



Ministry of
JUSTICE

National Offender
Management Service



Youth Justice Board
Bwrdd Cyfiawnder Ieuencid



Home Office



ASSOCIATION OF
CHIEF POLICE OFFICERS

the
**Parole
Board**

working with others
to protect the public

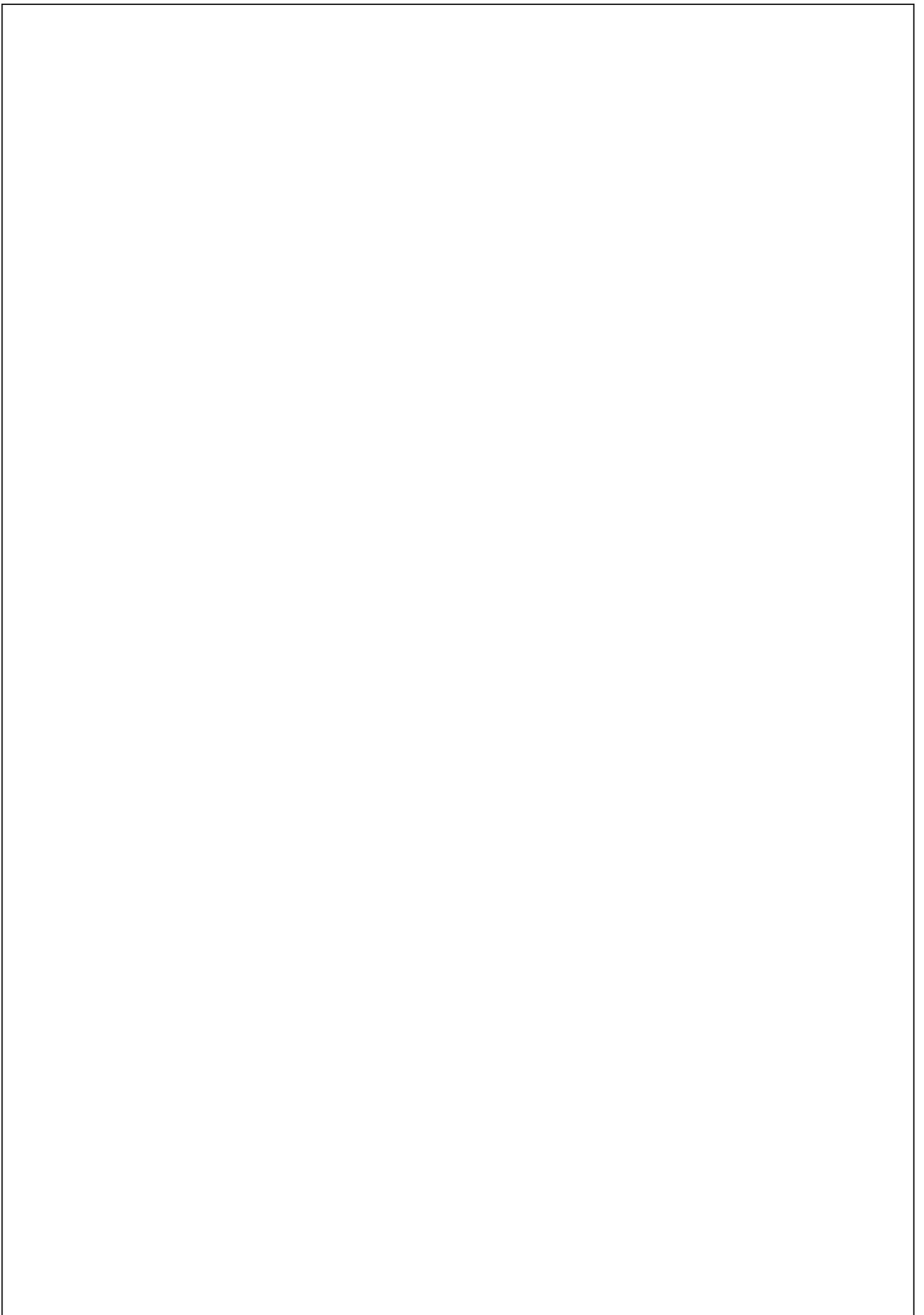


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JOINT NATIONAL PROTOCOL

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

Version 3.0



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PROLOGUE

1. INTRODUCTION

- 1.1 This protocol provides a framework for partner agencies to work together to share information, supervise offenders, enforce licences, effect the efficient recall to custody of those offenders who breach their licence conditions and ensure a properly informed, timely review of their suitability for re-release. The overriding objective of the protocol is to protect the public and prevent further crime.
- 1.2 Whilst outside the scope of this protocol parties to it should be aware that a very small number of those released on HDC will be housed in BASS accommodation provided by Stonham under contract to the Ministry of Justice. BASS is an accommodation and support service for defendants eligible for bail and offenders eligible for release on home detention curfew who would not otherwise be released because they lack a suitable residential address or necessary support. A very small number are offenders on a community order. Part of the support Stonham provides is to help service users to maintain their HDC licence conditions and address behaviour that might give rise to breach and recall. There are separate protocol regarding information sharing and reporting arrangements between Stonham and the electronic monitoring contractors, as well as ACPO and further detailed guidance to prisons and probation on BASS, including enforcement procedure, is set out in Prison Service Instruction 34/2010 and Probation Instruction 9/10.

2. GEOGRAPHICAL SCOPE

- 2.1 This protocol, concerning the supervision, revocation and recall of prisoners released on licence, is to be adopted across the National Offender Management Service (NOMS) including the Prison and Probation services, the Police, including the Police National Computer Bureau, the electronic monitoring providers, the Ministry of Justice, the Home Office, the Parole Board, the UK Borders Agency (UKBA), and Youth Offending Teams (YOTs) in England and Wales.

3. COMMENCEMENT, INTERPRETATION AND AMENDMENT

- 3.1 The first issue of this protocol was implemented on 1st February 2005. The current version was implemented on **16th May 2011** and will continue to be revised by

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NOMS, in consultation with all signature agencies on a regular basis.

- 3.2 Any provision contained in the 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 Trust: Chief Executive or equivalent with operational responsibility for recall;
- Youth Offending Team: Heads of Service;
- Parole Board: Chief Executive;
- Electronic Monitoring Providers: Managing Directors of G4S and Serco.

- 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.

- 4.4 For the purposes of this protocol, standards set out as applicable to the Probation Service should be taken to be also applicable to YOTs.

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 discrete areas of work. The Youth Justice Board will give guidance to YOTs on the arrangements particular to YOT supervision of young offenders, but arrangements in respect of the processes set out in this protocol, should mirror those set out for the Probation Service.

- 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

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using data supplied by the NOMS Public Protection Casework Section (PPCS).

- 5.3 The Youth Justice Board should also ensure that appropriate arrangements are in place to monitor the performance of YOTs, whose target in respect of the revocation of licence and recall of young offenders serving sentences of 12 months and over, is the same as that of the Probation Service.
- 5.4 YOT performance should not be separately measured, but is included in the performance information published to Probation Trusts. Performance targets will be the same as those set for the Probation Trusts.
- 5.5 Electronic Monitoring providers will be measured via the EM Contract requirements and protocols to comply with thresholds and timescales agreed to meet the targets where electronic monitoring is part of the licence condition.

6. REVISION

- 6.1 A complete revision of this whole protocol beyond any amendments described at 3 above will be conducted by NOMS, with the consent and participation of all parties concerned.
- 6.2 Date last revised – **16th May 2011**.

7. SIGNATORIES

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



**ASSOCIATION OF
CHIEF POLICE OFFICERS**

For the Police
Name: Terry Sweeney
Position: ACPO Lead
Date: 31 March 2011



**Ministry of
JUSTICE**

National Offender
Management Service

For the National Offender Management
Service on behalf of the Probation and
Prison Services

Name: Michael Spurr
Position: Chief Executive Officer
Date: 20 April 2011



Home Office

For the Home Office
Name: Tyson Hepple
Position: [Director, Civil Liberties and
Public Protection Strategy](#)

Date: 23 February 2011



Youth Justice Board
Bwrdd Cyfiawnder Ieuencid

For the Youth Justice Board

Name: John Drew
Position: Chief Executive
Date: 30 March 2011



working with others
to protect the public

For the Parole Board

Name: Linda Lennon
Position: Chief Executive
Date: 21 February 2011



For the Electronic Monitoring Contractor
G4S

Name: Richard Morris
Position: Managing Director

Date: 16 December 2010



For the Electronic Monitoring Contractor
SERCO

Name: Terry Harris
Position: Managing Director
Date: 16 December 2010

SCHEDULE

1. AIM

- 1.1 This protocol is intended to provide a framework for partner agencies to work together to supervise offenders, enforce their licences, to effect an efficient recall to custody of those who breach their licence conditions and ensure a properly informed and timely review of suitability for re-release is undertaken, 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 communication exists between NOMS, the Police Forces, Probation Trusts, Electronic Monitoring Contractors, YOTs and all other signatory agencies throughout the period an offender is being supervised, including throughout and subsequent to an offender's recall to custody.

- 2.1.2 To ensure the early apprehension of offenders whose licences the Secretary of State has revoked.

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 speedily in order to protect the public and/or prevent any further offending.

- 3.2 Each Probation Trust will:

- 3.2.1 Identify a Recall Liaison Officer (RLO) who will be an Assistant Chief Executive Grade or equivalent, responsible for the operation of the recall processes;

- 3.2.2 Ensure that PPCS are provided with a full and complete Request for Recall Report and all supporting paperwork within 24 hours of taking an in principle

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decision to seek recall, with all such information being provided in electronic format and through secure email;

- 3.2.3 Liaise with the Police to provide any available information and intelligence, which may facilitate the offender's swift apprehension and return to custody;
- 3.2.4 Provide the Parole Board and NOMS PPCS with up to date reports on the offender's progress whilst on licence, including an up to date assessment of risk and appropriate Risk Management Plans within the deadlines as set out on the forms themselves;
- 3.2.5 Maintain a list of unlawfully at large (UAL) offenders in their Trust;
- 3.2.6 Liaise with officers from the Serious Organised Crime Agency (SOCA), and with officers from Counter Terrorism units where appropriate and in line with agreed processes.

4. YOUTH OFFENDING TEAMS ROLES AND RESPONSIBILITIES

- 4.1 YOTs have the responsibility to supervise young people released from Secure Children's Homes, Secure Training Centres or from Young Offender Institutions on licence and, when appropriate, to initiate the process of recall in order to protect the public and/or prevent any further offending.
- 4.2 The processes within this protocol are specific to young people subject to a release licence or life licence where recall is activated through the Ministry of Justice.
- 4.3 The protocol is not intended to replace those local arrangements already set up within the guidance issued by the Youth Justice Board (YJB), but is intended to enhance the supervision and communication processes within local areas between YOTs, Probation and the Police Service.
- 4.4 Each YOT will:
 - 4.4.1 Identify a Recall Liaison Officer (RLO) who will be a senior manager with relevant experience and must be familiar with the procedures set out in the YJB's *Release and Recall Guidance*;
 - 4.4.2 Ensure that PPCS are provided with a full and complete Request for Recall Report and all supporting paperwork within 24 hours of taking an in principle

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decision to seek recall, with all such information being provided in electronic format and through secure email;

4.4.3 Liaise with the Police to provide any available information and intelligence, which may facilitate the young person's swift apprehension and return to custody;

4.4.4 Provide the Parole Board and NOMS PPCS with up to date reports on the young person's progress whilst on licence, including an up to date assessment of risk and appropriate Risk Management Plans within the deadlines as set out on the forms themselves.

5. POLICE SERVICE ROLE AND RESPONSIBILITIES

5.1 The police are responsible for apprehending offenders whose licences have been revoked and who are unlawfully at large.

5.2 Each police force will:

5.2.1 Ensure arrangements are in place to apprehend and return to custody offenders whose licences have been revoked. The police will apprehend offenders who are subject to emergency recall within 48 hours and, in all other case, 96 hours of the revocation order being issued;

5.2.2 Identify a Recall Liaison Officer (RLO) who will be responsible for the management and operation of the recall processes;

5.2.3 Nominate a single point of contact (SPOC) available 24 hours a day 7 days a week. The SPOC will act as a reception point to receive and disseminate information on licence conditions, pre-release notification and revocation orders;

5.2.4 To provide relevant intelligence and/or information to the Probation Service and YOTs in respect of all offenders, including extremist offenders, under supervision on licence where recall is being considered;

5.2.5 To complement and, where appropriate, assist the Probation Service in the monitoring and supervision of those released on licence;

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5.2.6 To maintain a list of UAL offenders in their areas;

5.2.7 To liaise with the Electronic Monitoring Suppliers to seek intelligence to effect an arrest and seek return of the equipment if the offender was electronically monitored.

5.3 In addition to the above, the Metropolitan Police Service PNC Bureau will be responsible for inputting licence conditions, revocation orders and cancellations onto the PNC.

6 PPCS ROLE AND RESPONSIBILITIES

6.1 The PPCS is responsible for deciding, on behalf of the Secretary of State, whether to revoke an offender's licence and return him to custody in order to protect the public and prevent further offending. It is also responsible for coordinating the recall process beyond the point at which the offender is apprehended and up to the point at which the offender is eventually re-released.

6.2 The PPCS will:

6.2.1 Decide on the appropriateness of the recall on behalf of the Secretary of State and issue the revocation notice within 24 hours of receiving the Request for Recall report and all relevant paperwork from the Probation Service or YOT, or breach report from the EM contractors or within 2 hours where the recall is deemed to be an emergency.

6.2.2 Provide the offender with reasons for recall and all relevant paperwork in respect of the recall within 24 hours of being notified that the offender has been returned to custody;

6.2.3 Inform the relevant Probation Trust of the offender's return to custody;

6.2.4 Refer the recall to the Parole Board if the prisoner makes representations or is held in custody on a licence revocation for more than 28 days; and provide parole panels with the evidence required in order to make a decision.

6.2.5 Refer the recall to the MoJ HDC Recall Appeal Team within 24 hours of a prisoner recalled from HDC has submitted representations;

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- 6.2.6 Represent the Secretary of State in respect of any Parole Board oral hearing to consider re-release following recall;
- 6.2.7 Consider whether recalled prisoners can be safely re-released pursuant to the Secretary of State's executive re-release powers;
- 6.2.8 Be responsible for collating and issuing data on multi-agency performance against the end to end recall target and to alert the YJB of any performance issues regarding Youth cases generally or specifically and to provide the YJB with youth specific data at agreed intervals;
- 6.2.9 Maintain a central list of Police and Probation Service Recall Liaison Officers and convene quarterly meetings of the National Recall Forum;
- 6.2.10 Maintain a central database of all prisoners who have been recalled and who are UAL.

7 HM PRISON SERVICE ROLE AND RESPONSIBILITIES

- 7.1 The Prison Service is responsible for holding prisoners who have been recalled to custody following a breach of licence.
- 7.2 Prison establishments will:
 - 7.2.1 Identify, immediately upon reception, and inform the PPCS within 24 hours, or on the first working day thereafter, of all offenders returned to custody following recall;
 - 7.2.2 Ensure that recalled offenders are given the recall dossier issued by the PPCS within 24 hours and explain to the prisoner their right to make representations to be re-released;
 - 7.2.3 Provide Probation Trusts, YOT, Police, PPCS, Parole Board and Electronic Monitoring Companies with any information and intelligence on recalled prisoners which may have a bearing on their potential level of risk when released back into the community;
 - 7.2.4 Ensure that recalled offenders are released on licence where appropriate, as

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soon as is practicable where directed by the Parole Board or the Secretary of State, no later than 28 days where the recall is for a fixed term, at the conditional release date, where the prisoner was recalled following a breach of HDC conditions, and in all other cases, no later than sentence expiry.

8 EMC'S ROLE AND RESPONSIBILITIES

- 8.1 The Electronic Monitoring companies (EMCs) are responsible for electronically monitoring the curfew requirement of a licence and reporting any failure to comply with the requirement.
- 8.2 The EMCs will:
 - 8.2.1 Comment, when requested, on the suitability of the proposed address that the subject will be living at during the curfew period;
 - 8.2.2 Install the EM equipment within the first curfew period, and provide the subject with instructions and rules regarding monitoring;
 - 8.2.3 Monitor the subject's compliance with the curfew conditions and ensure that the EM equipment continues to operate successfully;
 - 8.2.4 Authorise absences for limited one off absences, and obtain subject's signature on new licence if licence conditions change;
 - 8.2.5 Investigate any suspected violation of the curfew conditions, record any violations that fall below the warning threshold, and issue warnings to the subject when less serious violations occur;
 - 8.2.6 Inform PPCS within 24 hours when the subject breaches their curfew conditions or cannot be monitored at the curfew address;
 - 8.2.7 Stop monitoring the subject on receipt of the revocation licence issued by PPCS;
 - 8.2.8 Prepare a Curfew Completion Report for all subjects when the curfew period has been completed and all electronic monitoring equipment.

9 PAROLE BOARD ROLE AND RESPONSIBILITIES

9.1 The Parole Board is responsible for considering the cases of recalled offenders referred to it by PPCS, determining their suitability for re-release at paper panels or oral hearings.

9.2 The Parole Board will:

9.2.1 Consider the case of each recalled determinate sentence offenders within 6 days of the case being referred;

9.2.2 Consider the cases of recalled indeterminate sentence offenders as soon as is reasonably possible.

RECALL PROCESSES

1 Decision to initiate the recall of an offender on licence

- 1.1 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 Trust or YOT will consider whether to request that PPCS revoke the licence and return the offender to custody.
- 1.2 Where the offender comes to the attention of the police, either through the commission of further offences, or other information/intelligence, the police will notify the Probation Service or YOT. The police may request that the Probation Service or YOT consider applying for a revocation of the licence. Any such request should be endorsed by an officer not below the rank of Inspector.
- 1.3 It is the responsibility of the Probation Service or YOT to decide whether they wish to pursue the recall of the offender. This decision is taken by an Assistant Chief Officer of the Probation Service (ACO), or equivalent, or YOT manager. 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 Service or YOT may decide that the risk that the offender presents may be managed in the community and future compliance best achieved in ways other than recall. Where it is decided not to pursue recall, having considered information/intelligence provided by the Police, this decision will be conveyed to the Police by the Probation Service or YOT.
- 1.4 A recommendation to recall an offender is based on an assessment by the Probation Service or YOT of the offender's 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 request recall is based on the balance of probabilities.

2 Secretary of State decision to recall an offender

2.1 The decision to recall determinate sentence offenders is taken by the PPCS on behalf of the Secretary of State. The decision whether to recall is made once the Probation Service or YOT has submitted the following documents to PPCS:

- a Request for Recall Report (including an up to date OASys risk assessment);
- a copy of the licence;
- a pre-sentence report (where available);
- details of previous convictions; and
- any other supporting documentation.

2.2 Once the Probation Service or YOT has taken the initial decision that it is going to request recall, it has a target of 24 hours in which to write the Request for Recall Report, obtain senior management approval and submit the paper work to PPCS.

2.3 Only once the paperwork has been received will PPCS take a decision (unless the recall is requested out of hours, in which case the decision will be taken on the basis of a telephone conversation in the first instance). On the basis of the information received and any recommendations made by the Probation Service, the PPCS will take the following decisions:

- whether to treat the recall request as an emergency or standard recall (see para 3.1 below);
- whether the prisoner is both eligible and suitable for a fixed term recall (FTR – see para 5.1 below); and
- whether recall is appropriate.

3 Emergency Recall

3.1 An “emergency” recall can be requested by the Probation Service or YOT when it appears that the offender presents a very high risk of serious harm to the public or a high risk of imminent re-offending. This decision is taken by a senior manager in the PPCS on the basis of advice from the Probation Service or YOT. Once a recall is categorised as an emergency, PPCS will action it and issue the revocation order within 2 hours of the recall request being received, whereas standard recalls will be processed within 24 hours. The Police must prioritise emergency recalls, and have

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a target of 48 hours in which to return them to custody, compared to 96 hours in standard cases.

- 3.2 Emergency recalls can be requested by the Probation Service or YOT at any time out of office hours. The PPCS operates an out of hours service. The recall request can be made only if approved by an ACO or equivalent. The PPCS out of hours service can be contacted via the Ministry of Justice out of hours duty officer on 020 7035 4848, select option 5 and ignore the instruction to redial for prison or offender management enquiries.

4 Lifer/IPP licensee recall

- 4.1 The PPCS, on behalf of the Secretary of State may revoke a life/indeterminate licence and recall the life/IPP licensee to prison. Recommendations for the consideration of recall of life/IPP licensees are submitted by the Probation Service or YOT to the PPCS. Once again they must be endorsed by an officer at Assistant Chief Officer grade, YOT Manager (or equivalent). As a general rule all recall requests in respect of life/IPP licensees will be treated as emergency. The recall liaison between police, probation services and YOTs for indeterminate licensees should follow the same processes as determinate sentence prisoners. Requests for recall should include the views of the Police where appropriate.
- 4.2 If a lifer/IPP licensee who is not subject to supervision conditions comes to adverse notice, the Police must contact PPCS. The PPCS will then contact the relevant local Probation Trust to request that a full risk assessment is prepared including views on recall.

5 Fixed Term Recall

- 5.1 The Criminal Justice and Immigration Act 2008 introduced the Fixed Term Recall (FTR). An offender who is given a FTR will be returned to custody for period of up to 28 days. Indeterminate sentenced prisoners (ISPs) are not eligible for 28 day recall. A determinate sentence offender is eligible for FTR unless:
- he is serving an extended sentence of imprisonment; or
 - he is serving a sentence imposed for a sexual or violent offence listed in Schedule 15A of the Criminal Justice Act 2003; or
 - he is being recalled before his automatic released date, having been

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released early on HDC or on compassionate grounds; or

- he has been recalled before during the same sentence and received either an FTR or a standard recall.

5.2 Once an offender is identified as eligible for FTR, his suitability must be considered:

“The person is suitable for automatic release only if the Secretary of State is satisfied that he will not present an identifiable risk of serious harm to members of the public if he is released at the end of the 28 day period beginning with the date on which he is returned to custody.” *(PC 14/2008 “Post Release Enforcement – Recall and Further Release”)*

5.3 The final decision on whether an offender is suitable for an FTR will be made by the PPCS once the offender has been returned to custody. If any new information comes to light through either the Police or the Probation Service and which might be relevant to determining suitability for an FTR, then PPCS must be alerted. A FTR can be re-categorised in certain circumstances if further information shows that the offender poses a risk of serious harm to members of the public.

5.4 No offender will be considered suitable for FTR if assessed as presenting a high or very high risk of serious harm.

6 HDC recall

6.1 The Home Detention Curfew (HDC) Scheme is available to eligible offenders who are primarily serving sentences of more than 3 months but less than 4 years, and who are assessed by the Governor as being sufficiently low in risk to the public.

6.2 An offender who is released on an HDC licence may be recalled if:

- he breaches the conditions of the curfew, such as being absent in the curfew period, damaging the curfew equipment or failing to be present for the induction; or
- it is no longer possible electronically to monitor the offender’s compliance with the curfew, for example, because the offender has lost his accommodation.

6.3 If an offender breaches the curfew condition of his licence or can no longer be

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monitored, the PPCS is notified, within 24 hours, by the Electronic Monitoring (EM) Contractors who have responsibility for monitoring the curfew condition of the licence. The EM Contractors will submit a report detailing the breach of curfew condition or change of circumstances. PPCS will then determine whether to recall the offender. The Probation Service or YOT do not have a role in the recall for breach of curfew conditions, although PPCS may consult with them.

6.4 Where an offender on HDC is also subject to licence supervision, the Probation Service will be responsible for notifying PPCS of any breach of general licence conditions and requesting recall in accordance with the arrangements set out above.

7 Issuing a revocation order

7.1 Once the decision to recall is taken, the PPCS will take the following steps:

- A revocation order will be sent by email to the Metropolitan Police Service PNC Bureau (PNCB);
- A copy of the revocation order will be sent by email to the designated Police Force SPOC, and the Probation Trust;
- Where the offender is being recalled following a breach of HDC curfew conditions or inability to monitor, issue a copy of the revocation order to the EM Contractors and the Governor of the releasing Prison;
- Record the recall decision on the Prison Service Inmate Information System (IIS) and/or PNOMIS; and
- Record the decision on the Public Protection Unit Database (PPUD).

7.2 The PPCS and Probation Service will mark their files forward to await notification that the offender has been returned to custody.

8 Apprehending a recalled offender

8.1 Upon receiving a revocation order, the PNCB will update the PNC. The Police SPOC will confirm by return email that the revocation order has been received and noted. The Police will then take steps to ensure the speedy arrest of the individual.

8.2 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). Section 254 (6) of the Criminal Justice Act 2003 states: “On the revocation of licence of any person under this section, he shall be liable to be detained in pursuance of his sentence and, if at large, is to be treated as being unlawfully at large.”
- A power to enter and search premises without a search warrant exists in section 17 of the Police and Criminal Evidence Act 1984.

8.3 Once the arresting police officers have been advised that a revocation order has been issued they are able to act under these powers. The Police 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.

8.4 The Probation Service or YOT and the PPCS must ensure that the Police receive all available intelligence in relation to the offender’s possible whereabouts, including information on the following:

- The offenders last known address, together with the addresses of family, friends and any partners;
- Known associates;
- Mobile phone number;
- Employment details;
- Car registration etc...

8.5 This information will be included on the Request for Recall Report, which will be emailed to the Police by the Probation Service or YOT at the point at which the Report is submitted. It will also be included in the covering documentation sent to the Police SPOC by PPCS. If new and relevant information comes to light after the revocation order has been issued and before the offender has been apprehended, the Probation Service or YOT must also ensure that it is shared with the police.

8.6 If the offender is electronically monitored (for example, the offender is on HDC) the Police and EM Contractors will exchange information (e.g. the EM contractor may be able to tell the Police when the offender is present at home if he is still wearing the tag) to effect the arrest of the offender and seek the return of the equipment.

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- 8.7 Where an offender has already been returned to custody at the point that recall is initiated, any paperwork issued to the Police by either PPCS, the Probation Service or YOT must be clearly annotated to show that the offender is in custody and that no further action is required to apprehend them.
- 8.8 Where an offender has been supervised in one area, but the Police have reason to believe the offender has crossed to another Police force area, it is the duty of the original force to communicate that information to the force into whose area they believe the offender has moved. In the event that a recalled offender is arrested in an area other than the area in which either they resided or originally committed the offence, the arresting police force should inform the police SPOC in the Home Force (originating owner as recorded on the police letter accompanying the copy of the revocation order and/or PNC). The 'Home' Police SPOC should inform the relevant Probation Service contact or YOT in their area.
- 8.9 Where available, on arrest the offender should be provided with a copy of the PPCS 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. In the event that the offender is a convicted terrorist this should also be notified by the police to the prison.
- 8.10 It is the responsibility of the police to notify the PNCB of an offender's arrest in order to update the PNC. The PPCS must inform the PNCB 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. The PNCB will provide PPCS with regular details of recalled offenders who have been returned to custody.

9 Returning a recalled offender to custody

- 9.1 All prisoners subject to recall are notified of the reason for their recall to prison and their right to make representations on their release to the Parole Board.
- 9.2 The Prison will notify the PPCS of the offender's return to custody within 24 hours or by the close of the next working day. The Prison will also place the information on LIDS/PNOMIS.
- 9.3 The PPCS will notify the Probation Service or YOT of the return to custody. The

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PPCS will issue the recall dossier, to the prison within 24 hours of being notified of the offender's return to custody. The dossier will include all supporting documentation, the Request for Recall Report and the reasons for recall.

- 9.4 The Prison must hand the recall dossier to the recalled offender and explain to the offender their right to make representations for re-release to the Secretary of State and the Parole Board. The Prison will calculate potentially how long the offender might serve on the recall and advise both the offender and PPCS.

10 Review of recall and re-release

- 10.1 In the case of an offender recalled for a breach of HDC or given a FTR, the PPCS will take no further action once it has issued the recall dossier, unless the offender submits representations for re-release. In the case of an offender recalled from HDC, the representations will be sent to the MoJ Sentencing Policy and Penalties Unit (SPPU) to consider. In the case of an offender given an FTR, the PPCS will consider the representations in the first instance to see whether the Secretary of State's executive re-release powers should be exercised. If the decision is that the offender cannot be safely re-released, the representations will be issued to the Parole Board. The Parole Board has undertaken to deal with such representations expeditiously.
- 10.2 SPPU (on behalf of the Secretary of State) and the Parole Board's determination of the representations will be sent to PPCS, who will issue them to the Prison, who in turn will serve them on the offender. Where SPPU or the Parole Board direct release, this decision must be given immediate effect by the Prison.
- 10.3 In all other types of recall the PPCS will commission a Risk Management Plan from the Probation Service or YOT. The Probation Service or YOT should liaise as appropriate with the local police to inform the drafting of this plan. The plan must be written to the required headings identified in OASys. The Probation Service and YOT will undertake to use best practice such as:
- Clarifying acronyms so as to facilitate all agencies' understanding
 - Being specific regarding appointments i.e. who with, where and how frequently
 - Specify work to be undertaken on supervision whilst awaiting a place on a programme or in the absence of a programme
 - Consideration of contingency planning such as increasing reporting, this as

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opposed to automatic recourse to recall

- Specify what tools will be used in supervision e.g. motivational interviewing, targets for change, victim awareness pack etc.
- Provide names and contact details of those agencies/staff and partnerships included in the RMP
- Identify work to be undertaken as part of placement in Approved Premises if applicable
- Identify work to be undertaken in custody if release is not being supported

10.4 The Risk Management Plan must be with the PPCS within 14 working days of the offender being returned to custody. The Risk Management Plan, recall dossier and prisoner's representations will be submitted by PPCS to the Parole Board to consider whether it is safe to re-release the offender. The Parole Board can take one of three decisions:

- Immediate re-release – the PPCS must alert the Prison immediately, who in turn must arrange the offender's re-release as soon as is practicable, and usually on the day the notification is received. The PPCS will also alert the Probation Service or YOT so that plans to continue with supervision can be activated immediately;
- Release on a future date – the PPCS must alert the Prison immediately, who in turn must arrange for the prisoner to be re-released on the date specified by the Parole Board. The PPCS will also alert the Probation Service or YOT so that plans to continue with supervision can be activated in time for the re-release date.
- Decline to make a recommendation on release – again the PPCS must alert the Prison and Probation Service or YOT. The case must be further reviewed no later than 12 months, unless the offender's SED is sooner, at which point unconditional re-release is automatic.

10.5 In the first instance the Parole Board will consider the case and the representations on the papers and will issue its decision within six working days.

11 Parole Board oral hearing

11.1 In certain circumstances the Parole Board may decide that it is necessary to convene an oral hearing to consider whether the offender should be re-released. The offender and/or the Secretary of State is entitled to request that the Parole

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Board convene an oral hearing to consider the case where it is felt that oral evidence may be required to determine the issues. .

- 11.2 A representative(s) from the Probation Service or YOT will invariably be required to attend recall hearings and give oral evidence as a witness. This will usually include the Offender Manager and possibly a member of staff from the Approved Premises, where appropriate. 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 updated reports or further evidence to the oral hearing.
- 11.3 In certain cases the PPCS may decide to send a Public Protection Advocate to the hearing to represent the Secretary of State and oppose re-release. In all such cases the Advocate will contact the witnesses to discuss the case and may suggest a pre-meeting on the day of the hearing.
- 11.4 After considering any case at an oral hearing, the Parole Board is required to issue its decision within 14 days. The Parole Board will issue a copy of the decision to the PPCS, Prison and Probation Service or YOT.
- 11.5 A decision of the Parole Board to re-release a recalled offender is final and binding on the Secretary of State and therefore must be acted upon.

12 Executive re-release

- 12.1 The Criminal Justice and Immigration Act 2008 conferred a power on the Secretary of State executively to re-release determinate sentence recalled offenders if he is satisfied that the risk of harm which the offender presents to the public may be sufficiently managed in the community. The PPCS consider all cases where the Parole Board declines to recommend release and identifies those cases where executive re-release might be possible if all the appropriate release arrangements are in place.
- 12.2 The PPCS will liaise with the Probation Service or YOT to obtain appropriate release plans, which are sufficiently robust to enable offenders' risk to be managed effectively in the community and minimise the scope for non compliance. Executive re-release does not apply to those offenders serving an extended sentence or indeterminate sentence prisoners.

13 Arranging re-release

13.1 The Prison is responsible for arranging the re-release of a recalled offender on whichever date is soonest. This will be either:

- as directed by the Parole Board or PPCS (on behalf of the Secretary of State) – this will be either immediately or on a specified forward date. Such a re-release will always be on a licence; or
- on the offender's SED – such a release is automatic and unconditional; or
- on the offender's automatic conditional release date – this applies to offenders who have been released onto the HDC scheme and who have been recalled for a breach of the curfew conditions; or
- 28 days from the offender's return to custody – in cases where the offender is given a fixed term recall.

13.2 It should be remembered that if any of the above dates fall on a Saturday, Sunday or bank holiday, then release must take place on the preceding working day.

13.3 Following recall, the majority of offenders are re-released under the provisions of the CJA 2003. In these cases any additional licence conditions have to be approved by the Prison Governor.

13.4 The exception to this is where recalled offenders were sentenced to sentences of four yrs or more for offences committed prior to 30 September 1998 and all 1991 Act prisoners who were recalled before 14 July 2008. These offenders will only be supervised until the three quarter point of their sentence in any case. If the offender is recalled and re-released prior to that point, licence conditions must be approved by the Parole Board.

13.5 A list of licence conditions, including information on additional conditions, for offenders is at Appendix A and a second list specifically for Extremist offenders is at Appendix B. These menus are repeated from Probation Circular 13/2010 "Licence Conditions".

14 Recall and further charges

14.1 A decision to charge an offender with any criminal offence will be made in

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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 or YOT regardless of any remand in custody application. The Probation Service or YOT 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.

- 14.2 If the Probation Service or YOT 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 or YOT, where available, in support of the recall.

15 Disclosure of sensitive information in support of recall

- 15.1 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 information should be in accordance with guidelines set out in the Data Protection Act 1998, Human Rights Act 1998 and the rules of evidence.
- 15.2 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 or YOT. This decision should be taken in consultation with the Borough Command Unit (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.
- 15.3 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.

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- 15.4 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.
- 15.5 The Electronic Monitoring providers will use their information exchange protocols and police contacts to share intelligence once the revocation has been issued. Legal advice permits use of this intelligence to effect the arrest of an offender once the decision to revoke has been made.

16 Recalled prisoners who remain unlawfully at large (UAL)

- 16.1 The police have a target of apprehending and returning to custody 75% of recalled offenders within 96 hours if the recall was standard or 48 hours if the recall is assessed as being an emergency. It is imperative that all agencies provide the police with any available intelligence that might assist in determining the offender's whereabouts.
- 16.2 Some offenders will go to significant lengths to avoid being apprehended. Whilst they remain in the community they are unlawfully at large and are liable to be returned to custody whenever they might be apprehended. The sentence is held in abeyance until the offender is apprehended; at which point it is re-activated and the sentence dates are re-adjusted to omit the time the offender has spent UAL. PPCS, PNCB and the Probation Service will maintain all their records in respect of offenders who remain unlawfully at large as these remain live cases.
- 16.3 PPCS will maintain a central database of recalled offenders who are unlawfully at large. It will circulate to Probation Service or YOT and police a monthly update of prisoners recalled and who have not been apprehended during the previous month. Every quarter it will also circulate a list of all offenders recalled since 1984 and who remain at large. The Police and the Probation Service or YOT are required to maintain local lists of cases and will cross local data with that held by the PPCS. The PPCS will reconcile all data with the PNCB.

17 Extradition

- 17.1 Where an offender has been recalled following a breach of any of his licence conditions and is believed to have left the country the Probation Service or YOT, in

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consultation with the Police will consider whether to take steps to request that the Crown Prosecution Service (CPS) initiate extradition proceedings. Each case will be considered on its individual merits but the presumption is that the Probation Service or YOT will always make the request to initiate extradition proceedings in respect of those offenders who are:

- On a life or indeterminate licence; or
- Assessed as presenting a high risk of serious harm; or
- Travel abroad is a factor in the offender's pattern of offending.

In all other cases the Probation Service or YOT, in consultation with the police must consider whether it is in the public interest and proportionate to request extradition proceedings, taking into account the following factors:

- the maximum length of time the offender must serve as a result of the recall where the offender has less than six months to serve or has been given a fixed term recall;
- the index offence, with greater weight being attached to those offenders who have a history of sexual or violent offending and those offenders who have a history of prolific offending;
- the offender's immigration status and nationality, for example, is the offender subject of a deportation order and liable to be removed from the UK upon re-release; and
- the reliability of the intelligence which leads the Probation Service and/or the police to believe that the offender is living or staying abroad. (the assessment of the intelligence will be a matter for the police)

The process for requesting extradition is set out in Appendix G.

APPENDICES

Additional Licence Condition Criteria and Table

Any additional condition must be necessary and proportionate and where the sentence is an indeterminate sentence or an extended sentence must have a causal link to the index offence

Offender Managers should evidence that all conditions are reviewed on a regular basis. Conditions can be removed or altered (if necessary with approval of the Parole Board) if an offender is making progress and their risk of harm has sufficiently decreased.

REQUIREMENTS	LICENCE CONDITIONS	ADVICE
<p>1. Contact Requirement</p>	<p>(a) <i>Attend all appointments arranged for you with [... INSERT NAME ...], a psychiatrist/psychologist/medical practitioner and co-operate fully with any care or treatment they recommend.</i></p> <p>(b) Receive home visits from [insert name] Mental Health Worker</p>	<p>Where an offender manager requires an offender to attend a session with a psychiatrist / psychologist / medical practitioner, he or she must be named and must be willing to treat the offender concerned.</p> <p>This condition should only be used if the offender consents to the treatment. Declining to co-operate with this condition means</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>the offender is not addressing his/her offending behavior and the possible consequence of this needs to be explained to the offender.</p> <p>Where consent is not forthcoming the expectation that the offender access psychiatrist/psychologist/medical intervention and treatment should be written in the RMP and SP. If the objective is not complied with then inference can be drawn that the ROH is not being addressed and the purpose of supervision/rehabilitation undermined. It will then be possible to recall under the relevant standard</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>condition. This should be explained to the offender and recorded as the discussion having taken place.</p> <p>The requirement that an offender attend a duly qualified medical practitioner also includes any reasonable request to undergo drug counselling.</p>
<p>2. Prohibited Activity Requirement</p>	<p><i>(a) Not to undertake work or other organised activity which will involve a person under the age of ..., either on a paid or unpaid basis without the prior approval of your supervising officer;</i></p> <p><i>(b) Not to use directly or indirectly any computer, data storage device or other electronic device (including an internet enable mobile telephone) for the purpose of having access to the Internet or having access to email, instant messaging services or any other on line message board/forum or community without the prior approval of your supervising officer. You must allow a responsible officer reasonable access, including technical checks to establish usage.</i></p> <p><i>(c) Not to own or possess or permit in your address any computer without</i></p>	<p>It is possible to include conditions, which require offenders not to access the internet or own a computer, although these are difficult conditions to monitor and can normally only be achieved by setting a blanket restriction on the offender's access to computers. Similarly an additional condition may prohibit offenders from owning or using a camera or mobile phone with camera functions.</p> <p>These conditions should only be used where it is necessary and proportionate to manage the risk (such as members of a child sex offender ring who are known to use the Internet to distribute indecent</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
	<p><i>the prior approval of your supervising officer.</i></p> <p><i>(d) Not to own or possess more than one mobile phone or SIM card without the prior approval of your supervising officer and to provide your supervising officer with details of that mobile telephone, including the IMEI number and the SIM card that you possess.</i></p> <p><i>(e) Not to own or possess a mobile phone with a photographic function without the approval of your supervising officer</i></p> <p><i>(f) Not to own or use a camera without the approval of your supervising officer</i></p>	<p>material). Consideration will have to be given to practical exceptions, such as the use of a computer in a work environment. Prohibited activity conditions should always be subject to the clause "... without the prior approval of your supervising officer".</p> <p>Conditions prohibiting the consumption of alcohol, either on or off the site of an Approved Premises are difficult to enforce and there may be difficulties in arguing that limited consumption should always lead to recall. The condition to be of good behaviour contains sufficient power to request recall in those cases where risk is unacceptable after alcohol consumption or where an offender is ejected from an approved premises for</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>consuming alcohol.</p> <p>There is no statutory provision to allow offenders who are released on licence to be required to comply with an alcohol test. Therefore, alcohol testing can only be conducted with the consent of the offender, though complying with alcohol testing can be made a condition of the Approved Premises rules which an offender is asked to sign on entry.</p>
<p>3. Residency Requirement</p>	<p><i>(a) To permanently reside at (name and address e.g. an approved premises) and must not leave to reside elsewhere, even for one night, without obtaining the prior approval of your supervising officer; thereafter must reside as directed by your supervising officer.</i></p>	<p>This condition is stronger than the standard condition to reside as approved. The standard condition requires the offender to notify the Probation Service of his address. This condition applies in cases where the supervising Probation Area decides it is necessary and proportionate to direct that the offender live at a particular address. Some offenders have in the past challenged the meaning of the term 'reside'. <i>Court judgments have confirmed that licence conditions formulated in terms of 'you must reside at' have the clear effect of requiring that the licensee spend <u>every</u> night at the place in question. It is therefore possible to</i></p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p><i>insist that offenders stay <u>each</u> night in a particular address and must ask for permission to stay elsewhere. If the offender should spend just one night away from the specified address they are in breach of this particular licence condition.</i></p>
<p>4. Prohibited Residency Requirement</p>	<p><i>(a) Not to reside (not even to stay for one night) in the same household as any child under the age of ... without the prior approval of your supervising officer</i></p>	<p>Please see comments under Residency Requirement. Such a condition would normally be more effective if it is combined with a prohibited contact requirement.</p>
<p>5. Prohibited Contact Requirement</p>	<p><i>(a) Not seek to approach or communicate with [INSERT NAME OF VICTIM AND/OR FAMILY MEMBERS] without the prior approval of your supervising officer and/or the name of appropriate Social Services Department.</i></p> <p><i>(b) Not to have unsupervised contact with children under the age of without the prior approval of your supervising officer and [INSERT NAME OF APPROPRIATE SOCIAL SERVICES DEPARTMENT]</i></p>	<p>Licence conditions requiring an offender not to contact the victim or members of the victim's family should ordinarily include the names of the individuals to whom the 'no contact' condition applies. However, there may be exceptional circumstances particular to a case where the naming of an individual is not appropriate.</p> <p>In principle there are no legal difficulties in also inserting licence conditions requiring offenders not to contact or associate with children. However, as with all licence conditions, it should only be</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>used where it is considered to be both necessary and proportionate to the risk involved. Even in those cases where it is considered appropriate, consideration may have to be given to practical exceptions, such as contact with family members under the age of eighteen, although even refusing in this type of contact may be justified in certain cases e.g. if the individual poses a risk to her/his own children.</p> <p>The use of such conditions is normally to supplement those conditions which prohibit living or working with young people. In terms of enforcement the wording of the condition does allow for travelling on public transport or going to the shops without breaching the condition relating to unsupervised contact.</p> <p>These conditions are usually considered in cases where other conditions are insufficient to protect children. When considering the upper age limit of the children to be protected, Offender Managers will have to consider the nature of the risk and there</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>are no firm rules. For example, if the only available approved premises accommodation allows residents aged 17 and over, and if the supervising officer is satisfied the offender presents an acceptable risk, this might be the decisive factor.</p>
<p>6. Programme Requirement</p>	<p><i>(a) To comply with any requirements specified by your supervising officer for the purpose of ensuring that you address your alcohol/drug/sexual/gambling/solvent abuse/anger/debt/prolific/offending behaviour problems at the [NAME OF COURSE/CENTRE].</i></p> <p><i>(b) Participate in a prolific or other priority offender project (PPO) [SPECIFY WHICH] and, in accordance with instructions given by or under the authority of your supervising officer attend all specified appointments with your supervising officer and any other agencies for the purpose of ensuring that you address your offending behaviour for the duration of the programme.</i></p>	<p>These conditions are routinely used to ensure offenders participate in offending behaviour programmes.</p>
<p>7. Curfew Requirement</p>	<p><i>(a) Confine yourself to an address approved by your supervising officer between the hours of [TIME] and [TIME] daily unless otherwise</i></p>	<p>To be lawful the total number of hours allowed as a curfew is a maximum of 16 hours per day. However, any curfew</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
	<p><i>authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY/MONTHLY/ETC] basis and may be amended or removed if it is felt that the level of risk that you present has reduced appropriately.</i></p> <p><i>(b) Confine yourself to remain at [CURFEW ADDRESS] initially from [START OF CURFEW HOURS] until [END OF CURFEW HOURS] each day, and, thereafter, for such a period as may be reasonably notified to you by your supervising officer; and comply with such arrangements as may be reasonably put in place and notified to you by your supervising officer so as to allow for your whereabouts and your compliance with your curfew requirement be monitored [WHETHER BY ELECTRONIC MEANS INVOLVING YOUR WEARING AN ELECTRONIC TAG OR OTHERWISE].</i></p>	<p>over 12 hours needs to be cleared with PPCS and any reporting requirements within the non curfew hours could be unlawful, so these should be cleared as well. These curfew hours should also include any standard curfew added as part of residence at an Approved Premises (AP). For instance, where an AP has the standard curfew of 11pm to 8pm would count as nine hours towards the maximum of 12 and 16 hours. Blanket extended curfews across resident groups beyond those in the AP Rules are not allowed, and any extension to curfews must be considered on a case by case basis.</p> <p>EM is available for offenders who are MAPPA level 3 or for those offenders who are considered Critical Public Protection cases.</p> <p>Any requests in relation to Intensive Supervision and Surveillance Programme (ISS) being used as a condition of licence for Young Offenders, should be referred to the Youth Justice Board.</p>
<p>8. Exclusion Requirement</p>	<p>(a) Not to enter the area of [CLEARLY SPECIFIED AREA], as defined by the</p>	<p>Requests for exclusion zones must be carefully applied in</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
	<p>attached map without the prior approval of your supervising officer.</p> <p>(b) Not to enter [NAME OF PREMISES/ADDRESS/ROAD] without the prior approval of your supervising officer.</p> <p>(c) Not to enter or remain in sight of any [CHILDREN'S PLAY AREA, SWIMMING BATHS, SCHOOL ETC] without the prior approval of your supervising officer.</p>	<p>order to be lawful. Once the exclusion is shown to be necessary, it is critical to establish that it is proportionate, taking into account factors such as whether the offender has close family who live in the exclusion area, or where the exclusion would restrict his ability to work or to visit the doctor or dentist. Although the fact that an exclusion condition may have this effect might be relevant, it is not determinative in deciding whether the proposed condition is reasonable. The condition could be imposed, but the offender manager could grant occasional access.</p> <p>The exclusion area must be defined precisely. A blanket ban on entering a large town, for example, will not always be acceptable. The zone should be no bigger than is reasonably necessary to achieve the objective sought. In order to define the exclusion area as clearly and precisely as possible, it is necessary to draw the boundaries on a map or diagram. The offender must be in no doubt where the</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>exclusion zone begins and ends.</p> <p>More limited exclusion zones may be used in order to prevent re-offending, for example, preventing an offender from entering an area where there are nightclubs and where previous offending has occurred.</p>
<p>9. Supervision Requirement</p>	<p><i>(a) On release to be escorted by police to Approved Premises</i></p> <p><i>(b) Report to staff at [NAME OF APPROVED PREMISES/POLICE STATION] at [TIME/DAILY], unless otherwise authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY/MONTHLY/ETC] basis and may be amended or removed if it is felt that the level of risk you present has reduced appropriately.</i></p> <p><i>(c) Provide your supervising officer with details [SUCH AS MAKE, MODEL, COLOUR, REGISTRATION] of any vehicle you own, hire for more than a short journey or have regular use of, prior to any journey taking place.</i></p> <p><i>(d) Notify your supervising officer of any developing intimate relationships</i></p>	<p>Conditions requiring compliance with Approved Premises or other accommodation rules must be avoided if possible. Such rules are many and varied and it is difficult to argue that recall is always a proportionate response to any breach. If an offender's consistent refusal to comply with rules presents a real risk to staff or other residents, it would be reasonable to seek to recall him under the condition to be of good behaviour.</p> <p>The condition requiring notification of vehicle details should normally only be applied for when the offending relates specifically to the use of a car and/or there is a direct causal link between the offender's</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
	<p><i>with women/men.</i></p>	<p>identified risk factors and the use of a vehicle. As with all licence conditions, inclusion of this condition in a licence will have to be a necessary a proportionate way of achieving one or more of the aims of the licence to be lawful.</p> <p>Conditions relating to the notification of intimate relationships can be used if there is a specific risk of groups of people. Where specific risks are involved, a blanket ban may be difficult to justify and it would be preferable to say whether the condition relates to males or females and provide reasons.</p>
<p>10. Non-Association Requirement</p>	<p>(a) <i>Not to contact or associate with [NAMED OFFENDERS/NAMED INDIVIDUAL] without the prior approval of your supervising officer.</i></p> <p>(b) Not to contact or associate with a known sex offender other than when compelled by attendance at a Treatment Programme or when residing at approved premises without the prior approval of your supervising officer.</p> <p>(c) Not to contact directly or indirectly any person who is a serving or remand prisoner or detained in State custody, without the prior approval of your supervising officer</p>	<p>In most cases it will be difficult to justify a general condition preventing an offender from associating with “any ex-offender”. The name of the offender must be inserted. It is acceptable to require non-association with named individuals who are linked with previous offending (for example,</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
	<p>(d) Not to associate with any person currently or formerly associated with [NAME OR DESCRIBE SPECIFIC GROUPS OR ORGANISATIONS] without the prior approval of your supervising officer.</p>	<p>convicted members of a child sex offender ring) or individuals with whom the supervising officer has good reason to believe that association could lead to future offending (for example, a child sex offender who has forged links with other child sex offender whilst in prison). In cases where a person's offending is not linked to a restricted number of individuals it is more difficult to justify a non-association condition.</p> <p>In respect of associating with sex offenders the Offender Manager can consider this condition if it is reasonable that the offender could be expected</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>to know certain individuals as they have served on the same wing, attended the same programme etc. The Offender Manager should evidence this at the point of enforcing this condition.</p> <p>Where an offender is associating with other criminals and there is reason to believe that the association is likely to lead to reoffending, the offender could be recalled under the good behaviour condition.</p> <p>This groups and organisation condition may be appropriate for certain offenders, but only if there is a clear link between the offending behaviour and/or current risk factors and one or more identifiable groups or organisations such as extremist groups or gangs. As with other conditions that engage the offender's rights, this condition can only be used where it is necessary and proportionate to manage the risk posed by the offender. You will need to</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
		<p>take into account the nature of the offending to check that the condition is justified. Prohibited activity should always be subject to the clause “.....without the prior approval of your supervising officer”.</p> <p>[The Offender Manager must determine if it is appropriate to grant such approval in all the circumstances of the case.]</p>

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REQUIREMENTS	LICENCE CONDITIONS	ADVICE
<p>Although this particular condition is <u>NOT</u> part of the list of 'Requirements', it is open to the Secretary of State to include it on a prisoner's release licence. However, decisions to include the condition in a licence MUST accord with the guidance set out in this particular page of this Appendix.</p>	<p><i>(a) Attend [INSERT NAME AND ADDRESS], as reasonably required by the probation officer, to give a sample of oral fluid / urine in order to test whether you have any specified Class A drugs (heroin or crack/cocaine) in your body, for the purpose of ensuring that you are complying with the condition of your licence requiring you to be of good behaviour.</i></p>	<p>Any offender who is found to be in possession of Class A drugs has immediately put himself in breach of the standard condition to be well behaved.</p> <p>This provision is limited to offenders defined as 'prolific and other priority' (PPOs) by local Crime and Disorder Reduction Partnerships (CDRPs). It is limited by the Secretary of State to particular drugs (currently heroin and cocaine/crack cocaine). <i>The condition must be necessary and proportionate. Beside being PPOs, offenders must be over 18, have a substance misuse condition linked to their offending, and have served their sentence for a 'trigger offence' specified by the Criminal Justice and Court Services Act, s.64 and Schedule 6 (as amended).</i></p> <p>These are (broadly) acquisitive crimes and class A drugs offences. Details of the provision are laid out in PC34/05, 72/05, and 30/06.</p>

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Annex B

Additional Licence Conditions ONLY for Extremist Offenders which may be used in addition to those listed at Annex A, providing proportionality is met.

Any additional condition must be necessary and proportionate and where the sentence is an indeterminate sentence or an extended sentence must have a causal link to the index offence

Extremist offenders may pose specific risks which cannot be sufficiently managed by the application of conditions designed for other offending groups. This list of conditions has been prepared to address the risks that have been identified to date and should significantly reduce the need for bespoke conditions.

A case must be made for the application of additional conditions on each individual offender and before applying any of the conditions offender managers must have clear evidence that they are necessary and proportionate. This should be recorded on the case record.

Offender Managers should evidence that all conditions are reviewed on a regular basis. Conditions can be removed or altered (if necessary with the approval of the Parole Board) if an offender is making progress and their risk of harm has sufficiently decreased.

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1. Prohibited Contact

(a) Not to contact directly or indirectly any person whom you know or believe to have been charged or convicted of any terrorist related offence, without the prior approval of your supervising officer.

These conditions are in addition to the prohibited contact ones in Annex A and cater for those charged under the Terrorism Acts.

2, Non-Association Requirement

(a) Not to attend or organise any meetings or gatherings other than those convened solely for the purposes of worship without the prior approval of your supervising officer.

It is possible to include conditions for these offenders surrounding their worship and engagement with religious activities if there is a concern that this will undermine the purposes of supervision. This needs to be clearly articulated. Again they should only be used where it is necessary and proportionate to manage the risk. You will need to take into account the nature of the offending to check that the condition is justified. Prohibited activity should always be subject to the clause “.....without the prior approval of your supervising officer”. [The Offender Manager will determine if it is appropriate to grant such approval in all the circumstances of the case.]

3, Restricted activity

(a) To only attend places of worship that have been previously agreed with your supervising officer.

(b) Not to give or engage in the delivery of any lecture, talk, or sermon whether part of

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an act of worship or not, without the prior approval of your supervising officer.

(c) Not to have in your possession any printed or electronically recorded material or handwritten notes which contain encoded information or that promote the destruction of or hatred for any religious or ethnic group or that celebrates, justifies or promotes acts of violence, or that contain information about military or paramilitary technology, weapons, techniques or tactics without the prior approval of your supervising officer.

(d) Not to engage in any discussion or act to promote grooming or influencing of an individual or a group for the purpose of extremism or radicalisation.

It is the nature of the offending and evidence from the circumstances of the index offence that justifies the need for this condition.

This may be used where there are grounds for thinking an offender may try to recruit or engage others in behaviour which supports extremist offending (e.g. within an Approved Premises setting). This may be based on observed behaviour in custody or on the index offence.

4. Supervision requirement

To notify your supervising officer of the details of any passport that you possess (including passport number), and of any intention to apply for a new passport.

Standard Licence Condition List

Below are listed the standard licence conditions for determinate sentenced offenders and ISPs.

STANDARD CONDITIONS FOR DETERMINATE SENTENCE PRISONERS

Under the 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 licence conditions, namely:

- i) To keep in touch with their supervising officer in accordance with any instructions they may be given;
- ii) If required, to receive visits from their supervising officer at their home;
- iii) Permanently to reside at an address approved by their 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;
- iv) Undertake only such work (including voluntary work) approved by their supervising officer and notify him or her in advance of any proposed change;
- v) Not to travel outside the United Kingdom without prior permission of their supervising officer (which will be given in exceptional circumstances only);
- vi) To be well behaved and, not to commit any offence and not to do anything which could undermine the purposes of their supervision, which are to protect the public, prevent them from re-offending and help them to re-settle successfully into the community.

STANDARD CONDITIONS FOR ISP SENTENCE PRISONERS

- i) He shall place himself under the supervision of whichever probation officer is nominated for the purpose from time to time.;
- ii) He shall on release report to the probation officer so nominated, and shall keep in touch with that officer in accordance with that officer's instructions;

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- iii) He shall, if his probation officer so requires, receive visits from that officer where the licence holder is living;
- iv) He shall reside only where approved by his probation officer;
- v) He shall work only where approved by his probation officer and shall inform his probation officer at once if he loses his job;
- vi) He shall not travel outside Great Britain without the prior permission of his probation officer.

Recall process with time-bound targets

Appendix D

OM identifies increased risk / breach / further offence and considers appropriate action

OM decides that recall is appropriate

OM completes request to recall and collects required paperwork

- SPO authorises
- ACO authorises

Request to recall is submitted to PPCS and Police SPOC with all supporting paperwork

Request to recall and all required paperwork received by PPCS

24 hours

PPCS consider recall request and check all paperwork is present

Standard

Emergency

PPCS submit revocation order to Police SPOC(s), New Scotland Yard (for PNC) and OM (plus approved premises and/or monitoring company if appropriate)

24 hours

2 hours

(If offender is not already in custody) Police apprehend offender and return to custody (RTC)

96 hours

48 hours

Prison notify PPCS that offender has been RTC

24 hours

PPCS notifies OM of offender's RTC and issue reps pack to prison detailing reasons for recall and avenues for appeal

24 hours

After notification of RTC.

Prison issue breach report, reasons for recall and advise offender of their right to make representations against recall

24 hours

After receipt of paperwork from PPCS

Prison returns annexes A, B and C to PPCS

5 working days

from receipt of paperwork from PPCS

Offender makes representations (if they choose to)

14 days

from RTC date

OM submits annex H (Report for the Review of Re-Release) and risk management plan to PPCS **(not required for FTR cases)**

Release for FTR cases and standard recall cases where the S of S executively

28 days

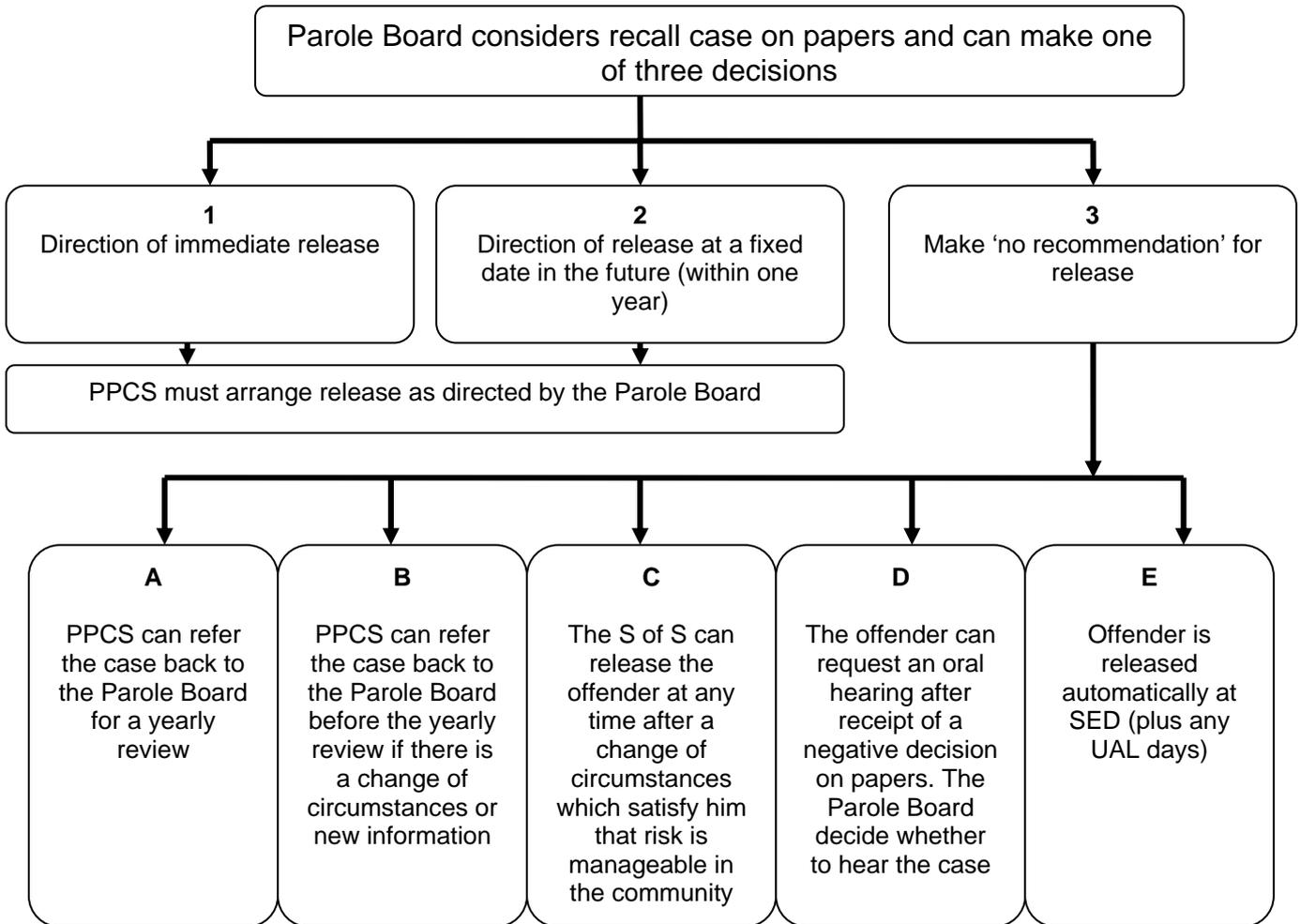
If the offender has not been executively re-released, their case and any representations must be submitted to the Parole Board by **PPCS**

from RTC date

Parole Board considers the recall case 'on papers' and issues decision notice

6 days

Parole Board decisions



Request for Recall Report

This report should be used to request the recall of all types of offenders released on licence (determinate, indeterminate, extended sentence) on a Standard Recall basis or Fixed Term Recall (FTR) basis.

1. Recommendation on Recall

The offender is **ELIGIBLE** for consideration for a Fixed Term Recall (FTR) unless s/he: (Yes or No where appropriate)

Is serving an indeterminate sentence (life or IPP) Yes

Is serving an extended sentence (CJA 2003, PCC(S)A 2000, C&DA 1998) Yes

Is serving a sentence imposed for a specified offence (Schedule 15 CJA 2003) Yes

Has been recalled under s254 CJA 2003 having been released early on HDC or compassionate grounds Yes

Has been previously recalled on this sentence and released on FTR or executively by the Secretary of State. Yes

If Yes to any of the above, the offender is **INELIGIBLE** for FTR.

If No to all of the above, consider **SUITABILITY** for FTR.

Risk of Serious Harm Level: Low

Type of Recall Please Select - Fixed Term Recall

Date:

For Emergency Recalls only:

Named Contact:

Telephone number:

2. Probation details

Offender Manager:

Probation Area/Trust: A-M [select] Avon Somerset N-Z [select] Norfolk

Telephone number:

Fax number:

Email address:

Date of decision to request revocation:

Time (24 hour) of decision to request revocation:

3. Police details

Police Single Point of Contact (SPOC):

Telephone number:

Fax number:

Email address:

Other contact numbers/email addresses where appropriate:

Are there any arrest issues of which police should be aware of? Yes

If yes, please detail:

4. Offender details

Name:

Date of birth:

Ethnic category: Asian or Asian British - Bangladeshi

CRO / PNC No.:

Prison No.:

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Releasing prison:

Is offender in custody at point of recall? No

Last known address:

Other known address for police information:

Current whereabouts if known:

Issues of vulnerability in custody – if so what:

MAPPA level: Please select n/a

5. Sentence details

Index/original offence for which main sentence received:

Date of original offence*:

Date of sentence:

Type of CJA 1991 determinate sentence where offence committed before 04/04/05: Please select n/a

Standard determinate sentence CJA 2003 committed on or after 04/04/05: Please select Yes

Length of sentence:

Licence expiry date**:

Date of last release:

Dates of previous recalls on this sentence:

* Insert date of earliest offence committed for which the offender is serving the sentence

** Where different to the sentence expiry date

6. The circumstances and details of the breach

Outline:

- Which conditions have been breached and how?
- What are your reasons for requesting recall at this time?
- What is the pattern of behaviour causing concern at this time?
- How has the offender responded to supervision to date (including details of any other breaches of licence)?
- Have any alternative actions to recall been taken to secure compliance? If so, how has the offender responded?

For indeterminate sentences only:

- Outline the licensee's risk to life and limb of others. Also confirm what level of supervision the licensee is subject to at the time of request for recall.

7. Risk Assessment

What is the assessment of risk of harm presented by the offender if s/he were to be released at the end of the 28 day period in custody?

i) Where the Risk of Serious Harm Screening leads to a full Risk of Harm Analysis the most recent OASys sections R6.1, R6.2 and R10 should be submitted to Public Protection Casework Section.

Review of OASys at time of recall

Risk of Serious Harm Level: Please Select Low

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Risk of Reconviction Assessment: Please Select Low

Offender Group Reconviction Scale v 3 (OGRS 3):

Likelihood of Reconviction:

within one year

within two years

ii) Where the offender is a low risk of serious harm, and the Screening does not lead to a full Risk of Harm Analysis please outline the factors leading to the risk of reconviction assessment i.e. the criminogenic factors taken from Section 3-13 of OASys.

Outline OASys criminogenic factors here if no full Risk of Harm Analysis

iii) Additional Licence Conditions **for Fixed Term Recall cases only**

If the original licence contains additional conditions, or if the offender manager is recommending an additional condition to manage the offender on licence please insert it here:

8. Endorsement of Request for Recall and Risk Assessment by line manager

Name	Date	email
------	------	-------

9. Authorisation and comments by senior manager (ACO or equivalent)

Name	Date
------	------

Email address for receipt of a copy of the revocation order:

Report sent to Public Protection Casework Section by email/fax

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Date

Time (24hr)

10. Attachments

Please scan and email copies of the following documents to the Public Protection Casework Section, and tick box to indicate which reports have been sent:

OASys R6.1;

OASys R6.2;

OASys R6.10;

The pre-sentence report;

List of previous convictions;

Copy of licence
(and details of and reasons for any conditions added post-release);

Charge sheets / police evidence (where relevant if recall relates to new offence);

Indeterminate Progress report(s)

Extradition of Offenders Abroad who are subject to Licence Revocation

The Probation Service has responsibility for ensuring that offenders on parole/released on licence comply with the terms of their licence. If an offender on licence and under supervision has breached the conditions of the licence, including the condition not to travel abroad without the permission of the Probation Service, he is liable to be recalled and returned to custody. In cases where an offender has been recalled following a breach of any of his licence conditions and it is believed that the offender has left the country, the offender manager (OM), in consultation with the police, must consider whether to take steps to request that the Crown Prosecution Service (CPS) initiate extradition proceedings.

Criteria for Seeking Extradition

Whilst the decision whether to initiate extradition proceedings will be considered on the individual merits of the case and after close consultation with the police, the presumption is that extradition proceedings will be initiated in respect of those offenders who:

- are on a life or indeterminate licence; **or**
- are assessed as presenting a high risk of serious harm; **or**
- travel abroad as part of their offending pattern.

In all other cases the OM, in consultation with the Police, must consider whether it is in the public interest and proportionate to request extradition proceedings, taking into account the following factors:

- the maximum length of time the offender must serve as a result of the recall where the offender has less than six months to serve or has been given a fixed term recall;
- the index offence, with greater weight being attached to those offenders who have a history of sexual or violent offending and those offenders who have a history of prolific offending;

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- the offender's immigration status and nationality, for example, if the offender is the subject of a deportation order and liable to be removed from the UK upon re-release; and
- the reliability of the intelligence which leads the Probation Service and/or the Police to believe that the offender is living or staying abroad. (the assessment of the intelligence will be a matter for the police)

Types of Extradition Arrangement

Extradition essentially falls into 2 categories:

1. Extradition under the European Arrest Warrant (EAW) scheme (this applies to all existing EU Member States);
2. Extradition under any other bi-/multi-lateral extradition arrangement between the UK and the country concerned

Extradition, if available, will only be in respect of the original offence which led to the conviction, not the breach of licence.

The original offence must constitute what is known as an "extradition offence". The precise definition will depend upon which extradition scheme is being used.

An EAW can be issued for any offence that attracts a maximum sentence of at least 12 months' detention in the issuing State and which is also a criminal offence in the executing State ("dual criminality"). In cases where the person sought has already been convicted and a sentence has been passed, the sentence must be at least four months' imprisonment.

Additionally, the EAW contains a list of 32 categories of offence that encompass the most serious offences for which dual criminality does not need to be established. If a person's extradition is sought in connection with one of these 32 categories of offence, the conduct must also be punishable by a maximum sentence of at least three years' imprisonment in the issuing state.

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When extradition is to be sought from a non-EU country, the terms of the relevant international agreement will need to be consulted. Usually extradition can be requested where the offence is punishable by a maximum sentence of at least 12 months' imprisonment in the requested state and where the offender must in fact have received a minimum sentence of 4 months' imprisonment in the UK, but this is not always the case.

Material Needed to Prepare EAW/Extradition Request

Responsibility for the preparation of outgoing extradition requests in respect of defendants to criminal proceedings in England or Wales lies with the CPS.

The following steps should be taken:

The OM should submit a request for recall report to the NOMS Public Protection Casework Section (PPCS), seeking recall following the offender's breach of licence. The process for recall is set out in PC14/2008 and PSI 29/2008.

The PPCS must consider and, if appropriate, revoke the offender's licence within the set targets of 2 hours for high risk offenders and 24 hours for all other offenders. Once revoked, the offender is unlawfully at large after conviction and can be arrested in England and Wales without a domestic warrant. It also means that where the person is believed to be within the European Union, the CPS can apply for an EAW without a domestic warrant.

The OM must in consultation with the police obtain intelligence as to the location/likely location of the offender. This is critical because location will determine whether extradition is available at all and, if so, the applicable procedures. The OM, again in consultation with the police, must also assess whether the offender is a flight risk i.e. likely to stay where he is or move on. This will enable a decision to be made as to whether to request emergency extradition procedures to secure the offender's urgent arrest, known as "provisional arrest".

The decision whether to request extradition must be taken by an ACO or equivalent, and his equivalent in the local police force, taking into account the criteria set out above. It is open to them to seek advice from NOMS PPCS as to the appropriateness of seeking extradition.

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Once it has decided that extradition should be sought, PPCS must be advised and the OM must make contact with whichever CPS office was responsible for the original prosecution which resulted in the conviction and sentence from which the offender was released on licence. At this initial stage, only the following information need be provided to the CPS by the OM:

- The offender (name, aliases, date of birth, nationality);
- The offence (including date and place of commission);
- The sentence (including date, court and sentence imposed)
- The licence conditions (including details of the breach)
- A copy of the revocation notice
- The remaining sentence left to serve

The CPS will need all of this straight away. The CPS office responsible for the original prosecution will deal with the process contacting Special Crime Division (SCD) at CPS HQ when relevant (ie for extradition from outside the EU) to ascertain whether

- the original offence is an extradition offence/crime;;
- extradition from the country where offender is believed to be possible and
- The material which will be required in order to prepare the extradition request/European Arrest Warrant (see below).

If the CPS conclude that extradition is possible, the OM in conjunction with the police must at this stage provide the following detailed information so that the EAW/extradition request can be prepared:

Information regarding the identity of the offender, including as appropriate:

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- Full name;
- Maiden Name;
- Aliases;
- Nationality;
- Date of birth;
- Place of birth;
- Address;
- Appearance;
- Distinctive marks;
- Photographs;
- Fingerprints; (If these are not available then the OM should ask the police to provide them to CPS)
- Language(s) which the offender understands.

A description of the circumstances in which the original offence was committed, including:

- Time;
 - Place;
 - The role played by the offender.
-
- A chronology of the case.
 - The original Memorandum of Conviction or a copy thereof certified by an official from the convicting court to be a copy of the original. (It will speed up the process if the OM can obtain this from the court)
 - Details of the sentence imposed
 - A summary of the law relating to release on licence in the UK. i.e. a 1 page summary
 - A copy of the licence conditions;
 - Details of the breach of licence conditions.
 - A copy of the notice revoking the licence.

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- Details of the remaining sentence to be served.
- Details of any other offences. It is important that CPS is told about these. They may need to be included in the extradition request. If they are not, it may prove difficult or even impossible to prosecute those offences after the individual has been returned to the UK. (OMs should liaise with the police if they do not have the details)
- Contact details of the OM and of the police officer in the case in respect of the original prosecution, or the officer now responsible for locating and arresting the offender.
- Information relevant to bail, including a list of any previous convictions.
- An indication of any factors pointing to urgency or safety/risk.

Once all the necessary material has been provided, the relevant CPS lawyer will prepare the EAW/extradition request. SCD's Extradition Unit prepare all non-EU extradition requests based on information passed to them by the CPS reviewing lawyer.

In the case of EAWs, the relevant CPS lawyer will then take the draft EAW to court and apply, usually to a district judge, to have it issued. Once issued the EAW will then be transmitted to the country where the offender is believed to be by the Fugitives Unit at SOCA.

Extradition requests to non-EU countries may or may not have to be formalised by a court depending on the scheme concerned. The papers are then sent to the Judicial Co-Operation Unit of the Home Office which is responsible for making a diplomatic request for extradition to the country concerned. This request will be supported by the documentation prepared by SCD.

Next Steps

Once the EAW/extradition request has been transmitted to the country concerned, it is largely a question of allowing the extradition processes there to take their course. However, the police officer in the case will have an important role to play in helping his foreign counterparts locate the offender and in monitoring developments.

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It is important that any requests from the CPS made to the Probation Service for further information are dealt with as soon as possible and notified to CPS at the earliest opportunity. Responsibility for collecting the offender and the costs associated with this, lies with the relevant police officer in respect of collection and the relevant police force in respect of costs. It is important to note that once extradition has been granted there will usually be a deadline for collecting the offender, which, if not met/extended, will result in the offender's release.

Once the offender is returned to the UK, the PPCS must be alerted by the offender manager. PPCS must locate where the offender is being held and issue the recall dossier and reasons for recall, so that the case can be referred to the Parole Board. The OM should consider whether the initial recall request should be supplemented to include any additional information on what the offender was doing whilst living abroad. This may require the OM interviewing the offender immediately following his return to custody.

Glossary of Terms

ACO	Assistant Chief Officer (Probation)
ACPO	Association of Chief Police Officers
BASS	Bail accommodation and support service
BCU	Borough Command Unit
CDRP	Crime and Disorder Reduction Partnerships
C&DA 1998	Crime and Disorder Act (1998)
CJA 1991	Criminal Justice Act (1991)
CJA 2003	Criminal Justice Act (2003)
CPS	Crown Prosecution Service
DPP	Director of Public Prosecutions
EAW	European Arrest Warrant
EMC	Electronic Monitoring Company
EU	European Union
FTR	Fixed Term Recall
G4S	Group 4 Securicor
HDC	Home Detention Curfew
HMCE	Her Majesties' Customs and Excise
IIS	Inmate Information System
IPP	Indeterminate (sentence for) Public Protection
ISP	Indeterminate Sentenced Prisoner
ISS	Intensive Supervision and Surveillance Programme
LCJB	Local Criminal Justice Board
LIDS	Local Inmate Database System
MAPPA	Multi Agency Public Protection Arrangements
MoJ	Ministry of Justice
NOMS	National Offender Management Service
OASys	Offender Assessment System
OGRS	Offender Group Reconviction Scale
OM	Offender Manager
PCC(S)A 2000	Powers of Criminal Courts (Sentencing) Act (2000)
PNC	Police National Computer
PNCB	Police National Computer Bureau
PNOMIS	Prison National Offender Management Information System
PPCS	Public Protection Casework Section

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PPMHG	Public Protection and Mental Health Group
PPO	Prolific and other priority offenders
PPUD	Public Protection User Database
RLO	Recall Liaison Officer
RMP	Risk Management Plan
RTC	Returned to custody
SCD	Special Crime Division
SED	Sentence Expiry Date
SofS	Secretary of State
SP	Sentence Plan
SPO	Senior Probation Officer
SPPU	Sentencing Policy and Penalties Unit
SOCA	Serious Organised Crime Agency
SPOC	Single Point of Contact
TACT	Terrorist Act
UAL	Unlawfully at Large
UK	United Kingdom
UKBA	UK Borders Agency
YJB	Youth Justice Board
YOT	Youth Offending Team