

## NUMERICAL LIST OF PRISON SERVICE INSTRUCTIONS & NATIONAL OFFENDER MANAGEMENT SERVICE AGENCY INSTRUCTIONS

For Prison Service Instructions 01/1997 – 22/2009, refer to **PSI Index 1997-2009**

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
23/2009	01/2009	The instructions system – the approval and implementation of policy and instructions	Operational Policy Unit Allen Casey 020 7217 6272	01/08/2009	31/07/2011	Replaces PSO 0001  Replaced and cancelled by AI 01/2011-PSI 01/2011-PI 01/2011.  Replaced and cancelled by PSI 29/2012
24/2009	-	Process for opening, closing or re-designating industrial workshops (including charity workshops) and laundries	Offender Employment Skills and Services group Bill Davie 020 7217 1870	17/08/2009	16/08/2011	Replaces PSI 10/2007  Replaced and cancelled by PSI 05/2012
25/2009	04/2009	Equality Impact Assessments	Race & Equalities Action Group Reena Mistry 020 7217 6678	14/09/2009	01/09/2011	Replaces PSI 21/2006, PSI 40/2007, PSO 2800 chapter 5 & annexes 3, 4 and 5, and PSO 2855 chapter 4  Associated document: AI 01/2011 ; PSI 01/2011 ; PI 01/2011.  Cancelled by PSI 32/2011
27/2009	-	Mandatory use of ViSOR	NOMS Public Protection Unit Paul Manning 020 7217 6199	05/10/2009	05/10/2012	Cancelled by PSI 03/2013
28/2009	-	Care and management of young people	Young People's Team Service Development Group Matthew Armer 020 7217 5048	19/10/2009	08/10/2012	Replaces PSO 4950  Replaced and cancelled by PSI 08/2012
29/2009	-	Close supervision centre referral manual	Directorate of High Security / Managing Challenging Behaviour Strategy /CSC <a href="mailto:claire.hodson@hmpr.gsi.gov.uk">claire.hodson@hmpr.gsi.gov.uk</a> 07968 909253	05/10/2009	05/10/2012	Replaced and cancelled by PSI 42/2012

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2009	-	Amendments to PSO 2350 Housing Needs and Assessment Document	NOMS Reducing Re-Offending Policy Team Phil Richardson 07545 732846 <a href="mailto:philip.anthony.richardson@noms.gsi.gov.uk">philip.anthony.richardson@noms.gsi.gov.uk</a>	19/10/2009	12/10/2012	Advises on a number of changes to PSO 2350, updating sections 1.1, 1.2 and 2.3
31/2009	-	Compact based drug testing	Interventions and Substance Misuse Group Carlo Azzopardi 020 7035 6139	23/11/2009	23/11/2012	Replaces PSO 3620
32/2009	-	Religious festival dates for 2010	Chaplaincy Headquarters Kishwar Ahmed 020 7217 8071	01/01/2010	31/12/2010	Replaces PSI 46/2008 Replaced by PSI 56/2010
33/2009	-	Pre-tariff sift reviews for indeterminate sentenced prisoners	Public Protection Unit Steve Watson 020 7217 6398 <a href="mailto:stephen.watson2@noms.gsi.gov.uk">stephen.watson2@noms.gsi.gov.uk</a>	01/01/2010	27/11/2012	Replaced and cancelled by PSI 36/2012
34/2009	-	Victim representation at Parole Board hearings	Public Protection Advocacy Team Felicity Hawksley 020 7217 6396 Robert Lawman 020 7217 6599	01/01/2010	31/12/2012	Replaces Probation Circular 27/2007
35/2009	-	Identity (ID) for bank account applications for all prisoners, including young people (16-18 years of age), for Education Maintenance Allowance (EMA)	Reducing Re-offending Policy Unit Ian Galbraith 07545 732 842	07/12/2009	30/04/2011	Replaces PSI 45/2007. Amended by PSI 44/2011.
01/2010	-	Licences for DVD/video films, music and television in prisons	Operational Policy Unit Robyn Malan de Merindol <a href="mailto:robyn.malandemerindol@noms.gsi.gov.uk">robyn.malandemerindol@noms.gsi.gov.uk</a>	25/01/2010	31/12/2011	Replaces PSI 37/2007 Cancelled by PSI 23/2011
03/2010	-	<i>Category A and restricted status prisoners: reviews of security category</i>	<i>Directorate of High Security</i> <i>020 7217 6645</i>	<i>01/03/2010</i>	<i>31/12/2013</i>	<i>Replaces PSO 1010</i> <i>Cancelled by PSI 05/2013 &amp; PSI 08/2013.</i>
04/2010	03/2010	Overpayments of salary	Shared Services HR Contact Centre 0845 010 3504	29/01/2010	31/03/2010	Replaces AG 10/1995
05/2010	04/2010	Flag flying 2010	Security Group Chris Sharp 0207 217 2759	20/01/2010	31/12/2011	Replaces PSI 03/2007

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06/2010	05/2010	Conduct and discipline	Shared Services 0845 010 3504	22/03/2010	21/03/2014	Revised by re-issue dated 22/07/2013
06/2010	05/2010	Conduct and discipline (Revised version for F&S)	Shared Services 0845 010 3504	19/04/2013	10/04/2015	
07/2010	-	Reporting of packaging material usage – legal compliance	Sustainable Development Team Derek Hannan 020 7217 5171	03/02/2010	31/12/2010	Replaces PSI 06/2009
08/2010	06/2010	Post Incident Care	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	18/03/2010	Replaces PSO 8150 – Post Incident Care
09/2010	07/2010	Reporting wrongdoing	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2014	Replaces PSO 8605
10/2010	02/2010	Use of occupational health functional mailbox	Shared Services HR Contact Centre 0845 010 3504	22/03/2010	31/12/2013	To be read in conjunction with PSO 9050 Functional mailboxes
11/2010	-	Prison Rules 1999 – Change to rule 43(4); & YOI Rules 2000 – Change to rule 48(3) – unclaimed prisoner property	SCOP Marion Stubbs 020 7217 0670	15/02/2010	14/02/2013	Amends PSO 1250 – Prisoners Property
12/2010	-	Prolific and other priority offenders	Stephen Robertson 020 7217 0700	15/02/2010	31/01/2014	Amends PSO 4615
13/2010	-	Prosecuting absconders – amendment to PSO 2000	Abscond Policy Kirsty Payne 020 7217 6078	22/02/2010	21/04/2010	Replaces paragraphs C13 and C15 of PSO 2000 Annex C  <i>Cancelled by PSI 47/2011 –</i>  <i>NB “Where a prisoner has been charged and/or an adjudication hearing has begun before the effective date of this PSI it must be completed according to the procedures set out in PSO 2000.”</i> <i>See Executive summary page 3. PSI 47/2011.</i>

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14/2010	-	Managing risk in Prison industries (Contract services and sales to external organisations)	Offender Employment, Skills and Services Group Prison Industries, Commercial Business Team (CBT) 020 7217 5768 or 1730.	29/03/2010	19/03/2013	Replaces PSO 4101 (issued 25/06/2008)
15/2010	-	Ending of end of custody licence scheme (ECL)	Operational Policy Unit <a href="mailto:robyn.malandemerindol@noms.gsi.gov.uk">robyn.malandemerindol@noms.gsi.gov.uk</a>	23/02/2010	31/05/2010	Replaces PSI 42/2007 PSI 51/2008 should be followed until 27/04/2010
16/2010	-	Confiscation orders	Safer Custody and Offender Policy Group <a href="mailto:Nina.revell@noms.gsi.gov.uk">Nina.revell@noms.gsi.gov.uk</a> 020 7217 8573 <a href="mailto:Paul.norman2@noms.gsi.gov.uk">Paul.norman2@noms.gsi.gov.uk</a> 020 7217 0753	09/03/2010	25/02/2010	Replaces PSO 4620 and PSI 32/2007 Confiscation Orders
17/2010	08/2010	Parental leave policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2013	Replaces NTS 11/2007 Section 18 Cancelled by PSI 20/2013
18/2010	09/2010	Absence management policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	03/03/2010	21/03/2013	Replaces PSO 8404 Chapter 1 paragraph 1.1 Replaces Staff Handbook paragraphs 7.32–7.39 (Arrangements in the event of public transport disruption), 11.9 (Occupational Health appointments), 11.28 - 11.29 (Contact with infectious diseases & Notifiable infectious diseases) Replaces Home Office Notice 147/2002 (Disability Leave)
19/2010	10/2010	Special leave policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2013	Replaces Staff Handbook sections 13.1 – 13.10; 13.25 – 13.27; 13.36 – 13.49; 13.58 – 13.61; 14.13

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20/2010	11/2010	Keeping in touch scheme	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2013	Replaces PSO 8404 Chapter 7
21/2010	12/2010	Exit management	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2013	Replaces PS0 8105, NTS 43/2005, NTS 29/2006, NTS 37/2006, Staff Handbook paragraphs 24.1 – 24.14, 24.29, 25.1 – 25.9
22/2010	13/2010	Contracting out work and bringing work in-house: the early planning process: TUPE	HR Directorate TUPE Team <a href="mailto:tupe@hmpr.gsi.gov.uk">tupe@hmpr.gsi.gov.uk</a> 020 7217 5562/2863	22/03/2010	21/03/2014	Replaces PSO 8510
23/2010	14/2010	Staff alcohol policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2014	Replaces PSI 14/2006 & PSO 8620 Staff Alcohol Policy Cancelled by PSI 34/2013
24/2010	15/2010	Performance management policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2014	Replaces PSO 8450 and Staff Handbook sections 5, 6, and 16
25/2010	16/2010	Permanent transfers	HR Shared Services 0845 010 0302	01/04/2010	21/03/2013	Replaces PSO 8700 and all related PSIs
26/2010	17/2010	Travel & subsistence	HR Shared Services 0845 010 0302	01/04/2010	31/03/2013	Replaces PSO 8650 – Travel & Subsistence and associated PSIs Cancelled by PSI 15/2012
27/2010	18/2010	Outside activities policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	07/04/2010	30/03/2014	Replaces NTS 02/1992, 31/2004, and Staff Handbook sections: 13.32 – 13.35, 14.1 – 14.13, 19.9 – 19.48, 19.64 – 19.68, 19.70 – 19.76, 19.96 – 19.101 PSI 29/2013 (revised version) replaces sections on volunteer reservists in the NOMS Outside Activities Policy

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28/2010	-	Custody Compacts – for use in custody	Offender Assessment & Management Group Robin Dickens 020 7217 8646 Safer Custody & Offender Policy Group Nina Revell 020 7035 1544	01/04/2010	28/03/2014	
29/2010	-	PSO 4700 The Indeterminate Sentence Manual Chapters 3, 7, 8, 10, 11, 12 and 15	NOMS PPMHG <a href="mailto:tony.macgregor@noms.gsi.gov.uk">tony.macgregor@noms.gsi.gov.uk</a>	19/04/2010	18/04/2014	Introduces to PSO 4700 revised chapters 3, 7, 8, 10, 11, 12 and 15 and cancels chapters 7, 8 and 11
30/2010	19/2010	Recognising performance policy	HR Strategic Planning <a href="mailto:jim.fraser@noms.gsi.gov.uk">jim.fraser@noms.gsi.gov.uk</a>	15/04/2010	14/04/2014	Replaces PSO 8480 and NTS 19/2003
31/2010	20/2010	Occupational Health	Occupational Health and Safety Section 0300 047 5029 <a href="mailto:Anne.Norton@noms.gsi.gov.uk">Anne.Norton@noms.gsi.gov.uk</a>	02/08/2010	01/08/2013	Replaces PSO 8900 Replaced and cancelled by PSI 07/2013
32/2010	-	Prison discipline manual – authority to conduct adjudications	Safer Custody & Offender Policy Group <a href="mailto:Roy.Donno2@noms.gsi.gov.uk">Roy.Donno2@noms.gsi.gov.uk</a>	03/06/2010	02/06/2012	Amends PSO 2000 paragraphs 1.4, 8.6 and 9.1  <i>Cancelled by PSI 47/2011 – NB “Where a prisoner has been charged and/or an adjudication hearing has begun before the effective date of this PSI it must be completed according to the procedures set out in PSO 2000.” See Executive summary page 3. PSI 47/2011.</i>
33/2010	-	Open University, higher education and distance learning	Offender Employment, Skills and Services Group 020 7217 5400	14/06/2010	08/06/2010	Replaces PSO 4201 and PSI 33/2008 Replaced and cancelled by PSI 32/2012
34/2010	-	Accommodation and support service for bail and HDC – change of contract	Sentencing Policy and Penalties Unit Chris Marsh 020 3334 5035	18/06/2010	17/06/2013	Cancels PSI 29/2007 & PC 33/2007 Amends PSO 6101 & PSO 6700  <i>Replaced and cancelled by PSI 35/2013</i>

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35/2010	21/2010	Changes to the provision of eye tests and glasses	Occupational Health and Safety Section 020 7217 2760 <a href="mailto:Mary.guinness@noms.gsi.gov.uk">Mary.guinness@noms.gsi.gov.uk</a>	01/08/2010	31/07/2013	Cancels PSI 37/2008 Amends PSO 3806
36/2010	-	PSO 4700 New Chapter 4. Serving the indeterminate sentence	NOMS PPMHG <a href="mailto:Tony.macgregor@noms.gsi.gov.uk">Tony.macgregor@noms.gsi.gov.uk</a>	12/07/2010	01/07/2011	Replaces PSO 4700 chapter 4
37/2010	-	Prisoners' access to the media	Offender Safety, Rights & Responsibilities Group Patrick Hunter 020 7217 0748 Ministry of Justice Press Office Debbie Kirby 020 3334 3520	12/07/2010	01/07/2014	Replaces and cancels PSO 4470
38/2010	-	Activities in prisons	Rehabilitation Services Group Danny Clark 020 7217 0675 <a href="mailto:Daniel.clark2@noms.gsi.gov.uk">Daniel.clark2@noms.gsi.gov.uk</a>	20/07/2010	19/07/2014	Replaces and cancels PSI 50/2008 Revoked by PSI 68/2011
39/2010		Home Detention Curfew: single point of contact for prisoners released to addresses with London Probation Trust	Suleman Quereshi 020 3334 5044 <a href="mailto:sppu.early.release@justice.gsi.gov.uk">sppu.early.release@justice.gsi.gov.uk</a>	29/09/2010	28/09/2014	
41/2010	22/2010	Research applications	Lucy Jones 01759 475076 Business Change Group	27/09/2010	27/09/2014	Cancels PSO 7030 & PSO 7035
42/2010	23/2010	Health and safety policy statement	Occupational Health & Safety Section 0300 047 5017 <a href="mailto:mary.guinness@noms.gsi.gov.uk">mary.guinness@noms.gsi.gov.uk</a>	20/10/2010	20/10/2014	Replaces PSO 3801
43/2010	24/2010	Pre-appointment security vetting	HR Directorate 030 0047 5083 <a href="mailto:david.woolger@noms.gsi.gov.uk">david.woolger@noms.gsi.gov.uk</a>	10/09/2010	10/09/2014	Replaced and cancelled by PSI 07/2014
44/2010	-	Catering – meals for prisoners	Head of Catering and Physical Education Services Alan Tuckwood 0116 228 2037	01/10/2010	01/10/2014	Replaces PSO 5000
45/2010	-	Integrated drug treatment system	Offender Health 07917 210564 <a href="mailto:jan.palmer@dh.gsi.gov.uk">jan.palmer@dh.gsi.gov.uk</a>	27/09/2010	27/09/2014	

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47/2010	-	Instructions on handling mobile phones and SIM card seizures	Intelligence & Operations Unit 0300 047 6454 <a href="mailto:mary.jones2@hmps.gsi.gov.uk">mary.jones2@hmps.gsi.gov.uk</a>	20/10/2010	20/10/2014	Cancelled by PSI 30/2011
48/2010	-	Searching of the person – National Security Framework	Security Policy Unit 030 0047 6202 <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>	12/10/2010	12/10/2014	Amends National Security Framework Function 3 Amended by PSI 19/2011 Amended by PSI 31/2011 Cancelled and replaced by PSI 67/2011 Cancelled and replaced by PSI 68/2011
49/2010	-	Cell, area and vehicle searching – National Security Framework	Security Policy Unit 030 0047 6202 <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>	12/10/2010	12/10/2014	Amends National Security Framework Function 3 Cancels PSI 38/2008, PSI 05/2009 Amended by 28/2011 Amended by PSI 31/2011
50/2010	-	Covert testing – National Security Framework	Security Policy Unit 030 0047 6202 <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>	12/10/2010	12/10/2014	Amends National Security Framework Function 3
51/2010	-	Dealing with evidence – National Security Framework	Security Policy Unit 030 0047 6202 <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>	12/10/2010	12/10/2014	Amends National Security Framework Function 3 Also see PSI 14/2015 Disposal of prisoners unauthorised property.
52/2010	-	Early days in custody – reception in, first night in custody and induction to custody	Offender Safety, Rights and Responsibilities Group 0300 047 5717 <a href="mailto:roy.donno2@noms.gsi.gov.uk">roy.donno2@noms.gsi.gov.uk</a>	01/10/2010	01/10/2014	Replaces PSO 0500, Prison Standards 42 & 49. Replaces parts of PSO 0550 Cancelled by PSI 74/2011



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53/2010	-	Discharge	Offender Safety, Rights and Responsibilities Group 030 0047 5717 <a href="mailto:roy.donno2@noms.gsi.gov.uk">roy.donno2@noms.gsi.gov.uk</a>	06/10/2010	01/10/2010	Replaces PSO 6400, Prison Standard 9 Cancelled by PSI 25/2011
54/2010	-	Developing Prison Service managers (DPSPM) programme	Leadership and Talent Development Team 07973 457242 <a href="mailto:lisa.j.tillingw2@hmps.gsi.gov.uk">lisa.j.tillingw2@hmps.gsi.gov.uk</a>	14/10/2010	14/10/2012	
55/2010	-	Sentence calculation and HDC / ERS eligibility dates – multiple sentences comprising mixtures of 1991 Act and 2003 Act release provisions	HDC: Suleman Qureshi 020 3334 5044 Sentence Calculation: Helen Scott 020 3334 5045 Licence enquiries: Brian Chapman 020 7035 1450 Early Removal Scheme: Becca Conway 020 3334 5338	13/08/2010	20/10/2014	13/08/2010 Issued in draft to prisons for immediate implementation, pending formal clearance and publication. 20/10/2010 Final approved version published. Amends PSO 6000, PSO 6650, PSO 6700 Replaced and cancelled by PSI 39/2012 Replaced and cancelled by PSI 43/2012. Cancelled by PSI 13/2013.
56/2010	-	Religious festival Dates for 2011	Chaplaincy headquarters Kishwar Ahmed 030 0047 5178	01/01/2011	05/01/2012	Replaces PSI 32/2009 Replaced and cancelled by PSI 66/2011
57/2010	-	The replacement of the standard footwear allowance of uniformed grade with non-slip footwear	<a href="mailto:mary.guinness@noms.gsi.gov.uk">mary.guinness@noms.gsi.gov.uk</a> 030 0047 5017	15/11/2010	15/11/2014	To be read in conjunction with PSO 8800 Corporate Image/Uniforms Cancelled by PSI 08/2011

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58/2010	26/2010	The Prisons and Probation Ombudsman	PPO Terms of Reference Offender Safety, Rights & Responsibilities Group <a href="mailto:marion.stubbs2@noms.gsi.gov.uk">marion.stubbs2@noms.gsi.gov.uk</a> 030 0047 5689 PPO Fatal Incident Investigation (FII) Disclosure Policy Offender Safety, Rights & Responsibilities Group <a href="mailto:jenny.rees@noms.gsi.gov.uk">jenny.rees@noms.gsi.gov.uk</a> 030 0047 5681	02/12/2010	01/12/2014	Replaces PSO 2520  To be read in conjunction with PSO 2710 Annex A (Joint Working Protocol between the National Offender Management Service and the Prisons and Probation Ombudsman) – Follow up to Deaths in Custody
59/2010	27/2010	Data gateway service: approval of data collections	Performance Information Analysis Group 030 0047 6286 <a href="mailto:Steve.Ellerd-Elliott@noms.gsi.gov.uk">Steve.Ellerd-Elliott@noms.gsi.gov.uk</a> <a href="mailto:DataGateway@noms.gsi.gov.uk">DataGateway@noms.gsi.gov.uk</a>	13/12/2010	12/12/2014	Replaced and cancelled by PSI 25/2012  Cancelled and replaced by PSI 21/2014.
61/2010	-	Handling of sensitive information provided by criminal justice agencies	Public Protection Casework Section <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> 020 7035 1450	20/12/2010	20/12/2014	Cancels PC 26/2007  Amends PSO 6000, PC 11/2008, PI 08/2009  Cancelled and replaced by PSI 26/2014.
62/2010	28/2010	Staff resourcing	HR Shared Services Contact Centre 0845 010 3504	20/12/2010	20/12/2014	Replaces PSO 8100 Iss. 314
01/2011	01/2011	The instructions system – The approval and implementation of policy and instructions	Offender Safety, Rights and Responsibilities Group <a href="mailto:Allen.casey@noms.gsi.gov.uk">Allen.casey@noms.gsi.gov.uk</a> 0300 047 5704	10/01/2011	31/12/2014	Replaces the following documents which are hereby cancelled: - PSI 23/2009, AI 1/2009, PI 1/2009.  Associated documents: PSI 25/2009 AI 04/2009 Equality Impact Assessments.  Replaced and cancelled by PSI 29/2012

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02/2011	-	National population census 2011	Offender Safety, Rights and Responsibilities Group <a href="mailto:Marion.stubbs2@noms.gsi.gov.uk">Marion.stubbs2@noms.gsi.gov.uk</a> 0300 047 5689	04/01/2011	10/04/2011	
03/2011	02/2011	Adoption leave	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/03/2011	01/03/2013	Cancels: NTS 36/2008 Section 12 (paragraph 12.42) and Section 13 (paragraph 13.11) of the "Extract from the Staff Handbook 2005"
04/2011	03/2011	Career break scheme	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/03/2011	01/03/2013	Cancels: Incorrectly states 'PSI 10/2004 <i>Career break</i> is cancelled. The title of PSI 10/2004 is <i>Issue of a model induction framework for healthcare staff</i> and this is unaffected. Section 13 (13.3 – 13.24) of the "Extract from the Staff Handbook 2005" NTS 11/2010 Revised filling vacancies process, paragraph 14 Associated documents: Annual leave policy and guidance Maternity leave policy and guidance Adoption leave policy and guidance

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05/2011	04/2011	Annual leave policy	Shared Service HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/03/2011	28/02/2013	Cancels: Section 7 (7.19 – 7.23) and Section 10 including Annex A & B of the “Extract from the Staff Handbook 2005” NTS 36/2008 Associated documents: Maternity leave policy and guidance Adoption leave policy and guidance Career break policy and guidance
06/2011	-	Prisoner communications – correspondence	Offender Safety, Rights and Responsibilities Group <a href="mailto:patrick.hunter@noms.gsi.gov.uk">patrick.hunter@noms.gsi.gov.uk</a> 0300 047 5718	01/03/2011	28/02/2014	Cancels PSO 4411 <i>Cancelled by PSI 49/2011</i>
07/2011	-	The care and management of transsexual prisoners	<a href="mailto:equalities.group@noms.gsi.gov.uk">equalities.group@noms.gsi.gov.uk</a>	14/03/2011	14/03/2015	Amends PSO 4455
08/2011	-	The replacement of the standard footwear allowance for uniformed grades with non-slip footwear (amended)	<a href="mailto:mary.guinness@noms.gsi.gov.uk">mary.guinness@noms.gsi.gov.uk</a> 0300 047 5017	17/02/2011	15/11/2014	Cancels PSI 57/2010
09/2011	-	The cell sharing risk assessment	Offender Safety Rights and Responsibilities Group <a href="mailto:Ron.elder@noms.gsi.gov.uk">Ron.elder@noms.gsi.gov.uk</a> 0300 047 5730	04/04/2011	03/04/2014	Replaces: PSO 2750 Chapter 5 PSO 2750 Annex B
10/2011	-	Residential services	Offender Safety, Rights & Responsibilities Group <a href="mailto:tony.watson@noms.gsi.gov.uk">tony.watson@noms.gsi.gov.uk</a> 0300 047 5714	01/04/2011	31/03/2014	Replaces: PSO 2510 Chapter 3 & Annex A PSO 4275 Cancelled and replaced by PSI 75/2011

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
11/2011	-	Incentives and earned privilege	Offender Safety, Rights & Responsibilities Group <a href="mailto:nina.revell@noms.gsi.gov.uk">nina.revell@noms.gsi.gov.uk</a> 0300 047 5688	01/04/2011	31/03/2015	Cancels PSO 4000 and PSI 32/2008 Amended by PSI 30/2013 Incentives and Earned Privileges: From 1 November 2013 PSI 11/2011 will apply only to adult prisoners (aged 18 and over) received into prison custody before that date and until they have migrated onto the new IEP Framework (see paragraph 1.2 below for further details). PSI 11/2011 will also continue to apply to young people (under 18s).
12/2011	-	Prisoners' property	Offender Safety, Rights & Responsibilities Group <a href="mailto:Marion.Stubbs2@noms.gsi.gov.uk">Marion.Stubbs2@noms.gsi.gov.uk</a> 0300 047 5689	01/04/2011	31/03/2015	Cancels PSO 1250 Amended by PSI 30/2013 Incentives and Earned Privileges: Paragraphs 2.3 & 2.63 and Annex A: To be amended to take into account the standardised facilities list introduced at Paragraph 10.2 and Annex F in this PSI. Paragraph 2.62: To be amended to reflect that there are now four levels of IEP privilege; Basic, Entry, Standard and Enhanced. Paragraphs 2.64 and 2.67 have been amended to take into account new restrictions on what items can be handed in and sent in to prisoners by their families and friends (see paragraphs 10.4 and 10.5 below).  Paragraph 2.76 replaced by paragraph 3.3 in PSI 14/2015.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
13/2011	-	National Security Framework Ref: NSF 5.2 Control of internal movement function: Management and security of communication/control rooms and internal prisoner movement	Security Policy Unit 0300 047 6207 <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a>	01/04/2011	01/04/2015	This PSI, together with that on the "Management and Security of Gate Services", forms the "Control of Movement" Function within the National Security Framework replacing guidance within the previous Function 2 (Accounting and Control).
14/2011	-	National Security Framework Ref: NSF 5.1 Control of internal movement function: Management and security of gate services  Re-issued with minor amendments 27/04/2011	Security Policy Unit 0300 047 6207 <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a>	01/04/2011	01/04/2015	This PSI, together with that on the "Management and Security of Communication/Control Rooms and Internal Prisoner Movement", [forms] the "Control of Movement" Function within the National Security Framework replacing guidance within the previous Function 2 (Accounting and Control).
15/2011	-	National Security Framework 10.1 Visits function: Management of security at visits	Security Policy Unit 0300 047 6207 <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a>	01/04/2011	01/04/2015	Replaces elements of the National Security Framework (PSO 1000) within Function 2 (Accounting and Control) and the Category A annex. Cancels PSO 3610 & PSI 40/2008
16/2011	-	Providing visits and services to visitors	Visits Booking and Conduct Visits Specifications:  Offender Safety Rights and Responsibilities Group Grant Dalton 0300 047 5716 Services for Visitors Specification:  Rehabilitation Services Group Chris Holmes 0300 047 5338	01/04/2011	31/03/2015	Cancels PSO 4410 & PSI 41/2007
17/2011	-	Implementation of the Bail Accommodation and Support Service Specification	Senior Contracts Manager, BASS, National Operations Group <a href="mailto:peter.connor@justice.gov.uk">peter.connor@justice.gov.uk</a>  07789 921772	01/04/2011	01/04/2015	

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
18/2011	05/2011	Maternity leave policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/04/2011	01/04/2014	Cancels: NTS 11/2007 NTS 36/2008 Section 12 (12.1 – 12.41) of the “Extract from the Staff Handbook 2005”
19/2011	-	Revision to NSF function 3.1 – searching of prisoners’ stored property	Security Policy Unit 0300 047 6202 <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>	01/04/2011	01/04/2015	Amends PSI 48/2010
21/2011	07/2011	Paternity/maternity support leave	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)			Cancels NTS 33/2003 Cancelled by 60/2011 Cancelled by 61/2011
22/2011	-	Prisoner bedding - Fire retardency ‘crib’ ratings for furniture/upholstery etc. in Prisons. (Annex C to PSO 3803)	MoJ Estate Directorate 020 7035 3002 <a href="mailto:les.james@noms.gsi.gov.uk">les.james@noms.gsi.gov.uk</a>	28/03/2011	30/03/2012	Inserts Annex C into PSO 3803
23/2011	06/2011	Licences for DVD/Video films, music and televisions in prisons	Offender Safety, Rights and Responsibilities Group <a href="mailto:robyn.malandemerindol@noms.gsi.gov.uk">robyn.malandemerindol@noms.gsi.gov.uk</a>	28/03/2011	27/03/2015	Cancels PSI 01/2010
24/2011	-	National Security Framework ref: NSF 8.1 Night function: management and security of nights	Security Policy Unit 0300 047 6207 <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a>	02/05/2011	26/04/2011	“Replaces existing policy contained within the National Security Framework at Function 2 (Accounting and Control), and within the Category A annex”
25/2011	-	Discharge	Offender Safety, Rights and Responsibilities Group <a href="mailto:Roy.Donno2@noms.gsi.gov.uk">Roy.Donno2@noms.gsi.gov.uk</a> 0300 047 5717	01/04/2011	30/03/2015	Cancels PSI 53/2010 Cancelled and replaced by PSI 72/2011
28/2011	-	Revision to NSF Function 3.2 – Accommodation fabric checks	Security Policy Unit 0300 047 6202 <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>	01/04/2011	01/04/2015	Amends PSI 49/2010
29/2011	09/2011	Exit management	Shared Services HR Contact Centre Tel. 0845 010 3504 (VPN 7190 3504)	31/03/2011	31/03/2014	

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2011	-	National Security Framework ref: NSF 6.8 Security management function: Instructions on handling mobile phones and SIM card seizures	Intelligence & Operations Unit 0300 047 6454 <a href="mailto:mary.jones2@hmps.gsi.gov.uk">mary.jones2@hmps.gsi.gov.uk</a> 0300 047 6153 <a href="mailto:matthew.bullard@noms.gsi.gov.uk">matthew.bullard@noms.gsi.gov.uk</a>	08/04/2011	08/04/2014	Cancels PSI 47/2010 and "All existing instructions and guidance about submitting mobile phones and SIM cards for interrogation"  Also see PSI 14/2015 Disposal of prisoners unauthorised property.
31/2011		Revision to NSF Function 3 – Changes to Searching Policy for High Security Prisons	Emma Prince, Security Policy Unit <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a> 0300 0476202	09/06/2011	11/04/2015	Introduces amendments to the following documents : -  NSF Function 3.1, (PSI 48/2010) – Searching of the Person  NSF Function 3.2, (PSI 49/2010), Cell, Area and Vehicle Searching
32/2011	-	Ensuring equality	<a href="mailto:equalities.group@noms.gsi.gov.uk">equalities.group@noms.gsi.gov.uk</a> 0300 047 5005	14/04/2011	13/04/2015	Cancels PSO 2800, PSO 2855, PSI 31/2008, PSI 25/2009
33/2011	11/2011	Equality of treatment for employees	Shared Services 0845 010 3504	14/04/2011	13/04/2015	Originally published with incorrect numbering displayed as PSI 33/2010, AI 11/2010  Cancels PSO 8005, PSO 8010
34/2011	-	Licences and licence conditions	Public Protection Casework Section Brian Chapman 020 7035 1450 <a href="mailto:ppcs.policy@noms.gsi.gov.uk">ppcs.policy@noms.gsi.gov.uk</a> For extremism issues: <a href="mailto:cppc.@noms.gsi.gov.uk">cppc.@noms.gsi.gov.uk</a> For victims issues: <a href="mailto:laura.toze@noms.gsi.gov.uk">laura.toze@noms.gsi.gov.uk</a> For bespoke condition queries: <a href="mailto:james.hough@noms.gsi.gov.uk">james.hough@noms.gsi.gov.uk</a>	26/04/2011	20/04/2015	Cancels PSO 6000 chapter 14  Should be read in conjunction with; PSI 65/2011  Replaced & cancelled by PSI 40/2012. All hard copies of this instruction must be destroyed.
35/2011	12/2011	Prisoner participation in public consultation exercises	Offender Safety, Rights and Responsibilities Group <a href="mailto:ossr-mu@noms.gsi.gov.uk">ossr-mu@noms.gsi.gov.uk</a> Allen Casey 0300 047 5704	26/04/2011	20/04/2015	



PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
37/2011	-	Transfer to the Parole Board of functions under the Criminal Justice Act 1991: release of long-term prisoners	Becca Conway 020 3334 5338 Helen Scott 020 3334 5045 <a href="mailto:early.release@justice.gsi.gov.uk">early.release@justice.gsi.gov.uk</a>	20/05/2011	05/05/2015	Amends PSO 6000
38/2011	-	Public Protection Manual chapter 12: Terrorist Notification Requirements: version 5.0 April 2011	Khyati Parmar 0207 035 6958 <a href="mailto:Khyati.parmar@noms.gsi.gov.uk">Khyati.parmar@noms.gsi.gov.uk</a>	21/06/2011	07/06/2012	Introduces an additional chapter to the Public Protection Manual (PPM)
39/2011		National Security Framework : Categorisation Function Categorisation And Recategorisation Of Adult Male Prisoners	Keith Roberts, Security Policy Unit <a href="mailto:Keith.Roberts@noms.gsi.gov.uk">Keith.Roberts@noms.gsi.gov.uk</a> 0300 047 6206	01/09/2011	01/09/2015	Replaces the following documents which are hereby cancelled :- PSO 0900 Categorisation & Allocation PSI 35/2002 Allocation of Deportees to Open Conditions PSI 26/2007 Maximising Occupancy of the Open Estate PSI 16/2008 Making Best Use of the Open Estate PSI 3/2009 Recategorisation to Category D and Other Matters  It also replaces policy and guidance on categorisation and recategorisation contained in Function 1 of the National Security Framework (NSF)  This guidance should be read in conjunction with PSI 3/2010 Category A and Restricted Status Prisoners: Reviews of Security Category

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
40/2011		National Security Framework : Categorisation Function Categorisation And Recategorisation Of Women Prisoners	Keith Roberts, Security Policy Unit <a href="mailto:Keith.Roberts@noms.gsi.gov.uk">Keith.Roberts@noms.gsi.gov.uk</a> 0300 047 6206	01/09/2011	01/09/2015	<p>Replaces the following documents which are hereby cancelled :-</p> <p>PSO 0900 Categorisation &amp; Allocation</p> <p>PSI 35/2002 Allocation of Deportees to Open Conditions</p> <p>PSI 26/2007 Maximising Occupancy of the Open Estate</p> <p>PSI 16/2008 Making Best Use of the Open Estate</p> <p>PSI 3/2009 Recategorisation to Category D and Other Matters</p> <p>It also replaces policy and guidance on categorisation and recategorisation contained in Function 1 of the National Security Framework (NSF)</p> <p>This guidance should be read in conjunction with PSI 3/2010 Category A and Restricted Status Prisoners: Reviews of Security Category</p> <p>PSI 01/2015 replaces page 23 paragraphs 18-28, page 33 paragraphs 12-22, page 39 Annex H</p>

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
41/2011		National Security Framework : Categorisation Function Categorisation And Recategorisation Of Young Adult Male Prisoners	Keith Roberts, Security Policy Unit <a href="mailto:Keith.Roberts@noms.gsi.gov.uk">Keith.Roberts@noms.gsi.gov.uk</a> 0300 047 6206	01/09/2011	25/08/2015	Replaces the following documents which are hereby cancelled :-  PSO 0900 Categorisation & Allocation (Chapter 3) PSI 35/2002 Allocation of Deportees to Open Conditions PSI 26/2007 Maximising Occupancy of the Open Estate PSI 16/2008 Making Best Use of the Open Estate PSI 3/2009 Recategorisation to Category D and Other Matters  It also replaces policy and guidance on categorisation and recategorisation contained in Function 1 of the National Security Framework (NSF).  This guidance should be read in conjunction with PSI 3/2010 Category A and Restricted Status Prisoners: Reviews of Security Category
42/2011	-	End Of Polygraph Pilot	NOMS Public Protection & Mental Health Group Joan Scott: 0207 035 8202 <a href="mailto:joan.scott@noms.gsi.gov.uk">joan.scott@noms.gsi.gov.uk</a>	01/07/2011	31/10/2011	Replaces PSI 04/2009. It cancels the requirement to include a polygraph condition in license and applies to all licenses commencing from 1 <sup>st</sup> July 2011.  Replaced and cancelled by PSI 36/2014
44/2011	-	Identity (ID) for Bank Account Applications for all prisoners	Bruce Davison, Reducing Re-offending Team 030 0047 5617 Jasber Jittlar, Reducing Re-offending Team 07834 515 601	01/08/2011	01/08/2013	Amends PSI 35/2009

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
45/2011		The Prison Library Service	Sharon Barrett Head of Prison skills and Employment, Offender Employment Skills and Services Group, Directorate of Commissioning and Commercial, National Offender Management Service Clive House 70 Petty France London SW1H 9HD Tel: 0300 047 5194	28/02/2012	01/01/2016	Replaces the following documents which are hereby cancelled :- PSO 6710 Prison Libraries Introduces amendments to the following documents: Prison Library Specification (Jan 2012) Mandatory Publication List (Jan 2010) Libraries Template SLA (March 2010) Cancelled by PSI 02/2015
46/2011		Tackling Witness Intimidation By Remand Prisoners	Patrick Hunter – Offender Safety, Rights and Responsibilities Group Tel: 0300 047 5718 Email: <a href="mailto:Patrick.Hunter@noms.gsi.gov.uk">Patrick.Hunter@noms.gsi.gov.uk</a>	01/10/2011	01/09/2015	
47/2011		Prisoner Discipline Procedures	Roy Donno, Offender Safety, Rights and Responsibilities Group <a href="mailto:Roy.Donno2@noms.gsi.gov.uk">Roy.Donno2@noms.gsi.gov.uk</a> 0300 047 5717	01/10/2011	18/09/2015	Replaces the following documents which are hereby cancelled :- PSO 2000 Prison Discipline Manual Adjudications (except in respect of adjudications begun prior to the effective date of this PSI), PSI 11/2008, PSI 13/2010, PSI 32/2010, Standard 2 Adjudications Letter from Michelle Jarman-Howe to Regional Managers 11 <sup>th</sup> October 2007 :- instruction to contracted prisons  Amended by PSI 31/2013 Recovery of monies for damage to prisons and prison property

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
48/2011	-	Prisoners' Earnings Act 1996	Offender Safety Rights & Responsibilities Group: 0300 047 5688 <a href="mailto:Nina.Revell@noms.gsi.gov.uk">Nina.Revell@noms.gsi.gov.uk</a> 0300 047 5687 <a href="mailto:Paul.Norman2@noms.gsi.gov.uk">Paul.Norman2@noms.gsi.gov.uk</a>	08/04/2011	03/08/2015	Supersedes any conflicting instructions in PSO 2300 and PSO 4460.  Cancelled and replaced by PSI 76/2011
49/2011		Prisoner Communication Services	Patrick Hunter Offender Safety Rights and Responsibilities Group – for correspondence related issues Tel: 0300 047 5718  Grant Dalton, Offender Safety Rights and Responsibilities Group – for telephone related issues Tel: 0300 047 5716	01/10/2011	18/09/2015	Replaces the following documents which are hereby cancelled :-  PSO 4400 Chapter 4 – Prisoners' use of telephones  PSI 06/2011 Prisoner Communications Correspondence
50/2011		Use of Prison NOMIS Functional Mailboxes	Dean Osborn <a href="mailto:Dean.osborn@noms.gsi.gov.uk">Dean.osborn@noms.gsi.gov.uk</a> Tel: 07968 553 753 OR Mark Hadlum Tel: 07545 732 679	26/09/2011	25/09/2014	Should be read in conjunction with; PSO 9050 & PSO 9010
51/2011		Faith and Pastoral Care for Prisoners	Chaplaincy HQ <a href="mailto:chaplaincyhqenquiries@noms.gsi.gov.uk">chaplaincyhqenquiries@noms.gsi.gov.uk</a>	03/11/2011	02/11/2015	Replaces the following documents which are hereby cancelled:-  PSI 51/2011 "Faith and Pastoral Care of Prisoners" <b>must replace</b> PSO 4550 "Religion Manual" copies of which must now be destroyed.
52/2011		Immigration, Repatriation and Removal Services	Offender Safety Rights and Responsibilities Group Tel: 0300 047 6535	18/11/2011	04/11/2015	Replaces the following documents which are hereby cancelled:-  PSO 4630  PSI 35/2008  Should be read in conjunction with; PSI 59/2011

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
53/2011		Prisoner Retail	Sarah Haverson, Head of Prisoner Retail <a href="mailto:Sarah.haverson@noms.gsi.gov.uk">Sarah.haverson@noms.gsi.gov.uk</a> Tel: 0300 047 5198	07/10/2011	07/10/2015	Replaces the following documents which are hereby cancelled:- PSO 5200 <i>Cancelled and replaced by PSI 23/2013</i>
54/2011		Mother & Baby Units	Barbara Treen, Head of NOMS Women's Team	01/10/2011	01/10/2015	Replaces the following documents which are hereby cancelled:- PSO 4801 The Management of Mother and Baby Units <i>Cancelled and replaced by PSI 49/2014</i>
55/2011		National Security Framework Security Management Function Management and Security of Keys and Locks	Guy Woollven, Security Policy Unit <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> Tel: 0300 047 6207	01/10/2011	30/09/2015	Introduces amendments to the following documents :- National Security Framework 2 (Accounting and Control)
56/2011		National Security Framework Security Management Function Management and Security of Escape (E-list) Prisoners	Guy Woollven, Security Policy Unit <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> Tel: 0300 047 6207	01/10/2011	01/10/2015	Introduces amendments to the following documents :- National Security Framework 2 (Accounting and Control) <i>Cancelled and replaced by PSI 10/2015</i>
57/2011		National Security Framework Risk Assessment Function Management and Security of Tools and Equipment	Guy Woollven, Security Policy Unit <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> Tel: 0300 047 6207	01/10/2011	01/10/2015	Introduces amendments to the following documents :- National Security Framework 2 (Accounting and Control)
58/2011		Physical Education (PE) for Prisoners	Operation Services & Interventions Group Tel: 0116 228 2046 (VPN 7287 2046)	01/10/2011	01/10/2015	Replaces the following documents which are hereby <b>cancelled</b> :- PSO 4250 (Physical Education)

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
59/2011		The Early Removal Scheme and Release of Foreign National Prisoners	Becca Conway, Sentencing Policy and Penalties Unit, Ministry of Justice Tel: 0203 334 5338 <a href="mailto:Rebecca.conway@justice.gsi.gov.uk">Rebecca.conway@justice.gsi.gov.uk</a> OR <a href="mailto:SPPU.Early.Release@justice.gsi.gov.uk">SPPU.Early.Release@justice.gsi.gov.uk</a>	14/11/2011	03/11/2015	Replaces the following documents which are hereby cancelled:- Chapter 9 PSO 6000; PSI 19/2008; PSI 45/2008; PSI 14/2009 Should be read in conjunction with; PSI 52/2011 Replaced & cancelled by PSI 38/2012 Cancelled by PSI 04/2013
60/2011	14/2011	Additional Paternity Leave	Shared Services HR Contact Centre Tel: 0845 010 3504 (VPN 7190 3504)	06/10/2011	05/10/2014	Replaces the following documents which are hereby cancelled :- AI 07/2011 PSI 21/2011
61/2011		Paternity/Maternity Support Leave	Shared Services HR Contact Centre Tel: 0845 010 3504 (VPN 7190 3504)	06/10/2011	06/10/2014	Replaces the following documents which are hereby cancelled :- AI 07/2011 PSI 21/2011
62/2011		Procedure for the Transfer From Custody of Children and Young People to and from Hospital Under the Mental Health Act 1983 in England	Caroline Twitchett <a href="mailto:caroline.twitchett@dh.gsi.gov.uk">caroline.twitchett@dh.gsi.gov.uk</a> Tel: 0207 972 4221	05/12/2011	27/12/2015	Introduces amendments to the following documents: PSI 50/2007 Mental Health Transfer
63/2011		National Security Framework Security Management Function Management of the Local Security Strategy (LSS)	Guy Woollven, Security Policy Unit <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> Tel: 0300 047 6207	21/10/2011	14/10/2015	Introduces amendments to the following documents: National security Framework NSF – Local Security Strategy Management Instructions

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
64/2011		Management of Prisoners at Risk of Harm to Self, to Others and From Others (Safer Custody)	<a href="mailto:riskofharmPSInquiries@noms.gsi.gov.uk">riskofharmPSInquiries@noms.gsi.gov.uk</a>	01/04/2012	31/01/2016	Replaces the following documents which are hereby cancelled :- PSO 2700 Suicide and Self-Harm PSO 2750 Violence Reduction PSO 2710 Follow up to Deaths in Custody Introduces amendments to the following documents: PSO 1400
65/2011		Foreign National Prisoners Liable to Deportation	Brian Chapman Licence Conditions Lead Offender Management and Public Protection Group Tel: 0300 047 4424 <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Offender Safety Rights & Responsibilities Group Tel: 0300 047 6535	02/11/2011	01/11/2015	Replaces the following documents which are hereby cancelled :- PSI 28/2006 Foreign National Prisoners Liable to Deportation <i>Cancelled and replaced by PSI 29/2014.</i>
66/2011		Religious Festival Dates For 2012	Kishwar Ahmed Chaplaincy Headquarters Tel: 0300 047 5178	01/01/2012	01/01/2013	Replaces the following documents which are hereby cancelled :- PSI 56/2010 (not until January 2012) Replaced & cancelled by PSI 35/2012
67/2011		National Security Framework Searching of the Person	Emma Price Security Policy Unit <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a> Tel: 0300 047 6202	01/11/2011	30/10/2015	Introduces amendments to the following documents:- NSF Function 3 (Searching) This PSI also cancels and replaces PSI 48/2010



PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
68/2011		National Security Framework Cell, Area and Vehicle Searching	Emma Price Security Policy Unit <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a>  Tel: 0300 047 6202	01/11/2011	30/10/2015	Introduces amendments to the following documents:-  NSF Function 3 (Searching)  This PSI also cancels and replaces PSI 48/2010  PSI 38/2008 Full Search Arrangements for Women and PSI 05/2009 BOSS are revoked
69/2011		Prison Radio Communications	Mireille Levy, NOMS Science and Technology Advisor Security Group <a href="mailto:Mireille.Levy@noms.gsi.gov.uk">Mireille.Levy@noms.gsi.gov.uk</a> Tel: 0300 047 6488  Steve Hague, Prison Radio Communications Project Manager <a href="mailto:Steven.Hague@hmps.gsi.gov.uk">Steven.Hague@hmps.gsi.gov.uk</a> Tel: 07968 553734	10/11/2011	09/11/2015	
71/2011		Parole Hub Pilot	Andrew Samson Tel: 0300 047 4219	01/01/2012	31/12/2012	
72/2011		Discharge	Offender Safety Rights & Responsibilities Group Tel: 0300 047 6535	01/01/2011	13/12/2015	Replaces the following documents which are hereby cancelled :-  PSI 25/2011
73/2011 (amended)		Prison-NOMIS (Prison National Offender Management Information System)	Dean Osborn Email: <a href="mailto:Dean.Osborn@noms.gsi.gov.uk">Dean.Osborn@noms.gsi.gov.uk</a>	27/01/2012	16/01/2016	Introduces amendments to the following documents:-  Replaces any instructions in relation to the Local Inmate Database System (LIDS)  Amendment: Original Para. 2.8 removed from this version  Cancelled and replaced by PSI 23/2014.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
74/2011		Early Days in Custody – Reception in, First Night in Custody, and Induction to Custody	Offender Safety Rights & Responsibilities Group  Tel: 0300 047 6535  Marion Stubbs – in connection with the amendments (at paragraphs 1.1; 1.2; 1.9; 4.9; and 4.12)  <a href="mailto:Marion.stubbs2@noms.gsi.gov.uk">Marion.stubbs2@noms.gsi.gov.uk</a>  Tel: 0300 047 5689	01/01/2012	20/12/2015	Replaces the following documents which are hereby cancelled :-  PSI 52/2010 PSO 2605  Cancelled and replaced by PSI 07/2015
75/2011		Residential Services	Offender Safety, Rights and Responsibilities Group  Tel: 0300 047 6533	01/01/2012	20/12/2015	Cancels PSI 10/2011  Chapter 10 and annex H of PSO 2510 are cancelled  Amended by PSI 30/2013: Paragraph 2.4: To be amended to record the four levels of IEP privilege; Basic, Entry, Standard and Enhanced.
76/2011		Prisoners Earnings Act 1996	Paul Norman,  Offender Safety Rights & Responsibilities Group,  Email: <a href="mailto:Paul.Norman2@noms.gsi.gov.uk">Paul.Norman2@noms.gsi.gov.uk</a>  Tel: 0300 047 5687	01/01/2012	31/12/2015	Replaces PSI 48/2011  This PSI supersedes any conflicting instructions in PSO 2300 and PSO 4460, particularly the explicit reference in the latter to the Prisoners' Earnings Act not having been implemented  PSI 13/2015 Annex G and F (Memoranda of understanding for paid and unpaid work placements) replace those included in PSO 2300 – Resettlement and PSI 76/2011 – Prisoner Earnings Act 1996.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
01/2012		Manage Prisoner Finance	Simon Greenwood, Offender Safety, Rights & Responsibilities Group  Tel: 0300 047 5686 <a href="mailto:Simon.Greenwood@noms.gsi.gov.uk">Simon.Greenwood@noms.gsi.gov.uk</a>  Paul Norman, Offender Safety, Rights & Responsibilities Group Tel: 0300 047 5687 <a href="mailto:Paul.Norman2@noms.gsi.gov.uk">Paul.Norman2@noms.gsi.gov.uk</a>	01/01/2012	31/12/2016	Replaces the following documents which are hereby cancelled: PSO 4465, Prisoners Personal Financial Affairs. PSI 30/2008 Prisoners' Private Cash  Amended by PSI 30/2013: Paragraph 2.4: To be amended to record the four levels of IEP weekly spend limits as set out in Paragraph 9.16 of this PSI.
02/2012		Prisoner Complaints	Marion Stubbs, Offender Safety, Rights & Responsibilities Group  <a href="mailto:Marion.Stubbs2@noms.gsi.gov.uk">Marion.Stubbs2@noms.gsi.gov.uk</a>  Tel: 0300 047 5689	01/04/2012	31/12/2016	Changes to the Prisoner Complaints system are effective from 1.4.2012 PSO 2510 Prisoners' Request and Complaints Procedures (as amended by PSI 75/2011 Residential Services) remains in force until 1.04.2012 at which time it will be cancelled.
03/2012		Activity Allocation	Offender Services, Co-commissioning Group  Tel: 0300 047 5194	28/02/2012	27/02/2016	
04/2012		Enablers of Health, Library, Education and Jobcentre Plus Services in Prisons	Offender Services, Co-commissioning Group  Tel: 0300 047 5194	24/02/2012	23/02/2016	
05/2012		Process for Opening, Closing or Re-Designating Industrial Workshops (including charity workshops) and Laundries	Bill Davie, Chief Operating Officer Prison Industries  <a href="mailto:bill.davie@noms.gsi.gov.uk">bill.davie@noms.gsi.gov.uk</a>	01/04/2012	28/02/2016	Replaces the following documents which are hereby cancelled :- PSI 24/2009 – (Hard copies in libraries must be retained and cross referenced as there will be no hard copies of this PSI printed).
06/2012		Prisoner Employment, Training and Skills	Offender Services, Co-commissioning Group  Tel: 0300 047 5194	01/04/2012	28/02/2016	Replaces the following documents which are hereby cancelled :- PSO 4205 Education in Prisons PSO 4200 Education and Training: The Prison Service Education Curriculum Framework (The Core Curriculum)

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
07/2012		Implementation of the Deliver Accredited programmes Specification	Patrick Connelly Senior Commissioning Manager - Rehabilitation, North West and West Midlands Community Commissioning Group Directorate of Commissioning and Commercial National Offender Management Service Email: <a href="mailto:patrick.connelly@noms.gsi.gov.uk">patrick.connelly@noms.gsi.gov.uk</a>  Mob: 07889 601597	01/04/2012	28/02/2016	
08/2012		Care and Management of Young People	Matthew Armer Tel: 0300 047 5336 <a href="mailto:matthew.armer@noms.gsi.gov.uk">matthew.armer@noms.gsi.gov.uk</a>  Matthew Clarke Tel: 0300 047 5327 <a href="mailto:matthew.clarke@noms.gsi.gov.uk">matthew.clarke@noms.gsi.gov.uk</a>  Young People's Team Zone 3.10 Clive House 70 Petty France London SW1H 9EX	01/04/2012	31/03/2016	Replaces the following documents which are hereby cancelled :- PSI 28/2009 'Care and Management of Young People'  Chapter 2 paragraph 2.12-214 policy on the searching of young people replaced by PSI 16/2014
09/2012		Implementation of the Service Specification for bail Service	Roz Evenden Email: <a href="mailto:roz.evenden@noms.gov.uk">roz.evenden@noms.gov.uk</a>  Mobile: 07545 732823	27/03/2012	31/03/2016	
10/2012		Conveyance and Possession of Prohibited Items and Other Related Offences	Emma Prince – Security Policy Unit Tel: 0300 047 6202 Email <a href="mailto:Emma.Prince@noms.gsi.gov.uk">Emma.Prince@noms.gsi.gov.uk</a>	26/03/2012	25/03/2016	This PSI replaces PSO 1100, Conveyance of Unauthorised Articles and Other Related Offences.
11/2012		Security Group RESTRICTED document				
12/2012		Rehabilitation Services Specification - Custody	Sarah Ashcroft, Commissioning Strategies Group 0300 047 5614	01/04/2012	31/03/2016	Cancels all but Chapter 7 of PSO 2300 Resettlement.  Cancelled & replaced by PSI 04/2015

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
13/2012	02/2012	Research Applications	Robin Moore Planning and Analysis Group 0300 047 5590 <a href="mailto:robin.moore@noms.gsi.gov.uk">robin.moore@noms.gsi.gov.uk</a> <a href="mailto:National.Research@noms.gsi.gov.uk">National.Research@noms.gsi.gov.uk</a>	01/04/2012	01/04/2016	Cancelled and replaced by PSI 22/2014.
14/2012		Implementation of the Service Specification for "Manage the Sentence: Pre and Post Release from Custody" (transitional version)	Miranda Wilkinson <a href="mailto:miranda.wilkinson@noms.gsi.gov.uk">miranda.wilkinson@noms.gsi.gov.uk</a>	01/04/2012	01/04/2013	
15/2012	03/2012	Travel and Subsistence	HR Shared Services 0845 010 0302	06/04/2012	31/03/2016	Cancels AI 17/2010 and PSI 26/2010
16/2012	04/2012	Information Risk Management Policy	Clare Lewis, Information, Assurance and Policy Team. <a href="mailto:Clare.lewis@hmpps.gsi.gov.uk">Clare.lewis@hmpps.gsi.gov.uk</a> 0300 047 6258	15/05/2012	02/2016	
17/2012		Certified Prisoner Accommodation	Richard Lane: Population Strategy Data Manager 0300 047 6373 <a href="mailto:richard.lane@noms.gsi.gov.uk">richard.lane@noms.gsi.gov.uk</a>	23/04/2012	17/04/2016	Cancels PSO 1900
18/2012	05/2012	Tariff Expired Removal Scheme (TERS)	Nicky Halse, Public Protection Casework Section, NOMS 03000 474468 <a href="mailto:Nicola.halse@noms.gsi.gov.uk">Nicola.halse@noms.gsi.gov.uk</a>  Rebecca Conway, Sentencing Policy and Penalties Unit, MoJ 0203334 5338 <a href="mailto:Rebecca.conway@justice.gsi.gov.uk">Rebecca.conway@justice.gsi.gov.uk</a>	02/05/2012	01/05/2016	
19/2012		Not Published number not used				
20/2012		Security Group RESTRICTED document				

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
21/2012		Release on Temporary License (ROTL) – Amendments to PSO 6300	Effective Sentencing, Ministry of Justice Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 Email: <a href="mailto:sppu.early.release@justice.gsi.gov.uk">sppu.early.release@justice.gsi.gov.uk</a>	25/06/2012	25/06/2012	Introduces amendments to the following documents: PSO 6300 – Release on Temporary Licence. An amended version of PSO 6300 will be published on the Quantum intranet and MoJ Website with the changes of this PSI incorporated.
22/2012		National Security Framework. REF: NSF 4.6 Intelligence – Regulation of Investigatory Powers Act : Covert surveillance	Tactical advice : Central Authorities Bureau e-mail : <a href="mailto:centralauthoritiesbureau@noms.gsi.gov.uk">centralauthoritiesbureau@noms.gsi.gov.uk</a> CAB hotline : 0300 047 6354 Policy e-mail : <a href="mailto:barney.clifford@noms.gsi.gov.uk">barney.clifford@noms.gsi.gov.uk</a> Tel: 0300 047 6171	30/07/2012	16/07/2016	This PSI replaces the previous version of PSO 1000 – National Security Framework Function 4 regarding covert surveillance.
23/2012		National Security Framework Ref: NSF 4.7 Intelligence – Regulation of Investigatory Powers Act Covert Human Intelligence Sources (CHIS)	Tactical Advice: Central Authorities Bureau CAB E-mail: <a href="mailto:centralauthoritiesbureau@noms.gsi.gov.uk">centralauthoritiesbureau@noms.gsi.gov.uk</a> CAB hotline: 0300 047 6354 Policy: <a href="mailto:barney.clifford@noms.gsi.gov.uk">barney.clifford@noms.gsi.gov.uk</a> Tel: 0300 047 6171	14/09/2012	28/08/2016	Introduces amendments to the following documents: - This PSI, together with others on intelligence and powers under the Regulation of Investigatory Powers Act (RIPA) will replace guidance in the previous NSF Function 4 (Communications and Surveillance).
24/2012		The introduction of mandatory call enabling on the PIN phone system in all prison establishments.	Offender Safety, Rights and Responsibilities Group Tel: 0300 047 5718 Security Group E-mail: <a href="mailto:barney.clifford@noms.gsi.gov.uk">barney.clifford@noms.gsi.gov.uk</a> Tel: 0300 047 6171 Operational advice: • Tel: 0300 047 6354	21/11/2012	21/11/2016	
25/2012	06/2012	Data Gateway Service approval of data collections	Steve Ellerd-Elliott, Planning and Analysis Group <a href="mailto:Steve.Ellerd-Elliott@noms.gsi.gov.uk">Steve.Ellerd-Elliott@noms.gsi.gov.uk</a> 0300 047 6286 <a href="mailto&gt;DataGateway@noms.gsi.gov.uk">DataGateway@noms.gsi.gov.uk</a>	03/09/2012	02/09/2016	Replaces the following documents which are hereby cancelled :  PSI 59/2010

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
26/2012		Security Group RESTRICTED document				
27/2012		Not Published number not used				
28/2012	07/2012	NOMS Pay Policy Manual	Shared Services 0845 010 3504	01/04/2012	31/03/2016	
29/2012	08/2012	The Instructions System – The approval and Implementation of Policy and Instructions	Offender Safety, Rights and Responsibilities Group <a href="mailto:OPG@noms.gsi.gov.uk">OPG@noms.gsi.gov.uk</a> Telephone: 0300 047 6228	06/08/2012	06/08/2016	Replaces the following documents which are hereby cancelled: PSI 01/2011, PSI 23/2009, AI 1/2009, PI 1/2009 - <b>All hard copies of these Instructions must be destroyed</b>
30/2012		The Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012 – General summary of release and recall provisions	Steve Bailey Head of Release Policy Effective Sentencing, Ministry of Justice Email: <a href="mailto:Stephen.bailey@justice.gsi.gov.uk">Stephen.bailey@justice.gsi.gov.uk</a> Tel: 020 3334 5026	03/12/2012	02/12/ 2016	
31/2012		National Security Framework Vetting Function - Security Vetting: Additional Risk Assessment Criteria Following Disclosed Criminal Convictions (Ex Offenders)	Guy Woollven, Security Policy Unit <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> 0300 047 6207	05/11/2012	21/10/2016	This guidance should be read in conjunction with PSI 43/2010 Pre Appointment Security Vetting Policy.  Cancelled and replaced by PSI 27/2014.
32/2012		Open University, Higher Education and Distance Learning	Sharon Barrett, Head of Learning and Skills Co-commissioning, Offender Services Co-commissioning Group 0300 047 5194 For queries relating to NOMS Cymru – Ingrid Zammit, Directorate of Commissioning and Commercial, 07810 – 854265, <a href="mailto:Ingrid.zammitt@noms.gsi.gov.uk">Ingrid.zammitt@noms.gsi.gov.uk</a> ;	14/11/2012	05/11/2016	Replaces the following documents which are hereby cancelled : PSI 33/2010
33/2012		Not Published PSI withdrawn number not used				

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
34/2012		Not Published PSI withdrawn number not used				
35/2012		Religious Festival Dates for 2013	Kishwar Ahmed <a href="mailto:Kishwar.ahmed@noms.gsi.gov.uk">Kishwar.ahmed@noms.gsi.gov.uk</a> Chaplaincy Headquarters 0300 047 5178	01/01/2013	01/01/2014	Replaces the following documents which are hereby cancelled : PSI 66/2011 (not until January 2013)
36/2012		Generic Parole Process (GPP) amended to incorporate Electronic Working	For Policy issues: <a href="mailto:ppcs.policy@noms.gsi.gov.uk">ppcs.policy@noms.gsi.gov.uk</a>	03/12/2012	26/11/2016	Replaces the following documents which are hereby cancelled - PSO 6010 "Generic Parole Process", PSI 33/2009 "Pre-Tariff Sift Reviews for Indeterminate Sentence Prisoners", PSI 09/2008 'Offender Management Functional Mailboxes', and PI 02/2012 "Parole Processes"
37/2012		Supervision of Young Offenders	Steve Bailey - Head of Release Policy, Effective Sentencing, Ministry of Justice. - Email: <a href="mailto:Stephen.bailey@justice.gsi.gov.uk">Stephen.bailey@justice.gsi.gov.uk</a> Tel: 020 3334 5026	03/12/2012	02/12/2016	Replaces the following documents which are hereby cancelled: PSO 6000 – 'Parole, Release and Recall, Chapter 10 – Young Offenders'
38/2012		The Early Removal Scheme and Release of Foreign National Prisoners	Becca Conway - Sentencing Policy and Penalties Unit, Ministry of Justice Email: <a href="mailto:rebecca.conway@justice.gsi.gov.uk">rebecca.conway@justice.gsi.gov.uk</a> or <a href="mailto:SPPU.Early.Release@justice.gsi.gov.uk">SPPU.Early.Release@justice.gsi.gov.uk</a>	03/12/2012	02/12/2016	Replaces the following documents which are hereby cancelled: Chapter 9 PSO 6000; PSI 19/2008; PSI 45/2008; PSI 14/2009; PSI 59/2011.  Cancelled by PSI 04/2013
39/2012		Sentence Calculation – Determinate Sentenced Prisoners	Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ - Victoria Amat – 0203 334 4682 - Helen Scott – 0203 334 5045 Fax: 0870 739 5888 or 0870 739 4062	05/12/2012	04/12/2016	Replaces the following documents which are hereby cancelled: PSO 6650, PSI 35/2003, PSI 10/2005, PSI 13/2005, PSI 50/2005, PSI 07/2007, PSI 20/2008, PSI 26/2008 , PSI 28/2008, PSI 42/2008, PSI 48/2008, PSI 17/2009, PSI 55/2010.  PSI 13/2013 updates paragraphs 1.8, 1.9, 4.2.6, 7.9.1, 7.9.2 & 13.1.6



PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
40/2012		Licences and Licence Conditions	<p>For general enquiries: Brian Chapman - Licence Conditions Senior Policy Manager. Email - <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel: 020 7035 1450</p> <p>For victim related issues: Laura Toze - Head of Victims and Safeguarding Team. Email - <a href="mailto:Laura.Toze@noms.gsi.gov.uk">Laura.Toze@noms.gsi.gov.uk</a> Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email - <a href="mailto:James.Hough@noms.gsi.gov.uk">James.Hough@noms.gsi.gov.uk</a> Tel: 0300 047 4475</p>	06/12/2012	30/11/2016	<p>Replaces the following documents which are hereby cancelled:- PSI 34/2011 - (&amp; 27/2012) Licences and Licence Conditions. All hard copies of these Instructions must be destroyed.</p> <p>Cancelled and replaced by PSI 18/2014.</p>
41/2012	10/2012	Sentence Planning	<p>Miranda Wilkinson - Offender Assessment and Management Section , Offender Management and Public Protection Group <a href="mailto:Miranda.wilkinson@noms.gsi.gov.uk">Miranda.wilkinson@noms.gsi.gov.uk</a> Tel 0300 047 5580</p>	17/12/2012	16/12/2016	
42/2012		Close Supervision Centre Referral Manual	<p>Claire Hodson - Operational Manager - CSC/ Managing Challenging Behaviour Strategy (MBCS) - Directorate of High Security Mobile: 07968 909253 - Pager: 07659 141868 E-mail: <a href="mailto:claire.hodson@hmpr.gsi.gov.uk">claire.hodson@hmpr.gsi.gov.uk</a></p> <p>Jacqueline Ward - CSC/MCBS Support Manager - Directorate of High Security – Tel :01924 205734 E-mail: <a href="mailto:jacqueline.ward2@noms.gsi.gov.uk">jacqueline.ward2@noms.gsi.gov.uk</a></p>	03/01/2013	02/01/2017	Replaces the following documents which are hereby cancelled: PSI 29/2009


PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
43/2012		The Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012 – Home detention curfew (HDC)	Effective Sentencing, Ministry of Justice Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 Email - <a href="mailto:sppu.early.release@justice.gsi.gov.uk">sppu.early.release@justice.gsi.gov.uk</a>	03/12/2012	02/12/2016	Replaces the following documents which are hereby cancelled:  PSI 8/2008 - Terrorism Related Offences - amendment to the Categories of Presumed Unsuitable Offences for HDC purposes  PSI 55/2010 - Sentence Calculation and HDC / ERS Eligibility Dates - Multiple Sentences Comprising Mixtures of 1991 Act and 2003 Act Release Provisions
-	11/2012	Financial Approval of Change Initiatives	Investment Appraisal manager, Business and Financial Planning Team, Planning and Analysis Group. Functional mailbox ISAT@noms.gsi.gov.uk	21/12/2012	20/12/2016	
44/2012	12/2012	Prison Service Security Passes	Chris Sharp – National Operations Unit, Operational Service & Intervention Group <a href="mailto:Chris.sharp@noms.gsi.gov.uk">Chris.sharp@noms.gsi.gov.uk</a> Tel 0300 047 6176	01/01/2013	31/12/2016	This replaces PSO-1205.
01/2013	02/2013	Resettlement outside England and Wales on licence	Brian Chapman - Licence Conditions Senior Policy Manager. Email: <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel: 0300 047 4424	25/01/2013	10/01/2017	Cancels PC 52/1997  Cancelled and replaced by PSI 20/2014.
02/2013	01/2013	Managing private law claims	Operation Litigation Unit <a href="mailto:Toby.head@noms.gsi.gov.uk">Toby.head@noms.gsi.gov.uk</a> Telephone: 0300 047 6032	28/02/2013	30/04/2016	Updates and supersedes chapters one, two and three of the Guidance on the Management of Civil Litigation – issued 1 February 2010.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
03/2013		Medical Emergency Response Codes	Offender Safety, Rights and Responsibilities Group (OSRRG)  Email: <a href="mailto:riskofharmPSInquiries@noms.gsi.gov.uk">riskofharmPSInquiries@noms.gsi.gov.uk</a> Or Tom Wilson – 0300 047 5713 - <a href="mailto:Thomas.wilson02@noms.gsi.gov.uk">Thomas.wilson02@noms.gsi.gov.uk</a>	28/02/2013	21/02/2017	
04/2013		The Early Removal Scheme and Release of Foreign National Prisoners	Victoria Amat - Sentencing Policy and Penalties Unit, Ministry of Justice - Email: <a href="mailto:victoria.amat@justice.gsi.gov.uk">victoria.amat@justice.gsi.gov.uk</a> or <a href="mailto:SPPU.Early.Release@justice.gsi.gov.uk">SPPU.Early.Release@justice.gsi.gov.uk</a>	11/02/2013	10/02/2017	Chapter 9 PSO 6000; PSI 19/2008; PSI 45/2008; PSI 14/2009; PSI 59/2011. Updates paragraphs 2.26 & 4.18 and contact details in PSI 38/2012 which is also cancelled.
05/2013		National Security Framework : Category A function : The identification, initial categorisation and management of potential and provisional category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team – 0300 047 6109 <a href="mailto:Stuart.freed@hmpr.gsi.gov.uk">Stuart.freed@hmpr.gsi.gov.uk</a> Dawn Thompson, HSPG Category A Team – 0300 047 6106 <a href="mailto:Dawn.thompson@noms.gsi.gov.uk">Dawn.thompson@noms.gsi.gov.uk</a>	27/03/2013	26/03/2017	Cancels PSI 03/2010.  <i>Cancelled and replaced by PSI 09/2015.</i>
06/2013		Mandatory Use of ViSOR	Susan Fiddler - <a href="mailto:Susan.fiddler@noms.gsi.gov.uk">Susan.fiddler@noms.gsi.gov.uk</a> – Telephone: 0300 047 4494	11/02/2013	10/02/2013	Cancels PI 05/2009 and PSI 27/2009
07/2013		Occupational health	Anne Norton, Occupational Health and Safety Section (OHASS), NOMS Expert Centre, HR Directorate <a href="mailto:Anne.norton@noms.gsi.gov.uk">Anne.norton@noms.gsi.gov.uk</a> Tel: 0300 047 5029	10/03/2013	31/08/2015	Replaces the following documents which are hereby cancelled : AI 20/2010 - PSI 31/2010
08/2013		National Security Framework : Category A function : The review of security category – category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team – 0300 047 6109 <a href="mailto:Stuart.freed@hmpr.gsi.gov.uk">Stuart.freed@hmpr.gsi.gov.uk</a> Steve Easton, HSPG Category A Team – 0300 047 6098 <a href="mailto:Steve.easton@noms.gsi.gov.uk">Steve.easton@noms.gsi.gov.uk</a>	27/03/2013	26/03/2017	Cancels PSI 03/2010  This PSI replaces existing policy contained within the National Framework Category A annex.
11/2013	01/2013	NOMS performance management policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/04/2013	31/03/2016	Replaced by both PSI 11/2014 (for induction and probationary periods) and PSI 02/2014
12/2013	02/2013	NOMS policy on managing poor performance	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/04/2013	31/03/2016	Replaces chapter 6 in the NOMS Performance Management Policy.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
13/2013		Sentence calculation – determinate sentenced prisoners	Victoria Amat – Tel.0203 334 4682 or Helen Scott – 0203 334 5045 Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ. Fax: 0870 739 5888 or 0870 739 4062.	22/04/2013	21/04/2017	Cancels PSO 6650, PSI 35/2003, PSI 10/2005, PSI 13/2005, PSI 50/2005, PSI 07/2007, PSI 20/2008, PSI 26/2008, PSI 28/2008, PSI 42/2008, PSI 48/2008, PSI 17/2009, PSI 55/2010. Updates paragraphs 1.8, 1.9, 4.2.6, 7.9.1, 7.9.2 & 13.1.6 in PSI 39/2012 which is also cancelled.  Cancelled and replaced by PSI 03/2015
15/2013		Waste Management Data Reporting	Derek Hannan; tel 02035458526; email: derek.hannan@justice.gsi.gov.uk	31/05/2013	30/05/2017	
18/2013		Determinate Sentenced Prisoners Transferred Under the Mental Health Act 1983	Public Protection Casework Section: <a href="mailto:Pre-releaseteamA@noms.gsi.gov.uk">Pre-releaseteamA@noms.gsi.gov.uk</a> James Hough Tel: 03000 474475 Email: <a href="mailto:James.hough@noms.gsi.gov.uk">James.hough@noms.gsi.gov.uk</a> Jenny Stokes Tel: 03000 474365 Email: <a href="mailto:Jennifer.stokes2@noms.gsi.gov.uk">Jennifer.stokes2@noms.gsi.gov.uk</a> Parole Help Desk Email: <a href="mailto:parolehelpdesk@noms.gsi.gov.uk">parolehelpdesk@noms.gsi.gov.uk</a>	08/07/2013	08/2017	Replaces and cancels PSO 6000 - Chapter 11
19/2013		Generic Parole Process for Determinate Sentence Prisoners (GPP-D)	<a href="mailto:ppcs.policy@noms.gsi.gov.uk">ppcs.policy@noms.gsi.gov.uk</a> <a href="mailto:parolehelpdesk@noms.gsi.gov.uk">parolehelpdesk@noms.gsi.gov.uk</a>	01/08/2013	08/07/2017	Cancels PSO 6000 - Parole Release and Recall Chapter 5; PSI 09/2008 and PI 02/2012
20/2013	07/2013	Parental Leave Policy (revised)	Shared Services HR Contact Centre 0845 010 3504	18/06/2013	16/06/2017	Cancels PSI 17/2010 & AI 08/2010
23/2013		Prisoner Retail	Sarah Haverson Head of Service Industries & Business Support , ONE3ONE Solutions Tel: 0300 047 5198 Email: <a href="mailto:Sarah.Haverson@noms.gsi.gov.uk">Sarah.Haverson@noms.gsi.gov.uk</a>	01/08/2013	10/07/2017	Replaces and cancels PSO 5200, PSI 53/2011

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
24/2013		National Security Framework Vetting Function – Exclusion of Personnel on Grounds of Misconduct	Guy Woollven, Security Policy Unit <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> 0300 047 6207	18 July 2013	04 July 2017	
25/2013		Accommodation and Support Service for Bail and HDC	Peter Connor, Probation and Contracted Services Directorate Email: <a href="mailto:peter.connor1@noms.gsi.gov.uk">peter.connor1@noms.gsi.gov.uk</a> Mobile: 07789 921772	26/08/2013	17/06/2015	Replaces and cancels PSI 34/2010 & PI 09/2010 Introduces amendments to PSO 6101 chpt.8 & PSO 6700 para. 5.17.8 and annex 1. The changes previously inserted into these by POS's by PSI 34/2010 and PI 09/2010 are to be removed and replaced.
29/2013	13.2013	NOMS Volunteer Reservist Policy (Revised Version)	Queries to Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/10/2013	30/09/2017	Replaces sections on volunteer reservists in the NOMS Outside Activities Policy PSI 27/2010 – AI 18/2010. The Outside Activities policy is now being republished as PSI 28/2013 – AI 12/2013 Introduces amendments to the following documents: NOMS Volunteer Reservist Policy – PSI 29/2013 –AI 13/2013 issued on 02/09/2013 has been amended, copies of the previous version must be destroyed and replaced by this revised version.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2013		INCENTIVES AND EARNED PRIVILEGES	Equality Rights and Decency Group Nigel Mulcaster - <a href="mailto:nigel.mulcaster@noms.gsi.gov.uk">nigel.mulcaster@noms.gsi.gov.uk</a> Tel: 0300 047 6619 Paul Norman - <a href="mailto:paul.norman2@noms.gsi.gov.uk">paul.norman2@noms.gsi.gov.uk</a> Tel 0300 047 5687	01/11/2013	04/09/2017	<p><b>Introduces following amendments:</b></p> <p><b>PSI 11/2011: Incentives and Earned Privileges Scheme</b> From 1 November 2013 PSI 11/2011 will apply only to adult prisoners (aged 18 and over) received into prison custody before that date and until they have migrated onto the new IEP Framework (see paragraph 1.2 below for further details). PSI 11/2011 will also continue to apply to young people (under 18s).</p> <p><b>PSI 12/2011: Prisoners' Property:</b> Paragraphs 2.3 &amp; 2.63 and Annex A: To be amended to take into account the standardised facilities list introduced at Paragraph 10.2 and Annex F in this PSI. Paragraph 2.62: To be amended to reflect that there are now four levels of IEP privilege; Basic, Entry, Standard and Enhanced. Paragraphs 2.64 and 2.67 have been amended to take into account new restrictions on what items can be handed in and sent in to prisoners by their families and friends (see paragraphs 10.4 and 10.5 below).</p> <p><b>PSI 26/2011: NOMS Finance Manual:</b> Paragraph 15.3.9: To be amended to record the four levels of IEP privilege; Basic, Entry, Standard and Enhanced. Paragraph 15.3.11: To be amended to record that further information on private cash is given in PSI 01/2012 and that the private cash IEP levels are now given in Paragraph 9.16 of this PSI.</p> <p><b>PSI 75/2011: Residential Services:</b> Paragraph 2.4: To be amended to record the four levels of IEP privilege; Basic, Entry, Standard and Enhanced.</p> <p><b>PSI 01/2012: Manage Prisoner Finance:</b> Paragraph 2.4: To be amended to record the four levels of IEP weekly spend limits as set out in Paragraph 9.16 of this PSI.</p>

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
31/2013		RECOVERY OF MONIES FOR DAMAGE TO PRISONS AND PRISON PROPERTY	Equality, Rights & Decency Group  Nigel Mulcaster - <a href="mailto:Nigel.Mulcaster@noms.gsi.gov.uk">Nigel.Mulcaster@noms.gsi.gov.uk</a> Tel: 0300 047 6619 Paul Norman - <a href="mailto:Paul.Norman2@noms.gsi.gov.uk">Paul.Norman2@noms.gsi.gov.uk</a> Tel 0300 047 5687	01/11/2013	29/09/2017	Introduces amendments to the following documents: - PSI 47/2011: Prisoner Discipline Manual
34/2013	14/2013	Staff Alcohol Policy	Shared Services HR Contact Centre  <b>0845 010 3504</b> (VPN 7190 3504)	04/10/2013	03/10/2017	Cancels PSI 23/2010 – AI 14/2010
35/2013		Parole Board & Prison Service Oral Hearing Standards	Public Protection Casework Section <a href="mailto:PPCS.Policy@noms.gsi.gov.uk">PPCS.Policy@noms.gsi.gov.uk</a>	02/12/2013	14/11/2017	
01/2014	01/2014	First Aid	For further information about this PSI contact  Policy Lead: Anne Norton – Senior Occupational Health Advisor, Expert Centre, NOMS HQ Email – <a href="mailto:Anne.norton@noms.gsi.gov.uk">Anne.norton@noms.gsi.gov.uk</a> Tel: 0300 047 5029 Or Mark Poole – Regional Health & Safety Advisor – East of England Email – <a href="mailto:mark.poole2@hmps.gsi.gov.uk">mark.poole2@hmps.gsi.gov.uk</a> Tel: 01953 804020 (HMP Wayland) 0144 0743194 (EoE Regional Office) 07889 540450 (mobile)	13/01/2014	12/01/2018	Replaces the following documents which are hereby cancelled:  03/2010 – First Aid Guidance
02/2014	08/2014	NOMS Policy on managing performance	Queries to Shared Services HR Contact Centre 0845 010 3504	01/04/2014	27/03/2018	This policy replaces PSI 11/2013 – AI 01/2013 NOMS Performance Management Policy chapter 5 for the 2014/15 reporting cycle and thereafter. PSI 11/2013 – AI 01/2013 will apply to the closure of 2013/14 reports only.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
04/2014		Ref: NSF 4.5 National Security Framework INTELLIGENCE – REGULATION OF INVESTIGATORY POWERS ACT Acquisition of Communications Data	Security Group CAB hotline: 0300 047 6354 – CAB email: <a href="mailto:spoc@noms.gsi.gov.uk">spoc@noms.gsi.gov.uk</a> Policy: 0300 047 6171 – email: <a href="mailto:barney.clifford@noms.gsi.gov.uk">barney.clifford@noms.gsi.gov.uk</a>	31/01/2014	31/01/2018	This PSI, together with others on intelligence and powers under the Regulation of Investigatory Powers Act (RIPA) replaced guidance in the previous NSF Function 4 (Communications and Surveillance).
05/2014		Safeguarding of Children and Vulnerable Adults: - Changes to Disqualification Order Regime - Access to Information on Barred Status of Offenders	Angela Colyer Safeguarding Policy Lead Offender Management & Public Protection Group Email: <a href="mailto:angela.colyer@noms.gsi.gov.uk">angela.colyer@noms.gsi.gov.uk</a> Tel: 0300 0474431	03/02/2014	30/01/2018	
06/2014	04/2014	Ref: NSF 2.1 National Security Framework CONTROL AND ORDER FUNCTION Use of Force – Implementation of Minimising and Managing Physical Restraint	Kirsty Payne, Security Policy Unit <a href="mailto:Kirsty.payne@noms.gsi.gov.uk">Kirsty.payne@noms.gsi.gov.uk</a> 0300 047 6211 Doug Weir, Young People's Group <a href="mailto:Douglas.weir@noms.gsi.gov.uk">Douglas.weir@noms.gsi.gov.uk</a> 07772 560 521	07/03/2014	1 month after effective date to give time to amend PSO 1600	Introduces amendments to the following documents: PSO 1600 –Use of Force
07/2014	05/2014	Ref: NSF 15.1 National Security Framework VETTING FUNCTION – SECURITY VETTING	Guy Woollven, Security Policy Unit Vetting Policy, Security Policy Unit, NOS Directorate, 7 <sup>th</sup> Floor, Clive House, 70 Petty France, London, SW1H 9EX <a href="mailto:Guy.woollven@noms.gsi.gov.uk">Guy.woollven@noms.gsi.gov.uk</a> 0300 047 6207	01/06/2014	11/02/2018	Replaces the following documents which are hereby cancelled: - PSI 43/2010
08/2014		North West 'Through the Gate Substance Misuse Services' Drug Testing Project	Caroline Bonds Health, Wellbeing and Substance Misuse Team Commissioning Group Tel: 0300 047 5603 Email: <a href="mailto:caroline.bonds@noms.gsi.gov.uk">caroline.bonds@noms.gsi.gov.uk</a>	10/03/2014	09/03/2015	Introduces amendments to the following documents: PSO 3601 Mandatory Drug Testing
09/2014	06/2014	Incident Management Manual	Operational Services Interventions Group Russell Williamson NOU <a href="mailto:Russell.williamson@noms.gsi.gov.uk">Russell.williamson@noms.gsi.gov.uk</a> 0300 047 6181 <a href="mailto:nationaloperationsunit@noms.gsi.gov.uk">nationaloperationsunit@noms.gsi.gov.uk</a>	11/03/2014	04/03/2018	This PSI replaces PSO 1400 (RESTRICTED) issues date 20/04/2008



PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
10/2014	07/2014	Changes to NOMS III Health Retirement Referrals	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/03/2014	27/02/2018	Introduces amendments to the following documents:  PSO 8404 Management of Attendance This is a policy revision and an alteration to Para 2.38 and 2.43
11/2014	09/2014	NOMS policy on employee induction and probationary periods	Queries to Shared Services HR Contact Centre 0845 010 3504	01/04/2014	27/03/2017	PSI 11/2013 is replaced by both this policy) for induction and probationary periods) and PSI 02/2014, AI 08/2014 – NOMS Performance Management Policy, for SPDRs opened from 1 April 2014.
12/2014	10/2014	Government Secure Classification Scheme	NOMS Information, Assurance and Policy Team Tel: 0300 047 6590 Email: <a href="mailto:informationassurance@noms.gsi.gov.uk">informationassurance@noms.gsi.gov.uk</a>	02/04/2014	01/04/2018	This document replaces the guidance on the Government Protective Marking Scheme in PSO 9015 and PI 09/2009
13/2014	11/2014	NOMS Business Continuity Management Manual	Email: NOMS Business continuity and resilience Phone: 0300 047 4082 / 07973457213 / 0300 074 6905	17/04/2014	02/04/2018	Replaces PSO 1401
14/2014		Case Allocation	Neil Stone: Head of Community Offender Management Policy. <a href="mailto:Neil.stone@noms.gsi.gov.uk">Neil.stone@noms.gsi.gov.uk</a> 07545732823	01/06/2014	31/03/2018	
15/2014		Investigations and learning following incidents of serious self-harm or serious assaults	Nicola Waterman, <a href="mailto:nicola.waterman@noms.gsi.gov.uk">nicola.waterman@noms.gsi.gov.uk</a> Tel: 03000475683 Jacqueline Townley, <a href="mailto:jacqueline.townley@noms.gsi.gov.uk">jacqueline.townley@noms.gsi.gov.uk</a> Tel: 0300 047 5678, or Chris Barnett-Page: <a href="mailto:christopher.barnett-page@noms.gsi.gov.uk">christopher.barnett-page@noms.gsi.gov.uk</a> Tel: 0300 047 5263 Equality, Rights and Decency (ERD) Group	14/04/2014	02/04/2018	
16/2014		Revised searching policy for young people Ref: NSF* National Security Framework Function 3	Emma Prince, Security Policy Unit: <a href="mailto:emma.prince@noms.gsi.gov.uk">emma.prince@noms.gsi.gov.uk</a> Tel: 0300 047 6202	05/05/2014	30/04/2018	Replaces policy on the searching of young people contained within Chapter 2 of PSI 08/2012, "Care and Management of Young People".

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
17/2014	12/2014	Trade union facility time	Employee Relations – employeerelations@noms.gsi.gov.uk	11/04/2014	06/04/2018	NB: 02/12/2014 – This PSI has been temporarily withdrawn from website due to consultations with union. An updated version will be re-issued in due course under the same number,.
18/2014		Licences, licence conditions and polygraph examinations	<p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel: 020 7035 1450</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: <a href="mailto:heather.sutton@noms.gsi.gov.uk">heather.sutton@noms.gsi.gov.uk</a> Tel. 0300 047 4743</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: <a href="mailto:Laura.Toze@noms.gsi.gov.uk">Laura.Toze@noms.gsi.gov.uk</a> Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: <a href="mailto:James.Hough@noms.gsi.gov.uk">James.Hough@noms.gsi.gov.uk</a> Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (post-release): Sajjda Zafar Email: <a href="mailto:sajjda.zafar@noms.gsi.gov.uk">sajjda.zafar@noms.gsi.gov.uk</a> Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Max Beatson – Head of Extremism. Email: <a href="mailto:max.beatson@noms.gsi.gov.uk">max.beatson@noms.gsi.gov.uk</a> Tel: 0300 047 4367</p>	01/05/2014	01/05/2018	<p>Replaces the following document which is hereby cancelled:- PSI 40/2012 – Licences and Licence Conditions.</p> <p><i>Cancelled and replaced by PSI 12/2015.</i></p>

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
19/2014	14/2014	Sentence Planning	Miranda Wilkinson – Offender Assessment and Management Section, Offender Management and Public Protection Group <a href="mailto:Miranda.wilkinson@noms.gsi.gov.uk">Miranda.wilkinson@noms.gsi.gov.uk</a>	02/06/2014	01/05/2018	
20/2014		Permanent resettlement outside England and Wales of offenders on licence	Brian Chapman – Licence Conditions Senior Policy Manager. Email: <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel:0300 047 4424	01/06/2014	For review by 30/04/2015	Replaces the following documents which are hereby cancelled: PSI 01/2013 – PI 02/2013 Resettlement outside England and Wales on Licence.  Cancelled and replaced by PSI 08/2015
21/2014	16/2014	Data gateway service approval of data collections	Steve Ellerd-Elliott, Planning and Analysis Group Email: <a href="mailto:Steve.Ellerd-Elliott@noms.gsi.gov.uk">Steve.Ellerd-Elliott@noms.gsi.gov.uk</a> Tel: 0300 047 6286 <a href="mailto:DataGateway@noms.gsi.gov.uk">DataGateway@noms.gsi.gov.uk</a>	01/05/2014	01/06/2018	Replaces the following document which is hereby cancelled: PSI 59/2010 – Data gateway service approval of data collections.
22/2014	17/2014	Research applications	Planning and Analysis Group Robin Moore – Tel: 0300 047 5590 Email: <a href="mailto:robin.moore@noms.gsi.gov.uk">robin.moore@noms.gsi.gov.uk</a> <a href="mailto:National.Research@noms.gsi.gov.uk">National.Research@noms.gsi.gov.uk</a>	01/06/2014	01/05/2018	Replaces the following documents which are hereby cancelled: AI 02/2012 – PSI 12/2012 – PI 07/2012 – Research Applications.
23/2014		Prison-NOMS (Prison National Offender Management Information System)	Julie Brett Delivery Group, Change and ICT Directorate Email: <a href="mailto:Julie.Brett@noms.gsi.gov.uk">Julie.Brett@noms.gsi.gov.uk</a> Tel: 07989 119621	01/05/2014	16/01/2016	Replaces the following document which is hereby cancelled: PSI 73/2011 Prison Nomis.
24/2014	18/2014	Information Assurance Policy	Clare Lewis, Information Policy and Assurance Team, NOMS. <a href="mailto:Clare.lewis@hmps.gsi.gov.uk">Clare.lewis@hmps.gsi.gov.uk</a> 0300 047 6590	01/06/2014	30/04/2018	Replaces the following documents which are hereby cancelled: PSO 9015/ PI 03/2009
25/2014	19/2014	IT Security Policy	Clare Lewis Head of Information Policy and Assurance Team Tel: 0300 047 6258	01/06/2014	For review by 01/05/2015	Replaces the following document which is hereby cancelled: PSO 9010 IT Security.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
26/2014		Handling of sensitive information provided by criminal justice agencies	PPCS.policy@noms.gsi.gov.uk	01/06/2014	For review by 31 December 2014	Replaces the following documents which are hereby cancelled: PI 60/2010 – PSI 61/2010; PC 26/2007; and PSO 6000 Chapter 5 section 5.16.
27/2014	20/2014	National Security Framework Vetting function Security vetting – additional risk criteria for ex-offenders working in prison and community settings	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7 <sup>th</sup> Floor, Clive House, 70 Petty France, London. SW1H 9EX Email: <a href="mailto:guy.woollven@noms.gsi.gov.uk">guy.woollven@noms.gsi.gov.uk</a> Office : 0300 047 6207	01/06/2014	30/11/2018	Replaces the following document which is hereby cancelled : PSI 31/2012 – Security Vetting : Additional risk assessment criteria following disclosed criminal convictions (ex offenders).
28/2014	21/2014	NOMS performance hub data quality policy	Steve Ellerd-Elliott, Planning and Analysis Group Email: <a href="mailto:Steve.Ellerd-Elliott@noms.gsi.gov.uk">Steve.Ellerd-Elliott@noms.gsi.gov.uk</a> Tel: 0300 047 6286	01/05/2014	For review by 01/11/2014	
29/2014		Release on licence for foreign national prisoners pending deportation	Brian Chapman – Licence Conditions Senior Policy Manager. Email: <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel: 0300 047 4424	01/06/2014	30/04/2016  (This is an interim instruction and is subject to review)	Replaces the following documents which are hereby cancelled: PI 15/2011 / PSI 65/2011 – Foreign National Prisoners Liable for Deportation.
30/2014	22/2014	Recall review & re-release of recall offenders	Email: <a href="mailto:ppcs.policy@noms.gsi.gov.uk">ppcs.policy@noms.gsi.gov.uk</a> Ian York Tel: 0300 047 4330 Emma McMaster Tel: 0300 047 4276 Saj Zafar Tel: 0300 047 4559	01/06/2014		Replaces the following documents which are hereby cancelled: AI 09/2013 – PSI 17/2013 – PI 07/2013 ; PSI 29/2008 ; PC 12/2008 ; PC 29/2007 ; PC 14/2008 ; PI 04/2009.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
31/2014		Post-Sentence Supervision Requirements	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: <a href="mailto:brian.chapman@noms.gsi.gov.uk">brian.chapman@noms.gsi.gov.uk</a> Tel: 0300 047 4424  For breach related enquiries: Neil Stone – Offender Management Court Work Lead. Email: <a href="mailto:neil.stone@noms.gsi.gov.uk">neil.stone@noms.gsi.gov.uk</a> Tel: 0300 047 4598/ 07545 732 823	01/11/2014	31/03/2016	
32/2014		Drug appointment and drug testing for licence conditions and post-sentence supervision requirements	For general enquiries: Ken Elliot Email: <a href="mailto:ken.elliott@noms.gsi.gov.uk">ken.elliott@noms.gsi.gov.uk</a> Tel: 0300 047 5064	01/11/2014	31/03/2016	
36/2014		Polygraph Examinations: instructions for imposing licence conditions for the polygraph on sexual offenders	Heather Sutton, Head of the Sex Offender Team, OMPPG E mail: <a href="mailto:Heather.Sutton@noms.gsi.gov.uk">Heather.Sutton@noms.gsi.gov.uk</a> Tel: 0300 0474743	08/08/2014	31/07/2015	Replaces and cancels: PSI 42/2011
37/2014	25/2014	Eligibility for open conditions and for ROTL of Prisoners subject to deportation proceedings	Keith Roberts – Security Policy Unit (see section 1.17 for full contact details)	14/08/2014	14/08/2018	
39/2014	26/2014	National Security Framework Vetting Function Security Vetting – using offenders as mentors in the community and in custody	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7 <sup>th</sup> Floor, Clive House, 70 Petty France, London. SW1H 9EX <a href="mailto:Guy.woollven@noms.gsi.gov.uk">Guy.woollven@noms.gsi.gov.uk</a> Office: 0300 047 6207	23/09/2014	22/09/2018	
41/2014		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	<a href="mailto:NOMSOffenderManagement@NOMS.gsi.gov.uk">NOMSOffenderManagement@NOMS.gsi.gov.uk</a>	24/10/2014	31/10/2016	Replaces and cancels PI 08/2014 Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
44/2014	28/2014	The Data Protection Act 1998 The Freedom of Information Act 2000 Environmental Information Regulations 2004	Kate Burns Communication and Information Directorate Ministry of Justice Post point 10.34 102 Petty France London, SW1H 9AJ Tel: 020 3334 3248 Email: <a href="mailto:kate.burns@justice.gsi.gov.uk">kate.burns@justice.gsi.gov.uk</a>	12/12/2014	11/12/2018	Associated documents: PSI 35/2014 – Records, Archiving, Retention and Disposal PSI 24/2014 AI 18/2014 PI 18/2014 - Information Assurance Policy PSI 27/2013 AI 11/2013 - Data Sharing PI 28/2014 – Archiving, Retention and Disposal Policy.  Replaces and cancels: PSO 9020 (issue number 313): The Data Protection Act 1998, The Freedom of Information Act 2000, Environmental Information Regulations 2004. All hard copies of this instructions must be destroyed.
45/2014		Religious festival dates for 2015	Kishwar Ahmed <a href="mailto:kishwar.ahmed@noms.gsi.gov.uk">kishwar.ahmed@noms.gsi.gov.uk</a> Chaplaincy Headquarters Tel: 0300 047 5178	01/01/2015	01/01/2016	Associated documents: PSI 51/2011 - Faith and Pastoral Care for Prisoners PSI 44/2010 – Annex B - Catering Operating Manual Service Specification for Faith and Pastoral Care for Prisoners See the NOMS directory of service specifications.  Replaces and cancels: PSI 33/2013 – Religious Festival Dates for 2014 (as at 1 January 2015)
46/2014	29/2014	Crown copyright and licenses	Francesca Emmett, <a href="mailto:Francesca.emmett@noms.gsi.gov.uk">Francesca.emmett@noms.gsi.gov.uk</a> , International Relations and Commercial Manager Tel: 01925 423400 (extension 445) and Mobile: 07530264231 .	22/12/2014	21/12/2018	

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
49/2014		Mother & Baby Units	Cassie Robinson, Policy Manager , Women's Team, NOMS <a href="mailto:Cassie.robinson@noms.gsi.gov.uk">Cassie.robinson@noms.gsi.gov.uk</a> Tel: 0300 047 5709 Laura Newson, Policy Support, Women's Team, NOMS <a href="mailto:Laura.newson@noms.gsi.gov.uk">Laura.newson@noms.gsi.gov.uk</a> Tel: 0300 049 7015			Associated documents PSI 51/2011 Faith and Pastoral Care for Prisoners PSI 32/2011 Ensuring Equality PSI 02/2012 Prisoner Complaints PSO 3601 Mandatory Drug Testing PSO 4800 Women Prisoners Ofsted Standards Working Together to Safeguard Children, DfE  Cancels and replaces PSI 54/2011 Mother & Baby Units
01/2015	01/2015	The Allocation of prisoners liable to deportation or removal from the United Kingdom	Adrian Chen NOMS Population Strategy Operational Services & Interventions Group 4th Floor, Red Zone Clive House 70 Petty France London SW1H 9EX Tel: 0300 047 6992 Email: <a href="mailto:Adrian.chen@noms.gsi.gov.uk">Adrian.chen@noms.gsi.gov.uk</a> See contacts also at paragraph 1.16, & 1.17	15/01/2015	14/01/2019	<b>Introduces amendments to the following documents:</b> PSI 40/2011 Categorisation and Re categorisation of Adult Male Prisoners: Replaces page 23 paragraphs 18-28, page 33 paragraphs 12-22, page 39 Annex H: " List of FNP Priority Allocation Prisons to which Adult Male sentenced Category C be allocated ". These sections will be removed from the PSI published on the intranet.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
02/2015	02/2015	Prison Library Service	Sharon Barrett Head of Learning and Skills Co-commissioning Offender Services Co-commissioning Group Directorate of Commissioning and Commercial National Offender Management Service Clive House 70 Petty France London  SW1H 9HD Tel: 0300 047 5194 For queries relating to NOMS Wales Ingrid Zammit, Directorate of Commissioning and Commercial, Tel: 07810 – 854265, Ingrid.zammitt@noms.gsi.gov.uk	06/02/2015	22/01/2019	<b>Replaces the following documents which are hereby cancelled:-</b> PSI 45/2011
03/2015		Sentence calculation – determinate sentenced prisoners	Sentencing Policy and Penalties Unit , 102 Petty France, London, SW1H 9AJ - Victoria Amat – 0203 334 4682 - Helen Scott – 07799 478603 or 0203 334 5045 Fax: 0870 739 5888 or 0870 739 4062	01/02/2015	31/01/2019	Cancels PSI 13/2013 – Sentence Calculation Determinate Sentenced Prisoners
04/2015		Rehabilitation Services Specification - Custody	Fiona Radford Commissioning Strategies Group Tel:0300 049 7224 – Email: fiona.radford@noms.gsi.gov.uk	01/02/2015	31/07/2015	Cancels PSI 12/2012 Rehabilitation Services Specification Custody
05/2015	03/2015	Security vetting: Reconsideration of NOMS central vetting descriptions by exception	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	01/02/2015	31/01/2019	Cancels and replaces PSI 38/2014 Security Vetting – Reconsideration of Central Vetting Decisions by Exception



PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
06/2015	04/2015	Policy, organisation and summary arrangements for the management of health and safety	Kathryn Ball, Head of Occupational Health, Safety and Employee Assistance kathryn.ball@noms.gsi.gov.uk 07545 732805 or 0300 047 5003	01/02/2015	31/12/2016	
07/2015		Early days in custody – Reception in, first night in custody, and induction to custody	Equality, Rights and Decency Group Tel 0300 047 6533 ERDGPolicyTeam@noms.gsi.gov.uk	01/02/2015	28/02/2016	Cancels and replaces PSI 74/2011 Early Days in Custody – Reception In, First Night in Custody, and Induction to Custody
08/2015		Permanent resettlement outside England and Wales of offenders subject to post-release supervision	Brian Chapman - Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424	01/02/2015	01/02/2017	Cancels and replaces PSI 20/2014 - PI 14/2014 Permanent Resettlement outside England and Wales of Offenders on Licence
09/2015		National Security Framework Category A Function The identification, initial categorisation and management of potential and provisional Category A / restricted status prisoners	HSPG Category A Team Stuart Freed - 0300 047 6109 stuart.freed@noms.gsi.gov.uk Dawn Thompson – 0300 047 6106 dawn.thompson@noms.gsi.gov.uk Janice Lewis – 0300 047 6105 janice.lewis@noms.gsi.gov.uk	04/03/2015	03/03/2019	Cancels and replaces PSI 05/2013 – The Identification, initial categorisation and management of potential and provisional Category A / restricted status prisoners
10/2015	07/2015	National Security Framework Security Management Function Management and security of escape list (E-list) prisoners	Kirsty Payne, Security Policy Unit <a href="mailto:Kirsty.payne@noms.gsi.gov.uk">Kirsty.payne@noms.gsi.gov.uk</a> 0300 047 6211	02/03/2015	01/03/2019	Cancels and replaces PSI 56/2011 – Management and security of escape list (E-list) prisoners
11/2015	08/2015	Fire Safety in prison establishments	John Sparke – <a href="mailto:john.sparke@hmps.gsi.gov.uk">john.sparke@hmps.gsi.gov.uk</a> Head of Fire Safety National Offender Management Service HR ER Policy Group 6 <sup>th</sup> Floor, Clive House, 70 Petty France London SW1H 9EX	31/03/2015	30/03/2019	Cancels and replaces PSO 3803 – Fire Safety in prison establishments  PSI 13/2009 – The use and maintenance of respiratory protective equipment (RPE) across the public sector prison estate.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2015		Licence conditions, licences and licence and supervision notices	<p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email – <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel: 0300 047 4424</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: <a href="mailto:heather.sutton@noms.gsi.gov.uk">heather.sutton@noms.gsi.gov.uk</a> Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: <a href="mailto:Laura.Toze@noms.gsi.gov.uk">Laura.Toze@noms.gsi.gov.uk</a> Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: <a href="mailto:James.Hough@noms.gsi.gov.uk">James.Hough@noms.gsi.gov.uk</a> Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (pre-release) : Sajjda Zafar Email: <a href="mailto:sajjda.zafar@noms.gsi.gov.uk">sajjda.zafar@noms.gsi.gov.uk</a> Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Claire Fuller – Head of Extremism. Email: <a href="mailto:claire.fuller@noms.gsi.gov.uk">claire.fuller@noms.gsi.gov.uk</a> Tel: 0300 047 4894</p>	23/03/2015	22/03/2019	Cancels and replaces PSI 18/2014 – Licences, Licence conditions and polygraph examinations.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2015 (Revised)		Licence conditions, licences and licence and supervision notices	<p>For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email – <a href="mailto:Brian.Chapman@noms.gsi.gov.uk">Brian.Chapman@noms.gsi.gov.uk</a> Tel: 0300 047 4424</p> <p>For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: <a href="mailto:heather.sutton@noms.gsi.gov.uk">heather.sutton@noms.gsi.gov.uk</a> Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: <a href="mailto:Laura.Toze@noms.gsi.gov.uk">Laura.Toze@noms.gsi.gov.uk</a> Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre-release): James Hough Email: <a href="mailto:James.Hough@noms.gsi.gov.uk">James.Hough@noms.gsi.gov.uk</a> Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (pre-release) : Sajjda Zafar Email: <a href="mailto:sajjda.zafar@noms.gsi.gov.uk">sajjda.zafar@noms.gsi.gov.uk</a> Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Claire Fuller – Head of Extremism. Email: <a href="mailto:claire.fuller@noms.gsi.gov.uk">claire.fuller@noms.gsi.gov.uk</a> Tel: 0300 047 4894</p>	23/03/2015	22/03/2019	<p>Cancels and replaces PSI 18/2014 – Licences, Licence conditions and polygraph examinations.</p> <p>Update 7 April 2015 – this instruction has been amended to include revised telephone numbers and changes to licence conditions criteria at Annex A.</p>

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
13/2015		Release on temporary licence	If there are any queries about the contents of this instruction please direct them to the ROTL helpline: Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 <a href="mailto:Sppu.early.release@justice.gsi.gov.uk">Sppu.early.release@justice.gsi.gov.uk</a>	23/03/2015	22/03/2019	This instruction wholly replaces PSO 6300 – Release on Temporary Licence – for all offenders aged 18 and over. Copies of PSO 6300 should be retained solely in relation to temporary release applications by young people (ie under 18s), pending revision of the operational instructions applicable to them.  Paragraphs 4.10 and 4.11 amend paragraphs 2.7.3 to 2.7.5 of PSO 4460 – Prisoners’ Pay.  Annex G and F (Memoranda of Understanding for paid and unpaid work placements) replace those included in PSO 2300 – Resettlement and PSI 76/2011 – Prisoner Earnings Act 1996
14/2015	09/2015	Disposal of prisoners unauthorised property	Equality Rights and Decency Group <a href="mailto:ERDGPolicyTeam@noms.gsi.gov.uk">ERDGPolicyTeam@noms.gsi.gov.uk</a>	26/03/2015	29/04/2016	Paragraph 3.3 in this instruction replaces paragraph 2.76 in PSI 12/2011 – Prisoners’ Property.  This instruction should also be read in conjunction with PSI 51/2010 – Dealing with evidence and PSI 30/2011 – Instructions on Handling mobile phones and SIM card seizures.
15/2015	10/2015	Adult social care	For matters concerning England or Wales: Health, Wellbeing, & Substance Misuse Co-commissioning Health.co-commissioning@noms.gsi.gov.uk	01/04/2015	31/03/2016	See section 17 for amendments.
16/2015		Adult safeguarding in prison	Equality Rights and Decency Group PSIs16and17 <a href="mailto:2015questions@noms.gsi.gov.uk">2015questions@noms.gsi.gov.uk</a>	01/04/2015	31/03/2019	
17/2015		Prisoners assisting other prisoners	Equality Rights and Decency Group PSIs16and17 <a href="mailto:2015questions@noms.gsi.gov.uk">2015questions@noms.gsi.gov.uk</a>	01/04/2015	31/03/2019	

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