

Service	Provision of Secure Operating Environment: Internal Prisoner Movement	Version	P2.2
Document	Service Specification	Sign-off Complete	04-10-10



National Offender
Management Service

Service Specification for

Provision of Secure Operating Environment: Internal Prisoner Movement

Service Specification Document

This document defines the service, including the required outcome(s) and outputs. As part of an SLA or Contract, the national minimum outputs in this document are mandatory for all providers. The document can also contain optional outputs that are available for Commissioners to commission.

1. Service Specification Document	2. Operating Model	3. Direct Service Costs & Assumptions Document	4. Cost Spreadsheet
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Version Control Table		
Version No.	Reason for Issue / Changes	Date Issued
P1.0	Preview Publication	17-12-2010
P2.0	Go-live publication: references updated in line with new Prison Service Instruction. Output row 2: applicable offender type amended to 'Category A prisoners'. Core day references updated.	01-04-2011
P2.1	References for mandatory guidance updated in line with changes to the National Security Framework.	05-08-2013
P2.2	Supporting documents: reference to operating model, cost spreadsheet and direct service costs and assumptions removed, as these are now outdated.	09-01-2014

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Introduction to Internal Prisoner Movement Specification

Definitions used in Specification (Introduction and Outputs) below:

Daily Regime: Locally determined and published regime of daily activity and non-activity periods (commonly referred to as 'core day').

Main Movement: The commencement and cessation of activities in line with the typical Daily Regime. This will be to facilitate (not impede) the prison regime and *typically* takes place four times per day Monday to Thursday and twice per day on Friday (total of 18 Main Movements per week).

Individual Movement: Movement of a *single (or small number of) prisoner(s)* during Daily Regime periods to facilitate the delivery of services which were not previously arranged or where the prisoner's absence would be detrimental (for example, prisoner reporting sick whilst at work, or being late for an important Main or Group Movement such as visit or Offending Behaviour Programme). ***While the need for these moves is predictable, the identity of the Prisoner concerned is not.***

Group (or Service) Movement: Movement of *Individuals or Groups of Prisoners* during activity periods (between Main Movement times, when the prison regime is active but the move cannot take place with Main Movement, either due to location or time of move; or outside of typical Daily Regime timings, such as religious or social 'events' (Visits or Gym) at times when there is no Main Movement facility e.g., evenings and weekends). ***These moves are wholly predictable and in line with the prison regime, but are out of scope for this specification: appearing instead within the specification relating directly to the service concerned.***

Entry & Exit Points: An entry or exit point is the point at which the actual service commences or ends. For example, an establishment may have numerous wings that check prisoners off onto a central point where they leave the residential area to attend activities. *This would be a single entry point into this service.* Likewise, prisoner may enter a workshop complex and be checked in at the doors of each by an instructor. *This would be a single exit point out of this service.*

All types of movement may be:

Supervised: Staff supervise all movements directly, in order to ensure the safe and secure movement of the prisoner(s) between areas. Supervision may be supported by CCTV.

Unsupervised: While prisoners may not be physically supervised while moving between destinations, this may be within a secure area, and they are likely to be accounted for upon dispatch and arrival (outside of the scope of this specification).

1.	Service Name	Internal Prisoner Movement
2.	Key Outcome(s) for Service	<ul style="list-style-type: none"> • Escapes are prevented • Threats to the security, order and control of the establishment are identified, managed and responded to • Movements of prisoners within prison establishments are conducted decently, safely and securely • Prisoners are at work/activities at the required time

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3.	Definition of Service	To move prisoners within the establishment safely and securely, in order to facilitate rather than impede the prison regime.
4.	Service Elements In Scope	Prisoner movement at Main Movement and unscheduled moves in-between these Main Movement times (<i>where the movement is not directly attributable to another service: for example; a prisoner reporting sick or being late to attend an activity</i>) ensuring that National Security Framework expectations are met and threats/risks to the establishment's security are raised and mitigated.
5.	Out of Scope Service Elements	<ul style="list-style-type: none"> • Group and individual movements where volume and cost drivers are determined as part of other services, but that cannot be facilitated by Main Movement (for example: Chapel, some gym, some visits) • Accounting for prisoners or tools within activity areas • 'Singleton' security-based moves such as escort to cell search or MDT (within those specifications) • Controlled/disciplinary moves as a response to a safety or security concern (for example: C&R moves) • Supervision of movement of prisoners onto (and while on) vehicular transport (Prisoner Escort Contract Services (PECS) contract and/or External Movement of Prisoners specification). This also includes circumstances where an internal move takes place in vehicular transport. • Movement of prisoners who are mothers with their babies (Mother & Baby Unit specification) • Detailing of staff to service and performing overt management checks • Procuring goods and stationery and training staff (out of scope of SBC) • Young People (15-17 year olds). For split sites, the specification appropriate to the individual's circumstances should be applied
6.	Dependent Service Elements	<ul style="list-style-type: none"> • Security Management specification covers risk assessments • Security Management specification specifies creation and requirements of Local Security Strategy (LSS) • Gate Services specification specifies control and escorting of vehicles and non-key holder staff or visitors in and out of the establishment

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		<ul style="list-style-type: none"> • Gate Services specification covers emergency vehicle prioritisation and escort • Communication & Control Rooms specification specifies authority to move vehicles and prisoners • Accounting for and supervising prisoners in activity areas will be specified as part of the activity they have come from / are going to (this will be covered in, for example, Residential Services, Prisoner Employment and Visits specifications) • Allocation and access to regimes and services, where it is not possible to make reasonable adjustments for equal access locally (infrastructure changes, such as building ramps, are out of scope of SBC) • Management of Prisoners at Risk of Harm to Self or Others specification specifies the outputs for prisoners at risk, or who pose a risk to others, including the transfer of information and/or documentation relating to such prisoners between services
7.	Strategic Context	<p>This specification relates to main prisoner movement (which currently takes place four times per day Monday to Thursday and twice per day on Friday) and to individual ‘unplanned’ moves in between main movement times only. It is expected that the majority of prisoner movements between activity areas takes place at main movement time.</p> <p>Where moves cannot take place in line with this provision (either because of the necessary route, such as visits, which may be in a different area to main activities; or because it takes place at a time outside of the scheduled main movement, for example, a chaplaincy group or Physical Education ‘changeover’), then it is expected that the cost of the service being delivered outside of main movement should be borne by the service concerned, and not by the Internal Prisoner Movement specification.</p> <p>The ‘individual unplanned’ movement element of the specification relates to the expected movement of prisoners between areas in such cases as ‘reporting sick’ where the actual move could not be planned, but there is a realistic expectation that such moves will need to take place during the usual working day within a prison. This service specification is largely a ‘facilitator’ service in that it <i>allows other services to be delivered</i> by ensuring that prisoners are in place, on time, to receive that service.</p> <p>The specification <i>does not</i> provide for the searching of or accounting for prisoners other than it provides safe and secure moves within National Security Framework requirements.</p> <p>Although the specification does not encompass accounting for individual prisoners, it is implicit that where a prisoner (or a group of prisoners) is moved, the service does ensure that the movement takes place. (A Residential Unit will account for prisoners leaving, a workshop for them arriving, and this service accounts for the physical move in between.)</p>

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		<p>In the case of individual or smaller groups of prisoners being escorted under this service, it is implicit that the actual prisoner being escorted arrives at the destination, not just a prisoner. In effect, the prison's role in accounting for prisoners falls within separate specifications. Where adjustments to the process are required to ensure equality of access to all services by all prisoners within the establishment, this service is expected to ensure that wherever possible, movement takes place where the receiving service has approved attendance.</p> <p>In accordance with relevant guidance, it is appropriate to consider prisoner movement to and from activities as time in the open air (any periods spent outside moving between buildings, for example, moving to activities), but internal movements, for example: along corridors, should not be included.</p>
8.	<i>Flexibility</i>	All the outputs in this specification are mandatory – referred to as the National Minimum .
9.	<i>Reference to Supporting Documents</i>	None.
10.	<i>Example Measurement/ Assurance Method for Commissioners</i>	<p>The specification identifies examples of methods for Commissioners to measure/obtain assurance on the delivery of the outputs/output features. Where an output/output feature does not have Performance Indicator(s) or Management Information associated with it, then it is proposed that it should be covered by Assurance Statements and Contract/SLA Management and/or more specific audits of the service.</p> <p>Assurance Statements will be one of the means by which Commissioners can get assurance that providers are delivering outcomes and outputs of the Service Specification. Contract/ Service Level Agreement Management refers to the Commissioner, under the terms of the Contract/ Service Level Agreement, exercising appropriate oversight and monitoring of Contract/ Service Level Agreement compliance against the service as a whole. 'Audit' may refer to individual reviews of compliance commissioned by Commissioners or to service wide reviews, by MOJ Internal Audit and Assurance, of a key process contributing to the delivery of an outcome in a Service Specification.</p> <p>Security Audit, Race Equality Prisoner Audit and Self Harm Audit all feature as separate elements within the Prison Rating System (PRS).</p>
11.	<i>References for Detailed Mandatory Instructions</i>	<p>PSO 2855: Prisoners with Disabilities (Chapter 6)</p> <p>National Security Framework (NSF) 5.2: PSI 13/2011 Management and Security of Communication/Control Rooms and Internal Prisoner Movement</p> <p>NSF 12.3 PSI 10/2013 Security and Management of Category A Prisoners - Internal</p> <p>PSI 50/2011 Covert Testing</p>

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		Prison Rule 30 / PSO 4275: Time in the Open Air PSI 64/2011 Management of prisoners at risk of harm to self, to others and from others (Safer Custody) (Chapter 7, Management of Violence)
12.	References for Non-Mandatory Guidance	Reasonable Adjustments for Disabled Prisoners: meeting our duties under the Disability Discrimination Act (issued April 2010) PSI 64/2011 Management of prisoners at risk of harm to self, to others and from others (Safer Custody) (Chapter 7, Management of Violence) Occupational Health & Safety Guidance Note 04/2010: Workplace Transport Drug Supply Reduction Good Practice Guide 2009: 3.8, 7.1, 7.4, 7.7, 7.13, 11.2, 11.6, 11.22 Learmont Recommendation 96 Health & Safety Guidance Note 01/2005: Strategy and Guidance for Managing Health and Safety
13.	Review	Review cycle to be determined.

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Specification

National Minimum

<i>Row #</i>	<i>Service Element</i>	<i>Outputs/Output Features</i>	<i>Applicable Offender Types</i>	<i>Policy Theme</i>	<i>Example Measurement / Assurance Method for Commissioners</i>	<i>References for Detailed Mandatory Instructions</i>	<i>References for Non-Mandatory Guidance</i>
1.	Internal Prisoner Movement	Prisoners move within the establishment under risk assessed levels of authority and supervision.	All prisoner types	Security Safer Custody	Self/Independent Assessment Security Audit Covert Testing [where commissioned] HMIP: Expectations- Duty of Care (Bullying and Violence Reduction) (3.1) PI Escapes	NSF 5.2: PSI 13/2011 Management and Security of Communication/ Control Rooms and Internal Prisoner Movement (paras 6.1, 6.5) PSO 4800: Issue: S - Security in Women's Prisons	Drug Supply Reduction Good Practice Guide 2009: 3.8, 7.1, 7.4, 11.2, 11.6, 11.22

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Row #	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for Non-Mandatory Guidance
2.	Internal Prisoner Movement	Category A prisoner movements are conducted under risk assessed levels of supervision.	Category A prisoners	Security	Self/Independent Assessment Security Audit Covert Testing [where commissioned] HMIP: Expectations-Duty of Care (Bullying and Violence Reduction) (3.1) PI Escapes	NSF 12.3 PSI 10/2013 Security and Management of Category A Prisoners - Internal para 9.1 – 9.3 NSF 5.2: PSI 13/2011 Management and Security of Communication/ Control Rooms and Internal Prisoner Movement (para 7.2)	

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3.	Internal Prisoner Movement	Potential Cat A, Restricted Status and E List prisoner movements are conducted under risk assessed levels of supervision.	All prisoner types	Security	<p>Self/Independent Assessment</p> <p>Security Audit</p> <p>Covert Testing [where commissioned]</p> <p>HMIP: Expectations-Duty of Care (Bullying and Violence Reduction) (3.1)</p> <p>PI Escapes</p>	<p>NSF 5.2: PSI 13/2011 Management and Security of Communication/ Control Rooms and Internal Prisoner Movement (para 7.3)</p> <p>NSF 12.3 PSI 10/2013 Security and Management of Category A Prisoners - Internal para 9.1 – 9.3</p> <p>NSF 12.5 Security and Management of Restricted Status Prisoners – To Be Published</p> <p>NSF 6.6 PSI 56/2011 Management and Security of Escape (E List) Prisoners</p>	

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Row #	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Measurement / Assurance Method for Commissioners	References for Detailed Mandatory Instructions	References for Non-Mandatory Guidance
4.	Internal Prisoner Movement	Prisoners move to and from required destination in accordance with Health & Safety requirements and in a safe and timely manner to meet the published local regime and requirements of other services.	All prisoner types	Security Regimes Health & Safety	Self/Independent Assessment Security Audit Covert Testing [where commissioned] HMIP: Expectations-Duty of Care (Bullying and Violence Reduction) (3.1) PI Escapes	NSF 5.2: PSI 13/2011 Management and Security of Communication/ Control Rooms and Internal Prisoner Movement (para 6.2) PSO 2855: Prisoners with Disabilities (Chapter 6) PSI 64/2011 Safer Custody (Chapter 7) Occupational Health & Safety Guidance Note 04/2010	PSI 64/2011 Safer Custody (Chapter 7)
5.	Internal Prisoner Movement	Prisoner movement is conducted in a way that ensures fair treatment for all.	All prisoner types	Equality Security	Self/Independent Assessment Security Audit Covert Testing [where commissioned] HMIP: Expectations-Duty of Care (Bullying and Violence Reduction) (3.1) PI Escapes	NSF 5.2: PSI 13/2011 Management and Security of Communication/ Control Rooms and Internal Prisoner Movement (paras 6.3, 6.4) PSO 2855: Prisoners with Disabilities (Chapter 6)	Reasonable Adjustments for Disabled Prisoners: meeting our duties under the Disability Discrimination Act (issued April 2010)