RECALL REVIEW & RE-RELEASE OF RECALL OFFENDERS

This instruction applies to:-

Reference:-

| NOMS HQ | AI 22/2014 |
| Prisons | PSI 30/2014 |
| Providers of Probation Services | PI 27/2014 |

Issue Date | Effective Date | Expiry Date
---|---|---
24 January 2017 (Revised) | 1 June 2014 | 31 January 2017

Issued on the authority of NOMS Agency Board

For action by All staff responsible for the development and publication of policy and instructions
- NOMS HQ
- Public Sector Prisons
- Contracted Prisons*
- NOMS Rehabilitation Contract Services Team
- Governors
- Heads of Groups
- Community Rehabilitation Companies (CRCs)
- National Probation Service (NPS)

* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons

Instruction type Service Specification Support/ Service Improvement/ Legal Compliance

For information All staff involved in the recall of offenders and in the subsequent review and re-release of recalled offenders.

Provide a summary of the policy aim and the reason for its development/revision

This PSI/PI provides all staff in the NPS and CRCs as well as YOTs and Prisons with guidance and instructions on the process for the recall of offenders and the subsequent review and re-release of such offenders. The guidance has been updated to reflect changes following implementation of the Transforming Rehabilitation Programme.

Update January 2017 - Amendment made to the contact details on the front page and Annex F Pro-Forma ‘Notice of Return to Custody’ has been updated.

Update 2 February 2016 - References to Annex B pro-forma on page 65 Section 19; Page 68 section 29; and Page 76 section 41 have been amended to refer to Annex A pro-forma.

Update October 2015 - Amendment made to the contact details on the front page.

Update 24 October 2014 & 1 February 2015 - This instruction has been updated in preparation of the Commencement of the provisions of the
Offender Rehabilitation Act 2014 (ORA 2014). The executive summary at the beginning of the Instruction sets out the process for recall of determinate sentence prisoners serving a sentence of less than 12 months and whose index offence was committed on or after the Commencement of the ORA 2014 provisions. All other guidance on recall, review and re-release of determinate sentence prisoners remains unchanged. Further information can be found in the Executive Summary.

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**Audit/monitoring:** NOMS Deputy Directors of Custody and Controllers, will monitor compliance with the mandatory actions set out in this Instruction.

The Director of NPS in England, Director of NOMS in Wales and NOMS Director of Rehabilitation Services for CRCs will monitor compliance with the mandatory requirements in this instruction.

NOMS contract management will hold providers to account for delivery of mandated instructions as required in the contract.

**Introduces amendments to the following documents:** None

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

Where this document refers to “Offender Managers" this means staff with statutory responsibility for supervising offenders in both the NPS & CRCs.
Where this document refers to the mandatory use of recall & review forms, this means:

- For NPS - the forms contained within the Annexes to this PI and;
- For CRCs - forms that contain all of the information required in the annexed forms referred to on this PI.
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PART I – INTRODUCTION

1 Executive Summary

Update

1.1 The recall process as set out in this instruction (and summarised below) will apply to those offenders who commit an offence on or after the date of commencement of the Offender Rehabilitation Act 2014, and receive a sentence of less than 12 months. These offenders will be subject to licensed supervision for a proportion of their sentence and liable for recall by the Secretary of State during that time. It should be noted that any breach action during the Post-Sentence Supervision Period can only be dealt with by the courts and is not covered in Recall, Review and Re-release of Recalled Offenders PI.

1.2 In addition to following recall procedures, CRCs will also be required to engage with the process for reviewing the continued detention of recalled offenders who are given a standard recall.

1.3 The recall process for CRCs in respect of offenders who are covered by the provisions of the ORA 2014 are:

- Correctly identify offenders who were given a custodial sentence of less than 12 months and whose index offence was committed on or after the commencement of the ORA 2014 provisions
- Decide whether to instigate recall action and completion of the Recall Report;
- All Recall Reports must be endorsed by an appropriate CRC manager. The CRC manager must check the report and, once satisfied it contains all the relevant information, endorse the report.
- The CRC must consult NPS where appropriate. Where the RoSH is increasing to High the CRC must consult NPS and initiate the risk escalation process. The recall (which will precede the risk escalation documentation) must be endorsed by a NPS designated manager.
- All Recall Reports must include a recommendation as to suitability for FTR;
- PPCS must be provided with a full and complete Recall Report and all supporting paperwork within 24 hours of taking an “in principle” decision to seek recall, with all such information being provided in electronic format and through secure email;
- Where required, CRCs and NPS must liaise with the police to provide any available information and intelligence, which may facilitate the offender’s swift apprehension and return to custody;
- The request for recall must be recorded on an Authority approved system;
- When notified that the offender has been given a standard recall (as opposed to an FTR) and that the offender has been returned to custody, CRC staff must provide a draft addendum report on the offender’s progress whilst on licence, including an up to date assessment of risk and appropriate Risk Management Plans (Part B Report) within the deadlines as set out on the forms themselves as required. Reports prepared by CRC staff must always be endorsed by the NPS;
- Where such cases continue to be managed by the CRC following recall, the CRC must liaise with the prisoner, PPCS and prison OMUs in reviewing the prisoner’s ongoing detention;
- CRC staff must provide material and assistance to PPCS/NPS staff attending Parole Board hearings in respect of CRC managed cases;
- CRCs must maintain a list of all unlawfully at large (UAL) offenders including those covered by the ORA 2014 provisions;
- CRCs must liaise with NPS Victim Managers and where appropriate, ensure victims in the victim contact scheme have the opportunity to make representations about release conditions and receive information about the offender as appropriate. This
should normally include information about recall (further guidance can be found in the Victim Contact Scheme Guidance Manual PI 11/2013); and

- Offender Managers must keep Victim Liaison Officers (VLO) informed throughout the recall and re-release process.

1.4 CRCs must be aware that the ORA 2014 will also introduce a new 14 day fixed term recall for those offenders serving sentences of less than 12 months as opposed to 28 days for those serving a sentence of 12 months and longer.

1.5 Other than the arrangements set out above, the recall, review and re-release processes for all other offenders who are subject to licence supervision, as set out in this Instruction, remain unchanged.

Background

1.6 This instruction sets out the revised arrangements for the recall, review and further release of offenders, across the whole NOMS Agency, replacing PI 07/2013 - AI 09/2013 – PSI 17/2013. The instruction reflects changes following implementation of the Transforming Rehabilitation Programme and the commencement of the Offender Rehabilitation Act 2014 provisions in respect of offenders serving sentences of under 12 months:

- Recall procedures for offenders managed by the NPS will follow current practice, although NPS Deputy Directors can designate specific managers below the grade of Senior Managers who are equivalent to the former ACO grade to authorise requests for recall.
- When completing the Recall Report (Annex B) the NPS/CRC must ensure that full sentencing details for the current index offence(s), including the date the index offence(s) were committed, are provided to PPCS to enable a decision to be taken whether to recall the offender under the fixed term provisions.
- The decision-making about Final Warnings remains unchanged and will take place internally within both the NPS and CRCs respectively.
- CRCs will take the decision to initiate recall in those cases where there is no increase in the risk of serious harm (RoS H) to high. They must forward the recall request and supporting documentation directly to PPCS.
- An NPS senior manager must review a request for recall by CRCs in respect of any case where the CRC believes there is an increase in the RoS H to high and must make the decision whether to endorse the recall. The only exceptions are those cases where the potential risk of harm is so immediate that the CRC considers there is insufficient time to seek NPS endorsement without undermining public protection.
- All CRC completed Part B Reports (risk management plans) must be endorsed by a manager in the NPS before they are submitted to PPCS.
- CRC staff cannot appear as a witness at an oral hearing in order to advise the Parole Board as to risk, although they are able to appear before the Board to explain the facts that led to their recall decision. If a CRC managed case (ie a case that was managed by the CRC prior to recall and will continue to be managed by them should the offender be re-released) is listed for consideration at a Parole Board oral hearing and the Board directs the attendance of a probation witness, it will be the responsibility of the NPS either to attend and give evidence on behalf of the CRC or request that PPCS perform this task on its behalf.

1.7 The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (‘the 2012 Act’) amended the recall provisions in the Criminal Justice Act 2003 (‘the 2003 Act’). The changes included:

- Wider application of the “fixed term recall” provisions (FTR), whereby all recalled determinate sentence offenders except those serving an extended sentence,
extended sentence for public protection (EPP) or an extended determinate sentence (EDS) must be risk assessed as to their suitability for a FTR (previously, some offenders were ineligible for a FTR but those exclusions were lifted by the LASPO Act). If the offender is assessed as not presenting a RoSH to the public at the point at which they are recalled, they will be eligible to be considered for a FTR for a fixed period of 28 days following which they must be released automatically by the Secretary of State. This eligibility for a FTR will apply to each and every recall during the licence period;

- An extension to the Secretary of State’s power to re-release recalled determinate sentence offenders to include those serving an extended sentence, extended sentence for the public protection (EPP) or an extended determinate sentence (EDS). This power may only be used if the Secretary of State is satisfied that the RoSH presented by the offender can be safely managed in the community.

1.8 This instruction also sets out the ongoing arrangements to ensure the swift and effective recall to custody of those offenders on licence and whose behaviour indicates they present an increased RoSH and/or (in the case of determinate sentence offenders) an increased risk of further offending.

1.9 The Offender Rehabilitation Act 2014 (ORA 2014) further amended these provisions. Sections 1 to 9 of the ORA 2014 set out provisions for offenders sentenced to a custodial term of more than one day but less than 12 months who will be subject to licensed supervision and liable to be recalled by the Secretary of State at any point during the custodial licence period. This new provision only applies to those offenders who committed an offence on or after the commencement of the ORA 2014 provisions on 1 February 2015.

1.10 Included in these provisions are offenders sentenced for an offence committed on or after 1 February 2015 to a custodial term of more than one day but less than 2 years. They will be subject to an additional period of statutory supervision in the community after their licence period ends. This post-sentence supervision period tops up the licence period to make a total of 12 months’ supervision after release.

1.11 It is important to note that recall by the Secretary of State will only apply during the period the offender is on licence and within the custodial sentence. Any sanctions (including breach action) during the Post-Sentence Supervision Period can only be dealt with by the courts. The Post-Sentence Supervision Requirements are set out in PI 29/2014 and Enforcement of the Post-Sentence Supervision Requirements are set out in PI 24/2014.

1.12 As well as setting out the recall provisions in respect of offenders affected by the provisions of the ORA 2014, this instruction also sets out the processes for reviewing the ongoing detention of recalled determinate sentence prisoners and to improve the engagement of those agencies responsible for conducting such reviews. The processes are intended to facilitate the swift re-release of such prisoners as soon as it is safe to do so. They also focus prison and Parole Board resources on those recalled prisoners who present potentially the greatest RoSH to the public.

1.13 The instruction updates the Recall and Review Report (Annex B) which the NPS/CRC/YOT must provide to PPCS when seeking to recall an offender.

1.14 The instruction details the process for reviewing the continued detention of all determinate sentence recalled prisoners who have been in custody for 12 months or longer following their recall.

1.15 The instruction sets out the arrangements for presenting evidence at Parole Board oral hearings in respect of CRC managed cases.
1.16 The instruction incorporates into all processes electronic caseworking systems (e-casework).

1.17 The Instruction replaces PI 07/2013 - Al 09/2013 – PSI 17/2013 and attaches the latest version of the Joint National Protocol on Recall.

1.18 A general summary of all the changes made to release and recall provisions by the LASPO Act 2012 are set out in PI 16/2012

2 **Desired Outcomes**

2.1 An effective recall process, covering both the NPS and CRCs, which enables offenders on licence to be swiftly returned to custody if their behaviour indicates that they present an increased RoSH to the public and/or (in the case of determinate sentence prisoners) increased risk of re-offending. Ensuring that there are appropriate communication systems in place between NOMS, NPS and CRCs to support the smooth management of recalls.

2.2 That all staff are aware of the provisions for recall in respect of offenders sentenced to custodial sentences of less than 12 months following the commencing of the provisions of the ORA 2014. The provisions include those who are suitable for a fixed term recall and those who are given a standard recall.

2.3 We have a process whereby recall (as per existing guidance) is a final option for cases where the RoSH can no longer be managed in the community or where the offender is out of contact or presents an imminent risk of re-offending. As now, practitioners should be looking for creative and responsive ways to secure compliance short of recall (whether in the form of additional restrictive measures or supportive protective measures).

2.4 There are effective and transparent arrangements for identifying which recalled determinate sentence prisoners are suitable for a fixed term recall.

2.5 The recall process ensures that the review of recalled prisoners’ ongoing detention is conducted speedily, efficiently and transparently, without nugatory work, and where all participants are provided with clear timescales for their part of the process. Recalled prisoners should not be detained any longer than is necessary to protect the public and prevent further re-offending.

2.6 The recall dossier provides a coherent assessment of the offender and their response to supervision, including the events which triggered a request for recall. *Where required, the dossier must also provide clear and comprehensive proposals for the future management of the offender in the community.*

2.7 The effective operation of e-casework, whereby the recall and review processes operate on a paperless basis, thereby maximising the efficiency of the process, improving the security of personal data, and facilitating better communications between all the agencies involved in the process.

2.8 The Parole Board is provided with timely, accurate advice as to risk, including advice given in person at oral hearings.

2.9 Victims in the Victim Contact Scheme are provided with timely information about recalls and the process by which the offender will be re-released.

**Application**

2.10 Section 3 sets out the roles and responsibilities of the agencies involved in the recall process.
2.11 Section 4 explains the recall process for all determinate sentence offenders and the Recall & Review reports.

2.12 Section 5 sets out the completion of the recall dossier and the arrangements for the recall initial review.

2.13 Section 6 sets out the recall process for indeterminate offenders.

2.14 Section 7 provides information on the recall of young adults and young people.

2.15 Section 8 sets out the recall process for home detention curfew recalls.

2.16 Section 9 explains the rescind of recall decision process.

2.17 Section 10 explains recalls based on further charges.

2.18 Section 11 explains the Pre Departure Check Scheme.

2.19 Section 12 sets out the prison service responsibilities for recall of home detention offenders.

2.20 Section 13 sets out the prison service responsibilities for recall of young adults and young people.

2.21 Section 14 sets out the prison service responsibilities for recall of determinate sentence offenders.

2.22 Section 15 explains the review and re-release process for determinate sentence offenders following recall.

2.23 Section 16 sets out the guidance on the submission and resubmission of legal representations to the Parole Board.

2.24 Section 17 sets out the guidance on the oral hearings process for determinate sentence offenders.

2.25 Section 18 sets out the guidance on electronic working and recall communication between the agencies.

Mandatory actions

2.26 All staff must be familiar with this instruction and comply with the mandatory Instructions contained within it. Governors/Directors of Contracted Prisons and the NPS, Youth Offending Teams (YOTs) and CRC Senior Managers must ensure that all staff are made aware of this Instruction.

2.27 Governors/Directors of Contracted Prisons must ensure that staff have an understanding of the recall and the annual review process and establishment offender supervisors (or caseworkers in the under 18 estate) facilitate the review and re-release process to support safe release.

Resource impact

2.28 The streamlined processes for reviewing determinate sentence recalled prisoners’ ongoing detention and the wider application of FTR seeks to minimise the number of risk management reports required from the NPS, CRCs and YOTs.
2.29 The streamlining of review processes is designed to facilitate more recalled prisoners being safely re-released under the Secretary of State's release powers.

2.30 Under the arrangements set out originally in PI 07/2013 NOMS Public Protection Casework Section (PPCS) assumed responsibility for managing the annual review process for EPP prisoners previously undertaken by establishments, in addition to the review process for all other recalled determinate sentence prisoners, including the new Extended Determinate Sentence (EDS).

2.31 There are resource implications for the NPS arising from the introduction of the Offender Rehabilitation Act 2015. It is estimated that there will be in the region of 4000 recalls a year of U12 month offenders who breach during the licence period of supervision.

(Approved for Publication)

Sarah Payne
Director, NOMS in Wales

pp. Colin Allars
Director of Probation, NOMS
3 **Roles and Responsibilities**

3.1 The recall and review of prisoners is a multi-agency process and requires effective liaison and cooperation between the agencies concerned. Set out below are the key responsibilities for all the agencies concerned.

**The National Probation Service and Community Rehabilitation Companies**

3.2 The NPS and CRCs have a statutory duty to supervise offenders released from prison on licence and, when appropriate, to initiate the process of recall speedily in order to protect the public and/or prevent any further offending.

NPS and CRC responsibilities include:

- Ensure that PPCS are provided with a full and complete Recall Report (Part A Report) and all supporting paperwork within 24 hours of taking an “in principle” decision to seek recall, with all such information being provided in electronic format and through secure email;
- NPS staff to record the recall request onto NDelius and CRC staff to record it on an Authority approved system;
- Liaise with the Police to provide any available information and intelligence, which may facilitate the offender’s swift apprehension and return to custody;
- Provide the Parole Board and PPCS with up to date reports on the offender’s progress whilst on licence, including an up to date assessment of risk and appropriate Risk Management Plans (Part B Report) within the deadlines as set out on the forms themselves. *Reports prepared by CRC staff must always be endorsed by the NPS*;
- Liaise with the prisoner, PPCS and prison OMUs in reviewing the prisoner’s ongoing detention;
- NPS staff to attend Parole Board recall oral hearings when directed and provide oral evidence to Parole Board panels;
- CRC staff to provide material and assistance to PPCS/NPS staff attending Parole Board hearings in respect of CRC managed cases;
- CRC and NPS to maintain a list of unlawfully at large (UAL) offenders;
- Ensure victims in the victim contact scheme have the opportunity to make representations about release conditions and receive information about the offender as appropriate. This should normally include information about recall (further guidance can be found in the Victim Contact Scheme Guidance Manual PI 11/2013); and
- Ensure Offender Managers keep Victim Liaison Officers (VLO) informed throughout the recall and re-release process.

**Police Service**

3.3 The police are responsible for apprehending offenders whose licences have been revoked and who are unlawfully at large. Police forces’ responsibilities include:

- Ensure arrangements are in place to swiftly apprehend and return to custody offenders whose licences have been revoked;
- Nominate a single point of contact (SPOC) available 24 hours a day 7 days a week. The SPOC will act as a reception point to receive and disseminate information on licence conditions, pre-release notification and revocation orders;
- To provide relevant intelligence and/or information to the NPS or CRC and YOTs in respect of all offenders, including extremist offenders, under supervision on licence where recall is being considered;
To maintain a list of UAL offenders managed in their areas; and
In addition to the above, the Metropolitan Police Service PNC Bureau will be responsible for inputting licence conditions, revocation orders and cancellations onto the PNC.

Public Protection Casework Section

3.4 The Public Protection Casework Section (PPCS) within the NOMS Offender Management & Public Protection Group has two recall teams and three review teams.

The recall teams are responsible for:

- the recall of determinate and indeterminate sentence offenders on licence and notifying the police once a revocation order has been signed;
- determining whether a recalled offender is suitable for a FTR; in cases of offenders not suitable for a FTR, referring the case to the Parole Board within 28 days for a review of the offender’s detention;
- Providing recalled prisoners with the reasons for their recall and copies of the documentation upon which the recall decision was based;
- Issuing the Parole Board decisions following the first Parole Board review; and
- Maintain a central database of all prisoners who have been recalled and who are Unlawfully at Large (UAL).

3.5 There is a separate Home Detention Curfew (HDC) recall team that deals with recalls for breach of the HDC scheme.

3.6 The review teams are responsible for case management of standard recall determinate sentence cases where the Parole Board has declined to direct release at its 28 day review, including:

- Consultation with offender managers and establishment offender supervisors as to the suitability for re-release and setting the timing of further reviews;
- Consideration of requests by or on behalf of the offenders for their ongoing detention to be further reviewed either by the Secretary of State or the Parole Board;
- Exercising on behalf of the Secretary of State the statutory power to re-release recalled prisoners in those cases where it is considered that it would be safe to do so;
- Preparing and referring to the Parole Board all cases entitled to a statutory annual review having spent 12 months in custody;
- Handling and responding to Parole Board directions and representing the Secretary of State at Parole Board oral hearings convened to consider re-release following recall;
- Attending Parole Board hearings to give evidence in respect of CRC managed cases when requested by the NPS to do so;
- Seconded offender managers are key members of the review teams, who work alongside case managers and who have experience in making risk assessments and managing risk in the community. *The case management facility in PPCS must ensure that cases are reviewed and/or referred to the Parole Board in a timely way and that offender managers and offender supervisors are kept informed of progress.*

HM Prison Service

3.7 The Prison Service is responsible for holding prisoners who have been recalled to custody following a breach of licence.

3.8 *Prison establishments must:*
i Identify, immediately upon reception, and inform PPCS within 24 hours, or on the first working day thereafter, of all offenders returned to custody following recall;

ii Ensure that recalled offenders are given the recall dossier issued by PPCS within 24 hours of receipt of the dossier from PPCS and explain to the prisoner their right to make representations to be re-released;

iii Provide the NPS / CRCs / YOTs, Police, PPCS, Parole Board and Electronic Monitoring Companies with any information and intelligence on recalled prisoners which may have a bearing on their potential level of risk when released back into the community; and

iv Ensure that recalled offenders are released on licence where appropriate, as soon as is practicable where directed by the Parole Board or the Secretary of State, no later than 14 days where offender is serving a sentence of under 12 months and has been recalled under fixed term provisions or 28 days where the offender is serving a sentence of over 12 months and has been recalled under fixed term provisions, at the automatic/conditional release date, where the prisoner was recalled following a breach of HDC conditions, and in all other cases, no later than sentence expiry.
PART II – RECALLS

4 Determinate Sentence Offenders

Request for Revocation of Licence

4.1. When managing offenders on licence, offender managers must use the request for recall as a risk management tool in line with standards and guidance on the enforcement of the sentence. The Practitioner's Note at Annex D provides guidance on completion of the recall reports.

Recall of determinate sentence offenders

4.2. Determinate sentence offenders serving sentences of 12 months or more who have been released on licence are liable to be recalled by the Secretary of State at any point during the licence period.

4.3. From 1 February 2015, the date on which sections 1-9 of the ORA 2014 are commenced, any determinate sentence offenders whose index offence was committed on or after 1 February 2015 and who are serving a custodial sentence of less than 12 months and who have been released on licence are also liable to be recalled by the Secretary of State at any point during the licence period. An offender who falls into this category cannot be held in custody beyond the Sentence & Licence Expiry Date (SLED). Therefore, they must be re-released on the SLED to serve the Post Sentence Supervision period. Any enforcement during the Post Sentence Supervision period falls to the courts, as set out in PI 24/2014.

4.4. ORA 2014 introduces:

- A 14 day Fixed Term Recall (FTR) for offenders sentenced to custodial sentences of less than 12 months and whose index offence was committed on or after 1 February 2015.
- Standard Recall for this group of offenders should they not be considered suitable for a FTR.

4.5. Recall is triggered either by the NPS or a CRC. The request is referred to the PPCS, whose staff take the final decision on behalf of the Secretary of State. In taking a recall decision there are two options:

- Fixed term recall – recall for a fixed period of 14 days if the offender is serving a sentence of less than 12 months and their index offence was committed on or after 1 February 2015 or in respect of all other determinate sentence offenders, a fixed period of 28 days, to be used where an offender has been assessed as suitable for fixed term recall (FTR). Offenders must be re-released automatically at the end of 14 days or 28 days, or may be re-released earlier under the Secretary of State's executive power to re-release; or
- Standard recall – a recall that could result in the offender remaining in prison until the end of sentence. Their case must be referred to the Parole Board 28 days after they are returned to custody to allow a speedy review of their detention by the Parole Board and annually thereafter. Offenders may be re-released by the Parole Board or the Secretary of State before the end of sentence.

4.6. Standard and fixed term recalls must be processed by the PPCS within 24 hours of the Recall Report and all supporting documentation being received.
Test for Recall for determinate sentence prisoners

4.7. As a general rule, offender managers must consider whether to seek recall in cases where the offender’s behaviour indicates that they present an increased RoSH to the public or an imminent risk of further offences being committed. Recall must also be considered in cases where contact between the offender manager and the offender has broken down.

Test for Recall of Extended Sentenced Prisoners (EPP and EDS)

4.8. Extended sentence for public protection (EPP) and extended determinate sentence prisoners (EDS) can only be recalled if their behaviour indicates they present an increased RoSH. This can either be where the RoSH has been clearly demonstrated or where the RoSH cannot be measured e.g. where the licensee fails to report on a regular basis or is out of contact entirely. Recall can be effected where an offender:

i. Exhibits behaviour similar to behaviour surrounding the circumstances of the index offence;

ii. Exhibits behaviour likely to give rise (or does give rise) to a sexual or violent offence;

iii. Exhibits behaviour associated with the commission of a sexual or violent offence; or

iv. Is out of touch with the offender manager and the assumption can be made that any of (i) to (iii) may arise.

Recall and Review Report

4.9. Requests for recalls for all offenders must be submitted using the Recall Report (Part A) contained within the Recall and Review Report, which can be found at Annex B. Guidance on completing the report is attached at Annex D. It is important that staff responsible for completing all parts of the Recall and Review Report have access to the guidance.

Initiating Recall

CRC managed offenders - initiating recall

4.10. The decision to initiate recall of an offender who is being managed within a CRC must continue to be driven by the OM of the case and must always be endorsed by a CRC manager (usually the OM’s line manager).

4.11. Once a manager within a CRC has agreed that the request for recall should be made, the OM must complete the Recall Report (Part A) and assemble the supporting documentation. The CRC manager must check the report and then, if satisfied that it contains all the relevant information they can endorse it. The request for recall must be recorded on an Authority approved system.

4.12. In cases where there is no perceived increase in the offender’s RoSH (i.e. offenders where RoSH is still assessed as Low or Medium and therefore the CRC does not intend to invoke the increasing risk process), the request and supporting documentation must be forwarded directly to PPCS by the CRC OM. The OM must indicate on the recall report that this is not a case where the RoSH is considered to have increased to high. The report and supporting documentation must arrive within 24 hours of the CRC offender manager’s decision to request recall together with all the accompanying paperwork.

4.13. In cases where there is evidence of an increase in the offender’s risk of serious harm to high (i.e. a case where the CRC intends to invoke the increasing risk process) and the risk is not deemed to be imminent, the CRC must request an endorsement from the NPS by
contacting the designated contact point in the NPS and giving them any documents they need in order to assist making the decision. The decision whether to endorse a CRC recall must be taken by a designated NPS manager. This process does not replace the risk review referral process (see PI 08/2014), which must take place within 48 hours of the PPCS recall decision.

4.14 In cases where there is an escalation in the offender’s risk of serious harm and the risk is deemed to be imminent that recall is being sought under the emergency recall procedures, the CRC has the discretion to submit the request directly to PPCS, copied to the NPS and without seeking a prior endorsement. However, wherever practicable, the CRC must seek to alert the NPS to the recall request before it is submitted and seek an endorsement by telephone.

4.15. If for any reason the request for recall in an increasing risk case is not endorsed by the designated NPS manager, they must notify the CRC with their reasons (and record them on the Recall Endorsement Form – Annex C) and return the documentation to the CRC OM, together with a copy of the reasons for not endorsing the request.

4.16. If the decision to recall is endorsed by the NPS they must again enter it onto the Recall Endorsement Form (Annex C) and place the form on N-Delius. It is the responsibility of the CRC to forward the recall report to PPCS copying in the NPS designated contact, and completing the endorsement box indicating that the recall has been endorsed by NPS (PPCS do not require a copy of the endorsement form). PPCS cannot process a CRC standard recall which has been requested on the basis that RoSH may have increased to high without either an NPS endorsement or confirmation from a CRC manager that NPS endorsement has not been possible due to the need to expedite the recall. Again, these reports must arrive at PPCS within 24 hours of the CRC offender manager’s decision to request recall together with all the accompanying paperwork.

4.17. There may be cases where the NPS considers that the request for recall requires additional information before an endorsement can be given. The designated NPS manager must request this by telephone as soon as possible and the CRC OM must make sure this is made available in order to avoid delay. The overriding requirement to protect the public means that re-submission requests must be dealt with urgently in all cases.

4.18. NPS endorsement of a standard recall does not pre-judge the outcome of the risk review referral which must be completed within 48 hours of the PPCS decision (See PI 08/2014). However, where a risk review referral does result in a case being transferred from a CRC to the NPS, it is the responsibility of the NPS OM who is allocated to the case to notify PPCS of the transfer.

NPS managed offenders – initiating recall

4.19. In respect of NPS managed cases, the decision to initiate recall of an offender must continue to be driven by the OM of the case and before the OM proceeds with the recall report, it is advisable that it is endorsed by a manager (usually the line manager). The completed recall report must be countersigned by line management, including a Senior Manager who is equivalent to the former ACO grade or a designated manager who has been approved by an NPS Deputy Director as appropriate for endorsing recall requests.

4.20. The Recall Report must be recorded on NDelius and e-mailed to the appropriate recall team in PPCS and must arrive within 24 hours of the offender manager’s decision to request recall, together with all the accompanying paperwork.
Authorising recall

4.21. PPCS staff acting on behalf of the Secretary of State, are responsible for deciding whether to authorise recall and whether the offender is suitable for an FTR or Standard Recall. The decision as to whether to recall must be taken within 24 hours of the recall request and supporting paperwork being received within PPCS.

Fixed Term Recall

4.22. Fixed Term Recall (FTR) is the recall procedure which results in the automatic re-release of an offender at the end of either a 14 day period beginning on the first day of their return to custody for offender’s serving custodial sentences of less than 12 months for an offence committed on or after 1 February 2015 or in respect of offenders serving a determinate sentence of 12 months or longer, a 28 day period beginning on the first day of their return to custody. An offender will only receive a FTR if assessed as suitable. The statutory test for assessing suitability is:

i. A person is suitable for automatic release only if the Secretary of State is satisfied that the person will not present a risk of serious harm to members of the public if released at the end of that period.

4.23. Suitability must be assessed in terms of the RoSH, and for the purposes of these provisions serious harm means death or serious personal injury, whether physical or psychological.

4.24. At the point an offender manager decides to request recall s/he must identify:

i. The offender’s RoSH, taking into account the most recent assessment of RoSH and, in cases of high or medium risk of harm, the OASys (or CRC equivalent assessment), which accompanies the Recall Report as well as the events that have led to recall; and

ii. The likely impact of a fixed term period in custody on the level of RoSH.

4.25. Where the offender is assessed as not representing a RoSH at the point of recall, and the assessed risk level is not likely to be adversely affected by a fixed term period in custody the offender manager must complete the Recall Report at Annex B (Part A Recall Report) recommending a FTR. The Offender Manager must ensure that full sentencing details for the current index offence(s), including the date the index offence(s) were committed, are provided to PPCS to enable a decision to be taken whether to recall the offender under the fixed term provisions.

4.26. Where the original licence contains any additional conditions or the offender manager considers that compliance would be better effected by additional conditions this must be brought to the attention of the Secretary of State in Section 19 of the Recall Report - see Annex B.

4.27. Exceptionally, an FTR may meet the criteria for the emergency recall process, in which case the recall must be completed within 2 hours (see paragraphs 4.35 to 4.37 below). The final decision whether an offender is suitable for a FTR will usually be taken by PPCS at the point at which the offender is returned to custody.

4.28. Where the offender manager requests a FTR, but PPCS on behalf of the Secretary of State, decides that the offender is not suitable, the PPCS case manager must discuss the difference of opinion as to suitability before taking a final decision. If the PPCS case manager remains of the view that standard recall is appropriate, they must inform the offender manager and request an update to the Day 28 Risk Management Report (Part B
Report), for review by the Parole Board which must reach PPCS 10 working days after the offender has returned to custody.

Fixed Term Recall – Representations to the Parole Board and Re-release

4.29. If the offender makes representations in respect of recall before the end of the fixed term period, the case must be referred to the Parole Board immediately. If the Parole Board considers the representations before the expiry of the fixed term period and directs immediate release, the Secretary of State must give effect to that direction. PPCS is responsible for notifying the appropriate offender manager in all such cases.

4.30. In all other cases the offender must be released at the end of the fixed term period even if the Parole Board has not yet had the opportunity to consider the representations, or has considered them and has declined to direct immediate release on licence.

Fixed Term Recall - New information undermining the initial assessment of suitability

4.31. PPCS must be contacted immediately where an offender has been deemed suitable for a FTR and new information subsequently comes to light that calls into question the offender's suitability. Such a re-assessment can only take place within the fixed term period of custody. The new evidence:

- Needs to have existed at the time of the FTR decision being taken;
- Was not available to the Secretary of State at the time that the decision as to the offender's suitability for a FTR was taken; and
- Would have made the offender unsuitable for FTR at the time the assessment was made.

Standard Recall

4.32. All determinate sentence offenders who are not assessed suitable for a FTR recall will automatically be given a standard recall, including offenders sentenced to custodial periods of less than 12 months. Offenders who are given a standard recall are liable to remain in custody until the end of their licence period. They may be re-released earlier if the Secretary of State or the Parole Board is satisfied that the risks presented by the offender can be safely managed within the community.

4.33. The process for seeking a standard recall is the same as that set out above in respect of fixed term recall and is set out in paragraphs 4.10 to 4.20 above. If PPCS decides that a CRC managed case should be given a standard recall and there has been no prior endorsement of the case by the NPS, the PPCS case manager must ensure that the decision must be issued to the NPS at the same time as the CRC is notified.

4.34. PPCS is required to process a Standard Recall within 24 hours of receiving the recall request, unless the case meets the criteria for the emergency recall process.

Emergency Recall Process

4.35. It is recognised that it can be in the public interest to expedite the recall process in some cases. The emergency recall process must be invoked in cases where:

- There is current evidence that the offender is considered to present as a high RoSH;
- The offender is subject to MAPPA level 3 arrangements, or is a Critical Public Protection Case (CPPC); or
- The offender's behaviour has deteriorated to such an extent that re-offending is believed to be imminent.
4.36. These cases will invariably be standard recalls, but there will be cases where the offender meets the suitability criteria for an FTR but where the risk of re-offending is considered to be imminent. In those instances the emergency recall process will also apply. Emergency recalls must be processed by PPCS (including the out of hours’ service) within 2 hours of the request for recall being made.

4.37. Offender managers must use the Recall Report attached at Annex B to request that a standard recall be subject to the emergency recall process. Where an emergency recall process is being requested during office hours offender managers must alert the PPCS recall team to the emergency request by telephone in advance. Where a CRC is seeking an emergency recall, the OM must consider whether to instigate a risk review referral. In some cases there may not be time to complete the report requesting revocation, and information might have to be conveyed by telephone in the first instance. Once the request has been submitted to PPCS the offender manager must remain contactable until confirmation is received that the recall has been processed. This includes providing a mobile phone number if the recall is likely to be processed after the NPS / CRC switchboard has closed.

Out of Hours Recall Process

4.38. PPCS operates normal office hours from 9am to 5pm in respect of requests for recall.

4.39. Outside office hours an out of hours (OOH) service operates for emergency recall requests only. The OOH applies to both the NPS and CRCs. It must only be used in respect of emergency recall requests which have come to light after 5.00pm or before 9.00am on a weekday or during a weekend including Bank Holidays. All CRCs must have in place robust arrangements for making out-of-hours requests for recall to the PPCS. These arrangements and any subsequent amendment to them must always be notified to PPCS and the NPS.

4.40. Before recalling an offender out of hours who has failed to report to approved premises in time for the curfew, consideration must be given to whether the criteria for the emergency recall has been met (see paragraphs 4.35- 4.37).

4.41. The OOH service is only to be used to seek emergency recall, and only in those cases where the offender is believed to pose a high or very high RoSH to others that is believed to be imminent.

4.42. Information on the OOH procedure is attached at Annex E.

4.43. Where an emergency recall is being requested out of hours over the telephone PPCS must complete the form used by out of hours rota staff to enable them to make an informed decision prior to receiving the follow up paperwork. However, the Recall Report must be completed and sent within one working day, along with the supporting documents, to PPCS recall teams. In ISP cases a PPCS senior manager must consider a “telephone” request for recall to decide if the test for recall has been met.
5. **Recall Dossier and 28 Day Parole Board Review**

5.1. **On return to custody, all recalled offenders, irrespective of whether they were a FTR or Standard Recall must be informed of the reasons for their recall within 24 hours of PPCS being notified of their return to custody and must also be advised of their right to make representations to the Parole Board. Offenders given a FTR and who make representations must have their case referred to the Parole Board expeditiously. All offenders given a standard recall must have their case referred to the Parole Board no later than 28 days after their return to custody. If the Board directs their release the Secretary of State is obliged to give effect to that direction.**

**Mandatory Documents**

5.2. *The following documents form the core of the recall dossier and must be emailed to the PPCS by either the NPS or CRC when requesting recall:*

- OASys R6.1 (NPS) or appropriate equivalent analysis of current convictions and/or current behaviour linked to RoSH (CRCs);
- OASys R6.2 (NPS) or appropriate equivalent analysis of previous convictions and/or previous behaviour linked to RoSH (CRCs);
- OASys R10 (NPS) or appropriate equivalent summary of current and future risks (CRCs);
- The pre-sentence report (where available);
- List of previous convictions;
- Copy of licence (and details of and reasons for any conditions added post-release); and
- Charge sheets / police evidence (where relevant if recall relates to new offence);

**For Young People:**

- Asset Core Profile
- Asset RoSH

**Standard Recall – Parole Board Review**

5.3. **All standard recalled offenders who are in custody 28 days after their return to custody must have their case referred to the Parole Board to be reviewed.**

The Parole Board’s powers on review are:

- To direct release on licence, the Secretary of State must give effect to this direction;
- To fix a date for the offender’s release on licence: any date fixed at the first Parole Board review must be within one year of the decision and the Secretary of State must release the offender on licence on that date;
- To determine the reference by making no direction as to the prisoner’s release; or
- To direct an oral hearing in order to determine whether to release.


5.4. **Within 24 hours of being notified, PPCS must advise the offender manager whose name appears on the Recall Report that the offender has been returned to custody along with the target date for the return of the updated Day 28 Risk Management Report (Part B Report). Where the offender manager is employed by a CRC, the PPCS case manager must ensure that the NPS is copied into this notification. Offender managers must ensure that all Part B**
Reports submitted after the offender has been returned to custody are copied to the offender at the prison in which s/he is being held. Normally this would be by e-mail to the relevant establishment’s Offender Management Unit Functional mailbox.

5.5 In all standard recall cases the offender manager needs to complete the Part B Report: contained within the Recall and Review Report. The report must be completed by the OM who will be responsible for the management of the case when the offender is re-released. This means that in cases that have been transferred from a CRC to the NPS as the RoSH has increased to high, the NPS must assume responsibility for completion of the Part B; although the CRC formerly responsible for the case must provide any relevant material or information. In cases where the CRC retain responsibility for the management of the offender, the Part B Report must be endorsed by the NPS prior to submission to PPCS. The CRC must therefore ensure that their Part B Report, including draft proposals for release, is sent to the NPS designated point of contact at least 2 working days before the date the report is due to be submitted to PPCS and the offender. NPS endorsement must be given by either a Senior Manager who is equivalent to the former ACO grade or a manager designated by the Deputy Director for this purpose.

5.6 The report must be submitted to PPCS and the offender no later than 10 working days following the offender’s return to custody, with NPS endorsement where appropriate. A failure or delay to submit the updated Part B Report before this date may result in the offender’s review being delayed or an incomplete review of the offender’s continued detention in custody. This in turn may lead to a compensation claim for breach of Article 5.4 European Convention on Human Rights (ECHR) (speedy review of detention).

5.7 The Part B Report must contain sufficient up to date information on risk assessment and risk management to enable the Parole Board and/or the Secretary of State to make informed decisions about re-release.

5.8 The Part B Report is attached at Annex B (contained within the Recall and Review Report at Part B). Guidance on the completion of the form is attached at Annex D.

5.9 In brief, the Part B Report must contain:

- A review of current risk assessments;
- Any further information relevant to the offender’s RoSH and reoffending;
- A risk management/sentence plan (even if re-release is not being supported) to be included at Section 29 of the report; and
- A clear recommendation on release based on the evidence and the offender manager’s judgement on the offender’s manageability in the community.

5.10 The Part B Report must contain evidence based on up to date and well structured assessments of RoSH and likelihood of re-offending, using OASys or an equivalent analysis of current convictions and/or current behaviour linked to RoSH, as well as any other risk assessment tools required by the report format. The Parole Board and/or PPCS, on behalf of the Secretary of State will take decisions to re-release or to continue the offender’s detention on the basis of this information.
6. **Indeterminate Sentence Offenders**

**Recall of Indeterminate Sentence Offenders**

6.1. Offenders on life licence can have their licence revoked and be recalled to custody at any time, since their licence remains in force for the whole of their life - even where supervision and conditions may be lifted. Offenders serving sentences of imprisonment for public protection (IPP/DPP) who are released on licence may, on application to the Parole Board, have their licence terminated, and where that application is successful, they are no longer liable to recall to custody. Where the NPS considers that an offender on life/IPP/DPP licence presents a danger to the public it should request that the offender be recalled. All such requests must be made to PPCS and in each case the emergency recall process must be invoked.

**Test for Recall for indeterminate sentence prisoners**

6.2. When making a request to recall an indeterminate sentence offender on licence, there must be evidence that there is an increased risk of harm to the public before recall is agreed. The NPS/YOT must take into account the extent that the offender’s behaviour presents an increased risk of sexual or violent harm to others, regardless of the type of index offence for which he or she was originally convicted. Recall to prison does not depend upon a prosecution and conviction for a fresh offence, nor whether or not the licensee is to be tried for an offence. The courts have held that it is for the Secretary of State and the Parole Board to maintain a balance between the risk to the community of releasing the prisoner and the liberty of the prisoner.

6.3. In some cases, the Secretary of State and the Parole Board will not be concerned with crime at all, but there may be other factors, such as behaviour associated with the index offence, or the ability of the NPS/YOT to assess and manage the level of risk in the face of breaches of licence conditions which give reasonable cause for considering the licensee to be a risk to the public.

6.4. Where the offender displays violent/sexual behaviour which in itself represents a risk of harm to the public, the need to recall in order to protect the public is clear and unambiguous. In other cases, the behaviour may not be of a violent or sexual nature, but does present a clear causal link to the behaviour exhibited in the index offence(s). For example, the offender may have resumed substance abuse or re-established contact with other criminal associates both of which might be identified as critical risk factors. Where a causal link has been established, consideration must be given to whether this behaviour is likely to give rise to an increased risk of sexual or violent offending. Where it does, then invariably recall must be sought. PPCS will make the final decision as to whether the test has been met.

6.5. Offender managers must use the Recall Report (Part A) of the Recall and Review Report attached at Annex B to request a recall. All recalls in respect of indeterminate sentence offenders must be subject to the emergency recall process. After counter signature by line management the Recall Report is e-mailed to the appropriate recall team in PPCS along with the relevant supporting documents (see paragraph 5.2) and must arrive within 24 hours of the offender manager’s decision to request recall. Request for recall must be endorsed by a Senior Supervising officer and by a Senior Manager who is equivalent to the former ACO grade. This endorsement cannot be delegated below this level.

6.6. NPS/YOTs must therefore ensure that supervising officers are given the mobile or home telephone numbers of relevant management staff in the NPS/YOT for out-of-hours consultation in cases of emergency. However, if an emergency should arise out of normal office hours and it is not possible for the supervising officer to consult the senior officers, he
or she must get in touch with a senior member of PPCS via the MoJ out-of-hours duty officer (Telephone 0207 217 3000 or 0300 047 5000) see Annex E.

6.7. **Requests for recall must not be delayed.** Every effort must be made by the NPS to ensure that all the relevant information regarding recall is given to PPCS as early in the day as possible so that key staff are available to consider the matter fully.

6.8. Once a licence has been revoked by PPCS, the recall process as set out in Part 2 of this instruction will apply. (Note: all Life/IPP/DPP recalled offenders are entitled to have their detention reviewed by the Parole Board at an oral hearing).

**Representations against recall**

6.9. Any representations made by a recalled indeterminate sentence prisoner must be shared with the supervising NPS/YOT to ensure that staff are aware of all the facts being submitted to the Parole Board for consideration at an oral hearing at which a supervising officer is likely to be required to attend. Documents from the NPS/YOT's case file may be required by the Board and may be disclosed to the prisoner's representative.

6.10. The Parole Board convenes hearings as quickly as possible after recall and a truncated timetable is operated for the submission of reports and representations. Recalled indeterminate sentence prisoners can only be re-released by the Parole Board. In considering whether or not the recalled prisoner can be safely re-released and managed in the community, the Board will need to have up-to-date reports from the NPS offender manager covering:

- The events leading to recall and subsequent developments;
- The current level of perceived risk and if (and how) this can be managed in the community;
- A fresh release plan (regardless of whether the NPS/YOT view is not in favour of release);
- The proposed extent of supervision if re-release is considered;

Any extra conditions that should be imposed should re-release be directed (considered in union with the VLO, where there is a victim who has opted in to the victim contact scheme); and

- A Victim Personal Statement (VPS) (where appropriate)

6.11. **The expectation is that the offender manager, or an appropriate member of the NPS/YOT, must always attend the subsequent Parole Board recall hearing to give evidence about the case.**

6.12. After considering any representations made following recall the Parole Board may direct release. **Any such direction is binding on the Secretary of State and must be acted upon. When release is directed, the offender manager must inform the VLO as soon as possible, to enable the VLO to immediately inform the victim of the decision.**

6.13. If a reference to the Parole Board does not result in release, the offender will remain in custody indefinitely (subject to further reviews). PPCS will set the date for the next review having given consideration to the merits of the case. In accordance with the statutory entitlement, the maximum period that can elapse between reviews is two years.
7. **Recall of Young Offenders**

**Young Offenders Serving Determinate Sentences**

7.1 Young Offenders serving determinate sentences of 12 months or more who have been released on licence are liable to be recalled by the Secretary of State at any point during the licence period.

7.2 From 1 February 2015, the date on which sections 1-9 of the ORA 2014 are commenced, any young offenders serving determinate sentences whose index offence was committed on or after 1 February 2015, who are 18 years old or over on the last day of the custodial period and who are serving a custodial sentence of less than 12 months and who have been released on licence, are also liable to be recalled by the Secretary of State at any point during the licence period. An offender who falls into this category cannot be held in custody beyond the Sentence & Licence Expiry Date (SLED) of the custodial sentence. Therefore, they must be re-released on the SLED to serve the Post Sentence Supervision period. Any enforcement during the Post Sentence Supervision period falls to the courts, as set out in PI 24/2014.

7.3 Recall is triggered either by the YOT, NPS or a CRC. The process for seeking recall is set out in Chapter 4 of this instruction, which sets out the Fixed Term Recall, Standard Recall and Emergency Recall processes.

**Young Offenders Serving Indeterminate Sentences**

7.4 Young offenders on life licence can have their licence revoked and be recalled to custody at any time, since their licence remains in force for the whole of their life - even where supervision and conditions may be lifted.

7.5 The process for seeking recall of a young offender serving an indeterminate sentence is set out in Chapter 6 of this instruction.
8. **Home Detention Curfew (HDC).**

**Reasons for the recall of offenders released on HDC**

8.1. Offenders released early on HDC may be recalled under section 255 of the Criminal Justice Act 2003 where it appears to the Secretary of State that:

   i. That there is a failure to comply with the curfew condition or
   ii. The offender’s whereabouts can no longer be electronically monitored at the place for the time being specified in the curfew conditions.

8.2. Those recalled under (i) become statutorily ineligible for future release on HDC. This does not, however, prevent them appealing against the recall decision and being re-released on HDC if successful (and if successful the exclusion on future HDC no longer applies). Those recalled under (ii) will not forfeit their future eligibility for release on HDC and can also be considered for re-release on HDC by the prison Governor/Director of Contracted Prison without the need to appeal against the recall.

**Breach of Curfew Conditions**

8.3. The Electronic Monitoring Contractors are required to contact the HDC Recall Team, who will decide whether to revoke the licence within 24 hours.

   The following constitutes a level 1 violation that must trigger immediate breach action by the contractor:

   - Serious infringements of the curfew or other licence conditions such as being absent for an entire curfew period;
   - Assaulting or threatening to assault a member of the contractor’s staff; or
   - Intentional destruction of the monitoring equipment.

   Other infringements, such as the following will constitute a level 2 violation:

   - Shorter absences in one curfew period;
   - Intentional tampering with the equipment (but to a lesser degree than that covered by level 1); or
   - A number of very short absences over the length of the monitoring and curfew period.

8.4. Following a level 2 violation the contractor will issue a warning letter to the offender. Two level 2 violations will trigger breach action.

**Inability to Monitor**

8.5. The inability to electronically monitor a curfewee could arise in three ways:

   - Installation failure – inability to install the monitoring equipment at the curfew address, either for technical or practical reasons;
   - Monitoring Failure – inability electronically to monitor the curfewee (e.g. failure of monitoring equipment to operate as required); or
   - Change of circumstances – the curfewee is unable to reside at the original approved curfew address (e.g. the householder/landlord/hostel manager has withdrawn consent for the curfewee to remain at the address).

8.6. Offenders have the right to appeal and within 24 hours of being notified by the receiving prison, the PPCS HDC Recall Team must issue a representations’ pack, explaining the reasons for recall and how to make representations again the decision to recall.

8.7. An offender’s representations against recall under s.255, whether made personally or through his legal representatives, are sent to the PPCS HDC Recall Team who forward the appeal representations to the HDC Appeals Team based in the Ministry of Justice Sentencing Policy Unit.

Breach of Standard Licence Conditions

8.8. Offenders deemed suitable for release on HDC will largely be the responsibility of CRCs. If the HDC offender has breached the standard conditions of their licence, instead of recalling for breach of curfew conditions, the offender manager may request the offender’s recall by completing the Recall Report (Part A) contained in the Recall and Review Report (Annex B) and submitting it to the appropriate Recall Team in PPCS in accordance with the process as set out in paragraphs 4.10 - 4.20 above.

8.9. Barring a successful appeal and/or re-release by the prison following an inability to monitor recall, where an offender on HDC has been recalled under s255 CJA 2003, they will remain in custody until the automatic conditional release date (CRD).

8.10. Where an offender on HDC is given a standard recall under s.254 CJA 2003 they will be treated like any other offender given a standard recall, as set out above. Such an offender may not be re-released during the remainder of that HDC period unless satisfactory curfew arrangements are in place. Where an offender on HDC is given a 14 day FTR, re-release will be on the 14th day or the CRD, whichever is later. With a 28 day FTR, re-release will be on will be the 28th day or CRD, whichever is later.
9. **Rescind of Recall Decision**

9.1. PPCS, on behalf of the Secretary of State, can consider rescinding a recall decision. This will generally only be done where the recall decision was based on erroneous information or the Secretary of State is satisfied that conditions have been complied with or have been breached in circumstances beyond the control of the offender.

9.2. A rescind of recall request must be made, in writing and giving full reasons, by NPS Assistant Chief Officers or equivalent or CRC equivalent and where possible must be submitted before the offender is returned to prison custody. Where a CRC is requesting that a recall which has been endorsed by the NPS be rescinded, the rescind request must also have an NPS endorsement. Rescind applications made after an offender’s return to prison custody will only be considered where information is subsequently provided that was not available to the Secretary of State at time the recall decision was taken.
10. **Further charges**

10.1. Recall can be requested where the offender is suspected of re-offending; there need not be a criminal charge or conviction as recall is based upon an offender’s behaviour whilst on licence and not upon a further conviction. *Consideration must be given to:*

- *If the suspected behaviour is similar to previous offending;*
- *If the suspected behaviour reflects a pattern of entrenched offending;*
- *If the suspected behaviour constitutes an increase in RoSH.*
11. **Pre Departure Check Scheme (PDCS)**

11.1. Separate recall arrangements apply under the PDCS to stop relevant offenders leaving the country and forms part of the Protect arm of the Government’s CONTEST strategy. NOMS have agreed that extremists and TACT offenders subject to licence will be part of this scheme due to the nature of the standard licence condition not to travel outside the United Kingdom. Further details of the process can be found in AI 13/2014 – PI 10/2014 Managing Terrorist and Extremist Offender in the Community.
PART III – PRISON AND RECALL

12. Establishment Responsibilities - Recall Of Prisoners On Home Detention Curfew

12.1. If prisoners released early on Home Detention Curfew (HDC) breach their licence conditions whilst on HDC they are liable to be recalled as set out in Section 8 above. As with all recalled prisoners, the receiving establishment must notify PPCS using the form at Annex F that they have received the recalled prisoner, as soon as possible after reception.

12.2. All prisoners recalled whilst subject to HDC under s255 of the Criminal Justice Act 2003 are entitled to make representations to the Secretary of State against their recall to custody. PPCS must issue appeal papers (Annex G) advising of the right to make representations against the recall within 24 hours of receipt of notification that the prisoner has been received into custody. The establishment must issue the appeal papers to the prisoner immediately, making sure that the process for making representations is understood by the prisoner. Completed representation papers must be returned to the HDC Recall Team in PPCS as soon as possible who will then pass the paperwork over to the Appeals Team in the MoJ. A decision on any representations against an HDC recall will normally be issued within 8 working days of receipt by the Appeals Team. If the breach involves alleged tampering with or damage to the equipment and the prisoner is challenging the allegation of deliberate damage, an independent assessment of the equipment by a forensic expert will be required before the case may be considered. A decision will normally be made within 8 working days of receipt of any additional representations following disclosure of the independent assessor’s report to the prisoner or his legal representative. Other cases may also require further investigation and evidence gathering that may take longer than the standard 8 days.

If the representations are accepted, the Secretary of State must cancel the revocation of the HDC licence and the prisoner must generally be re-released on HDC as soon as is practicable.

12.3. If the representations are not accepted:

- A prisoner serving a sentence of less than 12 months for offences committed before 1 February 2015 (other than those serving a DYOI or Section 91 sentence – see young adult and young people’s section below) must be re-released unconditionally at the half way point of the sentence. Where the offence was committed on or after 1 February 2015 they must be released at the halfway point on a licence until the sentence expiry and remain subject to any Post Sentence Supervision as applicable.
- A prisoner serving a standard determinate sentence of 12 months or more who is recalled under section 255 of the CJA 2003 must be released at the halfway point of sentence on a licence until sentence expiry and remain subject to any Post Sentence Supervision where applicable.

All dates must be adjusted by any time spent Unlawfully at Large (UAL).

12.4. Prisoners who have been recalled under section 255(1) (b) of the CJA 2003 because their whereabouts could no longer be electronically monitored (usually because they have lost their address) can apply to be re-released on HDC if suitable arrangements can be made. Governors/Directors of Contracted Prisons may take into account the behaviour of the offender during the HDC period in determining whether re-release is appropriate.
12.5 HDC prisoners may also be recalled under section 254 of the CJA 2003. If it was a standard recall, the offender may remain in custody potentially until the expiry of the sentence. Unless the Secretary of State exercises discretion to release earlier, where an offender on HDC is given a 14 day FTR, re-release will be on the 14th day or the CRD, whichever is later. With a 28 day FTR, re-release will be on will be the 28th day or CRD, whichever is later.
13. **Establishment Responsibilities - Young Adults And Young People**

**Young Adults (serving sentences less than 12 months)**

13.1. Young adults (18-20 years old) sentenced to detention in a young offenders institution (DYOI) or detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000 (or the equivalent provision in section 209 of the Armed Forces Act 2006) to less than 12 months imprisonment where the index offence was committed before 1 February 2015 are released under a Criminal Justice Act 2003 (CJA 2003) section 256B supervision notice (supervision of young offenders after release). Where appropriate, some will also be released on HDC licence. As young adults, who committed their offences before 1 February 2015, must be supervised for three months after release, and that will always be longer than any HDC period on a sentence of less than 12 months, they must be issued with a combined Notice of Supervision (under Section 256B of the CJA 2003) and HDC licence.

13.2. Those, young adults referred to in Para 13.1 above, who are recalled following a breach of HDC must be re-released at the halfway point of their sentence and subject to supervision for any of the remaining balance of the Section 256B three month supervision period.

13.3. If a young adult breaches the conditions of the Section 256B supervision notice their case is referred back to court by the supervising offender manager. The court may impose a fine or a period of imprisonment. On re-release there will be no further supervision, unless there remains any extant period of the initial supervision notice.

13.4. **All dates must be adjusted by any time spent Unlawfully at Large (UAL).**

13.5. Young adults serving determinate sentences of less than 12 months where the index offence was committed on or after 1 February 2015, who are 18 years old or over on the last day of the custodial period must be released subject to a licence and will also be liable to be recalled by the Secretary of State at any point during the licence period.

13.6. Establishment responsibilities for those young adults, referred to in Para 13.5 above, who are recalled by the Secretary of State following a breach of licence, are set out in Chapter 14 of this instruction.

**Young People**

13.7. Young people (under 18 years old) sentenced to detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000 (or the equivalent provision in section 209 of the Armed Forces Act 2006) to less than 12 months imprisonment are released under a CJA 2003 section 256B supervision notice (supervision of young offenders after release). Where appropriate, some will also be released on HDC licence. As young people must be supervised for three months after release, and that will always be longer than any HDC period on a sentence of less than 12 months, they must be issued with a combined Notice of Supervision (under Section 256B of the CJA 2003) and HDC licence.
14. **Establishment Responsibilities - Recall For A Breach Of Licence Conditions**

14.1. The arrangements in respect of the recall of determinate sentence offenders are set out in Chapter 4 and for indeterminate sentence prisoners, Chapter 6.

**Apprehending a recalled offender and returning them to custody**

14.2. If the Secretary of State decides to recall the prisoner, he or she will be liable for immediate arrest, if at large. Following arrest by the police, recalled prisoners must be returned by the escort contractors to the nearest prison or remand centre categorised as a local for prisoners of that type (adult males, females, or young adults or young people) serving the area where the arrest took place. The police are required to notify the establishment in advance and establishments must be able to confirm immediately upon request whether they have the space to take the prisoner.

14.3. **Licence Recalls must be returned to the nearest local function HMP establishment as defined by Population Management Unit (PMU) in the Court Catchment Documentation.** The PECS Escort contractors are responsible for the escorting arrangements and must collect the recalled prisoner from the Police Station on receipt of a valid Person Transportation Request (PTR) and deliver to the nearest Local Function HMP Establishment in line with their contractual obligations. Local Function Establishments cannot refuse to accept such a prisoner providing the delivery is within the agreed Reception Opening Times - Schedule 26 of the PECS Contract. **If the local Function Establishment cannot accept the recalled prisoner due to population pressures the PECS Contractors must gain authority from PMU to re-direct to another establishment.**

14.4. **Establishments must check the status of any prisoner received into custody on Prison NOMIS, to establish whether or not they are subject to a licence, and may have a revocation order outstanding.** The revocation order cancels the licence and brings the original sentencing warrant back into force; it is the sentencing warrant that enables the continuing imprisonment of the prisoner. **Therefore, the receiving establishment must contact the original discharging prison and obtain the record that contains the sentencing warrant, associated sentencing documents and calculation sheets.**

14.5. **When prisoners are returned to prison following recall, the new entry must be made on the original prison record where this can be established. The recall status code must record the reason for the return to custody.**

**Notification of the return to custody of a recalled prisoner**

14.6. **As soon as a prisoner is identified as being the subject of a revoked licence, the establishment must notify PPCS.** It is essential that this is done quickly so that the prisoner can be notified of the reasons for recall and the right to make representations to the Parole Board. **Notification must be made using the form at Annex F. This must be emailed to the appropriate team within PPCS using the contact email addresses in PPCS Contact List.**

**Representations to the Parole Board**

14.7. All prisoners recalled for breaching the conditions of their licence are entitled to be notified of the reasons for their recall and their right to make representations seeking a review of their detention to the Parole Board.

14.8. **PPCS must issue a recall dossier and a letter advising the offender of how to make representations (Annexes H - J) within 24 hours of receipt of notification that the prisoner has been received into custody. The establishment must issue the recall dossier to the prisoner within 24 hours of receipt of the dossier from PPCS, making sure that the process**
for making representations is understood by the prisoner. Completed representations must
be returned to the relevant PPCS team as soon as possible, preferably by email using the
team email addresses listed in PPCS contact list.

14.9. If the Parole Board directs re-release the Secretary of State is obliged to give effect to the
direction. PPCS must notify the establishment of the Parole Board’s decision and its
reasons. These must be forwarded immediately to the prisoner.

14 Day Fixed Term Recall

14.10. Determinate sentence prisoners serving a sentence of less than 12 months and whose
index offence was committed on or after 1 February 2015 are eligible for consideration to
be recalled for a fixed period of 14 days (otherwise known as a fixed term recall or FTR).
Such prisoners whose index offence was committed before this date are not subject to
supervision and therefore cannot be liable for recall.

14.11. The consideration arrangements as to whether a recalled determinate sentence prisoner is
eligible for FTR are set out in Chapter 4.

14.12. Prisoners who are given an 14 Day FTR must be re-released automatically on licence 14
days after being returned to custody (unless they reach their Sentence & Licence Expiry
SLED date), starting with the day on which they were returned to custody. They cannot be
held in custody beyond the SLED and into the Post Sentence Supervision Period. Unless
the prisoner makes representations there is no Parole Board review. Prison and probation
staff must prepare for the prisoner to be released after serving 14 days.

14.13. If the prisoner makes representations in respect of recall before the end of the 14 day
period, the case must be referred to the Parole Board in accordance with standard
procedures (paragraph 4.29). The offender must be released no later than the 14 day point
(see paragraph 14.12) even if the Parole Board has not yet had the opportunity to consider
the representations, or has considered them and has declined to direct immediate release
on licence.

14.14. The Secretary of State has the discretion to release a FTR prisoner any time before the
14th day if it is safe to do so. Please see paragraph 15.33.

14.15. All prisoners re-released from fixed term recall must be placed on licence until their
Sentence & Licence Expiry Date. Additional Days Awarded (ADAs) during the 14 days
must be applied by the prison to defer the re-release date but cannot extend the re-release
date beyond the Sentence & Licence Expiry Date and into the Post Sentence Supervision Period.

14.16. If the prisoner has reached their Sentence & Licence Expiry Date, the prisoner must be
released subject to a period of supervision post-sentence. Please see arrangements set
out in The Post-sentence Supervision Requirements PI 29/2014.

28 Day Fixed Term Recall

14.17. All recalled determinate sentence prisoners are eligible for consideration to be recalled for a
fixed period of 28 days (otherwise known as a fixed term recall or FTR) unless they are
serving a custodial sentence of less than 12 months, an extended sentence of
imprisonment under section 226A, 226B, 227 or 228 of the Criminal Justice Act 2003,
section 58 of the Crime and Disorder Act 1998 or section 85 of the Powers of Criminal

14.18. The consideration arrangements as to whether a recalled determinate sentence prisoner is
eligible for FTR are set out in Chapter 4.
14.19. *Prisoners who are given a 28 Day FTR must be re-released automatically on licence 28 days after being returned to custody (unless they reach their SLED date), starting with the day on which they were returned to custody. Unless the prisoner makes representations there is no Parole Board review. Prison and probation staff must prepare for the prisoner to be released after serving 28 days.*

14.20. *If the prisoner makes representations in respect of recall before the end of the 28 day period, the case must be referred to the Parole Board in accordance with standard procedures (paragraph 4.29). The offender must be released no later than the 28 day point even if the Parole Board has not yet had the opportunity to consider the representations, or has considered them and has declined to direct immediate release on licence.*

14.21. The Secretary of State has the discretion to release a FTR prisoner any time before the 28th day if it is safe to do so. Please see paragraph 15.33.

14.22. *All prisoners re-released from fixed term recall must be placed on licence until their sentence expiry date. Additional Days Awarded (ADAs) during the 28 days must be applied by the prison to defer the re-release date but cannot extend the re-release date beyond the sentence expiry date/sentence and licence expiry date.*

14.23. *If the prisoner was sentenced for offences committed on or after 1 February 2015 has been given a 28 day FTR, has reached their Sentence & Licence Expiry Date and is serving a custodial sentence of 12 months or more but less than two years, the prisoner must be released subject to a period of supervision post-sentence. Please see arrangements set out in The Post-sentence Supervision Requirements PI 29/2014.*

**Standard Recall**

14.24. All determinate sentence prisoners (including those serving an extended sentence and those serving a sentence of less than 12 months, where the index offence was committed on or after 1 February 2015) who are given a standard recall are liable to remain in custody until their SLED/SED. They may be re-released earlier if the Secretary of State or the Parole Board is satisfied that it is not necessary for the protection of the public for the prisoner to remain in custody. The arrangements for a standard recall are set out in Chapter 4.

*All Standard Recall prisoners must have their cases referred to the Parole Board to be reviewed within 28 days of being returned to prison.*

14.25. *The Parole Board’s powers on review are:*  
- To direct immediate release on licence: the Secretary of State must give effect to this direction;
- To fix a date for the offender’s release on licence: any date fixed at the first Parole Board review must be within one year of the decision and the Secretary of State must release the offender on licence on that date; or
- To determine the reference by making no direction as to the prisoner’s release; or
- Direct an oral hearing.

14.26. The Secretary of State is obliged to ensure that a recalled offender’s continued detention is appropriately and regularly reviewed. The detailed arrangements for further and annual reviews are set out in Chapter 15.

14.27. *The standard recall 28 day Parole Board review process starts from the day of return to custody of the prisoner. By the end of 28 calendar days (20 working days) the case must be referred to the Parole Board by PPCS unless the prisoner has been re-released under the*
executive re-release power. It is essential that there is timely notification by the establishment to PPCS that the prisoner is back in custody so that there is time for the Secretary of State to consider whether to exercise the power to re-release without a referral to the Parole Board.

14.28. At any point during the review process PPCS may request information to be supplied by the establishment. Establishments must, if requested to do so, provide papers from the F2050 which detail the prisoner’s previous convictions, pre-sentence reports, information about any offending behaviour work, and such other information as is requested. If requested to do so they must also provide a copy of the Court form 5089.

14.29. The assumption is that all information contained in a recall dossier will be disclosed to the prisoner. However, there are arrangements in place to apply to the Parole Board for permission to withhold particularly sensitive information. Guidance on withholding sensitive information is set out in PSI 26/2014 – PI 22/2014 Handling of Sensitive Information Provided by Criminal Justice Agencies.

14.30. **Standard Recall Statutory 28 Day Review Timetable** (In working days)

**Day 1**

i. Return to custody of recalled prisoner.

ii. Notification to PPCS by establishment of receipt of recalled prisoner.

iii. PPCS issues recall dossier to establishment via email and uploads the dossier onto the Public Protection Unit Database (PPUD).

iv. PPCS notifies supervising offender manager of return to custody of prisoner, and gives provisional panel date for review by Parole Board.

v. *The establishment must ensure the recall dossier is served on the prisoner immediately and that they understand that they have a right to make representations to the Parole Board.*

vi. The establishment has 5 working days in which to confirm to PPCS whether the prisoner intends to make representations, and to advise of legal representative details.

**Day 5**

i. [Part 1](#) in recall dossier to be returned to PPCS.

**Day 10**

i. Prisoner’s representations submitted to PPCS.

ii. Day 28 Risk Management Report submitted to PPCS by the NPS/CRC, and simultaneously to the establishment, for disclosure to the prisoner.

**Day 20**

i. *Any additional/late representations made by the prisoner in response to the Report for Review must be submitted to PPCS by no later than 10.00 am on day 20.*

ii. Day 28 Risk Management Report and representations to be added to the dossier by PPCS and the complete dossier is sent to the Parole Board.

**From Day 22**

i. Parole Board Panel sits.

ii. PPCS notified of the outcome and the result is notified to establishment, NPS/CRC and the offender’s Legal Representatives.

iii. *Establishment notifies the prisoner of the Parole Board decision; where the Board directs release, the establishment must put arrangements in place to give effect to the direction.*
Release of Standard Recall Prisoners

14.31. In all cases where the Parole Board directs release, it will either direct immediate release - which means that the prisoner must be re-released the day on which the decision is received - or it will fix a date on which the prisoner is to be released, and the prisoner must be released on that date. Failure to release the prisoner on a date set by the Parole Board may lead to claims against the PPCS, the Prison Service and the NPS/CRC for compensation for unlawful imprisonment.

14.32. PPCS must notify the establishment of the re-release decision, and the establishment must notify the prisoner immediately. The prisoner must be released as soon as possible and if the release is likely to delayed for more than two working days PPCS must be contacted immediately.

14.33. The prisoner must be released on a 2003 Act licence (to run to SED, which has an accompanying explanatory note, indicating re-release is to be under section 256 of the CJA 2003 and any Post Sentence Supervision.

14.34. All dates must be adjusted by any time spent Unlawfully at Large. Additional Days Awarded (ADAs) may affect the re-release date; further details can be found in PSI 03/2015 Sentence Calculation – determinate sentenced prisoners.


14.35. 1991 Act offenders who were recalled before 14 July 2008 will remain subject to the recall procedures in PSI 48/2007 - Re-Release from Recall. They are liable to be detained until their licence expiry date at the ¾ point in their sentence. If re-released by the Parole Board earlier than that, they are released on a licence which still expires at the ¾ point. If they remain in custody until that point, they must then be issued with a licence that remains in force until their Sentence Expiry Date (SED).

14.36. All recalls on or after 14 July 2008 (when changes in the Criminal Justice and Immigration Act 2008 came into force) are dealt with under the 2003 Act recall and re-release provisions – that is, liable to be detained until the end of sentence (unless a FTR is awarded), and if re-released will be on licence until the SED.

14.37. There is a group of 1991 Act offenders whose licence was revoked before 14 July 2008 but who remain unlawfully at large. LASPO provisions direct that if such an offender were to return to custody after 3 December 2012 (when the LASPO Act 2012 came into force) they will be dealt with under the 2003 Act provisions as if it was a recall after 14 July 2008 (see 14.36 above). There are very few prisoners to whom these arrangements apply. Where such a case is identified, the establishment must contact PPCS to seek guidance on the re-release arrangements.

Further guidance can be found in PSI 48/2007

Adult Prisoners sentenced to less than 12 months for offences committed before 1 February 2015, are subject to automatic unconditional release (AUR) on their CRD.

14.38. AUR prisoners, who have been sentenced to under 12 months for offences committed before 1 February 2015 are released automatically once they have served half of their sentence, and are not subject to supervision after release (Section 243A of the CJA 2003). Therefore, they are not liable to recall beyond the halfway point of their sentence.

Victim Considerations for all Recalls
14.39. Victims in the statutory victim contact scheme must be told if an offender is recalled, whether the reasons for recall relate to the victim or to licence conditions relating to the victim, whether the offender has appealed against recall, if the appeal is successful, if the offender is released, unless there are exceptional reasons not to do so. Victims will also be told any other information the NPS considers is relevant bearing in mind that the basis of the victim contact scheme is that the victim must be provided with information which directly relates to risk to them or their families and not personal details about the offender or his/her management and progress during the sentence. Victims must also be given the opportunity to make representations about licence conditions on release. Further advice can be found in the Victim Contact Scheme Guidance Manual (PI 48/2014).

14.40. The recall provisions introduced by the LASPO Act and ORA 2014 mean that more offenders will be subject to a fixed term recall. It is right that victims are told that there is a possibility any recall could be for a fixed term, and once the decision has been made that it is a fixed term recall. This is so that victims are not distressed as the result of an offender being released more quickly than they were expecting. The Offender Manager must liaise very closely with the VLO throughout the recall period, and PPCS must prompt and remind the OM to inform VLO of developments.

14.41. Victims are not normally told the exact date of release so when informing victims of fixed term recalls VLOs will need to consider how they present this information, as it will be easier for victims to work out release dates. If there are any concerns about risk to the offender VLOs must seek advice from their managers.

14.42. As such reviews take place in tight timescales it is even more important that OMs keep in close contact with VLOs and ensure they are aware of the dates for which the submission of representations and the VPS are required.

14.43. VLOs must ensure they understand the situation, the context and parameters within which certain decisions were taken, and if not seek advice from the OM, to help them update victims of developments. VLOs can also seek advice from the contacts given at the front of this PI.

14.44. A Victim Personal Statement (VPS) may be presented to the Parole Board from a victim in the following circumstances:

- Where the reason for recall was related to the breach of victim-related conditions;
- Where the reason for recall was related to the offender demonstrating unacceptable behaviour towards a victim; or
- Where the offender has been assessed as presenting on ongoing risk to the victim.

14.45. If these circumstances are applicable to a particular recall, the VLO must discuss with the victim whether they would like to make a VPS. It may not be appropriate in the particular circumstances of the case to have this conversation immediately upon notifying the victim of recall; however, the VPS should be discussed as soon after this notification as possible, due to the 28 day deadline for a Parole Board hearing to take place. The same guidance and parameters apply to this VPS as to the VPS that the victim would make for a release or transfer to open conditions – for further guidance see the PSI 19/2013 – PI 09/2013 Generic Parole Process or PSI 34/2009 - PI 08/2009 Victim Representation at Parole Board Hearings.
PART IV – FURTHER REVIEWS, ORAL HEARINGS AND RE-RELEASE

15. **Review Process**

15.1. Prisoners serving a standard recall are returned to custody solely in order to protect the public and as such, should be re-released as soon as it is safe to do so. In order to achieve this, following a decision by the Parole Board not to re-release a standard recalled prisoner, the case is allocated to a case manager within PPCS review team. The PPCS review case manager will retain responsibility for the case through to the point at which the prisoner is re-released. They are the point of contact within PPCS throughout this period. Offender managers on loan to PPCS from the NPS are key members of the review teams, who work alongside case managers and who have experience in making risk assessments and managing risk in the community.

15.2. *The case manager must ensure that the recalled prisoner’s on-going detention is reviewed appropriately in light of any progress or developments that may be material to whether they can be safely re-released. Such reviews must be conducted in an open and transparent manner to enable the prisoner and the prisoner’s legal representative to be able to contribute to the process.* It is also crucial that the establishment in which the prisoner is being held is included in the dialogue and, wherever possible, contributes to the risk management plans needed to facilitate safe re-release.

15.3. As well as the Parole Board having the power to direct the re-release of a recalled determinate sentence prisoner, the Secretary of State may also determine re-release if he is satisfied that it is safe to do so. This power is exercised on his behalf by officials within PPCS.

**PPCS Initial Assessment**

15.4. *The case manager must undertake an initial assessment of the case within three weeks of the Parole Board Review.* In determinate sentence cases only, the initial assessment is designed to assess whether risk management plans can be put in place which are sufficiently robust to enable the NPS/CRC safely to manage the offender’s risk of harm and therefore enable the offender to be safely re-released and managed in the community prior to his SED.

15.5. The PPCS review case manager will assess the offender’s risk factors, previous compliance with supervision and circumstances surrounding recall. The basis of the risk assessment will be the risk factors identified by the Parole Board, as set out in its decision not to re-release.

15.6. *In undertaking this initial assessment, the case manager must liaise with the Offender Manager (OM).* In certain cases this will require a telephone discussion. In some cases, the establishment offender supervisor (OS) (or equivalent) within the holding establishment will also be asked to join the conversation. *The starting point in the discussion must be to establish what work needs to be undertaken before the prisoner can be safely re-released and, in those cases where a safe re-release is not considered to be imminent, the setting of a realistic timeline for a further review.*

15.7. *Following the actions outlined in paragraph 15.6, the PPCS case manager must complete the initial assessment, recording the discussion between themselves and the offender manager, and, where appropriate, the establishment offender supervisor. They must send the outcome of the assessment to the offender manager and the establishment offender supervisor, as well as the prisoner and the prisoner’s legal representatives, within two weeks of the conversation taking place.* As this information is shared with the offender and
his representatives, it is essential that the offender manager advises the PPCS case manager of any sensitive information that should not be disclosed, in line with PSI 26/2014 - PI 22/2014 Handling of Sensitive Information.

15.8. The objectives of the initial assessment are to achieve one of the following three objectives:

i. To give effect to the prisoner’s safe re-release back into the community, on a date by which new risk management plans can be put into effect;

ii. To identify a future date on which the case might be further reviewed, taking into account any developments such as the completion of offending behaviour work or the outcome of a criminal trial; or

iii. To identify those cases to be reviewed by the Parole Board, 12 months hence.

Re-release following Initial Assessment in Determinate Sentence Cases

15.9. The Initial Assessment will identify some cases where recent progress indicates that a safe re-release is a feasible option. In those cases where the PPCS case manager and the offender manager agree that re-release is feasible, the PPCS case manager must commission an updated Release & Risk Management Report from the establishment offender manager, setting out the revised release arrangements and how the risks identified by the Parole Board will be safely managed within the community. At the same time the PPCS case manager must request an updated custodial report from the establishment. The Release & Risk Management Report must be copied to the establishment offender supervisor, the prisoner and his legal representative.

15.10 The Release & Risk Management Report will be considered by the PPCS case manager, taking advice from the team of on loan NPS staff, together with any representations made by the prisoner. The PPCS case manager will issue a decision on whether to execute re-release the offender within 10 working days of the Release & Risk Management Report being received in PPCS. If PPCS is not satisfied that the offender can be safely re-released, it must refer the case to the Parole Board.

Further Review

15.11. Where, following an Initial Assessment, a safe re-release is not considered to be feasible the PPCS case manager must liaise with the offender manager and in some cases the establishment offender supervisor to identify a timescale in which to carry out a further review, mindful of the need for the prisoner to undertake any offending behaviour work required, or the need to await the outcome of a criminal trial, or for the offender manager and establishment offender supervisor to establish contact and to carry out further risk assessments. Where the PPCS case manager is setting a date for a further review, he/she will not request reports at this stage.

15.12. The PPCS case manager will again contact the offender manager and establishment offender supervisor on the review date to establish if there have been any further developments or evidence of progress and whether they are supporting release. They must update the initial assessment and again circulate this to the offender manager, establishment offender supervisor, prisoner and prisoner’s representative. If release is supported then an updated Release & Risk Management Report and Custodial report must be requested by using Annex K. Once again, these must be shared with the prisoner and the case manager will issue a final decision within 14 days of the reports arriving at PPCS.

Annual Review Parole Process for Determinate Sentence Prisoners

15.13. In some cases an Initial Assessment may conclude that it is unlikely that there will be any significant progress within the next 12 months and that a further review would therefore serve no useful purpose. In those cases no further review date will be set. The prisoner’s
case must be referred to the Parole Board for an “Annual Review” unless his/her SED is 13 months or less from the date of his/her last review by the Parole Board. Details of the Annual Review process are set out below. The Annual Review process is managed by the PPCS review team. In each case the offender manager will be required to complete a Part C report. Any queries relating to a prisoner’s annual review should be directed to the PPCS case manager. Staff Contact List.

15.14. All recalled prisoners must have their ongoing detention reviewed by the Parole Board at least once every 12 months, following the first review 28 days after their return to custody. A prisoner cannot decide to opt out of the Annual Review process. Parole Board Annual Reviews are normally considered on the papers, unless the Board considers that, in the interests of fairness, an oral hearing is necessary. If the Parole Board is satisfied that the risks presented by the prisoner can be effectively managed within the community, it will direct re-release. If it is not so satisfied, it will decline to direct re-release and the prisoner will remain in custody. The Board will always provide reasons for its decisions.

15.15. This Instruction introduces a single annual review process for all determinate recalled prisoners, including those serving an EPP/EDS and DCR sentence. The process is case managed by PPCS review team and commences 12 weeks before the 12 month anniversary of the previous Parole Board review. It is a 12 week process designed to conclude with the results of the Parole Board review on the anniversary of the previous Parole Board review.

15.16. The process set out below highlights the milestones and required action by relevant parties in the process.
## CASE ADMINISTRATION – Annual Reviews

<table>
<thead>
<tr>
<th>Week</th>
<th>Actions</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk 12</td>
<td>PPCS commissions an updated Offender Manager Release &amp; Risk Management Report from OM, and all relevant reports from the Prison</td>
<td>Review Team</td>
</tr>
<tr>
<td></td>
<td>Prison request all relevant reports from prison staff (4 weeks)</td>
<td>Prison</td>
</tr>
<tr>
<td>Wk 8</td>
<td>PPCS receives requested reports from both the OM and the prison and compiles/paginates dossier on PPUD. (1 week)</td>
<td>Review Team</td>
</tr>
<tr>
<td>Wk 7</td>
<td>Prison Disclose completed dossier to prisoner and their legal representative</td>
<td>Prison</td>
</tr>
<tr>
<td>Wk 4</td>
<td>Receive representations and disclosure forms from prisoner</td>
<td>Review Team</td>
</tr>
<tr>
<td>WK 3</td>
<td>Dossier signed off by PPCS case manager. PPCS to notify Parole Board that dossier has been uploaded onto PPUD. (1 week)</td>
<td>Review Team</td>
</tr>
<tr>
<td>Wk 0</td>
<td>Parole Board to consider the case and issue its decision, or refer the case to an oral hearing.</td>
<td>Parole Board</td>
</tr>
</tbody>
</table>

### Week 12

15.17. PPCS review team must ensure the prompt commencement of the review process in order to enable the review to be completed on time. On week 12 PPUD informs PPCS to commence review by identifying the beginning of the review via a ‘to do’ list, which contains a list of all PPUD milestones which are due in the near future. **PPCS must alert the establishment and the NPS/CRC as to the commencement of the review and commission the reports.** The target date for completion of the reports is week 8 (i.e. 4 weeks from the commencement of the review).
15.18. At the same time, the nominated PPCS review team caseworker commences the core dossier preparation.

15.19. All documents must be sent electronically. When scanning in maps (e.g. to depict exclusion zones) staff must ensure that the scanner is set at an appropriate resolution level to ensure this can be easily read. The recommended settings for standard documents are 150dpi in PDF format. For this reason, such maps may need to be scanned separately from any documents they may be contained within as the scanner resolution settings may need to be different.

Week 8

15.20. This is the target date for receipt by the PPCS review team of all reports. The PPCS review team caseworker will assemble the core dossier. In doing so, the caseworker must ensure that each individual report is uploaded to PPUD, either as a single document or as part of any bulk scanned document, so that the dossier can be assembled electronically on screen.

15.21. The review dossier must contain, where available:

- an index sheet containing the basic details of the case including:
  - the period of time the prisoner has served in custody
  - his or her current location
  - the date the prisoner was returned to custody and the date of recall
  - sentence expiry date

- the Recall Report on which the original request for recall was made.
- An up to date Release & Risk Management Report prepared by the offender manager
- An up to date report of progress in custody prepared by the establishment offender supervisor (or equivalent)
- A full updated OASys report in those cases where the prisoner is serving an ESP or EDS.
- Offence related papers. These must include (where they exist):
  - the summary of offence
  - transcript of the trial judge’s sentencing remarks
  - any pre and post trial sentence reports prepared by qualified NPS/CRC staff

- A current list of previous convictions as recorded on the Police National Computer
- Copies of any Release & Risk Management Reports prepared by the NPS/CRC following recall
- Any papers relating to convictions/criminal proceedings subsequent to recall and the outcome of such proceedings where known.
- A record of adjudications since return to custody following recall, including:
  - establishment
  - offence
  - date of hearing
  - result (proven or dismissed) and punishment.

- A victim personal statement (VPS), where applicable.

15.22. If some of the above documents cannot be provided, this must be clearly indicated in the dossier by PPCS. Where a mandatory document cannot be located, PPCS Case Manager must insert a note in the dossier stating that the document could not be provided or is not available and explaining the reasons why.
Week 7

15.23. Once the dossier is completed, **PPCS must notify the holding establishment so that the dossier can be disclosed to the prisoner and their legal representative. This must be done within 2 working days of the notification.**

Week 4

15.24. This is the deadline for the prisoner or their legal representative to submit their representations. These must be submitted to **PPCS review team case worker, who must upload them onto PPUD and insert them into the dossier.**

15.25. **When submitting their representations, the prisoner must be asked to provide details of their legal representative, including an email address.**

Week 3

15.26. **PPUD functionality will automatically paginate the dossier and generate the front sheet. The PPCS case manager must submit the dossier to the Parole Board.**

Week 0

15.27. The Parole Board reviews the case on the papers. *If a decision is taken on the papers, this will be returned to PPCS review team, who must issue the result to the establishment, the prisoner’s legal representative and the offender manager, who must provide details to the VLO, where appropriate. The result must be uploaded onto PPUD by PPCS.*

15.28. **The establishment must ensure that the decision is served on the prisoner within one working day of receiving it.**

15.29. **The establishment is responsible for drawing up and issuing the release licence. All licences (including licence conditions) must be explained to and signed by the offender prior to release. All licences contain standard conditions but may also contain additional conditions imposed by the Parole Board. For the process for issuing and amending licences refer to PSI 18/2014 – Licences, Licence Conditions, and Polygraph Examinations.**

15.30. In those cases where the Parole Board declines to re-release the prisoner, the initial assessment process set out in paragraphs 15.4 - 15.8 will re-commence.

15.31. In cases where the Parole Board decides that it is appropriate to refer the case to an oral hearing, the processes in Section 17 apply.

Court Cases

15.32. **Where an offender has outstanding criminal matters, the offender manager must also monitor the progress of these matters by liaising with the Police, CPS and HMCTS. Once an outcome is known, PPCS must be informed and this will prompt a review of the prisoner’s case.**

Fixed Term Recall – Executive Release by the Secretary of State before the expiry of the fixed term period

15.33. The Secretary of State also has the power to re-release a FTR offender any time before the end of the fixed term period. *If arrangements are in place earlier which would increase the offender’s motivation to comply or reduce the likelihood of further failure on licence the offender manager must contact the relevant PPCS case manager to outline the plan and*
request an earlier release date. This contact can be by telephone in the first instance but must be followed up with a Day 28 Risk Management Report setting out the reasons why early re-release is being sought and what the release arrangements would be. The PPCS case manager will be responsible for considering the request and taking the decision on behalf of the Secretary of State. They must communicate the decision to the prison, NPS/CRC and offender.

15.34. Offender Managers must only make such requests in cases where, in their judgement, the offender’s risk of re-offending can be safely managed in the community.
16. **Guidance on Submission and Resubmission of legal representations to the Parole Board**

Out of Time Legal Representations

16.1 Offenders are informed of their right to submit written representations themselves or through their legal representative when PPCS issues the recall dossier following notification that the offender has been returned to custody. The recall process allows offenders a 28 day period within which to submit their representations so that these can be included in the dossier that is referred to the Parole Board. **However, if prisoners or their legal representatives do not submit their representations by the end of the day 28 period, PPCS must, refer the case to the Parole Board, to avoid the review being delayed.**

16.2 There is no requirement for PPCS automatically to re-submit a case to the Parole Board for fresh consideration in every case where a prisoner’s representations are received after the Parole Board review has taken place. However, the PPCS case manager will consider whether it is appropriate to exercise discretion and re-refer. The case manager will assess whether the prisoner’s representations offer any new and/or significant information that might have materially altered the Parole Board’s decision had the representations been available at the time of the review.

16.3 **In deciding whether PPCS, on behalf of the Secretary of State, should re-refer a case, the case manager must consider:**

- Do the legal representations provide any new significant and relevant information that the Parole Board were not aware of when considering the case?
- Do the representations inform or update the Parole Board about the offender’s risks or circumstances leading to the recall?
- Do the recommendations directly address any of the concerns the Parole Board raised in its reasons for declining to direct that the prisoner be re-released?

16.4 Only if the above criteria apply will PPCS refer the case back to the Parole Board for a fresh review.

16.5 The case will not be re-submitted to the Parole Board if the representations refer only to perceived flaws in the Parole Board process or reasons for declining to re-release. In these circumstances solicitors will be advised to contact the Parole Board directly.

Subsequent Representations

16.6 The same principles explained above apply to representations seeking a fresh re-review of the case by PPCS on behalf of the Secretary of State or that the case be re-referred to the Parole Board.

16.7 **In these cases the PPCS review team case manager must carefully consider whether the fresh representations refer to any new and significant developments, unknown at the time of the previous review, which might have a material effect upon the decision as to whether the prisoner can be safely re-released.**

16.8 These might include cases where the offender was recalled for specific behaviour but new information has come to light that the offender was mis-identified. **In this scenario there has been a clear change of circumstances that led to the recall and may affect the offender’s risk and risk management plan and therefore constitutes new and significant information that the Parole Board must be provided with.**
17. **Oral Hearings Process**

17.1. *Following recall the recalled prisoner’s case must be referred to the Parole Board within 28 days of their return to custody for a speedy review of detention by the Parole Board.* If further information is required or the Parole Board decides that in the interests of fairness it is appropriate to do so, it can direct an oral hearing. Also if the Parole Board declines to direct re-release, the prisoner can request an oral hearing directly or via his legal representatives. The Parole Board will notify PPCS and the prisoner in those cases where it directs an oral hearing. The case manager within PPCS is responsible for ensuring compliance with any directions issued by the Parole Board, and will liaise with prison and NPS/CRC staff.

17.2. The Oral Hearing Process below sets out the key milestones that are required to be achieved at various stages through the process.

The overall timeline for the Oral Hearing Process is 12 Weeks

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<th>CASE ADMINISTRATION – Oral Hearings</th>
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<td>Week 12</td>
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<tr>
<td>Weeks 10 - 12</td>
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<td>Weeks 7 - 10</td>
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<tr>
<td>Week 2</td>
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<tr>
<td>Week 0</td>
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<td>Week -2</td>
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17.3. The Parole Board notifies PPCS by email that an oral hearing has been directed. *Within 48 hours of being allocated the case the case manager must ensure that the initial dossier has been issued to the offender manager, establishment offender supervisor, Legal Representatives, and the Parole Board caseworker.* Where any further reports have been
requested, the target date for completion of the reports is usually 4 weeks prior to the actual oral hearing date. The PPCS Case Manager must upload all reports to PPUD and distribute to all parties as soon as they are received.

Psychiatric/Psychological Assessments

17.4. The offender manager and establishment offender supervisor must be alert to cases where psychological and psychiatric input may be necessary. Reports must be commissioned from psychologists and or psychiatrists at the earliest opportunity. If the Parole Board panel has directed that a particular assessment be carried out or a report completed prior to the hearing this must be included. If the direction is unclear or, in the expert view of the Regional Psychologist, the assessment/report is unlikely to add value, the case manager must be approached at the earliest opportunity to consider whether the direction should be challenged, either with a view to it being amended or revoked, pursuant to the Parole Board Rules. The final decision whether to make such an application rests with PPCS. Where such an application is made, the case manager must inform prison and NPS/CRC staff of the outcome.

Missing Documents

17.5. If some documents e.g. judge’s sentencing remarks cannot be provided, this must be clearly indicated in the dossier by PPCS so that panel chairs do not make unnecessary directions. Where a mandatory document cannot be located, the PPCS Case Manager must insert a note in the dossier stating that the document could not be provided or is not available and explaining the reasons why.

Oral Hearing Dossier

17.6. PPCS review team must compile the oral hearing dossier on PPUD, adding individual documents into the previous dossier that has already been created. PPUD functionality will automatically paginate the dossier and generate the front sheet. PPCS must email any additional reports to the dossier to all the participants in the oral hearing process.

Directions

17.7. PPCS Case Managers are responsible for overseeing compliance with any Parole Board directions relating to the hearing. They must liaise with relevant NPS/CRC staff to ensure that directions issued by the Parole Board are complied with in the timescales set. The deadlines for compliance with directions will often be short but NOMS staff must always endeavour to comply with directions within the timescales that are set.

17.8. Where a direction cannot be complied with within the required timescale or where the information is either not available or would incur disproportionate cost, the establishment or NPS/CRC must alert the PPCS case manager who will again consider whether to seek a variation or revocation of the direction/s under the Parole Board Rules.

Witnesses

17.9. Parole Board Secretariat (PBS) staff will alert report writers who are directed by the Parole Board to attend an oral hearing to give evidence as a witness. The witness must be advised to notify the PBS immediately if they are not available for the hearing.

17.10. The attendance of witnesses at an Oral Hearing is a matter for the Parole Board to determine and each party to the hearing must apply in writing to the Parole Board (copied to the other party) for leave to call witnesses. A witness may only attend if so directed by the Parole Board. In any case where a witness refuses to attend the PBS will alert the PPCS case manager immediately. If a witness refuses to attend it may be necessary to
obtain a witness summons. The expectation is that where a member of NOMS staff is directed to give evidence at a Parole Board hearing, they must always comply.

17.11. Section 4 of the Offender Management Act 2007 precludes CRC staff from advising courts or court like bodies such as the Parole Board. Therefore, if the Parole Board refers a CRC case (i.e a case managed by the CRC before recall and which will remain with the CRC should the offender be re-released) to oral hearing and directs the attendance of the Offender Manager responsibility falls to the NPS to attend the oral hearing and give evidence. The NPS can request that the PPCS perform this role on their behalf. Where PPCS does take on this function it will generally deploy NPS staff who are working in PPCS on loan.

17.12. Although CRC staff cannot advise the Board on the question of release, they can be called to a Parole Board hearing in those cases where the Board is seeking to establish the facts that led to the request for recall being made.

17.13. In CRC cases where either the NPS or PPCS are attending in order to advise the Parole Board on the question of release, the CRC must assist the representative and provide any relevant material.

Hearing Arrangements

17.14. Establishments must allocate suitable accommodation, as well as organise the escorting of visitors, victims, prisoners and other arrangements relevant to the oral hearing. Further information on the requirements of establishments for oral hearings can be obtained from the Parole Board Case Managers allocated to establishments.

17.15. Once a Parole Board hearing date has been set and a panel appointed, the dossier is copied to the panel member(s) by the Parole Board secretariat. The chair of the panel may issue further directions (such as updates or addendum reports and calling additional witnesses). The hearing may be conducted by video conferencing; further details are set out in chapter 17 below. Witnesses alerted to attend will be confirmed or stood down by the PBS. Where a person wishes to attend an oral hearing as an observer, an application must be made through the PPCS Case Manager to the Parole Board in writing who can agree to or refuse any such request, subject to the prisoner’s agreement.

17.16. Where establishments have been notified of oral hearing listing times that are unrealistic they must immediately communicate with the Parole Board Secretariat to ask them to amend the timetable accordingly. Many establishments are able to cater for oral hearings continuing during lock up periods and these should continue where appropriate and agreed by Governors/Directors of Contracted Prisons.

Secretary of State Representation

17.17. The Secretary of State no longer routinely provides a view and is therefore no longer represented at oral hearings as a matter of course. Establishments must not provide a representative of the Secretary of State, unless previously agreed by managers at PPCS. Any representation of the Secretary of State will be carried out by a PPCS representative and only where PPCS senior managers have agreed that representation is required in order to facilitate the progress of the review. However, relevant staff from establishments may still be called to an oral hearing to give evidence as a witness.

17.18. Where a PPCS representative is required to attend, the PPCS case manager must inform the prison and the Parole Board in advance of the hearing, who the representative will be.

Receipt of Parole Board decision (2 Weeks from date of oral hearing)
17.19. This is the deadline for receipt of the Parole Board decision following the oral hearing. This must be issued electronically to the relevant staff members at PPCS and the holding establishment. Release preparation is commenced by PPCS case managers if release is directed. In those cases where the Parole Board declines to re-release the prisoner, the initial assessment process set out in paragraphs 15.4 – 15.8 will recommence.

Victims

17.20. Victims can submit a VPS in writing to a Parole Board oral hearing. They can also apply to attend a hearing in person to present their statement to the Board. The attendance of victims at an Oral Hearing is a matter for the Parole Board to determine. For further guidance see Victim Contact Scheme Guidance Manual - PI 11/2013

17.21. Whilst Governors/Directors of Contracted Prisons must ensure that prisoners have ready access to their recall dossier as frequently as the facilities and resources of the prison allow, there is a requirement on the OMU Manager (or equivalent) to bear in mind the possible effect on the prisoner, the establishment and victims should the contents of the dossier become widely known. Therefore, particular care must be taken in those cases where there is victim information in the dossier; particularly a Victim Personal Statement or victim representations which are to be disclosed to the prisoner. The VPS and VCR must be stored away from the prisoner, although prisoners must be allowed reasonable access to them. They must, therefore, be stored with the prisoner’s file in the Offender Management Unit (OMU) and not held in the prisoner’s possession. Prisoners must only read the VPS and VCR under supervision, or when locked in their cell alone, and must not be allowed to take them away. It would not be appropriate for any other prisoner to have sight of such information. Establishments may consider it more prudent to allow the prisoner access to the dossier only at times when the prisoner is locked in his or her cell, for example at lunchtime or overnight.
18. Electronic Caseworking

18.1 It is important that all partner agencies to work together to share information, supervise offenders, enforce licences, effect the efficient recall to custody of those offenders who breach their licence conditions and ensure a properly informed, timely review of their suitability for re-release. The overriding objective of the recall process is to protect the public and prevent further crime.

18.2 *In order to deliver, all agencies must communicate effectively and efficiently.* The recall process is now paperless following the introduction of "e-caseworking". The use of electronic communications enables information to be exchanged quickly, efficiently and securely. All agencies must ensure that they are equipped to receive and send information by electronic means.

Electronic Recall Procedures

18.3. PPCS implemented electronic working for the whole recall and review process in May 2012. PI 04/2009 instructed all Probation Trusts/YOTs to email requests for recall reports to PPCS. Local management in NPS/CRCs/YOTs must ensure that equipment is in place to facilitate the scanning of documents which are only available in hard copy. In order to effect the secure transfer of personal data from NPS/CRC/YOTs to PPCS, as well as improving the speed and efficiency of the recall process, sending all requests for recall reports and additional paperwork by email is a mandatory action.

18.4. *Where, exceptionally, there are problems with sending emails, NPS/CRC offender managers must contact the appropriate PPCS team leader by telephone to discuss the most appropriate method of sending the information.*

18.5. *Local management must ensure that the equipment is in place to facilitate the scanning of documents which are only available in hard copy.*

Video Conferencing

18.6. The Parole Board and NOMS have established a parole hub intended to increase the Parole Board’s hearing capacity by feeding larger groups of cases through a single hearing location through the use of video conferencing technology (VCT). Both the prisoner and the witnesses give their evidence by VCT, thus saving time and expenses associated with running hearings. The hub is located in Grenadier House in London and is linked to specific prisons. *All NPS and CRC offender managers must have access to VCT facilities in order to be able to access the Parole Board and give evidence at hearings held over videolink.*

The Criminal Justice Secure Email (CJSM) Accounts

18.7. The CJSM service is an important part of the process of joining up the Criminal Justice System (CJS) in England and Wales. It allows people working in the Criminal Justice System and those working to prevent crime, including public, private and voluntary organisations, to send emails containing information up to an equivalent of ‘Restricted’ (i.e. sensitive data), in a secure way. This has made it possible for key groups of people to send emails securely to each other.

18.8. CJSM uses a dedicated server to securely transmit emails between connected Criminal Justice practitioners. Once connected, practitioners can use CJSM to send secure emails to each other and to Criminal Justice Organisations. Criminal Justice Organisations already have a secure email, as they are connected to secure Government networks. However, the CJSM service will enable other people and
organisations involved in the Criminal Justice process, such as defence solicitors, YOTs, barristers, local authorities and victims and witness groups to send and receive secure emails as well.

18.9. **PPCS Case Managers and prison staff must only email recall related material to a law firm / Solicitor via a CJSM account.**

18.10. A CJSM domain is usually abc.def@Lawfirm.com.cjsm.net

- **PPCS Case Managers and prison staff must not send any material to a non CJSM email account, and if they are requested to do so, they must direct the law firm / solicitor to the www.cjsm.net website and encourage solicitors to sign up and obtain a CJSM account.**

18.11. Law firms / solicitors should be sponsored by a government body in order for them to obtain a CJSM email account.

18.12. If law firms / solicitors request for PPCS Case Managers to sponsor them, PPCS Case Managers will need to ensure to the CJSM application process that:

- The law firm / solicitor is known to Case Managers and are regularly communicated with (not necessarily by email but phone and letter as well);
- The law firm / solicitor resides at the address they have supplied (i.e. post mail is sent to their supplied address);
- Their email address has a secure domain i.e. xxxx.xxxx@noms.gsi.gov.uk.

18.13. The above checks will be made by CJSM if the law firm / solicitors details need verifying.

18.14. There is no cost to sponsor firms, however ultimately, the final decision in sponsoring a law firm / solicitor rests with PPCS Heads of Casework.

**Joint National Protocol on the Recall of Offenders Released on Licence**

18.15. A copy of the most recent edition of the **Joint National Protocol (JNP) on the Recall of Offenders Released on Licence** can be found here.

18.16. This protocol is intended to provide a framework for partner agencies to work together to supervise offenders, enforce their licences, to effect an efficient recall to custody of those who breach their licence conditions and ensure a properly informed and timely review of suitability for re-release is undertaken, in order to protect the public and prevent further crime.

The objectives are:

- To ensure that effective and timely communication exists between NOMS, the Police Forces, NPC/CRC/YOTs, Electronic Monitoring Contractors and all other signatory agencies throughout the period an offender is being supervised, including throughout and subsequent to an offender's recall to custody;
- To ensure the early apprehension of offenders whose licences the Secretary of State has revoked.

18.17. It is important that all staff involved in the recall of offenders have access to the JNP and are familiar with the responsibilities of their respective agency.

**Recalling Offenders who have been Remanded in Custody or who are due to Appear in Court**

18.18. The following procedures in paragraphs 18.18 – 18.22 must be followed for recalling offenders who are either in police or prison custody or who are due to appear in court and
are in the process of being recalled and so the court may wish to consider remanding in custody pending confirmation of the recall.

18.19. Where an offender is in custody, or is due to appear in court on further charges, and the Offender Manager is intending to recall the offender, or has recalled the offender but the revocation order has not yet been served, the offender manager must:

- Ensure that court duty staff are aware that the offender is in the process of being recalled;
- Ensure that the court duty staff have copies of recall paperwork to assist the court so that offenders who need to be in custody are not released;
- Inform the CPS and the Public Protection Casework Section.

18.20. Local managers must ensure systems are in place to cross-check the Court list daily against records at the office, so that court staff are alerted by e mail (arrangements to be made locally and to ensure that if access to the e mail system, by the Court Duty Officer, on the day of court is in doubt, back up systems to have the information brought to the attention of the Court Duty Officer are in place) when a known offender is appearing in Court the next day and ensure that the CPS and arresting officer are informed when offender managers are in the process of, or have actually, secured recall of an offender who is due to appear in court.

18.21. Where a recalled offender is not in police custody and is due in court but does not appear, the Court Duty Office must make sure that the court is aware of the recall being in process and request that the CPS representative requests a warrant not backed for bail in respect of the non attendance at court.

18.22. There may be exceptional cases where the court itself wants to check recall status. All areas must put in place appropriate arrangements to ensure that checks can be made quickly.

18.23. All actions and communications must be recorded on the offender’s case notes as evidence of action taken.

Early Warning to Police of Recall

18.24. When recalling offenders on licence back into custody, it is important that the police are provided, at the earliest opportunity, with all available information which might assist them in locating the offender. This will enable them to plan to apprehend the offender as soon as the recall has been confirmed by the PPCS and the details have been placed on the Police National Computer.

18.25. So that the police have as much notice as possible of a potential recall, NPS/CRC offender managers must send a copy of the Recall Report to the local police Single Point of Contact (SPOC) at the same time as submitting the Recall Report to PPCS. It is not necessary to send a copy of the report in cases where recall has been requested through the out of hours’ service or where the offender has been remanded into custody either police or prison at the point at which recall is being sought.
**CRC FTR / Standard Recall**

(No increase in ROSH to high)

1. **OM** decides to initiate recall and discusses with Line Manager (& Senior Manager if local practice)

2. Part A recall report completed and endorsed by Line Manager (& Senior Manager if local practice)

3. E-mail to Recall Team at PPCS

4. PPCS review Part A

5. **Sufficient information to proceed?**

   - **Yes**: PPCS agree with CRC recommendation for Standard / FTR?
     - **Yes**: PPCS endorse recall and issue revocation order to all parties
     - **No**: Discuss with OM

   - **No**: Seek further information

**FOR STANDARD RECALL ONLY: 10 working days after RTC, OM must submit Part B to PPCS and offender (where Part B is completed by CRC – must obtain endorsement from NPS)**
Recall Process Flowcharts

CRC FTR/Standard/Emergency Recall (ROSH increased to high)

OM decides to initiate recall and discusses with Line Manager (& Senior Manager if local practice)

Part A breach report completed and endorsed by Line Manager (& Senior Manager if local practice)

Emergency recall?

Yes

CRC has discretion to submit direct to PPCS. Where practicable must advise NPS and seek endorsement via telephone

Email to Recall Team at PPCS

Sufficient information to proceed?

Yes

PPCS endorse recall and issue revocation order to all parties

FOR STANDARD RECALL ONLY: 10 working days after RTC, OM must submit Part B to PPCS and offender (where Part B is completed by CRC – must obtain endorsement from NPS)

No

CRC request endorsement from NPS

NPS endorse recall?

Yes

Case referred back to CRC

Discussion to take place between NPS and CRC to identify next steps with offender

No
NPS FTR / Standard / Emergency Recall (Determinate)

OM decides to initiate recall and discusses with Line Manager & ACO or equivalent

Emergency Recall

Yes → Must telephone PPCS recall team to advise / discuss

No → Part A breach report completed and endorsed by Line Manager & ACO (or equivalent delegated officer)

E-mail to Recall Team at PPCS

PPCS Review Part A

Sufficient information to proceed?

Yes → PPCS agree with NPS recommendation for Standard / FTR?

No → Seek further information

Yes → PPCS endorse recall and issue revocation order to all parties

No → Discuss with OM

FOR STANDARD RECALL ONLY: 10 working days after RTC, OM must submit Part B to PPCS and offender
NPS Indeterminate Recalls

OM decides to initiate recall and discusses with Line Manager & ACO or equivalent

OM must telephone PPCS recall team to advise / discuss

Part A breach report completed and endorsed by Line Manager & ACO or equivalent

E-mail to Recall Team at PPCS

PPCS review Part A

Sufficient information to proceed?

Yes

PPCS endorse recall and issue revocation order to all parties

No

Seek further information
Recall Process Flowcharts

YOT FTR / Standard / Emergency Recall (Determinate)

OM decides to initiate recall and discusses with Line Manager & ACO or equivalent

Emergency Recall

Yes

Must telephone PPCS recall team to advise / discuss

No

Part A breach report completed and endorsed by Line Manager & ACO (or equivalent delegated officer)

E-mail to Recall Team at PPCS

PPCS Review Part A

Sufficient information to proceed?

Yes

PPCS agree with YOT recommendation for Standard / FTR?

No

Seek further information

FOR STANDARD RECALL ONLY: 10 working days after RTC, OM must submit Part B to PPCS and offender
Recall Process Flowcharts

YOT Indeterminate Recalls

OM decides to initiate recall and discusses with Line Manager & ACO or equivalent

OM must telephone PPCS recall team to advise / discuss

Part A breach report completed and endorsed by Line Manager & ACO or equivalent

E-mail to Recall Team at PPCS

PPCS review Part A

Sufficient information to proceed?

Yes

PPCS endorse recall and issue revocation order to all parties

No

Seek further information
PART A: Recall Report

This report forms the basis to request the recall of all types of offenders released on licence (determinate, indeterminate or extended sentence) whether Standard or Fixed Term Recall (F T R).

FOR ALL EMERGENCY, IPP & LIFER RECALLS ONLY: PLEASE TELEPHONE P P C S BEFORE SUBMITTING REQUEST

Guidance on completion of the report can be found at Annex D  
(NEW PI NUMBER TO BE INSERTED)

<table>
<thead>
<tr>
<th><strong>1. Recommendation on Recall</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this an Emergency recall?</td>
</tr>
<tr>
<td>Please select</td>
</tr>
</tbody>
</table>

| All indeterminate sentence offenders (lifers or I P P/D P P) are classified as emergency recalls |
| Is the offender serving an indeterminate sentence (life or IPP/DPP)? |
| Please select |

<table>
<thead>
<tr>
<th>Is the offender serving:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- an extended determinate sentence (Legal Aid Sentencing and Punishment of Offenders Act 2012); or</td>
</tr>
<tr>
<td>- an extended sentence for the public protection (CJA 2003)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FOR CRC RECALLS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete to confirm status of risk escalation</td>
</tr>
<tr>
<td>Please select</td>
</tr>
</tbody>
</table>

(NPS endorsement of increased RoSH to high recalls must be confirmed before recall is authorised (unless deemed an emergency))

<table>
<thead>
<tr>
<th>Name of NPS Endorsing Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDU:</td>
</tr>
<tr>
<td>Date of Endorsement:</td>
</tr>
<tr>
<td>NPS Contact Email Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Offender/Young Offender Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name: FORENAME FORENAME2 SURNAME</td>
</tr>
<tr>
<td><strong>Date of birth:</strong></td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Ethnic category:</strong></td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
</tr>
<tr>
<td><strong>CRO No:</strong></td>
</tr>
<tr>
<td><strong>PNC No:</strong></td>
</tr>
<tr>
<td><strong>Prison No:</strong></td>
</tr>
<tr>
<td><strong>PNOMIS No:</strong></td>
</tr>
<tr>
<td><strong>Releasing prison/Custodial establishment:</strong></td>
</tr>
<tr>
<td><strong>MAPPA Category:</strong></td>
</tr>
<tr>
<td><strong>MAPPA Level:</strong></td>
</tr>
<tr>
<td><strong>Registered Sex Offender:</strong></td>
</tr>
<tr>
<td><strong>Registered PPO:</strong></td>
</tr>
<tr>
<td><strong>Is the offender an Extremist Offender?</strong></td>
</tr>
</tbody>
</table>

This includes individuals charged with offences under terrorism legislation and those whose offending is known to be linked to extremist organisations or causes including extreme right wing or extreme left wing, animal rights or environmental issues.

| **Is there UKBA Interest?** | Please select |
| **Is offender in prison custody at point of recall?** | Please select |
| **Current whereabouts (if known):** | |
| **Last known address and any other possible addresses:** | |

This might also include additional information which will assist Police in locating the offender e.g. mobile telephone numbers, known associates or family members and drug agencies used.

| **Include details of offender’s/young offender’s relationship to householder if known.** | |
| **Parent/Carer Name:** | (Young Offender only) |
| **Parent/Carer Contact details:** | (Young Offender only) |
| **Vulnerability Issues in Custody:** | |
Nature of vulnerability? e.g. risk of suicide/self harm/vulnerable to bullying/risk to others by bullying behaviour/mental health issues etc

Diversity Issues:

e.g. learning or physical disability, ethnicity, cultural, language

### 3. Sentence details

**NPS/CRC must ensure that full sentencing details for the current index offence(s), including the date the index offence(s) were committed, are provided.**

Index/original offence (include all offences) for which sentence received:

- Date of original offence:
- Date of sentence:
- Length of sentence:
- Extended Sentence/EPP/EDS Offenders:
  - Custodial Term:
  - Extended Term:
- Licence expiry date:
- Sentence expiry date:
- Date of last release and previous releases:
- Dates of previous recalls on this sentence:

### 4. NPS Offender Manager/CRC Offender Manager/YOT worker (initiating this form):

*This person must be contactable for at least 30 minutes after the recall request is received by the PPCS. Should s/he be unable to take calls, please provide contact details of a colleague with knowledge of the case.*

Name:

Telephone Number:

Email Address:

Current supervising OM or YOT worker (if different from above) to whom further correspondence should be sent

Name:

Telephone Number:

Email Address:

NPS Division: List (please select)

NPS LDU A-M [select] List A-M (please select)
5. Police Details

Police Single Point of Contact:
Fax Number:
Email Address:

6. Are there any arrest issues which police should be aware of? Please select
If yes please provide details below.
This might include information regarding whether the offender is known to be violent on arrest; use of weapons; possible risks to or from other household members (DV/child protection/vulnerable persons) etc.

7. The circumstances and details of the breach. Please specify which conditions have been breached and how. Detail the circumstances of each breach of condition.
Include dates and names of agencies involved

8. Details of the Index Offence(s). Please provide a brief outline of the index offence(s).

9. Details of any previous recalls (within the current sentence) and brief reasons for the request for recall.

10. What is the pattern of behaviour causing concern at this time?
What risk factors have been activated? Is the current pattern of behaviour linked to the offender’s original offence/risk factors and triggers at the time? Is there an increase in
risk of serious harm? Is it a violent/sexual offence? Whether or not an offender has been charged with a further offence, it is important to explain the behaviour associated with the charge and any other behaviour/concerns which inform the assessment and decision to recall. Charges may be dropped at a later stage but the concerns surrounding the behaviour that prompted the request for recall may remain. Arrest need not always lead to a request for recall and consideration should be given to any alternative to recall.

11. How has the offender responded to supervision to date?
Include details of any other breaches of licence, whether the offender complied/engaged/participated in the supervision process, attended/completed programmes, worked to achieve the sentence plan objectives? In addition, how has the offender responded to previous periods of supervision on licence and community orders generally?

12. Have any alternatives to recall been considered or taken to secure compliance?
If yes, include details of warnings, increased reporting, drug testing, referrals to other agencies, inclusion of additional licence conditions, AP/hostel accommodation etc

For indeterminate and extended sentence offenders only

13. Detail below the licensee’s risk of harm and dangerousness to the public and the reasons for requesting recall at this time.
An indeterminate or extended sentence offender (within the extended period of the sentence) can only be recalled if their behaviour indicates they present an increased risk of serious harm. This can either be where the risk has been clearly demonstrated or where the risk cannot be measured e.g. where the licensee fails to report on a regular basis or is out of contact entirely.

Test: Recall can be effected where an offender:
(i) exhibits behaviour similar to behaviour surrounding the circumstances of the index offence (a causal link);
(ii) exhibits behaviour likely to give rise (or does give rise) to the commission of a sexual or violent offence;
(iii) exhibits behaviour associated with the commission of a sexual or violent offence;
(iv) is out of touch with probation and the assumption can be made that any of (i) to (iii) may arise.
### For determinate sentences only

14. Risk Assessment

<table>
<thead>
<tr>
<th>Risk of Serious Harm Level</th>
<th>Please select</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State the offender's risk of serious harm level at the time of the incident/circumstances leading to the decision to recall</td>
</tr>
</tbody>
</table>

15. Does the offender's behaviour represent an ongoing Risk of Serious Harm at the point of recall? (i.e. for the purpose of establishing whether this case is suitable for a Fixed Term Recall or a Standard Recall, does the offender pose an ongoing risk of any violent or sexual offending?)

Please select
If yes, explain why the offender poses such a risk. What is the assessment of risk of serious harm if s/he were to be released at the end of the 28 day period in custody? (prognosis of developing risk)

Will the offender represent a risk of serious harm if released at the end of the fixed term period of his/her return to custody? This is the assessed risk of serious harm posed by the offender following a review of the circumstances leading to recall. Please indicate if the current behaviour has increased the offender's risk of serious harm. This will determine the type of recall.

This could be different from the risk of serious harm at the time of recall if on release there is a change in circumstances which would affect the assessment of the risk posed and future management of this offender, e.g. relocation of the victim, resolution of a dispute, termination of a relationship, location of the offender in hostel or other supported accommodation or other protective factors put in place.

Where the Risk of Serious Harm Screening leads to a full Risk of Serious Harm Analysis the most recent OASys (or CRC appropriate equivalent analysis document) sections R6.1, R6.2 and R10 – Core Profile and Asset – Risk of Serious Harm should be submitted to Public Protection Casework Section.

PLEASE INCLUDE YOUR RISK ASSESSMENT IN SECTION 17 BELOW.

16. Review of OASys (or CRC appropriate equivalent analysis document) at time of recall:

<table>
<thead>
<tr>
<th>Risk of General re-offending (OGP):</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% Please select within 1 year</td>
<td>% Please select within 2 years</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk of Violent re-offending (OVP):</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% Please select within 1 year</td>
<td>% Please select within 2 years</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offender Group Reconviction Scale v3 (OGRS 3)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% Please select within 1 year (Not currently applicable to young offenders)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Please select within 2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. Outline OASys (or CRC appropriate equivalent analysis document) criminogenic factors:

Please outline the factors leading to the risk of re-offending assessment i.e. the criminogenic factors taken from Section 3-13 of OASys (or CRC appropriate equivalent analysis document) or the relevant sections (1-12) of Asset – Core Profile.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETE</td>
<td></td>
</tr>
<tr>
<td>Financial Management and Income</td>
<td></td>
</tr>
<tr>
<td>Relationships</td>
<td></td>
</tr>
<tr>
<td>Lifestyle and associates</td>
<td></td>
</tr>
<tr>
<td>Drug misuse</td>
<td></td>
</tr>
</tbody>
</table>
Alcohol misuse ☐
Emotional well-being ☐
Thinking and behaviour ☐
Attitudes ☐
Health and other considerations ☐

18. Recommendation for a FTR or Standard Recall
Is the offender suitable for a FTR or Standard Recall?  Please select

All indeterminate sentence offenders (lifers or IPP/DPP) and those serving an extended sentence or extended determinate sentence are INELIGIBLE for consideration for a FTR. Determinate sentence offenders assessed as representing a high or very high risk of harm are UNSUITABLE for a FTR.

The Secretary of State must consider if offenders are suitable and be satisfied that the following statutory test is met:

‘The person is suitable for automatic release only if the Secretary of State is satisfied that s/he will not present an identifiable risk of serious harm to members of the public if s/he is released at the end of that period beginning with the date on which s/he is returned to custody’

In considering whether an offender is suitable for an FTR, the following factors must be considered:

- The offender’s index offence i.e. was it sexual or violent?
- The offender’s previous offending/causal link
- Current behaviours and attitudes
- Manageability of Risk in the Community on re-release at day 28
- Risk factors
- Risk Assessment

Provide full reasons for recommending a FTR or Standard Recall based on the assessment of the above factors.
19. Victim Issues

All victim issues need to be fully addressed. This information will be disclosed to the offender, so careful consideration must be given to how this is presented.

For further guidance, please consult PI 22/2014 (PSI 26/2014) and PI 11/2013 (PSI 34/2009).

Information must be submitted as a separate document if victim issues are considered sensitive and there are concerns regarding disclosure.

The details below are required to confirm that victim issues have been considered. If you have any concerns regarding disclosure of the information please ensure that the information is scanned, emailed and submitted as a separate document along with the Non-Disclosure Application Form (Annex A Pro-forma - attached to PI 22/2014).

Details of contact with other non-statutory organisations should also be included here.

<table>
<thead>
<tr>
<th>Are there any victim issues?</th>
<th>Please select</th>
</tr>
</thead>
<tbody>
<tr>
<td>If so have appropriate notifications been made?</td>
<td>Please select</td>
</tr>
<tr>
<td>Contact details of VLO (if appropriate)</td>
<td></td>
</tr>
<tr>
<td>When was the VLO informed?</td>
<td></td>
</tr>
</tbody>
</table>

20. (FTR ONLY) Licence Conditions

Additional Licence Conditions for Fixed Term Recall cases only

If the original licence contains additional conditions, or if the Offender Manager is recommending an additional condition(s) to manage the offender on licence please specify here in full, including details of names, exclusion zone maps, how often will curfew/sign-in times be reviewed etc.

21. Completion of Recall Report and Risk Assessment by NPS Offender Manager/CRC Offender Manager/YOT Worker

Name of person completing this form:
e-mail:
Date:

22. Endorsement of Recall Report and Risk Assessment by NPS Line Manager/CRC Line Manager/YOT Line Manager

This means you are endorsing both the recall and the quality and content of the recall report. Please indicate whether all options/alternatives to recall in response to the situation have been fully explored and considered.

Name of person completing this form:
e-mail:
23. Authorisation and comments by senior manager (a Senior Manager who is equivalent to the former ACO grade/YOT Manager or equivalent). In CRC increasing risk cases, the NPS are not required to complete Section 22. See Section 1 ‘FOR CRC RECALLS’

This means you are endorsing both the recall and the quality and content of the recall report.

Name of person completing this form:

e-mail:

Date:

Time (24hr):

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

24. Attachments

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

- OASys R6.1 (NPS) or CRC appropriate equivalent analysis of current convictions and/or current behaviour linked to RoSH (CRCs);
- OASys R6.2 (NPS) or appropriate equivalent analysis of previous convictions and/or previous behaviour linked to RoSH (CRCs);
- OASys R10 (NPS) or appropriate equivalent summary of current and future risks (CRCs);
- Pre-sentence report (where available);
- Up-to-date list of previous convictions;
- Licence
  (and details of and reasons for any conditions added post-release)
- Charge sheets / police evidence
- (where recall relates to further offending);

For Young People:

- Asset Core Profile
- Asset Risk of Serious Harm
**PART B: Day 28 Risk Management Report**

*This report must be completed for all standard recalls and submitted to PPCS within 10 working days of the offender returning to custody, whether this is prison or police custody. A copy of the report must be sent to the holding prison for disclosure to the offender / young offender.*

*CRCs must obtain NPS endorsement of all Part B reports submitted*

*For all subsequent and annual reviews of the offender’s detention the Part C report must be completed.*

The Part B should NOT be completed for Fixed Term Recalls, unless release before the fixed term period is being requested.

*Guidance on completion of the report can be found at Annex D (NEW PI NUMBER TO BE INSERTED)*

<table>
<thead>
<tr>
<th>Offender/Young Offender Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full name:</strong> FORENAME FORENAME2 SURNAME</td>
</tr>
<tr>
<td><strong>Date of birth:</strong> DOB</td>
</tr>
<tr>
<td><strong>CRO No:</strong></td>
</tr>
<tr>
<td><strong>PNC No:</strong></td>
</tr>
<tr>
<td><strong>Prison No:</strong> PRISONERNUMBER</td>
</tr>
<tr>
<td><strong>PNOMIS No:</strong></td>
</tr>
</tbody>
</table>

**Review of circumstances/information since recall**

25. If there have been subsequent developments or new information has come to light, these should be outlined below.

Please include any details about the circumstances leading to the recall, which were not known at the time of submitting the request. Outline the identification of behaviours surrounding the incident and re-activation of risk factors (even if the incident did not lead to police involvement or arrest). Clearly indicate if you consider that the risk of serious harm increased as a result. Remember to indicate the nature of the contact with the offender, e.g. face to face, by telephone, video conferencing and who else has been consulted, e.g. prison staff, family/partner, other agencies. If recall involved a breach of an exclusion zone, please attach a map of the exclusion area to this document.
### 26. If there has been further offending and new information has come to light since recall, this should be outlined below.

Where the offender has been arrested for a further offence please include the date of offence, details leading to arrest and any charges that have been brought. Please provide details of any specific dates for further court appearances / police bail, if known. In the event that charges are NFA’d/discontinued, please provide details of the reasons.

### 27. Current assessment and analysis of risk of serious harm and re-offending (include levels of risk, to whom and the nature of this risk).

### 28. Outline accommodation plans including full address, timescales of availability and confirmation of suitability.

**Date of referral - Has the offender been considered for a supported hostel/AP bed?**

Where any parts of the progress towards release cannot be immediately put into place, specify below what needs to happen and the likely timescale. Please be clear about the amount of notice required to secure a bed (i.e. does any timeframe start from the date this report was written or from the date of receipt of any decision to release).

### 29. Victim Issues

All victim issues need to be fully addressed. *This information will be disclosed to the offender, so careful consideration must be given to how this is presented.*


*Information must be submitted as a separate document if victim issues are considered sensitive and there are concerns regarding disclosure.*

The details below are required to confirm that victim issues have been considered. If you have any concerns regarding disclosure of the information please ensure that the information is scanned, emailed and submitted as a separate document along with the Non-Disclosure Application Form (Annex A Pro-forma - attached to PI 22/2014).

**Has the VLO been contacted?**  Please select

**Insert date of contact:**

**Has VLO has been informed of the hearing date?**  Please give date of contact:
**Is the victim(s) engaged in the victim contact scheme?:**
Please select

**If so, does the victim(s) wish to submit a Victim Personal Statement?**
Please select

---

30. OASys R11.12. *(or CRC appropriate equivalent analysis document)* the completed Risk Management Plan, reviewed and dated should be included in full in the box below.

If a standard recall and low risk of harm then a full RMP is not required and only a current sentence plan should be submitted.

**As part of designing the risk management plan, the VLO must be contacted if there is VLO involvement.**

Please identify and provide full details of all additional licence conditions that you consider necessary to manage this offender’s risk, including previously imposed conditions.

---

31. Recommendation for Release or Detention in Custody:

**Are you recommending release?**  Please select

You must give a clear recommendation as to whether, based on the plan outlined above, you consider that the offender/young offender can be safely re-released at the end of, or before, the fixed term period following return to custody and whether the offender/young offender is likely to comply with the plan for the duration of the licence period. **What evidence do you have to support this?** e.g. face-to-face interviews, contact with person/organisation providing accommodation, conduct since recall, work undertaken since recall, contact with significant others, e.g. family members, partner, employer.

Alternatively specify if you support re-release at any point after the fixed term period.

**Please clearly detail your rationale and decision-making (including consultation with a manager) for the conclusion reached, whether this is supporting re-release or continued detention in custody.**

---

32. Timescales for safe re-release?

**IF RELEASE IS NOT SUPPORTED WHEN CAN THE OFFENDER SAFELY BE RE-RELEASED INTO THE COMMUNITY?**

Where any parts of the progress towards re-release cannot be immediately put into place, specify below what needs to happen and the likely timescale. Where the offender needs to undertake further work in custody, in order to facilitate a safe re-
release, this should be outlined below including what behaviour needs to be addressed, how this will be achieved and the relevant timescales for completion.

Signed by: (NPS Offender Manager/CRC Offender Manager/YOT Worker)
Direct Contact Number:
Office Contact Number:
Email Address:
Date:

**33. NPS MANAGED CASES ONLY:** Endorsement of Risk Management Plan / Sentence Plan by NPS manager (SPO if determinate sentence offender and a Senior Manager who is equivalent to the former ACO grade for indeterminate and extended sentence offenders)

By endorsing this you are agreeing to any proposals and confirming you are satisfied with the quality and content of the Day 28 Risk Management Report.

If this report concerns a MAPPA category offender, please confirm that you consider that the RMP is sufficiently comprehensive to effectively manage this person safely in the community. If the offender is a MAPPA case, please indicate all MAPPA procedures have been complied with.

Name: Date:
Email:
Date report sent to Public Protection Casework Section:
Confirm which prison establishment report sent to and confirm e mail address used:

**34. CRC MANAGED CASES ONLY:** Endorsement of a CRC Risk Management Plan / Sentence Plan by NPS manager

By endorsing this you are agreeing to any proposals and confirming you are satisfied with the quality and content of the Day 28 Risk Management Report.

Name: Date:
Email:
Date report sent to Public Protection Casework Section:
Confirm which prison establishment report sent to and confirm e mail address used:
35. Attachments

Please scan and email a copy of the following applicable documents to the Public Protection Casework Section, and tick box to indicate it has been sent:

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OASys (or CRC appropriate equivalent analysis document) criminogenic needs summary and section scores:</td>
<td></td>
</tr>
<tr>
<td>Asset Risk of Serious Harm:</td>
<td></td>
</tr>
<tr>
<td>Pre and Post Sentence Reports:</td>
<td></td>
</tr>
<tr>
<td>Updated Risk Management Plan: <em>(Included at Section 29)</em></td>
<td></td>
</tr>
<tr>
<td>Charge Sheet/police evidence (where recall related to further offending):</td>
<td></td>
</tr>
<tr>
<td>Sentence Plan:</td>
<td></td>
</tr>
<tr>
<td><em>(for cases where there is a low ROSH and where OASys (or CRC appropriate equivalent analysis document) does not require a full RMP to be drawn up)</em></td>
<td></td>
</tr>
</tbody>
</table>
This report should be completed for all subsequent and annual reviews of the offender’s detention. A copy of the report must be sent to the holding prison for disclosure to the offender/young offender at the same time as submitting to PPCS.

CRCs must obtain NPS endorsement of all Part C reports submitted

Guidance on completion of the report can be found at Annex D

(NEW PI NUMBER TO BE INSERTED)

PLEASE ENSURE THAT YOU SIGN AND DATE AT THE END OF YOUR COMMENTS FOLLOWING EACH UPDATE.

Offender/Young Offender Details

| Full name: | FORENAME FORENAME2 SURNAME |
| Date of birth: | DOB |
| CRO No: | |
| PNC No: | |
| Prison No: | PRISONERNUMBER |
| PNOMIS No: | |

Updated Information for subsequent reviews

36. What progress has been made in custody towards re-release? Please detail any subsequent developments and your assessment of future compliance with supervision.

THIS SECTION MUST BE COMPLETED IN CONJUNCTION WITH THE OFFENDER SUPERVISOR (whether via telephone/email)

Please outline:

- any programmes/courses undertaken and the outcomes
- engagement with C A R A Ts/In-Reach teams or any other specialist teams
- outcome of any drug testing
- conduct/behaviour (including any adjudications and current I E P Status)
- changes in attitude/level of motivation to comply with future licence conditions.

Please comment on any issues raised in the updated custody report prepared by the holding establishment.

Specify any further sentences since the offender’s last review, providing details of the conviction and sentence.

UPDATE

Signed by: (Offender Manager/YOT Worker)
37. Current assessment and analysis of risk of serious harm/re-offending (specify levels of risk, to whom and the nature of this risk).

Please include an assessment of likely future compliance as well as any assessments of risk and risk of serious harm (and to whom) which have been completed. OVP, OGP, OGRS3 and RM2000 levels must be provided. All relevant risk factors should be highlighted, particularly with regard to domestic violence, child protection, re-victimisation or gang issues, even if these are not related to the index offence or recall.

UPDATE

Signed by: (Offender Manager/YOT Worker)
Direct Contact Number:
Office Contact Number:
Email Address:
Date:
### 38. Outline accommodation plans including full address, timescales of availability and confirmation of suitability.

Has the offender been considered for a supported hostel/AP bed? *The full release address, including post code, must be provided, with a clear assessment of suitability and timescales when the address/bed will be available.*

Where any parts of the progress towards release cannot be immediately put into place, specify what needs to happen and the likely timescale. Please be clear about the amount of notice required to secure a bed (i.e. does any timeframe start from the date this report was written or from the date of receipt of any decision to release)

**UPDATE**

Signed by: *(Offender Manager/YOT Worker)*  
Direct Contact Number:  
Office Contact Number:  
Email Address:  
Date:

### 39. Where the offender needs to undertake further work in custody in order to facilitate a safe re-release, this should be outlined below and the likely timescales stated e.g. referrals to partnership agencies, intervention start dates etc.

Use general description of the type of risk that needs to be reduced, in addition to naming an intervention, where applicable. *It must be clear whether any work required is available in the current establishment or whether a transfer will need to take place.* Can the further work be completed in the community?

**UPDATE**

Signed by: *(Offender Manager/YOT Worker)*  
Direct Contact Number:  
Office Contact Number:  
Email Address:  
Date:
40. Where any elements of the progress towards re-release cannot be immediately put into place, specify below what needs to happen in the community and the likely timescale e.g. for accommodation, referrals to partnership agencies, intervention start dates, etc.

Please include any assessments to be undertaken or work to be completed as part of the sentence plan. If a programme/course has been identified, but this is unlikely to happen, please outline the reasons for this, e.g. availability of places, location or time left in custody.

UPDATE

Signed by: (Offender Manager/YOT Worker)

Direct Contact Number:

Office Contact Number:

Email Address:

Date:
## 41. Victim Issues

All victim issues need to be fully addressed. *This information will be disclosed to the offender, so careful consideration must be given to how this is presented.*

For further guidance, please consult PI 22/2014 (PSI 26/2014) and PI 48/2014 (PSI 34/2009).

*Information must be submitted as a separate document if victim issues are considered sensitive and there are concerns regarding disclosure.*

The details below are required to confirm that victim issues have been considered. If you have any concerns regarding disclosure of the information please ensure that the information is scanned, emailed and submitted as a separate document along with the Non-Disclosure Application Form (Annex A Pro-forma - attached to PI 22/2014).

**Has the VLO been contacted?**  
Please select

**Insert date of contact:**

**Has VLO has been informed of the hearing date?**  
Please give date of contact:

**Is the victim(s) engaged in the victim contact scheme?**

Please select

**If so, does the victim(s) wish to submit a Victim Personal Statement?**

Please select

**UPDATE if required**

Signed by:  
(Offender Manager/YOT Worker)

Direct Contact Number:

Office Contact Number:

Email Address:

Date:

**UPDATE**

Signed by:  
(Offender Manager/YOT Worker)

Direct Contact Number:

Office Contact Number:

Email Address:

Date:

---

## 42. STANDARD RECALLS - Recommendation for Re-Release or Detention in Custody.

**Are you recommending re-release?**  
Please select
You must give a clear recommendation as to whether, based on the plan outlined above, you consider that the offender/young offender can be safely re-released and whether the offender/young offender is likely to comply with the plan for the duration of the licence period. **What evidence do you have to support this?** e.g. face-to-face interviews, contact with person/organisation providing accommodation, conduct since recall, work undertaken since recall, contact with significant others, e.g. family members, partner, employer.

### UPDATE

| Signed by: | (Offender Manager/YOT Worker) |
| Direct Contact Number: | |
| Office Contact Number: | |
| Email Address: | |
| Date: | |

### UPDATE

| Signed by: | (Offender Manager/YOT Worker) |
| Direct Contact Number: | |
| Office Contact Number: | |
| Email Address: | |
| Date: | |

### 43. EXTENDED SENTENCE AND INDETERMINATE SENTENCE RECALLS: Are you recommending re-release? Please select
You must give a clear recommendation as to whether, based on the release and risk management/sentence plan (for low risk offenders) outlined below, you consider that the offender/young offender can be safely re-released by the Parole Board/Secretary of State.

Please make clear your rationale and decision-making (including consultation with a manager) for the conclusion reached whether this is supporting re-release or continued detention in custody. This should take account of Parole Board conclusions and recommendations, if the case has already been reviewed by the Panel.

UPDATE

Signed by: (Offender Manager/YOT Worker)
Direct Contact Number:
Office Contact Number:
Email Address:
Date:

UPDATE

Signed by: (Offender Manager/YOT Worker)
Direct Contact Number:
Office Contact Number:
Email Address:
Date:

**44. IF RELEASE IS NOT SUPPORTED, WHEN CAN THE OFFENDER BE SAFELY RE-RELEASED INTO THE COMMUNITY?**

Where any parts of the progress towards re-release cannot be immediately put into place, specify below what needs to happen and the likely timescale. Where the offender needs to undertake further work in custody, in order to facilitate a safe re-release, this should be outlined below including what behaviour needs to be addressed, how this will be achieved and the relevant timescales for completion.

UPDATE

Signed by: (Offender Manager/YOT Worker)
Direct Contact Number:
Office Contact Number:
Email Address:
Date:
45. The Release & Risk Management Plan/Licence Conditions:
Updated OASys R11.12, *(or CRC appropriate equivalent analysis document)* the completed Risk Management Plan (reviewed and dated) should be included in the box below.

**As part of designing the Release & Risk Management plan, the VLO must be contacted if there is VLO involvement.**

Please identify and provide full details of all additional licence conditions that you consider necessary to manage this offender’s risk including previously imposed conditions. *When requesting non contact conditions, full names must be provided.*

<table>
<thead>
<tr>
<th>UPDATE</th>
</tr>
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<tbody>
<tr>
<td>Signed by:</td>
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<tr>
<td>Direct Contact Number:</td>
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<td>Office Contact Number:</td>
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<td>Email Address:</td>
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<td>Date:</td>
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<td>Signed by:</td>
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<td>Office Contact Number:</td>
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<tr>
<td>Email Address:</td>
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<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
46. **NPS MANAGED CASES ONLY: Endorsement of Release & Risk Management Report / Sentence Plan by NPS manager** (SPO if determinate sentence offender and a Senior Manager who is equivalent to the former ACO grade for indeterminate and extended sentence offenders)

By endorsing this you are agreeing to any proposals and confirming you are satisfied with the quality and content of the Ongoing Reviews – Release & Risk Management Report.

If this report concerns a MAPPA category offender, please confirm that you consider that the RMP is sufficiently comprehensive to effectively manage this person safely in the community. If the offender is a MAPPA case, please indicate all MAPPA procedures have been complied with.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Date report sent to Public Protection Casework Section:</td>
<td></td>
</tr>
<tr>
<td>Confirm which prison establishment report sent to and confirm e mail address used:</td>
<td></td>
</tr>
</tbody>
</table>

47. **CRC MANAGED CASES ONLY: Endorsement of a CRC Risk Management Plan / Sentence Plan by NPS manager**

By endorsing this you are agreeing to any proposals and confirming you are satisfied with the quality and content of the Ongoing Reviews – Release & Risk Management Report.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Date report sent to Public Protection Casework Section:</td>
<td></td>
</tr>
<tr>
<td>Confirm which prison establishment report sent to and confirm e mail address used:</td>
<td></td>
</tr>
</tbody>
</table>

48. **Attachments**

Please scan and email a copy of the following applicable documents to the Public Protection Casework Section, and tick box to indicate it has been sent:

- Updated OASys R1-R12 (or CRC appropriate equivalent analysis document):  
- Updated OASys criminogenic needs summary and section scores: (or CRC appropriate equivalent analysis document) or Sentence Plan:  
- (for cases where there is a low ROSH and where OASys (or CRC appropriate equivalent analysis document) does not require a full RMP to be drawn up)
NPS ENDORSEMENT OF CRC RECALL

CASES WHERE THERE ARE INDICATORS THAT RoSH HAS INCREASED TO HIGH

<table>
<thead>
<tr>
<th>Offender/Young Offender Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full name:</strong> FORENAME FORENAME2 SURNAME</td>
</tr>
<tr>
<td><strong>Date of birth:</strong> DOB</td>
</tr>
<tr>
<td><strong>Prison No:</strong></td>
</tr>
<tr>
<td><strong>PNOMIS No:</strong></td>
</tr>
</tbody>
</table>

Please complete to confirm that there are indications that RoSH has increased to high and that recall is endorsed on the basis that this risk is no longer manageable in the community.

Please select Reasons:

Endorsement by NPS senior manager (a Senior Manager who is equivalent to the former ACO grade)

This means you are endorsing the recall, on the above grounds, for the above named offender requested by the CRC.

Name of person completing this endorsement:

e-mail:

Date:

Time (24hr):

Email address for receipt of a copy of the revocation order:
GUIDANCE ON THE COMPLETION OF REPORTS (KEY POINTS):

1. **Part A: Recall Report** to be used at the point that revocation of licence is being sought.

2. **Part B: Day 28 Risk Management Report** _must be completed for all standard recalls once the offender has returned to custody_. The report _must be submitted to PPCS within 10 working days of the offender returning to custody, whether this is prison or police custody_. A copy of the report _must be sent to the holding prison for disclosure to the offender at the same time it is submitted to PPCS._

3. **Part C: Ongoing Reviews – Release & Risk Management Report** _must be completed for all subsequent and annual reviews of the offender’s detention_. A copy of the report _must be sent to the holding prison for disclosure to the offender at the same time it is submitted to PPCS._

All three reports use drop down boxes with lists of options. It is important that where prompted by ‘Please Select’ you click on the arrow at the side of the box and choose one of the options.

Disclosure

All three reports and accompanying paperwork will be disclosed in full to the offender and their legal representatives. The expectation is that the offender should be entitled to full disclosure of the papers being considered by PPCS/Parole Board either at first review or at any subsequent further reviews. Exceptionally, on request of the offender manager, PPCS can submit an application to the Parole Board to request that sensitive material not be disclosed to the offender. _Such applications must be viewed as exceptional and requests for information to be withheld must be based on at least one of the following grounds:_

- In the interests of national security;
- For the prevention of disorder or crime;
- For the protection of information the disclosure of which may endanger the safety or physical or mental health of any individual.

_The Offender Manager MUST set out the grounds of the application to withhold the information._ There can be no guarantee that the Parole Board will uphold the application and in these circumstances the information cannot be withdrawn and will automatically be disclosed to the offender.

Please see [PSI 26/2014 - PI 22/2014 – Handling of Sensitive Information Provided by Criminal Justice Agencies](#)
1. Recommendation on Recall

Please refer to paragraph 4.35 for criteria to determine the need for an emergency recall (Note: the recall of indeterminate sentence offenders will always be dealt with on an emergency recall basis).

Please refer to paragraphs 4.10 – 4.18 for criteria to determine requirements for NPS endorsement of CRC recalls.

*NPS Endorsement of CRC Risk escalation cases* – the NPS must provide a NPS Contact email address to allow PPCS to notify the NPS of the endorsement of the CRC recall and Part B and C notifications.

2. Offender/Young Offender details

*Whereabouts of the Offender at the point of Recall:* To allow the Police to prioritise the arrest of offenders appropriately, the Offender Manager must state clearly whether the offender is in Prison custody, or if he is in Police or Court custody and if so where they are being held.

3. Sentence Details

*NPS/CRC must ensure that full sentencing details for the current index offence(s), including the date the index offence(s) were committed, are provided.*

For extended sentence offenders please provide the breakdown between the custodial term and extension period.

4. NPS/CRC Details

*Contact Details:* As many switchboards close at 5pm it is important that requesting officers provide a direct line or mobile number particularly when recalls are requested later in the day. This direct contact number need not be included in the body of the report (which will be disclosed to the offender) and can be provided in the covering e-mail.

*Recording of Decision to Request Revocation:* Please accurately record all information in this section to allow appropriate monitoring of system targets. *(NB: The Recall Report must reach PPCS, together with all the supporting paperwork, within 24 hours of the decision to request recall being made).*

5. Police Details

*Police Single Point of Contact (SPOC):* In this section it is essential that you clearly note the details of your Police area SPOC to ensure that recalls are issued to the correct local force.

7. Circumstances of the Breach of Licence Conditions

PPCS will act on information from the Offender Manager to make the decision, on behalf of the Secretary of State, whether or not to revoke the licence.
It is important that you identify the particular condition that has been breached and provide details of the alleged breach including where appropriate dates and times.

12. Indeterminate and Extended Sentence Offenders

There is a more stringent test to satisfy before this group of offenders can be recalled. It is essential that the guidance relating to the recall of extended sentence offenders at paragraph 4.8 & Indeterminate sentence offenders at paragraphs 6.2 – 6.4 is followed and reflected in the recall report.

17. Recommendation on Suitability for Fixed Term Recall

Please ensure that you make a clear recommendation for either a Fixed Term or Standard Recall and provide full reasons for such a recommendation taking account of the guidance at paragraphs 4.22 – 4.34.

21. Endorsement of Recall Report and Risk Assessment by Line Manager

In CRC recall cases where there is no perceived increase in the offender’s RoSH, the recall request must be endorsed by a CRC manager (usually the OM’s line manager), this means that they are accountable for the revocation recommendation given at this stage and the content and quality of the assessment. In these cases, the recall request and supporting paperwork should be forwarded directly to PPCS by the CRC OM.

There is no need for a ‘wet’ signature on the form. The insertion of a name will be understood to mean that the named person has given authorisation to the request for revocation of licence.

In CRC recall cases, where there is evidence of an increased risk, see paragraphs 4.10 – 4.18 for criteria to determine requirements for NPS endorsement of CRC recalls.

In all NPS recall cases, section 22 of the recall report must be countersigned by line management (usually the NPS OM’s line manager)

22. Authorisation and comments by Senior Manager

Please accurately record all information in this section to allow appropriate monitoring of system targets. (NB: the Recall Report must reach PPCS, together with all the supporting paperwork, within 24 hours of the decision to request recall being made).

In all NPS cases and in CRC increasing risk cases, the NPS Senior Manager who is equivalent to the former ACO grade (or delegated Senior Manager) will be accountable for the revocation recommendation given at this stage. This means that they are accountable for the content and quality of the assessment.

Annex C is an endorsement for NPS senior managers confirming approval or rejection of increasing risk recalls requested by CRCs. The form must be uploaded to N-Delius when it has been completed.

There is no need for a ‘wet’ signature on the form. The insertion of a name will be understood to mean that the named person (a Senior Manager who is equivalent to the
former ACO grade or Senior Manager) has given authorisation to the report requesting revocation of licence.

Completing Part B: Day 28 Risk Management Report

The report must be completed for all standard recalls once the offender has returned to custody. The report must be submitted to the PPCS by the NPS within 10 working days of the offender returning to custody, whether this is prison or police custody. CRCs MUST ensure that reports are submitted to the NPS for endorsement in time for the 10 working day deadline to be complied with.

A copy of the report must be sent to the holding prison for disclosure to the offender at the same time it is submitted to PPCS.

You do not need to complete this report for any offender who is given a fixed term recall, unless you are proposing that the offender is released prior to the fixed term period.

29. OASys R11.12, (or CRC appropriate equivalent analysis document)

Please ensure that your Risk Management Plan (including all relevant licence conditions) is included in full at this section of the document.

33 Endorsement of Risk Management Plan by NPS Manager

For determinate sentence offenders, there is no longer a specific requirement for a Senior Manager who is equivalent to the former ACO grade sign off of this report. PPCS has not mandated this and it is left to local managers to decide if they wish to retain the Senior Manager input to this process.

A Senior Manager who is equivalent to the former ACO grade endorsement must be sought for MAPPA level 3 and complex cases, and for all indeterminate and extended sentenced offenders.

34 Endorsement of CRC Risk Management Plan by NPS Manager

All Part B Day 28 Risk Management Reports completed by CRCs, must be endorsed by an NPS Senior Manager before being forwarded to PPCS and the offender.

35 Attachments

Please note MAPPA minutes must not be provided to PPCS unless expressly requested and approved by the MAPPA chair.

This report must be completed for all subsequent and annual reviews of the offender's detention. A copy of the report must be sent to the holding prison for disclosure to the offender at the same time it is submitted to PPCS.

Offender Managers will be required to update the risk management plan either when there is a further review and they are supporting re-release or when there is an annual review.

There is no requirement to write a fresh report. The intention is that the Recall and Review Report provides PPCS and the Parole Board with a narrative of the case from the point of recall onwards. The Ongoing Reviews Section provides an update on any further developments in the case, including any progress or adverse developments whilst the offender has been in custody and any developments in providing an updated and effective risk management plan.

All updated reports must be signed and dated. However, request for contact details only needs updating where there has been a change.

45. The Release & Risk Management Plan/Licence Conditions

Please ensure that your updated Risk Management Plan (including all relevant licence conditions) is included in full at this section of the document.

46. Endorsement of Release & Risk Management Report by NPS Manager

For determinate sentence offenders, there is no longer a specific requirement for a Senior Manager who is equivalent to the former ACO grade sign off of this report. PPCS has not mandated this and it is left to local managers to decide if they wish to retain the Senior Manager input to this process.

A Senior Manager who is equivalent to the former ACO grade endorsement must be sought for MAPPA level 3 and complex cases, and for all indeterminate and extended sentenced offenders.

47. Endorsement of CRC Risk Management Plan by NPS Manager

All Part C Ongoing Reviews – Release & Risk Management Reports completed by CRCs, must be endorsed by an NPS Senior Manager before being forwarded to PPCS and the offender.

48. Attachments

Please note MAPPA minutes must not be provided to PPCS unless expressly requested and approved by the MAPPA chair.
Annex E

OUT OF HOURS RECALL PROCEDURE

The Public Protection Casework Section operates an out of hours (OoH) recall service for all requests for recalls of determinate and indeterminate licensed offenders.

The service operates 365 days per year including public holidays and weekends outside of Monday-Friday 09.00-17.00.

1. Urgency of recall

Understandably the majority of recalls generated out of hours originate from Approved Premises since most are related to an abscond, failure to reside/report at the hostel upon immediate release from prison or loss of bed due to unacceptable behaviour and an escalation in risk of re-offending or serious harm.

All recalls requested out of office hours are dealt with on an emergency basis and must only be reserved for cases where any one or mixture of the following applies and cannot wait until the next working day:

- The offender is managed under MAPPA level 2 or 3; and/or
- There is current evidence to suggest that the offender presents a high/very high risk of serious harm; and/or
- The offender's behaviour has deteriorated to such an extent that there is an imminent risk of re-offending.

2. Process

In order to request an out of hours recall:

i) Familiarise yourself and obtain the case information required in line with the attached proforma completed by the Out of Hours Recall Officer

ii) Contact the Home Office switchboard tel. **0300 047 5000**. Ignore the instruction to redial another number for Ministry of Justice or offender management matters. You will need to inform the switchboard operator that you wish to request an out of hours recall; specifying the offender's name, type of sentence (determinate or indeterminate), your name, NPS LDU/CRC and your contact telephone number.

iii) The switchboard operator will then relay this information to the Out of Hours Recall Officer on your behalf. You will not be advised of the Officer's individual contact details.

iv) The Out of Hours Recall Officer will call you to gather the offender's information, Police Single Point of Contact (SPOC) details and discuss the circumstances of the recall in order to complete the Recall proforma.

v) If the recall concerns a lifer or IPP case, the Out of Hours Recall Officer will seek authorisation from a duty senior manager.
vi) The Out of Hours’ Recall Officer will issue the revocation order and related paperwork by email to:
- National Identification Service of New Scotland Yard for entry onto the Police National Computer (PNC);
- Police SPOC to facilitate the arrest of the offender
- Any other specified local police contacts via email for their information/action;
- Post Release Section Recall Team responsible for your NPS LDU or CRC; and
- Approved Premises, if fax number or email address is supplied, for their information.

vii) The NPS/CRC contact will need to ensure that a Recall Report is completed and sent to the relevant recall team in the Public Protection Casework Section by the following working day.

3. Rescinds

See Section 9 for details about rescind of recalls.

Please note that rescind decisions cannot be taken out of hours. They must be taken at Senior Manager level following request by a Senior Manager who is equivalent to the former ACO grade, having received a written request the next working day.

4. Foreign National Offenders recalled under the Early Removal Scheme (ERS)

If an offender is released and removed from the United Kingdom under the Early Removal Scheme, re-enters the UK before his/her sentence expiry date and the request to recall has been made by an immigration officer, the out of hours service can be used. The probation contact must provide as many details as possible in line with the attached proforma that is completed by the Out of Hours’ Officer.
<table>
<thead>
<tr>
<th>Recall requested by:</th>
<th>OM's name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job role:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Tel:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Probation Area:</td>
</tr>
<tr>
<td>Offender’s Name:</td>
<td>DOB:</td>
</tr>
<tr>
<td>Police file name (if different):</td>
<td>CRO:</td>
</tr>
<tr>
<td></td>
<td>PNC:</td>
</tr>
<tr>
<td>Prison Number:</td>
<td>Released from: HMP</td>
</tr>
<tr>
<td>NOMs Number:</td>
<td>Date released:</td>
</tr>
<tr>
<td>Sentence Type:</td>
<td>Offence:</td>
</tr>
<tr>
<td>Sentence Length:</td>
<td></td>
</tr>
<tr>
<td>SED:</td>
<td></td>
</tr>
<tr>
<td>MAPPA Level:</td>
<td>PPO: Yes / No</td>
</tr>
<tr>
<td>Last known address:</td>
<td></td>
</tr>
</tbody>
</table>

**Reasons for recall:**

**Indeterminate cases only:**

Circumstances / details of index offence:

Risk factors present when index offence committed:

Current behaviour leading to recall request:

Current risk factors in evidence:

Causal link:

Senior Manager approving decision:

Known issues of vulnerability / risk to others:
NOTICE OF RETURN TO CUSTODY

From: HMP/YOI
Contact telephone number:
Date:

This is to inform the Public Protection Casework Section that the under mentioned licence revokee has been received into custody.

Offender First Name:
Offender Surname:
Prison Number:
NOMIS Number:
Date of Birth:
Date and Time of return to custody:

Signed: [INSERT NAME HERE]
ANNEX G

APPEAL PAPERS

MEMORANDUM

From: Offender Management and Public Protection Group
Public Protection Casework Section
Ground Floor, Grenadier House
99-105 Horseferry Road
London SW1P 2DD

To: The Governor
HMP

RECALL TO PRISON OF
RELEASED ON HDC LICENCE FROM HMP

DOCUMENTS

1. The following documents are enclosed:

PUHDC(8): Confirmation of disclosure and statement of prisoner's intention

One copy of the revocation dossier

One additional copy of the reasons for revocation for the prisoner to keep

GUIDANCE

2. If you have any queries which are not answered by the contents of this memorandum, please telephone the HDC Section on the number at the top of this page.

ACTION

3. Please see the prisoner within one working day and do the following:
   a. Give the prisoner a copy of the reason(s) for his/her recall to prison and make sure the prisoner fully understands them.
   b. Give the prisoner the revocation dossier to read and give him/her the opportunity to discuss it, and make sure he/she fully understands what is contained within it;
   c. Inform the prisoner that he/she has the right, which can be exercised immediately, to make written representations for consideration by the Parole Board.

PUHDC(8)
REPRESENTATIONS

4. PUHDC(8) must be completed as soon as possible after the reasons have been given to the prisoner and he or she has had the opportunity to read the dossier and consider what action he or she wishes to take. Whether or not the prisoner wishes to make representations, form PUHDC(9) must be signed by the prisoner and returned to the Early release and recall Section.

5. You must return the form within one working day of the prisoner completing Part II of the form. You may wish to retain a copy for your records.

6. If the prisoner wishes to make representations, please provide sufficient lined white foolscap paper for this purpose. The prisoner must write in black ink (to facilitate subsequent photocopying) and use only one side of each sheet. Do not censor the representations in any way.

7. If the prisoner submits his/her representations to any member of prison staff, these must be forwarded to the Public Protection Casework Section HDC Team within one working day.
CONFIRMATION OF DISCLOSURE AND STATEMENT OF INTENTION
PLEASE COMPLETE AND RETURN BY EMAIL TO:

HDCBreachTeamNoms@noms.gsi.gov.uk

PART I
FOR COMPLETION BY THE GOVERNOR

PRISONER’S NAME ............................

PRISON No.

Date dossier and reasons(s) received by prison.................................

Date dossier and reason(s) disclosed to prisoner.................................

I acknowledge receipt of the revocation dossier and reason(s) why the above named prisoner was recalled to prison.

Signed........................................ Date..............................

Name..........................................
PART II
CONFIRMATION OF DISCLOSURE AND STATEMENT OF INTENTION

1. I confirm that:
   I have have received a copy of the reasons for the revocation of my licence
   AND
   I have seen my recall dossier.

2. I understand that I have the right to make written representations to the Early release
   and recall Section concerning the revocation of my licence.

3. Please delete the following as appropriate:

   I  I wish to make written representations myself.

   II I wish to make written representations via my legal representative and understand that it is my
       responsibility to ensure that he/she contacts the Public Protection Casework Section HDC Team

   III I wish to make written representations via another party and understand that it is my
       responsibility to ensure that he/she contacts the Public Protection Casework Section HDC Team.

       Please name..............................................................................................

   Or

   IV I do not wish to make written representations. I understand that in the absence of any such
       representations the Public Protection Casework Section HDC Team will give no further consideration at
       this stage to the question of my re-release on HDC licence.

SIGNED..............................................  NAME ...........................................

PRISON No ............................

DATE..............................................

WITNESS.................................  DATE..............................
14 DAY FIXED TERM RECALL

To: The Governor
«CURRENT_ESTABLISHMENT_DESCRIPTION»
Date: INSERT DATE

RECALL TO PRISON OF:  «FIRST_NAMES»  «FAMILY_NAME»

PRISON NUMBER:  «PRISON_NUMBER»

RELEASED ON LICENCE:  «release_date»

RELEASED PRISON:  «RELEASE_FROM»,

Please ensure all records are held under the original prison number.

Note: It is imperative that Parts 1, 2 & 3 of Annex H are completed, scanned and returned by e-mail to Public Protection Casework Section, Offender Management & Public Protection Group no later than 2 working days from the date of this letter.

DOCUMENTS
1. The following documents are enclosed:

Part 1  Form outlining the offender’s intention to make representations

Part 2  Acknowledgement slip

Part 3  Form requesting current sentence details

A copy of the Recall Dossier

GUIDANCE
2. If you have any queries that are not answered by the contents of this letter, please telephone the Public Protection Casework Section, Offender Management and Public Protection Group on the number at the top of this page.

**ACTION**

3. Please see the offender within one working day and do the following:
   
a. Give the offender a copy of the Recall Dossier. Please ensure the offender fully understands the contents and reason for recall.
   
b. Inform the offender that he/she has been recalled under Section 254 of the Criminal Justice Act 2003, as amended, which means that he/she is liable to remain in custody until his/her sentence expiry date, unless re-released earlier by the Parole Board or Secretary of State.
   
c. Inform the offender that he/she has the right to make written representations for consideration by the Parole Board.

**REPRESENTATIONS**

4. The offender should be asked whether he/she wishes to make written representations and should then be asked to sign the form at Part 1. If the offender does not wish to make written representations, he/she must still be asked to sign the form at Part 1 to that effect. Part 1 must be returned to the Public Protection Casework Section, Offender Management and Public Protection Group within 2 working days of the date of this letter.

5. If the offender wishes to make representations, please provide sufficient lined white foolscap paper for this purpose. The offender should write in black ink (to facilitate subsequent scanning) and use only one side of each sheet. Do not censor the representations in any way.

   If the offender wishes to make representations via his/her legal representative or a third party, please ensure that he/she is aware that the representations must be made via the Public Protection Casework Section, Offender Management and Public Protection Group.

   Any representations must be scanned and e-mailed to the Public Protection Casework Section, Offender Management and Public Protection Group, no later than 5 working days from the date of this letter.
Part 1

14 DAY FIXED TERM RECALL

Please complete, scan and return by e-mail within 5 working days.

«FIRST_NAMES» «FAMILY_NAME»  
Prison Number: «PRISON_NUMBER»

Confirmation Of Disclosure of Recall Dossier/Representations Against Recall

I confirm that:

1. I have received a copy of my recall dossier and understand the reasons why my licence was revoked.

2. I understand that I have the right to make written representations to the Parole Board concerning my suitability for re-release.

3. I understand that by providing details of my representative I also give my consent for my personal information to be disclosed to them.

Please delete the following as appropriate:

- I wish to make written representations myself.

- I wish to make written representations through my legal representative and understand that it is my responsibility to ensure that they are aware of the deadline to submit any such representations to the Public Protection Casework Section, Offender Management and Public Protection Group.*

  Please provide details of representative: _______________________________

- I wish to make written representations through another party and understand that it is my responsibility to ensure that they are aware of the deadline to submit any such representations to the Public Protection Casework Section Offender Management and Public Protection Group.

  Please provide details of representative: _______________________________

- I do not wish to make representations

Signed :_________________________
Name :_________________________
Prison No :________________________
Date :_________________________
Witness :_________________________
Status :_________________________
Part 2

14 DAY FIXED TERM RECALL

Acknowledgment slip

Please complete, scan and return by e-mail within 5 working days.

FAO: The Governor
«CURRENT_ESTABLISHMENT_DESCRIPTION»

Date: Insert Date

Offenders Name:  «FIRST_NAMES» «FAMILY_NAME»

Prison Number:  «PRISON_NUMBER»

_____________________________________________________________________________

I acknowledge receipt of a copy of the recall dossier for the above named offender who has been recalled to prison.

Date dossier received by prison:  ____________________________

Date dossier disclosed to offender:  ____________________________

Signed:  ____________________________  Date:  ____________________________

Name:  ____________________________  Telephone:  ____________________________
14 DAY FIXED TERM RECALL

Please complete, scan and return by e-mail within 5 working days.

Offender’s Name: «FIRST_NAMES» «FAMILY_NAME»  Prison Number: «PRISON_NUMBER»

IMPORTANT: PLEASE INCLUDE A COPY OF THE ORDER OF IMPRISONMENT WHEN RETURNING THIS PART 3

Section 1 - Reason for Imprisonment (Please tick appropriate option below and complete all relevant information)

☐ The recalled offender is held in custody solely on the licence revocation order.
☐ The recalled offender is also subject to further charges or sentence.

If a further sentence has been received, please give the new release date: ___________________

Sentence Calculation notes:

1. Recalled offenders whose licence has been revoked under Section 254 of the Criminal Justice Act 2003, as amended, will not have an LED, only an SLED (Sentence and Licence Expiry Date). SLED dates should be adjusted by UAL time.

2. In all recall cases, where the offender has been sentenced for an offence committed on or after 1 February 2015 to a custodial term of more than one day but less than 12 months, the custody office must provide the Public Protection Casework Section with the day 14 calculation (beginning from the date of return to custody) in the Automatic Release Date box below.

Section 2 – Current Sentence Dates (Please complete the Automatic Release Date and provide the SLED, adjusted by UAL (nb. if the offender has been recalled under the Criminal Justice Act 1991 and has an LED, please provide details of ADAs))

14 Day Fixed Term Recalls:

<table>
<thead>
<tr>
<th>AUTOMATIC RELEASE DATE</th>
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<thead>
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</tr>
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</tr>
</tbody>
</table>

Completed by: ___________________________  Telephone: ___________________________

Establishment: ___________________________  Date: ___________________________
ANNEX I

National Offender Management Service
Offender Management & Public Protection Group
Public Protection Casework Section
Ground Floor, Grenadier House
99-105 Horseferry Road
London
SW1P 2DD

(Merge Team_Name)
T: «TEL_NO»
www.justice.gov.uk

Insert date

28 DAY FIXED TERM RECALL

To: The Governor
«CURRENTESTABLISHMENTDESCRIPTION»

Date: INSERT DATE

RECALL TO PRISON OF: «FIRST_NAMES» «FAMILY_NAME»

PRISON NUMBER: «PRISON_NUMBER»

RELEASED ON LICENCE: «release_date»

RELEASING PRISON: «RELEASE_FROM»,

Please ensure all records are held under the original prison number.

Note: It is imperative that Parts 1, 2 & 3 of Annex H are completed, scanned and returned by e-mail to Public Protection Casework Section, Offender Management & Public Protection Group no later than 5 working days from the date of this letter.

DOCUMENTS
4. The following documents are enclosed:

 Part 1  Form outlining the offender’s intention to make representations
 Part 2  Acknowledgement slip
 Part 3  Form requesting current sentence details

A copy of the Recall Dossier

GUIDANCE
5. If you have any queries that are not answered by the contents of this letter, please telephone the Public Protection Casework Section, Offender Management and Public Protection Group on the number at the top of this page.

**ACTION**

6. Please see the offender *within one working day* and do the following:
   
c. Give the offender a copy of the Recall Dossier. Please ensure the offender fully understands the contents and reason for recall.

   d. Inform the offender that he/she has been recalled under Section 254 of the Criminal Justice Act 2003, as amended, which means that he/she is liable to remain in custody until his/her sentence expiry date, unless re-released earlier by the Parole Board or Secretary of State.

   c. Inform the offender that he/she has the right to make written representations for consideration by the Parole Board.

**REPRESENTATIONS**

5. The offender should be asked whether he/she wishes to make written representations and should then be asked to sign the form at Part 1. *If the offender does not wish to make written representations, he/she must still be asked to sign the form at Part 1 to that effect. Part 1 must be returned to the Public Protection Casework Section, Offender Management and Public Protection Group within 5 working days of the date of this letter.*

If the offender wishes to make representations, please provide sufficient lined white foolscap paper for this purpose. The offender should write in black ink (to facilitate subsequent scanning) and use only *one side* of each sheet. Do *not* censor the representations in any way.

*If the offender wishes to make representations via his/her legal representative or a third party, please ensure that he/she is aware that the representations must be made via the Public Protection Casework Section, Offender Management and Public Protection Group.*

*Any representations must be scanned and e-mailed to the Public Protection Casework Section, Offender Management and Public Protection Group, no later than 5 working days from the date of this letter.*
Part 1

28 DAY FIXED TERM RECALL

Please complete, scan and return by e-mail within 5 working days.

«FIRST_NAMES» «FAMILY_NAME»  
Prison Number: «PRISON_NUMBER»

Confirmation Of Disclosure of Recall Dossier/Representations Against Recall

I confirm that:

4. I have received a copy of my recall dossier and understand the reasons why my licence was revoked.

5. I understand that I have the right to make written representations to the Parole Board concerning my suitability for re-release.

6. I understand that by providing details of my representative I also give my consent for my personal information to be disclosed to them

Please delete the following as appropriate:

- I wish to make written representations myself.
- I wish to make written representations through my legal representative and understand that it is my responsibility to ensure that they are aware of the deadline to submit any such representations to the Public Protection Casework Section, Offender Management and Public Protection Group.*

Please provide details of representative: ______________________________

- I wish to make written representations through another party and understand that it is my responsibility to ensure that they are aware of the deadline to submit any such representations to the Public Protection Casework Section Offender Management and Public Protection Group.

Please provide details of representative: _____________________________

- I do not wish to make representations

Signed :_________________________
Name :_________________________
Prison No :________________________
Date :____________________________

Witness :________________________
Status :_________________________
Acknowledgment slip

Please complete, scan and return by e-mail within 5 working days.

FAO: The Governor  
«CURRENT_ESTABLISHMENT_DESCRIPTION»

Date: Insert Date

Offenders Name:  «FIRST_NAMES» «FAMILY_NAME»

Prison Number:  «PRISON_NUMBER»

________________________________________________________________________

I acknowledge receipt of a copy of the recall dossier for the above named offender who has been recalled to prison.

Date dossier received by prison:  ________________________________

Date dossier disclosed to offender:  ________________________________

Signed:  ____________________________  Date:  ________________________________

Name:  ____________________________  Telephone:  ________________________________
Part 3

28 DAY FIXED TERM RECALL

Please complete, scan and return by e-mail within 5 working days.

Offender’s Name: «FIRST_NAMES» «FAMILY_NAME»  Prison Number: «PRISON_NUMBER»

IMPORTANT: PLEASE INCLUDE A COPY OF THE ORDER OF IMPRISONMENT WHEN RETURNING THIS PART 3

Section 1 - Reason for Imprisonment (Please tick appropriate option below and complete all relevant information)

☐ The recalled offender is held in custody solely on the licence revocation order.
☐ The recalled offender is also subject to further charges or sentence.

If a further sentence has been received, please give the new release date: ________________

Sentence Calculation notes:

3. Recalled offenders whose licence has been revoked under Section 254 of the Criminal Justice Act 2003, as amended, will not have an LED, only an SLED (Sentence and Licence Expiry Date). SLED dates should be adjusted by UAL time.

4. In all recall cases, where the offender has been sentenced to a period of imprisonment of 12 months or more, the custody office must provide the Public Protection Casework Section with the day 28 calculation (beginning from the date of return to custody) in the Automatic Release Date box below.

Section 2 – Current Sentence Dates (Please complete the Automatic Release Date and provide the SLED, adjusted by UAL (nb. if the offender has been recalled under the Criminal Justice Act 1991 and has an LED, please provide details of ADAs))

28 Day Fixed Term Recalls:

<table>
<thead>
<tr>
<th>AUTOMATIC RELEASE DATE</th>
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</table>

<table>
<thead>
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<th>ADAs (CJA 1991 act cases only)</th>
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<td></td>
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</table>

Completed by: __________________________ Telephone: __________________

Establishment: __________________________ Date: __________________

PSI 30/2014 - PI 27/2014 - AI 22/2014  UPDATE ISSUED 24/01/2017
STANDARD RECALL

To: The Governor

«CURRENT_ESTABLISHMENT_DESCRIPTION»

Date: INSERT DATE

RECALL TO PRISON OF:  «FIRST_NAMES»  «FAMILY_NAME»

PRISON NUMBER: «PRISON_NUMBER»

RELEASED ON LICENCE: «release_date»

RELEASING PRISON: «RELEASE_FROM»,

Please ensure all records are held under the original prison number.

Note: It is imperative that Parts 1, 2 & 3 of Annex H are completed, scanned and returned by e-mail to Public Protection Casework Section, Offender Management & Public Protection Group no later than 5 working days from the date of this letter.

DOCUMENTS

7. The following documents are enclosed:

Part 1  Form outlining the offender’s intention to make representations

Part 2  Acknowledgement slip

Part 3  Form requesting current sentence details

A copy of the Recall Dossier

GUIDANCE

8. If you have any queries that are not answered by the contents of this letter, please telephone the Public Protection Casework Section, Offender Management and Public Protection Group on the number at the top of this page.
ACTION

9. Please see the offender within one working day and do the following:

   e. Give the offender a copy of the Recall Dossier. Please ensure the offender fully understands the contents and reason for recall.

   f. Inform the offender that he/she has been recalled under Section 254 of the Criminal Justice Act 2003, as amended, which means that he/she is liable to remain in custody until his/her sentence expiry date, unless re-released earlier by the Parole Board or Secretary of State.

   c. Inform the offender that he/she has the right to make written representations for consideration by the Parole Board.

REPRESENTATIONS

6. The offender should be asked whether he/she wishes to make written representations and should then be asked to sign the form at Part 1. If the offender does not wish to make written representations, he/she must still be asked to sign the form at Part 1 to that effect. Part 1 must be returned to the Public Protection Casework Section, Offender Management and Public Protection Group within 5 working days of the date of this letter.

5. If the offender wishes to make representations, please provide sufficient lined white foolscap paper for this purpose. The offender should write in black ink (to facilitate subsequent scanning) and use only one side of each sheet. Do not censor the representations in any way.

   If the offender wishes to make representations via his/her legal representative or a third party, please ensure that he/she is aware that the representations must be made via the Public Protection Casework Section, Offender Management and Public Protection Group.

   Any representations must be scanned and e-mailed to the Public Protection Casework Section, Offender Management and Public Protection Group, no later than 10 working days from the date of this letter.
Part 1

STANDARD RECALL

Please complete, scan and return by e-mail within 5 working days.

«FIRST_NAMES» «FAMILY_NAME»

Prison Number: «PRISON_NUMBER»

Confirmation Of Disclosure of Recall Dossier/Representations Against Recall

I confirm that:

7. I have received a copy of my recall dossier and understand the reasons why my licence was revoked.

8. I understand that I have the right to make written representations to the Parole Board concerning my suitability for re-release.

9. I understand that by providing details of my representative I also give my consent for my personal information to be disclosed to them

Please delete the following as appropriate:

- I wish to make written representations myself.

- I wish to make written representations through my legal representative and understand that it is my responsibility to ensure that they are aware of the deadline to submit any such representations to the Public Protection Casework Section, Offender Management and Public Protection Group.*

Please provide details of representative: _______________________________

- I wish to make written representations through another party and understand that it is my responsibility to ensure that they are aware of the deadline to submit any such representations to the Public Protection Casework Section Offender Management and Public Protection Group.

Please provide details of representative: _______________________________

- I do not wish to make representations

Signed: ______________________________

Name: ______________________________

Prison No: __________________________

Date: ______________________________

Witness: ____________________________

Status: ______________________________
Part 2

STANDARD RECALL

Acknowledgment slip

Please complete, scan and return by e-mail within 5 working days.

FAQ: The Governor

«CURRENT_ESTABLISHMENT_DESCRIPTION»

Date: Insert Date

Offenders Name: «FIRST_NAMES» «FAMILY_NAME»

Prison Number: «PRISON_NUMBER»

I acknowledge receipt of a copy of the recall dossier for the above named offender who has been recalled to prison.

Date dossier received by prison: ________________________________

Date dossier disclosed to offender: ________________________________

Signed: ____________________ Date: ______________________

Name: ____________________ Telephone: ____________________
**Part 3 **

**STANDARD RECALL**

Please complete, scan and return by e-mail within 5 working days.

Offender's Name: «FIRST_NAMES» «FAMILY_NAME»  
Prison Number: «PRISON_NUMBER»

**IMPORTANT:** PLEASE INCLUDE A COPY OF THE ORDER OF IMPRISONMENT WHEN RETURNING THIS PART 3

**Section 1 - Reason for Imprisonment** (Please tick appropriate option below and complete all relevant information)

- The recalled offender is held in custody solely on the licence revocation order.
- The recalled offender is also subject to further charges or sentence.

If a further sentence has been received, please give the new release date: ________________

**Sentence Calculation notes:**

5. Recalled offenders whose licence has been revoked under Section 254 of the Criminal Justice Act 2003, as amended, will not have an LED, only an SLED (Sentence and Licence Expiry Date). SLED dates should be adjusted by UAL time.

6. Irrespective of the length of the original sentence, in all recall cases the custody office must provide the Public Protection Casework Section with the day 28 calculation (beginning from the date of return to custody).

**Section 2 – Current Sentence Dates** (Please complete the day 28 calculation box and provide the SLED, adjusted by UAL (nb. if the offender has been recalled under the Criminal Justice Act 1991 and has an LED, please provide details of ADAs))

**Standard Recalls:**

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<thead>
<tr>
<th>DAY 28 CALCULATION</th>
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</table>

For Extended Sentence Offenders please specify the Custodial Term and the Extension period:

<table>
<thead>
<tr>
<th>CUSTODIAL TERM</th>
<th>EXTENSION PERIOD</th>
</tr>
</thead>
<tbody>
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</table>

Completed by: ___________________________  Telephone: ___________________________

Establishment: ___________________________  Date: ___________________________

**UPDATE ISSUED 24/01/2017**
THIS SHOULD BE SENT AS AN EMAIL ONCE A CASE IS CONSIDERED SUITABLE FOR AN EXECUTIVE RELEASE

[Dear OM/OS]

Re: [Offenders name and Prison Number]

The Parole Board previously considered Mr [xxxx] recall and made no recommendation as to his re-release. You will have received a copy of the panel’s comments regarding the reasons for his/her ongoing detention.

The Public Protection Casework Section, on behalf of the Secretary of State, has now further reviewed his/her suitability for re-release and has decided to refer his/her case for a Secretary of State release. In order to facilitate this, the following documents have been requested from both Probation and the Prison

From Probation
- A robust Risk Management Plan which includes: accommodation details (timescale and availability), a clear assessment of your suitability for re-release, an assessment of your motivation to comply, any additional licence conditions required and any other relevant information.
- Information regarding victim contact since recall
- Outcome of mental health assessment (if applicable)
- Outcome of MAPPA meetings or other risk management meetings

From Prison
- Information regarding your overall conduct in prison including outcome of any adjudications and any security concerns
- Outcome of MDT/VDT's
- Progress in addressing offending behaviour i.e. completion of offending behaviour groups, contact with CARATs, counselling etc
- Outcome of Mental Health/Psychiatric/Psychological assessment (if applicable)

Please submit the requested reports by no later than [dd/mm/yy]. When all requested reports are received the Secretary of State will then take a decision as to whether s/he is suitable for re-release. You will be advised of the decision in due course.

Yours sincerely,

[Caseworker’s Name]
[Job title]
Review Team
Public Protection Casework Section
RECALL REVIEW BY THE SECRETARY OF STATE

[Dear Mr/Ms] [NOMS ref]

I am writing to you in respect of your recall to prison

The Parole Board previously considered your recall and made no recommendation as to your re-release. You will have received a copy of the panel’s comments regarding the reasons for your ongoing detention.

The Public Protection Casework Section, on behalf of the Secretary of State, has now further reviewed your suitability for re-release and has decided that in light of your outstanding criminal matters you must continue to remain in custody until these are concluded.

In the meantime, it is the responsibility of your Offender Manager to advise the Secretary of State of any developments.

If you believe that you are in possession of any significant information that the Parole Board was not aware of when it’s most recent decision, you must provide it to the Secretary of State, via your Legal Representatives or Offender Manager. The Secretary of State will then take a decision as to whether a further review of your case is appropriate.

Any information that you provide must directly relate to the assessment of your risk or be linked to your suitability for re-release.

Yours sincerely,

[Caseworker's Name]
[Job title]
Review Team
Public Protection Casework Section

Cc – [Offender Manager, establishment offender supervisor, Solicitors]
Glossary of Terms

ACO – Assistant Chief Officer
ACR – Automatic Conditional Release
ADAs – Added Days Awarded
AUR – Automatic Unconditional Release
CJA 2003 – Criminal Justice Act 2003
CJS – Criminal Justice System
CJSM – Criminal Justice Secure Email
CPPC – Critical Public Protection Case
CPS - Crown Prosecution Service
CRC - Community Rehabilitation Company
CRD - Conditional Release Date
DCR - Discretionary Conditional Release
DPP –
ECHR – European Convention on Human Rights
EDS – Extended Determinate Sentence
EPP - Extended Sentence for Public Protection
DYOI – Detention in a Young Offenders Institution
FTR – Fixed Term Recall
HDC – Home Detention Curfew
HMCTS – Her Majestys Courts and Tribunals Service
IPP – Imprisonment for Public Protection
ISP – Indeterminate Sentenced Prisoner
LASPO 2012 – Legal Aid, Sentencing and Punishment of Offenders Act 2012
LDU – Local Delivery Unit
MAPPA – Multi Agency Public Protection Arrangements
NOMIS – National Offender Management Information System
NOMS – National Offender Management Service
NPS - National Probation Service
OM - Offender Manager
OMU – Offender Management Unit
OS – Offender Supervisor
OOH - Out of Hours
ORA 2014 – Offender Rehabilitation Act 2014
PBS – Parole Board Secretariat
PDCS - Pre Departure Check Scheme
PECS – Prisoner Escort Custody Services
PI - Probation Instruction
PSI - Prison Service Instruction
PMU – Population Management Unit
PNC – Police National Computer
PPCS – Public Protection Casework Section
PPUD – Public Protection Unit Database
PTR – Person Transportation Request
RMP - Risk Management Plan
RoSH – Risk of Serious Harm
SED – Sentence Expiry Date
SofS – Secretary of State
SPOC – Single Point of Contact
TACT – Terrorist and
UAL - Unlawfully at Large
VCT – Video Conferencing Technology
VLO – Victim Liasion Officer
VPS – Victim Personal Statement
YOT – Youth Offending Team