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**Prison Regime Operating Procedure**

RMP Section C

**(Example Template)**

**Contents**

|  |  |
| --- | --- |
|  | **Page** |
| **Introduction** |  |
| **Alarm Response** |  |
| **Orderly Officer Guidance Sheets** |  |
| Green |  |
| Green / Amber |  |
| Amber / Red |  |
| Red |  |
| **Local Process** |  |
| **Communication Strategy** |  |
| **Heat Maps (see training annex)** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Introduction**

This operating procedure is for use by Operational Managers and People Hub Staff during the management of daily prisoner activities and services. To note this guidance does not cover every aspect of Health and Safety in the work place and will not be exhaustive.

It is important that managers follow these procedures for the day to day management of the prison.

**Alarm Response Requirements**

**XXXXX**

**Orderly Officer Guidance Sheets**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green** | | | | | |
| **Operational TSF** | | **Band 2** | **Band 3** | **Band 4** | **Band 5** |
|  |  |  |  |
| **Indicative Staffing Ranges(Officers)** |  | **Monday-Friday** | | **Weekends** | |
| **AM** |  | |  | |
| **PM** |  | |  | |
|  | **ED** |  | |  | |
| **Flexible Work (refer to heat map for specific guidance)** | | | | | |
|  | | | | | |
| **Regime Curtailment Options (refer to heat map for specific guidance)** | | | | | |
|  | | | | | |
| **Non-Flexible tasks (must include those staff identified for alarm response)** | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Green/ Amber** | | | | | |
| **Operational TSF** | | **Band 2** | **Band 3** | **Band 4** | **Band 5** |
| **32** | **110** | **18** | **9** |
| **Indicative Staffing Ranges (Officers)** |  | **Monday-Friday** | | **Weekends** | |
| **AM** | **42-37** | | **32-29** | |
| **PM** | **42-37** | | **34-31** | |
| **ED** | **24-25** | | **NA** | |
| **Flexible Work (refer to heat map for specific guidance)** | | | | | |
|  | | | | | |
| **Regime Curtailment Options (refer to heat map for specific guidance)** | | | | | |
|  | | | | | |
| **Non-Flexible tasks (must include those staff identified for alarm response)** | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Amber / Red** | | | | | |
| **Operational TSF** | | **Band 2** | **Band 3** | **Band 4** | **Band 5** |
|  |  |  |  |
| **Indicative Staffing Ranges (Officers)** |  | **Monday-Friday** | | **Weekends** | |
| **AM** |  | |  | |
| **PM** |  | |  | |
| **ED** |  | |  | |
| **Flexible Work (refer to heat map for specific guidance)** | | | | | |
|  | | | | | |
| **Regime Curtailment Options (refer to heat map for specific guidance)** | | | | | |
|  | | | | | |
| **Non-Flexible tasks (must include those staff identified for alarm response)** | | | | | |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Red** | | | |
| **Indicative Staffing Ranges(Officers)** |  | **Monday-Friday** | **Weekends** |
| **AM** |  |  |
| **PM** |  |  |
| **ED** |  |  |
| **Priority work to be delivered up to the Amber/Red operating state (knock on list)** | | | |
|  | | | |
| **Wing Staff** | | | |
|  | | | |
| **Alarm Response Requirement** | | | |
|  | | | |

**MSLs**

**XXXXX**

**People Hub**

**XXXXX**

**Management Checks**

**XXXXX**

**Communication Strategy**

**XXXXX**

**Regime Monitoring**

**XXXXX**