 |
| EO: Joseph UBOM        | Caseworker Manager responsible for HMPs<br>Woodhill, Winchester, Springhill and Kingston        | 020 7217 1273 |
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| EO: Bobbi INGRAM        | Caseworker Manager responsible for HMPs<br>Dovegate, Hewell and Shrewsbury        | 020 7217 6273 |
| EO: Simon QUINN         | Caseworker Manager responsible for HMPs<br>Featherstone, Long Lartin and Stafford | 020 7217 2799 |
| EO: VACANCY             | Caseworker Manager responsible for HMPs<br>TBC                                    | 020 7217 2796 |
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| EO: VACANCY               | Case Manager   | 020 7217 2573 |
| EO: Selina BARKER         | Caseworker Manager responsible for HMPs<br>Garth, Buckley Hall and Preston | 020 7217 6938 |
| EO: Sherifat IDRIS        | Caseworker Manager responsible for HMPs                                    | 020 7217 2793 |

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Forest Bank, Risley, Kirkham, Lancaster

Castle,

Styal, Thorne Cross and Manchester

EO: Kevin REYNOLDS Caseworker Manager Responsible for HMPs 020 7217 1180  
Altcourse, Haverigg, Wymott, Liverpool,  
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**Pre-Release Team H – London, North East, Yorkshire (Indeterminate Sentenced Prisoners Only)  
Extremism Cases, Deport Cases, MHU Cases, Scottish Transfers Cases**

Manager G: Patricia O'BRIEN Team Leader 020 7217 6222

EO: Michele BENT Caseworker Manager responsible for 020 7217 1271  
Extremism,

MHU, HMPs Pentonville and Wandsworth

EO: Adebukola ODUOLA Caseworker Manager responsible for 020 7217 3655  
Scottish transfer cases, HMPs Acklington and  
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EO: Jeannine VAMBE Caseworker Manager responsible for FNP 020 7217 1274  
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EO: Jeff D'CRUZ Caseworker Manager responsible for HMPs 020 7217 2578  
Castington, Deerbolt, Durham, Holme House,  
Low Newton, Wetherby and Wormwood

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AO: Philip OJIAKO Casework Support 020 7217 6699

**Pre-Release Team I – South West & Wales (Indeterminate Sentenced Prisoners Only)**

Manager G: Samuel ASIEDU Team Leader 020 7217 6286

EO: Bill JOHN Caseworker Manager responsible for HMPs 020 7217 2518  
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EO: Daniel DONKOH Caseworker Manager responsible for HMPs 020 7217 6923  
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EO: Sylvia MITCHELL Caseworker Manager responsible for HMPs 020 7217 1257  
Channings Wood, Dorchester, The Verne,  
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EO: Daniel BAINBRIDGE Caseworker Manager responsible for HMPs 020 8760 1839  
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EO: Agnes JOHN Caseworker Manager responsible for HMPs 020 8760 1883  
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| Manager G: Tracey LISTON               | Presenting Officer | 07894 489643 |
| Manager G (Seconded): Elizabeth STOKES | Presenting Officer | 07894 489661 |
| Manager G: Amanda SMITH                | Presenting Officer | 07894 489659 |
| Manager G (Seconded): Celeste MYRIE    | Presenting Officer | 07894 489648 |
| Manager G (Seconded): Zelda MULIGAN    | Presenting Officer | 07894 489646 |
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Support Team  
 Manager G: James HOUGH Senior Caseworker – also responsible for Annual 020 7217 1084

Review process  
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 EO: Trevor FERROS Caseworker 020 7217 6898  
 EO: Ann CARTER Caseworker 020 7217 1121  
 EO: Nadia MUTJABA Caseworker 020 7217 6892  
 EO: Jenny DYER Caseworker 020 7217 6102  
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**Electronic Monitoring (EM) with Curfew as a Condition of Licence**

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**RECALL TEAM 1 – Responsible for London****RECALL TEAM 2 – Responsible for Durham, Northumbria, Durham, Teesside**

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**RECALL TEAM 3 – Responsible for Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk**

**RECALL TEAM 4 – Responsible for Staffordshire, Warwickshire, West Mercia, West Midlands**

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| AO: Laura WATTS               | Caseworker                         | 020 8760 1874 |
| AO: Aneeta NAHAR              | Caseworker                         | 020 8774 0270 |
| AO (Agency): Nicola PRIESTLEY | Caseworker                         | 020 8774 0272 |
| AO (Agency): Jonathan WHITING | Caseworker                         | 020 8774 0228 |

**RECALL TEAM 5 – Responsible for Humberside, North Yorkshire, South Yorkshire, West Yorkshire**

**RECALL TEAM 6 – Responsible for North Wales, South Wales, Dyfed-Powys, Gwent**

|                                |                                    |               |
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| AO: Marcello DI ZENZO         | Caseworker        | 020 8774 0239 |
| AO (Agency): Nida RIAZ        | Caseworker        | 020 8774 0289 |
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**RECALL TEAM 7 – Responsible for Derbyshire, Leicestershire & Rutland, Lincolnshire, Northamptonshire, Nottinghamshire**

**RECALL TEAM 8 – Responsible for Hampshire, Kent, Surrey, Sussex, Thames Valley**

|                         |                                    |               |
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| AO: Rebecca ALMOND         | Caseworker        | 020 8774 0221 |
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| AO: Iram RAJAH           | Caseworker        | 020 8760 1744 |
| AO: Eugenia AGYEI        | Caseworker        | 020 8760 1803 |
| AO (Agency): Deepa PATEL | Caseworker        | 020 8760 1813 |
| AO: Yasmine BEHARDIEN    | Caseworker        | 020 8760 1744 |

**RECALL TEAM 9 – Responsible for Avon & Somerset, Devon & Cornwall, Dorset, Gloucestershire, Wiltshire**

**RECALL TEAM 10 – Responsible for Cheshire, Cumbria, Great Manchester, Lancashire, Merseyside**

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**Recall Team 9 – Avon & Somerset, Devon & Cornwall, Dorset, Gloucestershire, Wiltshire**

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| AO: Dean HARRIS              | Caseworker        | 020 8774 0294 |
| AO: Laura SHELDRAKE          | Caseworker        | 020 8774 0236 |
| AO: Laura ALDRIDGE           | Caseworker        | 020 8774 0293 |
| AO: Nazia DAD                | Caseworker        | 020 8760 1753 |
| AO (Agency): Hiral PATEL     | Caseworker        | 020 8774 0297 |
| AO (Agency): Shelley MULCAHY | Caseworker        | 020 8760 1800 |

**Performance, Training & Communications Team**

**8<sup>th</sup> Floor, Cleland House Page Street London SW1P 4LN**

|                                    |   |               |
|------------------------------------|---|---------------|
| Senior Manager D: Steven GALLACHER | Head of Performance, Training and Communications Team | 020 7217 6477 |
|------------------------------------|---|---------------|

**Performance Management Team – Responsible for Management Information**

|                               |   |               |
|-------------------------------|---|---------------|
| Manager F: Lucy DERILO        | Performance Manager – Responsible for performance monitoring and communications | 020 7217 2579 |
| Manager G: Peter CHARLESWORTH | Responsible for Pre-release performance issues                                  | 020 7217 6226 |
| Manager G: Paul WALSH         | Responsible for Post release performance issues                                 | 020 7217 2577 |
| EO: Sean COLES                | Performance Manager   | 020 7217 6958 |
| EO: Paul WYATT                | Performance Manager   | 020 7217 2591 |
| EO: Jaspreet BANSAL           | Performance Manager   | 020 7217 2667 |
| EO: Conroy BARNETT            | Performance Manager   | 020 7217 4242 |

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**Communications & Training Team**

**Fax: 020 7217**

|                                  |   |               |
|----------------------------------|---|---------------|
| Manager G: Poppy HARRISON-CLARKE | Communications & Training Manager   | 020 7217 2583 |
| EO: Neil WRIGHT                  | Training Officer – London   | 020 7217 6389 |
| EO (P/T): Joss MISTRY            | Training Officer – London   | 020 7217 6439 |
| EO: Deepthi NAIR                 | Training Officer – Croydon<br>Court Desk Manager  | 020 8774 0225 |
| PS: Anne GIBBONS                 | Official correspondence administration,<br>distribution of publications, PPCS Contact List,<br>DPA Requests, SPOC and RLO lists | 020 7217 2576 |
| AO (P/T): Marj CARNEGIE-RILEY    | External training, open day and events<br>administration, out of hours service<br>administration and stationery orders          | 020 7217 2582 |

**Croydon Court Charges / Accommodation Update Desk**  
7<sup>th</sup> Floor, Amp House, Dingwall Croydon CR0 2LX

**Fax: 020 8774 0288**

|                   |            |               |
|-------------------|------------|---------------|
| AO: Glenda DENNIS | Caseworker | 020 8760 1713 |
| AO: Barbara DOW   | Caseworker | 020 8774 0277 |

**Operational Policy – Responsible for operational policy, processes and practice development in respect of determinate and indeterminate sentence offenders in relation to the Probation Service and the offender manager practice post release on licensed supervision**

|                         |   |               |
|-------------------------|---|---------------|
| Manager F: Diana GREENE | Operational Policy Manager – policy lead<br>on recall, electronic monitoring as a licence<br>condition, HDC breaches, youth justice   | 020 7217 6145 |
| Manager F: Steve WATSON | Operational Policy – policy lead on Generic<br>Parole process, licences, application of<br>licence<br><br>conditions, post release supervision, Parole<br>Board oral hearing, victims, disclosure of<br>information to the Parole Board.<br>Training Manager of internal staff. | 020 7217 6398 |

**Out Of Hours Contact Number 020 7217 3000**

**Please note that additional ACR licence conditions may now be approved by prison governors without reference to Public Protection Casework**

| Area            | Probation RLO   | Police RLO  | SPOC email/fax   |
|-----------------|---|---|--|
| Avon & Somerset | David Thomas<br><a href="mailto:David.Thomas@avon-somerset.probation.gsi.gov.uk">David.Thomas@avon-somerset.probation.gsi.gov.uk</a>    | Phone number is 01275 816736.<br>Beth Dawson - Prison Intelligence Unit<br><a href="mailto:Beth.Dawson@avonandsomerset.pnn.police.uk">Beth.Dawson@avonandsomerset.pnn.police.uk</a>   | Between 0800-1600 email to: <a href="mailto:PIU@avonandsomerset.pnn.police.uk">PIU@avonandsomerset.pnn.police.uk</a><br><br>Outside the office hours detailed above, all recalls to be emailed to: <a href="mailto:forcecontrol@avonandsomerset.pnn.police.uk">forcecontrol@avonandsomerset.pnn.police.uk</a>            |
| Bedfordshire    | Lis Pace<br><a href="mailto:Lis.Pace@bedfordshire.probaton.gsi.gov.uk">Lis.Pace@bedfordshire.probaton.gsi.gov.uk</a>                    | Dick Ketley - Ds 264<br>Force Intelligence Bureau<br>Bedfordshire Police H.Q<br>01234 842124<br>07771 975562<br><a href="mailto:richard.ketley@bedfordshire.pnn.police.uk">richard.ketley@bedfordshire.pnn.police.uk</a>  | <a href="mailto:chcscars@bedfordshire.pnn.police.uk">chcscars@bedfordshire.pnn.police.uk</a><br><br>SPOC – Bedfordshire Police Calling Handling Centre<br><br>Inspector<br><br>Tel: 01234 841 212 Fax: 01234 846 450   |
| Cambridgeshire  | Matthew Ryder<br><a href="mailto:matthew.ryder@cambridgeshire.probaton.gsi.gov.uk">matthew.ryder@cambridgeshire.probaton.gsi.gov.uk</a> | DCI Trudie Skeels<br><a href="mailto:Trudie.Skeels@cambs.pnn.police.uk">Trudie.Skeels@cambs.pnn.police.uk</a><br><br>Tel: 01480 428003 or 07734 068196  | prison recall notices - <a href="mailto:fib@cambs.pnn.police.uk">fib@cambs.pnn.police.uk</a><br>(email titled Prison recall so that it is actioned)<br><br>Please note that this is in addition to the current process for faxing recalls through to the force control room.   |
| Cheshire        | John Davidson<br><a href="mailto:john.Davidson@cheshire.probaton.gsi.gov.uk">john.Davidson@cheshire.probaton.gsi.gov.uk</a>             | David Briscoe<br>Criminal Justice Change Officer<br>HQ Administration of Justice<br>Cheshire Constabulary<br>Clemonds Hey, Oakmere Road<br>Winsford, Cheshire, CW7 2UA<br>Tel: 01244 614069<br><a href="mailto:RLO@cheshire.pnn.police.uk">RLO@cheshire.pnn.police.uk</a><br><br>in absence: Susan Shepherd<br>01244 614529<br><a href="mailto:RLO@cheshire.pnn.police.uk">RLO@cheshire.pnn.police.uk</a> | <a href="mailto:Call.management.bureau@cheshire.pnn.police.uk">Call.management.bureau@cheshire.pnn.police.uk</a><br><br>cc: <a href="mailto:RLO@cheshire.pnn.police.uk">RLO@cheshire.pnn.police.uk</a>   |
| Cumbria         | Caroline Green<br><a href="mailto:caroline.green@cumbria.probaton.gsi.gov.uk">caroline.green@cumbria.probaton.gsi.gov.uk</a>            | <b>DI Lesley Hanson</b><br><a href="mailto:lesley.hanson@cumbria.pnn.police.uk">lesley.hanson@cumbria.pnn.police.uk</a><br>tel 01768 215021<br><br>in absence:<br>Helen Harkins DS 1128<br>FIB<br>tel: 01768 215012<br>mob:07980 747313<br>fax:01768 865895<br><a href="mailto:helen.harkins@cumbria.pnn.police.uk">helen.harkins@cumbria.pnn.police.uk</a>   | The e-mail address for office hours is: <a href="mailto:fib@cumbria.pnn.police.uk">fib@cumbria.pnn.police.uk</a><br><br>and for out of office is: <a href="mailto:comms@cumbria.pnn.police.uk">comms@cumbria.pnn.police.uk</a><br><br>If you require to contact by fax please use our new office number of: 01768 865895 |

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| Area             | Probation RLO  | Police RLO  | SPOC email/fax  |
|------------------|--|---|---|
| Derbyshire       | David O'Sullivan.<br><a href="mailto:David.O'sullivan@derbyshire.probation.gsi.gov.uk">David.O'sullivan@derbyshire.probation.gsi.gov.uk</a><br>T: 01629 55422 x261   F: 01629 580838<br>CC to PA<br><a href="mailto:Louise.McMahon@derbyshire.probation.gsi.gov.uk">Louise.McMahon@derbyshire.probation.gsi.gov.uk</a> | Acting DCI Mark Gahagan<br><a href="mailto:Mark.Gahagan.742@derbyshire.pnn.police.uk">Mark.Gahagan.742@derbyshire.pnn.police.uk</a><br>Cc<br><a href="mailto:Wendy.Smedley.2230@derbyshire.pnn.police.uk">Wendy.Smedley.2230@derbyshire.pnn.police.uk</a>                           | <a href="mailto:realtime@derbyshire.pnn.police.uk">realtime@derbyshire.pnn.police.uk</a>  |
| Devon & Cornwall | Anne Proctor<br><a href="mailto:anne.proctor@devon-cornwall.probation.gsi.gov.uk">anne.proctor@devon-cornwall.probation.gsi.gov.uk</a>   | DS Juliette Thomas<br>01392 452897<br><a href="mailto:juliette.thomas@devonandcornwall.pnn.police.uk">juliette.thomas@devonandcornwall.pnn.police.uk</a>  | <a href="mailto:ControlRoom@devonandcornwall.pnn.police.uk">ControlRoom@devonandcornwall.pnn.police.uk</a>  |
| Dorset           | Murray Shackelford<br><a href="mailto:murray.shackelford@dorset.probation.gsi.gov.uk">murray.shackelford@dorset.probation.gsi.gov.uk</a>   | *Mon – Fri 0800-1600hrs – excluding bank holidays<br><br>DC175 Vanessa Henrys<br><br>DC Michael Bell (6996)<br><a href="mailto:michael.bell@dorset.pnn.police.uk">michael.bell@dorset.pnn.police.uk</a><br><br>Force Intelligence Unit<br>Tel – 01202 226144<br>Fax – 01202 226 144 | <p><b><u>Within office hours</u></b></p> <p><b>Weekdays – between 0801 and 1559 hrs</b></p> <p><a href="mailto:prisonrecall@Dorset.PNN.police.uk">prisonrecall@Dorset.PNN.police.uk</a></p> <p>Tel – 01202 226144<br/>Fax – 01202 226 144</p> <p><b><u>Out of hours recalls</u></b></p> <p><b>Out of Office Hours are defined as 1600 – 0800 hrs Monday to Friday, Weekends and Bank Holidays.</b></p> <p>Email revocation to:</p> <p><a href="mailto:Controlroom@Dorset.PNN.police.UK">Controlroom@Dorset.PNN.police.UK</a> <b>and</b> <a href="mailto:prisonrecall@Dorset.PNN.police.UK">prisonrecall@Dorset.PNN.police.UK</a></p> <p>Control room fax: 01202 223986<br/>Dorset Police Enquiry Centre: 01202 222222</p> |
| Durham           | Hazel Willoughby<br><a href="mailto:hazel.willoughby@durham.probation.gsi.gov.uk">hazel.willoughby@durham.probation.gsi.gov.uk</a>   | Chief Inspector Collin McGillivray 0191 3752262<br><a href="mailto:colin.mcgillivray@durham.pnn.police.uk">colin.mcgillivray@durham.pnn.police.uk</a>   | <a href="mailto:controlroom@durham.pnn.police.uk">controlroom@durham.pnn.police.uk</a>  |
| Dyfed-Powys      | Rebecca Remigio<br><a href="mailto:Rebecca.Remigio@dyfed-powys.probation.gsi.gov.uk">Rebecca.Remigio@dyfed-powys.probation.gsi.gov.uk</a>  | DS Paul Williams/ DS Shirley Davies<br><a href="mailto:dppfibgroup@dyfed-powys.pnn.police.uk">dppfibgroup@dyfed-powys.pnn.police.uk</a> for the attention of -<br><br>T/DS 837 Jayne Butler<br>RLO/SPOC<br>Telephone ext 23374  | Dyfed Powys Police Headquarters<br>Duty Inspector, Force Operations Room<br>Tel: 01267 226116<br>Fax: 01267 234262<br>Email: <a href="mailto:hqops@dyfed-powys.pnn.police.uk">hqops@dyfed-powys.pnn.police.uk</a>   |
| Essex            | Shirley Kennerson<br><a href="mailto:Shirley.Kennerson@essex.probation.gsi.gov.uk">Shirley.Kennerson@essex.probation.gsi.gov.uk</a>  | Alan Stevens<br><br><a href="mailto:Alan.stevens@essex.pnn.police.uk">Alan.stevens@essex.pnn.police.uk</a><br><br>01245 452821  | The 24/7 contact for Essex Police for Recalls to Prison is <a href="mailto:recalltoprison@essex.pnn.police.uk">recalltoprison@essex.pnn.police.uk</a>   |

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| Area            | Probation RLO  | Police RLO   | SPOC email/fax  |
|-----------------|--|--|---|
|                 |  |  |   |
| Gloucestershire | John Bensted<br><a href="mailto:john.bensted@gloucestershire.probation.gsi.gov.uk">john.bensted@gloucestershire.probation.gsi.gov.uk</a>   | <a href="mailto:neil.gavin@gloucestershire.pnn.police.uk">neil.gavin@gloucestershire.pnn.police.uk</a><br>Telephone number is 01452 752194   | <a href="mailto:ControlRoom@Gloucestershire.Police.uk">ControlRoom@Gloucestershire.Police.uk</a><br><br>[please also send to e-mail address below]<br><a href="mailto:RECALL@GLOUCESTERSHIRE.PROBATION.GSI.GOV.UK">RECALL@GLOUCESTERSHIRE.PROBATION.GSI.GOV.UK</a>  |
| Gtr Manchester  | Richard Barnes<br><a href="mailto:Richard.Barnes@manchester.probation.gsi.gov.uk">Richard.Barnes@manchester.probation.gsi.gov.uk</a>   | Nishaa McKinney<br><a href="mailto:Nishaa.McKinney@gmp.police.uk">Nishaa.McKinney@gmp.police.uk</a> and<br><a href="mailto:prisonintelligenceunit.hq@gmp.pnn.police.uk">prisonintelligenceunit.hq@gmp.pnn.police.uk</a>  | OCB Information Management Unit, Trafford Operational Communication Room<br>MSS (FAX) 0161 877 5490<br><a href="mailto:InformationManagementUnit@gmp.pnn.police.uk">InformationManagementUnit@gmp.pnn.police.uk</a><br><br>Force Intelligence Bureau<br>Greater Manchester Police<br>Bradford Park, 3 Bank Street,<br>Clayton, Manchester, M11 4AA<br>Fax 0161 855 2437<br><br><a href="mailto:prisonintelligenceunit.hq@gmp.pnn.police.uk">prisonintelligenceunit.hq@gmp.pnn.police.uk</a> |
| Gwent           | Adrian Blease<br><a href="mailto:Adrian.blease@gwent.probation.gsi.gov.uk">Adrian.blease@gwent.probation.gsi.gov.uk</a><br><a href="mailto:Rose.cole@gwent.probation.gsi.gov.uk">Rose.cole@gwent.probation.gsi.gov.uk</a>  | Andrew Clement<br><a href="mailto:andrew.clement@gwent.pnn.police.uk">andrew.clement@gwent.pnn.police.uk</a><br>01633 247804<br><br>Chief Inspector Peter H Jones<br><a href="mailto:Peter.H.Jones@gwent.pnn.police.uk">Peter.H.Jones@gwent.pnn.police.uk</a><br>Force Communications Suite – 01633 642206 | 24/7 Force Control Room Inspector – 01633 838111<br><a href="mailto:FCR_INSPECTOR@gwent.pnn.police.uk">FCR_INSPECTOR@gwent.pnn.police.uk</a><br><br>Copy to:<br><a href="mailto:ForceBriefing.HQPO2.HQ@gwent.pnn.police.uk">ForceBriefing.HQPO2.HQ@gwent.pnn.police.uk</a>  |
| Hampshire       | Chris Mitchell<br><a href="mailto:Chris.Mitchell@hampshire.probation.gsi.gov.uk">Chris.Mitchell@hampshire.probation.gsi.gov.uk</a><br><br>Please cc all communications to:<br><br><a href="mailto:Sue.Gaster@hampshire.probation.gsi.gov.uk">Sue.Gaster@hampshire.probation.gsi.gov.uk</a> | RLO:<br><br>DS Sue Orr<br><br><a href="mailto:susan.orr@hampshire.pnn.police.uk">susan.orr@hampshire.pnn.police.uk</a>   | <b>Force Intelligence Management Unit</b><br>24/7 Recall contacts:<br><br>E mail:<br><a href="mailto:fimu@hampshire.pnn.police.uk">fimu@hampshire.pnn.police.uk</a><br><br>Tel: 0845 045045 ext 642 340<br>Fax: 02380 604711  |
| Hertfordshire   | Steve Johnson-Proctor<br><a href="mailto:Steve.Johnson-Proctor@hertfordshire.probation.gsi.gov.uk">Steve.Johnson-Proctor@hertfordshire.probation.gsi.gov.uk</a>  | Andy Theakston<br><br><a href="mailto:Andrew.Theakston@herts.pnn.police.uk">Andrew.Theakston@herts.pnn.police.uk</a><br><br>Deputy RLO<br><br>Claire Batchelor<br><br><a href="mailto:Claire.Batchelor@herts.pnn.police.uk">Claire.Batchelor@herts.pnn.police.uk</a>                                       | All revocations to be sent to all of the following three addresses:<br><a href="mailto:oscar1@herts.pnn.police.uk">oscar1@herts.pnn.police.uk</a><br>cc.<br><a href="mailto:Andrew.Theakston@herts.pnn.police.uk">Andrew.Theakston@herts.pnn.police.uk</a><br><a href="mailto:Claire.Batchelor@herts.pnn.police.uk">Claire.Batchelor@herts.pnn.police.uk</a><br><br>Telephone (ask for Contact Centre): 0845 3300222  |
| Humberside      | Kate Munson<br><a href="mailto:Kate.Munson@humberside.probation.gsi.gov.uk">Kate.Munson@humberside.probation.gsi.gov.uk</a>  | <a href="mailto:christopher.leckenby@humberside.pnn.police.uk">christopher.leckenby@humberside.pnn.police.uk</a><br><br>Christopher Leckenby<br>Prison Liaison Officer<br>Supervisor<br>Force Intelligence Bureau  | Northern Command Centre Force Duty Officer<br>Tel: 01482 578401<br>Fax: 01482 578461<br><br><a href="mailto:SPOCPrisonerRelease-Revocation@humberside.pnn.police.uk">SPOCPrisonerRelease-Revocation@humberside.pnn.police.uk</a>  |

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| Area                     | Probation RLO   | Police RLO   | SPOC email/fax   |
|--------------------------|---|--|--|
|                          |   | Tel: 01482 578630<br>Mobile: 07968 374494<br><br>Please cc performance data to:<br><a href="mailto:prison.liaison@humbersid.e.pnn.police.uk">prison.liaison@humbersid.e.pnn.police.uk</a>  | <a href="#">uk</a>   |
| Kent                     | Tracey Kadir<br><a href="mailto:Tracey.Kadir@kent.probaton.gsi.gov.uk">Tracey.Kadir@kent.probaton.gsi.gov.uk</a>  | <a href="mailto:william.baker@kent.pnn.police.uk">william.baker@kent.pnn.police.uk</a><br>William Baker<br>Criminal Justice Support Manager<br>StrategicCriminal Justice Department<br>19 2548<br>Kent Police<br>Tel: 01622 652548<br>Mobile: 07969 583938   | <a href="mailto:general.fcc@kent.pnn.police.uk">general.fcc@kent.pnn.police.uk</a><br>Force Communication Centre,<br>Kent Police,<br>Sutton Road,<br>Maidstone, Kent.<br>ME15 9BZ<br>01622 690690  |
| Lancashire               | Mr Ian Phillips<br><a href="mailto:Ian.Phillips@lancashire.probaton.gsi.gov.uk">Ian.Phillips@lancashire.probaton.gsi.gov.uk</a>   | <a href="mailto:john.clucas@lancashire.pnn.police.uk">john.clucas@lancashire.pnn.police.uk</a><br>John Clucas -Inspector<br>Criminal Justice<br>Lancashire Police<br>01772 412338  | <a href="mailto:admin.isu@lancashire.pnn.police.uk">admin.isu@lancashire.pnn.police.uk</a>   |
| Leicestershire & Rutland | Paul Kennedy<br>Martin Curran<br><a href="mailto:Paul.kennedy@leicestershire.probaton.gsi.gov.uk">Paul.kennedy@leicestershire.probaton.gsi.gov.uk</a><br><a href="mailto:Martin.curran@leicestershire.probaton.gsi.gov.uk">Martin.curran@leicestershire.probaton.gsi.gov.uk</a> | <a href="mailto:phillip.whiteley@leicestershire.pnn.police.uk">phillip.whiteley@leicestershire.pnn.police.uk</a>   | <b>All recalls to be sent to both addresses:</b><br><br><a href="mailto:fib@leicestershire.pnn.police.uk">fib@leicestershire.pnn.police.uk</a><br><a href="mailto:force.control@leicestershire.pnn.police.uk">force.control@leicestershire.pnn.police.uk</a>   |
| Lincolnshire             | Peter Adey-Johnson<br><a href="mailto:Peter.Adey-Johnson@lincolnshire.probaton.gsi.gov.uk">Peter.Adey-Johnson@lincolnshire.probaton.gsi.gov.uk</a>  | Insp. Simon Outen<br><a href="mailto:simon.ouden@lincs.pnn.police.uk">simon.ouden@lincs.pnn.police.uk</a><br><br>Copy to Andrew Leighton<br><a href="mailto:andrew.leighton@lincs.pnn.police.uk">andrew.leighton@lincs.pnn.police.uk</a>   | All recalls to:<br><br><a href="mailto:MIR.FCCC@lincs.pnn.police.uk">MIR.FCCC@lincs.pnn.police.uk</a><br><br>cc.<br><a href="mailto:simon.ouden@lincs.pnn.police.uk">simon.ouden@lincs.pnn.police.uk</a><br><a href="mailto:andrew.leighton@lincs.pnn.police.uk">andrew.leighton@lincs.pnn.police.uk</a> |
| London                   | Ildid Davies (ACO)<br><a href="mailto:Ildid.Davies@london.probaton.gsi.gov.uk">Ildid.Davies@london.probaton.gsi.gov.uk</a>  | Inspector Paul Evans<br><a href="mailto:paul.evans3@met.pnn.police.uk">paul.evans3@met.pnn.police.uk</a><br>Tel: 020 7161 2589<br>Copy to Gary Gardner<br><a href="mailto:gary.gardner@met.pnn.police.uk">gary.gardner@met.pnn.police.uk</a><br>Tel: 020 7161 2575   | Please see attached list of 32 London Borough SPOCS<br><br>Please send recall document also to:<br><a href="mailto:TPHQMailbox-MPSEmeraldRecalls@met.pnn.police.uk">TPHQMailbox-MPSEmeraldRecalls@met.pnn.police.uk</a>  |
| Merseyside               | Paul Holt<br><a href="mailto:Paul.Holt@merseyside.probaton.gsi.gov.uk">Paul.Holt@merseyside.probaton.gsi.gov.uk</a>   | Kenneth Foulkes<br>Inspector<br>Merseyside Police<br>Corporate Criminal Justice Unit 126, Century Buildings,<br>Tower Street,<br>Brunswick Business Park,<br>Liverpool, L3 4BL<br><br>Tel 0151777 1971, mob 07921 283 799<br>Email<br><a href="mailto:kenneth.foulkes@merseyside.pnn.police.uk">kenneth.foulkes@merseyside.pnn.police.uk</a> | <a href="mailto:force.intelligence@merseyside.pnn.police.uk">force.intelligence@merseyside.pnn.police.uk</a>   |

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| Area             | Probation RLO  | Police RLO   | SPOC email/fax   |
|------------------|--|--|--|
| Norfolk          | <p>Judith Blackman<br/> <a href="mailto:Judith.Blackman@norfolk.probat.ion.gsi.gov.uk">Judith.Blackman@norfolk.probat.ion.gsi.gov.uk</a></p> <p>Cc<br/> <a href="mailto:Michelle.Welsh@norfolk.probat.ion.gsi.gov.uk">Michelle.Welsh@norfolk.probat.ion.gsi.gov.uk</a></p>                   | <p>DI Mark Beresford<br/> <a href="mailto:beresfordm@norfolk.pnn.police.uk">beresfordm@norfolk.pnn.police.uk</a></p> <p>Fax: 01953 423984<br/>           Tel: 01953 424120</p> <p>Cc to<br/> <a href="mailto:graye@norfolk.pnn.police.uk">graye@norfolk.pnn.police.uk</a></p>  | <p>During office hours<br/> <a href="mailto:fib@norfolk.pnn.police.uk">fib@norfolk.pnn.police.uk</a><br/>           fax 01953 424 384</p> <p>Office Hours 8:00 – 4:00 Mon-Thurs,<br/>           8:00 - 3:30 Fri. All Recall to FIB e-mail as above</p> <p>Out of Office Hours (4pm-8am Mon to Thurs<br/>           and 3:30 Fri – 8 Mon) All recalls to the Force Control room</p> <p><a href="mailto:enquiries@norfolk.pnn.police.uk">enquiries@norfolk.pnn.police.uk</a><br/>           CDC Duty Inspector<br/>           Tel: 01953 424601<br/>           Fax: 01953 424299</p>   |
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| Area                     | Probation RLO | Police RLO  | SPOC email/fax  |
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| British Transport Police |               | David Hards<br><a href="mailto:David.hards@btp.pnn.police.uk">David.hards@btp.pnn.police.uk</a>   |   |

# JOINT NATIONAL PROTOCOL



## **SUPERVISION, REVOCATION AND RECALL FOR OFFENDERS RELEASED ON LICENCE**

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### PROLOGUE

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### GLOSSARY

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# UNCLASSIFIED PROLOGUE

## 1. INTRODUCTION

- 1.1 This protocol is intended to provide a framework for partner agencies to work together to supervise offenders, enforce their licences and to effect an efficient recall to custody of those who breach their licence conditions, in order to protect the public and prevent further crime.
- 1.2 This protocol also introduces, for the first time, a “whole system” multi-agency target for the revocation of licence and return to custody of recalled offenders.

## 2. GEOGRAPHICAL SCOPE

- 2.1 This protocol concerning the supervision, revocation and recall of prisoners released on licence is to be adopted across both Police and Probation Services in England and Wales.

## 3. COMMENCEMENT, INTERPRETATION AND AMENDMENT

- 3.1 This protocol was initially implemented on 1<sup>st</sup> February 2005 and will be revised on an annual basis.
- Any provision contained in this national protocol may be amended at any time with the consent of the agencies concerned.

## 4. LOCAL SYSTEMS

- 4.1 The protocol is intended as a national minimum standard. All local systems should accord with the minimum standard.
- 4.2 Responsibility for liaison on the local working practice of the protocol rests with the:
- Police: ACPO Chief Officer with the lead responsibility for Criminal Justice;
  - Probation: Chief Officer grade or equivalent responsible for recall.
- 4.3 Where differences of interpretation arise locally they will also be responsible for defining the areas of disagreement, and agreeing measures for their resolution.

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### 5. LOCAL MONITORING

5.1 The post-holders referred to in paragraph 4.2 above, will be responsible for monitoring the joint arrangements under the protocol at regular meetings held at local level. The police and probation services will continue to monitor their own arrangements in respect of their discreet areas of work.

5.2 The Local Criminal Justice Board (LCJB) should ensure that appropriate monitoring (and reporting) arrangements are in place in the area in accordance with national standards. It will also be responsible for monitoring the “whole system” recall target using data supplied by the NOMS Post Release Section.

### 6. REVISION

6.1 A complete revision of this whole protocol beyond any amendments described at 3 above will be conducted by, and with the consent of, all parties concerned.

6.2 Date last revised – **March 2007**

## 7. Signatories

The signatories agree to implement the provisions of the National Protocol and the local arrangements set out in the attached documents.



### For the Police

**Name:** R Taylor  
**Position:** ACPO Lead  
**Date:** 9<sup>th</sup> March 2007



### For the National Probation Service

**Name:** Roger Hill  
**Position:** Director  
**Date:** 9<sup>th</sup> March 2007



### For the Home Office (Post Release Section)

**Name:** Russell A'Court  
**Position:** Head of Post Release Section  
**Date:** 9<sup>th</sup> March 2007



### For the Home Office (Pre Release Section)

**Name:** Alistair McMurdo  
**Position:** Head of Pre Release Section  
**Date:** 9<sup>th</sup> March 2007



### For the Prison Service

**Name:** Michael Spurr  
**Position:** Director of Operations  
**Date:** 9<sup>th</sup> March 2007

## SCHEDULE

## UNCLASSIFIED

- 1.1 This protocol is intended to provide a framework for partner agencies to work together to supervise offenders, enforce their licences and to effect an efficient recall to custody of those who breach their licence conditions, in order to protect the public and prevent further crime.

## 2. OBJECTIVES

- 2.1 The objectives are as follows:

- 2.1.1 To ensure that effective and timely lines of communication exist between the Police Forces and Probation Areas and all other signatory agencies

- 2.1.2 To ensure the early identification of prisoners whose licences the Secretary of State has revoked, in order to make an expeditious arrest and return to prison

## 3. PROBATION SERVICE ROLE AND RESPONSIBILITIES

- 3.1 The Probation Service has the statutory duty to supervise offenders released from prison on licence and, when appropriate, to initiate the process of recall in order to protect the public and/or prevent any further offending.

- 3.2 Each Probation Area will identify a Recall Liaison Officer (RLO) who will be an Assistant Chief Officer Grade or equivalent, responsible for the operation of the recall processes.

- 3.3 The Serious Organised Crime Agency (SOCA) officers, where appropriate, will initiate direct contact with the nominated probation senior manager.

## 4. POLICE SERVICE ROLE AND RESPONSIBILITIES

- 4.1 The aims of the Police within this process are:

- 4.1.1 To expeditiously arrest offenders on a revocation licence and who are unlawfully at large.

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- 4.1.2 To identify a Recall Liaison Officer (RLO) for each force who will be responsible for the management and operation of the recall processes.
- 4.1.3 To provide intelligence and/or information to the Probation Service on:
- MAPPAs Level 2 & 3 cases in the community and/or any offenders who present a high or very high risk of serious harm;
  - Serious Organised Criminals including, notification to SOCA where appropriate;
  - Prolific and other Priority Offenders (PPOs);
  - National Intelligence Model (NIM) Targets, agreed locally to allow suitable licence conditions to be imposed.
- 4.1.4 To provide intelligence and / or information to the Probation Service in respect of all offenders under supervision on licence where recall is being considered.
- 4.1.5 To complement and, where appropriate, assist the Probation Service in the monitoring and supervision of those released on licence.
- 4.1.6 To nominate a single central point of contact (SPOC) available 24 hours a day 7 days a week such as the Force Communications Centre (FCC), Force Intelligence Bureau (FIB) or Criminal Intelligence Bureau (CIB).
- 4.1.7 The (SPOC) will act as a reception point to receive and disseminate information on:
- Licence conditions
  - Pre-release notification
  - Revocation notices
- 4.1.8 NIS will be responsible for inputting licence conditions, revocation orders and cancellations onto the PNC.

## 5 HM PRISON SERVICE ROLE AND RESPONSIBILITIES

5.1 The aims of HM Prison Service within the recall process are:

5.1.1 To identify and inform the Post Release Section of all offenders returned to custody and to work with key partners to progress individual recalls.

5.1.2 To provide key partners with information and intelligence, where available, on prisoners who are due to be released imminently or whose risk levels have changed post recall.

5.2 Prison Intelligence Officer role and responsibilities are to:

- Facilitate effective intelligence exchange between the relevant agencies;
- To prevent, detect and prosecute crime
- To prevent escapes
- To reduce re-offending.

## 6. PRE-RELEASE COMMUNICATION TO INFORM LICENCE CONDITIONS

6.1 This process should take place no later than 28 days prior to releases for:

- Offenders assessed as high or very high risk of harm on OASys
- MAPPA Level 2 & 3 cases;
- Serious Organised Criminals (including SOCA offenders where appropriate);
- PPOs;
- NIM Targets, as locally defined.

6.2 All licences contain standard conditions prescribed by statutory instrument. There may also be circumstances where it is felt appropriate, and is necessary and proportionate in order to manage risk of serious harm and re-offending, for additional conditions to be added to the licence to facilitate the supervision process.

6.3 The pre-release process, with those who pose the highest risk of serious harm or re-offending, will promote:

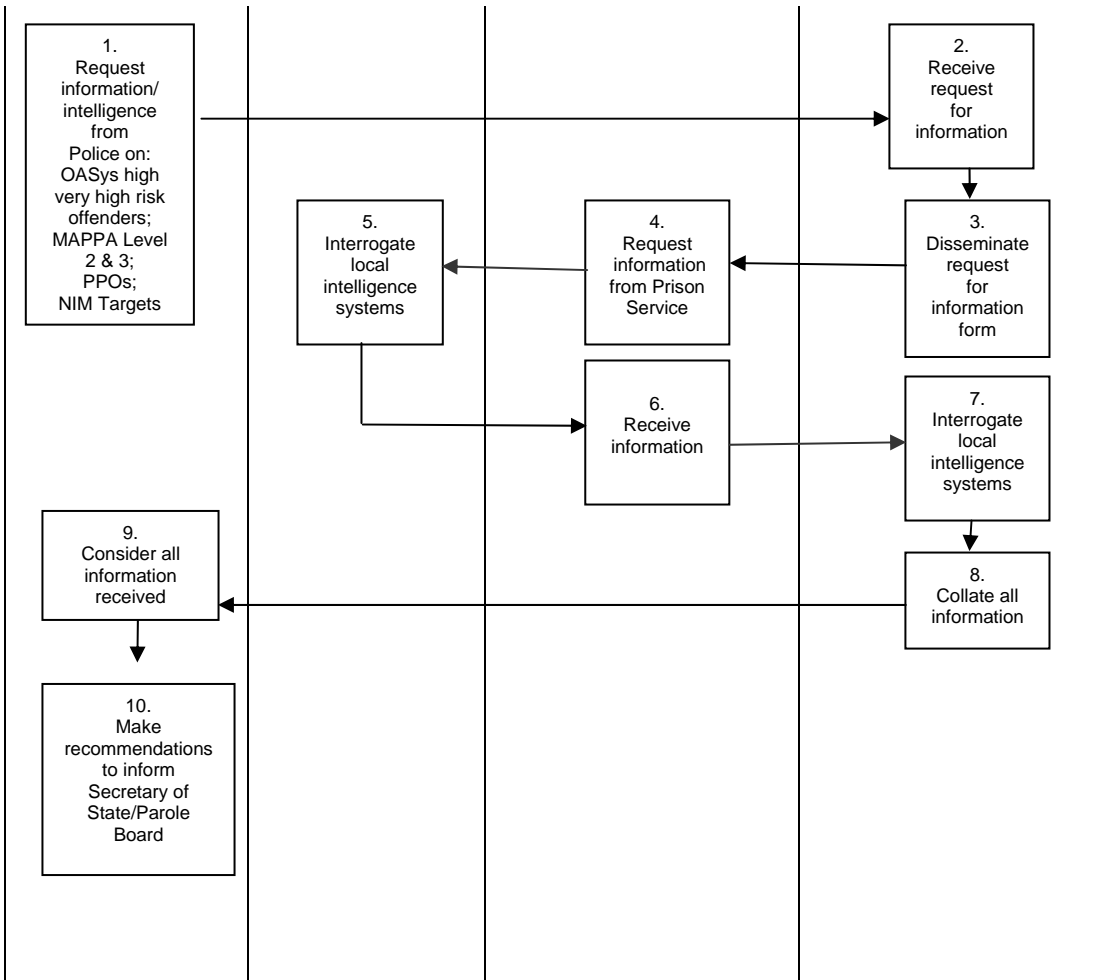
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- The setting of conditions that will reduce the need for prolonged periods of covert surveillance;
- A reduction in the number of Sex Offender or Anti-Social Behaviour Order applications after release. Suitable conditions can be issued pre-release;
- Reduced opportunities for criminal association. This may prevent the offender from resuming associations that led to previous offending behaviour;
- The setting of conditions that will prevent the licensee from visiting geographical areas for the period of supervision. This may involve restriction around schools, addresses of previous victims or locations where the individual is at risk of drug and/or alcohol misuse;
- Early notification of release and input into licence conditions to assist areas in the management of prolific and priority offenders;
- Early notification to local Intelligence Officers of the release of an offender and the dissemination of information using the (NIM) processes.

### PRE-RELEASE COMMUNICATION

|   |                       |                                   |  |
|---|-----------------------|-----------------------------------|--|
| <b>PROBATION SERVICE<br/>(Offender Manager)</b> | <b>PRISON SERVICE</b> | <b>POLICE</b>                     |  |
|   |                       | <b>Prison Liaison<br/>Officer</b> | <b>SPOC (&amp; Local PPO/MAPPA<br/>Initiative)</b> |

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**Key Stages 1 - 9:**

6.4 The Probation Service will make a formal request to the Police for any information or intelligence that may impact upon the decision to release and/or what conditions should be placed on a licence. This is irrespective of whether evidence is available of an offence but may impact on an assessment of risk of serious harm and/or re-offending. The Police and SOCA, where appropriate, will then have the opportunity to make recommendations to the Probation Service Offender Manager, based on previous offending behaviour, criminal associations, victim considerations and any other community risk factor.

*Determinate sentence Offenders*

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- 6.5 A list of licence conditions for determinate offenders including additional requirements is contained at **Appendix A** and may be of assistance to the Police when responding to the information request from the Probation Service, pre-release.
- 6.6 The Probation Service will then consider these issues in advance of release. Currently in the case of offenders serving a sentence of less than four years imposed under the Criminal Justice Act 1991, any additional licence conditions have to be approved by the Prison Governor. The Parole Board must approve licence conditions for offenders serving sentences of four years and over and who were sentenced under the Criminal Justice Act 1991, and for those given an Extended Sentence for Public Protection under the Criminal Justice Act 2003. Offenders whose index offences were committed before 4 April 2005 are sentenced under the provisions of the Criminal Justice Act 1991, whereas those whose offences were committed on or after this date are sentenced under the provisions of the Criminal Justice Act 2003.
- 6.7 Standard determinate sentences are those of 12 months or over imposed by the court under the Criminal Justice Act (CJA) 2003. Additional licence conditions for these cases have to be approved by the Prison Governor.
- 6.8 Following recall, the majority of offenders are re-released under the provisions of the CJA 2003. In these cases any additional licence conditions for these cases have to be approved by the Prison Governor.
- 6.9 The exception to this is where recalled offenders were sentenced to sentences of 4 yrs or more for offences committed prior to 30<sup>th</sup> September 1998. On subsequent release all licence conditions for these offenders must be approved by the Parole Board.

### *Indeterminate Sentenced Offenders*

- 6.10 Indeterminate sentenced offenders (Lifers and those subject to Indeterminate Sentence for Public Protection (IPP)) are released by the Secretary of State on the direction of the Parole Board. The Probation Service prepares a report for the Parole Board into which any information or intelligence that may impact upon the decision to release must be fed. The Board is responsible for setting additional

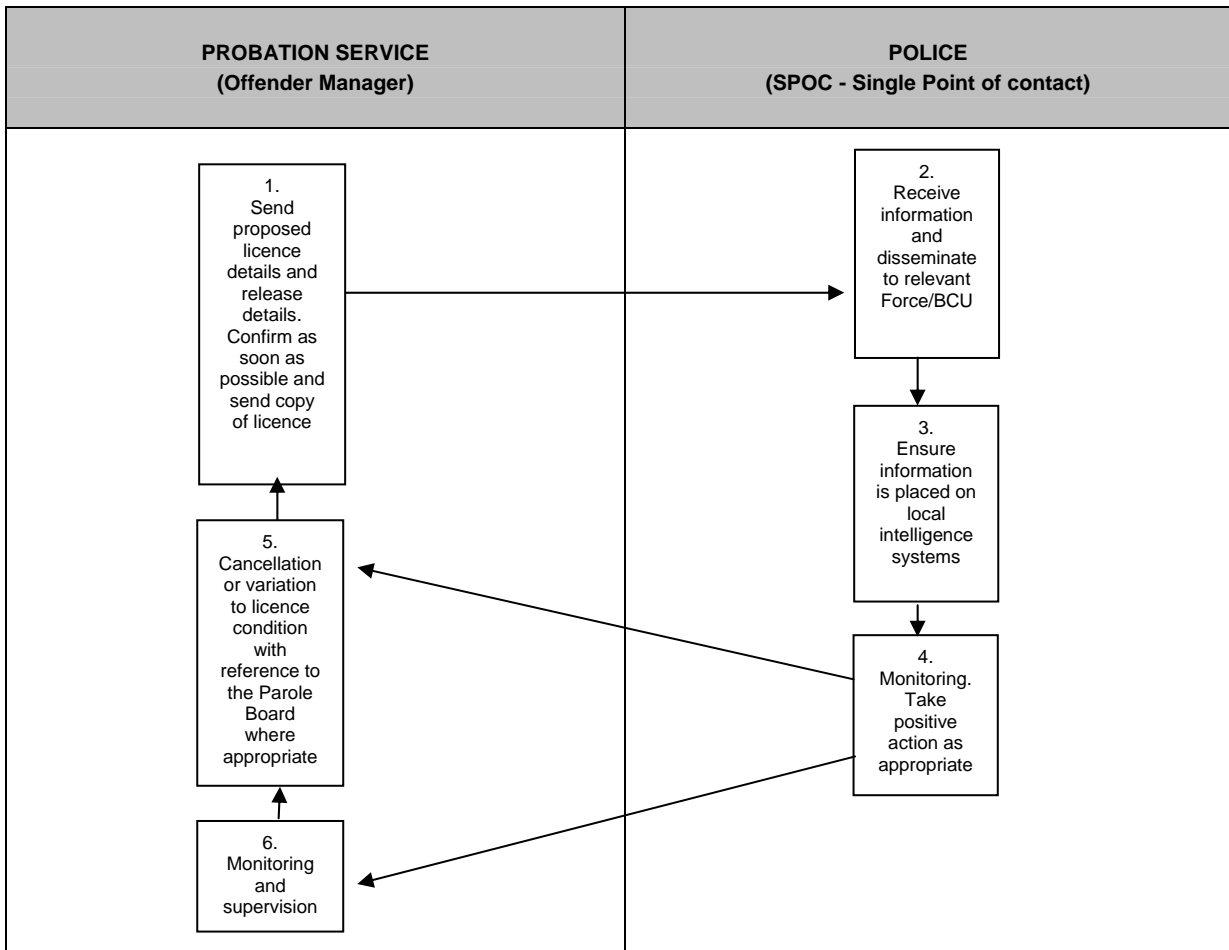
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licence conditions in these cases. The licence conditions and additional requirements are contained in **Appendix B**.

**Key Stage 10:**

6.11 The Secretary of State, or the Parole Board where appropriate, will approve all additional licence conditions and the Governor will ensure their insertion in the licence (the Secretary of State delegates authority to the Governor, or the Post Release Section/Pre Release Section in certain circumstances).

**7. NOTIFICATION OF LICENCE CONDITIONS, MONITORING & SUPERVISION OF OFFENDERS**



**KEY STAGES 1-3: NOTIFICATION OF LICENCE CONDITIONS**

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- 7.1 **Ideally in all cases and especially cases at 4.1.3** as soon as the licence conditions are agreed the Probation Service will immediately notify the relevant Police SPOC of:
- Time and date of release
  - Releasing establishment
  - Approved licence conditions
  - Proposed release address (to cater for last minute changes prior to the imminent issue of the licence).
- 7.2 On the day of release a copy of the licence will be supplied to the relevant SPOC (and where appropriate SOCA officer via the Offender Manager), who in turn will notify the appropriate force/BCU confirming the release and details of the licence. It will be for each Force to decide the best method of communicating this information. This information should however be made available Force-wide and entered on the local intelligence system where appropriate.

## KEY STAGES 4-6: MONITORING AND LICENCE SUPERVISION

- 7.3 The Probation Service has the statutory role in the management of licences and the recall process. They retain **primacy of supervision and responsibility for any recommendations** for the revocation of licences.
- 7.4 Placing the licence details onto the appropriate intelligence system will ensure that any future contact with the police can be monitored (e.g. victim of crime, witness, suspect, charged offender, subject of intelligence or cause for concern).
- 7.5 Dependent upon the circumstances (and having regard to the initial notification, the terms of the licence and any other subjective factors), any contact by the Police with an offender should be notified to the relevant Offender Managers.
- 7.6 Information and intelligence which has a direct impact on the offender's risk of serious personal harm to the public, and/or of re-offending should be communicated where possible between police and probation. Disclosure of such

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information should be in accordance with guidelines set out in the: Data Protection Act 1998, Human Rights Act 1998 and the rules of evidence.

- 7.7 In the event of any variation or cancellation of conditions to an offender's licence, whether it is whilst they are in the community or on re-release post recall, the Offender Manager will inform the SPOC, who will in turn notify the BCU, of changes to conditions whilst on licence.
- 7.8 Where an offender is transferred to a new probation area, responsibility for **informing the SPOC rests with the receiving probation area.**

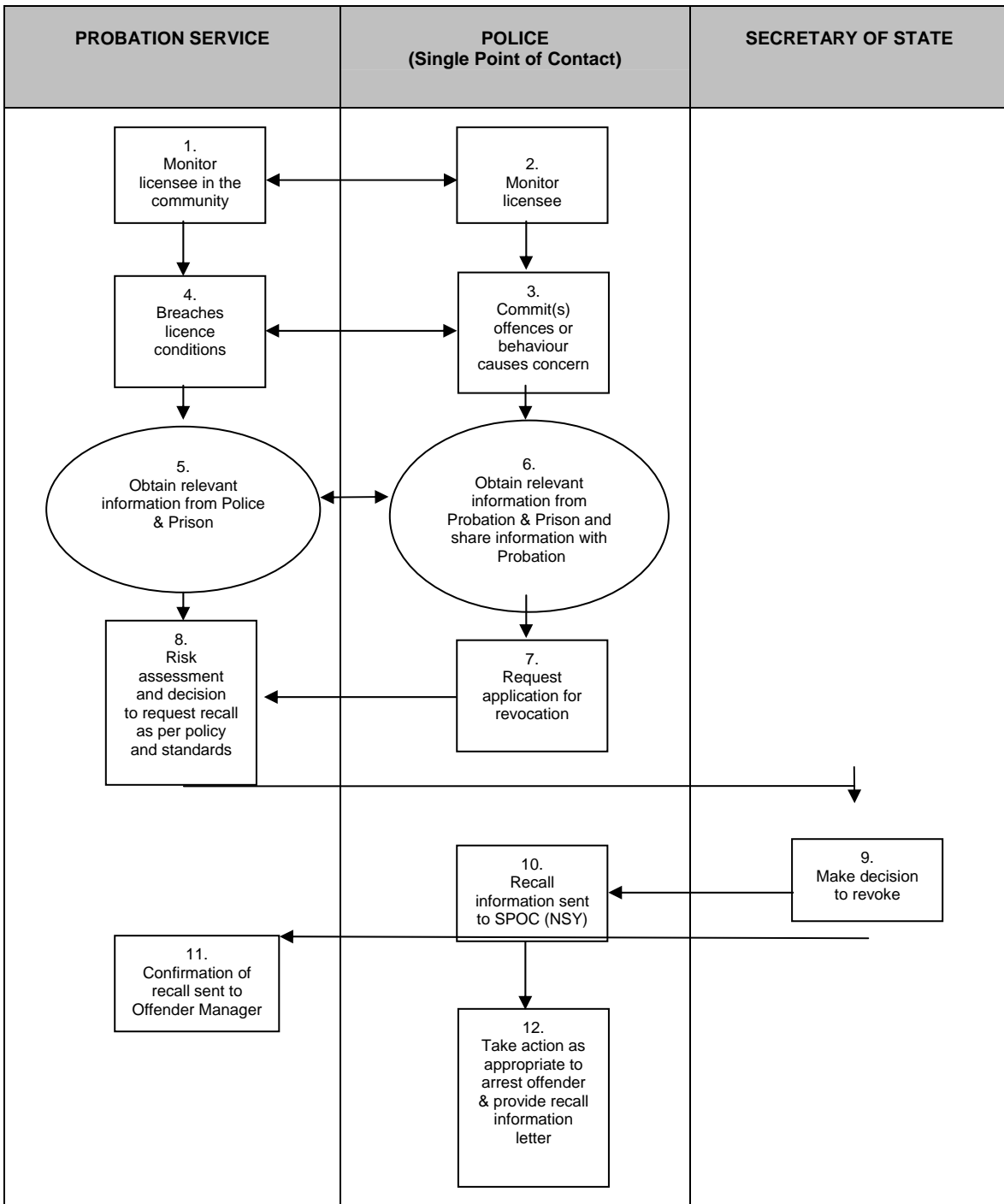
### *Indeterminate sentences*

- 7.9 The procedures above apply. Lifers are subject to regular monitoring on supervision. This enables appropriate action to be taken if any concerns are raised in respect of risk to the public.
- 7.10 A life licence remains in force for the rest of the offender's life, but the supervision requirement by the Probation Service may be lifted at an appropriate stage where recommended by the Parole Board and agreed by the Post Release Section. On release, and in contrast to life licencees, IPP licences may be terminated on application by the licencee after 10 years.
- 7.11 Life licencees are normally required to spend a minimum period of four trouble-free years in the community before the supervision requirement is lifted and for sex offenders this period is ten years.
- 7.12 Life licensees remain subject to recall to prison even if licence conditions have been removed and/or supervision is suspended. If an IPP licence is terminated the offender would no longer be liable to recall to prison.
- 7.13 If a life/IPP licensee's supervision conditions are varied or removed, the Post Release Section will inform the NIS. In lifer cases the Probation Service will inform the SPOC that the life licensee is no longer under the supervision of the Probation Service but that the life licence remains in force.

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7.14 If a lifer/IPP licensee who is not subject to supervision conditions comes to adverse notice, the police must contact **The Post Release Section on 020 7035 3603 or OOH 020 7035 4848**. The Post Release Section will then contact the relevant local probation area to request that a full risk assessment is prepared including views on recall.

**8. LICENCE REVOCATION**



**Key Stages 1- 8:**

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- 8.1 During the supervision period, where an offender breaches a licence condition, re-offends or their behaviour otherwise causes concern or brings the licence supervision process into disrepute, the supervising Probation Area may enforce the licence by requesting revocation.
- 8.2 In addition, where the offender comes to the attention of the police, either through the commission of further offences, or other information/intelligence, the police may request revocation of the licence through the probation service. Any such request should be endorsed by an officer not below the rank of Inspector.
- 8.3 It is ultimately the responsibility of the Assistant Chief Officer of the Probation Service (ACO), or equivalent, to decide whether they wish to pursue the revocation of licence. For example, despite a breach of licence condition and taking into account the overall response of the offender to the supervision process, the supervising Probation Area may decide that the risk that the offender presents may be managed in the community by way of a Final Warning letter.**
- 8.4. The decision to recall determinate sentenced offenders is taken executively by the Post Release Section on behalf of the Secretary of State.
- 8.5 The Post Release Section, on behalf of the Secretary of State may also revoke a life licence and recall the life/IPP licensee to prison on the recommendation of the Parole Board or without such a recommendation where the Post Release Section consider there is an immediate and unacceptable risk to public safety. Recommendations for the consideration of recall of life/IPP licensees are submitted by the Probation Service to the Post Release Section and must be endorsed by an officer at Assistant Chief Officer grade (or equivalent). The Post Release Section can be contacted during office hours where there are any concerns relating to the risk that the life licensee poses in the community.
- 8.6 **Emergency recalls** can be undertaken when there appears to be a very high risk of serious harm to the public. This decision is taken by a senior manager in the Post Release Section. If the emergency occurs out of hours the senior manager can be contacted via the Home Office **out of hours duty officer on 020 7035 4848.**

*Further Charges*

- 8.7 A decision to charge an offender with any criminal offence will be made in accordance with the DPP's Guidance on Statutory Charging and the Code for Crown Prosecutors. It is essential that a prosecution is not discontinued solely on the basis that the offender has been recalled to custody. Indeed, the commission of a separate offence whilst subject to a release licence is a significant public interest factor in support of a charge. Similarly, if recall is appropriate, it will be pursued by the Probation Service regardless of any remand in custody application. The Probation Service must be mindful of a remand prisoner's right to appeal against remand, and if revocation is not pursued it could lead to inappropriate release.
- 8.8 If the Probation Service has reasons for initiating recall procedures, they will continue regardless of any remand or discontinued charges. An MG5 (Case Summary) may be supplied to the Probation Service where available in support of the recall.
- 8.9 A recommendation to recall an offender is based on an assessment of their behaviour and circumstances (including a breach of the licence or a criminal charge), and a judgement that the risks they pose have increased to the point where recall to custody is necessary in order to protect the public and prevent further offending. The decision to recall and the subsequent consideration by the Parole Board when reviewing this decision and any appeal by the offender, is based on the **balance of probabilities**.
- 8.10 In the event that only Police Intelligence is available and this intelligence is of such a nature that it may lead to consideration of licence revocation, the Police should sanitise the intelligence and, where appropriate, prepare a report for the Probation Service. This decision should be taken in consultation with the BCU Intelligence Manager who will be responsible for conducting a risk assessment on whether or not to disclose. As with evidence-based disclosure, any request for revocation should be authorised by an officer of the rank of Inspector or above.

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- 8.11 The process for sanitising police intelligence must ensure complete editing of documents to ensure no reference can be made to the source, methodology or any other sensitive part of that intelligence gathering process. Any release of sanitised police intelligence must be properly authorised, and such authorisation must include a potential for appeal to the Parole Board and, therefore, potentially for release within the public domain.
- 8.12 For further guidance on sanitisation refer to the ACPO and HMCE 'National Standards in Covert Investigations Manual of Standards' for the recording and disseminating of intelligence materials.
- 8.13 The current Probation Instruction on sharing information clarifies the procedures for probation staff in sharing information with the Secretary of State, the Parole Board and the Prison Service to inform decisions on the release and recall of offenders, without disclosing sensitive information.
- 8.14 The recall liaison between police and probation services for life licensees should follow the same processes as determinate sentence prisoners. Requests for recall should include the views of the police where appropriate.

## 9. Arrest & Detention Procedures

### Key Stages 9-12:

- 9.1 If it is agreed that a licence should be revoked, the Post Release Section will be responsible for informing the NIS, who then update PNC and notify the SPOC.
- 9.2 In the case of a life/IPP licence the SPOC must confirm receipt by telephoning the Post Release Section on the number provided by the sender.
- 9.3 When a revocation order is issued the Police will then take steps to ensure the speedy arrest of the individual as under the standards set out in section 11.
- 9.4 The Powers available to the Police to arrest a person unlawfully at large are as follows:

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- Section 49 of the Prisons Act 1952 provides the power to arrest without warrant anyone unlawfully at large. (The arresting officer does not have to be in possession of the revocation notice)
- A power to enter and search premises without a search warrant exists in section 17 of the Police and Criminal Evidence Act 1984.

9.5 **Once the arresting officers have been advised that a revocation order has been issued they are able to act under these powers. They do not need to wait for a wanted marker on PNC and indeed to do so may delay the arrest and put the public at risk.**

9.6 Where available, on arrest the offender should be provided with a copy of the Post Release Section letter giving reasons for recall – see **Appendix C**. The offender must be returned to the nearest local prison to continue to serve their sentence. The police should give prior notice to the reception officer at the prison that a recalled offender is to be returned to prison under escort.

9.7 In the event a licensee is arrested in a Force area other than the area in which either they resided or originally committed the offence, the arresting Force should inform the SPOC in the Home Force. The ‘Home’ SPOC should inform the relevant Probation contact in their area.

9.8 It is the responsibility of the Police to notify NIS of an offender’s arrest in order to update the PNC. The Post Release Section must inform NIS of an offender’s return to custody if it is not as a result of police arrest and request that the marker is removed from the PNC.

**10. APPEALS PROCESS**

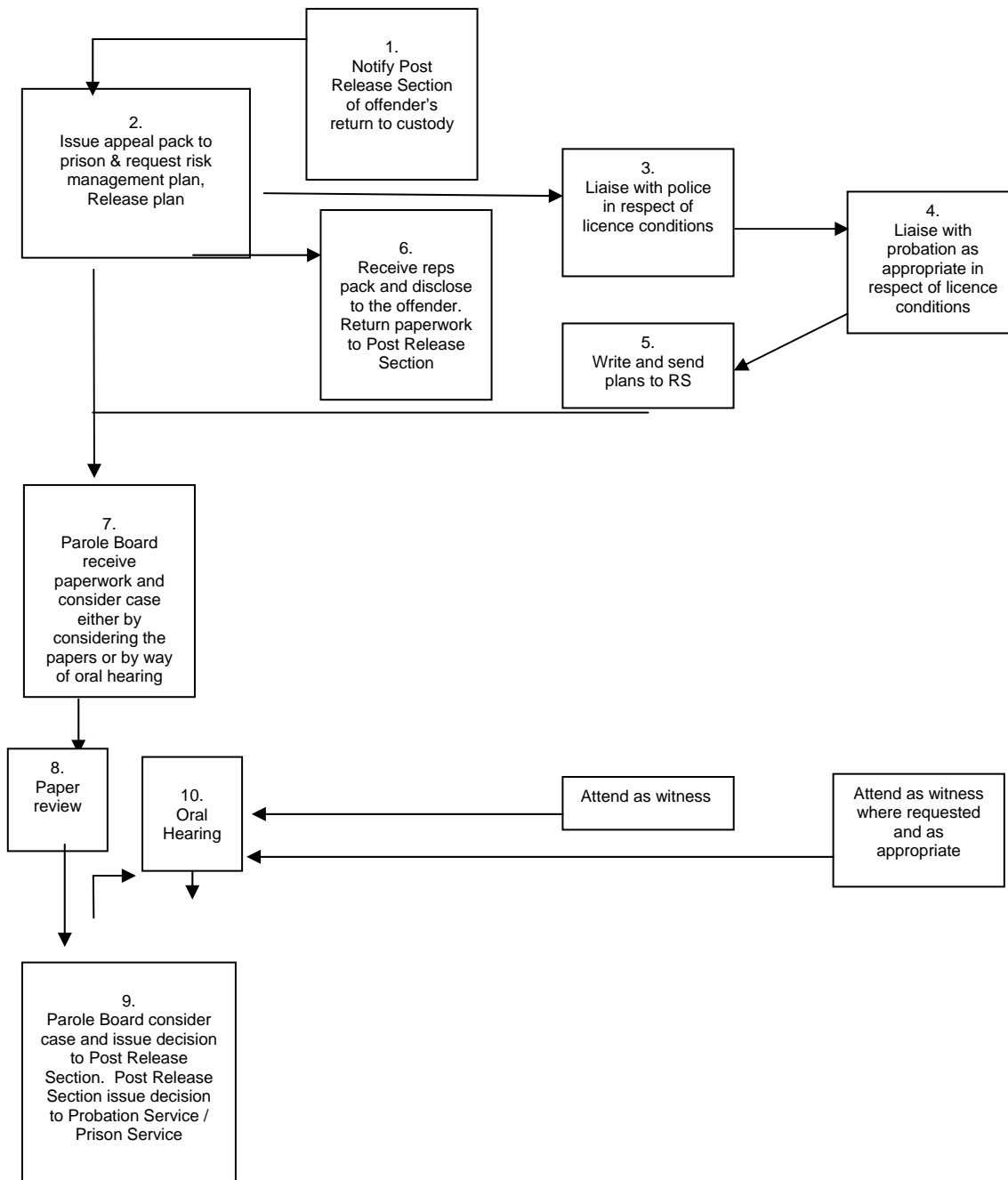
SECRETARY OF STATE /  
PAROLE BOARD

PRISON SERVICE

PROBATION SERVICE

POLICE

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10.1 All prisoners subject to recall are notified of the reason for their recall to prison and their right to appeal to the Parole Board.

10.2 The Prison Service notifies the Post Release Section of the offender's return to custody. The Post Release Section will notify the Probation Service of the return to custody and request a risk management plan. The Probation Service should liaise as appropriate with the local police to inform the drafting of this plan.

*Oral hearings*

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- 10.3 All recalled offenders have the right to have their representations against recall referred to the Parole Board. In certain circumstances the Parole Board may decide that it is necessary to convene an oral hearing to consider the recall and the offender's representations. In addition, where the offender is contesting the recall decision they are also entitled to request an oral hearing to consider their case.
- 10.4 A representative from the supervising probation area will be required to attend recall hearings to give evidence about the case. Depending on the circumstances of the recall, a police officer or member of police staff may also be required and directed by the Parole Board to attend such hearings. In addition either agency may be required to provide an updated report to the oral hearing.
- 10.5 After considering any case, the direction of the Board is final and binding on the Secretary of State and therefore must be acted upon.

## 11. PERFORMANCE MEASURES

### 11.1 *HM Prison Service*

Notification of release of an offender:  
Performance Standards for Discharge and Public Protection are:

- Police Base Command Units (BCU) are notified of PPO release dates and addresses **28 days prior to release**, and the discharge is confirmed on the day of release.
- Governors must ensure that the relevant police and probation contacts having joint responsibility under MAPPAs for the prisoner are:
  - reminded of or updated on the release dates of those to be managed at MAPPAs Level 3 at **least three months before that release**
  - reminded of or updated on the release dates of those managed at Level 2 at least **six weeks before that release**. (There is no requirement under MAPPAs to provide early notification for Level 1 offenders)
  - informed and aware of the arrangements for the **day of the prisoner's release**, and that no changes to these are made without consulting the

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### Police and Probation Service

- Where an offender is subject to MAPPA and is being managed at either Level 2 or Level 3, any changes to the release arrangements should be avoided and not made without prior consultation with police and probation colleagues responsible for managing the risk.
- Notification to the police and other agencies as appropriate, of the release of sex offenders subject to registration, will occur **at least 6 weeks prior to release**.

#### Post-release

Establishments receiving offenders into custody, must check in accordance with Prison Service Order 6000 every case whether the individual is a licence revokee on the Inmate Information System (IIS), and inform the Post Release Section within **24 hours** whenever such an offender is received.

### 11.2 Probation Service

#### Pre-release:

Provide Parole Assessment Report to the Prison Service **no later than 17 weeks** prior to the Parole Eligibility Date.

#### Post-release:

The offender manager shall:

- Commence breach action no later than the third unacceptable failure and/or if changed circumstances suggest an enhanced risk of serious harm to the public and the offender is subject to licence, inform the Post Release Section **immediately**.
- The Breach Notification and Request for Recall Form must be submitted to the Post Release Section within **24 working hours** of the decision being taken by the Offender Manager to recommend revocation of licence.
- Provide an up to date risk management plan to the Post Release Section in the case of determinate sentenced offenders **within 14 working days** of being notified of an offenders return to custody following revocation of licence.

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### 11.3 *Post Release Section*

- **Emergency Recalls**

Revocation order to be issued to police within **two hours** of receipt of paperwork from the Probation Service. Used for those cases where the offender presents a high risk or very high risk of serious harm to the public or of imminent re-offending.

- **Standard Recalls**

Revocation order to be issued to police within **24 hours** of receipt of paperwork from the Probation Service. Requested for all other cases where there is a breach of licence conditions.

### 11.4 *National Identification Service (NIS)*

Inputting of Revocation Orders onto PNC:

- **Emergency Revocation Order**

Input **immediately** on receipt from the Post Release Section.

- **Standard Revocation Order**

Input **within 24 hours** of receipt from the Post Release Section.

- **Cancellation** (following arrest of offender)

Input **immediately** upon receipt of Detained Report from police. Continue with practice of checking cancellations from weekly list supplied by the Post Release Section /the Pre Release Section in order to reconcile entries.

### 11.5 *Police*

- **Emergency Revocation Order - (*all indeterminate sentenced offenders and those emergency cases for determinate sentenced offenders*)**

Police should execute these Revocation Orders **on receipt of the order to a standard of 75% within 48 hours of the monthly total number**. They apply to convicted offenders who present an unacceptable and immediate risk of serious personal harm to the public and therefore need to be returned to custody without delay.

- **Standard Revocation Order - (*determinate sentenced offenders standard cases*)**

Police should execute these Revocation Orders **on receipt to a standard of 80% within 96 hours of the monthly total number**. They apply to convicted offenders who present an unacceptable and immediate risk of re-offending other than serious personal harm.

### 11.7 **Whole System Target for Offender Recall**

From 1 April 2007 a new “whole system” recall target comes into effect. It is designed to measure the performance of the three main agencies involved in the initial recall process, namely the Probation Service, Post-Release Section (NOMS) and the Police. This will be the first time there has been a target (standard) in place to monitor the performance of the police. The component parts of the target are set out in the table below. The Post Release Section is responsible for collating the data and performance will be monitored by Local Criminal Justice Boards.

- **Emergency Recall**  
**From decision to recall to arrest - 74 hours**
- **Standard Recall**  
**From decision to recall to arrest - 144 hours**

### 11.8 *Component table*

| <b>Component</b>                            | <b>Owner</b>             | <b>Emergency</b> | <b>Standard</b>  |
|---|--------------------------|------------------|------------------|
| Decision to notify the Post Release Section | Probation Service        | 24 hours         | 24 hours         |
| Receipt of request to issue of Order        | The Post Release Section | 2 hours          | 24 hours         |
| Receipt of Order to arrest                  | Police                   | 48 hours         | 96 hours         |
| Whole system standard                       | LCJB                     | <b>74 hours</b>  | <b>144 hours</b> |

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### STANDARD CONDITIONS FOR DETERMINATE SENTENCE OFFENDERS

Under the new sentencing provisions of the CJA 2003 prisoners serving a sentence of 12 months and over will be on licence and subject to probation supervision throughout the whole of the second half of their sentence. They will continue to be subject to the six standard conditions, namely:

- i. Be well behaved, not commit any offence and not do anything which could undermine the purposes of your supervision, which are to protect the public, prevent you from re-offending and help you to re-settle successfully into the community;
- ii. Keep in touch with your supervising officer in accordance with any instructions that you may be given;
- iii. If required, receive visits from your supervising officer at your home/ place of residence (e.g. approved premises);
- iv. Permanently reside at an address approved by your supervising officer and notify him or her in advance of any proposed change of address or any proposed stay (even for one night) away from that approved address;
- v. Undertake only such work (including voluntary work) approved by your supervising officer and notify him or her in advance of any proposed change;
- vi. Not travel outside the "United Kingdom" (for the purposes of this licence "United Kingdom" includes the Channel Islands and the Isle of Man) unless otherwise directed by your supervising officer (which will be given in *exceptional* circumstances only) or for the purposes of immigration deportation/removal.

### ADDITIONAL CONDITIONS

In addition to these conditions, it will also be possible for offender managers to recommend additional licence conditions, and these must be taken from a menu of specified conditions. Exceptionally, offender managers may seek to include a condition not included in the specified list. Any such condition can only be included with the approval of the Post Release Section.

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**Additional, Specified Conditions will address factors relating to risk of serious harm or re-offending in respect of:**

Residency/Prohibited Residency

Contact/Prohibited Contact

Prohibited activities

Treatment programmes

Drug testing

Exclusion from places/areas

Curfew/electronic monitoring.

General Supervision

A table of approved licence conditions in respect of these requirements is set out at Appendix C of Probation Circular 16/2005.

**STANDARD CONDITIONS FOR INDETERMINATE SENTENCE OFFENDERS**

- i) He/she shall place himself/herself under the supervision of whichever supervising officer is nominated for the purpose from time to time.
- ii) He/she shall on release report to the supervising officer so nominated, and shall keep in touch with that officer in accordance with that officer's instructions.
- iii) He/she shall, if his/her supervising officer so requires, receive visits from that officer where the licence holder is living.
- iv) He/she shall reside only where approved by his/her supervising officer.
- v) He/she shall work only where approved by his/her supervising officer and shall inform that officer of any change in or loss of such employment.
- vi) He/she shall not travel outside Great Britain without the prior permission of his/her supervising officer.
- vii) He/she shall be well behaved and not do anything which could undermine the purposes of supervision on licence which are to protect the public, by ensuring that their safety would not be placed at risk, and to secure his/her successful reintegration into the community.

**ADDITIONAL CONDITIONS**

Additional conditions can be requested for indeterminate licences, and would largely follow those for requested for determinate sentenced offenders, but the specified list does not apply to lifers. Any additional conditions must be necessary and proportionate to the risk the offender presents.

Appendix C

To Mr «Surname»  
«Prison\_No»

*National Offender  
Management Service*

**Licence Revocation and Recall To Custody**

Your licence has been revoked from *Date* and you are recalled to custody for the following reasons;

**[Insert reasons]**

You may receive more detailed reasons once you have been returned to custody.

The police will return you to the nearest prison. When you reach the prison, you must show this letter to the reception officer, and tell the officer your prison number. **It is in your own interests that the prison is made aware that you are a recalled prisoner as quickly as possible.**

You should also ask an officer on the wing/cell block, to make sure that prison staff have contacted the Post Release Section in the Home Office, to let them know you are back in custody.

The Post Release Section will send you the following information:

- Confirmation of the reasons why you have been recalled to prison;
- How you can make representations (appeal) to the Parole Board against the decision to recall you;
- The information on which the decision to recall you was taken.

If you have not received the above information within 5 days of being back in prison, you must ask prison staff to contact the Post Release Section to check that it has been sent.

**GLOSSARY OF TERMS**

|      |  |
|------|--|
| ACO  | Assistant Chief Officer, Probation Service |
| ACPO | Association of Chief Police Officers       |
| BCU  | Base Command Unit                          |
| CIB  | Criminal Intelligence Bureau               |
| CJA  | Criminal Justice Act                       |

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|       |   |
|-------|---|
| CPS   | Crown Prosecution Service                                       |
| FCC   | Force Communications Centre                                     |
| FIB   | Force Intelligence Bureau                                       |
| HMCE  | Her Majesty's Customs & Excise                                  |
| IPP   | Indeterminate Sentence for Public Protection                    |
| LCJB  | Local Criminal Justice Board                                    |
| LED   | Licence Expiry Date   |
| MAPPA | Multi-Agency Public Protection Arrangements                     |
| NIM   | National Intelligence Model                                     |
| NIS   | National Identification Service                                 |
| PNC   | Police National Computer  |
| PPO   | Prolific and other Priority Offender                            |
|       | Pre Release Section (formerly Lifer Release and Recall Section) |
|       | Post Release Section (formerly Release and Recall Section)      |
| RLO   | Recall Liaison Officer  |
| SED   | Sentence Expiry Date  |
| SOCA  | Serious Organised Crime Agency                                  |
| SPOC  | Single Point of Contact   |



PI 04/09 - Annex B

## EQUALITY IMPACT ASSESSMENT FORM

### Part 1 - INITIAL ASSESSMENT

1. Officer(s) & Unit responsible for completing the assessment:

Diana Greene, Public Protection Unit

2. Name of the policy, strategy, function or project:

PI 04 / 2009 – Improving recall arrangements for offenders released on licence

3. What is the main purpose or aims of the policy, strategy, function or project?

The main purpose is to improve arrangements in the recall of offenders. Offender managers will be required to fill in an “Early Warning Form” informing the police that they are about to recall an offender and giving them as much information as possible on the offender and his/her whereabouts. The Instruction also clarifies how offenders who have been remanded in custody or who are due to appear in court should be dealt with and reminds offender managers of good practices surrounding recall.

4. Who will be the beneficiaries of the policy/strategy/function/project?

The public will be the direct beneficiaries as changes will mean that the offender is picked up quicker and the potential risk to the public will be less. The improved processes will also mean better communications between the Probation Service and the Police.

5. Has the policy/strategy/function or project been explained to those it might affect directly or indirectly?

The policy has been explained to staff at the centre. Probation staff will be informed by way of a probation Instruction and the police will be informed by way of a letter to chief constables.

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6. Have you consulted on this policy/strategy/function/ project?

Yes. We have consulted probation colleagues, ACPO lead on recall, Home Office colleagues and internal staff.

7. Please complete the following table and give reasons/comments for where:
- (a) The policy/strategy/function/project could have a positive impact on any of the diverse groups or contributed to promoting equality of opportunity and improving relations between groups.
  - (b) The policy/strategy/function/project could have a negative impact on a diverse group, i.e. disadvantage them in any way.

Though no specific diversity quantitative and qualitative data was used in the development of this proposal we are aware of a number of factors, particularly on Race, Disability, and Age which can negatively impact on those within the criminal justice system. However the proposed changes to the process will not influence these factors. Nor will it change any current equality monitoring procedures.

The changes will result in the recall of offenders in a more timely manner and will give police colleagues more time to plan their resources to enable the offender to be returned to custody quickly.

| Diverse Group   | E.g. of positive impact | E.g. of negative impact | Reason/comments |
|---|-------------------------|-------------------------|-----------------|
| Men   |                         |                         |                 |
| Women   |                         |                         |                 |
| Asian or Asian British people                           |                         |                         |                 |
| Black or Black British people                           |                         |                         |                 |
| White people (including Irish people)                   |                         |                         |                 |
| Chinese people  |                         |                         |                 |
| Any other racial/ethnic group (please specify)          |                         |                         |                 |
| Mixed Race people                                       |                         |                         |                 |
| Disabled People (please give details as to which group) |                         |                         |                 |
| Gay, lesbian and  |                         |                         |                 |

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|                               |  |  |  |
|-------------------------------|--|--|--|
| bisexual people               |  |  |  |
| Transgender people            |  |  |  |
| Older people (50+)            |  |  |  |
| Younger people (17 – 25)      |  |  |  |
| Faith groups (please specify) |  |  |  |

8. Please give a brief description of how the policy/strategy/function/project will benefit the diverse groups in the above table, i.e. promotes equality.

N/A see answer to Q7

9. If only a minor adjustment (see page 5 of guidance) is needed to a proposed policy/strategy/function/project to minimise or eliminate any negative/adverse impact please describe it here along with timescales

This is a change to processes. In itself it will not have negative or positive impact on the diverse groups mentioned above.

10. If there is no evidence that the policy/strategy/function/project promotes equality of opportunity or improves relations between diverse groups, could only a minor adjustment be made to achieve this? Please describe it here along with timescales

As above, this proposal will not in itself provide negative or positive impact. The new processes aims to promote better communications between the probation service and the Police as well as returning offenders to custody as quickly as possible.

Is a full Equality Impact Assessment necessary:    Yes        No    X

**NOTE: Evidence must be listed in questions 5 – 10 to show why a decision was made to not go on to a full impact assessment**

Date completed: 07/07/09

Signed by Unit or Directorate manager: Russell A'Court

Date approved by Senior Management: 7/07/09

A copy of this initial screening must be published along with the policy/ strategy/ function/ project outline. A signed copy must be retained by the Unit/ Department for audit purposes.

**Probation Resource Impact Assessment Template      Annex C****A. SCREENING DETAILS****1. Title of Probation Instruction (PI)**

Recall of prisoners on licence – Sharing Information and Performance Monitoring

**2. Notes on the reliability of the costing below and issues for the Probation Coherence Group to consider.**

The information is based on estimates from PPCS.

**3. Method**

| <b>Identification of Task</b>  | <b>(a)<br/>Additional<br/>/Reduced<br/>Time to<br/>Perform<br/>Task<br/>(hours)</b> | <b>(b) Number of<br/>Times Task<br/>Performed<br/>Annually<br/>Nationally</b> | <b>(c ) National<br/>Increase<br/>/Decrease in<br/>Hours<br/>(a x b = c)</b> | <b>(d) Hourly<br/>Cost<br/>(determin<br/>ed by<br/>grade of<br/>staff)<br/>£</b> | <b>(e)<br/>National<br/>Annual<br/>Total<br/>Cost/Savi<br/>ng<br/>(c x d = e)<br/>£</b> |
|--|---|---|--|--|---|
| Submission of early warning form.  | 0.12 hours<br>per form.   | 12000   | Increase 1440  | £30  | £43,200   |
| Probation investment in scanners where they are not held.<br><br>We estimate that 22 areas would need to buy an office | N/A   | N/A   | N/A  | N/A  | £9,000  |

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|   |                            |               |                      |            |                |
|---|----------------------------|---------------|----------------------|------------|----------------|
| <p>standard scanner. Effective practice noted by PPCS indicates that where scanners are not held in local officers, they should as a minimum be held in the area HQ who in some cases are already responsible for send in the recall information through to PPCS. .</p> <p>The cost of one office one office standard scanner varies greatly dependent on the technical specification of the model. The average price of a model that performs these tasks sufficiently is around £450.</p> <p>20 of the probation areas are sending all recall paperwork though by email at the present time therefore we are assuming that all of the other areas that do not in spite of requests locally to do so, do not have the appropriate scanning technology. areas are</p> |                            |               |                      |            |                |
| <p>Probation areas scanning in documents</p>  | <p>0.12 hours per scan</p> | <p>12,000</p> | <p>Increase 1440</p> | <p>£30</p> | <p>£43,200</p> |
| <p>Total for PI</p>   |                            | <p>24,000</p> | <p>2880</p>          |            | <p>£95,200</p> |