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**Managing Life Sentenced Prisoners**

**March 2017**

A review of “Managing Life Sentenced Prisoners” has been completed and a set of documents created to assist establishments, PDU Governors, PDP Co-ordinators/ Support Officers and others are available in TRIM Folder 10780\16.

Each document contains information, reference material, TRIM links and/ or web addresses.

The documents are:

|  |  |  |
| --- | --- | --- |
| **NIPS DOJ Document**  (TRIM Number) | **Trim Link** | **Name of Document** |
| 16/184518 |  | Prisoner Development, Practice Manual and Standards  (Version 5) |
| 16/134472 |  | Annex A - Supporting Offenders to Change to make  Communities Safer |
| 16/189046 |  | Annex B – Prisoner Development Unit Role Descriptions |
| 16/188984 |  | Annex C – Practice Standards |
| 16/188989 |  | Annex D – Guidance on All Types of Temporary Releases  for Life Sentenced Prisoners |
| 16/188990 |  | Annex E – Working Out Unit (Burren House) |
| 16/188992 |  | Annex F – Working Out Unit (Foyleview) |
| 16/198049 |  | Annex G – Working Out Unit (Murray House) |
| 16/188995 |  | Annex H – NIPS Interim Parole Review Guidance |
| 16/188996 |  | Annex I – Public Protection Arrangements within NIPS |
| **NIPS DOJ Document**  (TRIM Number) | **Trim Link** | **Name of Document** |
| 16/188998 |  | Annex J – Conditional Early Release |
| 16/189001 |  | Annex K – Glossary of Terms |
| 16/159048 |  | An Introduction to Life Sentences for Staff |
| 16/193357 |  | An Introduction for Life Sentences for Life Sentenced Prisoners |
| 17/30223 |  | Leaflet on Life Sentences for Life Sentenced Prisoners |
| 16/156351 |  | FLOW CHART for Life Sentenced Prisoners |
| 16/185139 |  | TIMELINE for Temporary Release and Pre-release Testing |
| 16/156348 |  | REGRESSION CHARTS from a Working Out Unit, Temporary Release Testing, Pre-cautionary Suspension from Pre-release Testing, Hostel or Approved Accommodation |
|  | | Updated March 2017 |
| **NIPS DOJ Document**  (TRIM Number) | **Trim Link** | **Guidance Note for Life Sentenced Prisoners** |
| 16/188044 |  | Case Conferences |
| 16/192207 |  | Case Discussions |
| 16/193296 |  | Disclosure |
| **NIPS DOJ Document**  (TRIM Number) | **Trim Link** | **Guidance Note for Life Sentenced Prisoners** |
| 16/198311 |  | Hostel and Approved Accommodation |
| 17/10088 |  | Identification of Potential Life Sentenced Prisoners |
| 16/195131 |  | Licensing |
| 16/190337 |  | PBNI Risk Assessments |
| 16/194952 |  | PCNI Process |
| 16/193368 |  | PPANI and LAPPP |
| 17/5460 |  | Psychology Programmes and Services |
| 16/198467 |  | Recall |
| 16/173849 |  | Risk Assessments for Temporary Release and  Pre-release Testing |
| 16/198975 |  | Security Categorisation |
| 16/192514 |  | Sentence Review Commission |
| 16/183161 |  | Temporary Release and Pre-release Testing |
| 17/10310 |  | 3 Year Pre-tariff Report to PCNI/ Parole Board |
| **NIPS DOJ Document**  (TRIM Number) | **Trim Link** | **Guidance Note for Life Sentenced Prisoners** |
| 16/192716 |  | 3 Year Pre-tariff Review |
| 17/8420 |  | Transfer between Establishments |
| 16/198326 |  | Transfer Direction under Mental Health Order |
| 17/5463 |  | Victim Information |
|  | | Updated March 2017 |

**An Introduction to LIFE Sentences**

**for Staff**

**Mission Statement**

The Northern Ireland Prison Service (NIPS) and Probation Board for Northern Ireland (PBNI) are fully committed to making our communities safer by engaging with prisoners to reduce the likelihood of further offending and the risk of harm to others in the future. We will do this by encouraging them to take responsibility for their actions, identifying their risks, needs and strengths. We will provide opportunities to challenge offending behaviour, develop life skills and support successful re-integration back into the community.

**Introduction to LIFE Sentences**

The Life Sentences (Northern Ireland) Order 2001 provides legislation on Sentencing Arrangements.

Reference material:

[www.legislation.gov.uk/nisi/2001/2564/introduction/made](http://www.legislation.gov.uk/nisi/2001/2564/introduction/made)

[www.legislation.gov.uk/nisi/2008/1216/schedule/2/made](http://www.legislation.gov.uk/nisi/2008/1216/schedule/2/made)

The Northern Ireland Prison Service (NIPS) implemented its new Prisoner Development Model in 2015.

Desistance research tells us that it is important to support people from re-offending often working in partnership with a range of providers by addressing areas such as accommodation, substance misuse, health, attitudes and behaviour, employment, education and training, finance and social relationships. These areas are the Resettlement Pathways addressed in the Prisoner Development Model and it is based on a partnership approach.

Reference material:

Prisoner Development Model, Practice Manual and Standards NIPS DOJ Document 16/184518

<https://www.justice-ni.gov.uk/sites/default/files/publications/doj/supporting-change-a-strategic-approach-to-desistance.pdf>

NIPS funds voluntary and community sector organisations to support and deliver this Model alongside its statutory partners. NIPS Resettlement Branch works with partner organisations to manage a range of strategic areas aimed at the re-integration of prisoners into the community. The focus for all organisations is to tackle offending through an agreed holistic approach to resettlement.

Reference material:

Resettlement Pathways 2016 NIPS DOJ Document 16/127162

NIPS work alongside its colleagues from the Probation Board for Northern Ireland (PBNI) in providing a co-ordinating role for ‘Life sentenced prisoners’ and those assessed as High Risk and/ or presenting with a significant Risk of Harm to Others. This is achieved by providing an opportunity to explore any Risk Reduction work, develop victim awareness and to enhance Public Protection.

Reference material:

Guidance Note for Life Sentenced Prisoners: PBNI Risk Assessments NIPS DOJ Document 16/190337

Each prison establishment has introduced a dedicated multi-disciplinary team of NIPS/ PBNI staff working in a Prisoner Development Unit (PDU) or in Hydebank Wood College, a Student Development Unit (SDU). All future reference will be to PDU for the purpose of this document only.

All Life sentenced prisoners are given every opportunity to address their offending behaviour and live a life free from crime on release from prison. The Model provides the means to access practical support having identified their risks, needs and strengths through the completion of a comprehensive assessment called the Prisoner Needs Profile (PNP). Information captured in this assessment will help formulate their Personal Development Plan (PDP) addressing those areas of accommodation, finances, mental health, relationships and substance misuse. It identifies targets and any necessary work required that will help reduce the risk of re-offending, prepare someone for release and provide better public protection. Prisoners are supported in their rehabilitation during their Life sentence by undertaking cognitive behavioural programmes to address their offending behaviours; maintaining contact with their families; having a positive parental role with their children; gaining qualifications and skills to help access employment; opportunity to participate on structured periods of temporary release at the latter stage of their sentence; and access to supported living arrangements within the community Practical assistance, support and/ or advice is also available on housing, relationships, substance misuse and health.

**Types of Life sentence**

The definitions for Life Sentences in Northern Ireland are:

* A ‘Mandatory’ Life sentence is the only arrangement available for a court to impose on someone convicted of murder
* A ‘Discretionary’ Life sentence can be imposed on someone convicted of a serious offence such as manslaughter, attempted murder, rape, buggery, armed robbery or arson by a court
* A court may also impose a Life sentence on someone convicted of a second serious violent or sexual offence unless there are exceptional circumstances for not doing so; and
* Detention during the Secretary of State’s Pleasure, commonly known as SOSP, can be imposed on someone who was under the age of 18 years when the index offence was committed.

Reference material:

[www.sentencingcouncil.org.uk/about-sentencing/types-of-sentence/life-sentences/](http://www.sentencingcouncil.org.uk/about-sentencing/types-of-sentence/life-sentences/)

[www.parolecomni.org.uk/content/life-sentences](http://www.parolecomni.org.uk/content/life-sentences)

**How long is a LIFE sentence?**

All Life and SOSP sentences are indeterminate which means that someone who received this type of sentence will remain in prison until considered safe to be released by the Parole Commissioners of Northern Ireland (PCNI).

The 2 main factors which decide how long someone spends in custody are:

* + Length of tariff; and
  + Consideration of risk of harm to the public.

**What is a tariff?**

The Life Sentences (Northern Ireland) Order 2001 requires a sentencing judge to set a ‘tariff period’ when a Life sentence is imposed at court. A tariff is best understood as the minimum time a prisoner must spend in prison before becoming eligible to be considered for release on licence. The sentencing judge will announce the Life sentence and the tariff in court; in all likelihood, it will be given as a period of years such as 13, 14 or 15. A prisoner may be considered for release before the tariff period is complete in very exceptional compassionate circumstances such as terminal illness.

Reference material:

[www.legislation.gov.uk/nisi/2001/2564/part/III/made](http://www.legislation.gov.uk/nisi/2001/2564/part/III/made)

**Where is a Life sentence served?**

All male Life sentenced prisoners may have the opportunity to reside in different accommodation areas in each adult male establishment. A person:

* over the age of 21 years at the time of the offence will go to HM Prison Maghaberry
* between the ages of 18 - 21 years will usually go to Hydebank Wood College; and
* will be considered for the ‘Working Out Units’ at Burren House, Belfast and Foyleview, HM Prison Magilligan subject to satisfactory progress, length of time in custody, tariff and recommendation from Parole Commissioners.

All female Life sentenced prisoners will go to Hydebank Wood College but can progress to a Working Out Unit, Murray House.

**Managing a Life Sentence?**

All Life sentenced prisoners are given opportunities to address their offending behaviour and live a life free from crime on release from prison. The means to access practical support is available having identified someone’s risks, needs and strengths through the completion of a comprehensive assessment called the Prisoner Needs Profile (PNP). Information captured in this assessment will help formulate their Personal Development Plan (PDP) addressing those areas of accommodation, education, training and employment; finance, benefits and debts; children and families; mental and physical health; drugs and alcohol/ addictions; attitudes, thinking and behaviours. It identifies targets and any necessary work required that will help reduce the risk of re-offending, prepare someone for release and provide better public protection. Prisoners are supported in their rehabilitation during their Life sentence by undertaking cognitive behavioural programmes to address their offending behaviours; maintaining contact with their families; having a positive parental role with their children; gaining qualifications and skills to help access employment; an opportunity to participate on structured periods of temporary release at the latter stage of their sentence; and access to supported living arrangements within the community.

Reference material:

Prisoner Development Model, Practice Manual and Standards NIPS DOJ Document 16/184518

**Assessing progress through a Life Sentence?**

The PDP will be drawn up between the prisoner and a personal PDP Co-ordinator which will be reviewed every 6 months; regular contact between the prisoner and this member of staff will also help implement any identified work. Information will be shared between the supporting agencies, residential, Learning and Skills (L&S); and the PDU to assess what progress has been made since the implementation of the PDP or from its last review. This may be reflected in work carried out to address offending behaviour, identified areas of concern or factors which contributed towards the index offence. These reports will be a significant contributing factor when considering offending behaviour attitudes, behavioural change; is there a risk reduction to the public and others; progress in the establishment’s accommodation; and whether the timing for progression on any future testing is appropriate. Risk to and the safety of others is the most important factor taken into account when considering whether it is appropriate to allow someone to participate on any form of ‘temporary release testing’ from custody during the 3 year pre-tariff stage. It may also include consideration for a subsequent move to ‘pre-release testing’ at one of the NIPS Working Out Units following successful temporary releases and recommendation from Parole Commissioners.

Reference material:

Annex C - Practice Standards NIPS DOJ Document 16/188984

Guidance Note for Life Sentenced Prisoners: Case Discussion NIPS DOJ Document 16/192207

Guidance Note for Life Sentenced Prisoners: PBNI Risk Assessments NIPS DOJ Document 16/190337

**What is the 3 Year Pre-tariff?**

The Life Sentences (Northern Ireland) Order 2001 requires a sentencing judge to set a ‘tariff period’ when a Life sentence is imposed at court. Your tariff is best understood as the minimum time a prisoner must spend in prison before becoming eligible to be considered for release on licence. A Life sentence case will be reviewed by the Parole Commissioners at the 3 year pre-tariff date. They will consider the risk management programmes a Life sentenced prisoner has undertaken to address their offending behaviour. The Parole Commissioners will also identify a clear direction as to what is still required to be completed by the Life sentenced prisoner before consideration will be given to release the individual at, or after, the end of their tariff period.

The Parole Commissioners will make recommendations on suitability for ‘Temporary Release Testing’ from prison

Reference material:

[www.legislation.gov.uk/nisi/2001/2564/part/III/made](http://www.legislation.gov.uk/nisi/2001/2564/part/III/made)

Guidance Note for Life Sentenced Prisoners: 3 Year Pre-tariff Review NIPS DOJ Document 16/192716

Guidance Note for Life Sentenced Prisoners: 3 Year Pre-tariff Report to PCNI/ Parole Board NIPS DOJ Document 17/10310

**What is Temporary Release Testing?**

The Governor may consider the use of Accompanied Temporary Release (ATR) or Unaccompanied Temporary Release (UTR) following a recommendation made by the Parole Commissioners. This will normally be 6 months after the 3 year pre-tariff date has passed and only when a decision has been taken by the Governor at a Case Conference. The Governor can use personal discretion to commence a ‘programme of temporary release testing’ from 1 year to the Life sentenced prisoner’s Tariff Expiry Date (TED) if the Parole Commissioners have not recommended this testing previously. A Life sentenced prisoner will be escorted on a structured ATR by staff to local community venues with a view for possibly progression to UTR. The UTR may be for 6 or 8 hour periods initially but can progress to overnight periods at approved accommodation. These temporary periods of release, both ATR and UTR, will assess behaviours, trustworthiness, motivation and whether consideration should be made to progressing towards ‘pre-release testing’ in one of NIPS Working Out Units.

Reference material:

Pre-release Home and Resettlement Leave Arrangements for all Sentenced Prisoners Policy (2005) NIPS DOJ Document 10/909

Guidance Note for Life Sentenced Prisoners: Temporary Release and Pre-release Testing NIPS DOJ Document 16/183161

TIMELINE for Temporary Release and Pre-release Testing NIPS DOJ Document 16/185139

Guidance Note for Life Sentenced Prisoners: Case Conference NIPS DOJ Document 16/188044

**What is Pre-release Testing?**

The purpose of Pre-release Testing is to provide evidence to the Parole Commissioners about 'suitability for release' on Life licence.

The majority of Life sentenced prisoners may expect to spend at least 15 months in one of the Working Out Units before being considered for release by the Parole Commissioners. This period will be a time of assessment in conditions which are as close as is possible to those in the community.

Significant emphasis is placed upon responsibility, trust, honesty, openness and personal development. These 'open conditions' help prepare a Life sentenced prisoner to resettle into the community; and increase contact with others when assessed as appropriate. Some individuals may need more support than others in adjusting to these conditions as it is very different to those of 'closed prison environment.' Therefore, PBNI and staff from a Working Out Unit will be part of the decision making process when considering such as move.

More detailed information will be provided to a Life sentenced prisoner by their PDP Co-ordinator but the period of time in a Working Out Unit will consist of 3 phases. The length of time spent on each phase will be specific to an individual but is based upon their progression, risk management, coping mechanisms, attitudes and behaviours.

Reference material:

Guidance Note for Life Sentenced Prisoners: Temporary Release and Pre-release Testing NIPS DOJ Document 16/183161

TIMELINE for Temporary Release and Pre-release Testing NIPS DOJ Document 16/185139

The 3 phases are:

Phase1

Normally 2 – 4 weeks

* Develop relationships between other individuals and staff
* Gather personal information and contact details
* Registration with GP
* Set up Bank Account and assist with other financial arrangements
* Arrange interviews and secure appropriate employment
* Arrange familiarisation visits
* Reside in the Working Out Unit between Monday - Sunday; and
* Short structured periods of Unaccompanied Temporary Release (UTR) may be granted at weekends but will not involve any overnight requests.

(Any non-Life sentenced prisoner transferred to a Working Out Unit will remain on Phase1 until their Home Leave Eligibility Date, HLED.)

Phase2

Normally 6 - 9 months

* Commence work with an Employment Provider
* Engage in specific offence focussed work with Service Providers
* NIPS and PBNI will provide support and assistance in finding appropriate accommodation in the community
* To engage in regular case conferencing to assess progress
* Individual will attend work and return to the Working Out Unit each evening between Monday - Thursday
* Individual will attend work on Friday morning but will be permitted at the end of the working day a period of UTR to an 'approved address' for the weekend, if appropriate
* Reside overnight at this approved address between Friday - Sunday; and
* Individual will go directly to work on Monday morning from their approved address and will return to the Working Out Unit on Monday evening.

Phase2 is a period of assessment to 'coping in a community based environment and work placement' providing evidence to the Parole Commissioners.

Phase3

Normally 5-8 months

* Reside and work full-time in the community at an approved address and with an Employment Provider
* Actively engage in regular home and work placement visits with NIPS and PBNI
* To engage in regular case conferencing to assess progress
* Attend the Working Out Unit for planned interviews when requested, normally fortnightly; and
* Attend weekly supervision/ contact with PBNI which will alternate between the Prison and Community based Officers.

The purpose of weekly contact with PBNI is to support and risk manage an individual living full-time in the community; ensuring risk is being managed effectively and resettlement is successful.

The purpose of visits and interviews are to gauge how an individual is coping in the community; an opportunity to raise any problem or concern; and to gather additional information for use by NIPS, PBNI and Parole Commissioners.

PDU will requests reports from PBNI and any other Service Provider to help inform the Parole Commissioners as to suitability for release on Life licence.

Reference material:

Annex E - Working Out Unit (Burren House) NIPS DOJ Document 16/188990

Annex F - Working Out Unit (Foyleview) NIPS DOJ Document 16/188992

Annex G - Working Out Unit (Murray House) NIPS DOJ Document 16/198049

**Parole Commissioners for Northern Ireland (PCNI)**

Parole Commissioners for Northern Ireland (PCNI) are an independent body which advise the Department of Justice (DOJ) on a number of matters including:

* If someone is recommended for temporary release testing
* If someone is recommended for pre-release testing
* If someone is to be released from custody on Life licence; and
* If someone who has been recalled to prison should be reviewed by them.

A provisional direction/ direction on suitability for release will be made when a case has been referred to the Parole Commissioners. It is based upon:

* The level of risk to public safety; and
* The degree to which risk can be managed.

Reference material:

<https://www.parolecomni.org.uk/content/legislation>

Prisoner Development Model, Practice Manual and Standards NIPS DOJ Document 16/184518

Annex C - Practice Standard13 NIPS DOJ Document 16/188984

Annex H - NIPS Interim Parole Review Guide NIPS DOJ Document 16/188995

**Overview of Parole Process**

The Parole Process for a Life sentenced prisoner can be reflected in the 9 following points. They are:

(1) Sentencing Judge will have set a Tariff Expiry Date (TED) which is the earliest date that an individual can be released from custody

(2) PBNI will prepare a 6 month Pre-tariff Report

(3) NIPS will refer an individual's case to the Parole Commissioners 6 months prior to TED

(4) PBNI and other relevant representatives including the Life sentenced prisoner will attend a PCNI Hearing

(5) Parole Commissioners will consider whether the risk of serious harm to the public is reduced enough to safely release and individual into the community on a date when the tariff expires

(6) A date to review an individual's case will be set, normally 1 year from the decision date, if that decision is not for release

(7) An individual will be released from custody on a Life licence and the Parole Commissioners will have had an opportunity to have input to it

(8) An individual may be recalled to prison if there is an increased risk of causing serious harm to the public; and

(9) Parole Commissioners will review all Life sentenced prisoners recalled to prison and make a direction on suitability for release or set a review date.

Reference material:

[www.parolecomni.org.uk/content/parole-process](http://www.parolecomni.org.uk/content/parole-process)

[www.legislation.gov.uk/nisi/2001/2564/article/6/made](http://www.legislation.gov.uk/nisi/2001/2564/article/6/made)

Guidance Note for Life Sentenced Prisoners: PCNI Process NIPS DOJ Document 16/194952

**What is a Life licence?**

An individual who received a Life sentence will be released from custody on a 'Life Licence' which remains in place for the rest of their life. Standard conditions of regular supervision with PBNI will be included in the early years of the licence. This includes:

* Keeping regular appointments
* Allowing home visits
* Not taking any job without approval by PBNI
* Not changing address without first informing PBNI; and
* Not travelling abroad without first informing PBNI.

Life licences will often have additional conditions added which are specific to an individual. This is not an exhaustive list but may include:

* Where someone may or may not reside
* Where someone may or may not travel to
* Postcode restrictions
* Not contacting certain people
* Not taking certain types of employment
* Abstaining from alcohol
* Abstaining from drug use; and
* Engaging with any treatment programmes, providers or relapse prevention work.

The Life licence can be restrictive at first but PBNI will support and help an individual settle back into the community. The level of supervision and duration of conditions will depend on the individual's progress and behaviour in the community. PBNI and Parole Commissioners may recommend the cancellation or removal of certain conditions if it is assessed that they are no longer required through regular supervision. Although the Life licence is still in place, an individual would no longer have to meet or stay in touch with PBNI. However, a person may be recalled to prison if there is an increased risk of serious harm to the public or behaviours show that it is no longer safe for the individual to remain in the community. Parole Commissioners will be involved in all cases of a previous Life sentenced prisoner being returned to custody.

Reference material:

[www.legislation.gov.uk/nisi/2001/2564/article/8/made](http://www.legislation.gov.uk/nisi/2001/2564/article/8/made)

**Disclosure**

A Disclosure Meeting will take place when PBNI will meet with an individual's landlord, employer or, if a new relationship is developing, a new partner.

Reference material:

Guidance Note for Life Sentenced Prisoners: Disclosure NIPS DOJ Document 16/193296

**Sentence Review Commission (SRC)**

The Sentence Review Commissioners (SRC) has responsibility for determining ‘suitability for release’ on Life licence for prisoner who has an affiliation to a paramilitary organisation at the time they committed the index offence. These are sometimes known as release as under ‘Good Friday Agreement’.

A prisoner who has been sentenced to Life or a fixed term of five years or more, their legal representative will make an application to the SRC.

Reference material:

Guidance Note for Life Sentenced Prisoners: Sentence Review Commission NIPS DOJ Document 16/192514

**Victim Information**

The Government provides an information scheme in relation to sentences imposed by the court and the release of prisoners as part of a range of services provided to victims of crime. PBNI seek to represent the interest of victims and their families by ensuring information is passed on about the sentence imposed by a court; notify and consult about release arrangements for Life sentenced prisoners including any unaccompanied temporary releases.

Reference material:

<https://www.nidirect.gov.uk/information-and-services/crime-justice-and-law/victims-and-witnesses?medium=4&smartphone=yes>

PBNI administer the Prisoner Release Victim Information Scheme (PRVIS) and the PBNI Victim Information Scheme. PRVIS informs how victims can be involved in the scheme and the type of information that they can receive about a particular prisoner such as temporary releases; an opportunity to submit views to the Parole Commissioners; final discharge (release) and licensing arrangements. Specific dates or exact venues for any possible temporary release will not be shared with victims for the purposes of safety for everyone including that of the Life sentenced prisoner.

[Reference material:](http://Reference material:www.legislation.gov.uk/ukpga/2002/26/contents)

[www.legislation.gov.uk/ukpga/2002/26/contents](http://Reference material:www.legislation.gov.uk/ukpga/2002/26/contents)

Guidance Note for Life Sentenced Prisoners: Victim Information NIPS DOJ Document 17/5463

PBNI Victim Information Scheme ensures that victims receive information relevant to them about a sentence which requires supervision in the community by PBNI. It will also provide an opportunity for a victim to participate in the preparation of a ‘Victim Report’ at the 3 year pre-tariff stage to the Parole Commissioners; inform the management of the prisoner; and be involved in restorative contact with the Life sentenced prisoner, directly or indirectly.

[Reference material:](http://Reference material:www.legislation.gov.uk/nisi/2005/1965/contents)

[www.legislation.gov.uk/nisi/2005/1965/contents](http://Reference material:www.legislation.gov.uk/nisi/2005/1965/contents)

Guidance Note for Life Sentenced Prisoners: Victim Information NIPS DOJ Document 16/190328

Abbreviations used within this document are:

ATR Accompanied Temporary Release

DOJ Department of Justice

GP General Practitioner

HLED Home Leave Eligibility Date

L&S Learning and Skills

NIPS Northern Ireland Prison Service

PBNI Probation Board for Northern Ireland

PCNI Parole Commissioners of Northern Ireland

PDP Personal Development Plan

PDU Prisoner Development Unit

PNP Prisoner Needs Profile

PRVIS Prisoner Release Victim Information Scheme

SOSP Secretary of State’s Pleasure

SDU Student Development Unit

SRC Sentence Review Commission

TED Tariff Expiry Date

UTR Unaccompanied Temporary Release

**FLOW CHART for LIFE Sentenced Prisoners**

* Committal
* 1st Night Questionnaire
* Complete Committal Interview PDU 1 Form
* Identify Potential Life Sentenced Prisoner
* Allocate NIPS PDP Co-ordinator
* Agree Remand Planning
* Complete Prisoner Needs Profile (PNP)
* Referrals made
* Monthly Contact
* 6 monthly review Remand Planning

Remand

* Committal
* 1st Night Questionnaire
* Complete Committal Interview PDU 1 form
* Allocate NIPS PDP Co-ordinator/ PBNI Support Officer
* Committal
* 1st Night Questionnaire
* Complete Committal Interview PDU 1 form
* Allocate Co-ordinator
* Complete PNP (review PNP if having served a period on Remand)
* Multi-disciplinary Case Discussion can be called by PDP Co-ordinator
* Agree Personal Development Plan (PDP)
* Referrals made
* Minimum 6 monthly Contact
* 6 monthly review PDP

Sentenced

* Minimum 6 monthly Contact
* 6 monthly review of PDP
* Multi-disciplinary Case Discussion can be called by PDP Co-ordinator
* Referrals made
* Psychology – Offence Behavioural Programmes (OBP)

Early Years

* Minimum 6 monthly Contact
* 6 monthly review of PDP
* Multi-disciplinary Case Discussion can be called by PDP Co-ordinator
* Referrals made
* Psychology – OBP process

Mid Years

* Psychology – OBP process
* NIPS handover PDP Co-ordination role to PBNI
* NIPS take on role of Support Officer from PBNI
* Minimum 6 monthly Contact
* 6 monthly review of PDP
* Multi-disciplinary Case Discussion can be called by PDP Co-ordinator
* Referrals made

4 Year

Pre-tariff

* 3 Year Pre-tariff PCNI referral
* Contact with Victims Unit made
* Risk Management Meeting (RMM)
* PCNI Recommendations to be considered 1st Case Conference
* Psychology Booster/Recap of work previously completed
* Temporary Release testing commencing with 3 ATR (minimum)
* 1 ATR/UTR
* Case Conference
* Home Circumstances Report (PBNI)
* Victims Unit
* 1 UTR (6)
* 5 UTR (8)
* Case Conference/ RMM prior to overnight UTRs
* 3 UTR (24:LAPPP if necessary prior to overnight)
* Working Out Unit Dossier prepared
* 2 UTR (48)
* Case Conference to review progression to Working Out Unit

3 Year

Pre-tariff

Pre-release

Testing

* Working Out Unit Placement (15 months maximum placement; Phase 1-3)
* Case Conference PBNI/Psychology
* 6 months pre-tariff referral to PCNI and RMM
* 6 months to Tariff Expiry Date Community Probation Officer identified
* RMM Pre-hearing, if applicable
* PCNI Decision

For Release

Not For Release

* Licence Conditions set by PCNI
* Tri-partite meeting
* Release on Licence
* PSNI/ Victim Unit (informed)
* PCNI Recommendations
* Post Tariff Case Conference
* Further testing required
* Victim Unit (informed)

**TIMELINE for Temporary Release and Pre-release Testing**

LAPPP LAPPP throughout Phase3

CC throughout Pre-release period

RMM CC CC CC/ RMM CC 

RMM RMM

SC SC SC SC Pre-hearing

3 year

pre-tariff UTR(6) UTR(48) w/end every w/end

TED

**3 *ATR* 1 ATR/UTR 1 UTR (6) 5 UTR (8) 3 UTR (24) 2 UTR (48)**

1 month 6-9 months 5-8 months

Phase 1 Phase 2 Phase 3

PCNI PCNI PCNI

Recommendations WOU Dossier Referral Decision

Working Out Unit

6 months 15 months for Temporary Release Testing 15 months for Pre-release Testing

36 months

CC Case Conference Phase 1 (daytime UTR each weekend)

RMM Risk Management Meeting Phase 2 (overnight UTR Friday to Monday)

SC Security Categorisation Phase 3 (Full-time in the Community)

ATR Accompanied Temporary Release

UTR Unaccompanied Temporary Release

TED Tariff Expire Date LAPPP (applicable only if subject t to PPANI)

WOU Working Out Unit

PCNI Parole Commissioners of Northern Ireland

**Regression Chart from a Working Out Unit**

Progression to the Working Out Unit (WOU) will be considered subject to prisoners meeting agreed criteria and having demonstrated that they are complying with their Personal Development Plan (PDP)

Progression Dossier prepared prior to transfer to Working Out Unit (WOU)

When there is a breach of conditions or evidence of increase in levels of risk, the Senior Officer will consult with the PDP Co-ordinator and PDU Governor to confirm breach and agree on course of action to take

2. Remain in WOU but regress a phase.

Letter issued by SO/ staff advising of consequences of further breaches.

Regression spreadsheet updated

3. Prisoner returned from WOU to closed conditions. Security Category reclassified to Category ‘C’.

‘Suspension Letter’ issued by PDP Co-ordinator advising reasons for suspension; and Victims Unit informed of suspension by PDU

1. Written warning given and recorded on TRIM/ PRISM.

Letter issued by SO/ staff advising of consequences of further breaches

Regression spreadsheet updated; Case Discussion convened by PDP Co-ordinator as soon as possible

Case Conference held approximately

3 months from suspension

RMM, if applicable

Remain at WOU and progress as per PDP or revised plan, as applicable

Prisoner considered suitable to return to open conditions to commence a revised pre-release testing.

Prisoner advised in writing

Not suitable for Pre-release testing in open conditions but maybe suitable for temporary release testing

Not considered to return to open conditions at this time.

Prisoner advised in writing

*Each case will be assessed on an individual basis dependant on risk, need and suitability for progression*

**Precautionary Suspension from Pre-release Testing**

It may be necessary to suspend an individual from pre-release testing in open conditions as a precautionary measure. This could be for a number of reasons, for example; Information received from PSNI, suspicion of behaviour that could impact on an individual’s risk or because of heightened media attention for own safety. The following process will apply:

Concern raised or identified with PDP Coordinator and PDU Governor informed

Precautionary suspension made

Letter issued advising of reasons for suspension

Return to closed conditions for precautionary measure but Security Category to remain unchanged.

Matter will be investigated

Remain in open conditions, with no periods of pre-release testing.

Matter will be investigated

Case Conference convened as soon as possible.

Decision made on course of action to take

No action required.

Return to open conditions and resume pre-release testing as prior to precautionary suspension

Commence regression from WOU

1. Written warning

2. Regress a phase

3. Return to closed conditions

*Each case will be assessed on an individual basis dependant on risk, need and suitability for progression*

**Regression Chart from Temporary Release Testing**

Breach of Temporary Release Conditions

Concerns are raised with PDP Co-ordinator and

PDU Governor

Suspension Letter issued advising reasons for suspension

Case Conference held approximately

3 months from suspension

Prisoner considered suitable to remain on temporary release testing

Prisoner regresses on temporary release testing

Prisoner not considered suitable for temporary release testing

*Each case will be assessed on an individual basis dependant on risk, need and suitability for progression*

**Regression Chart from a Hostel or Approved Accommodation**

Progression straight to a hostel or approved accommodation will be considered when it is not suitable to avail of NIPS open conditions due to Victim’s location, high profile media or a prisoner’s own personal protection.

Progression Dossier prepared prior to transfer

When there is a breach of conditions or evidence of increase in levels of risk, the Senior Officer with lead responsibility will consult with the PDP Coordinator and PDU Governor to confirm breach and agree on course of action to take

Prisoner returned to closed conditions and Security Category reclassified to ‘C’.

Suspension letter issued by PDP Co-ordinator advising reasons for suspension; and Victims Unit informed of suspension by PDU

Remain in hostel or approved accommodation but regress from phase 3 to 2.

Letter issued by SO/ staff advising consequences of further breaches

Regression spreadsheet updated

Written warning given and recorded on TRIM/ PRISM. Letter issued by SO/ staff advising consequences of further breaches

Regression spreadsheet updated; Case Discussion convened by PDP Co-ordinator as soon as possible

Case Conference held approximately

3 months from suspension

Remain at hostel/ approved accommodation and progress as per PDP or revised plan as applicable

RMM, if applicable

Prisoner considered suitable to return to open conditions to commence a revised pre-release testing.

Prisoner advised in writing

Not suitable for pre-release testing but maybe suitable for temporary release testing.

Prisoner advised in writing

Not considered suitable for hostel/ approved accommodation. Return to closed conditions at this stage.

Prisoner advised in writing

*Each case will be assessed on an individual basis dependant on risk, need and suitability for progression*