Name of establishment Prison number Date of charge

Prisoner’s full name

Copy for prison record

Prisoner copy

Yes

No

Is the punishment a caution? If yes, you do not have to fill in any punishments.

## Punishments

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Loss of privileges** | **Maximum punishment possible** | **Number given** |  | **Last day of punishment (DD/MM/YYYY)** | | |  |
| Canteen | 21 days |  |  |  |  |  |  |
| Facilities to purchase | 21 days |  |  |  |  |  |  |
| Use of private cash | 21 days |  |  |  |  |  |  |
| TV | 21 days |  |  |  |  |  |  |
| Association | 21 days |  |  |  |  |  |  |
| Specify any other privileges withdrawn | | | | |  |  |  |
|  | 21 days |  |  |  |  |  |  |
|  | 21 days |  |  |  |  |  |  |
| **Stoppage of earnings** | 42 days |  |  |  |  |  |  |
| Percentage |  | **%** |  |  |  |  |  |
| **Cellular confinement** | 10 days |  |  |  |  |  |  |
| **Removal from activity** | 21 days |  |  |  |  |  |  |
| **Removal from wing/unit** | 21 days |  |  |  |  |  |  |
| **Extra work** | 21 days |  |  |  |  |  |  |
| **Days added to time in custody** | 42 days |  |  |  |  |  |  |
| **Prospective added days** | 42 days |  |  |  |  |  |  |
| **Payback punishment** | 12 hours |  |  |  |  |  |  |
| Compensation requirement | |  |  |  |  |  |  |
| **Recovery of money for damages amount** | | **£** |  |  |  |  |  |

For suspended punishments, enter details on the next page.

## Suspended punishments

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Loss of privileges** | **Max punishment possible** | **Number of days given** |  | **Suspended until**  **(DD/MM/YYYY) – max 6 months** | | |  | **Non-offending condition** | | **Rehabilitative activity condition** | |
| Canteen | 21 days |  |  |  |  |  |  |  |  | |
| Facilities to purchase | 21 days |  |  |  |  |  |  |  |  | |
| Use of private cash | 21 days |  |  |  |  |  |  |  |  | |
| TV | 21 days |  |  |  |  |  |  |  |  | |
| Association | 21 days |  |  |  |  |  |  |  |  | |
| Specify any other privileges withdrawn |  |  |  |  |  |  |  |  |  | |
|  | 21 days |  |  |  |  |  |  |  |  | |
|  | 21 days |  |  |  |  |  |  |  |  | |
| **Stoppage of earnings** | 42 days |  |  |  |  |  |  |  |  | |
| Percentage |  | **%** |  |  |  |  |  |  |  | |
| **Cellular confinement** | 10 days |  |  |  |  |  |  |  |  | |
| **Exclusion from associated work** | 21 days |  |  |  |  |  |  |  |  | |
| **Removal from wing/unit** | 21 days |  |  |  |  |  |  |  |  | |
| **Days added to time in custody** | 42 days |  |  |  |  |  |  |  |  | |
| **Prospective added days** | 42 days |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | |

Details of any rehabilitative activity conditions

If this punishment is **consecutive** to If this punishment is **concurrent** to

others, list charge numbers others, list charge numbers

Charge numbers of any existing suspended punishments, whether they have a non-offending or rehabilitative activity condition, and any actions taken. This could be ‘activated the punishment’, or ‘no action’, for example.

It’s important that a record of the finding, punishment, details of any conditions of suspended punishments, and any compensation requirement is recorded on Digital Prison Services (DPS), and that this paperwork is retained in line with data retention guidelines. Have you directed a member of staff to do this?

Yes

No

Adjudicator’s reasons for deciding punishment, where it’s outside published guidelines

Signature of adjudicator Name (BLOCK CAPITALS)

Date (DD/MM/YYYY)

A record of the finding, punishment, and any compensation requirements has been recorded on DPS, and this paperwork is retained in line with data retention guidelines.

Signature of officer Name (BLOCK CAPITALS)

Date (DD/MM/YYYY)

## If your adjudicator was a district judge

You cannot ask for a review of the decision. But if you – or your solicitor on your behalf - want to apply for a review of the punishment and/or any non-punitive compensation requirement (damages), ask for the form IA4 ‘Request for a review of an adjudication punishment imposed by an independent adjudicator’.

This must be completed and sent to the governor within 14 days of the end of your adjudication.

## If your adjudicator was a governor or director

If you’re not satisfied with the outcome of your adjudication, you can:

* ask for a review of the findings, including any compensation requirement that may have been imposed and/or punishment - ask for a DIS8 ‘Request for review’ form
* contact your solicitor for advice

You must ask for your review within 6 weeks of the end of your adjudication.

If your case is taken up by your solicitor, MP or any special interest group, it will still go through the same review procedure, although you would not need to complete a DIS8 ‘Request for review’ form.

When the review procedure has been completed, and if you’re still not satisfied, you can ask to write to the Prisons and Probation Ombudsman.

### Remission of additional days

If you receive a punishment of additional days, you can ask for some of these days to be removed, if the governor agrees. Ask for a DIS9 ‘Application for remission of additional days’ form if you want to apply for these days to be removed.

If you’ve not been found guilty in an adjudication for 4 months, then you can apply. You can apply again every 4 months if you’ve not been found guilty in an adjudication since your Last application, and if you’ve not already been given half of your added days back.