

PREMIUM SERVICE COMMITMENTS

POLICE

Intelligence-led Identification of PPOs

- Police intelligence units should develop robust multi-agency intelligence packages to identify suitable PPOs.
- PPO status should be flagged prominently on police intelligence systems, the PNC, custody and administrative IT systems.

Targeting Activities

- Targeting plans, in consultation with relevant agencies, should be developed for all PPOs.
- Plans should cover options for disrupting offending, providing intensive engagement and support, and responding to any suspected offending.

Patrol

- Actions from targeting plans should be fed routinely into operational tasking and co-ordination processes and prioritised wherever possible.
- There should be rigorous enforcement of non-compliance with bail and licence conditions.
- Patrol officers should carry out regular checks on bail conditions and curfew for PPOs.

Investigation

- An investigative strategy, in line with Professionalising Investigation Programme (PIP) standards, should be agreed and experienced officers assigned to investigate any incident involving a PPO.

Charging and Case Preparation

- Custody officers to be briefed on all PPOs.
- Arresting and custody officers should check for PPO status on PNC or custody system records, and mark files.
- A mandatory drug test should be conducted on all PPOs charged or arrested with a trigger offence (and non-trigger offence if drug misuse is suspected).
- Interviewing officers must be fully briefed on case history and address and maximise offences to be taken into consideration (TICs).
- PPOs should receive a prioritised service under the statutory charging scheme – with Investigating Officer and CPS lawyer jointly agreeing the prosecution and case management strategy.
- PPO status should be flagged prominently by officer in charge on front file cover, front information sheet (MG1), summary details sheet (MG3) and charge sheet (MG4) (primary means to identify PPO to court staff).

- Decisions to take “no further action” should be approved by the evidential review officer, gatekeeper or supervisory equivalent.
- Robust tools for case preparation should be included in all PPO cases – i.e. intelligence profiles, victim impact statements, witness reports etc.
- There should be a presumption against police bail for PPOs and remand or conditional bail sought – police input should be proactive.
- Case details (including updating scheme history, arrests, summons, charges, TICs, cautions and NFAs) should be entered on J-Track promptly and in accordance with data recording standards (within a maximum of 7 days).
- The Crime Manager should review PPO cases with the CPS Unit as part of the Prosecution Team Performance Management (PTPM) Process.

Enforcement

- Forces should prioritise the enforcement of warrants issued against PPOs automatically as “Cat A” or Warrant Priority Matrix status.
- Local arrangements should allow for police staff to be informed of court outcomes as soon as possible after hearing.
- The police should be consulted over licence conditions for PPOs.

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CROWN PROSECUTION SERVICE (CPS)

Charging and Case Preparation

- PPO files and case documents should be marked before proceeding into the court process
- PPO cases should be marked on Compass
- PPO cases should receive prioritised service under the statutory charging scheme
- Try to ensure all duty prosecutors have an up to date PPO list
- Presumption that referral arrangements for advice should be used if CPS minded to make a decision to NFA, reduce charge or discontinue a case involving a PPO

Court Process

- PPO case results (including finalisations, TICs accepted and charges laid at court) should be recorded on JTrack within 7 days of end of the case
- Cases should be allocated to lawyers with appropriate skills and experience
- CPS should aim to be ready to proceed at court when a case receives expedited listing
- PPO trials should proceed under the Criminal Case Management Framework (where in place).

- Enhanced case review should be applied throughout the case
- PPO cases should be reviewed under Prosecution Team Performance Management (PTPM) process
- PPO activity should be brought to the court's attention by pursuing all admitted offences by way of charge or TIC
- Evaluation of PPO case outcomes should be prioritised within PTPM mechanisms and cases that result in ineffective trials should be reviewed under the Criminal Case Management Framework

Performance Monitoring

- All PPO cases should be flagged on receipt on Compass
- Monthly reports by CPS HQ will compare number of PPO offences charged by police on JTrack with the number of PPO cases registered by CPS on Compass
- Monthly reports will monitor CPS compliance with the 7-day data recording standard.

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HM COURT SERVICE (HMCS)

Court Processes

- PPOs should be flagged on CREST (Crown Court)
- Court staff to ensure processes in place to enable identifying of PPO cases, e.g. marking PPO status on case file (should not be visible to magistrate/judge)
- Trials involving PPOs to proceed under the Criminal Case Management Framework (where in place).

Listing

- It may be permissible to identify PPO status to the listing officer (and, if need be, a magistrate or judge not trying the case) to ensure that the case dealt with as expeditiously as possible (in accordance with the court's listing process).
- Given the small number of PPOs that are likely to be in the courts at any one time, it is hope that such cases can be dealt with expeditiously.
- Cases that result in cracked or ineffective trails should be reviewed under the Criminal Cases Management Framework

Sentencing and other decisions

- PPO status should be clearly flagged on warrants, prison orders, PSR requests and court outcome information.
- Court staff should communicate bail decisions on PPOs within 24 hours and agree informal arrangements with local PPO teams to ensure they are informed of court outcomes as soon as possible

Enforcement hearings

- Court staff to notify police of FTA warrants for PPOs within one working day
- Court staff to ensure priority given to PPOs in community penalty breach cases, outstanding compensation payments due to victims and those with multiple fines

PREMIUM SERVICE COMMITMENTS

NATIONAL OFFENDER MANAGEMENT SERVICE (NOMS) NATIONAL PROBATION SERVICE (NPS)

Identification

- Probation should have an input to the process of identifying and selecting PPOs, to ensure that the process takes account of the maximum available intelligence
- Probation Areas should ensure that there are mechanisms in place for identifying PPO status to all staff who come into contact with a PPO (CRAMS or case management systems)
- Offender Managers (OMs) should ensure that Pre-Sentence Reports (PSRs) and other relevant information is swiftly transferred to the prison
- OMs should ensure that schemes have clear processes for considering the removal of PPOs from the scheme, where risk of re-offending has reduced significantly, and that processes are followed

Court Processes

- OMs to advocate the request of a standard delivery PSR rather than fast delivery PSR
- A full, detailed PSR following PPO PSR guidance
- Allocation of PSRs to be fast-tracked, ideally to PPO's OM. PSR production to be accelerated if this does not compromise quality
- OMs should prioritise PPOs for intensive supervision requirements in advising court on the appropriate disposal

Interventions – community

- An OM, with the necessary competencies and skills to manage the case, should be appointed for every PPO and should be managed in a way that enables effective interagency working
- Sentence plans should be completed within five days of sentence
- Share OASys with partner agencies routinely
- OMS should ensure priority access for PPOs to appropriate programmes (subject to not undermining work with offenders who present a high risk of harm)
- OMS should share information/intelligence with police in accordance with local protocols

Enforcement

- Rigorous enforcement of community order breaches through recall should be applied and prioritised for PPOs

PREMIUM SERVICE COMMITMENTS

NATIONAL OFFENDER MANAGEMENT SERVICE (NOMS) HM PRISON SERVICE (HMPS)

Identification

- Prison should flag PPO status on LIDS (including reception and discharge address if known. For NFA PPOs, Town & County fields to be filled using committal court address as proxy)

Interventions – custody

- Sentence plans should be completed within five days of sentence
- Prisons must maintain and update the OASys record of all prisoners serving 12 months or more. Where possible, this should extend to the under 12 month PPO group
- Prisons will prioritise PPO access to appropriate programmes whilst in custody and seek to avoid the movement of PPOs between prisons where rehabilitative work would be interrupted
- Establishments must be ready to facilitate the involvement of resettlement in-reach teams from the home locality of PPOs
- OMs should facilitate consultation with the home police force in relation to the imposition of PPO licence conditions.

Information sharing

- All prisons should provide a single liaison point for other agencies on PPOs

- As soon as an establishment becomes aware of a PPO in its care, it must inform the designated home Basic Command Unit (BCU)
- If possible, 28 days notice must be given to local police and probation, or as soon as possible if determination of release and release date are less than 28 days apart
- If PPO will be released on home detention curfew (HDC) the OM should consult with the police to contribute to the Governor's decision and possible dates of release should be notified to the home area. BCUs must be notified on day of release
- Police should be informed if PPO is released on temporary licence