



HM Prison &
Probation Service

Prisoner Escort and Custody Services (PECS) Generation 4 Programme

Book a Secure Move (BaSM) Prison User Guide

Version 9.0

November 2020

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1. Version control

Version	Author	Date	Changes
V1	Jason Sims	23/03/2020	Initial release
V2	Jason Sims	15/04/2020	Add court dates in NOMIS
V3	Jason Sims	05/05/2020	Display NOMIS conflicts
V4	Jason Sims	11/05/2020	Add Single request & Allocation request sections to support OCA role
V5	Simon Tooth/Jason Sims	16/06/2020	Updated following IPT pilot
V6	Rob Urquhart	24/06/2020	Change Team specific
V7	Jason Sims	17/07/2020	Completing Person Escort Record
V8	Simon Tooth	12/10/2020	Updated following digital PER pilot
V9	Simon Tooth	02/11/2020	Updated to include PER pre-fill and display NOMIS alerts in PER

2. Overview

This guide is to assist you using the HMPPS Digital Services Book a secure move (BaSM) platform for booking Prisoner Escort Custody Services (PECS) moves for the following scenarios:

- booking single requests to Court;
- submit single Inter Prison Transfer (IPT) requests to Population Management Unit (PMU) to move an individual prisoner to another prison;
- allocate individuals to an Allocation IPT request received from PMU;
- completing a digital Person Escort Record (dPER) form.

This service replaces:

- preparing and sending spreadsheets to the PECS supplier for prison to court movements;
- the intranet form emailed to PMU for Singleton IPTs;
- paper PER forms for PECS supplier moves fully from early 2021;
- electronic PER (ePER) - Moving People Safely product piloted in five prisons.

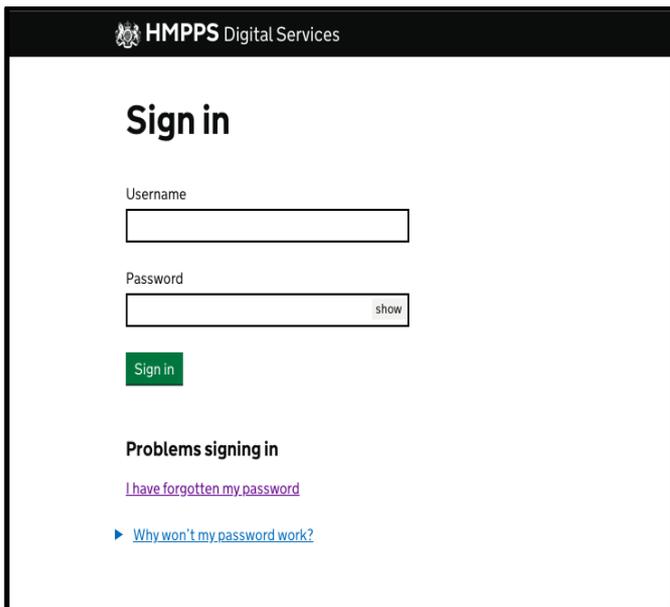
Moves not involving PECS suppliers (e.g. where prison staff provide the escort) are not booked through BaSM and paper PERs will continue to be completed for these moves.

2.1. Accessing BaSM

You will be able to access web-based service via the DPS icon on your Quantum machine, or directly at:

<https://bookasecuremove.service.justice.gov.uk>

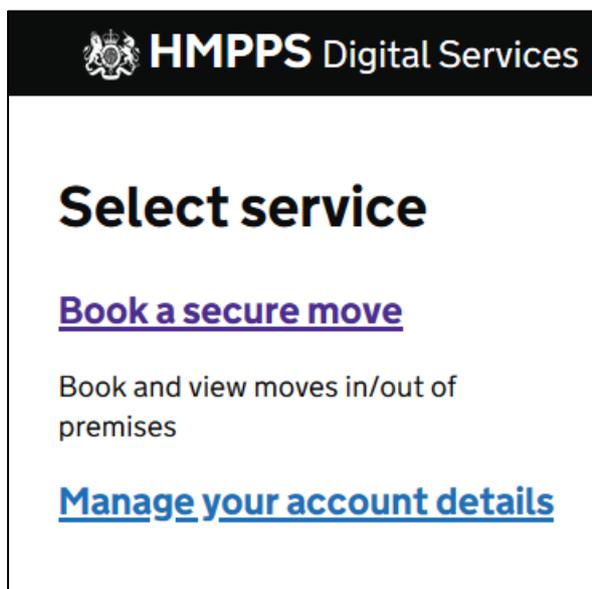
Log into the Sign in page with your Digital Prison Services (DPS) account.



The screenshot shows the 'Sign in' page for HMPPS Digital Services. At the top, there is a logo and the text 'HMPPS Digital Services'. Below this, the heading 'Sign in' is displayed. There are two input fields: 'Username' and 'Password'. The 'Password' field has a 'show' button next to it. A green 'Sign in' button is located below the password field. Underneath the button, there is a section titled 'Problems signing in' with two links: 'I have forgotten my password' and 'Why won't my password work?'.

If you cannot access this web page, please contact your Local System Administrator (LSA) for support.

If you can login but do not see the option for BaSM (shown below) please contact your LSA, who will be able to give the appropriate permissions to submit move requests. Roles available are shown at 2.2 below.



2.2. Information for LSAs

The following table summarises the roles prison staff will require to use BaSM and what this enables them to do.

Role title	Description
PECS_PRISON	Individuals require this role to access BaSM and submit prison to court requests.
PECS_OCA	Individuals require this role to: <ul style="list-style-type: none"> • submit requests to PMU for single IPT's; • allocate individuals and fulfil an Allocation received from PMU.
PECS Person Record Auth	Individuals require this role to complete a dPER form for a move carried out by PECS suppliers.

The following further LSA guidance documents are available:

- Adding Digital Prison Services (DPS) permissions;
- Requesting DPS accounts for non-Quantum users (e.g. healthcare staff).

2.3. Continuous improvement

BaSM service is in development and ongoing releases should be expected based on feedback received from users. Please provide your feedback via our survey:

<https://www.research.net/r/5WLH3PX>

2.4. Technical Support and System unavailability

- **Access issues** - for any issues with accessing BaSM, please contact your LSA;
- **Technical issues** - if you require any other support with using BaSM, please email bookasecuremove@digital.justice.gov.uk or contact the service desk at 0800 917 5148;
- **Service unavailable** - if BaSM is unavailable, a Service currently unavailable page will be displayed.

For Single requests and Allocations, you should wait until the service is available again to submit the booking. However, if a move is urgent, revert to manual process of sending requests through to the suppliers and/or PMU via email and/or phone, based on availability.

Where the system is unavailable to complete the dPER prior to the move taking place, you must complete a paper PER.

3. Dashboard - Outgoing and Incoming moves

3.1. Home

After logging into BaSM, you will land on the Home page shown below. The options in the toolbar will take you to the relevant dashboards:

- **Outgoing** - dashboard showing day by day approved moves from your prison to other locations. You can also create a single move request from here;
- **Incoming** - dashboard showing day by day planned moves into your prison from other locations;
- **Single requests** - a weekly view of single requests (pending, approved and rejected). You can also create a single move request from here;
- **Allocation** - a weekly view of allocation requests; you can add individuals to an Allocation from here.

Under the **Your overview** header, you will see an overview of Outgoing and Incoming daily moves, together with any IPT Single requests and Allocation requests for the week.

The screenshot displays the BaSM Home dashboard for Nottingham (HMP). At the top, there is a navigation bar with links for Home, Outgoing, Incoming, Single requests, and Allocations. Below the navigation bar, the location is identified as NOTTINGHAM (HMP) with a 'Switch location' link. The main section is titled 'Your overview' and contains four primary metrics, each in a blue box with a large '0' and a link to the detailed view:

- Outgoing for Monday 5 Oct 2020 (Today)**: 0 outgoing moves
- Incoming for Monday 5 Oct 2020 (Today)**: 0 incoming moves
- Single requests sent 5 to 11 Oct 2020 (This week)**: 0 pending review
- Allocations for 5 to 11 Oct 2020 (This week)**: 0 total allocations

Below these primary metrics, there are additional sub-metrics in light grey boxes:

- Under Single requests: 0 approved and 0 rejected
- Under Allocations: 0 filled allocations and 0 unfilled allocations

3.2. Viewing Outgoing moves on the dashboard

You will see moves and their details displayed on the BaSM platform dashboard.

To note:

- prisoner moves are ordered by destination;
- for each destination, the latest created move is displayed on top of the list;
- the status of the move is displayed on the right side of the screen;
- you can print moves by selecting **Print moves** at the top right of the screen;
- you can export moves to a CSV spreadsheet by selecting **Download moves** at the top right of the screen if you wish to share the moves with additional parties.

Outgoing moves for [Download moves \(.csv\)](#)
[Print moves](#)

Monday 28 Sep 2020

[← Previous day](#) [Today](#) [Next day →](#)

Create a move >

Move to **Guildford MC**



LASTNAME, FIRSTNAME
Reference: FEH6734X

Date of birth
20 May 2000 (Age 20)

Gender
Female

HEALTH ISSUE

MOVE REQUESTED

Move to **Minehead MC**



THREE, EXAMPLE
Reference: VUC2519F

Date of birth
20 May 2001 (Age 19)

Gender
Female

Warnings will display once a Person Escort Record has been completed

MOVE REQUESTED

3.3. Viewing Incoming moves on the dashboard

You can see approved Incoming moves to your prison for any given day from the Incoming screen.

To note:

- prisoner moves are ordered by destination;
- for each destination, the latest created move is displayed on top of the list;
- the status of the move is displayed on the right side of the screen;
- you can print moves by selecting **Print moves** at the top right of the screen;
- you can also download moves to a CSV by selecting the **Download moves** link.

Incoming moves for

Thursday 24 Sep 2020

[Download moves \(.csv\)](#)
[Print moves](#)

[← Previous day](#) [Today](#) [Next day →](#)

[Create a move >](#)

Move from
NOTTINGHAM (HMP)

Person to be added MOVE REQUESTED
Reference: AYX3851F
Warnings will display once a Person Escort Record has been completed

 **DEVELYN, UDFSANAYE** MOVE REQUESTED
Reference: XPJ5198U
Date of birth 16 May 1982 (Age 38) **Gender** Male
Warnings will display once a Person Escort Record has been completed

3.4. Viewing an individual's move

By clicking on the name of the person displayed on the dashboard or alert flag you will be taken to the person profile page. You will also be able to view the person's move details.

MOVE REQUESTED

DEVELYN, UDFSANAYE

Reference: XPJ5198U

Warnings will display once a Person Escort Record has been completed

Personal details

PNC number	09/548131F
Prison number	G6549GN
CRO number	450130/09E
Date of birth	16 May 1982 (Age 38)
Gender	Male
Ethnicity	Asian/Asian British: Pakistani

Risk information

Warnings will display once this section has been completed

[View information provided when move was requested](#)

[Review](#)

Offence information

[Review](#)

No Offence information warnings. View [all answers](#).

Health information

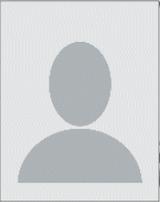
[Review](#)

HEALTH ISSUE

Health issues

Yes

DEVELYN, UDFSANAYE



From
NOTTINGHAM (HMP)

To
BRIXTON (HMP)

Date
Thursday 24 Sep 2020

Transfer status
Agreed by Mr T

4. Creating a single request to court

4.1. Creating a move

You can create a move from the **Outgoing** or **Single requests** dashboard.

Home **Outgoing** Incoming Single requests Allocations

NOTTINGHAM (HMP) [Switch location](#)

Outgoing moves for
**Tuesday 13 Oct 2020
(Today)**

[Download moves \(.csv\)](#)
[Print moves](#)

[← Previous day](#) [Today](#) [Next day →](#)

Create a move >

No moves

If court movements are not added to BaSM, suppliers will not be able to view the move. All court movements in the NOMIS diary for the following day need to be added to the BaSM platform the day prior by 8.00pm.

4.2. Who is being moved?

- Click on Create a move to start creating a request;
- Enter the Prison number of the person you want to move; click **Search**;
- A verification page with image(s) and details of the person(s) with the Prison number is displayed; this is in line with information on NOMIS;
- Select the person you want to move then click the **Continue** button.

Who is being moved?

Prison number
For example, 'A1234AB'

[▶ I don't have this number](#)

Search [Cancel](#)

4.3. Where is this person moving?

Select the Move to locations for where you are moving the person.

Where is this person moving?

Move from
NOTTINGHAM (HMP)

Move to

Court

Prison or young offender institution (YOI)

Hospital

Secure Children's Home (SCH)

Secure Training Centre (STC)

[Continue](#) [Cancel](#)

4.4. When is this person moving?

Select when the person is required to move.

When is this person moving?

Today (Tuesday 13 Oct 2020)

Tomorrow (Wednesday 14 Oct 2020)

Another date

[Continue](#) [Cancel](#)

4.5. Is this move associated with a court case?

If you would like BaSM to automatically create a NOMIS diary court movement linked to an active NOMIS court case, select Yes. Active court cases in NOMIS will be returned. Enter the hearing time and any relevant details.

If the move has already been added to the NOMIS diary, select No. This will still enable you to proceed and book the prison to court request with the PECS supplier.

Is this move associated with a court case?

Yes

What court case is this move for?
The case must exist in NOMIS to appear here

12345678 at Snaresbrook Crown Court

Start date	Case type
15 Apr 2020	Adult

87654321 at Aberystwyth MC

Start date	Case type
15 Apr 2020	Adult

Time of first hearing
We only require the time of the earliest hearing to book the move

Give details (optional)

No
A court date will not be added to NOMIS

[Continue](#) [Cancel](#)

4.6. Risk information

The next step is to review the **Risk information** for the person you want to move and confirm the Release status information. Relevant information from NOMIS will be displayed to assist in the determination. Click **Continue** once completed.

Risk information

This information is currently in NOMIS

VIOLENT

Risk to Public - Community
Details not provided
Created on Thursday 8 Aug 2019

Custodial Violence Management
Details not provided
Created on Thursday 8 Aug 2019

Release status information

NOT TO BE RELEASED

Governor's Hold
Details not provided
Created on Thursday 8 Aug 2019

Non Appearance at Court
Details not provided
Created on Thursday 8 Aug 2019

▶ [The information in NOMIS is not correct](#)

Is there a reason this person should not be released?
For example, they may be wanted by immigration or recalled to custody

Yes

No

Continue [Cancel](#)

4.7. Special vehicle

Select whether or not a special vehicle is required. Relevant information from NOMIS will be displayed to assist in the determination. If yes, add any additional relevant information for the supplier then click **Request move**.

Special vehicle

This information is currently in NOMIS

HEALTH ISSUE

Deaf - Uses Sign Language
Details not provided
Created on Thursday 12 Sep 2019

PREGNANT

Not Preg, acc under 9mths
Details not provided
Created on Friday 16 Aug 2019

REQUIRES SPECIAL VEHICLE

False Limbs
Details not provided
Created on Thursday 8 Aug 2019

Severe Disfigurement
Details not provided
Created on Thursday 7 May 2020

[▶ The information in NOMIS is not correct](#)

Does this person need to travel in a special vehicle?
This could be a specially-adapted prison van (for example, to accommodate wheelchairs)

Yes

No

Request move [Cancel](#)

4.8. Changing/cancelling prisoner moves

If you decide to make changes or cancel a move:

- access the person profile page of the move you want to change or cancel;
- click on the **Cancel this move** link at the bottom of the page;
- select your reason for cancelling the move and add details if required;
- update NOMIS as required.

Cancel this move request

Why are you cancelling this move request?

Made in error
For example, there's a mistake or the person no longer needs to move

Supplier declined to move this person
For example, the request was made late

Cancelled by Population Management Unit (PMU)

Another reason

 **You must also contact the supplier to cancel the move request**

Note: Changes can only be made to moves that are yet to take place.

If you cancel or change a move in BaSM linked to the NOMIS diary, you need to update the NOMIS diary manually.

5. Inter Prison Transfers (IPT) - creating Single requests

To propose an individual transfer request with PMU you will need to have the **PECS OCA Officer** role in addition to the **PECS Prison** role.

Using BaSM replaces the previous method i.e. intranet form emailed to PMU. The previous form should only be used if BaSM be unavailable and you have been advised to do so.

5.1. Making a Single request

The Single requests dashboard will show your requests and their current status. Suppliers will not act on a proposed move until it has been approved by PMU. By selecting the filter, you can see proposed moves that are **pending review, approved, rejected or cancelled**.

Single requests sent

10 to 16 Aug 2020

[Download moves \(.csv\)](#)
[Print moves](#)

[← Previous week](#) [This week](#) [Next week →](#)

[Create a move >](#)

11 pending review	2 approved	1 rejected	3 cancelled
-----------------------------	--------------------------------------	--------------------------------------	---------------------------------------

[Filter requests](#)

Name ↕	Sent on ↕	Move from ↕	Move to ↕	Earliest date of travel	Move type ↕
STANTON, KACI Reference: VKN4236N	14 Aug 2020	WETHERBY (HMPYOI)	EAST SUTTON PARK (HMP & YOI)	8 Jan 2021	Indeterminate Sentence Prisoner (ISP) to open
BAHRINGER, WALKER Reference: MXY8751M	12 Aug 2020	WETHERBY (HMPYOI)	STANDFORD HILL (HMP)	27 May 2021	Resettlement

To propose a move:

- select **Create a move**;
- enter the **Prison number**; if you do not have the Prison number, you will be unable to request the move;
- enter the receiving prison on the **Where is this person moving to?** screen;
- enter the **Earliest date of travel** and whether there is a date that the move has to be completed by;
- select the appropriate **Reason for move**;

Reason for move

- Accumulated Visits
- Compassionate
- Court move
- Contract Package Area (CPA)
- Indeterminate Sentence Prisoner (ISP) to open
- Multi Agency Public Protection Arrangements (MAPPA)
- Medical
- Offending behaviour course
- Parole
- Progressive
- Repatriation
- Resettlement
- Return after court appearance
- Security
- Youth Justice Board (YJB)
- Another reason

Additional information (optional)

[Cancel](#)

- confirm whether the move has been agreed with the receiving prison;
- confirm whether a special vehicle is required.

The move is now sent for review to Population Management Unit.

[Home](#) [Outgoing](#) [Incoming](#) [Single requests](#) [Allocations](#)

NOTTINGHAM (HMP)

Move sent for review

Move reference
MUT6584P

The move for [SIMS, JASON](#) to **LEEDS (HMP)** has been sent to the Population Management Unit (PMU) for review.

[Back to dashboard](#)

Once submitted, PMU will review and either approve or reject the request. **Once approved, the move will be confirmed with the PECS supplier.**

Currently you are unable to add IPTs direct to NOMIS diary from BaSM. You will need to manually add any approved moves to the NOMIS diary. If a request is altered, you will need to update NOMIS manually.

5.2. Review a submitted Single request

To review the details entered on a Single request, select the name of the person from the Single request dashboard and you will be able to review the status and profile of the individual.

MOVE REQUESTED

DEVELYN, UDFSANAYE

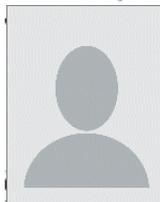
Reference: TVH2468C

Warnings will display once a Person Escort Record has been completed

Personal details

PNC number	09/548131F
Prison number	G6549GN
CRO number	450130/09E
Date of birth	16 May 1982 (Age 38)
Gender	Male
Ethnicity	Asian/Asian British: Pakistani

DEVELYN, UDFSANAYE



From
NOTTINGHAM (HMP)

To
PENTONVILLE (HMP)

Date
Thursday 24 Sep 2020

Reason for move
Court move

Transfer status
Agreed by Mr T

Risk information

Warnings will display once this section has been completed

[View information provided when move was requested](#)

[Review](#)

Offence information

Warnings will display once this section has been completed

[Review](#)

Health information

Warnings will display once this section has been completed

[View information provided when move was requested](#)

[Review](#)

Property information

Warnings will display once this section has been completed

[Review](#)

[Cancel this move](#)

5.3. Editing a Single request

To edit a Single request that is Pending review, please contact PMU. They will reject the original request and you must re-enter the request for approval once cancelled.

If the move has already been approved, you can cancel the move via the Outgoing dashboard and re-enter it. **It is recommended you contact PMU prior to this.**

5.4. Cancelling a Single request

To cancel a Single request that has not been approved, contact PMU. If the move has been approved, you can cancel the move via the Outgoing dashboard although **you must contact PMU prior to this.**

MOVE REQUESTED

DEVELYN, UDFSANAYE

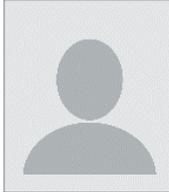
Reference: TVH2468C

Warnings will display once a Person Escort Record has been completed

Personal details

PNC number	09/548131F
Prison number	G6549GN
CRO number	450130/09E
Date of birth	16 May 1982 (Age 38)
Gender	Male
Ethnicity	Asian/Asian British: Pakistani

DEVELYN, UDFSANAYE



From
NOTTINGHAM (HMP)

To
PENTONVILLE (HMP)

Date
Thursday 24 Sep 2020

Reason for move
Court move

Transfer status
Agreed by Mr T

Risk information

Warnings will display once this section has been completed

[View information provided when move was requested](#)

[Review](#)

Offence information

Warnings will display once this section has been completed

[View information provided when move was requested](#)

[Review](#)

Health information

Warnings will display once this section has been completed

[View information provided when move was requested](#)

[Review](#)

Property information

Warnings will display once this section has been completed

[Review](#)

[Cancel this move](#)

Cancel this move request

Why are you cancelling this move request?

Made in error
For example, there's a mistake or the person no longer needs to move

Supplier declined to move this person
For example, the request was made late

Cancelled by Population Management Unit (PMU)

Another reason

[Confirm cancellation](#)

6. Inter Prison Transfers (IPT) - fulfilling Allocation requests

To allocate individuals to an Allocation request from PMU you will need to have the **PECS OCA Officer** role in addition to the PECS Prison role.

Please note, you cannot create an Allocation. This is a function of PMU. If you have a group of prisoners which require moving to another prison (e.g. training course), please contact PMU to generate an Allocation request.

6.1. Completing an Allocation request

The Allocations dashboard will show your requests and their current status.

By selecting the filter, you can see **total allocations**, **filled allocations** and **unfilled allocations**.

PECS suppliers treat all allocation requests as approved from the time they are created by PMU.

Once an Allocation is created by PMU, it will also appear in the Outgoing dashboard showing unnamed persons against it until individuals are assigned to the Allocation.

Allocations for **12 to 18 Oct 2020 (This week)**

[Download allocations \(.csv\)](#)
[Print allocations](#)

[← Previous week](#) [This week](#) [Next week →](#)

[Create an allocation >](#)

10 unfilled allocations	0 filled allocations	15 cancelled allocations
-----------------------------------	--------------------------------	------------------------------------

Move size ↓	Progress	Move to ↓	Date of travel ↓
6 people	NONE ADDED	ALBANY (HMP)	18 Oct 2020
3 people	NONE ADDED	WYMOTT (HMP)	18 Oct 2020
6 people	NONE ADDED	WERRINGTON (HMPYOI)	17 Oct 2020

To fill an allocation:

- select the link under the **Move size** header, which will take you to the **Criteria** for allocation set by PMU;

5 people to HMP Leeds, 20 Nov 2019

Allocation Allocation history

Criteria for allocation

Today (12:49) by Fulton Mackay, Population Management Unit

Estate type	Adult, male
Category	C
Time left to serve	16 months or less to serve
Complex cases for prisons to discuss	Self harm / prisoners on ACCT; Mental health issues
Other criteria	None provided

! This allocation should be filled in full - consider prisoners that are the next best for this allocation

People for allocation

You can't add people who require a special vehicle to an allocation - you need to [create a single request](#) instead.

5 people to add

[Add person](#)

No prisoners added to allocation

Allocation details

Number of prisoners
5

Move from
HMP Bedford

Move to
HMP Leeds

Date
20 Nov 2019

Requested by Fulton Mackay, PMU

- select **Add person**;
- enter the **Prison number** of the individual you want to add to the Allocation; if you do not have the prison number, you will be unable to add the individual to the Allocation;
- complete **Has this move been agreed with the receiving prison?**;

Has this move been agreed with the receiving prison?

Yes

No

Complex cases should be discussed with the receiving prison.

This includes:

- Segregated prisoners
- Self harm / prisoners on ACCT
- Mental health issues
- Integrated Drug Treatment System

For complex case prisoners, you should seek to confirm these with the receiving prison before adding the individual to the Allocation.

- confirm whether a Special vehicle is required; if a Special vehicle is required, you will be unable to add them to the Allocation and you should consider submitting a Single request;
- once you reach the confirmation page either select **Add another person to this allocation** or **Return to the dashboard** to continue (as per below).

Currently BaSM does not support automatically adding transfers in the NOMIS diary. You will need to manually add any approved moves to the NOMIS diary. If a request is altered, you will need to update NOMIS manually.

6.2. Reviewing an Allocation request

To review an allocation request, select the request from the dashboard. You will be able to see if the request has been filled or if you still need to add people.

4 people from NOTTINGHAM (HMP) to LINCOLN (HMP) on 26 Jun 2020

Criteria for allocation

Created on Today 1:14pm

Prisoner category	C
Time left to serve	16 months or less
Complex cases for prisons to agree	Segregated prisoners, Self harm / prisoners on ACCT, Mental health issues, and Integrated Drug Treatment System
Other criteria	None provided

Allocation details

Number of prisoners

4

From

NOTTINGHAM (HMP)

Requested by Simon Tooth

To

LINCOLN (HMP)

Date

Friday 26 Jun 2020

! This allocation should be filled in full — consider prisoners that are the next best for this allocation

People for allocation

4 people remaining to add

You can't add people who require a special vehicle to an allocation — you need to [create a single request](#) instead

[Add person](#)

No prisoners added to allocation

[Cancel allocation](#)

6.3. Editing an Allocation request

You will be able to remove individuals from the allocation request from the review page by selecting the **Remove** button next to the individual.

Created on Today 11:45am

Prisoner category	B	Allocation details
Time left to serve	Any time to serve	Number of prisoners
Complex cases for prisons to agree	Segregated prisoners, Self harm / prisoners on ACCT, Mental health issues, and Integrated Drug Treatment System	5
Other criteria	None provided	From
		WETHERBY (HMPYOI) Requested by Jason Sims
		To
		ALTCOURSE (HMP)
		Date
		Tuesday 23 Jun 2020 (Tomorrow)

! This allocation should be filled in full — consider prisoners that are the next best for this allocation

People for allocation
4 people remaining to add

You can't add people who require a special vehicle to an allocation — you need to [create a single request](#) instead

[Add another person](#)



ABELLA, OTEEMOON
Reference: PVM2547M

Date of birth 14 Feb 1976 (Age 44) **Gender** Male

[Remove](#)

If you are not able to fill the request in full you should contact PMU, who are able to reduce the number of individuals on an Allocation.

If the date of the Allocation needs to be changed, contact PMU who will cancel the Allocation request and submit a new request.

6.4. Cancelling an Allocation request

Contact PMU if an allocation request needs to be cancelled to discuss.

Any Allocations that PMU have cancelled will be displayed in the Cancelled Allocations filter

Allocations for [Print allocations](#)

12 to 18 Oct 2020 (This week)

[← Previous week](#) [This week](#) [Next week →](#)

[Create an allocation >](#)

13 unfilled allocations	0 filled allocations	18 cancelled allocations
-----------------------------------	--------------------------------	------------------------------------

Move size ▾	Progress	Move to ▾	Date of travel ▲
2 people	NONE ADDED	ALTCOURSE (HMP)	12 Oct 2020
9 people	NONE ADDED	STAFFORD (HMP)	12 Oct 2020

7. Digital Person Escort Record (dPER)

A dPER must be completed for all prisoners going on an external escort movement to any destination, in line with PSO 1025. If you have any queries on the policy, please contact SOCT.Procedure@justice.gov.uk

To start a dPER linked to a PECS supplier move, you will need to have the **PECS PER Author** role.

PERs for non-PECS supplier moves are not currently supported within the BaSM platform, therefore you will continue to complete paper PERs for these moves.

7.1. Starting a dPER

After selecting a person from the Outgoing dashboard, you will see their profile page.

If you have not started the dPER at all, you will have the option to **Start Person Escort Record**.

Start the Person Escort Record

Once the Person Escort Record has been started you cannot edit the risk and health information provided below, but you can amend them when you complete the risk and health sections in the Person Escort Record.

[Start Person Escort Record](#)

MOVE REQUESTED

LAST NAME, FIRST NAME

Reference: JVT9758Y

Warnings will display once a Person Escort Record has been completed

Personal details [Change](#)

Date of birth	1 Jan 2004 (Age 16)
Gender	Male
Ethnicity	Asian/Asian British: Indian

Risk information [Change](#)

VIOLENT

staff assaulter

Health affecting transport [Change](#)

No health affecting transport

Information for the court [Change](#)

No information for the court

LAST NAME, FIRST NAME



From
Lincolnshire Secure Unit

To [Change](#)
Aberdare County Court

Date [Change](#)
Thursday 20 Aug 2020
(Yesterday)

Once you have clicked on **Start Person Escort Record**, you will see the following sections of the dPER:

Incomplete Person Escort Record

Risk information	NOT STARTED
Offence information	NOT STARTED
Health information	NOT STARTED
Property information	NOT STARTED

If the dPER has already been started, you will see the various sections of the dPER and the completion status. All sections need to be completed before the handover to the PECS supplier can take place.

Incomplete Person Escort Record

Risk information	IN PROGRESS
Offence information	COMPLETED
Health information	NOT STARTED
Property information	NOT STARTED

MOVE REQUESTED

TWO, EXAMPLE

Reference: JUF1394P

Warnings will display once a Person Escort Record has been completed

Personal details [Change](#)

Date of birth	31 May 2001 (Age 19)
Gender	Male
Ethnicity	Prefer not to say

Risk information [Review](#)

Warnings will display once this section has been completed

▶ [View information provided when move was requested](#)

Offence information [Review](#)

TWO, EXAMPLE

From
Guildford Custody Suite

To
Prison recall [Change](#)

7.2. Pre-filled information from a previous dPER

The dPER will show information from previously completed dPERs and will display the date and time of when the information was previously entered.

Some answers on this page need to be reviewed. They are from the last Person Escort Record confirmed on Wednesday 4 Nov 2020 (Yesterday) at 9:58am.

The system will prompt the user to review the information against each relevant question and staff must confirm and update the details accordingly to ensure that it is up to date and accurate.

The screenshot shows a form with the following elements:

- Question: **Is there a reason this person should not be released?**
- Subtext: For example, they may be wanted by immigration or recalled to custody
- Review Notice: A red-bordered box containing the text "This answer needs to be reviewed".
- Radio Button: Yes, this person should not be released
- Text Input: A text box containing "serving prisoner" with the label "Give details" above it.
- Radio Button: No
- Buttons: "Save and continue" (green) and "Save and return to overview" (grey).

Certain questions within the PER will not be pre-filled from a previous PER. These are questions which are most likely to have changed since a previous move, for example, do they need to take any medication whilst moving, are they travelling with child, how recently did self-harm occur, property being moved.

7.3. Information integrated into the dPER from NOMIS

Where an individual has an active NOMIS alerts, reasonable adjustments or personal care needs, these will also be integrated and displayed on the PER from NOMIS. The following structured information will be displayed on the PER.

- **Alerts** - Alerts that are currently active will map to questions in the risk and offences sections.
- **Personal care needs** - Personal care needs that have not reached their end date and have a status of 'on' will be displayed against health and risk questions in the PER.
- **Reasonable adjustments** – Reasonable adjustments that have not reached their end date will be displayed primarily against questions in the health section.

The question is required to be answered and any further details provided.

Example NOMIS alert mapped against a Risk question:

Are they violent or dangerous?
For example, is there any relevant history of violence, actual or threatened

Active NOMIS information to be included
Last updated Friday 6 Nov 2020 (Today) at 10:37am

Risk to Public - Custody
cKgWilpbgTbdYHLbtDPHUFUtiZNJcFlfqLoUeBJmBYmRcKgWilpbgTbdYHLbtDPHUFUtiZNJcFlfqLoUeBJmBYm
Alert created on Friday 4 Oct 2013

Violent
ffRmWLIDTZvOKmLaenZQffRmWLIDTZvOKmLaenZQ
Alert created on Friday 4 Oct 2013

This answer needs to be reviewed

Yes

Give details (optional)

Risk to public - XYZ

No

7.4. Risk Information

To complete the Risk Information section, select the **Risk Information** link from the profile page.

Then complete all the pages:

- **Security;**
- **Hold separately** – should this person be held separately?
- **Vulnerable or risk to others;**
- **Self-harm** – is there any indications that they might self-harm or attempt suicide and what is their current observation level;
- **Weapons, drugs or concealed items** - have they concealed, created or used any restricted items in custody?
- **Any other risks.**

You can **Save and come back later** at the bottom of a page if you need to.

Once you have completed this section, you will be presented with the **Risk information overview** (shown below), with the option to change answers if required.

Risk information overview	
Security Change	
Of high public interest	No
Violent or dangerous	No
Gang member or involved in organised crime	No
Stalker, harasser or intimidator	No
Escape risk	No
Hold separately Change	
Hold separately	Yes
Vulnerable or risk to others Change	
Vulnerable — at risk from other people	No
Risk to other people	Answer question
Self-harm Change	
Risk of self-harm or suicide	No
Current observation level	Standard observation level — no additional observation required
Weapons, drugs, or concealed items Change	
Concealed, created or used restricted items	No
Any other risks Change	

7.5. Offence Information

To complete the offence details section, select **Offence information** link from the profile page. Then complete the following pages:

- **Release status** - is there a reason this person should not be released?
- **Offence history**;
- **Current offences**.

You can **Save and come back later** at the bottom of a page if you need to.

Once you have completed this section, you will be presented with the **Offence information overview** (shown below), with the option to change answers if required.

Offence information overview

Release status

[Change](#)

Release status Not for release — Serving prisoner. Not for release

Offence history

[Change](#)

Hostage taker No

Sex offender No

Terrorism related offences No

Arsonist No

Current offences

[Change](#)

Current offences GBH

7.6. Health Information

The Health information section **should be completed by the healthcare staff**.

The healthcare staff will select the **Health information** link from the profile page and complete all the pages:

- **Health concerns** – physical or mental health issues, wheelchair user, pregnant;
- **Physical and mental health needs;**
- **Medical care**
 - Is there any sensitive medical information that needs to be shared with the healthcare staff at the receiving location? If so, this is to be provided outside of the dPER in a sealed envelope during handover.

To note: healthcare staff can provide information for medication on the dPER or for **sensitive** medical information through physical documentation. If there are sensitive medical details to be provided, the platform will prompt them of how to provide this and what details to include.

- Do they need to take any medication whilst moving?
- Do they need or have they been prescribed any other medication not required while moving?
- **Dependencies** – are they experiencing or at risk of withdrawal from alcohol or other addictions that might affect them when they leave custody;
- **Allergies and intolerances** – do they have any known special diet or allergies?
- **Personal care;**
- **Special vehicle** – is there a reason why this person might need to travel in a specially adapted prison van;
- **Any other health concerns;**
- **Contact details** – for someone who can provide more information about the persons health information.

Healthcare staff can **Save and come back later** at the bottom of a page if they need to.

Once healthcare staff have completed the health information questions, they will be presented with the following overview, with the option to change answers if required:

Health information overview

Health concerns

[Change](#)

Health issues Yes

Wheelchair user No

Pregnant No

Physical and mental health needs

[Change](#)

Physical health needs Yes — Should not be handcuffed due to XYZ

Mental health needs No

Medical care

[Change](#)

Sensitive medical information No

Medication while moving No

Prescribed medication No

Referred to a medical professional No

Dependencies

[Change](#)

Alcohol withdrawal [Answer question](#)

Addictions or dependencies [Answer question](#)

7.7. Property details

To complete the Property information section, select the **Property information** link from the profile page. Then complete the following pages:

- **Property** – do they have any property to be moved;
- **Property details** – including Bag and Seal numbers.

You can **Save and come back later** at the bottom of a page if you need to.

Once you have completed the property information questions, you will be presented with the Property information overview (shown below), with the option to change answers if required.

Property information overview

Property	Change
Property being moved	Yes
Property retained	No
In possession of property	Yes — Jewellery

Property details	Change
Bag 1	
Seal number	001
Contents	<ul style="list-style-type: none">• Medication — Inhaler• UK currency — £30

7.8. Confirm and complete the dPER

Once all sections of the dPER have been completed, you will see the option to **Provide confirmation**. This should be completed by a prison member of staff with the responsibility to confirm that the individual is fit to travel.

Person Escort Record has been completed

[Risk information](#)

COMPLETED

[Offence information](#)

COMPLETED

[Health information](#)

COMPLETED

[Property information](#)

COMPLETED

Once you are confident the information provided is correct and won't change, provide your confirmation that this record is correct in order to print it.

Provide confirmation

Check the box to confirm that, to the best of your knowledge, all information provided in the dPER is correct.

Once confirmation is given, the dPER cannot be edited, therefore it is advised that the PER is not confirmed until you are confident that the information provided will not change.

Confirm and complete this Person Escort Record

Once you are confident the information below is correct and won't change, provide your confirmation that this record is correct in order to complete it.

! Once you confirm and complete the Person Escort Record you will no longer be able to update information.

Check this box to confirm that, to the best of your knowledge, all information provided in this Person Escort Record is correct.

Confirm and complete record

7.9. Print the dPER

Once the dPER has been confirmed and completed, you can print it.

Prison staff must print the dPER to complete handover to the escort supplier officer.

Person Escort Record has been confirmed

All information in this Person Escort Record was confirmed at **9:19am** on **23 Sep 2020**.

 [Print Person Escort Record](#)

7.10. Handover to the PECS supplier

At the point of handover to the supplier, you will need to **sign the handover section on the paper PER** in order for your supplier to retain a copy. Please disregard the handover sign-off section on the printed dPER – all signatures belong on the paper PER.

This process is an interim process until the BaSM system is fully digitised (including events and handover).

7.10.1. What will escort officers receive for each detainee?

When the individual is handed over, the following dPER documentation will be also handed over:

- Printed copy of the dPER (containing Risk, Offence, Medical and Property information) as approved by the dispatching officer, together with any medical in confidence information in a sealed envelope.
- Blank copies of the paper PER including the handover, History and Record of Events and Red Flag pages for emerging or changing risk during escort (for completion, as required, by the Escort Officer while the individual is within the supplier's duty of care).