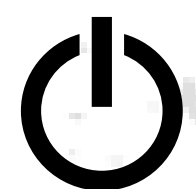


IT Equipment Guidance

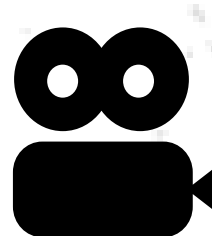
In order to assist prisons in facilitating legal advisors use of IT equipment during legal visits, it is assumed that:



Wi-Fi, 3G or other networking capabilities including any external 3G dongle or card **will be switched off** where practical



No attempt is made to transmit or receive images, sound or information in or out of the prison by electronic communications



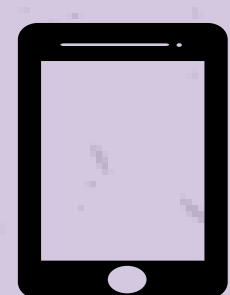
Any built-in cameras **must not be used** to take photographs or videos within a prison (although computer equipment with cameras are permitted)



Sound Recording Devices

Solicitors and other legal advisers to prisoners have been issued with guidance on sound recording devices they are allowed to bring in and/or possess to record interviews with their clients. There is a central authority in place to take sound recordings out of the prison. These recording devices can be digital or mechanical devices. Establishment's do not have to authorise locally for these devices

They **must not** contain a camera, video recorder or mobile phone. These devices **must not be** passed to prisoners. They must be logged on entry and again on exit to the prison to ensure that they are not left behind. The Law Society and Criminal Bar Association have been informed of this authorisation and associated restrictions.



Mobile Phones/Mobile Phone Facilities

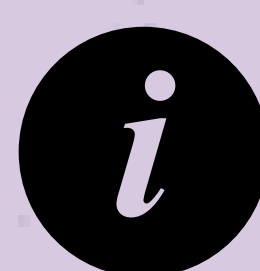
Solicitors **do not** have central authority to bring in and/or possess mobile telephones, other than at open prisons and only then if the local prison regulations allow this or on the authority of the Prison Group Director of Custody. It is recognised that many tablet computers have a mobile phone facility. In such cases, you need to ask legal advisers to activate "flight mode" which serves to disable this functionality, this must stay activated throughout the visit.



Computer/IT Equipment

Legal advisers have been given central authorisation to bring such items into prisons when visiting clients given that they will be used in a controlled environment and within the general sight of staff.

Legal visitors must advise the visiting staff on what items they are bringing into the establishment to ensure they are approved. Although legal advisers are responsible for all equipment brought into the establishment and should ensure they have all items with them when they leave, this will need to be ensured by prison staff on exit. Any requests for data or IT equipment, to be passed permanently to the prisoner should be declared to the prison and agreed before the visit.



Communication

Legal advisers have been informed that they should check in advance of any prison visit to confirm local arrangements and restrictions, and inform the prison of their intention to use IT during a legal visit when booking the visit.

Prisons must ensure that:

- legal advisers are clear about any local restrictions at the point of booking;
- any local measures are well-publicised and issued to all relevant solicitor firms;
- local arrangements are also included on prison websites.

High security prisons may have separate arrangements in place for different category of prisoners. It is therefore important the arrangements are communicated to legal advisors