



National Offender
Management Service

National Security Framework CATEGORY A FUNCTION			Ref: NSF 12.1
The Identification, Initial Categorisation and Management of Potential and Provisional Category A / Restricted Status Prisoners			
This instruction applies to:		Reference:	
Prisons		PSI 09/2015 (Version for MoJ Website only)	
Issue Date	Effective Date	Expiry Date	
4 March 2015	2 March 2015	1 March 2019	
Issued on the authority of	NOMS Agency Board		
For action by	All staff responsible for the development and publication of policy and instructions <input checked="" type="checkbox"/> NOMS HQ <input checked="" type="checkbox"/> Public Sector Prisons <input checked="" type="checkbox"/> Contracted Prisons* <input checked="" type="checkbox"/> Governors <i>* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons</i>		
Instruction type	Service Specification Support		
For information	All staff in NOMS HQ and prison establishments		
Provide a summary of the policy aim and the reason for its development	Provides establishments with instructions and guidelines regarding the reporting in of potential Category A prisoners to the Category A Team within the High Security Prisons Group (HSPG). This PSI sets out mandatory actions for prisons receiving prisoners charged with offences indicative of Category A. This includes the reporting in of these prisoners and the recording of actions taken.		
Contact	Stuart Freed, HSPG Category A Team - 0300 047 6109 stuart.freed@noms.gsi.gov.uk Dawn Thompson, HSPG Category A Team - 0300 047 6106 dawn.thompson@noms.gsi.gov.uk		
Associated documents	PSI 64/2011 - Safer Custody PSI 09/2011 – The Cell Sharing Risk Assessment. PSI 17/2012 Certified Prisoner Accommodation PSI 15/2011 – Management and Security at Visits PSI 67/2011 – Searching of the Person PSI 68/2011 – Cell Area and Vehicle Searching PSI 15/2011 – The Management and Security of Visits PSI 49/2011 - Prisoner Communication Services Manage the Custodial Sentence – Categorisation & Allocation for Custody Specification Manage the Custodial Sentence – Transitional Operating Model Male Manage the Custodial Sentence – Transitional Operating Model Women Manage the Custodial Sentence – Transitional Operating Model Young		

Adult Offenders
Manage the Custodial Sentence – Categorisation & Allocation for Custody Direct Service Costs and Assumptions paper
Manage the Custodial Sentence – Categorisation & Allocation for Custody Cost Spreadsheets
For specifications see: <http://www.justice.gov.uk/about/noms/noms-directory-of-services-and-specifications>

Replaces the following documents which are hereby cancelled: - PSI 05/2013

Audit/monitoring: - Compliance with this document will be monitored by Audit and Corporate Assurance and through internal self-audit.

Introduces amendments to the following documents: - None

Notes: - This is a version for the MoJ website only with the out of hours telephone contacts removed in paragraphs 3.7 and 5.5.

Update 4 March 2015 – (Issued under new number PSI 09/2015) Paragraph 3.4, 3.11, 3.12, 3.13 and Annex A provides clarity on the recording requirements for all prisons receiving prisoners charged with offences indicative of consideration for Category A. The form at Annex A is to be completed in all cases regardless of whether the case is rejected locally, reported to the Category A Team and rejected, or the prisoner is placed in Category A.

All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to.

CONTENTS

Hold down "Ctrl" and click on section titles below to follow link.

Section	Title	Applicable to
1	Executive Summary	Governors/Directors
2	Operational Instructions <ul style="list-style-type: none"> • Definition of a Category A • Definition of Restricted Status • Escape Risk Classification 	All staff who have any involvement with the identification and management of Potential Category A / Restricted Status prisoners
3	Categorisation and Allocation <ul style="list-style-type: none"> • Criteria for Reporting in a Potential Category A / Restricted Status Prisoner 	
4	Security Arrangements for Potential or Provisional Category A or Restricted Status Prisoners held outside the High Security estate <ul style="list-style-type: none"> • Duty Manager • Notification to Staff • Release of Potential or Provisional Category A / Restricted Status Prisoners • Physical Cell Security Standards Standard Risk Category A in Prisons outside the High Security Estate <ul style="list-style-type: none"> • Cell Allocation • Routine Changes in Accommodation in Prisons in the Non High Security Estate • Accounting 	
5	Activity Allocation, Participation and Supervision <ul style="list-style-type: none"> • Work Places • Daily Routines • External Movement - Non High Security Estate 	
6	Searching	
7	Prisoner Communications <ul style="list-style-type: none"> • Correspondence • Telephone Calls 	
Annex A	Reporting in of a Potential Category A Prisoner Form	

1. Executive Summary

Background

- 1.1 This instruction is one of a number of Prison Service Instructions (PSIs) which form the Category A function of the National Security Framework. It replaces PSI 05/2013 and provides establishments with instructions and guidelines regarding the reporting in of potential Category A prisoners to the Category A Team within the High Security Prisons Group (HSPG). All Category A instructions can be accessed via the [National Security Framework](#) website.

Desired Outcomes

- 1.2 Escapes of highly dangerous prisoners are prevented, ensuring public protection.
- 1.3 Potential Category A / Restricted status prisoners are identified and appropriate security measures are applied lawfully, safely, fairly, proportionately and decently.

Application

- 1.4 The [National Security Framework](#) (NSF) incorporates the mandatory requirements derived from the relevant security specifications. This PSI incorporates the mandatory requirements derived from the Manage the Custodial Sentence specifications, which are highlighted in the shaded boxes.
- 1.5 Section 2 of this PSI provide definitions regarding Category A / Restricted Status prisoners and should be referred to by operational staff and managers who believe that a prisoner in their establishment may fall within this Category.
- 1.6 Section 3 should be used by duty managers and staff reporting in Potential Category A / Restricted Status prisoners when making an assessment of a prisoner's categorisation upon first reception or when a prisoner's circumstances change.
- 1.7 Sections 4-7 provide guidance on the management of Potential Category A / Restricted Status prisoners and should be actioned by operational staff and managers when a prisoner has been designated as potential or provisional Category A

Mandatory Action

- 1.8 *Governors and Directors of contracted prisons must ensure they have local security strategies in place and adhered to which are in accordance with the instructions set out within this PSI. They must also ensure that all relevant staff are aware of the additional mandatory actions in Section 3 to record and check requirements for all prisons receiving prisoners charged with offences indicative of consideration for Category A.*
- 1.9 PSI 05/2013 is cancelled.

Resource Impact

- 1.10 There will be limited, transitional resource implications for establishments in updating local security strategies to ensure that they are in line with the requirements set out in the new Category A function of the NSF. The functions required of establishments set out in this instruction do not require greater resources than those in the previous instruction.

(Approved for Publication)

Phil Copple
Director of Public Sector Prisons

2. OPERATIONAL INSTRUCTIONS

Text within shaded boxes indicates requirements from the “*Manage the Custodial Sentence – Categorisation and Allocation for Custody*” specification document.

Definition of Category A

- 2.1 A Category A prisoner is a prisoner whose escape would be highly dangerous to the public, or the police or the security of the State, and for whom the aim must be to make escape impossible.
- 2.2 In deciding whether Category A is necessary, consideration may also need to be given to whether the stated aim of making escape impossible can be achieved for a particular prisoner in lower conditions of security, and that prisoner categorised accordingly. This will arise in a limited number of cases since escape potential will not normally affect the consideration of the appropriateness of Category A, because the definition is concerned with the prisoner’s dangerousness if he did escape, not how likely he is to escape, and in any event it is not possible to foresee all the circumstances in which an escape may occur.
- 2.3 The DDC High Security is responsible for the categorisation and allocation of Category A prisoners. The DDC High Security may delegate decision-making as deemed appropriate, in accordance with the provisions of this instruction.
- 2.4 Category A prisoners, regardless of escape risk classification, are sub-divided into three groups:
- **Potential Category A:** these are prisoners that have been reported by establishments to the Category A Team in High Security Prisons Group; an interim decision has been made for the prisoner to be managed as a Category A and the prison has been informed but a final decision is yet to be made. A Potential Category A prisoner held outside the High Security estate normally remains in their current location.
 - **Provisional Category A:** these are prisoners for whom the Category A Team has made the decision that Category A status is warranted and notification has been sent to the prison. If held outside the High Security estate, a Provisional Category A prisoner is moved to a High Security prison.
 - **Confirmed Category A:** these are prisoners held in a High Security Prison that have been deemed to be Category A at First Formal Review (usually following conviction and sentencing).

Definition of Restricted Status

- 2.5 A Restricted Status prisoner is any female, young person or young adult prisoner, convicted or on remand, whose escape would present a serious risk to the public and who is required to be held in designated secure accommodation. Separate procedural security arrangements apply to Restricted Status prisoners.
- 2.6 Unlike Category A prisoners, Restricted Status prisoners do not have escape risk classifications (see paragraph 2.7 – 2.9 below). The designated secure accommodation and security procedures are deemed sufficient to achieve the aim of making escape impossible for these prisoners. The DDC High Security is responsible for the categorisation of Restricted Status prisoners (but may delegate decision-making as with Category A

prisoners); Women and Equalities Group are responsible for the allocation of adult female prisoners; Young People's Group is responsible for the allocation of all young people male and female.

Note: *Restricted Status prisoners must be treated as Category A prisoners every time they leave their allocated establishment – all moves must be carried out in a Category A vehicle (or an ambulance in a medical emergency) in line with NSF procedures.*

Escape Risk Classification

2.7 All Category A prisoners are placed in one of three escape risk classifications.

2.8 These classifications are:

Standard Escape Risk: A prisoner who would be highly dangerous if at large. No specific information or intelligence to suggest that there is a threat of escape.

High Escape Risk: As Standard Escape Risk, however, one or more of a number of factors are present which suggest that the prisoner may pose a raised escape risk. The factors include:

- access to finances, resources and/or associates that could assist an escape attempt
- Position in an organised crime group
- Nature of current/previous offending
- Links to terrorist network
- Previous escape(s) from custody
- At least one of the above factors plus predictable escorts to be undertaken (eg court production, hospital treatment).
- Length of time to serve (where any of the other factors above are also present)

Exceptional Escape Risk: As High Escape Risk, however, credible information or intelligence received either internally or from external agencies would suggest that an escape attempt is being planned and the threat is such that the individual requires conditions of heightened security in order to mitigate this risk.

2.9 The DDC High Security is responsible for deciding a Category A prisoner's escape risk classification, but may delegate decision making to a colleague of at least Senior Civil Service 1 grade.

3. CATEGORISATION AND ALLOCATION

Procedures are in place to identify and report in to Headquarters potential Category A and Restricted Status Prisoners.

Confirmed Category A and Restricted Status prisoners are allocated as directed by NOMS HQ

Criteria for reporting in a Potential Category A / Restricted Status Prisoner

- 3.1 *Governors must have arrangements in place for identifying prisoners who may meet the criteria for Category A or Restricted Status, and who therefore need to be reported to the Category A Team. Prison staff must identify on first reception prisoners charged with the offences listed in the table below. This is the first indication that a prisoner may need to be reported in as a Potential Category A / Restricted Status, but judgement will need to be exercised about whether the nature of the alleged offending is indicative of high dangerousness, in accordance with the criteria for Category A.*
- 3.2 *Where a prisoner is received into custody charged with one of the offences below, prison staff must contact the police officer in charge of the case (unless it is clear that the alleged offending is not sufficiently serious to warrant consideration for Category A). He or she will be able to provide a case summary (MG5 – the police report which contains the full details of the case) with information about the offence charged, including such issues as whether the victim was known to the prisoner; possible motives; the extent of violence and injuries received; whether a weapon was carried or used; the prisoner's dangerousness or whether they were under the influence of alcohol or drugs. Where possible, establishments should also obtain any other relevant intelligence from the police force dealing with the case. This further information is relevant to whether or not the criteria indicative of Category A apply, as set out in the table below. The features of offences identified as indicative of consideration for Category A are based on experience of identifying the offenders who are not just dangerous but the most highly dangerous (to the wider public in general, to the police or to the security of the State), and on the risk assessment principle that past behaviour is a strong predictor of future behaviour. This table is produced as a guide and is NOT definitive when considering prisoners as Category A:*

Offence Type	Offences	Indicative of consideration for Category A
Violence	<ul style="list-style-type: none"> • Murder • Attempted Murder • Manslaughter • Rape • Attempted Rape • Sexual Assault • Robbery (firearm) • Wounding with intent • Kidnapping 	<ul style="list-style-type: none"> • Victim unknown • Random/unprovoked attack • Extreme/sadistic/ frenzied violence • Life threatening violence / injuries • Firearm discharged in a public place • Carried out for financial gain • Serial/repeat offences • Escalation in offending behaviour
Sexual Offences	<ul style="list-style-type: none"> • Rape • Attempted Rape • Buggery • Sexual Assault 	<ul style="list-style-type: none"> • Victim unknown • Random/unprovoked attack • Extreme/sadistic/ ritualistic violence • Life threatening injuries • Weapons used

Offence Type	Offences	Indicative of consideration for Category A
		<ul style="list-style-type: none"> Repeat/serial offences Previous sexual offending Escalation in offending behaviour
Robbery and Offences	<ul style="list-style-type: none"> Robbery Conspiracy to rob with firearms Possession of a firearm Possession of ammunition 	<ul style="list-style-type: none"> Firearms present or found subsequently Firearm discharged in public place Firearm discharged at person(s) Significant amount of money stolen Significant standing in an Organised Crime Group Professional armed robbery Serial/repeat offences Escalation in offending behaviour
Importation of Class A Drugs (including conspiracy)	<ul style="list-style-type: none"> Importation of class A drugs Conspiracy to import class A drugs Possession of drugs with intent to supply 	<ul style="list-style-type: none"> Drugs valued in excess of £10M Conspiracy to import drugs in excess of £10M Firearms used/present Significant standing in an Organised Crime Group Repeat Offences
Possession WI to Supply Explosives	<i>MUST BE REPORTED IN</i>	<i>MUST BE REPORTED IN</i>
Offences Connected with Terrorism	<i>MUST BE REPORTED IN</i>	<i>MUST BE REPORTED IN</i>
Offences Under the Official Secrets Act	<i>MUST BE REPORTED IN</i>	<i>MUST BE REPORTED IN</i>

- 3.3 *Once the MG5, PNC (Police National Computer) report and all relevant intelligence is gathered by the prison, Governors must have systems in place to consider each case and decide whether the prisoner needs to be reported in to the Category A Team. Consideration must be given to whether the nature of the offending or alleged offending appears to meet the indicative criteria for Category A, as set out in the table above. Precise arrangements are a matter for establishments but the decision of whether or not to report to the Category A Team must be taken by the duty manager as a minimum.*
- 3.4 *Where a prisoner meets the initial offence criteria the form at [Annex A](#) must be completed. Where the circumstances are clearly not indicative of Category A and do not warrant reporting in, prisons must use the [Annex A](#) form to demonstrate the decision making rationale and a copy of the form must be placed in the warrant file of the relevant prisoner. Category A is reserved for offenders considered to be highly dangerous if at large. Identifying the right prisoners requires judgement to be exercised in assessing all the relevant information. Staff must balance the public protection issues with the need to avoid reporting-in cases unnecessarily. Where a case is considered borderline or staff locally cannot decide if sufficient criteria have been met then the case MUST be reported to the Category A Team.*
- 3.5 *Where it is decided locally that a prisoner may meet the criteria for Potential Category A / Restricted Status, or where the prison is unsure, the case must immediately be reported by telephone to the Category A Team on 0300 047 6358. Establishments must then provide all information gathered as listed at 3.3 and the completed form at [Annex A](#) to the Category A Team.*

- 3.6 Normal working hours for Category A Team are 8.30 am – 5.00pm Mon-Fri. *The reporting in process must highlight any identified disability or equality issues.* The Category A Team will decide whether or not the prisoner will be managed as a Potential Category A / Restricted Status prisoner, and advise the holding prison by telephone and email.
- 3.7 *Out of office hours, at weekends and on public holidays, the Duty Category A Officer must be contacted immediately on (number omitted for MoJ website publication) to report a prisoner who may meet the criteria.*
- 3.8 *Where an out of hours reporting-in has resulted in a prisoner being held as a Potential Category A / Restricted Status, the prison must source the relevant paperwork as listed in 3.3 above, and send it to the Category A Team as soon as possible by fax to 0207 147 4032 under cover of a report produced by completing [Annex A](#) to this instruction.*
- 3.9 Prisoners not charged or convicted of offences which are on the list in the table at paragraph 3.2 may be reported in at any stage if any special features of their cases justify it. These might include a prisoner:
- i). who, during a sentence, is charged with or convicted of any offence which meets the criteria set out in the table at 3.2;
 - ii). *who is the subject of new information or intelligence which suggests that Category A must be considered regardless of current offence/charges;*
 - iii). who is behaving in prison in a way which suggests that escape would be highly dangerous to the public, the police or the state;
 - iv). where there are reasonable grounds to believe a prisoner is under suspicion / investigation of an offence that meets the Category A / Restricted Status criteria;
 - v). where there is intelligence that a prisoner holds a significant position in an organised crime group; has links to terrorist networks; or would otherwise be highly dangerous if at large.
 - vi). who is the co-defendant of another prisoner who has been made Category A / Restricted Status.
- 3.10 Any case where the holding prison is unsure about the need to report in the prisoner should be discussed with the Category A Team.
- 3.11 Whenever a prisoner is reported-in the Category A Team will provide a unique reference number. *Prisons must ensure that the reference number is clearly recorded on the form at [Annex A](#) to show that he/she has been reported in and the final decision of the Category A Team. A copy of the completed [Annex A](#) must be placed in the warrant file of the relevant prisoner.*
- 3.12 *Where a prisoner charged with an offence indicative of consideration for Category A moves prison following court or on transfer it is the responsibility of the receiving establishment to check the warrant file for evidence that consideration/reporting in for Category A has taken place.*
- 3.13 *Establishments that receive such prisoners are only required to consider a case for Category A where there is no evidence that consideration/action has taken place previously or; if there has been a change in circumstance (ie further charges, a sentence has been imposed)*

- 3.14 Where a case is reported-in it may be rejected immediately where the Category A Team judge that the circumstances do not meet the threshold for Category A.
- 3.15 Alternatively, the Category A Team may make an interim decision that a prisoner remains Potential Category A whilst further information is sourced. In such instances an email will be sent by the Category A Team to the person reporting the prisoner in and to the Governing Governor (or in charge Governor at the time). *During this time the prisoner must be subject to continued Potential Category A / Restricted Status procedures.*
- 3.16 The Category A Team has a target of a 3 working day turnaround for decisions on those prisoners reported-in as Potential Category A / Restricted Status, during which time the Category A Team will source additional information from partner agencies in order to inform the decision making process. The 3 working days is activated from receipt of the relevant information and the form at [Annex A](#) from the holding establishment. The Potential Category A / Restricted Status prisoner will normally remain in their current establishment during this period, subject to Potential Category A / Restricted Status procedures.
- 3.17 There may be some exceptions to this timeframe where further information is required from the police; where this is the case the Category A Team will keep the establishment informed.
- 3.18 When made, the final decision will be communicated to the prison verbally via telephone and written confirmation will be provided by e-mail to the person reporting in the prisoner and the Governing Governor (or the in charge Governor at the time); this will be either that the prisoner is Provisional Category A or is not Category A. The Category A Team will make arrangements for a Provisional Category A prisoner to be collected by and transferred to the appropriate High Security prison within 3 days.

4. SECURITY ARRANGEMENTS FOR POTENTIAL OR PROVISIONAL CATEGORY A / RESTRICTED STATUS PRISONERS (HELD OUTSIDE THE HIGH SECURITY ESTATE)

Instructions from Category A Section regarding Potential / Provisional Category A prisoners and Restricted Status prisoners are acted upon.

- 4.1 It follows that establishments outside the High Security estate will need to hold Potential and Provisional Category A/Restricted Status prisoners for short periods. *Governors must ensure that they have Local Security Strategy procedures in place to manage Potential and Provisional Category A / Restricted Status prisoners in accordance with the National Security Framework.* The local Safer Custody team should be notified to enable them to monitor whether the individual's change of status requires an ACCT to be opened. Link to [PSI 64/2011 - Safer Custody](#).
- 4.2 *A nominated manager must at all times be responsible for the security arrangements of a Potential or Provisional Category A/Restricted Status prisoner. There must be a handover period between nominated managers at change of shift.*
- 4.3 *Staff in any unit moving Potential or Provisional Category A / Restricted Status prisoners must be aware of the identity of nominated managers and briefed accordingly.*

Duty Manager

- 4.4 *For prisons holding Category A prisoners including Potential / Provisional Category A prisoners, the Duty Manager must be in the prison throughout the core day, from morning unlock until the end of prisoner association.*

Notification to Staff

- 4.5 *The Security Department and Duty Manager must be advised of any Potential or Provisional Category A / Restricted Status prisoners, and must ensure that a copy of the photograph and the prisoner's descriptive form (F1442) is sent to the local police within 24 hours by secure means.*
- 4.6 *Prisoners reported in as Potential Category A / Restricted Status must have an F1352 (used to maintain a continuous auditable record of the supervision, location and movement) opened immediately and maintained until a decision about their category is received. For those prisoners confirmed as Provisional Category A / Restricted Status, the F1352 must remain open until their transfer to the High Security Estate whereupon the F1352 must be filed in their core record.*
- 4.7 *Staff, including night staff, must be informed of any Potential or Provisional Category A / Restricted Status prisoner held in their unit. The healthcare centre must also be informed.*

Release of Potential or Provisional Category A / Restricted Status Prisoners

- 4.8 *Establishments must ensure that Potential or Provisional Category A / Restricted Status prisoners who are released from prison have their NOMIS record updated with the appropriate Security Category information.*

Physical Cell Security Standards

- 4.9 *All cellular accommodation holding any Category A prisoners must be regularly checked to ensure that it meets the physical security cell standards agreed by construction unit. These standards are set out in the following documentation:*
- The Physical and Special Security Guide for New Build (Held by the FM Regional Manager and available on 4-Projects to those with the necessary access security clearance).
 - [PSI 17/2012 Certified Prisoner Accommodation](#) - for existing prisons.

Standard Risk Category A in Prisons outside the High Security Estate

Cell Allocation

- 4.10 Where possible, Category A prisoners will be housed in cells which comply with the current physical security standard for Category A cells (section 4.9 applies). *Where this is not possible Category A prisoners must be housed in the most secure accommodation available; this is usually within the Segregation Unit (or equivalent). The cell should ideally not be on the ground floor and should not be a cell at the end of a landing (i.e. not next to the outside wall).*
- 4.11 *Standard Risk Category A prisoners held in prisons outside the High Security Estate must normally be accommodated in single cells; but such prisoners may share a cell if:*
- *The prisoner is on an open ACCT plan and the Case Review Team assesses the prisoner as someone who would benefit from shared accommodation;*
 - *The Governor or Head of Custody, taking advice from the Security Department, approves the ACCT Case Manager's recommendation;*
 - *The shared cell is constructed to Category A standards.*
- 4.12 Cell sharing has been appropriately assessed in accordance with [PSI 09/2011 – The Cell Sharing Risk Assessment](#).
- 4.13 *Potential and Provisional Category A / Restricted Status prisoners must be held in the most secure accommodation available. This will normally be the segregation unit (under Prison Rule 45 / YOI Rule 49) but may be other cells within the prison. Cells suitable for locating Potential and Provisional Category A / Restricted Status prisoners must be approved by the Governor and listed in the establishment's Local Security Strategy.*
- 4.14 *Potential and Provisional Category A / Restricted Status prisoners must generally be held in single cells. However, an Operational Manager, on the advice of a member of the healthcare team / suicide prevention staff, may authorise cell sharing if the prisoner has been assessed as at risk of suicide or self-harm. Care should be taken in selecting any other prisoner as a cellmate, having particular regard to the offence (and previous convictions if available) with which the Potential or Provisional Category A / Restricted Status prisoner has been charged. The cell sharing risk assessment must be completed in all cases where cell sharing is being considered.*
- 4.15 *Any cell to which a Potential or Provisional Category A / Restricted Status prisoner is to be allocated must first be searched. It must be searched again after the Potential or Provisional Category A / Restricted Status prisoner has been relocated. A record of where the prisoner has been located must be maintained locally at all times.*

- 4.16 *Cells designated for the accommodation of a Potential or Provisional Category A / Restricted Status prisoner must be fitted with a working night-light which should be checked as part of the daily fabric checks.*

Routine Changes in Accommodation in Prisons not in the High Security Estate – Category A Staging Post

- 4.17 *Category A Prisoners held in prisons outside the High Security Estate must have a change of accommodation on a frequent basis, at a level agreed between the Governor and Deputy Director of Custody (DDC) and stated in the Local Security Strategy.*

Accounting

- 4.18 *Potential and Provisional Category A / Restricted Status prisoners must be checked at least once every 60 minutes and at irregular intervals when locked up (including during the night state). The check must be recorded and signed for in the F1352 (used to maintain a continuous auditable record of the supervision, location and movement).*
- 4.19 *Governors and Deputy Directors of Custody must agree the frequency of checks on Standard Risk Category A prisoners during lock up in prisons outside the High Security Estate. The frequency must be at least hourly. Consideration should be given to how this might apply if a prisoner is on an open ACCT plan who is also subject to observations/conversations as part of their caremap.*
- 4.20 *The supervision of Potential and Provisional Category A / Restricted Status prisoners engaged in activities out of cell must be the responsibility of a nominated member of staff at all times. That responsibility must be formally recorded and handed over as necessary using the F1352.*
- 4.21 *Form F1352 must be used to maintain a continuous, auditable record of the supervision, location and movement of Potential and Provisional Category A / Restricted Status prisoners including within and movements to and from residential units.*
- 4.22 *Arrangements must exist and be set out in the prison's Local Security Strategy (LSS) for handing over between shifts of any information about Potential or Provisional Category A / Restricted Status prisoners.*
- 4.23 *When a prison is holding Potential or Provisional Category A / Restricted Status prisoners, the Duty Manager must be in the prison throughout the core day, from morning unlock until the last prisoner has been locked up at the end of prisoner association.*

5. ACTIVITY ALLOCATION, PARTICIPATION AND SUPERVISION

Work Places

- 5.1 *In non HSE establishments Potential / Provisional Category A prisoners must not be employed until they are within a High Security establishment.*

Daily Routines – Non High Security Estate

- 5.2 *Arrangements for the daily routines, Exercise and attendance at religious services of Potential and Provisional Category A / Restricted Status prisoners must be agreed between the Governor and the Deputy Director of Custody and subject to individual risk assessment. Where attendance at religious services is not permitted on security grounds, the Governor must make suitably secure alternative arrangements within the residential unit.*
- 5.3 *Visits to Potential and Provisional Category A / Restricted Status prisoners may only be permitted in exceptional circumstances and must be closed until such a time as visitors have been approved under the Approved Visitors Scheme (AVS). Closed visits are not required for those persons exempt from the AVS such as professional visitors ([PSI 15/2011 – Management and Security at Visits](#) refers).*

External Movement - Non High Security Estate

- 5.4 The NOMS escort contractors do **not** undertake movements of any Category A / Restricted Status prisoners.
- 5.5 *Potential and Provisional Category A / Restricted Status prisoners must not leave the prison, for whatever reason, without HSPG Category A Team being contacted first on 0300 047 6338 (the exception would be a movement to hospital by ambulance under blue lights). Out of office hours, at weekends and on public holidays the duty Category A Officer should be contacted on (number omitted for MoJ website publication). All external movements must be accompanied by a completed PER form. The strength and security of the escort must be to Category A standards.*
- 5.6 *The escort risk assessment form must be completed to determine the number of escorting staff required.*
- 5.7 *If the Potential or Provisional Category A / Restricted Status prisoner is due to make a court appearance the establishment must inform the HSPG Category A Team of the scheduled date and priority consideration must be given to using video link facilities whenever possible. It is the holding establishment's responsibility to arrange a video link appearance. If the court is unable/unwilling to facilitate this then the prison must contact the HSPG Category A Team immediately so that arrangements can be made to escort the prisoner securely in a Category A cellular vehicle.*
- 5.8 *The attendance of Potential and Provisional Category A / Restricted Status prisoners at funerals, compassionate visits etc must comply with the criteria and procedures set out within the National Security Framework. HSPG Category A Team must be contacted about any request for Potential or Provisional Category A / Restricted Status prisoners to leave the prison for these purposes.*
- 5.9 *Any moves to an outside hospital must be authorised by the Governing Governor and occur only when appropriate medical care cannot be provided by the establishment or it is a medical emergency under blue lights. HSPG Category A Team must be contacted about any request for Potential or Provisional Category A / Restricted Status prisoners to leave*

the prison for this purpose. The escort strength and security procedures must be to Category A standards.

- 5.10 *If an escort requires firearms assistance from the police this must be arranged by the establishment.*
- 5.11 *An escort of a Potential or Provisional Category A / Restricted Status prisoner will be conducted in a Category A cellular vehicle, with a High Security prison providing a trained driver, navigator and an appropriately experienced member of staff designated to be in charge of the escort. The holding establishment will provide a minimum of 2 officers. The same arrangements must apply when the Category A prisoner is on the E-list.*

6. **SEARCHING**

- 6.1 *Potential Category A and Restricted Status adult prisoners reported in must be given a Full Search and their property must be searched on arrival in accordance with the guidance within [PSI 67/2011 – Searching of the Person](#), for Category A Prisoners. In addition, the Body Orifice Security Scanner (BOSS) chair and a hand held metal detector must be used as a minimum upon arrival and prior to any external moves. If a positive indication is given the guidance in PSI 67/2011 must be followed and the HSPG Category A Team must be contacted immediately. Until a decision has been made regarding the actions to be taken the prisoner must not leave the establishment. Property arriving after the prisoner must also be searched.*
- 6.2 *Potential and Provisional Category A / Restricted Status adult prisoners must be subject to a regime of cell searching as set out within [PSI 68/2011 – Cell Area and Vehicle Searching](#), and the establishment's Local Security Strategy (LSS).*
- 6.3 *The Local Security Strategy must also incorporate arrangements for the management and searching of the Potential or Provisional Category A / Restricted Status prisoners when they are out of their cell, eg at visits ([PSI 15/2011 – The Management and Security of Visits](#)).*

7. PRISONER COMMUNICATIONS

Correspondence

- 7.1 *All correspondence, both incoming and outgoing (except that which is to be classed as legally privileged or confidential access as detailed in [PSI 49/2011 - Prisoner Communication Services](#)), must be read as a matter of routine in the following cases:*
- i. *all prisoners, of whatever security Category, held in a unit which itself holds Category A prisoners;*
 - ii. *all Category A prisoners, including those who are being considered for Category A status, whether convicted or unconvicted and held in any Category of prison.*
- 7.2 *Routine reading is necessary in these cases in order to prevent escape and, in the case of Category A prisoners, in the interests of public safety. It is also necessary in preventing crime and disorder, maintaining the security of the prison, and in some cases, necessary in the interests of national security.*
- 7.3 *Category A / Restricted Status prisoners must be informed that their correspondence will be subject to routine reading.*
- 7.4 *Where intelligence suggests that another prisoner's correspondence ought to be read due to links or associations with Potential or Provisional Category A / Restricted Status prisoners, justification must be set out in the Interception of Communications authorisation. In these circumstances the prisoner must NOT be advised that their correspondence will be read.*

Telephone Calls

- 7.5 *Potential and Provisional Category A / Restricted Status prisoners held in non-high security establishments must not be permitted to routinely make telephone calls. However, in circumstances where a telephone call is requested, authority must first be sought from the Category A Team.*
- 7.6 *The Category A Team will only approve telephone calls where there is a legitimate need (eg to prevent self-harm or suicide, or to contact legal advisers).*
- 7.7 *Where approval has been granted for a social telephone call the establishment must contact the proposed recipient first to verify identity and to ensure that they are willing to receive the call from the prisoner. A member of staff must dial the number on behalf of the prisoner and the telephone call must be listened to simultaneously, recorded and must be made in English. If English is not spoken or understood by the prisoner or the recipient of the call, another language may be used at local discretion if someone (either a member of staff or an authorised interpreter) is available to interpret the call.*
- 7.8 *Where approval is granted for a legal call the instructions set out in paragraph 7.7 with the exception of monitoring and recording of the call must be followed. The call must not be listened to or recorded by staff.*
- 7.9 *Telephone communications must not be retained for more than three months unless there is justification for doing so, either by way of an HMPS Interception of Communications authorisation, or where the police or other investigative agencies have an appropriate authorisation.*
- 7.10 *Prisoners must be advised that their calls will be recorded and listened to in accordance with the policy on "Communications".*

ANNEX A

For any Advice in completing this form please telephone 0300 047 6358

OFFICIAL SENSITIVE – WHEN COMPLETED

Reporting in of a Potential Category A Prisoner Form		 National Offender Management Service																	
Section 1 – Personal Details																			
Prison:		HM																	
Date:		/ / 20																	
Surname:																			
Forename:																			
NOMIS/Prison No:																			
Aliases:																			
Date of Birth:																			
Ethnic Code (Circle Relevant Section Below)																			
A1	A2	A3	A4	A9	B1	B2	B9	M1	M2	M3	M9	O1	O2	W1	W2	W3	W8	W9	NS
Date Received in to Custody:		/ / 20																	
Section 2 – Convictions/Offences																			
Status:		Remand/Unconvicted/Convicted (Delete as required)																	
PNC Number:																			
Offence:																			
Section 3 – Required Attachments																			
Attached:		MG5 and Pre Convictions																	
Section 4- Details																			
Details of Offences - Current Charge(s) / Conviction(s):																			
Justification for not reporting in / reporting in as Potential Category A/Restricted Status																			
Associates/ Co- Defendants:		Court Remanded to and Date Next Required:																	
Section 5 – Police Information																			
Arresting Police Force:																			
Name of Senior Officer Dealing with Case:																			
Telephone No:																			
Section 6 – Signature																			
Form Completed by Name:																			
Contact Telephone Number :																			
Category A Team Reference Number (if applicable)																			

To be held in warrant file once complete

The prisoner must be reported in by telephone BEFORE this form is faxed to telephone number 0207 147 4032.

THIS FORM MUST NOT BE FAXED “OUT OF HOURS”