

# Notice of minor report

Name of establishment

Charge No.

Prisoner's No.

Prisoner's full name

**A copy of this form must be retained in the adjudication record**

Please tick appropriate box:

Prisoner copy

Copy for adjudication record

You have been placed on report by

Because - It is alleged that at

hours

on

place

you committed the following offence (Insert relevant paragraph)

contrary to

Prison Rule 51

YOI Rule 55

} Paragraph

Details of alleged offence

Signature of Reporting Officer

Name (BLOCK CAPITALS)

Your case will not be heard before

hours on

when you will be able to say what happened and defend yourself. You will be able to ask for witnesses, and to make a written statement if you want to. You can find out more about what happens in an adjudication on form DIS2, and in Prison Discipline Procedures PSI 47/2011, which you can find on your wing.

This form was issued to you at

hours on

by (name of issuing officer)

Following adjournment of this hearing ensure that issuing details of this notice for any subsequent hearings are entered on the reverse of this form and copies are retained as appropriate

**Please enter issuing details for any later hearing in the box below and retain copies for the adjudication record**

Following **adjournment** the hearing of  /  /  not before  :  hours

This form was re-issued to you at  :  hours on  /  /

Name of issuing officer

**What is a Minor Report?**

Some prisons or YOI's use a system known as 'minor reports' for prisoners charged with less serious offences. The charges that may be dealt with in this way are listed below. The case may be heard by a senior officer rather than a governor or director, who may impose a limited range of punishments but otherwise minor reports are similar to normal adjudications.

If you are serving a sentence you will be charged under **Young Offender Institution Rule 55** for the following offences:

**paragraph 6**

'intentionally endangers the health or personal safety of others'

**paragraph 7**

'intentionally obstructs an officer in the execution of his duty'

**paragraph 18**

'destroys or damages any part of a YOI'

**paragraph 20**

'absents himself from any place he is required to be'

**paragraph 21**

'is disrespectful to any officer'

**paragraph 22**

'Uses threatening abusive or insulting words or behaviour'

**paragraph 24**

'intentionally fails to work properly'

**paragraph 25**

'disobeys any lawful order'

**paragraph 26**

'disobeys any rule or regulation'

**paragraph 29**

'(a)attempts (b) incites or (c)assists another inmate to comit any of the forgoing offences'

If you are under 21 and on remand or awaiting sentence you will be charged under **Prison Rule 51** for the following offences:

**paragraph 5**

'intentionally endangers the health or personal safety of others'

**paragraph 6**

'intentionally obstructs an officer in the execution of his duty'

**paragraph 17**

'destroys or damages any part of a prison'

**paragraph 18**

'absents himself from any place he is required to be'

**paragraph 19**

'is disrespectful to any officer'

**paragraph 20**

'Uses threatening abusive or insulting words or behaviour'

**paragraph 21**

'intentionally fails to work properly'

**paragraph 22**

'disobeys any lawful order'

**paragraph 23**

'disobeys any rule or regulation'

**paragraph 25**

'(a)attempts (b) incites or (c)assists another inmate to comit any of the forgoing offences'