



**HMP FORD**

**ANNUAL REPORT**

**OF THE**

**INDEPENDENT MONITORING BOARD**

**November 2011 to October 2012**

**To the Rt. Hon. Christopher Grayling MP  
Secretary of State for Justice**

**Contents**

Statutory Role of the IMB	Page 3
Description of the Prison and its Role	Page 4
Executive Summary of HMP Ford IMB's Concerns	Page 5
1.Introduction	Page 6
<b>Mandatory Topics</b>	
2.Social Inclusion	Page 6
3.Healthcare and Mental Health	Page 7
4.Segregation Unit & Adjudications	Page 8
5.Learning & Skills - Education	Page 8
<b>Other Topics</b>	
6.Reception	Page 9
7.Induction	Page 9
8.Gym	Page 9
9.Visits Hall	Page 10.
10.Accommodation	Page 10
11.Works	Page 10
12.Catering	Page 11
13.Chaplaincy	Page 11
14.Security	Page 12
15.Community Service & Paid Work	Page 13
16.Industries	Page 13
17.Resettlement	Page 14
18.Lifers & IPP Prisoners	Page 14
19.Offender Consultative Committee	Page 15
16.Applications to the Board	Page 15

### **Statutory Role of the IMB**

#### Monitoring fairness and respect for people in Custody

The Prisons Act 1952 and the Immigration and the Asylum Act 1999 require every prison and IRC to be monitored by an Independent Board appointed by the Home Secretary from members of the community in which the prison or centre is situated.

The Board is specifically charged to:

(1) satisfy itself as to the humane and just treatment of those held in custody within its prison and the range and adequacy of the programmes preparing them for release;

(2) inform promptly the Secretary of State, or any official to whom he has delegated authority, as it judges appropriate, any concerns it has.

(3) report annually to the Secretary of State on how well the prison has met the standards and requirements placed on it and what impact these have on those in its custody.

In order to enable the Board to carry out these duties effectively its members have right of access to every prisoner and every part of the prison and also to the prison's records.

## **Description of the Prison and its Role**

HM Prison Ford is a category D Open establishment with an emphasis on resettlement. It was converted to an open prison in 1960 from a former Fleet Air Arm station. It is situated 3 miles south of Arundel in West Sussex and covers an area of 110 acres bisected by a busy Class B public road.

The open estate is required to cater for all Category D prisoners assessed as suitable for open conditions within the criteria agreed between the Governor and the Area Manager. Prisoners selected for transfer to Ford should present a low risk of absconding and a low risk to the public. The operational capacity is 521 male offenders.

The accommodation comprises single and two-person rooms. There are twelve rooms that specifically cater for prisoners with disabilities.

Healthcare is provided by the National Health Service (West Sussex) and Education and Training is provided by Manchester College and Tribal.

Contractors within Industries at Ford include DHL, Travis Perkins, LMB and BICS. Voluntary organisations providing assistance to prisoners include the Samaritans, The Citizens Advice Bureau, The Terence Higgins Trust, Positive Lunch, The Gypsy and Travellers Community Support Team and Relate.

All available spaces at Ford are offered to the Prison Service's Population Management Section.

**Executive Summary of HMP Ford IMB's  
Concerns for the Minister**

In general this year we are delighted with the progress made at Ford. There are however some areas of concern:

- We believe that the popularity and availability of the drug known as Spice is a great cause for concern and, whilst we believe Ford is doing all it can, Spice represents a serious threat to stability (see section 14.2 on page 12)
- The new ODU system is still bedding down and extra stress is being put on it by the increase in numbers of prisoners with indeterminate sentences (see section 18.2 on page 14)
- The new ruling that IMB members can not serve more than 15 years will severely impact on the board's effectiveness with knock-on consequences for offenders (see section 1.3 on page 6)

Charles Pinney  
Chairman  
Independent Monitoring Board  
HMP Ford  
Arundel

## **1 Introduction**

1.1 At the time of the fire two years ago the inspectors' report was critical of the situation at Ford. Last year we noted an improvement and this year we are pleased to record a fundamental shift in the day to day atmosphere. There is a more collegiate feel and a sense of team play which results in better relations between staff and managers as well as between staff and offenders. This has been rightly recognised by the recent HMIP inspection and, whilst there will always be areas of concern, we are happy to note the all round improvements and congratulate the staff and managers – and also the offenders who are playing their part in many of the improvements.

1.2 One noticeable change has been a move towards managing risk rather than simply containing it. This is what should differentiate Category D establishments from the rest of the prison estate and we believe that giving offenders more responsibility under supervision provides a basis for them to re-establish themselves as full members of society on release. Projects such as the cafeteria in the new Visits Hall provide a good example.

1.3 There is one area of IMB monitoring which gives us great cause for concern and that is the recent ruling by the Commissioner for Public Appointments that no IMB member should serve on a board for more than 15 years. Under the proposals any member who has done so will not normally be re-appointed after the end of 2013, although a 2 year extension may be obtained in certain limited circumstances. There is also a provision for members to leave after 15 years and join another board but this is little help in an area where there are no other prisons in the locality. We wish to record our strong opposition to this policy. If invoked we will lose our 4 most experienced members from a team of 14. Not only does this mean that we will lose a wealth of knowledge and experience but the remaining 10 members will be heavily sidetracked from their IMB work by the bureaucratic process of recruiting new members and then the training of the new recruits over their probationary year. This will inevitably impact on the offenders and we believe it to be unnecessary and wrong.

## **2. Social Inclusion**

2.1 The Equality Duty under the 2010 Equality Act requires the prison to have due regard to advancing equality of opportunity between people who share a protected characteristic and those who do not. (Protected characteristics are disability, race including ethnic or national origins, colour and nationality, sex and sexual orientation, religion or belief, pregnancy and maternity and gender reassignment.)

2.2 A monthly meeting is held where representatives of all the above groups have the opportunity to report on activities or concerns. Any issues raised are openly discussed and any agreed actions by staff are monitored. This meeting is attended by senior staff and managers and is chaired by a Governor grade.

2.3 **Systematic Monitoring and Analysis of Race Equality Tool (SMART)** is a system that analyses the prison population into ethnic groups and then determines whether any ethnicity is under or over represented when applied to different areas within prison. These figures are produced monthly and any out of range figures are explained or monitored to ensure that trends are not occurring.

2.4 All racist incidents are registered and any issue of concern is investigated and remedied.

2.5 Statistical Information for the month of September 2012:

<b>Ethnic Mix</b>		<b>Age Mix</b>	
White British offenders	60.0%	Over 50 years of age	18.4%
BME offenders	37.9%	Over 60 years of age	2.6%
Not Stated	2.1%	Over 70 years of age	1.8%

2.6 The safer custody team deals with Suicide Awareness, Self Harm, and Violence Reduction. The prison management takes seriously the requirement that offenders should feel safe. The team meets regularly and works with those prisoners who are perceived to be at risk of self harm. Exit interviews are also carried out to check on offenders' experiences at Ford.

The establishment displays a zero tolerance approach to violence or any other form of anti-social behaviour and we believe that this is working well.

If any concerns on these aspects are raised about a prisoner, an ACCT (**A**ssessment, **C**are in **C**ustody and **T**eamwork) file is opened and the procedures laid down are followed. The board is kept informed when an ACCT is opened and we believe the system is effective. The reviews are conducted to a high standard, with the offender being given the opportunity to express his own views. This year there were 14 ACCTs opened.

### **3 Healthcare and Mental Health**

3.1 This facility is managed by the local NHS PCT.

3.2 The unit is open from 08.15 to 17.15 each day, and is staffed by one doctor and four nurses. It is closed at week-ends but the West Sussex Out of Hours Service covers these times (as for every other member of the population). They offer advice over the telephone and, if necessary, a doctor will attend. In an emergency an ambulance is called to take the prisoner to hospital. On Wednesday evenings the Healthcare unit is open until 20.00 to allow access for men who are out each day on Community Service work.

3.3 On arrival at Ford, each prisoner is interviewed by a member of Healthcare, and necessary appointments arranged while they are in the Induction Unit. Any immediate drug needs are organised at the Healthcare interview whilst still in Reception.

3.4 Health screening and educational programmes are available and well advertised. Counselling on issues such as AIDS, HIV and smoking cessation is also provided.

3.5 The dentist comes in to Ford Prison on Wednesdays but we are concerned that there is a waiting list for treatment of up to seven weeks.

3.6 Mental Health is taken care of by a designated member of staff. It is generally felt that with the high levels of Mental Health issues, more staff is needed in this area.

3.7 The NHS Healthcare unit at Ford Prison has been through a period of settling in. We are pleased to note, however, that it is now a well run and efficient service, offering much better accommodation for both staff and users after the recent office refurbishment.

#### **4 Segregation Unit & Adjudications**

4.1 At Ford, this unit is used mainly to hold men unsuitable for open conditions until they can be moved to another establishment. It is a separate small building situated at the centre of the B wing area. Offenders are not routinely held in the segregation unit overnight.

4.2 The Board is satisfied that the conditions and facilities are satisfactory and that the prisoners are treated with respect and decency. The staff levels and security of the unit are also deemed satisfactory.

4.3 The system of notifying the Board when a prisoner is put in the Segregation unit is working well. Given the short time most men spend there the Board normally visit only when the prisoner requests it but they visit as a matter of course if he is there for an extended period such as over a weekend as can occasionally happen.

4.4 The Board attends a random number of Adjudications which take place in the offices adjacent to the Segregation area. In our opinion, these are carried out consistently, fairly and to a uniformly high standard.

#### **5 Learning and Skills – Education**

5.1 The Manchester College contract for providing Education at Ford was renewed on the 1<sup>st</sup> October 2012 following a period of uncertainty and difficulty in finding a provider for a further three years. It is uncertain how much this will affect the morale of staff with fears of further reductions in pay and contract conditions. The board is concerned that there are some issues between members of the Manchester College management and certain members of their staff and looks to Manchester College to resolve these before they impact on the offenders

5.2 The Head of Learning and Skills role was amalgamated with that of the Head of Enterprise in July 2011 to provide a joined up approach to learning and work. Resettlement and Enterprise functions were linked in August 2011 to build upon the work already being done to prepare offenders for a return to the community and employment.

5.3 Under the strands of Employability, Literacy, Language and Numeracy and Personal and Social Development there are 22 courses leading to regulated learning aims. 70% of new arrivals were identified as being at level 1 or below in literacy and 74% in numeracy. Approximately 140 students attend classes each week. Provision is located in the Education Block and in purpose built workshops, such as Carpentry or Painting & Decorating. Food

Preparation & Cooking and Barista Training operate from the coffee shop. There is the opportunity for all offenders to access literacy and numeracy support from workshops and classrooms across the prison and this is successful in supporting those reluctant learners who would not otherwise attend a formal class in the Education Department.

5.4 Training is delivered in dedicated training workshops such as PICTA and BICS. It is also embedded in the core working day in a number of vocational activities including Horticulture, Engineering and Laundry. PICTA was relocated in the old library site over the summer of 2011 to allow the continued expansion of a very successful workshop, which was described by Ofsted as the best in the country. This will also support the implementation of virtual campus.

5.5 Training is provided in workshops run by the prison's commercial partners DHL and Travis Perkins. This is designed to improve the skills of the offenders to meet the needs of the business and also allows them, once they are qualified, to have the possibility of work experience with the companies and ultimately employment in the last 12 months of their sentence. Distance Learning is supported and higher level learning is available on site and in the community.

5.6 The Board's view is that education and training is an essential part of the programme to reduce re-offending. The department has increased and strengthened the provision to enable this to happen in the last year. An Ofsted inspection took place in August and the board was delighted with the favourable comments made.

## **6 Reception**

6.1 Reception accommodation is inadequate for movements of offenders running at an average of around 100-110 per day and more on Saturdays. Plans to build a separate room for offenders going out on Education or Community Service had to be abandoned some years ago on financial grounds. Works are presently engaged in some improvements but we are dubious that it will solve the long term problem.

6.2 The biggest problem for Reception is the amount of property some offenders are bringing in from other prisons. Offenders are asked to give extra property to visitors to take home or else it has to be sent to the central storage facility at Branston. The situation is very time consuming as officers have to go through storage boxes manually two or three times a year in order to make more room for storage in a very limited space.

## **7 Induction**

7.1 Every new arrival goes through an induction programme which we believe to be well constructed and thorough. The board attends the induction courses to ensure all new arrivals are aware of the work of the IMB.

7.2 Following the fire, in which the Induction Suite was destroyed, the team operated in cramped conditions which on occasions caused problems. This has now been rectified and the unit is running smoothly and efficiently.

## **8 Gym**

8.1 Following the fire in 2011 a new gym block was built and opened in the late summer of 2012. It is of a very high standard and can accommodate 50 offenders at a time. It was described by one of the staff as probably the best equipped gym in the prison estate.

8.2 The Board would like to pay tribute to the way the staff coped with operating in the Visits Hall for over 18 months. The equipment had constantly to be got out and put away but they still managed to maintain an encouraging and positive approach to the facility in difficult working conditions.

## **9 Visits Hall**

9.1 The Board is delighted with the change to the Visits Hall. As soon as the Gym had its own new building, offender labour was used to completely redecorate the Visits Hall and the furniture was upgraded.

9.2 A cafeteria, Connexions, has been opened within Visits and is staffed and run by the offenders including going out to buy the supplies, operating the counter and accounting for the cash. At present the turnover is approximately £5000 per month.

9.3 An area of the room has been turned into a play area for children with toys and brightly coloured decorations. It has a low fence and means that the children can be supervised but at the same time the offenders can enter the area and play with their children which they were not able to do under the old crèche system.

9.4 The reaction to the improvements has been very favourable from both offenders and their families. There is a noticeboard in Visits with many favourable (and for balance the single unfavourable) comments. We congratulate all concerned with what is a real success story, greatly improving the 'visiting experience' of family and friends

## **10 Accommodation**

10.1 The Board has expressed concern about the accommodation in B-Wing over a number of years now, due to the age and construction of the billets. Whilst an ongoing programme of refurbishment (which has involved offenders working with the prison's maintenance team) is now nearing completion, the plumbing still remains a regular source of problems, which the new site drainage system will not solve.

## **11 Works**

11.1 A considerable amount of building regeneration work has been carried out at HMP Ford. Some of the buildings lost in the fire of 2011 have been replaced. These include a combined community centre and gym. Also newly built is a purpose built kitchen building, fitted out to a

high standard. Despite early problems with equipment, this change is a great success. The new kitchen replaced an out of date one which was not fit for purpose.

11.2 The Perimeter Fence surrounding the accommodation side of the prison has been replaced with upgraded higher Fencing. Also road pedestrian protection fencing has been extended channelling pedestrians towards a controlled crossing.

11.3 We are pleased to note that HMP Ford is now connected directly to the mains sewage system and that the HMP Ford Sewage farm has closed. New extensive internal prison site drainage works are in progress and should be completed within a few months.

11.4 Works have a large number of maintenance jobs to be completed. A considerable number of the required repairs are due to Offender vandalism.

## **12 Catering**

12.1 The new kitchen facility came into full use during the year and as a result the overall standard of catering and food hygiene has improved. Staff and prisoners have generally commented positively.

12.2 There is still some concern that the new kitchen and the dining area are separated by a considerable distance and that the food is being transported by trolley between the two buildings. Initially this gave rise to the need for more supervision from an already stretched staff and there was some comment about the quality of food deteriorating during the journey – particularly chips. However this does now seem to have been addressed and everything seems to be working as well as could be expected when considering the distance involved.

12.3 We believe that the food is very satisfactory in terms of both quality and quantity in the context of the budget and facilities available. The staff are to be commended for the efforts they make with regard to training, budgeting and hygiene in less than ideal circumstances.

12.4 It is good to see that catering is increasingly being seen as leading to career opportunities outside. Courses in Education and a work pattern which progresses from the prison kitchen to the coffee bar and to Connexions, the new catering facility in Visits, and ultimately to paid work outside give excellent preparation for finding jobs after release.

## **13 Chaplaincy**

13.1 There is a cross section of faiths within the prison. The majority (approximately 43%) is Christian of various denominations, the next largest group being Muslim (15%) and those of no religion 29%. The minority faiths are equally dealt with by the Chaplaincy under the leadership of the Coordinating Chaplain.

13.2 All faiths are well catered for with a Mosque, Hindu and Buddhist temples and a Synagogue as well as a Christian chapel which serves Anglicans, Roman Catholics and free churches. Representatives from these faiths meet regularly showing a good example of interfaith working.

13.3 The Coordinating Chaplain who had a first class rapport with Staff and Offenders retired at the end of August 2012. Due to the new system of Fair & Sustainable being introduced it has not been possible to appoint a replacement to date. The part time team of chaplains, although doing a good job, are under a certain amount of pressure to maintain the standards of care they aspire to.

13.4 The FOCUS Group remains a key element in the prison headed up by the Chaplaincy orderlies who offer a much valued resource to help other offenders and their varied problems.

## **14 Security**

14.1 Ford has now developed a much more linked up system for drug prevention, treatment and education. Prisoners are assessed on arrival, and any treatment necessary arranged. There was only one prisoner on a methadone script at the time of writing and three on subutex (substitute drug treatment).

14.2 There is, however, a massive amount of SPICE (synthetic Cannaboids) and legal highs being used in the prison. The Drugs and Alcohol Recovery Team (DART - who used to be called CARATS) said that they have information leading them to believe that 85% of the prison population is currently involved to some extent.

Spice is known to provoke fits but, unlike an epileptic fit, those coming out of one can be aggressive and violent, causing trouble to officers. It is associated with psychotic episodes and is mood altering. It is also carcinogenic and highly addictive.

Testing for Spice is available and we are pleased to report that since the period under review, Ford has been one of the first prisons authorised to carry out these tests and they are due to start shortly.

There is a zero tolerance policy for prisoners found to be in possession of Spice and we applaud the efforts of the senior management team and the OCC to bring to offenders' attention the dangers of taking it.

The Governor has initiated a SPICE ACTION PLAN with fortnightly meetings to attack this problem, linking all areas of the management of the prison into cascading communication and planning of the new strategy against this drug. (Security, Residence, Healthcare, ODU, Education and Learning and the working areas of the prison.)

14.3 The DART team are now located in the new gym complex, so have benefitted from the rebuild following the January 2011 fire. This new area is purpose built and has well appointed and spacious accommodation in which staff can work and interview prisoners in private. The DART team work in partnership with the NHS.

14.4 Regrettably, the Dog Handler is on long term sick leave presently, so this valuable resource is not available to help Security with these problems. It is hoped that he will return to work as this is a hugely missed facility at Ford.

14.5 Mandatory and 'on suspicion' drug testing is a continuing process and numbers fall within the KPT for Ford prison.

14.6 Alcohol finds have decreased without the help of the Dog Team. It remains to be seen if there is a further decline.

## **15 Community Service and Paid Work**

15.1 This year the Board was pleased to see that the Community Service Office has improved in most of the areas appertaining to Ford's resettlement mandate and this has been reflected in the HMIP inspection report. The present well motivated clerical staff and officers have been able to produce this significant improvement because there has been more stability within the unit. The officers have been able to spend more time doing H&S assessments and interviews rather than being redeployed on other duties in the prison.

15.2 The unit is about to employ two more clerical staff and this will allow time for the present clerical staff to be H&S trained which will enable them to find additional projects. This will streamline the administration process and will lead to an increase in the number and variety of venues available to offenders to work within the community.

15.3 The number of offenders at the moment working and training outside the prison is 118. This would be higher but for the effect of the economy on the budgets of other potential employers. This figure represents work experience, paid work, community service and education. There have been two recent additional employers found, the national company Timpson's and also a community service project with WSCC at Lodge Hill Youth Activity centre.

15.4 The Board believes that to maintain and improve the progress made to date it is essential that the staff are given every opportunity to continue to develop good working relationships with prospective employers.

## **16 Industries**

16.1 The Industrial landscape at Ford has seen a gradual transition with many of the workshops now delivering a good level of qualification for the prisoners and making Ford a good training ground for working out in the community.

16.2 All new prisoners receive a full induction regarding what opportunities are available to them with the prison. The majority of prisoners seem particularly keen to take advantage of these opportunities

16.3 Travis Perkins and DHL both have operations at Ford which provide excellent training and the possibility of work outside after release

16.4 The Laundry was at one point in the year running double shifts. Although it has now returned to a normal pattern the manager is to be commended both for the way it was handled and for his relationship with the offenders. There is a new Laundrette behind the Dining Hall for prisoners' laundry which is most welcome.

16.5 Injection Moulding produces a large percentage of the poppies sold for Remembrance Day each year.

16.6 The Board is pleased to note the increasing use of offenders to do maintenance and improvement work in the prison. This was particularly effective in the refurbishment of the Visits Hall

16.7 The Board commends the pro-active approach at Ford to getting new industries into the system though without more instructors it is hard to see how this can be further extended.

### **17 Resettlement**

17.1 The improvements in the Offender Development Unit (ODU) that the Board was able to report on last year, particularly in relation to getting offenders out on Home Detention Curfew continued this year. The level of communication with offenders has improved significantly. Surgeries where offenders could put their questions to staff were introduced last year and more have been added this year. In addition, there are now notice boards in the establishment that are regularly updated, from which offenders can get information on the progress of their application for Release on Temporary Licence. The Board takes the view that keeping offenders fully informed is crucial to their wellbeing in prison.

17.2 As noted in our previous Report, the introduction of the system of Managing the Custodial Sentence Pre and Post Release continues to be difficult. However the Board is pleased to be able to report that significant progress has been made and that the service the ODU is providing, although still a long way short of ideal, is steadily improving.

17.3 The management in this area is good and the staff are accepting the changes much more readily than before. Morale improved significantly during the year under review but there is still some way to go..

### **18 Lifers & IPP Prisoners**

18.1 The old Lifer Unit has now been incorporated into Ford's ODU "three team" system and has started to work well despite the fact that many team members have had to learn about the many intricate aspects of handling Life Sentence Prisoners and their particular sentence planning needs.

18.2 We have noted that since this change over, the Lifer/IPP population has increased in round terms from 50 to 80. This has been an added challenge to the above staff unfamiliar with lifers working through their sentence plans and their needs to prove to the parole board, in order to receive their release licence, that they have taken the requisite number of successful town visits and home leaves and that they have successfully experienced both community service and paid work.

18.3 The Board has the following concerns re the lifer programme in general which are national ones and are not confined to Ford:-

- The demise of the two primary town visits escorted by prison staff soon after the offender's arrival from closed conditions. (Currently the majority of the men are given some cash and told to find their own way to a town within a radius of 30 miles.)

- Many Lifers/IPP's have been in prison for long periods and only have their small prison pay to rely on. If they have no outside income from friends or family they can not afford to take their ROTLs and home leaves until they find paid work, which is a very difficult task to undertake in the current economic climate.

## **19 OCC (Offender Consultative Committee)**

19.1 This Committee was restarted mid way through this year's reporting period in a new format. Its members are made up from the prison orderlies, who take enquiries, complaints and suggestions from their fellow inmates on matters concerning the population's welfare. These suggestions are then sifted by a small sub-committee who put them on an agenda to be discussed by the full committee every 14 days. The suggestions and their resolutions are published throughout the establishment in the form of meeting minutes and are taken to the Deputy Governor by the Chairman and Secretary. The Deputy Governor will then give his considerations to the matter and where necessary resolve any anomalies.

19.2 As the committee is made up of some members from the Focus Group, Chaplaincy, Induction and ODU Departments, many enquiries /complaints from Offenders are settled at source and do not have to be submitted to the Deputy Governor. This new system has resulted in a significant drop in Requests and Complaints to the prison and a noticeable fall in the number of offender applications to this board. Board members regularly attend the OCC meetings and are pleased to note that this system is working very well indeed. HMIP commented positively to this effect in their recent report.

## **20 Applications to the Board**

Set out below and on the next page is a summary of the Applications dealt with by the Board. The number of applicants seen this year has diminished by 33.7% from 92 to 61. In addition to the work of the OCC mentioned above we believe that the reason behind this is threefold. 1) OMU have been holding even more ROTL and HDC surgeries thus keeping offenders better informed. 2) Risk assessments have again been speeded up in the last 12 months. 3) The prison's complaints system is achieving a far better rate of reply to offenders than it did in the past.

Claims relating to lost property decreased this year and these almost all referred to property left behind in previous establishments.

There was only 1 report of bullying. In this case the offender was returned to closed conditions. This complaint related to alleged bullying by another offender. There were no reports of staff bullying offenders.

**Summary of HMP Ford Applications to The Independent Monitorig Board**  
**November 11 - October 12**

Date	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	TTL:	%
------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	---

HEADING															No:	HEADING
Accommodation	1		1						1				3	4.9%	1	Accommodation
Adjudications							1		1				2	3.3%	2	Adjudications
<b>Bullying</b>					1								1	1.6%	3	<b>Bullying</b>
Cancellation															4	Cancellation
Canteen															5	Canteen
Confidential	1												1	1.6%	6	Confidential
Com. Serv.															7	Com. Serv.
Deportees															8	Deportees
<b>Disabilities</b>															9	<b>Disabilities</b>
Education			1										1	1.6%	10	Education
Foreign Nationals															11	Foreign Nationals
Food															12	Food
HDC		1		1	1		1	1	1				6	9.8%	13	HDC
Home Domestic															14	Home Domestic
IEPS															15	IEPS
Immigration															16	Immigration
Induction Unit															17	Induction Unit
Legal Problems	1										2		3	4.9%	18	Legal Problems
MDT															19	MDT
Medical Dental				1				1	2				4	6.6%	20	Medical Dental
Miscellaneous			1	1			1		1	1		1	6	9.8%	21	Miscellaneous
Monies / Cash															22	Monies / Cash
P & C (IMB)															23	P & C (IMB)
Parole					1				1				2	3.3%	24	Parole
Police Cust Tm:															25	Police Cust Tm:
Premier / Group 4															26	Premier / Group 4

Prison Pay															27	Prison Pay
Property					1	1	2	1			4	3	12	19.7%	28	Property
Racial															29	Racial
Reception															30	Reception
Religion															31	Religion
Reqsts & Comp:															32	Reqsts & Comp:
Resettlement						2							2	3.3%	33	Resettlement
Rsk Assmnt:		1				1	1				1		4	6.6%	34	Rsk Assmnt:
ROTL			1	1	1	1			1	1	2	1	9	14.8%	35	ROTL
Sentence Calcs											1		1	1.6%	36	Sentence Calcs
Sports / Gym															37	Sports / Gym
Tfn Cards															38	Tfn Cards
Theft															39	Theft
Transfers Out										1		1	2	3.3%	40	Transfers Out
Visits Problems								2					2	3.3%	41	Visits Problems
VO's															42	VO's
<b>Totals:</b>	3	2	4	4	5	5	6	5	8	3	10	6	61		<b>Totals:</b>	
<b>Date</b>	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	TTL:			