Ministry of JUSTICE
National Offender Management Service

National Security Framework	Ref: NSF 5.2
CONTROL OF INTERNAL MOVEMENT FUNCTION - Management and Security of Communication/Control Rooms and Internal Prisoner Movement	

This instruction applies to :-	Reference :-
Prisons	**PSI 13/2011**

Issue Date	Effective Date	Expiry Date
01/04/2011	01/04/2011	01/04/2015

Issued on the authority of	NOMS Agency Board
For action by	All staff responsible for the development and publication of policy and instructions. Governors/Directors of Contracted Prisons, Heads of Groups. In this document, the term Governor also applies to Directors of Contracted Prisons.
For information	All staff in NOMS HQ and prison establishments.
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Associated documents	Related Specification Related Operating Models Related Direct Service Costs and Assumptions Related Cost Spreadsheets See: http://www.justice.gov.uk/about/directory-services.htm

Audit/monitoring :

Compliance with this instruction will be monitored by Audit and Corporate Assurance and through internal self-audit.

Introduces amendments to the following documents : -

This PSI, together with that on the "*Management and Security of Gate Services*", forms the "*Control of Movement*" Function within the National Security Framework replacing guidance within the previous Function 2 (Accounting and Control).

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Executive summary

Background

1.1   This instruction is one of two Prison Service Instructions (PSIs) which form part of the Control of Movement Function of the National Security Framework. The other PSI in this Function is the "Management and Security of Gate Services" Control of Movement instructions can be accessed via the National Security Framework website.

Desired Outcomes

1.2   Escapes are prevented.

1.3   Threats to the security, order and control of the establishment are detected and deterred.

1.4   Only authorised persons, vehicles, goods and other items enter and leave the establishment.

1.5   Crime is detected and deterred.

1.6   Movement through the gate is professional, consistent and timely.

1.7   Vehicle Movements within prison establishments are conducted safely and securely.

Application

1.8   This PSI is applicable to all prison establishments.

Mandatory Action

1.9   All instructions included in the National Security Framework (NSF) are mandatory. The NSF incorporates mandatory requirements derived from specifications relevant to its specific policy areas. This PSI incorporates mandatory requirements derived from the Management and Security of Communication Rooms/Control Rooms and Internal Prisoner Movement specifications, which are highlighted in the shaded boxes.

1.10   *Governors and Directors of contracted prisons must ensure they have local security strategies in place to manage the communications/control room and internal prisoner movements which are in accordance with the instructions set out in this PSI.*

Resource Impact

1.11   There may be some resource implications for establishments in updating local security strategies to ensure that they are in line with the requirements set out in this PSI.

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<u>**OPERATIONAL INSTRUCTIONS**</u>

Text within shaded boxes indicates requirements from the "*Provision of a Secure Operating Environment*" bundle of specifications - specifically 'Communication & Control Rooms' and 'Internal Prisoner Movement'.

2.   <u>PROVISION OF COMMUNICATION AND CONTROL ROOMS</u>

A secure Control Room is provided. (HSE establishments)

The Communication Room meets the needs (including risk) of the establishment. (Non-HSE)

The Security of the Communication Room is maintained. (Non-HSE establishments)

2.1   The Local Security Strategy must set out the roles and responsibilities of the communication room (in non High Security prisons), or control room (in High Security prisons) based on an assessment of establishment need.

2.2   Staff working within the communication or control room have a central role in ensuring the smooth running and safety of the prison regime through controlling internal movement, managing the radio network and co-ordinating response to incidents.

2.3   The role of staff working in the communications or control room is:
  *   control and authorise both routine and unscheduled movement of prisoners, staff, contractors, visitors and vehicles within the establishment;
  *   receive, evaluate, report and act upon information and indications of events;
  *   manage initial responses to events and emergencies;
  *   control and maintain the radio net and ensure secure usage;
  *   maintain secure practices and efficient operating procedures.

2.4   In ensuring that the requirements of this role are fulfilled, management must ensure that communication and control room staff have the required aptitude and competence to handle, report an13d record information received via the radio net, alarms, monitoring equipment, or any other source, as well as being conversant to the appropriate degree with the establishment's intelligence system.

2.5   The local security strategy will include a briefing system through which communication or control room staff will be kept informed of relevant information about incidents and/or specific prisoners. It will set out the role to be played by the communication or control room in managing internal escorts, with particular emphasis on E List prisoners and others considered to present a high risk to security **(NSF 6.6 - Management and Security of E List Prisoners PSI XX/2011 (To Be Published)**.

2.6   The LSS will set out how communication and control room staff are to be kept informed of relevant information about incidents and, in line with the Incident Management Manual PSO1400, they must have an up-to-date and working knowledge of the local contingency plans and is able to maintain the security of the communication or control room at all times.

2.7   Communication and control room staff should liaise closely with the establishment's estates manager to ensure that they are kept abreast of physical disruptions that may affect either their management capability or decision making processes. They must also ensure that all security-related equipment is maintained and working to specification. **(PSOs 5900 and 5901)**

3.   RADIO NETWORKS

> A radio network is available.

> The use and security of the establishment's radio network (including base stations) is managed and maintained.

3.1   Every prison must have access to a fully licensed radio net. The local Security Strategy must outline the minimum levels of secure training for users, as well as written instructions for communication or control room staff about radio usage that ensures:

- all users are trained in the secure handling of handsets;

- a record of the identities of all out-stations is known;

- regular net test calls or regular safety polls are carried out each day and any failures to respond are investigated;

- only nationally approved radio call signs for out-stations and are used (see annex A);

- in closed establishments each separate residential unit must have at least one member of staff on duty who has drawn a radio and is logged onto the radio network.

3.2   The radio net must only be used for official purposes and transmissions must be kept as brief as possible. All users must ensure that the network is used securely, and be aware that transmissions may be illegally "scanned" from outside of the prisons perimeter. In order to maintain correct radio discipline, the local security strategy must outline:

- the approved operating procedures for the network;

- how to manage areas of limited/nil reception;

- how spare handsets will be securely stored; and

- that only equipment from approved suppliers must be used.

> The storage, issue, use, return and maintenance of radio network handsets is managed.

3.3   Local processes are in place to ensure radio handsets are procured, stored and issued to staff in an approved and secure manner. All staff are to be trained in the correct and secure use of radio network equipment including local processes for collecting, returning, and reporting faults.

3.4   Staff supervising activities in exercise yards or sports fields must draw a radio and join the   network using the designated call sign.

3.5   If staff supervising activities are working in an area beyond the range of the radio network, alternative means of communication must be available and managed in accordance with the Local Security Strategy and/or relevant local contingency plans.

3.6   Staff using sports facilities in establishments during their own time must ensure that any radio handsets retained in their possession are retained securely in their possession or returned to the gate.

> All communications systems operated are used professionally and consistently, and tasks prioritised as necessary.

3.7   All staff, not just those working in communication and control rooms, must use the radio net and other communication systems in a professional manner which contributes to the smooth delivery of the regime. Local processes must be in place to ensure staff are aware of the standards required of them and any unprofessional behaviour is challenged appropriately.

4.   PERIMETER SECURITY AND SECURITY EQUIPMENT

Perimeter Security

> Patrol dogs and dog handlers are used to maintain internal and external perimeter security in accordance with risk. (HSE establishments).

> The perimeter security of the establishment is maintained in accordance with risk.

> Where CCTV and technology are used for perimeter security, this is controlled, monitored, tested and maintained commensurate with the security of the establishment.

> Where internal CCTV and technology are used, this is controlled, monitored, maintained and tested.

4.1   The perimeter security applicable to the establishment must be described in Local Security Strategy, together with arrangements to ensure that levels of security are maintained and remain effective Local assessments must be completed to identify strategies to maintain perimeter security. Most closed establishments will maintain the perimeter through a number of layers of security. Local Security Strategies must outline the processes in place, frequency and method of testing mechanical and electronic systems and processes to record testing has occurred in accordance with **PSO 5900.**

4.2   Local contingency plans, as required by PSO 1400, must be provided outlining action to take following the positive indication of a threat to the perimeter, including reference to contingency plans where appropriate.

4.3   Where perimeter security includes physical checking of the fence through staff patrols, this should be co-ordinated by the communication or control room and a record of the check should be made with the Security Department.

Security Equipment

> All types of communication systems within, and coordinated by, the Communication/Control Room are managed, coordinated and tested in line with national guidance.

4.4   All radio and CCTV equipment, internal and external alarm systems should be designated as essential security equipment and be regularly and professionally maintained. Local Security Strategies must include details of maintenance contracts and the communication or control room should keep a register of emergency call out numbers.

4.5   The LSS should provide guidance on the operation and regular testing of all essential security equipment **(PSOs 5900 and 5901)**. This will include overt CCTV, general alarms, fire alarms and any other equipment used to monitor the perimeter of closed establishments. Where a self-testing alarm system is fitted a physical check must still be undertaken (by pushing) of all alarm bells to ensure the mechanical element works correctly.

4.6   Where an Airwave digital radio network is in use, it must operate in accordance with National Improvement Agency (NPIA Policing) guidance.

4.7   The use and management of any internal or external CCTV system should be outlined in Local Security Strategy. Systems must only be used for professional and official purposes. The data and imagery captured and/or recorded on any system must be managed, stored, or deleted in accordance with the Data Protection Act PSO 9020 Data Protection 1998, Freedom of Information (FOI) 2000 and Environmental Regulation 2004 and PSO 9025 HMPS Archiving, Retention and Disposal Policy .

5.   INCIDENT MANAGEMENT

> All persons are aware of the systems in place to raise the alarm in the event of an incident or emergency.

5.1   All staff, contractors and visitors must be aware of the different systems in place to raise the alarm. This must include mechanical and electronic systems such as general and fire alarms in addition to the role CCTV, radio, telephone and whistles play.

5.2   Prisoners should be aware of the systems in place and should be aware of the penalties for misuse.

> The Security of the Communication Room is maintained. (Non-HSE establishments).

> The initial response to any incident or emergency is provided and coordinated in accordance with local contingency plans.

> External emergency assistance is summoned by competent staff in accordance with local agreements.

5.3   Local contingency plans must be drafted and maintained in accordance with PSO 1400. Staff working in communications or control rooms must have access to plans in the event of an incident and be aware of their role.

5.4   Communications and control room staff should be trained in the appropriate use of the radio net during incidents. Local instructions may provide further details including guidance of seeking a response from specified outstations, e.g. Victor, Oscar and Hotel, dependant on type of incident.

6.   **INTERNAL MOVEMENT**

Prisoner Movement

> Prisoners move within the establishment under risk assessed levels of authority and supervision.

6.1   The Internal Prisoner Movement specification focuses on Main Movements and individual ad hoc movement of prisoners. However, it is important to recognise that other types of prisoner movements take place within prisons that cannot be facilitated by main movement or individual ad hoc movement. These movements might include group or individual movement to activities such as healthcare clinics, evening education, physical education activities, or visits to reception for discharge. Therefore, all internal movement of prisoners must be risk assessed locally and the relevant level of control and supervision provided to maintain security, control, order and safety.

> Prisoners move to and from required destination in accordance with Health and Safety requirements and in a safe and timely manner according to the published local regime and requirements of other services.

6.2   Local arrangements must ensure the safety and security of prisoners whilst moving around the prison. Prisoners should feel safe while moving within the establishment.

> Prisoner movement is conducted in a way that ensures fair treatment for all.

6.3   The prison has a duty of care to ensure that all prisoners are treated equally and fairly. Security concerns may dictate that additional security measures are put into place before a prisoner movement takes place in order to maintain the good order or discipline of the establishment. Such procedures should be set out within the establishment's LSS.

6.4   Prisoner movements must be planned to address any individual special needs or requirements that the prisoner may have. These may include reasonable adjustments under the Disability Discrimination Act or ensuring safer prisons (including violence reduction) responsibilities are met by moving the prisoner(s) via a safe and secured route.

6.5   All staff involved in internal prisoner movements must be competent in the use of a prison radio and understand the role of the control room as part of the movement management process.

6.6   Local arrangements must be in place to check the roll after any multiple prisoner movement at any given time. **NSF 5.1 - Management and Security Gate Services (PSI 14/2011)**

Other Movement

> The routine and unscheduled movement within the establishment of staff, prisoners, contractors, visitors, vehicles and associated internal escorts is authorised and controlled in accordance with risk.

6.7   The Local Security Strategy should set out how movements into and around the prison will be managed by the communications/control room and the Gate. **NSF 5.1 - Management and Security Gate Services (PSI 14/2011).**

7.   **MOVEMENT AND SUPERVISION OF CATEGORY A, PROVISIONAL CATEGORY A, POTENTIAL CATEGORY A, RESTRICTED STATUS AND E LIST PRISONERS**

7.1

> The movement of Category A, Potential Category A, Restricted status and E list Prisoner's within the establishment is managed and controlled.

The movement of prisoners must be controlled to ensure the continued safety and security of the prison. The Communication Room or Control Room staff must coordinate movements via the radio network

High Security Prisons

> Category A prisoner movements are conducted under risk assessed levels of supervision (High Security Prisons).

7.2   The movement of any Category A, Restricted Status note1, or Escape List prisoner must be fully risk assessed and planned taking into consideration the areas through which the prisoner will pass. Multiple movements of Category A prisoners must be managed through the communications room (Control room in the High Security estate) and should only be authorised when appropriate supervision levels and security procedures have been put into place. Detail on the identification and subsequent review of Category A and restricted status prisoners is given in NSF Function 12 – Management of Category A Prisoners NSF 12 – Category A and Restricted Status Prisoners - Reviews of Security Categories PSI 03/2010.

Non High Security Prisons

> Potential Category A, Provisional Category A, Restricted Status, and E-list prisoner movements are conducted under risk assessed levels of supervision (Non High Security Prisons).

7.3   In non High Security prisons the Local Security Strategy must include agreed systems for the accommodation, movement and supervision of Potential Cat A, Provisional Category A note2, Restricted Status and E list prisoners.

1 Where Restricted Status prisoners are present in a High Security prison, for example when they are temporarily transferred for the duration of a court case or, they have been moved there for their own safety. Restricted status prisoners are always treated as Category A prisoners for the purposes of escort or inter prison transfers.
2 Where Category A, Provisional or potential Cat A prisoners are present in a non-High Security prison which will usually be where the prisoner has been temporarily transferred for the duration of a further

In particular:

- A system to record the location of Potential Cat A, Restricted Status and E list prisoners and the member of staff responsible for them at any one time must be in place. Handover arrangements must also be specified.

- Designate appropriate secure cell accommodation.

- Instructions must be in place for the communication or control room to follow regarding the movement of Potential Cat A, Restricted Status and E list prisoners within the establishment.

- The Local Security Strategy must outline the work / activity areas that Potential Cat A, Restricted Status and E list prisoner may be allocated to. The use of outside facilities by E list prisoners may only be given approval if appropriate levels of security are in place.

- E list prisoners must wear clothing that distinguishes them from other prisoners.

8.   MAINTAINING THE ROLL

> An accurate and up to date establishment running roll is maintained.

8.1   There must be at least four routine roll checks every 24 hours at all prisons. A record of these is to be kept for a minimum of three months. Local Security Strategies must outline the times of routine roll checks, circumstances prompting any ad hoc roll checks, and action to take in proportion to any identified risk to the security of the prison, should it not be possible to reconcile the roll.

8.2   Local Security Strategies must outline the frequency and requirement for random roll checks of individual work parties.

> Prisoners' location and movement is accounted for at all times in accordance with procedures set out in the LSS and agreed with the Director of High Security. (High Security establishments).

8.3   High Security Prisons must be able to account for all prisoners at all times and the procedures to achieve this must be set out within the Local Security Strategy.

> Assurance is provided that prisoners are accounted for in accordance with the local risk assessment as set out in the LSS. (Non High Security establishments).

8.4   Local risk assessment must determine the requirement for roll reconciliation. Where required, the frequency and times of roll reconciliation, circumstances prompting ad hoc roll check, frequency of stand fast roll check, and action to be taken should it not be possible to reconcile the roll must be documented in the LSS. The role of the Gate during roll reconciliation is set out within **NSF 5.1 - Management and Security Gate Services (PSI 14/2011).**

court case, or they are awaiting a move to a High Security prison following the confirmation of their Category A status.

Approved use of National Call Signs

Call sign location	Call sign (one, two etc)
Spare for local requirements	Alpha
Spare for local requirements	Bravo
Spare for local requirements	Charlie
Spare for local requirements	Delta
Spare for local requirements	Echo
Spare for local requirements	Papa
Fire Officer	Foxtrot
Gate	Golf
Healthcare	Hotel
Exercise	India
Gym	Juliet
Segregation unit	Kilo
Fixed posts	Lima
MDT	Mike
Yard patrols	November
Orderly officer and assistant	Oscar
Prisoner work parties	Quebec
C&R Section commander	Romeo
Security department	Sierra
Visits	Tango
C&R Unit commander	Uniform
Duty governor	Victor
Works department	Whiskey
Contractors' escort	X-ray
Bronze commander	Yankee
Dog handlers	Zulu

Template Roll Check Form

HM Prison _____   **Date:** _____

Roll check	Time of check	Projected roll	Actual roll	If roll not reconciled, reasons and action taken	Accountability
Unlock					Signature Name (capital) Position
Lunch					Signature Name (capital) Position
Dinner					Signature Name (capital) Position
Lock-up					Signature Name (capital) Position