



**INDEPENDENT
MONITORING BOARD
HMYOI ROCHESTER**

**ANNUAL REPORT
2010-11**

Section 1

STATUTORY ROLE OF THE IMB

The Prisons Act 1952 requires every prison to be monitored by an independent Board appointed by the Secretary of State from members of the community in which the prison 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 concern 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.

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.

Section 2

CONTENTS

SECTION	TITLE	PAGE
Section 1	STATUTORY ROLE OF THE IMB	2
Section 2	CONTENTS	3
Section 3	DESCRIPTION OF THE PRISON	4
Section 4	EXECUTIVE SUMMARY	5
	4.1 - Issues requiring a response – Policy	5
	4.2 – Issues requiring a response - Operational	5-6
	4.3 – Issues of concern or excellence not requiring a response	6
	4.4 - Overall judgement	6-7
Section 5	AREAS THAT MUST BE REPORTED ON	8
	5.1 - Diversity	8
	5.2 - Learning and Skills	8-9
	5.3 - Healthcare	9
	5.4 - Safer Custody	9
	5.5 – Segregation	9
	5.6 – Purposeful Activity	9
	5.7 - Population Turnover (the “Churn Rate”)	9-10
Section 6	OTHER AREAS OF THE PRISON REGIME ON WHICH THE BOARD HAS ISSUES/ OBSERVATIONS TO REPORT	11-12
Section 7	THE WORK OF THE INDEPENDENT MONITORING BOARD	13-14
Section 8	GLOSSARY OF PRISON-RELATED ABBREVIATIONS USED	15-16

Section 3

DESCRIPTION OF THE PRISON

HMYOI Rochester was originally built as a prison in 1874 on a former military site above the Medway River. It was extensively rebuilt in the early years of the 20th century as the Borstal Institution, taking its title from an adjacent village. Its pioneering methods of dealing with young men and boys were used as a model for the creation of other Borstal Institutions which were given statutory authority in 1908 and lasted until their abolition in 1983, when Rochester converted to a youth custody centre.

In 1988 the prison changed its role to operate as remand centre for the Kent courts and sentenced category C and D adult males. Further changes to its role resulted in a mixed site holding immigration detainees, a resettlement unit for adult male prisoners at the end of their sentences and a remand and allocation centre for under 21 year old males. In January 2002 Rochester re-rolled to a dedicated site for sentenced young men up to the age of 21. The objectives of the prison are to hold prisoners securely and safely, and to provide a well-ordered establishment where prisoners are treated humanely and with decency and ultimately to reduce the risk of prisoners re-offending.

The original accommodation is a mixture of single and double cells contained in three Victorian style wings and a further two residential units in the “old” site, one of which is currently closed, with a further four wings in the “new” site; there is also a Segregation Unit. The First Night Unit and Induction wing are located in the “old” site, with a resettlement unit located in the “new” site. The operational capacity rose to 724 convicted young offenders, with most serving a sentence of less than 2 years. However, restorative work on one of the new Wings, and the closure of A wing, has temporarily reduced operational capacity to 656.

The regime at Rochester is designed to give prisoners training through a structured sentence plan. Opportunities exist for education and work placements, with the emphasis given to resettlement. Education is encouraged on a full or part time basis. Training is offered across a wide range of industries and activities. These include industrial cleaning, brick-laying, computing, garden work, recycling, crafts, contract services and hairdressing. The kitchen and gymnasium also run courses. Many of the activities offer recognised qualifications.

Physical well-being is catered for through physical education at a well run gymnasium, offering competitive and recreational activities.

Support for prisoners is available from the probation team, healthcare team, and chaplaincy, as well as community support from external organisations.

Section 4

EXECUTIVE SUMMARY

4.1 ISSUES REQUIRING A RESPONSE – POLICY

4.1.1 Death in Custody

Once again the Board has to report that the inquest relating to a death in custody in September 2004 has still not taken place. This is unacceptable to the Board and must be to the prisoner's relatives as well. The Board recommends that the Coroner's Court is requested to meet its responsibilities at the earliest opportunity (section 5.4) and the Board seeks assurance that appropriate action will be taken.

4.1.2 Purposeful Activity

The level of full-time purposeful activities for all prisoners remains too low – a problem the Board has highlighted for several years in previous reports. Despite the best efforts of the Institution to provide additional facilities, they remain inadequate, with prisoners held in cells for too long. The Board strongly urges the Secretary of State to assure the Board that a firm commitment will be made to provide the Institution with the resources necessary to allow full time purposeful activity for all prisoners at Rochester (see section 5.6).

4.1.3 Foreign National Prisoners

Foreign national prisoners are not always best served by the UK Border Agency. Too often a decision on deportation or not, has been reached only after a prisoner has completed, in full, his sentence. The Board asks that UKBA adopts a more expedient approach to foreign national prisoners so that, on release, they are aware of their disposal without having to spend further time on remand (section 6.8).

4.2 ISSUES REQUIRING A RESPONSE - OPERATIONAL

4.2.1 Learning and Skills

Some signs of improvement in both quality and quantity of provision have become apparent from the new provider following the appointments of a new Manager and Deputy, with clear support from a Deputy Governor, but there is scope for further expansion and consequent improvement. The provision of the full contracted allocation of hours would go some way towards achieving an acceptable level of purposeful activity for all prisoners.

The Board seeks assurance that continuing improvements to educational provision will remain a priority (section 5.2).

4.2.2 Population turnover

The average length of prisoners' stays appears to have reduced from 21 weeks in 2009-10 to 17 in 2010-11. Inevitably, and as we have reported before, this has a detrimental effect on the ability of prison staff to offer all prisoners an effective programme of engagement that will meaningfully address their offending behaviour and prepare them for release. The Board continues to believe that the population turnover remains too high, and, as it has for the past five years, seeks yet again, an assurance that more will be done to reduce the rate of churn, and that other Establishments will be instructed not to send prisoners to Rochester where they have less than a few weeks left to serve on their sentence (section 5.7).

4.2.3 Prison Funding

The Institution has responded to on-going budget reductions in 2010-11, and which will continue into 2011-12 even as the Institution prepares for a re-role in mid-2011. Managing these reductions takes up considerable staff time and, inevitably, can only damage the regime and its efforts to address offending behaviour. The Board is well aware of financial constraints placed on public services but urges that these reductions are limited (section 6.1).

4.2.4 New Wings

The need to repair newly built prisoners' accommodation, and their consequent loss of use, within less than two years of construction is, in the Board's view, totally unacceptable. The Board seeks clarification on how the whole process was managed, who was responsible for the design and acceptance of less than satisfactory building construction, and how a repeat at any other institution will be avoided (section 6.2)

4.3 ISSUES OF CONCERN OR EXCELLENCE NOT REQUIRING A RESPONSE

4.3.1 Issues of Note

The Catering Manager and staff continue to provide nutritious food for the prisoners, while under continuing pressure on funding and staff resource (see section 6.3).

4.3.2 Issues of Concern

The Board is concerned about the potential impact on catering following budget reductions (see section 6.3).

4.3.3 Mental Health and Healthcare Provision

Mental Health issues within prisons remain a serious concern. The fact remains that prison is an inappropriate place to hold young men with mental health issues; more appropriate facilities need to be provided to properly care for them. The Board strongly retains the view that it would be appropriate to provide in-patient healthcare facilities within the Institution (section 5.3) despite the Minister's rejection of this recommendation in his response to our Report 2009-10.

4.4 OVERALL JUDGEMENT

This report covers the period 1 April 2010 to 31 March 2011.

The Board considers that YOI Rochester provides a generally safe and decent environment for prisoners, despite the challenges of reducing budgets and the temporary loss of new-build accommodation. Staff generally deal with the diverse population of young offenders in their care, openly, sympathetically and effectively although there are a few prisoners whose needs are extremely difficult to meet.

The rate of churn has remained too high and even reduced from an average stay of 21 weeks in 2009-10 to 17 weeks in 2010-11. Short prisoners' stays inevitably have a detrimental effect on the Institution's ability to address offending behaviour. Purposeful activity remains inadequate.

The Board remains concerned that the budget reductions imposed on the Governor for 2010-11, and in the future, and as the prison re-organises for the acceptance of adult Category C prisoners in the summer of 2011, will prevent the issues raised in this report from being properly addressed. Inevitably this will result in regime and offending behaviour curtailment in the future, despite the best efforts of the Senior Management Team and staff to mitigate them.

It remains the Board's view that these reductions are incompatible with the stated aims of the Prison Service and will mean that offending behaviour cannot be meaningfully addressed. Ideally they should be reversed or, at least, limited.

Section 5

AREAS THAT MUST BE REPORTED ON

5.1 Diversity

Managing diversity has been a demanding challenge for the Institution. During the year the number of Black and Minority Ethnic (BME) prisoners maintained a very slight majority, and more than 45 different nationalities and about 100 notifiable foreign nationals were represented at any one time. The Diversity, Racial Equality Action Team met monthly and demonstrated an effective partnership among specialists, Governors, officers and offenders. An Offender Representative attended from each Wing and they were able to raise any issues affecting the Wings' populations. Without exception such issues were listened to, meaningfully discussed between Offenders and Staff, and action plans set up as necessary.

Useful services are provided for prisoners who need them – the UK Border Agency offers a monthly surgery, there is a Migrant Helpline available and the BIG Word telephone allows prisoners whose first language is not English to seek advice during and after sentence.

58 Racist Incidents were reported during the year, significantly fewer than the 106 in 2009-10 although organisational change may have made direct comparison difficult. All 58 incidents were investigated thoroughly by the DREAT Team; the complaints made in 37 (64%) were proved and appropriate remedial action taken. 57 (98%) of the 58 complainants were satisfied with the outcome.

During the year BME group prisoners were consistently over-represented on Basic Regime, in the Segregation Unit on cellular confinement and for Good Order and Discipline, for adjudications before the District Judge and closed visits. They were marginally under-represented on the Resettlement Wing. Although dis-proportionate levels of BME representation are of concern to the Board, these are generally recognised by staff and managed well.

5.2. Learning and Skills

The service provided by Manchester College has started to improve, albeit slowly. A new Education Manager and a new Deputy were appointed during the year, although these were offset by the loss of a senior key member of staff. A Self-Assessment report indicated areas for improvement, in particular that the availability of 32,000 delivery hours had yet to be fully utilised, although staff shortages made this level difficult to achieve. The educational curriculum has developed to incorporate a range of basic skills – literacy and numeracy, personal development and ESOL (English Spoken as an Overseas Language) for non-English speakers.

A fairly diverse range of activities was offered, although provision is often affected by the availability of instructors. These include practical skills - construction, industrial cleaning, catering and plumbing, many of which are recognised and accredited, and integrated with Career Planning advice.

Prisoners were encouraged to participate in learning and skills and, typically, there are about 360 prisoners (approximately 55%) enrolled on courses at any one time.

The Gymnasia continued to make good provision for prisoners, not only for healthy activity but as an aid to their rehabilitation. The Gymnasia, including outdoor areas and two weights rooms, are well equipped and staffed to offer a range of physical activity and opportunities to learn about healthy lifestyles. The Unit is a Registered NVQ Centre and during the year 140

prisoners gained an accredited qualification.

The Board is encouraged by the limited improvement shown so far but recognises that much more needs to be done to deliver fully against the contract in place.

5.3 Healthcare

Healthcare provision is good and the older centre has been refurbished. Successful attempts were made to reduce waiting lists for dental and optician services. However, demand for both remained high and the waiting times rose again in the latter part of the year. Prisoners can expect to see a visiting General Practitioner within 48 hours. The services of the on-site Pharmacy were put out to tender and an arrangement is due to come into effect in September 2011. The Board is not convinced that this will necessarily generate real savings.

The Board has not changed its view that in-patient facilities are desirable for the reasons stated in previous reports. Despite the Minister's rejection of this recommendation in his response to our 2009-10 report, it continues to believe strongly that they should be provided.

5.4 Safer Custody

Strenuous efforts were made to maintain and enhance safer custody throughout the prison. ACCT procedures are well established, sympathetically and effectively handled and reviewed. The Listeners scheme continued to work well in providing support to prisoners and the Chaplaincy also provided good support for prisoners.

There have been no Deaths in Custody in this reporting period. However, once again the Board finds it necessary to express its concern that the inquest relating to a death in custody in September 2004 has still not taken place. This delay is unacceptable and distressing to the prisoner's family and the Board recommends expeditious action by the Coroner's Court.

5.5 Segregation

The staff in this unit dealt effectively and sympathetically with the prisoners housed in the unit, many of whom are difficult and many of whom are disturbed. The Board monitors this area closely, and regularly attends Governor's and Independent Adjudications, and Good Order and Discipline reviews. All reviews and adjudications attended were considered to be dealt with carefully and fairly.

The Board has observed that some wing staff used Governor's Adjudications for minor infringements which could, and should have, been dealt with on the wing. These take up staff and management time which could be better used elsewhere in the prison.

5.6 Purposeful Activity

The overall level of purposeful activities for all prisoners has remained deficient. At any one time there were some 500 activity places available for about 650 prisoners. This means that, at any one time, some 150 prisoners (23%) were not engaged in purposeful activity, and as the prison population increases to over 750 this proportion could increase to as much as 33%.

As the Board has previously reported, and as the data continue to demonstrate, there is still insufficient activity to occupy all prisoners full time, despite the efforts made by the Institution to increase its availability and range. The Board believes that additional resources must be allocated to the provision of an adequate level of activities for all prisoners.

5.7 Population Turnover

The Institution's prisoner population continued to turn over rapidly. 1,960 prisoners were received into the prison during the year (1,772 in 2009-10); some 50% of prisoners had three

months or less of their sentence to serve, and 92% one year or less. These figures indicate an average stay of about 17 weeks, compared to about 21 weeks reported in 2009-10. Clearly, the establishment could do very little to address offending behaviour for all prisoners with average stays as short as this.

An average stay of around 17 weeks meant that many prisoners arrived with just a few days or weeks of their sentences left to serve. As well as being disruptive to these prisoners, unnecessary costs were incurred at a time of increasing financial stringency. The Board repeats its request that more should be done to reduce the rate of turnover, and yet again, asks that other establishments are instructed not to send prisoners to Rochester when they have only a few weeks of their sentences left to serve.

Section 6

OTHER AREAS OF THE PRISON REGIME ON WHICH THE BOARD HAS ISSUES/OBSERVATIONS TO REPORT

6.1 Change

This has been a very difficult year for management and staff, mainly due to quite severe budget reductions imposed on the Prison Service, which have resulted in reduced staff numbers and reductions in various areas of the regime. The management team has worked strenuously to minimise the impact of these cuts, but the expected reductions in coming years can only further impoverish the regime. Senior staff worked hard and imaginatively to meet their responsibilities to staff and prisoners, but the Board believes that the on-going limitations on resources must inevitably affect staff morale and lead to less satisfactory outcomes for the rehabilitation of prisoners.

6.2 New Wings

H wing was the largest of the new build in 2009, and has already suffered from significant problems with its fabric, especially the plumbing, resulting in serious damage to the building. Consequently, half the wing has been closed for refurbishment for many months, to be followed by the closure of the other half on completion of the first stage of repairs. In effect, half the Wing will have been out of use for about eight months. The other new build Wings – R, F and G are also scheduled to undergo refurbishment for similar reasons.

This raises a number of questions which the Board believes must be addressed:

- Were checks made before construction to verify that the pre-fabricated blocks were properly built and robust enough to sustain heavy use?
- What recompense will be made by the suppliers and/or installers relating to cost of disruption and loss of expensive prison places, in addition to them remedying the defects?
- What measures has the Ministry of Justice taken to ensure there is no repeat elsewhere of the shoddy construction manifest in the new build at Rochester?
- What assurance is there that the repaired wings will meet all security requirements, and remain fit for purpose for the remaining 27 years of their planned 30 year lives?

6.3 Kitchen/Catering

The Catering Manager and team continued to provide a menu that was well balanced with healthy options. The provision of a pre-bagged breakfast, delivered the evening before, a substantial snack lunch, and a hot meal in the evening stretched the budget to its limits, but adequate choice was available for all diets according to preference or religion. The Board considers that the food provided was of a high standard overall, although it is concerned that rising food prices, allied to inflexible central supply contracts and the likelihood of further budget reductions, will lead to a reduction in meal standards and quantity. The closure of the full staff mess in December is to be regretted, although the financially driven reason behind the decision is understood. A limited, vending machine based, alternative has been provided.

6.4 Reception and Induction

Reception of new prisoners worked well thanks to the positive attitude of the Reception staff who processed new arrivals quickly and avoided unnecessary waits in vans.

Occasional late arrivals also affected healthcare staff and had a knock on effect on the care and time E wing staff had to process new prisoners during evening association. Frequently, the quality of the evening meal, which was kept hot, deteriorated, and this did not provide a

great welcome to YOI Rochester.

Induction was generally good and thorough. Some was delivered by offenders - a serious responsibility for them dependant on their competence in delivery, which, unfortunately, was not always apparent. Nonetheless, 'peer induction' is desirable.

The balance between processing new prisoners and running a busy wing is one that was not always maintained for the benefit of new arrivals. With the closure of A wing, E wing became both a first night centre and induction wing. This was not ideal, as the wing is large and has very limited single cell accommodation. It also placed heavy demands on wing staff, who were not always sufficiently well-resourced to undertake both tasks.

6.5 Visits/Visits Centre:

A number of changes have been made to the visit arrangements to maximise the number of spaces available for prisoners to be visited. It was noticeable, however, that many sessions attracted fewer visitors than could be accommodated. The Board welcomes the improvements in visit booking arrangements, with the facility to book via e-mail introduced during the year, which supplemented and reduced the load on the frequently overwhelmed telephone booking line.

6.6 Security

This continued to receive the highest priority in the prison and staff were vigilant and thorough in carrying out entry checks on visitors and on prisoners based on intelligence gathered. During the year the number of finds of illegal drugs remained constant at nine, whereas the number of finds of mobile phones fell from seven in 2009-10 to three in 2010-11. It remains a concern to the Board that illegal drugs, in particular, got into prisoners' hands; a significant number of prisoners come to Rochester with a drugs habit and try to break it with the help of the available courses. It is very disappointing, therefore, that friends and family continue to try and supply drugs.

A significant proportion of the prison population comes from the London area and that area's gang culture has been brought into the prison, and often actively pursued by prisoners. The associated security problems are carefully monitored and managed by staff.

6.7 Personal Officer Scheme

The Personal Officer scheme does not work as effectively as it might. While it is recognised that Wings are not always fully staffed, it is the Board's view that if positive encouragement was given to prisoners to contact their Personal Officers as their first resort, and Personal Officers, or their substitutes, were readily available to respond, then many applications and breaches of discipline could be resolved at the earliest opportunity without reference to any higher authority.

6.8 Foreign National Prisoners

As the Board has reported before, we note the efforts of the Institution to have foreign national prisoners moved to more appropriate establishments such as Immigration Removal Centres as soon as possible after expiry of their sentences.

However, the UKBA still appears to reach decisions on the fate of foreign national prisoners at the last minute, despite the fact that in many cases they have years to review individual cases and reach decisions in good time.

Section 7

THE WORK OF THE INDEPENDENT MONITORING BOARD

The Board, which has a complement capped at 20 members, began the year with 15 and ended the year with 16 members. Recruitment campaigns, both individually and with the area cluster, were effective.

All statutory visits and visits to Areas of Special Interest (ASI) have been undertaken and reports made to the Board. All members have areas of responsibility and are encouraged to attend committees and provide reports on their areas of concern. However, the prioritised core activities of the Board – rota visits and responses to Applications, coupled with a one-third turnover of members, the relative inexperience of newer members and the commitment to their training inevitably reduced coverage of ASIs.

The Board Development Officer arranged several in-house training sessions before Board meetings, and a half-day training session in February 2011. This was identified as a much more efficient training experience by members and will be repeated. Members have also attended Institution run training, as required, to support their roles and two members attended the Annual Conference in September. Seven members of the Board visited HMYOI Glen Parva in February 2011.

The Board's relationship with the staff and Senior Management Team remains good and we express our gratitude for their open and willing support.

BOARD STATISTICS	
Number of Board meetings held	12
Recommended Complement of Board Members	20
Number of Board members at the start of the reporting period	15
Number of Board members at the end of the reporting period	16
Number of new members joining within the reporting period	6
Number of members leaving within the reporting period	5
Number of attendances at meetings other than Board meetings	44
Total number of (c. half day equivalent) visits to the prison (including meetings)	566
Total number of applications received	311
Total Number of GOOD and OR segregations (IMB figures)	61
Total number of segregation GOOD & OR reviews held* (IMB figures)	61
Total number of segregation GOOD & OR reviews attended by IMB (IMB figures)	41

* not all GOOD or OR segregations result in a review, whilst a number had more than one review.

Applications Statistics

Code	Subject	2009-10	2010-11	change	% change
A	Accommodation	14	14	0	0
B	Adjudications	10	10	0	0
C	Diversity related	7	3	-4	-57%
D	Education/employment/training	30	30	0	0
E	Family/visits	18	29	+11	+61%
F	Food/kitchen related	2	5	+3	+250%
G	Health related	14	24	+10	+71%
H	Property	73	65	-8	-11%
I	Sentence related	70	67	-3	-4%
J	Staff/prisoner related	13	10	-3	-23%
K	Transfers	18	15	-3	-17%
L	Miscellaneous	38	39	+1	+3%
	Total number of application categories	307	311	+4	+1%

As the prison population has stabilised, so too has the number of applications made to the Board, and within that total, the nature of applications has remained fairly consistent. It is difficult to be certain that the increases in concerns about families and visits, food and kitchen and health are statistically significant, as the absolute numbers are small.

As in previous years many applications could have been dealt with more quickly by the prisoners' Personal Officers.

On behalf of the Board

Euan F Eddie

Chairman

June 2011

Section 8

GLOSSARY OF PRISON-RELATED ABBREVIATIONS USED

(Note – not all terms have been used in this report)

ABS Anti-Bullying System	NOMS National Offender Manager Service – amalgamation of the Prison & Probation Services
ACCT Assessment, Care in Custody & Teamwork – replacement for F2052SH	OASYS Offender Assessment System – computerised risk & needs assessment
ACR Automatic Conditional Release	OBP Offending Behaviour Programme
ARD Automatic Release Date	OCA Observation, Classification & Allocations – a Reception task
ATOS Company responsible for assessing long-term sick	OLASS Offender Learning and Skills Service (part of LSC)
BCU Briefing and Casework Unit – PS unit handling adjudication appeals	OSG Operational Support Grade
BME Black & Minority Ethnic	OI/OR/OP Own Interests/Request/Protection – Segregation under Rule 45/49
C & R Control & Restraint	PASRO Prisons Addressing Substance-Related Offending – an OBP
C2W, CTW Custody to Work – pre-release focus on housing, employment and lifestyle issues	PCT Primary Care Trust – National Health component responsible for healthcare
CARATS Counselling, Assessment, Referral, Advice & Throughcare Scheme – drug & alcohol team	PEI/O Physical Education Instructor/Officer
CC Cellular Confinement – a punishment	PESO/PEPO Physical Education Senior/Principal Officer
CCD Criminal Casework Department (Croydon)	PIN Prisoner Information Notice
CLAIT Computer Literacy and Information Technology	PMU Population Management Unit (central)
CCT Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)	PO Principal Officer
CMU Case Management Unit – work on sentence planning & progress	POA Prison Officers' Association – the main trade union
CNA Certified Normal Accommodation	POELT Prison Officer Entry Level Trainee
CRD Conditional Release Date	POPO Prolific and Other Priority Offender
CSH Contracted Service Hours (pre-agreed paid overtime)	PPO Prisons and Probation Ombudsman
CSU Commissioning Support Unit	PPP Public Protection Panel
DASU Drug And Alcohol Support Unit	PS Prison Service
DH Dog Handler	PSI Prison Service Instruction
EDR Earliest Date of Release	PSO Prison Service Order – see hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos
EMU Estates Management Unit	RFW Removal from Wing – a punishment
EPDG Estates Planning & Development Group	ROAD Remission of Added Days (up to 50%)
EGP Ex Gratia Payment	ROM Regional Offender Manager
ETA Employment & Training Allocation	ROR Restoration of Remission – now ROAD; Risk of Reconviction
ETE Employment/Training/Education	ROTL Release on Temporary Licence e.g. to work in mess; town visits; home leave

ETS Enhanced Thinking Skills – an OBP	RRA Assistant to the RRLO
F2050 Prisoner’s basic record	RRLO Race Relations Liaison officer
F2052A Prisoner’s wing record	SAU Standards Audit Unit
FLED Facility Licence Eligibility Date (when prisoner may be considered for ROTL)	SCG Safer Custody Group
FOCUS Financial Outstations and Central Unified Systems – the PS accounting system	SED Sentence Expiry Date
GOOD Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)	SIN Staff Information Notice
HCC Health Care Centre	SIR Security Information Report
HDC Home Detention Curfew – the Tag	SLA Service Level Agreement
HDCED Earliest Date of Release on HDC	SMARG Segregation and Monitoring Review Group
HMCIP Her Majesty’s Chief Inspector of Prisons	SMT Senior Management Team
IDU Inmate Development Unit	SO Senior Officer
IEP Incentives and Earned Privileges – Prisoners can be on Basic, Standard or Enhanced	TCF Temporary Custodial Facility
IG Instruction to Governors	TOIL Time Off in Lieu (of payment)
IMB Independent Monitoring Board	TSU Technical Support Unit – part of PS responsible for repairs/installation (“Works”)
IND Immigration & Nationality Directorate (part of the Home Office)	VDT Voluntary Drugs Testing
JSA Job-Seekers Allowance	VO Visiting Order – sent out by prisoners; allows named people to visit
KPI/KPT Key Performance Indicator/Target	VTC Vocational Training Centre
LDR Latest Date of Release	
LED Licence Expiry Date	
LIDS Local Inmate Database System – IMB can use this to check location, dates, etc.	
LSC Learning & Skills Council	
MAPPA Multi-Agency Public Protection Arrangements	Gold Commander – Headquarters controller for serious incidents
MDT Mandatory Drugs Testing	Silver Commander – Person in establishment in charge of serious incidents
MSL Minimum Staffing Level	Bronze Commander – Local Sub Commander for serious incidents
MQPL Measuring the Quality of Prison Life	Operation Tornado – System to provide extra staff and resources for serious incidents