

**PROCESS ACTIVITIES FOR END-TO-END MANAGEMENT OF PPO'S IN CUSTODY**  
**Sub Process 1 - Identify PPOs on Reception and Update Systems**

SUB PROCESS	TASK	GUIDANCE	FORMS AND GUIDANCE <sup>1</sup>	RECORDS KEPT <sup>2</sup>	PERFORMANCE MEASURES
<b>Reception of PPO</b>	<b>1.1 Rapid identification of PPO immediately upon reception</b>	<p>It is essential that each establishment develop policy / procedure to ensure the rapid identification of PPO immediately upon reception.</p> <p>It is generally expected that PPO's will have been identified prior to entering custody, and this may include any PPT or mental health issues.</p> <p>On reception the primary way the OMU should be informed of an offenders PPO status is by the OM however the following are important secondary checks</p> <ul style="list-style-type: none"> <li>• Stamped on the warrant</li> <li>• BCU / Local PPO Scheme</li> <li>• Clearing House ( via J-Track )</li> <li>• LIDS (Training Prisons)</li> </ul>	<p>PSO 4615 (section 3)</p> <p>ASPOS Initial Referral Form</p> <p>Gloucestershire Notification Form</p> <p>Premium Service Document (section 7)</p>	Warrant	National Performance Management Framework
	<b>1.2 Rapid referral by Discipline to establishment SPOC</b>	<p>Once a prisoner is identified as a PPO the OMU is required to inform the SPOC at the establishment.</p> <p>It will then be the SPOC's responsibility to ensure the warrant and the prisoner's core record are both stamped "PPO"</p>	<p>PSO 4615 (section 3)</p> <p>Premium Service Document (section 7.1)</p>	Prisoner's Core Record  Warrant	National Performance Management Framework  (Within 1 working day)

<sup>1</sup> Forms and Guidance – This is not a prescriptive list but identifies best practice

<sup>2</sup> Records Kept – Denotes records which follow the prisoner from establishment to establishment

	<p><b>1.3 Entering details on LIDS</b></p>	<p>Flagging a PPO on LIDS and updating the reception and discharge addresses is likely to be the responsibility of the establishment Offender Management Unit.</p>	<p>PSO 4615 (section 3)  Premium Service Document (section 7.1)</p>	<p>LIDS report (PPO flags)</p>	
	<p><b>1.4 Informing Home BCU</b></p>	<p>The SPOC is responsible for notifying the Home BCU of the PPOs reception into custody, prison number, establishment, SPOC details and reception and discharge addresses.</p> <p>The Police Liaison Officer (PLO) should be informed of all PPOs held in the establishment and should be utilised if necessary to identify the home BCU.</p> <p>It may be appropriate for an establishment to keep a record of each occasion a BCU is informed.</p>	<p>PSO 4615 (section 5)  Development of national and regional directory of contacts  Local database / register  PPO Contact Sheet (electronic)  Premium Service Document (section 7.5)</p>	<p>PPO Contact Sheet (electronic)</p>	<p>National Performance Management Framework  (Within 5 working days)</p>

**PROCESS ACTIVITIES FOR END-TO-END MANAGEMENT OF PPO'S IN CUSTODY**  
**Sub Process 2 - Case Management of PPOs in Custody**

<b>SUB PROCESS</b>	<b>TASK</b>	<b>GUIDANCE</b>	<b>FORMS AND GUIDANCE</b>	<b>RECORDS KEPT</b>	<b>PERFORMANCE MEASURES</b>
<b>Inform PPO</b>	<b>2.1 Informing prisoner of PPO status</b>	<p>In most cases the prisoner will be aware of his/her PPO status via the OM, however it may be appropriate for the SPOC to confirm this and give advice as to requirements and expectations.</p> <p>The Manager of the Residential Unit will be informed and the Inmate Personal Record System (History Sheet) updated.</p> <p>Consent will be sought from PPO for information sharing purposes. Copies will be kept in the Prisoner Core Record and the CARATs File.</p> <p>Note: If the SPOC is an admin grade this task should be undertaken by an appropriate individual.</p>	<p>PPO Consent to Disclose Information</p> <p>ASPOS PPO Compact</p>	<p>Inmate Personal Record System (F2052B History Sheet)</p> <p>PPO Contact Sheet</p> <p>PPO Consent to Disclose Information</p> <p>PPO Compact</p>	
<b>Assessment of need</b>	<b>2.2 OMU to obtain initial OASys assessment from OM and to collect and collate other needs assessment information e.g. DIR, CPA, initial housing needs assessment</b>	<p>All PPOs will have been subject to an initial OASys assessment prior to being received into custody.</p> <p>Remand prisoners will be subject to an initial needs assessment and local protocols may prescribe the level of service to remand/AUR prisoners.</p> <p>OMU will act as the receptor for all relevant needs analysis information including information available from external sources e.g. OM, Local PPO Scheme.</p>	<p>ASPOS Needs Assessment Checklist</p> <p>ASPOS Compliance Testing Agreement</p> <p>Housing Needs Assessment</p>	<p>OASys</p> <p>ASPOS Needs Assessment Checklist</p> <p>Drug Intervention Record</p> <p>PPO Contact Sheet</p>	<p>Housing Needs Assessment KPT (Shadow)</p>

		<p>In cases of recall the Part 2 Licence Recall Risk Management Plan will inform the needs analysis.</p> <p>In cases where prisoners are appealing against licence recall the OM will be responsible for any presenting risk management issues, such as early release.</p>	<p>Part 2 Licence Recall Risk Management Plan</p>	<p>DIR</p> <p>Housing Needs Assessment</p> <p>Individual Learning Plan</p>	
<p><b>Remand Action Plan and Sentence Planning</b></p>	<p><b>2.3 Liaison between OM and OMU to co-ordinate and agree remand and sentence planning objectives</b></p>	<p>Post-sentencing, OASys will inform the Offender Supervisor / OM liaison re: sentence planning objectives.</p> <p>For remand purposes the OM and OMU will liaise as to appropriate interventions.</p> <p>Interventions should be offered in discussion with OM and OS through the OMU, and may also include other relevant key-workers (MAPPA, Mental Health).</p> <p>There is an expectation that PPOs are fast-tracked into interventions. There may be a need for local protocols with relevant departments delivering interventions to ensure this happens.</p> <p>Best practice is for the PSR writer to be furnished with evidence of work completed by PPO during the remand period. This should include any drug testing history.</p>	<p>PSO 4615 (section 4)</p> <p>Premium Service Document (section 7.4)</p> <p>PSO 3630 CARATS Developments (sections 2+7)</p> <p>ASPOS Needs Assessment Checklist</p> <p>ASPOS Pre-Sentence Custodial Appraisal</p> <p>PSO 2300 Resettlement</p> <p>PSO 2350 Accommodation</p>	<p>Needs Assessment Checklist</p> <p>OASys Sentence Plan</p>	<p>Resettlement KPT</p> <p>Accommodation KPT</p> <p>OASys PSO 2205 (8 weeks following reception) [Currently Question 7 in PMF]</p> <p>Resettlement KPT</p>

	<b>2.4 Allocation of PPO to appropriate establishment</b>	OMU, in consultation with OM, will ensure allocation of PPOs to relevant training establishment to undertake sentence-planning objectives. Any subsequent transfers between establishments should be informed by the criminogenic or resettlement needs of the PPO.	PSO 4615 (section 4)  Premium Service Document (section 7.4)	PPO Contact Sheet	
	<b>2.5 Transfer of information</b>	OMU responsible for timely and efficient transfer of all relevant case management information to receiving establishment.		PPO Contact Sheet  Prisoner's Core Record (must include <u>all</u> relevant case management information i.e. ILP, DIR, CPA)	
	<b>2.6 Notification of SPOC</b>	OMU responsible for notifying the SPOC of transfer.		PPO Contact Sheet	
	<b>2.7 Notification of Home BCU / Local PPO Scheme</b>	The SPOC is responsible for informing the local BCU and PPO Scheme of transfer.		PPO Contact Sheet	
	<b>2.8 OASys reviews</b>	OASys should be reviewed at six monthly intervals or more frequently if there is any significant change. This will be the responsibility of the Offender Manager. All reviews should be a trigger for liaison between OM, OS/Key-worker, SPOC and any other key stakeholders.	PSO 4615 (section 3)	OASys Review	OASys KPT (Shadow)

	<p><b>2.8a Pre-discharge OASys</b></p>	<p>Final OASys risk assessment / review to be completed not more than 3 months or less than 1 month before discharge.</p>	<p>PSO 2205 OASys</p>	<p>OASys</p>	<p>National Performance Management Framework [Currently Q8 in PMF]</p>
	<p><b>2.9 Facilitating external agency engagement</b></p>	<p>The Offender Supervisor / Key-worker should seek to be involved in any meeting between PPO and community-based agencies.</p> <p>These meetings should be facilitated appropriately. Any relevant outcomes should inform sentence planning.</p>	<p>PSO 4615 (section 5)</p> <p>Premium Service Document (section 7.4+7.5)</p> <p>PSO 4190 Voluntary and Community</p> <p>PSO 2300 Resettlement</p>	<p>PPO Contact Sheet</p>	<p>Resettlement KPT</p> <p>Accommodation KPT</p>
	<p><b>2.10 Risk Management / Care Co-ordination / Multi Agency Review</b></p>	<p>The Offender Supervisor will be responsible for liaising with the Offender Manager at the appropriate point, e.g. no more than 3 months and no less than 1 month before discharge, for care co-ordination and risk management purposes.</p> <p>If appropriate, transfer back to local establishment should be facilitated to enable local discharge.</p>	<p>PSO4615 (section 4+5)</p>	<p>PPO Contact Sheet</p> <p>OASys</p>	<p>Performance Management Framework</p> <p>Resettlement KPT</p> <p>Accommodation KPT</p>

**PROCESS ACTIVITIES FOR END-TO-END MANAGEMENT OF PPO'S IN CUSTODY**  
**Sub Process 3 - Exiting Custody and Managing Risk**

SUB PROCESS	TASK	GUIDANCE	FORMS AND GUIDANCE	RECORDS KEPT	PERFORMANCE MEASURES
<b>Exiting Custody and Managing Risk</b>	<b>3.1 28 day notice of release to home BCU</b>	<p>SPOC responsible for notifying Home BCU 28 days prior to release, utilising Police Liaison Officer if necessary.</p> <p>HDC Clerk in consultation with SPOC shall notify the Home BCU in the event of any HDC or ROTL application.</p>	<p>Regional Directory</p> <p>PSO4615 (section 5)</p> <p>Premium Service Document (section 7.5)</p> <p>ROTL(6) Form</p> <p>HDC(7) Form</p>	<p>PPO Contact Sheet</p> <p>ROTL(6) Form</p> <p>HDC(7) Form</p>	<p>Performance Management Framework [Already a measure collected from 'Home BCU' sources via current PMF]</p>
	<b>3.2 Risk Management / Care Co-ordination / Multi Agency Review</b>	<p>The Offender Supervisor will be responsible for liaising with Offender Manager and Home BCU for a pre-release risk management / care co-ordination update.</p>		<p>PPO Contact Sheet</p> <p>OASys</p>	<p>Performance Management Framework</p>
	<b>3.3 Informed licence conditions</b>	<p>Discipline to ensure any additional requirements requested by Offender Manager form part of the licence.</p> <p>Discipline responsible for ensuring that the licence is faxed to Offender Manager at least one working day prior to day of release.</p>	<p>Pre Discharge Report (Form PD1)</p> <p>Licence</p>	<p>Pre Discharge Report (Form PD1)</p> <p>Licence</p>	

	<b>3.4 Exit custody</b>	<p>Best practice is for the OS to inform the Offender Manager of actual time of discharge from the establishment to inform any immediate community re-integration care-planning or Police intelligence objectives.</p> <p>Liaison with Reception to ensure specific arrangements for discharge may be appropriate.</p>		PPO Contact Sheet	Accommodation KPT Resettlement KPT
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**GLOSSARY OF TERMS**

AUR	Automatic Unconditional Release
BCU	Basic Command Unit
CARATS	Counselling, Assessment, Referral, Advice and Throughcare
CPA	Care Programme Approach
DIR	Drug Intervention Record
HDC	Home Detention Curfew
ILP	Individual Learning Plan
KPT	Key Performance Target
LIDS	Local Inmate Data System
MAPPA	Multi Agency Public Protection Arrangements
OASys	Offender Assessment System
OM	Offender Manager
OMU	Offender Management Unit
OS	Offender Supervisor
PLO	Police Liaison Officer
PPO	Prolific and Other Priority Offenders

PPT Public Protection Team

PSO Prison Service Order

PSO 2205 Offender Assessment and Sentence Management – OASys

PSO 2300 Resettlement

PSO 2350 Housing Needs and Assessment Document

PSO 3630 Counselling, Assessment, Referral, Advice and Throughcare Services

PSO 4190 Strategy for Working with the Voluntary and Community Sector

PSO 4615 Prolific and Other Priority Offenders Strategy

PSR Pre Sentence Report

ROTL Release on Temporary Licence

SPOC Single Point of Contact

