

KEY
Extant operational policy
policy Denotes extant operational policy but is not published on gov.uk
Cancelled/Replaced/Obsolete policies are shaded and text struck through
Extant operational policies going through the cancellation process and expected to be cancelled.

NUMERICAL LIST OF PRISON SERVICE INSTRUCTIONS 1997 – 2018

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
01/1997	Prison Service Orders and Instructions 0300	Instructions Unit New contact 11/05/17 – OPG Secretariat	Irving Jones, Alex Billerey 0171 217 6666/6996 New contact 11/05/17 – <u>opg@noms.gsi.gov.uk</u>	06/01/1997	30/06/1997	Cancelled by DOPT Jan 2019
02/1997	Cat A prisoners: Initial Categorisation Reviews 0900	Cat A Review Team, Directorate of Dispersal Prisons New contact 11/05/17 – HSPG	Eddie Sprunt, Angela Ashley 0171 217 6669/6559 New contact 11/05/17 – <u>anthony.plane@hmps.gsi.gov.uk</u>	20/01/1997	19/01/1998	PSI cancelled December 2017 – Replaced by 08/2013 and 09/2015
03/1997	Security and Standards Audit Action Plans 7300	Standards Audit Unit	Peter Atherton 01536 443449	23/01/1997	31/03/1998	Made obsolete by the Deregulation Team in January 2017. Standard Audit no longer exists
04/1997	Consolidated Prison and YOI Rules 0100	Programmes Group	Mark Darby, Jacqui West 0171 217 6370/6224	Immediate	31/03/1997	Policy cancelled – Obsolete (December 2017)
05/1997	Amendments to the Security Manual 4000	Security Group	Sarah Blakeney, Roy Donne 0171 217 5609/5568	31/01/1997	31/03/1998	Cancelled by PSI 27/1998
06/1997	Establishments' Business Plans for 1997-98 7000	Planning Group	Nick Garrett, Graham Howard 0171 217 5174/5789	31/01/1997	31/03/1998	Cancelled by DOPT May 2018. Time specific PSI – now obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
07/1997	Group/Unit Business Plans for 1997/98 7000	Planning Group	Nick Garrett, Graham Howard 0171 217 5174/5789	31/01/1997	31/03/1998	Cancelled by DOPT May 2018. Time specific PSI now obsolete
08/1997	Custodians of Child Protection Registers 0500	Programmes Group	David Tuck or Stewart Baxter 0171 217 5935/5227	10/02/1997	31/03/1998	On 11 January 2017 replaced and cancelled by PSI 18/2016 PI 17/2016
09/1997	End-year Expenditure Practices 1996-97 7500	Financial Control & Accountancy	Edward Kirby 0171 217 5451	14/02/1997	30/04/1997	Cancelled by DOPT June 2018. One off notice can be applicable to the set period.
10/1997	Point training and Probation Period for Officers 8100	Prison Officer & Operational Training, PSC	Dr D Wilson 01924 434000	17/02/1997	31/03/1998	Made obsolete by the Deregulation team in November 2016 Replaced by Staff Resourcing Policy and associated toolkits
11/1997	Dedicated Search Teams 1000	W</Security Group	Paul Minos/Chris Marsh 0171 217 5356/2006 Roy Donno 0171 217 5568	17/02/1997	04/04/1997	Cancelled by PSI 27/1998
12/1997	Fixed Assets 7500	Financial Control and Accountancy	Doug Allen 0171 217 5936 Graham Booth 0171 217 5658	17/02/1997	30/06/1997	Made obsolete by the Deregulation team in September 2016, newer policy in Chapter 12 of NOMS Finance Manual (PSI 37/2013) and FM&C Accounts Production Notices, Finance Communications as issued.

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
13/1997	Asset Control Stocktake 7500	Financial control and Accountancy	Atul Patel/Kelvin Hennis/Clara Mayungbe 0171 217 5161/5312/5752	17/02/1997	30/04/1997	Made obsolete by the Deregulation team in September 2016, newer policy in Chapters 12 and 17 of NOMS Finance Manual (PSI 37/2013); FM&C Accounts Production and Finance Communication as issued
14/1997	Amendment to the Security Manual 1000	Security Group	Sarah Blakeney/Roy Donne 0171 217 5609/5568	24/02/1997	31/03/1998	Cancelled by PSI 27/1998
15/1997	Taxes Management Act 1970 Section 16 Return 7500	Financial Control and Accountancy	Richard Wilson 0171 217 5650	24/02/1997	30/04/1997	Made obsolete by the Deregulation team in September 2016, responsibility for reporting under these has for some time now been centralised and/or the information can be reported on centrally via our finance/HR systems.
16/1997	Discount Sale of Quarters 8600	Chief Estates Officer	John Highfield 0171 217 5100 John Berry 0171 217 6259 Colin Allars 0171 217 6251	03/03/1997	31/03/1998	Made obsolete by Design & Deregulation programme in December 2016
17/1997	Provision of Court Transcripts 6400	Parole and Lifer Group New contact 11/05/17 – SCPPG	Sean Coles/Arnold Verrall 0171 217 5546/5773 New contact 11/05/17 – Lindsay.McKean@noms.gsi.gov.uk	24/02/1997	31/03/1998	Cancelled by DOPT April 2018. Replaced by PSI 36/2013
18/1997	Termination of Services: Point Students 8100	Training Services	David Wilson 01924 434000	24/02/1997	31/03/1998	Made obsolete by the Deregulation team in November 2016. Replaced by Staff Resourcing Policy and associated toolkits

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
19/1997	Voting Provisions for Prisoners 4650	Administration Group New contact 11/05/17 – MoJ Operational Policy Team	Stephen McCarthy/ Jenny Rees 0171 217 6676/6305 New contact 11/05/17 – ruth.power@justice.gov.uk	03/03/1997	31/03/1998	Cancelled and replaced by PSO 4650 (2001 version)
20/1997	Definition of Capital Expenditure 7500	Financial Control and Accountancy New contact 11/05/17 – Taxation	Edward Kirby 0171 217 5451 New contact 11/05/17 – martin.watson@noms.gsi.gov.uk	Immediate	31/03/1997	Cancelled by DOPT May 2018. Replaced by Finance Manual.
21/1997	Devolution of Student Travel and Subsistence 7500	Prison Service College	Maureen Morley/Zoe Granger 01788 834049/834051	01/04/1997	31/03/1997	Made obsolete by the Design & Deregulation programme in December 2016 newer PSI 15/2012 is available
22/1997	Financial Year End 1996/1997 7700	CAS System Manager, FOCUS HQ Accounting	Ian Kent 0151 224 6610 Derek Bell 0171 217 5465	immediate	31/03/1997	Cancelled by DOPT May 2018. Time specific PSI now obsolete
23/1997	Restrictions on Handing in of Property 4000	Directorate of Security and Programmes	Robert Carolan 0171 217 5737	17/03/1997	31/12/1997	Cancelled by PSO 1250 24/9/2004
24/1997	Introduction of Prison Service Finance Orders	Financial Control and Accounting	Bill Skinner 0171 217 5781	01/04/1997	31/03/1998	Cancelled by DOPT Jan 2019
25/1997	Incident Reporting System 1500	Intelligence and Incident Support Unit New contact 11/05/17 - PAG	0171 217 6264/ 6656/6487/6896 New contact 11/05/17 – sandy.rass@noms.gsi.gov.uk	01/04/1997	31/03/1998	
26/1997	Sentence Management and Planning 2200	Sentence Planning Section New contact 11/05/17 – PSP	Trish Wincote 0171 217 5141 New contact 11/05/17 – Jacqueline.Ashby@noms.gsi.gov.uk	01/04/1997 adult male establishments 01/06/1997 female establishments & YOI	31/03/1998	Cancelled by DOPT April 2018. This PSI had a short lifespan and simply, “introduced “ PSO 2200 sentence planning an operational guide, which has been cancelled.
27/1997	Prison Service Order on Race Relations 2800	DSP Programmes Group	Jacqui Ross 0171 217 6354 Martin Stephens 0171 217 6418	29/05/1997	31/03/1998	Cancelled by OPSDR June 2019. PSI Obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
28/1997	Safety of Parole Board and Board of Visitor members 4400	Directorate of Security and Programmes	Ian Mulholland 0171 217 6080	17/03/1997	31/03/1998	
29/1997	Staff Surpluses, Transfers, Recruitment, Promotion etc. 8000	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	24/03/1997	31/03/1998	Made obsolete by the Design & Deregulation programme in December 2016. Newer Staff Resourcing Policy and associated toolkits are available
30/1997	Time Limits for Submission of Requests / Complaints 2500	Prisoner Administration Group New contact 11/05/17— Operational Guidance and Regulation Team	Mark Darby 0171 217 6370 New contact 11/05/17— nigel.mulcaster@noms.gsi.gov.uk	02/06/1997	31/03/1998	Cancelled March 2018. Now forming part of the current complaints policy
31/1997	Contracting Out of Court Escort Services 1800	Prisoner Escort & Custody Services Area 8 monitor	0191 383 2239	06/04/1997	31/03/1998	Made obsolete by the Deregulation Team in January 2017. This PSI introduces the PECS contracts. The regions identified have been superseded by further contracts at periods of 7 years. As such this PSI has no use.
32/1997	The Role of the Samaritans 2550	Suicide Awareness Support Unit	-	01/04/1997	31/03/1998	Superseded by PSO 2700
33/1997	Training Plan 1997/98 Monitoring Arrangements 8200	Training Policy Unit, PSC	Stephen Seddon 01788 834062	01/04/1997	30/04/1998	Made obsolete by the Design & Deregulation programme in December 2016. Obsolete historical document in relation to 1997/8 training plan

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
34/1997	Security Awareness Training 8200	Security Group, Training Services	Dick Weber 0171 217 5698 Mary Haley 01788 834125	Immediate	31/03/1998	Made obsolete by the Deregulation Team September 2016, was likely included in Security Manual but that was speeded by NSF several years ago
35/1997	Use of Court Escort Contractor in Area 8 1800	Prisoner Escort & Custody Services, Area 8 monitor	-	07/04/1997	31/03/1998	Cancelled by DOPT April 2018 – Relates to a historical pilot and now superseded.
36/1997	Self Assessment for Income Tax – P11D and P9D 7500	Financial Control and Accountancy	Richard Wilson 0171 217 5650	05/04/1997	31/07/1997	Made obsolete by the Deregulation Team November 2016
37/1997	Directorate of Operations (North) Briefing Unit 0400	-	Tony Watson 0171 217 6562	06/05/1997	31/03/1998	Made obsolete by the Deregulation team November 2016 Relates to now defunct operations unit
38/1997	Criminal Cases Review Commission 5400	Prisoner Administration Group	Michelle Crerar 0171 217 2807 Jackie Everett 0171 217 6026	Immediate	31/03/1997	Replaced by PSO 4400 chapter 3 19/12/2000
39/1997	Age Retirement: Chaplains and Medical Officers 8100	Relevant Personnel Business Link	-	Immediate	31/03/1998	Made obsolete by the Design & Deregulation programme in December 2016. Now covered by NOMS Pay Manual
40/1997	DNA Testing: Criminal Evidence (Amendment) Act 1997 1000	Programmes Group New contact 11/05/17 – Security Group	Selwyn Nottingham, Linda Ingram 0171 217 6596/6331 New contact 11/05/17 – karina.hay@noms.gsi.gov.uk	01/05/1997	31/03/1998	PSI was live until 31/03/1998. Not an ongoing process. PSI cancelled December 2017

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
41/1997	IT Services Management, Ordering and Liaison 0400	IT Services Management Group	Steve Rowlands 0171 217 6473	Immediate	31/03/1998	Made obsolete by the Deregulation Team September 2016, Athena team have responsibility for requesting good & services from HP
42/1997	*Operational Support Grades: Implementation Guidance* 8600	HR (ER)	Prisons (ER) EmployeeRelations@justice.gov.uk	01/07/1997	N/A	
43/1997	Sentence Calculation – Concurrent Sentences 0600	Sentence Calculation Unit	John Evans, Lynette Hough, Ray Dickinson 0171 217 5823//5664/5943	02/06/1997	02/06/1998	Replaced by PSO 6650
44/1997	Health and Safety Issues with Contractors 3800	HR (Health & Safety Policy Unit)	Health-Safety.national@justice.gov.uk	23/05/1997	N/A	
45/1997	Exclusion of Amenities from Business Plans 7100	Regime Services (Prison Enterprise Services)	Jeremy Fallows, Hugh Johnstone 0181 760 1838/1678	-	-	Made obsolete by the Deregulation Team November 2016 this is because it is out of date – requirements around financial reporting now covered by Finance Manual
46/1997	International Visits To and From Abroad 0400	Programmes Group	Norma Hammond, Mike Webster 0171 217 6038/6298	22/05/1997	31/03/1998	Superseded by PSI 33/2003
47/1997	Delegation of Recruitment, Promotion and Selection 8100	Personnel Business Link	Dave Tappin/Jenny Hedge 0171 217 6753/6353	01/06/1997	30/05/1998	Superseded by PSI 79/1999
48/1997	Transfer & Promotion – Prison Officer Grade Vacancies 8100	Personnel Business Link	Dave Tappin 0171 217 6753	01/06/1997	30/05/1998	Partially superseded by PSI 76/1998, then superseded by PSI 79/1999

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
49/1997	Shadow KPI 8 7500	Regimes Services	Bernard Feist 0181 760 1825	05/06/1997	05/06/1998	Made obsolete by the Deregulation Team November 2016. KPIs no longer used and relates to 1997/98 accounts
50/1997	Devolution of Personnel Casework 8400	Relevant Personnel Business Link Team	-	30/06/1997	30/06/1998	Made Obsolete by DOPT Aug 2018 PSO 8400 has been cancelled and replaced by PSI 01/2017
51/1997	Unit Strategic Plans for 1998-2002 7000	Planning Group	Nick Garrett, Graham Howard 0171 217 5882	13/06/1997	13/06/1998	Cancelled by DOPT May 2018. Time specific PSI now obsolete
52/1997	Appointment of High Voltage Authorised Persons 5800	Construction Unit	Ian Wilkinson 0171 217 5462	13/06/1997	13/06/1998	Made obsolete by the Design & Deregulation programme in December 2016. Superseded by FM contract
53/1997	Year 2000 Compliance 0500	ITSMG	Ken Saunders 0171 217 6282	20/06/1997	01/07/1997	Cancelled by DOPT May 2018. Time specific PSI now obsolete
54/1997	Staff Facilities: Messes and Clubs 7500	Financial Control and Accountancy, Personnel Business Link Team	Doug Allen 0171 217 5936 Keith MacKenzie 0171 217 6942	27/06/1997	27/06/1998	Made obsolete by the Deregulation Team in September 2016, newer policy in Chapter 14 of NOMS Finance Manual (PSI 37/2013)
55/1997	Managing the Regime within Available Resources 8400	Personnel New Contact 11/05/2017 – HR	Janet King 0171 217 6539 New Contact 11/05/2017 – lynne.last@noms.gsi.gov.uk	Immediate 23/06/1997	30/08/1997	Cancelled by DOPT September 2018. Obsolete.
56/1997	VIREMENT Issues 1997/98 7500	Financial Control & Accountancy	Edward Kirby 0171 217 5451	Immediate 22/09/1997	30/04/1998	Cancelled by DOPT June 2018. One off notice can be applicable to the set period.
57/1997	Prison Service Education National Curriculum 4200	Regime Services (Education Services)	Penny Robson 0181 760 1816	17/07/1997	31/03/1998	Cancelled by DOPT Feb 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
58/1997	H & S (Consultation with Employees) Regulations 1996 3800	Health & Safety Policy Unit	John Greenland or Mary Evans 0171 217 6751	01/07/1997	30/06/1998	Made obsolete by the Deregulation Team in February 2017
59/1997	Managing Regimes within Available Resources (Update) 8400	Emergency Accommodation Project	Gabrielle Garton Grimewood	18/07/1997	31/08/1997	Made obsolete by the Deregulation team in November 2016. Replaced by Staff Resourcing Policy and associated toolkits
60/1997	Sex Offenders Act 1997 4650	Prisoner Administration Group	Tony Woolfenden 0171 217 6566	01/09/1997	31/08/1998	Cancelled by PSI 28/2001
61/1997	Detached Duty, Surpluses, Retention of Staff and PPRS 8000	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	24/07/1997	23/07/1998	Made obsolete by the Deregulation Team in January 2017 it has been replaced by Staff Resourcing Policy and associated toolkits
62/1997	Construction Industry Training NVQ "Call-off" Scheme 4200	Regime Services (Education Services)	Anthony Harris 0181 760 1609	01/08/1997	01/08/1998	Made obsolete by the Deregulation Team in January 2017
63/1997	Benefits Advice for Prisoners 5700	Prisoner Administration Group New contact 11/05/17 – MoJ Operational Policy Team	David Tuck 0171 217 5935 Stewart Baxter 0171 217 5227 New Contact 11/05/2017 – ruth.power@justice.gov.uk	Immediate 29/09/1997	30/11/1997	Cancelled March 2018. Policy Obsolete
64/1997	Early Retirement: Approved (B) 8100	Personnel Business Link New Contact 11/05/2017 – HR	Elizabeth Barnard 0171 217 6772 New Contact 11/05/2017 – lynne.last@noms.gsi.gov.uk	Immediate 06/08/1997	31/03/1998	Cancelled by DOPT April 2018 – New covered by NOMS Pay Manual
65/1997	Discount Sale of Quarters 8600	PIRG; Construction Unit	Colin Allars 0171 217 6251 John Highfield 0171 217 5100	07/08/1997	31/07/1998	Made obsolete by the Design & Deregulation programme in December 2016

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
66/1997	Prison Service Core Competence Framework (GCF) 8200	Management Selection and Succession Unit	Chris Roden or Phil Blackshaw 0171 217 2901	Immediate 08/08/1997	31/03/1998	Made obsolete by the Deregulation Team in January 2017. Replaced by Civil Service Competency Framework
67/1997	Survey of Prisoners' Mental Health 3500	Directorate of Health Care	David Hillier 0171 217 2886 Mary Piper 0171 217 6277	15/08/1997	31/01/1998	Made obsolete by the Deregulation Team in January 2017
68/1997	Voting Provisions for Prisoners 4650	Prisoner Administration Group New contact 11/05/17 – MoJ Operational Policy Team	Stephen McCarthy 0171 217 6676 Jenny Rees 0171 217 6305 New Contact 11/05/2017 – ruth.power@justice.gov.uk	Immediate 14/08/1997	31/03/1998	Cancelled and replaced by PSO 4650 (2001 version)
69/1997	Not Issued					
70/1997	Managing Regimes within Available Resources 8400	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	Immediate 19/08/1997	20/11/1997	Made obsolete by the Deregulation team in November 2016. Replaced by Staff Resourcing Policy and associated toolkits
71/1997	Not Issued					
72/1997	Prison Officer Recruitment 8100	MSSU	Chris Roden 0171 217 2901 Nick Walmsley 0171 217 2814	Immediate 02/09/1997	31/03/1999	Made obsolete by the Deregulation team in February 2017. Replaced by Staff Resourcing Policy and associated toolkits
73/1997	Escorted Absences for Cat. C Life Sentence Prisoners 6300	Lifer Management Unit, Parole & Lifer Group New contact 11/05/17 – SCPPG	John Court 0171 217 5712 Ken Kan 0171 217 5478 New contact 11/05/17 – Lindsay.McKean@noms.gsi.gov.uk	01/11/1997	31/10/1998	Cancelled by DOPT April 2018. EAs were cancelled after 2014. The ROTL policy now includes a version of escorted ROTL which is the same thing.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
74/1997	Effective Implementation of Throughcare 2300	Directorate of Regimes, Throughcare Section New contact 11/05/17 — SCPPG	David Tuck 0171 217 5935 New contact 11/05/17 — Lindsay.McKean@noms.gsi.gov.uk	01/02/1998	01/04/1999	cancelled by DOPT April 2018 — over 20 years old and has been replaced by changes in OM model.
75/1997	Religious Festivals: 1998 Dates	Chaplaincy	Rev Thomas Johns 0171 217 2024 New contact 11/05/17 — chaplaincyenquiries@noms.gsi.gov.uk	31/12/1997	31/12/1998	Cancelled by DOPT August 2018. Policy no longer relevant.
76/1997	Regime Monitoring until End of 1998-99 7100	Planning Group	Terry Andreou, Simon Knight, Jim Bartlett 0171 217 5854/5873/5502	01/01/1998	31/03/1999	Cancelled by DOPT May 2018. Time specific PSI— now obsolete
77/1997	PUMIS: Data Management until End of 1998-99 7100	Planning Group	Terry Andreou, Simon Knight, Jim Bartlett 0171 217 5854/5873/5502	01/01/1998	31/03/1999	Contains separate Annex A: PUMIS sources and calculations (which subsequently reissued in 1998 as PSO 7100). Cancelled by DOPT May 2018. Time specific PSI— now obsolete
78/1997	Managing Life Sentenced Prisoners: Recent Developments 4700	Lifer Review Unit	Alistair McMurdo 0171 217 5226 John Courtney 0171 217 5753	10/11/1997	30/04/1998	Made obsolete by the Deregulation Team September 2016, this instruction provides an update on the position of lifer management as it was almost 20 years ago. Numerous instructions have followed this one but the current policy document is PSO 4700.
79/1997	Private Cash 4000	Prisoner Administration Group	Glyn Jones 0171 217 5347	05/01/1998	04/01/1999	Replaced by PSI 8/2003

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
80/1997	Introduction of New Style Security Passes 4000	Security Group	Lyn Wheeler 0171 217 2033 New contact 11/05/17 – chris.sharp@noms.gsi.gov.uk	18/12/1997	31/03/1999	PSI Cancelled December 2017. Replaced by PSI 2012/44
81/1997	Recruitment & Initial Training of Prison Psychologist 8100	Psychology Liaison Unit	Michael Brookes 0171 217 6667	Immediate 08/12/1997	31/03/1999	Made obsolete by the Deregulation team in February 2017, replaced by Staff Resourcing Policy and associated toolkits
82/1997	Devolution of Management of Long Term Sickness Absence 8400	Personnel Business Link	Adrian Howlett 0171 217 6304 and relevant Business Link Teams	01/02/1998	31/01/1999	Made Obsolete by DOPT Aug 18 – Replaced by PSI 01/2017
83/1997	Revised Timetable, Contents of Parole Dossier and Use of IIS 6400	Parole Unit	Nick Hearn 0171 217 5583 Chris Perry 0171 217 5167	Immediate 23/12/1997	31/03/1998	Replaced by PSI 15/1998 & PSO Parole, early release & recall manual 1998
84/1997	Managing Regimes within Available Resources 8400	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	23/12/1997	28/03/1998	Made obsolete by the Deregulation team in November 2016. Replaced by Staff Resourcing Policy and associated toolkits
85/1997	Managing Unfunded Surplus Staff – Prison Officer Grades. 8000	Human Resource Planning	M Brookes/J East/G Howard 0171 217 6667/6347/2806	Immediate 08/01/1998	31/01/1999	Made obsolete by the Deregulation team in February 2017, replaced by Staff Resourcing Policy and associated toolkits
86/1997	End Year Expenditure Practices 1997-98 7500	Financial Control & Accountancy	Edward Kirby 0171 217 5451	Immediate 09/01/1998	30/03/1998	Cancelled by DOPT June 2018. One off notice can be applicable to the set period.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
87/1997	Information Technology Security Policy 1200	IT Security Manager	David Booth 01527 551002	Immediate 09/01/1998	10/01/1999	Replaced by PSO 9010
88/1997	Illegal Copying of Computer Software 1200	IT Security Manager	D Booth 01527 551002	Immediate 16/01/1998	14/01/1999	Replaced by PSO 9010
01/1998	Prison Service Instructions System – A Working Guide 0004	Secretariat	John Outram 0171 217 6272 Alex Billerey 0171 217 6996	01/02/1998	31/01/1999	Cancelled by DOPT Jan 2019
02/1998	Establishment Business Plans for 1998/99 7000	Planning Group	Vincent Couch 0171 217 5789 Helpline 0171 217 5882	31/01/1998	31/03/1999	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
03/1998	Group/Service Business Plans for 1998/99 7000	Planning Group	Vincent Couch 0171 217 5789	-	-	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
04/1998	Sentence Calculation – Counting of Remand Time 0600	Sentence Calculation Unit	John Evans/Lynette Hough/Ray Dickinson 0171 217 5823/5664/5904	Immediate 28/01/1998	31/03/1999	Replaced by PSO 6650
05/1998	Assisted Prison Visits Scheme 4400	Operations North, Ops South	Alan Jones 0121 626 2208 M. Mulrayne or M. Holliday 0121 626 3700	Immediate 02/04/1998	31/03/1999	Replaced by PSI 11/1999 and PSO 4405 of 1999
06/1998	Recording of Annual Leave for Prison Officers and OS Grades 8600	PIRG	Bob Greaves	01/03/1998	28/02/1999	Cancelled by DOPT April 2018 – information now recorded on My Detail
07/1998	Quantum and I.T. Purchases 7700	ITSMG	Don Grant 0171 217 6723 Steve Rowlands 0171 217 6473 Peter Ralph 0171 217 6818	Immediate 13/02/1998	03/11/1998	Replaced by PSI 46/1999
08/1998	Review of the Position of Ethnic Minority Staff in the Prison Service 8000	Personnel Business Link, Equal Opportunities	Angela Johnson 0171 217 6375 David Neal 0171 217 6539	March 1998	March 1999	Made obsolete by the Deregulation team in February 2017

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
09/1998	Age Retirement Policy: Chaplains and Medical Officers 8100	P.B.L. team	East & Dispersal 0171 217 6417; West 6936; South, West & Central 6295; S.East 6192; HQ 6152	01/04/1998	31/03/1998 (sic)	Made obsolete by the Deregulation team in February 2017, it is no longer relevant following changes to employment law and the abolition of a default retirement age.
10/1998	Mandatory Financial Management Training 7000	F.C & A	John Sheehy 0171 217 5846	March 1998	March 1999	Made obsolete by the Deregulation team in September 2016, newer policy in Chapters 4 and 5 of NOMS Finance Manual (PSI 37/2013) and (see link to Finance Manual in cell E4) guidance on My Services
11/1998	Performance Management 8400 [8450]	Personnel Business Link	Elizabeth Barnard 0171 217 6772	01/04/1998	31/03/1999	Made Obsolete by DOPT Aug 18 – replaced by 2014-02
12/1998	Training Plan 1998/99: Training Monitoring Arrangements	Training Policy Unit	Amanda Ambler 01788 834063	01/04/1998	30/04/1999	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
13/1998	Managing Regimes within Available Resources 8400	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	Immediate 16/03/1998	30/03/1998	Made obsolete by the Deregulation team in November 2016; replaced by Staff Resourcing Policy and associated toolkits
14/1998	Inclusion of Fee Paid Staff on the Payroll 7500	Personnel	A Solomon 0171 217 2937	06/04/1998	31/03/1999	Made obsolete by the Deregulation team in February 2017, all fee paid staff now paid on payroll

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
15/1998	Parole, Early Release and Recall Manual 6600	Parole Unit	Nick Hearn 0171 217 5583 Chris Perry 0171 217 5167	01/05/1998	30/04/1999	Replaces SO 10, CI 26,27,34 & 36/1992, IG 30/1994, 105/1995, 53/1996, 85/1996 & PSI 83/1997
16/1998	Self Assessment for Income Tax – P11D and P9D 7500	Financial Control & Accountancy	Richard Wilson 0171 217 5650	Immediate 08/04/1998	31/07/1998	Made obsolete by the Deregulation team in September 2016; responsibility for reporting under these has for some time now been centralised and the information can be reported on centrally via our finance/HR systems.
17/1998	Deduction of Income Tax & N.I. Contributions from Fees Paid to Individuals 7500	Financial Control & Accountancy	Richard Wilson 0171 217 5650	Immediate 09/04/1998	31/10/1998	Made obsolete by the Deregulation team in September 2016; responsibility for reporting under these has for some time now been centralised and the information can be reported on centrally via our finance/HR systems.
18/1998	Security Arrangements for Young Offenders (Restricted Status) 1000	Security Group New contact 11/05/17 – HSPG	Ian Dingwall 0171 217 5889 New contact 11/05/17 – Anthony.Plane@hmps.gsi.gov.uk	Immediate 17/04/1998	30/09/1998	PSI Cancelled December 2017 – obsolete
19/1998	Responsibility for the Prison Estate 5800	Construction Unit	John Highfield 0171 217 5100	Immediate May 1998	31/03/1998	Made obsolete by the Deregulation Team November 2016. It relates to a now defunct Operations Unit

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
20/1998	Prison Discipline 2000	Prisoner Administration Group	Mark Darby 0171 217 6370 Jenny Rees 0171 217 6305	Immediate 28/04/1998	28/04/1999	Made obsolete by the Deregulation Team November 2016 because the information is contained in PSI 47/2014
21/1998	Receipts: Accounting Treatment 7500	Financial Control & Accountancy New contact 11/05/17 – Taxation	Edward Kirby 0171 217 5451 New contact 11/05/17 – martin.watson@noms.gsi.gov.uk	Immediate 08/05/1998	01/05/1998 (sic)	Cancelled by DOPT May 2018. Replaced by Finance Manual.
22/1998	EC Thresholds Update 7700 (threshold for advertising contracts in EC Journal)	Procurement Services Group, S&T Services	Mrs J Kennett 01536 202101 x309 New contact 11/05/17 – Sam.Bromiley@hmps.gsi.gov.uk	Immediate 29/06/1998	31/12/1999	Cancelled by DOPT April 2018. Threshold now out of date.
23/1998	Staff Surpluses 8000	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	Immediate 28/05/1998	30/03/1999	Made obsolete by the Deregulation team in February 2017, replaced by Staff Resourcing Policy and associated toolkits
24/1998	Managing Regimes within Available Resources 8400	Emergency Accommodation Project	Gabrielle Garton Grimwood 0171 217 5591	Immediate 11/06/1998	29/08/1998	Made obsolete by the Deregulation team in November 2016, replaced by Staff Resourcing Policy and associated toolkits
25/1998	Disinfecting Tablets Pilot Scheme 3600	Directorate of Health Care New contact 11/05/17 – Health, Wellbeing Co-Commissioning	Len Curran New contact 11/05/17 – rupert.baillie@noms.gsi.gov.uk	08/07/1998	07/07/1999	Cancelled by DOPT June 2018 The programme has now ended.
26/1998	Not Issued					

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
27/1998	New Security Manual 4000 (Introduces Restricted Document) (Restricted)	Security Group	Ed Tullett, Lyn Woodon, Alan Campbell 0171 217 5423/5257/5561	June 1998	31 May 1998	Cancels CI 06/1989, 15/1990, 01/1992, 42/1992, 49/1992; AG 13/1993, 16/1994; IG 43/1995, 47/1995, 66/1995, 55/1996; PSI 05/1997, 11/1997, 14/1997; SO 1F, 17 parts 1-4. Cancelled by DOPT Feb 2019
28/1998	Post Incident Care for Staff 8150	Staff Care and Welfare	Bryan McAlley/ Charles Franks 0116 262 2263/2440	Immediate 11/06/1998	31/05/1999	Cancelled. Replaced by PSI 8/2010
29/1998	Food Safety Act 1990 3800	Public Sector Prison Industries	PSPI@justice.gov.uk	Immediate 11/06/1998	N/A	
30/1998	Withdrawal of Closeting Chains 4800	Construction Services/ Security Group	T. Weeks 0171 217 5471 G Woolven 0171 217 5022	Immediate 19/06/1998	18/06/1999	Policy cancelled December 2017 – obsolete.
31/1998	Home Detention Curfew - Funding & Planning 6700	Prisoner Administration Group	Mark Darby 0171 217 6370	Immediate 10/07/1998	20/10/1998	
32/1998	Recruitment 8100	Personnel Business Link	J Hedge 0171 217 6353	Immediate 14/08/1998	13/08/1999	Made Obsolete by DOPT Aug 18 – Replaced by Resourcing Policy
33/1998	Fees for Visiting Dentists 8600	Pay & IR	Ralph Hatton 0171 217 6561	Immediate 16/07/1998	31/05/1999	Replaces IG 91/1995 Made obsolete by the Deregulation team in February 2017, now covered by NOMS Pay Manual

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
34/1998	Resource Accounting and Budgeting (RAB): An Outline of the Project and the Implementation Requirements 7500	Resource accounting / budgeting New contact 11/05/17— Taxation	Atul Patel 0171 217 5774 Wendy Durrant 0171 217 2056 New contact 11/05/17— martin.watson@noms.gsi.gov.uk	Immediate 17/07/1998	31/03/1999	Cancelled by DOPT June 2018. One off notice can be applicable to the set period.
35/1998	Health and Safety Policy Statement 3800	Health & Safety Policy Unit	John Greenland 0171 217 6521	Immediate 09/07/1998	31/05/1999	Cancelled. Replaced by PSI 6/2015
36/1998	Investigating a Death in Custody 1300	Security New contact 11/05/17— MoJ Operational Policy Team	Martin McHugh 0171 217 6596 Ray Wilcox 0171 217 2887 New contact 11/05/17— ruth.power@justice.gov.uk	Immediate 28/08/1998	31/03/1999	Cancelled by DOPT April 2018— This policy is now incorporated into PSI 64/2011
37/1998	Follow up to Deaths in Custody 2710	Security	Martin McHugh 0171 217 6596 Ray Wilcox 0171 217 2887	Immediate 28/08/1998	27/08/1999	Cancelled by OPSDR. June 2019. PSI Obsolete
38/1998	Not Issued					
39/1998	Taxes Management Act 1970 Section 16 Return 7500	Financial Control & Accountancy	Martin Watson 0171 217 5784	Immediate 13/07/1998	31/08/1999	Made obsolete by the Deregulation Team November 2016
40/1998	Fees & Travelling Expenses: Sessional Chaplains; Substitute Chaplains; Visiting Ministers 8600	Pay & Industrial Relations Group	Ralph Hatton 0171 217 6561	Immediate 16/07/1998	until replaced	Made obsolete by the Deregulation Team February 2017
41/1998	Prisoner Communications—Child Protection Measures 4400	Prisoner Administration Group	Michelle Crerar 0171 217 2807 Jackie Everett 0171 217 6026	01 August to 30 November	12 months from date of issue 21/07/1998	Cancelled by DOPT Nov 2018— PSI Obsolete
42/1998	Radiation Safety Strategy and Operational Procedures for Ensuring the Safe Use of X- Ray Equipment (Both Security and Diagnostic) 3800	Health & Safety Policy Unit	Mary Evans 0171 217 6751	10/08/1998	09/08/1999	Cancelled. Replaced by PSI 6/2015 and 18/2015

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
43/1998	Guidelines for Arts Therapists Working in Prisons 4200	Education Services New contact 11/05/17— Education Co-Commissioning	Peter Blunt 0181 760 1816 New contact 11/05/17— Richard.Ward@noms.gsi.gov.uk	Immediate 10/10/1998	04/10/1999	Cancelled March 2018. Policy obsolete
44/1998	Changes to Prison Rules and YOI Rules—health care 0100	Area Health Care Advisors New contact 11/05/17—Health, Wellbeing Co-Commissioning	Fenella Taylor 0171 217 6878 Anna Howard 0171 217 6864 New contact 11/05/17— Rupert.Bailie@noms.gsi.gov.uk	Immediate 11/08/1998	07/08/1999	Cancelled by OPSDR. Oct 2019. PSI Obsolete
45/1998	Travel and Subsistence 8650	-	David Martin House 0171 217 6326	Immediate 12/08/1998	01/10/1999	Cancelled by DOPT September 2018. Obsolete. PSO 8650 was replaced by PSI 26/2010.
46/1998	Release on Temporary Licence 5700	Prisoner Administration Group New contact 11/05/17— Sentencing Policy Unit	James Marmion 0171 217 2883 New contact 11/05/17— chris.potter2@justice.gov.uk	01/09/1998	31/03/1999	Cancelled by DOPT Nov 2018 PSI Obsolete
47/1998	Managing Regimes within Available Resources 8400	Emergency Accommodation project	Janet King 0171 217 5023	Immediate 18/08/1998	13/03/1999	Made obsolete by the Deregulation team in November 2016. Replaced by Staff Resourcing Policy and associated toolkits
48/1998	Prisoner Communications: the Protection from Harassment Act 1997 4400	Prisoner Administration Group	Steve Brown 0171 217 2941 Michelle Crerar 0171 217 2807	Immediate 15/10/1998	04/10/1999	Cancelled by DOPT Feb 2019

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
49/1998	Cash Carrying Contract 7500	Financial Control & Accountancy	Petula Ferguson 0171 217 5224	Immediate 28/08/1998	31/01/1999	Updated by PSI 10/2001 Made obsolete by the Deregulation team in September 2016, newer policy in Chapter 13 of NOMS Finance Manual (PSI 37/2013); and FM&C Finance Communication / Accounts Production as required/issued
50/1998	Time in the Open Air 4275	Prisoner Administration Group	Bob Daw 0171 217 6682 Jacqui Ross 0171 217 6354	Immediate 23/10/1998	21/10/1999	
51/1998	Crime and Disorder Act 1998: Sentence Calculation and Release on Licence 0600	Sentence Calculation Unit; Parole Unit	John Evans/Lynette Hough/Ray Dickinson/Sarah Muir 0171 217 6794/6920/6567/6627 Nick Hearn 0171 217 5583	30/09/1998	30/09/1999	Paragraphs 2.1-2.5 and 2.11-2.24 and part 3 replaced by PSO 6000 and PSI 17/2001; whole PSI replaced by PSO 6650
52/1998	Fixed Asset Management 7500	Financial Control & Accountancy	Graham Booth 0171 217 5658	Immediate 10/09/1998	31/12/1998	Made obsolete by the Deregulation team in September 2016, newer policy in Chapter 12 of NOMS Finance Manual and on-going Finance Communications where applicable
53/1998	The Management of Immigration Act Detainees 4630	Prisoner Administration Group	Jacqui Ross 0171 217 6354	04/01/1999	03/01/2000	
54/1998	Sentence Management and Planning— Revised Forms 2200	Regimes Policy Unit New contact 11/05/17 — SCPPG	Michael Cole 0171 217 5255 Paula Brettingham 0171 217 5575 New contact 11/05/17 — Brian.Chapman@noms.gsi.gov.uk	October 1998	30/09/1999	Cancelled by DOPT April 2018. This PSI was an amendment instruction to PSO 2200, which itself has already been cancelled.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
55/1998	Not Issued					
56/1998	Home Detention Curfew 6700	Prisoner Administration Group	Erica Tillyer 0171 217 6451	26/10/1998	25/10/1999	Cancelled by OPSDR. June 2019. PSI Obsolete
57/1998	Not Issued					
58/1998	In-Cell Television 4000	New contact 11/05/17 — MoJ Operational Policy Team	Graham Wilkinson 0171 217 6732 Jenny Rees 0171 217 6305 New contact 11/05/17 — ruth.power@justice.gov.uk	01/11/1998	31/10/1999	Cancelled by DOPT Nov 2018. PSI Obsolete
59/1998	Early Retirement: Approved (B) Scheme 8100	Personnel Business Link	Adrian Howlett 0171 217 6304	Immediate 22/10/1998	31/03/1999	Made Obsolete by DOPT Aug 18 — Now covered by the Pay Policy manual
60/1998	Defective NHS Pension Records 8600	Payroll Management Unit	Andrew Solomon 0171 217 2937	Immediate 28/10/1998	27/10/1998 (sic)	Made obsolete by the Deregulation Team February 2017, covered by the Pay Manual
61/1998	Not Issued					
62/1998	Prompt Payment of Invoices 7700	Procurement Strategy Group/ FC&A New contact 11/05/17 — Taxation	Diane Thomson 01536-202101x307 Dick Holman 0171 217 5624 New contact 11/05/17 — martin.watson@noms.gsi.gov.uk	immediate 13/11/1998	12/11/1999	Cancelled by DOPT July 2018. Cancel with new finance manual.
63/1998	Not Issued					
64/1998	Amendments to PSO 7500 (Finance) 7500	FC&A	Roy Jepson 0171 217 5581	Immediate 27/11/1998	11/11/1999	Cancelled by DOPT June 2018. Replaced by Finance Manual.
65/1998	Prisoners' Information Book for Life Sentenced Prisoners 4700	Regimes Policy Unit	Michael Cole 0171 217 5255 Paula Brettingham 0171 217 5575	20/11/1998	19/11/1999	Replaced by PSO 0400 (22/2/2001)

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
66/1998	Introduction of the Prisoner Escort Record Form 1800	Security Group	Guy Woolven 0171 217 5022	25/01/1999 Issued 23/11/1998	24/01/2000	PSI Cancelled December 2017. Current instruction found in PSO 1025.
67/1998	Religious Festivals: 1999 Dates	Chaplaincy	Rev Thomas Johns 0171 217 2024	01/12/1998	01/12/1999	Cancelled by DOPT August 2018. Policy no longer relevant.
68/1998	Investment Appraisal Process 7800	New contact 11/05/17 – Taxation	Daniella Sinagoga/ Heather Josephs/ Paul Ibrahim 0171 217 6838/6234/6797 New contact 11/05/17 – martin.watson@noms.gsi.gov.uk	Immediate 26/11/1998	30/11/1999	Cancelled by DOPT July 2018. Cancel with new finance manual.
69/1998	Prison Service Dogs Chapter One – Standards 1050	Incident Management Support Unit/ Governor, dogs New contact 11/05/17 – NTSG	Jeff Heenan 0171 217 6896 Steve Allen 0121 678 8538 New contact 11/05/17 – Graham.Batchford@noms.gsi.gov.uk or kev.appleton@noms.gsi.gov.uk	Immediate 07/12/1998	none	PSI cancelled December 2017. Current instruction in PSI 2011/20.
70/1998	Prison Service Dogs Chapter Two – Training Aids 1050	Incident Management Support Unit/ Governor, dogs New contact 11/05/17 – NTSG	Jeff Heenan 0171 217 6896 Steve Allen 0121 678 8538 New contact 11/05/17 – Graham.Batchford@noms.gsi.gov.uk or kev.appleton@noms.gsi.gov.uk	Immediate 07/12/1998	none	PSI cancelled December 2017. Current instruction in PSI 2011/20.
71/1998	Operational Support Grades: Conversion Programme to Prison Officers 8115	New contact 11/05/17 – HR	Dave Tappin 0171 217 6753 New contact 11/05/17 – Lynne.Last@hmps.gsi.gov.uk	Immediate 14/12/1998	14/12/1999	Policy cancelled – obsolete (December 2017).
72/1998	Arrangement for Consultation on Health and Safety Issues 3844	Health & Safety Policy	Mary Evans 0171 217 6751	Immediate 17/12/1998	16/12/1999	Cancelled. Replaced by PSI 10/2016

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
73/1998	Introduction of New Style Security Passes 4000	Security Group	Lyn Wheeler 0171 217 2033 Lyn Weedon 0171 217 5257 New contact 11/05/17 – Chris.sharp@noms.gsi.gov.uk	Immediate 24/12/1998	23/12/1999	Cancelled Jan 18. Replaced by PSI 44/2012
74/1998	Sentence Calculation: Orders Under Section 40 of the Criminal Justice Act 1991 0600	Sentence Calculation Policy Unit	John Evans / Lynette Hough / Ray Dickinson / Sarah Muir 0171 217 6794/6920/6567/6627	Immediate 24/12/1998	31/03/2000	Replaced by PSO 6650
75/1998	Not issued					
76/1998	Promotion to Senior Officer (SO) Discipline		Chris Roden 0171 217 2901	Immediate 14/12/1998	31/03/2006	Superseded by PSI 79/1999
01/1999	Not Issued					
02/1999	Home Detention Curfew: Addenda to the PSO 6700	Prisoner Administration Group	Mark Derby 0171 217 6370 Erica Tillyer 0171 217 6451	14/01/1999	13/01/2000	Replaced by PSI 2/2000
03/1999	Recall to Prison of Short Term Prisoners 6000;6600;6700	Parole Unit New contact 11/05/17 – SCPPG	Russel A'Court 0171 217 5136 New contact 11/05/17 – Lindsay.McKean@noms.gsi.gov. uk	Immediate 14/01/1999	13/01/2000	Paragraphs 3(b) – 3(f) cancelled by PSO 6000 2nd ed. 1999 Cancelled by DOPT April 2018. Replaced by PSI 30/2014
04/1999	Year End Procedures 1998/1999 7500	Financial Control & Accountancy	Jeanne Steele 0171 217 5218 Colin Ryall 0171 217 5218 Focus helpdesk 0171 217 2038 Derek Bell 0171 217 5290	Immediate 08/01/1999	30/04/1999	Cancelled by DOPT June 2018. One off notice can be applicable to the set period.
05/1999	Establishment Business Plans for 1999/2000 7000	Planning Group	Helpline 0171 217 5882	31/01/1999	31/03/1999	Cancelled by DOPT May 2018. Time specific PSI now obsolete
06/1999	Not Issued					

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
07/1999	PSO 1053 – Prison Service Dogs, Chapter 3 – External Perimeter Dog Patrols	Incident Management Support Unit/ Governor, Dogs New contact 11/05/17 – NTSG	Jeff Heenan 0171 217 6896 Steve Allen 0121 678 8538 New contact 11/05/17 – Graham.Batchford@noms.gsi.gov.uk or kev.appleton@noms.gsi.gov.uk	Immediate 09/02/1999	none	PSI cancelled December 2017. Current instruction in PSI 2011/20.
08/1999	PSO 4700 – Lifer Manual 4700	Lifer Review Unit New contact 11/05/17 – SCPPG	Paul Jackson 0171 217 5785 New contact 11/05/17 – Lindsay.McKean@noms.gsi.gov.uk	Immediate 04/06/1999	June 2000	Cancelled by OPSDR. June 2019. PSI Obsolete
09/1999	Deductions for Board and Lodging from Prisoners' Earnings 4000	Regime Services	John Morgan 0181 760 1836	Immediate 08/02/1999	December 1999	Cancelled by the Deregulation Team November 2016 newer policy in PSO 4460
10/1999	Point Training: Physical Education Programme 8250		Vince Walker 0181 760 1609	19/01/1999	18/01/2000	Superseded by PSI 43/1999
11/1999	Assisted Prison Visits Scheme – Introduction to PSO 4405	New contact 11/05/17 – PSP	Alan Jones 0121 626 2208 Mark Mulryne 0121 626 3700 Morag Holliday 0121 626 2772 New contact 11/05/17 – philip.creighton@noms.gsi.gov.uk	01/04/1999	31/03/1999 (sic)	Replaces PSI 05/1998 and PSO 4405 of 1998 Cancelled December 2017. Mandatory elements incorporated into PSI 16/2011.
12/1999	Blood Borne and Related Communicable Diseases 3845	Health & Safety Policy Unit	John Greenland 0171 217 6521	01/06/1999	31/05/2000	Cancelled. Replaced by PSI 7/2013
13/1999	Flexible Working Hours (F.W.H) Prison Service Agreement 8600	Pay & Industrial Relations	Ralph Hatton 0171 217 6561	Immediate 15/01/1999)	14/01/2000	Replaced by PSO 8410 on 04/03/2002

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
14/1999	Prison Service Order on the Management of Prisoners with Physical, Sensory or Mental Disabilities 2855	Prisoner Administration Group	Jacqui Ross/Linda Ingram 0171 217 6354/6334	Immediate 26/02/1999	25/02/2000 1999 expiry displayed in error on publication	Cancelled by OPSDR. June 2019. PSI Obsolete
15/1999	Not issued					
16/1999	Rectification of Detriment (Recording of Annual Leave for Prison Officers and Operational Support Grades) 8600	Pay & Industrial Relations	Ralph Hatton 0171 217 6561	Immediate 04/02/1999	16/12/1999	Made obsolete by the Deregulation Team February 2017, Now recorded on My Detail
17/1999	Not Issued					
18/1999	Provision of Facilities to Individual Members of the Prison Service Union 8500	Pay & Industrial Relations	Robin Phillip 0171 217 6191	Immediate 11/02/1999	16/12/1999	Made obsolete by the Deregulation team in February 2017, no longer a recognised union.
19/1999	Operation of the Police National Computer 0905	Security Group	Andy Layton 0171 217 5889 New contact 11/05/17 — david.woolger@noms.gsi.gov.uk	Immediate 01/03/1999	29/02/2000	Cancelled by DOPT May 2018. This is an old version of the PSI and was replaced by PSO 0905 Operation of the Police National Computer
20/1999	Welfare to Work — The New Deal 8120	Personnel Business Link	Mike Allingham & Jenny Hodge & relevant teams 0171 217 6755	Immediate 26/02/1999	30/03/2000	Made Obsolete by DOPT Aug 18 — new deal no longer exists
21/1999	Incident Reporting System — Assaults, Amendment to PSO 1500	IMSU & Order & Control Unit	0171 217 6264/6656/6487 0171 217 6449	Immediate 29/04/1999	May 2000	Cancelled by DOPT Nov 2018. PSI Obsolete
22/1999	Measures to Deal with Visitors and Prisoners who Smuggle Drugs through Visits 3610	Security Group & others	Sarah Blakeney 0171 217 5609	09/03/1999	30/04/2000	Made obsolete by the Deregulation Team in September 2016, newer policy partly in PSI 15/2011 and also PSO 3604

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
23/1999	Transfer of Prisoners: Inter-Prison Escorts 6200	PECS	Graham Wilson 0181 760 1775/1798 Colin Simpson 01928 796001/3	06/04/1999	05/04/2000	Made obsolete by the Deregulation Team in January 2017
24/1999	Notification of the Release of Dangerous Inmates 6450	HO Probation Unit/ Prisoner Admin Group New contact 11/05/17 – HSPG	Emil Brown 0171 273 3234 Rebecca Mulcahy 0171 217 6869 New contact 11/05/17 – stuart.freed@hmps.gsi.gov.uk	29/03/1999	28/03/2000	Cancelled by DOPT April 2018. Policy is now out of date.
25/1999	Management of Disruptive Prisoners 1700	New contact 11/05/17 – Security Group	Diana Luchford 0171 217 5527 New contact 11/05/17 – karina.hay@noms.gsi.gov.uk or lesley.cuthbertson@noms.gsi.gov.uk	Immediate 25/03/1999	31/03/2000	
26/1999	Reform of the Civil Justice System 0150		Timothy Dodd 0171 217 6416 Adrian Howlett 0171 217 6304 Peter Quinn 0171 217 2804	25/04/1999	27/05/1999	Cancelled by DOPT April 2018. It introduced PSO 0150 which has been replaced by PSI 31/2015
27/1999	The Prison Rules 1999; The Young Offender Institution (Amendment) (No.2) Rules 1999 0100	New contact 11/05/17 – MoJ Operational Policy Team	Peter Quinn 0171 217 2804 New contact 11/05/17 – ruth.power@justice.gov.uk	01/04/1999	02/05/1999	Cancelled March 2018. Reported changes to the prison rules, for information no longer required as the latest published prison rules reflect the current statutory position.
28/1999	Regime Monitoring 1999-2000 7100	Planning Group	Steve Gillespie 0171 217 5854 Adam Spriggs 0171 217 5502	Immediate 15/04/1999	30/04/2000	Cancelled by DOPT May 2018. Time specific PSI now obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
29/1999	Training Planning and Management; Training Plan and Monitoring Arrangements for 1999/2000 8200	Training Policy Unit	Amanda Ambler 01788 834063	Immediate 12/04/1999	30/04/2000	Includes separate Appendix 1 Prison Service Training Plan 1999-2000 Cancelled by DOPT May 2018. Time specific PSI- now obsolete
30/1999	Voting Provisions for Prisoners 4650	Prisoner Administration Group New contact 11/05/17 – MoJ Operational Policy Team	Stephen McCarthy 0171 217 6676 Lee Stephen 0171 217 2908 New contact 11/05/17 – ruth.power@justice.gov.uk	Immediate 15/04/1999	11/06/1999	Cancelled and replaced by PSO 4650 (2001 version)
31/1999	Voting Provisions for Prisoners – National Assembly for Wales 4650	Prisoner Administration Group New contact 11/05/17 – MoJ Operational Policy Team	Stephen McCarthy 0171 217 6676 Lee Stephen 0171 217 2908 New contact 11/05/17 – ruth.power@justice.gov.uk	Immediate 15/04/1999	07/05/1999	Cancelled and replaced by PSO 4650 (2001 version)
32/1999	Amendment to Prison Service Dogs, Chapter One – Standards 1050	Incident Management Support Unit/ Governor, Dogs New contact 11/05/17 – NTSG	Jeff Heenan 0171 217 6896 Steve Allen 0121 678 8547 New contact 11/05/17 – Graham.Batchford@noms.gsi.gov.uk or kev.appleton@noms.gsi.gov.uk	Immediate 14/04/1999	none	PSI cancelled December 2017. Current instruction in PSI 2011/20.
33/1999	Prison Service Order – Technical 5900	Construction Unit New contact 11/05/17 – Estates	John Glead 0171 217 5364 Stephen Kettle 0171 217 5903 New contact 11/05/17 – TBC	01/04/1999	none – unlimited enforcement	Cancelled by DOPT Nov 2018 – PSI Obsolete
34/1999	Prison Catering Services 5000	Prison Catering Services	Tony Frith/Alan Tuckwood 01536-202101x300/345	Immediate 24/05/1999	14/04/2000	
35/1999	PUMIS: Collection and Distribution of Management Information 1999-2000 7100	Planning Group	Steve Gillespie 0171 217 5854 Adam Spriggs 0171 217 5502	Immediate 15/04/1999	30/04/2000	Cancelled by DOPT May 2018. Time specific PSI- now obsolete

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
36/1999	Financial Propriety — Staff Clubs and Messes 7500	Financial Control & Accountancy New contact 11/05/17 — Taxation	Martin Watson 0171 217 5784 New contact 11/05/17 — Martin.watson@noms.gsi.gov.uk	Immediate 16/04/1999	31/03/2000	Cancelled by DOPT May 2018. Replaced by Finance Manual.
37/1999	Dress Code for Staff Giving Evidence in Court 8801	Security Group	Guy Woolven 0171 217 5022 Roy Donno 0171 217 5568	Immediate 08/06/1999	10/06/2000	Cancels part 1 paragraph 3 of CI 07/1991
38/1999	Use of Force 1600	Incident Management Support Unit New contact 11/05/17 — Security Group	0171 217 6824/ 6656/6487/6896 New contact 11/05/17 — correspondence_SOCT@noms.gsi.gov.uk	Immediate 20/4/1999	none	Cancelled by DOPT Jan 2019
39/1999	Managing Attendance Strategy 8402 (8401)		Adrian Howlett 0171 217 6304 Joseph Farnand 0171 217 6106	Immediate 26/04/1999	31/03/2000	Cancelled by DOPT Nov 2018 — PSI Obsolete
40/1999	Not issued					
41/1999	Prisons Ombudsman: Extension of Terms of Reference 2510	Lifers Group/Prisoner Admin Group	Tim Morris 0171 217 5701 James Marmion 0171 217 2883	01/05/1999	01/05/2000	December 2017 — PSI cancelled, now incorporated into PSI 58/2010
42/1999	Capital Expenditure — Change in Capitalisation Threshold from 1 April 1999	Directors' budget managers et al New contact 11/05/17 — Taxation	Funke Nana 0171 217 2078 John Sheehy 0171 217 5878 Graham Booth 0171 217 5658 New contact 11/05/17 — Martin.watson@noms.gsi.gov.uk	Immediate 04/05/1999	31/03/2000	Cancelled by DOPT July 2018. Cancel with new finance manual.
43/1999	Prison Officer Initial Training (POINT) 8100	Training Services; Education Services	Martin Ward 01924 434100 Alex Tait 0181 760 1776	Immediate 15/06/1999	16/06/2000	Supersedes PSI 10/1999 Made obsolete by the Deregulation team in February 2017, point training replaced now known as POELT

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
44/1999	The Elton and Windlesham Trophy Competitions 8000	Regime Services & Prison Enterprise & Supply Services	Maggie Jones 0181 760 1718 Sheila Humphrey 0181 760 1717	Immediate 21/05/1999	March 2000	Made obsolete by the Design & Deregulation programme in December 2016. Relates to old cup competition, Instruction no longer used as a mechanism for advertising these trophies
45/1999	Standards and Orders Project – The Standards Manual 0200		Quentin Miller 0171 217 5093 Beverley Simpson 0171 217 5545	Immediate 20/05/1999	30/05/2000	Cancelled by PSI 35/2000
46/1999	IT Purchases and QUANTUM 7700		Don Grant 0171 217 6723 Steve Rowlands 0171 217 6473 Peter Ralph 0171 217 6818	Immediate 21/05/1999	31/05/2000	Replaces PSI 07/1998 Made obsolete by the Deregulation Team September 2016, Athena team have responsibility for requesting good & services from HP
47/1999	Drug Strategy – Implementation of Carats 3600	Drug Strategy Unit New contact 11/05/17 – Security Group	Dan Clarke 0171 217 5798 New contact 11/05/17 – lesley.cuthbertson@noms.gsi.gov.uk karina.hay@noms.gsi.gov.uk	Immediate 24/05/1999	15/05/2000	Cancelled Jan 2018.. This PSI was referenced in PSO 3630 CARATS which has already been cancelled. Current advice on CARATS and substance misuse support can now be found in PSI 2010/45 Integrated drug treatment system which itself has further links to the CARATS practice manual 2009.
48/1999	Use of Accountants at Establishments 7500	FC&A New Contact 11/05/17 – Taxation	Siri Sirikanda 0171 217 5106 Simon Sparrow 0171 217 5357 New contact 11/05/17 – Martin.watson@noms.gsi.gov.uk	Immediate 27/05/1999	31/10/2000	Cancelled by DOPT April 2018. Policy is now out of date.

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
49/1999	Regimes for Prisoners under 18 years old 4950	Young Offender Group	William Payne 0171 217 5396	29/07/1999	30/07/2000	Cancelled by DOPT Jan 2019
50/1999	Open University: Operation of the Prison Service Scheme 50/1999 4201	Education Services	Nicola Lowitt 0181 760 7839	01/07/1999	30/06/2002	Cancelled by DOPT Jan 2019
51/1999	Mandatory Drugs Testing 3601	Drugs Strategy Unit	Martin Lee 0171 217 5045	01/04/1999	02/04/2000	Introduces PSO 3601 on MDT Made obsolete by the Design & Deregulation programme September 2016, newer policy in PSO 3601
52/1999	Resource Accounting & Budgeting (RAB) in the Prison Service: Resource Budgets for 1999-2000 7500	Finance	Wendy Durrant 0171 217 5239 Debbie Warwick 0171 217 5134	Immediate 24/06/1999	30/06/2000	Cancelled by DOPT July 2018. Replaced by Financial Manual
53/1999	Managing Risk in Prison Enterprises 4101	Regime Services	Robin Adams 0181 760 1837	Immediate 16/07/1999	July 2000	
54/1999	Prison Service Planning Processes 7000	Corporate Planning /Planning Group	Peter Kind 020 7217 5414 Wendy Durrant 020 7217 5239	Immediate 20/07/1999	21/07/2000	Made obsolete by the Deregulation Team November 2016 because it relates to planning activity in 1999/2000 so is out of date
55/1999	3 Year Strategic Plans for Headquarters and Central Services for the Period 2000-2001 to 2002-2003 7000	Corporate Planning/ Resource Planning	Peter Kind 020 7217 5414 Ian Gray 020 7217 5359	Immediate 20/07/1999		Cancelled by DOPT May 2018. Time specific PSI now obsolete
56/1999	3 years Strategic Plans for Establishments 2000-2001 to 2002-2003 and Business Plans for 2000/2001 7000	Corporate Planning/ Resource Planning	Peter Kind 020 7217 5414 Ian Gray 020 7217 5359	Immediate 20/07/1999	31/03/2000	Cancelled by DOPT May 2018. Time specific PSI now obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
57/1999	Amendment to PSO 8100 8100	Filling Vacancies Policy Unit	Jenny Hedge 020 7217 6353 Mike Allingham 020 7217 6755	Immediate 14/07/1999	01/08/2000	Contains amendments to PSO 8100 Recruitment
58/1999	Discount Sale of Quarters 8600	Pay policy: PIRG Sales admin: Construction Unit	Howard Joseph 020 7217 6222 John Highfield 020 7217 5100	Immediate 14/07/1999	30/06/2000	Made obsolete by the Design & Deregulation programme in December 2016 as no longer in use
59/1999	Amendment to Buddhist Religious Festivals: 1999 4500	Chaplaincy	Rev Thomas Johns 020 7217 2024	Immediate 16/07/1999	31/12/1999	Cancelled by DOPT August 2018. Policy no longer relevant.
60/1999	Mandatory Financial Management Training 1999-2000 7000	FC&A	Roberta Woodcock 020 7217 5231	22/07/1999	23/07/2000	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
61/1999	Removal from Association – Good Order or Discipline 1701	Order & Control Unit	020 7217 6907	27/07/1999	28/07/2000	Cancelled by DOPT Feb 2019
62/1999	Anti-Bullying Strategy 1702	Order & Control Unit	020 7217 6578	23/07/1999	24/07/2000	Cancelled by OPSDR. June 2019. PSI Obsolete
63/1999	Home Detention Curfew – Annex to Prison Service Order 6700	Prisoner Administration Group	Mike Darby 020 7127 6370 Mike Webster 020 7217 6451	Immediate 23/07/1999	none	Contains amendments to PSO 6700 Replaced by PSI 02/2000
64/1999	PSO 0400 – Corporate Issues, Chapter One: Flags 0400	Director General's Staff Officer	020 7217 6856	27/08/1999	27/08/2000	Made obsolete by the Deregulation Team February 2017 no longer in use
65/1999	Construction Industry Tax Scheme 7500	FC&A	Martin Watson 0171 217 5784	Immediate 09/08/1999	31/03/2000	Made obsolete by the Deregulation Team November 2016

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
66/1999	Prison Service Order on the Bail System 6400	Prisoner Administration Group New Contact 11/05/2017— SCPPG Sentence Policy Unit	Mary Batchelor/Linda Ingram 0171 217 6482/6334 New Contact 11/05/2017— Claire.Davies1@justice.gsi.gov.uk Chris.Potter2@justice.gsi.gov.uk	02/09/1999	03/09/2000	Cancelled by DOPT May 2018. Obsolete—replaced by later PSIs on bail (09/2012 and 25/2013).
67/1999	Prison Service Order on Bail Information schemes 6404	Prisoner Administration Group New Contact 11/05/2017— SCPPG	Mary Batchelor/Linda Ingram 0171 217 6482/6334 New Contact 11/05/2017— Claire.Davies1@justice.gsi.gov.uk	02/09/1999	03/09/2000	Cancelled by DOPT May 2018. Obsolete—replaced by later PSIs on bail (09/2012 and 25/2013).
68/1999	Amendment to PSO 4405	New Contact 11/05/2017— APVU	Alan Jones 0121 626 2208 Mark Mulryne 0121 626 3700 Morag Holliday 0121 626 2772 New Contact 11/05/2017— philip.creighton@noms.gsi.gov.uk	Immediate 13/08/1999	31/03/2000	Cancelled December 2017. Mandatory elements incorporated into PSI 16/2011.
69/1999	Standards and Orders Project—The Standards Manual 0200			Immediate 13/08/1999	14/08/2000	Cancelled by PSI 35/2000
70/1999	Religious Provision for Shi'a Muslim Prisoners 4500	Prisoner Administration Group	Steve Porch 0171 217 6472 Michelle Crerar 0171 217 2807	01/02/2000	02/02/2004	Made obsolete by the Design & Deregulation programme September 2016, now covered by PSI 05/2016
71/1999	Prisoners' Information Books	Regimes Policy Unit	Michael Cole 020 7217 5255 Paula Brettingham 020 7217 5575	Immediate 27/09/1999	15/09/2004	Replaced by PSO 0400 22/02/2004

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
72/1999	Food Containing Genetically Modified Soya or Maize: Provision of Information for Consumers 5000	Prison Catering Services New Contact 11/05/2017 – PSP	Alan Tuckwood 01536 202101 New Contact 11/05/2017 – owen.sidaway@noms.gsi.gov.uk	Immediate 17/09/1999	18/09/1999	
73/1999	Dealing with Long term Temporary Promotion 8400	Personnel Business Link	Dave Tappin 0171 217 6753	01/11/1999	01/05/2001	Made obsolete by the Deregulation team in February 2017, replaced by Staff Resourcing Policy and associated toolkits
74/1999	Flag Flying Duties 0400	DC's staff officer New Contact 11/05/2017 – Estates	William Payne 020 7217 6856 New Contact 11/05/2017 – Leslie.walker@noms.gsi.gov.uk	19/10/1999	22/10/1999	Cancelled by DOPT April 2018 – Have already cancelled later policy (2010/05) this also needs to be cancelled for same reason. Policy is now obsolete. A communication is issued each year on mandatory flag flying days.
75/1999	Standards and Orders Project – the Standards Manual 0200	Various	-	12/10/1999	13/10/2000	Cancelled by PSI 35/2000
76/1999	Amendment 2 to PSO 8100 – Revision of Age Limits on Prison Officer Recruitment 8100	Filling vacancies policy unit	Mike Allingham 0207 217 6755	Immediate 06/10/1999	01/10/2000	Made Obsolete by DOPT Aug 18 – replaced by Resourcing Policy
77/1999	Prisons Ombudsman: Prison Service Order 2520	Lifers Group / PAG	Tim Morris 0171 217 5701 James Marmion 0171 217 2883	01/12/1999	01/12/2000	Replaced by PSI 58/2010
78/1999	Prison Service Banking Contract 7500	F C&A New contact 11/05/17 – Taxation	Petula Ferguson 0171 217 5781 New contact 11/05/17 – Martin.watson@noms.gsi.gov.uk	Immediate 21/10/1999	30/09/2000	Cancelled by DOPT July 2018. Cancel with new finance manual.

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
79/1999	PSO 8110 – Filling Vacancies Internally 8110	Personnel Business Link	Dave Tappin/Jenny Hodge/Mike Allingham 020 7217 6753/6353/6755	01/01/2000	02/01/2001	Made Obsolete by DOPT Aug 18 – PSO 8110 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
80/1999	Parole, Release and Recall Manual 6000	Parole Unit New contact 11/05/17 – SCPPG	Adrian Scott 020 7217 5313 New contact 11/05/17 – Lindsay.McKean@noms.gsi.gov.uk	03/11/1999	02/10/2000	Introduces new ed. of PSO 6000. Replaces PSI 51/1998 paragraphs 2.1 – 2.5, 2.11 – 2.24 & all of part 3, and PSI 03/1999 paragraphs 3(b) – 3(f). Cancelled by DOPT May 2018. Replaced by a newer instruction (PSI 2014/30) is the current instruction on recall, PSI 22/2015 is the current instruction on parole)
81/1999	Complementary and Alternative Treatments in Prison 3500	- New contact 11/05/17 – Health, Wellbeing Co-Commissioning	Kirk Coulson Gilmer 0171 217 6771 New contact 11/05/17 – rupert.bailie@noms.gsi.gov.uk	Immediate 12/11/1999	October 2000	Cancelled by DOPT Jan 2019
82/1999	Amendments to PSO 1000 – The Security Manual 4000	Security Group	Lyn Weedon 0207 217 5257/5568	01/04/2000	02/04/2000	Cancelled by DOPT Feb 2019
83/1999	Payroll Business Continuity Planning 8600	Payroll Service	Pauline Rutherford 0171 217 6274	01/12/1999	30/11/2000	Made obsolete by the Deregulation team in February 2017, covered by NOMS Pay Manual
84/1999	Enterprise Material Funding 1999-2000 4100	E&SS, Regime Services	Bernard Feist 0181 760 1824	Immediate 25/11/1999	31/03/2000	Cancelled by DOPT May 2018. Time specific PSI – now obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
85/1999	Early Retirement: Approved (B) 8100	Personnel Business Link	Adrian Howlett 0171 217 6304	Immediate 24/11/1999	31/03/2000	Made obsolete by the Deregulation team in February 2017, covered by NOMS Pay Manual
86/1999	Claims for Repayment of Board & Lodging Deductions from Prisoners' Earnings 4100	Regime Services	Josephine Meek 0181 760 1853/1836	Immediate 26/11/1999	23/10/2000	Cancelled by DOPT Nov 2018 PSI Obsolete
87/1999	Prison Service Order on the Management of Prisoners with Physical, Sensory or Mental Disabilities 2855	Prisoner Administration Group	Liz Prior 0171 217 6354 Bob Daw 0171 217 6682	Immediate 20/12/1999	20/12/2000	Introduced new edition of PSO 2855. Cancelled by OPSDR: June 2019. PSI Obsolete
88/1999	Business Plans for the Period 2000-2001 for Headquarters and Central Services 7000	Planning Group	Peter Kind 0171 217 5414 Steve Gillespie 0171 217 5854 Ian Gray 0171 217 5359	Immediate 21/12/1999	31/03/2000	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
89/1999	Transfer of Public Records from Prisons to Local Records Offices 1251	RMS(HO) New contact 11/05/17 – Digital and Change	Peter Wells RMS 0207 273 3844 Record Offices: David Leitch, PRO 0208 392 5262 Photos: PS Museum 01788 8348167/8 New contact 11/05/17 – Mark.Collings2@noms-gsi.gov.uk andy.johnson-bailey@hmps-gsi.gov.uk	Immediate 30/12/1999	23/11/2000	Cancelled by DOPT June 2018 policy no longer used now covered by PSI 35/2014
90/1999	Incentives and Earned Privileges: Earned Community Visits and Compacts: 4000	Prisoner Administration Group	Stephen McCarthy 0171 217 6676	Immediate 28/01/2000	01/01/2001	Cancelled by DOPT Nov 2018 PSI Obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
91/1999	Physical Education 4250	Education Services New contact 11/05/17 – PSP	Alex Tait AMP House New contact 11/05/17 – david.oliver@noms.gsi.gov.uk	Immediate 29/12/1999	January 2001	
92/1999	New Style Security Passes 4000	Security Group	Lyn Weedon 020 7217 5257 New contact 11/05/17 – chris.sharp@noms.gsi.gov.uk	Immediate 24/01/2000	01/02/2001	Cancelled Jan 18. Replaced by PSI 44/2012
01/2000	Personnel System Staff Validation Prints 8000	Human Resource Planning	Jean East 0207 217 6347 Will Evans 0207 217 6308	18/01/2000	18/01/2001	Cancelled by DOPT Oct 2018. PSI Obsolete
02/2000	Home Detention Curfew: Consolidated PSO 6700	Prisoner Administration Group	Mark Derby 0171 217 6370 Mike Webster 0171 217 6451	Immediate 12/01/2000	08/01/2001	Cancelled by OPSDR. June 2019. PSI Obsolete
03/2000	Standards and Orders Project – The Standards Manual 0200	Directorate of Security	Quentin Miller 0207 217 5093	Immediate 02/02/2000	28/01/2001	Cancelled by PSI 35/2000
04/2000	Year End Procedures 1999-2000 7500	FC&A	Various	Immediate 21/01/2000	31/07/2000	Cancelled by PSO 9030 02/12/2004
05/2000	Use of Latex Gloves 3802	Health & Safety Policy Unit	Mary Evans 0171 217 6751	Immediate 28/01/2000	25/01/2001	Cancelled by PSI 06/2007. Replaced by Guidance Note 03/2004 “The use of latex gloves”
06/2000	Reform of the Civil Justice System 0150	Prisoner Litigation; Staff litigation; Secretariat	Timothy Dodd 020 7217 6416 Adrian Howlett 020 7127 6304 Peter Quinn 020 7217 2804	Immediate 04/02/2000	01/02/2001	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
07/2000	Abolition of Headquarters Memoranda to Governors (HQMs) 0001	Director General's Staff Officer	William Payne 0207 217 6856	Immediate 07/02/2000	30/12/2000	
08/2000	Staff Survey 2000 8802	Human Resource Strategy Group	Jim Woodman 0171 217 2815	Immediate 02/02/2000	02/02/2001	Cancelled by DOPT May 2018. Time specific PSI now obsolete
09/2000	Regimes for Young Women Under 18 Years Old 4950	HMPPS Youth custody service	YCSFrameworkengagement@justice.gov.uk	Immediate 11/02/2000	N/A	
10/2000	Child Protection Protocol 4950	Young Offender Group	Iain Windebank 0171 217 5396	Immediate 11/02/2000	11/02/2000	Replaced by PSI 62/2001
11/2000	Race Relations: Amendments to Prison Service Order 2800 2800	-	Hannah Schofield 020 7217 6613	Immediate 14/02/2000	12/02/2001	Cancelled by OPSDR. June 2019. PSI Obsolete
12/2000	The Management of Mother and Baby Units and the Application Process 4801	Women and Victims Group	WomensTeam@justice.gov.uk	Immediate 21/02/2000	N/A	
13/2000	Prison Service—Post Incident Care for Staff 8150	Staff Care & Welfare	Charles Franks 0116 262 2440	01/03/2000	01/03/2001	Cancelled. Replaced by PSI 8/2010
14/2000	Use of Incense for Private Religious Practice 4500	Prisoner Administration Group	Helen Redmond 020 7217 6472 Michelle Crerar 020 7217 2807	Immediate 28/02/2000	24/02/2001	Cancelled by OPSDR. Sept 2019. PSI Obsolete
15/2000	Amendment to PSO 2200—DCR Sentence Plan Reviews for Young Offenders 2200	Regimes Policy Unit	Trish Wincote 020 7217 5141 Michael Cole 020 7217 5255	Immediate 05/03/2000	01/03/2001	Cancelled by DOPT Jan 2019. PSI amend PSI 2200, which was made obsolete by Dereg team in March 2017.
16/2000	Amendments to the Prison Service Orders—Finance 7500	Financial Control & Accountancy	Alan Jordison 020 7217 5293	Immediate 30/03/2000	31/03/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
17/2000	Sentence Calculation: Juvenile Remand to Local Authority Accommodation 0600	Sentence Calculation Unit	John Evans 020 7217 6938	Immediate 06/03/2000	04/03/2001	Replaced by PSO 6650
18/2000	Greening Government Initiative – Prison Service Policy and Strategy Document 5901	Construction Unit	Mike Jarvis 020 7217 5435	Immediate 13/03/2000	14/03/2001	Replaced by PSI 41/2003
19/2000	Not issued					
20/2000	Education Key Performance Indicator: Measuring Basic Skills Attainment 4210	Education Development; Planning Group	Judith Williams 020 8760 1774 Steve Gillespie 020 7217 5873	Immediate 15/03/2000	16/03/2001	Replaced by Education Policy Framework April 2019
21/2000	Regime Monitoring 2000-2001 7100	Planning Group	Chris Oram 020 7217 5854 Adam Spriggs 020 7217 5502	02/04/2000	30/04/2001	Cancelled by DOPT May 2018. Time specific PSI now obsolete
22/2000	Training Plan 2000-2001 8200	Training Policy Unit	Amanda Ambler 01788 834063	01/04/2000	30/04/2001	Cancelled by DOPT May 2018. Time specific PSI now obsolete
23/2000	Establishing a Register of Staff's Freemason Membership 8100	Personnel	Mike Allingham 020 7217 6755 Jenny Hedge 020 7217 6353	Immediate 28/03/2000	01/05/2001	
24/2000	Voting Provisions for Prisoners 4650	Prisoner Administration Group	Gabrielle Kann 020 7217 6331	Immediate 30/03/2000	05/05/2000	Cancelled and replaced by PSO 4650 (2001 version)
25/2000	Religious Festivals: 2000 Dates 4500	Chaplaincy	Rev Thomas Johns 020 7217 2024	Immediate 30/03/2000	31/12/2000	Replaced by PSI 07/2001
26/2000	PUMIS: Collection and Distribution of Management Information 2000-2001 7100	Planning Group	Adam Spriggs 020 7217 5873 Chris Oram 020 7217 5502	01/04/2000	30/04/2001	Cancelled by DOPT May 2018. Time specific PSI now obsolete
27/2000	Caring for the Suicidal in Custody: Eliminating Strip Cells 2700	Security Group	Martin McHugh 020 7217 6596 Dick Cronk 020 7217 6921	Immediate 30/03/2000	30/03/2001	Superseded by PSO 2700
28/2000	Not Issued					

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
29/2000	Contingency Planning for the Refusal to Work by Staff: Tripartite Planning 1450	Incident Management Support Unit	Michael Hull	Immediate 12/04/2000	13/04/2001	Replaces HQM 104/92 and replaces the Contingency planning for industrial action appendix, in the Contingency Planning Manual. Cancelled by DOPT Jan 2019
30/2000	Procedures for the Independent Analysis of Mandatory Drug Test Samples 3605	DSU & PAG	Sunita Mistry 020 7217 5049 Andrew Stoneham 020 7217 2908	01/05/2000	06/05/2001	Cancelled by DOPT Jan 2019
31/2000	Letting Contracts — Revision of EC Thresholds 7700	Procurement Strategy Group	Jean Kennett 01536 202101 x300	Immediate 07/04/2000	18/04/2001	Cancelled March 2018. Out of date and no longer used — information is now sent out through CCS.
32/2000	The Transport Manual 5400	Transport Unit	Kevin Styles/Elspeth Gamble/Frances McDevitt 01536 202101 x330/244/223 New contact 11/05/17 — Jenny.Poole@noms.gsi.gov.uk	12/05/2000	13/05/2001	Cancelled by DOPT Jan 2019
33/2000	Prison Service — Post Incident Care for Staff, Version 2 — Issued 18/02/2000 — Further Amendments 8150	Staff Care & Welfare	Charles Franks 0116 262 2440	27/04/2000	28/04/2001	Replaces page 1 of PSO 8150 Iss. 75. Cancelled by DOPT September 2018. Obsolete — PSO 8150 has been cancelled and replaced by PSI 08/2010 (which was subsequently replaced by 2/2018)
34/2000	Not issued					

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
35/2000	Standards and Orders Project – the Standards Manual 0200	Project Manager & others	Quentin Miller 020 7217 2011	Immediate 27/04/2000	27/04/2001	
36/2000	Flag Flying Duties – Official Birthday of HM The Queen 0400	Director General's Staff Officer	020 7217 6856	08/05/2000	09/05/2001	Cancelled by DOPT Jan 2019
37/2000	Resource Accounting & Budgeting (RAB) in the Prison Service: Resource Budgets for 2000-2001 7500	RAB	Alison Cornell 020 7127 5617 Roy Jepson 020 7127 5134	Immediate 04/05/2000	30/06/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual
38/2000	Management of Disruptive Prisoners 1700	High Security Prisons	Diana Luchford 020 7217 6619 John Golds 020 7217 6319	Immediate 10/05/2000	11/05/2001	
39/2000	Joint Resettlement Performance Indicator 2200	RPU	Linda Ingram 020 7217 5935 Mike Carson 020 7217 5193	01/06/2000	30/04/2001	
40/2000	Resource Accounting and Budgeting (RAB) monitoring and forecasting procedures – parallel running 7500	FPAC/RAB Team	Colin Ryall 020 7127 5728 Alison Cornell 020 7217 5617 Graham Bently 020 7217 5322	30/06/2000	30/06/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual
41/2000	Performance Recognition – Special Bonus Scheme 8450	Performance Recognition, HRS Group	Myra Jarvis 020 7217 6552 Mike Gibbs 020 7217 6877	01/07/2000	31/07/2001	Superseded by PSO 8480 (08/04/2003)
42/2000	Equal Opportunities – Chapter 7 8010	Personnel Management Group	Ivor Ward /Angela Johnson / Abdur Rahmaan Anderson 020 7217 6265/6375/6665	30/06/2000	30/06/2001	Superseded by PSI 19/2003
43/2000	Standards and Orders Project – the Standards Manual 0200	Standards & Orders Project Manager	Quentin Miller 020 7217 5093	02/07/2000	01/07/2001	
44/2000	Amendments to the Prison Service Order – Finance 7500	FC&A	Alan Jordison 020 7217 5293	11/07/2000	10/07/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
45/2000	Production by Directorates and HQ Groups and Services of Strategic Planning Data for 2001-02 to 2003-04 and Headquarters Business Plans for 2001-02 7000	Planning Group	Peter Kind 020 7217 5414	11/07/2000	31/03/2001	Cancelled by DOPT May 2018. Time specific PSI now obsolete
46/2000	Production by establishments of level 1 planning data & service delivery arrangements for the period 2001-2002 to 2003 - 2004					Cancelled by DOPT May 2018. Time specific PSI now obsolete
47/2000	Information and practice document - "The judge at your gate" 0100	Legal Co-ordinator	Peter Quinn 020 7217 2804	07/08/2000	07/08/2001	
48/2000	Amendment to PSO 6100 – the Bail System 6100			11/07/2000	N/A	Replaces PSO 6100 Chapters 3 & 5. Cancels IG 46/1994, CI 44/1974 and CI 51/1975.
49/2000	*Trade Union Recognition for Nursing Grades* 8500	HR (ER)	Prisons (ER) EmployeeRelations@justice.gov.uk	17/07/2000	N/A	
50/2000	Amendment to PSO 2200 Revised guidance on the sentence planning risk indicator 2200	Regimes Policy Unit	Trish Wincote 020 7217 5141 Michael Cole 020 7217 5255	24/07/2000	25/07/2001	Cancelled by DOPT Nov 2018- PSI Obsolete
51/2000	Prison Discipline: Guidance on Racially Aggravated Offences 2000	Prisoner Administration Group	Andrew Stonham 020 7217 2908	Immediate 31/07/2000	30/07/2001	Cancelled by DOPT Jan 2019
52/2000	Amendment 3 to PSO 8100 – Encouragement to join a Trade Union / Staff Association 8100	Filling Vacancies Policy Unit	Stephen Barrow 020 7217 6478	Immediate 01/08/2000	01/08/2001	Replaced by PSO 8100 Recruitment website 05/02/2004

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
53/2000	Release on temporary licence 5700	Prisoner Administration Group New contact 11/05/17— Sentencing Policy Unit	Ray Dickinson 020 7217 6370 Stuart Harwood 020 7217 6451 New contact 11/05/17— Chris.potter2@justice.gsi.gov.uk	01/09/2000	31/08/2001	Amends IG 36/1995 & PSI 46/1998. Amended by PSI 57/2002 Cancelled by DOPT Jan 2019
54/2000	Implementation of Recommendations of the Searching Review 1000	Security Policy Unit	Sarah Blakeney 020 7217 5609	31/08/2000	31/08/2001	Contains amendments to Security Manual Replaced by 07/2016 Cancelled by OPSDR Dec 19
55/2000	Welfare to Work—the New Deal 8120	Filling Vacancies Policy Unit	Stephen Barrow 020 7217 6478 Debra Jewitt 020 7217 6104	11/09/2000	12/09/2001	Made Obsolete by DOPT Aug 18—PSO 8120 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
56/2000	Mandatory Financial Management Training 2000-2001 7500	FC&A	Dave Mann 020 7217 5357	11/09/2000	31/03/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual
57/2000	Amendment to PSO 2605—the Role of the Legal Services (Legal Aid) Officer 2600	Prisoner Administration Group	Mary Batchelor 020 7217 6482 Gabrielle Kann 020 7217 6334	01/10/2000	02/10/2001	Cancelled by DOPT Nov 2018—PSI Obsolete
58/2000	Amendment 4 to PSO 8100 Recruitment 8100	Filling Vacancies Policy Unit	Mike Allingham 020 7217 6755 Jenny Hodge 020 7217 6353	11/09/2000	01/05/2001	Replaced by PSO 8100 Recruitment website 05/02/2004
59/2000	Not issued					
60/2000	The Human Rights Act and the ECHR 0120	Prisoner Administration Group	Steve Porch 020 7217 6567	02/10/2000	03/10/2001	Cancelled by DOPT June 2018 This PSI is now obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
61/2000	Prison discipline and the European convention on human rights (ECHR): Guidance on use of additional days 2000	Prisoner Administration Group	Steve Porch 020 7217 6567	02/10/2000	03/10/2001	PSI cancelled December 2017— Now incorporated into PSI 47/2011
62/2000	Making Handcuffing Applications to Court: the Standard Handcuff Application Form 1000	Security Policy Unit	Bronwen Thompson 020 7217 5346	02/10/2000	03/10/2001	Made obsolete by the Deregulation Team September 2016, newer policy section in PSI 26/2015
63/2000	Escorted Absences for Category C Life Sentence Prisoners 6300	Sentence Management Group New contact 11/05/17— SCPPG	Ian Truffet 020 7217 5712 New contact 11/05/17— Polly.Churcher@hmps-gsi.gov.uk	10/10/2000	30/09/2001	Replaces PSI 73/1997. Amended by PSI 57/2002 Cancelled by DOPT April 2018. EAs were cancelled after 2014. The ROTL policy now includes a version of escorted ROTL which is the same thing.
64/2000	Focus Upgrade and Server Replacement 7500	FC&A	Helen Ledger / Rev Couter / Margaret Woolterton 020 7217 5185/2075/5270	10/10/2000	31/03/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual
65/2000	Designation Process for Close Supervision Centres 1700	CSC/SSU Management Section	Diana Luchford 020 7217 6619	31/10/2000	01/11/2001	Made obsolete by the Deregulation Team September 2016, newer policy in PSI 42-2012 CSC referral manual, and CSC operating Manual Feb 2015.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
66/2000	Amendment No 5 to PSO 8100 8100	Filling Vacancies Policy Unit	Debra Jewitt 020 7217 6104	14/11/2000	15/11/2001	Made Obsolete by DOPT Aug 18 – PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
67/2000	New Seatbelt Legislation: Mechanical Handling 5400	Transport Unit	Michael Sanchez / John Lawrie 01536 202101 x227/229 New contact 11/05/17 – mike.sanchez@noms.gsi.gov.uk	13/11/2000	13/11/2001	Cancelled by DOPT Jan 2019
68/2000	Production of Directorate Business Plans for period 2001-2002 7000	Planning Group	Alison Bennett 020 7217 5995 Steve Gillespie 020 7217 5873	27/11/2000	31/03/2001	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
69/2000	Basic Checks on Doctors and Dentists 8100	Filling Vacancies Policy Unit	Dave Tappin 020 7217 6909 Debra Jewitt 020 7217 6104	05/12/2000	01/05/2001	Superseded by PSI 38/2003 Replaced by PSO 8100 Recruitment website 05/02/2004
70/2000	Woodcock Recommendation 60: Identification of Extant Instructions 0001	Director General's staff officer	Claudia Sturt 020 7217 6856	01/12/2000 changed to 05/02/2001	02/12/2001	Cancelled by DOPT Jan 2019
71/2000	Operating Standards for Protected Witness Units (PWU's) 1000	Security Group/Prisoner Mgmt/Police Advisers Section	Rob Kellett 020 7217 6797 Mike Webster 020 7217 6319 Arnie Cooke 020 7217 6580	30/11/2000	30/10/2001	PSI superseded by PSI 22/2013. Cancelled by OPSDR Dec 19
72/2000	Filling Vacancies Internally. Chapter 3 of PSO 8110	PMG	Ann Thomas 020 7217 6109	27/11/2000	28/11/2001	Cancelled by DOPT Jan 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
73/2000	Allocation Guide 1000 (Restricted)	Security Group	Peter Glynn 020 7217 6582	15/01/2001	15/01/2002	
74/2000	Standards Manual — Order 0200	Various New contact 11/05/17 — Standard Audit Unit	New contact 11/05/17 — Liam.Orme@noms.gsi.gov.uk	05/12/2000	06/12/2001	Policy cancelled December 2017— obsolete
75/2000	Tax Liaison Officer 7500	FC&A Taxation Team	Martin Watson 020 7217 5784	12/12/2000	30/11/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual
76/2000	Notification of the Release of Dangerous Inmates 6450	Sentence Enforcement Unit Probation Unit Dir. of HSP	Rupert Woods 020 7217 5304 Sheran Ridge 020 7273 4580 Mike Webster 020 7217 6319	12/12/2000	12/12/2002	
77/2000	Mandated Purchase Contracts 7700	Procurement Group Help Desk	01536 202101	21/12/2000	22/12/2001	Replaced by PSI 59/2002 & 17/2003
78/2000	Selection and Appointment of Race Relations Officers 2800	Prisoner Administration Group	Mike Webster 020 7217 2917	21/12/2000	22/12/2001	Replaced by PSI 46/2001
79/2000	Year End Procedures 2000/2001 7500	FC&A	Ted Kirby 020 7217 5451 Martyn Joy 020 7217 5163	21/12/2000	22/12/2001	Cancelled by DOPT July 2018. Replaced by Financial Manual
01/2001	National Population Census 1251	Prisoner Administration Group	Mary Batchelor 020 7217 6233 Amy Harbin 020 7217 6692	01/03/2001	01/03/2002	Cancelled by DOPT Nov 2018— PSI Obsolete
02/2001	Computers in Possession: Prisoner Access to Justice 1000	Security Group	Barney Clifford 020 7217 5177	01/02/2001	31/01/2002	Replaced by PSI 20/2005
03/2001	Equal Opportunities Chapter 8 8010	Equal Opportunities Team	John Marsh, Shirley Horton, Rob Mitchell 020 7217 6265/6375/6741	22/01/2001	23/01/2002	Superseded by PSI 19/2003

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
04/2001	*Local Whitley Partnership Committees* 8500	HR (ER)	Prisons (ER) EmployeeRelations@justice.gov.uk	23/01/2001	N/A	
05/2001	Extra Payments for Health Care Centres 3500	Prison Health Policy unit	Julie Bishop 0113 254 5379	01/03/2001	02/03/2002	
06/2001	Amendment No. 2 to PSO Finance (Version 3.2) 7500	FC&A	Alan Jordison 020 7217 5293	01/03/2001	02/03/2002	Cancelled By DOPT (SO) 16 th July— Replaced By Finance Manual
07/2001	Religious Festivals Dates for 2001 4550	Race & Religion Unit, PAG	Helen Redmond 020 7217 6472	06/02/2001	31/12/2001	Cancelled by DOPT August 2018. Policy no longer relevant.
08/2001	Prison Service Drug Strategy. CARATS 3600	Drug Strategy Unit	Liz Hogarth 020 7217 5798	20/02/2001	21/02/2002	Cancelled by DOPT Feb 2019
09/2001	Home Detention Curfew: Amendments to Eligibility Criteria for Sex Offenders 6700	Community Contact Advice Line New Contact 11/05/2017— Sentencing Policy Unit	020 7217 6370 New Contact 11/05/2017— Stephen.bailey@justice.gov.uk	01/03/2001	02/03/2002	Cancelled by DOPT Jan 2019
10/2001	Cash Carrying Contract 2001-2004 7500	FC&A Banking Section	David Collins 020 7217 5760	23/02/2001	31/01/2002	Cancelled By DOPT (SO) 16 th July— Replaced By Finance Manual
11/2001	Notification of the Release of Dangerous Prisoners 6450	Sentence Enforcement Unit Dangerous Offenders Unit Director of High Security Prisons New Contact 11/05/2017— HSPG	Rupert Woods 020 7217 5304 Sheran Ridge 020 7217 0748 Mike Webster 020 7217 6319 New Contact 11/05/2017— al.reid@noms.gsi.gov.uk	27/02/2001	12/12/2002	Cancelled by DOPT April 2018. Replaced by PI 6/2013 and PSI 41/2014
12/2001	Revised Guidance on Staff Clubs and Messes 7500	FC&A	Meena Rajan 020 7217 5187	01/03/2001	31/01/2002	Cancelled By DOPT (SO) 16 th July— Replaced By Finance Manual
13/2001	Electronic Monitoring and Drug Testing on Licence	Not issued	-	-	-	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
14/2001	Commencement of Reporting under RAB 7500	FC&A	Colin Ryall 020 7217 5728	12/03/2001	13/03/2002	Cancelled By DOPT (SO) 16 th July Replaced By Finance Manual
15/2001	Mandatory training 8200	Training & Development Policy Unit	Amanda Ambler 01788 834063	01/04/2001	31/03/2002	Cancelled by PSI 9/2003
16/2001	Revised Chapters of Lifer Manual 4700	Lifer Unit	Paul Jackson 020 7217 5785	20/03/2001	21/03/2002	Contains revised chapters 13 & 14 Cancelled by DOPT Jan 2019
17/2001	Crime and Disorder Act 1998: Extended Sentences	Sentence Enforcement Unit	Sean Coles 020 7217 2095	23/03/2001	24/03/2002	Cancels chapter 8 of PSO 6000, and paragraphs 2.12-2.24 of PSI 51/1998 Cancelled by DOPT Jan 2019
18/2001	Standards and Orders Project – the Standards Manual 0200	Various New Contact 11/05/2017 – Standards Audit Unit	New Contact 11/05/2017 – Liam.Orme@noms.gsi.gov.uk	29/03/2001	30/03/2002	Contains new standards Policy cancelled December 2017 – obsolete
19/2001	Standards and Orders Project - the Standards Manual 0200	Various		29/03/2001	30/03/2002	Contains new standards
20/2001	Staff and Trainee Uniforms in the Under 18 Estate 4950	Young Offender Group	Iain Windebank 020 7217 5396	04/04/2001	30/03/2002	Introduces new annex F to PSO 4950 Cancelled by DOPT Feb 2019
21/2001	National Service Framework for Older People 3500	Prison Health Policy Unit	Graeme Snow 020 7972 4464	09/04/2001	10/04/2002	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
22/2001	Contract Supplementary Hours Scheme for Prison Officer Grades 22/2001 7100	PIRG	Bill Duff 020 7217 6911	19/04/2001	20/04/2002	Cancelled by DOPT Jan 2019
23/2001	Amendments to PSO 1000 – the Security Manual 1000	Security Group	Barney Clifford 020 7217 6306 Roy Donno – 020 7217 2728	02/07/2001	01/07/2002	Cancelled by DOPT Feb 2019
24/2001	Flag Flying Duties – Official Birthday of HM The Queen and South African State Visit 0400	Director General's Staff Officer	020 7217 6856	19/04/2001	20/04/2002	Cancelled by DOPT Jan 2019
25/2001	Revised Chapters 26 (Value Added Tax) and 27 (Taxation and National Insurance) to PSO 7500 – Finance	FC&A	Alan Jordison 020 7217 5293	09/05/2001	31/03/2002	
26/2001	Distribution of Parole Leaflet 6000	Sentence Enforcement Unit	Peter Charlesworth 020 7217 5052	08/05/2001	06/05/2002	
27/2001	Amendment No 6 to PSO 8100 8100	Recruitment Policy Unit	Debra Jewitt 020 7217 6104	01/05/2001	02/05/2002	Replaced by PSO 8100 Recruitment website 05/02/2004
28/2001	Public Protection Procedures: Changes to Registration Requirements for Sex Offenders 4650	-	Community Contact Advice Line 020 7217 6381	01/06/2001	02/06/2002	Replaces PSI 60/1997 Cancelled by PSI 08/2009
29/2001	Amendment to PSI 15/2001 – mandatory training 8200	Training and Development Policy Unit	Amanda Ambler 01788 834063	Immediate 17/05/2001	31/03/2002	Cancelled by PSI 09/2003
30/2001	Standards and Orders Project - the Standards Manual 0200	Various	-	22/05/2001	23/05/2002	
31/2001	Revised Life Sentence Plan 4700	Lifer Unit	Ian Truffet – 020 7217 5712 Nick Newton – 020 7217 2084	14/06/2001	15/06/2002	Cancelled by DOPT Jan 2019
32/2001	Security Manual	Security Policy Unit				Cancelled by DOPT Feb 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
33/2001	Sentence Calculation: Detention & Training Orders 4960	Sentence Calculation Unit	Adrian Brook/Lynette Heugh/Helen Scott 020 7217 6686/6920/6794	27/06/2001	28/06/2002	Replaced by PSO-6650
34/2001	Amendment No 4 to PSO Finance (Version 2) 7500	FC&A	Alan Jordison 020 7217 5293	11/07/2001	30/06/2002	Cancelled By DOPT (SO) 16 th July— Replaced By Finance Manual
35/2001	Production by Establishments of Level One Planning Data & Service Delivery Arrangements for the period 2002-2003 to 2004-2005 7000	Planning Group	Peter Kind 020 7217 5414	10/07/2001	31/03/2002	Cancelled by DOPT May 2018. Time specific PSI—now obsolete
36/2001	Mandatory Copier Contract 7700	Contracts & Procurement	Iris Gray 01536 274711 Helen Broccoli 01536 274624	01/08/2001	02/08/2002	Replaced by PSI 59/2002 & 17/2003
37/2001	PSO 8650 Travel & Subsistence and 8700 Permanent Transfer 8650, 8700	Expenses Team	Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	01/07/2001	02/07/2002	Amends PSO 8650 & PSO 8700. Cancelled by DOPT September 2018. Obsolete—This amends PSO 8650 which has been replaced by 26/2010 and amends PSO 8700 which has also been replaced by 25/2010.
38/2001	Travel & Subsistence 8650	Expenses Team	Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	01/07/2001	02/07/2002	Amends PSO 8650 & PSO 8700 Obsolete—replaced by PSI 15/2012 Cancelled by OPSDR Dec 19
39/2001	Prison Service 'Vision': Ordering of posters, booklets and cards 8000	HR Strategy Group	Clive Peters 020 7217 6661	20/08/2001	None	Cancelled by DOPT September 2018. Obsolete.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
40/2001	Night Workers Health Assessment 3801	HR (H&S)	Health-Safety.national@justice.gov.uk	20/08/2001	N/A	
41/2001	Ethnicity Classification of all Staff 8010	Diversity & Equality Team Human Resource Planning	Shirley Horton 020 7217 6375 Will Evans 020 7217 6308	20/08/2001	21/08/2002	Cancelled by DOPT September 2018. Obsolete — PSO 8010 has been cancelled and replaced by PSI 33/2011
42/2001	Staff Membership of Racist Groups and Organisations 8100	Various	-	28/08/2001	29/08/2002	Obsolete. Cancelled by DOPT Jan 2019
43/2001	Categorisation and Allocation 0900	Security Policy Unit	Karina Hay 020 7217 2726 Lesley Cuthbertson 020 7217 2727	04/09/2001	05/09/2001	Revised chapters 6 & 7 of PSO 0900, amends Chapter 1, introduces new semi-open cat. for women. Cancelled by DOPT Feb 2019
44/2001	Guidance on Nicotine Therapy and Smoking Cessation 3500	Health and Care Partnerships Group	health@justice.gov.uk	13/09/2001	N/A	
45/2001	Gazetteer of Lifer Establishments 4700	Lifer Review Unit	Nick Newton 020 7217 2084	17/09/2001	18/09/2002	Contains revised appendix 4 to PSO 4700 Cancelled by DOPT Jan 2019
46/2001	Selection & Appointment of Race Relations Liaison Officers 2800	Prisoner Administration Group	Mike Webster 020 7217 2917	25/09/2001	26/09/2002	Replaces PSI 78/2000 Cancelled by DOPT Jan 2019

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
47/2001	Criminal Justice & Court Services Act 2000: Pilots Electronic Monitoring & Drug Testing on Licence 6000	Sentence Enforcement Unit New Contact 11/05/2017 — SCPPG	Jaqueline Townley 020 7217 5763 New Contact 11/05/2017 — Brian.Chapman@noms.gsi.gov.uk	25/09/2001	25/09/2002	Cancelled by DOPT April 2018. Policy developed for EM and drug testing pilots which have now ended.
48/2001	Establishing dedicated Head of Finance and Head of Personnel Posts 7000		Simon Sparrow 020 7217 5106 Graham Howard 020 7217 2806	01/10/2001	30/09/2002	Made obsolete by DOPT Sept 2018
49/2001	Regimes for Prisoners Under 18 Years Old 4950	Young Offender Group	Jeremy Whittle 020 7217 5002	11/10/2001	12/10/2002	Cancelled by DOPT Nov 2018 PSI Obsolete
50/2001	Hepatitis C: Guidance for those Working with Drug Users 3550	Prison Health Policy Unit New Contact 11/05/2017 — Health Wellbeing Co-Commissioning HR	David Hillier 020 7972 4781 New Contact 11/05/2017 — Rupert.Bailie@noms.gsi.gov.uk anne.norton@noms.gsi.gov.uk	11/10/2001	12/10/2002	Information & Practice 2/2001 attached (with same title) Cancelled March 2018. This has been replaced by NICE guidance, BBV opt-out pathways and specialised commissioning policies.
51/2001	Amendment to PSO 4950		Jeremy Whittle 020 7217 5022	23/10/2001	24/10/2002	Cancelled by DOPT Nov 2018 PSI Obsolete
52/2001	Mandated Purchase Contracts 7700	Procurement Group	01536 2746224	19/11/2001	20/11/2002	Erroneously issued with 51/2001 on cover — correction issued by email only. Replaced by PSI 59/2002 & PSI 17/2003
53/2001	Not Issued					

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
54/2001	Amendment no 8 to PSO 8100 8100	Recruitment Policy Unit	Debra Jewitt 020 7217 6104	03/12/2001	04/12/2002	Cancelled by DOPT September 2018. Obsolete PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017).
55/2001	Managing the Prison Service outturn 2001-02 7500	FC&A	Ted Kirby/Colin Ryall/Alison Cornell 020 7217 5451/5728/5617	03/12/2001	31/12/2002	Superseded by PSI 10/2003
56/2001	Revised Chapters of the Lifer Manual 4700	Lifer Unit	Paul Jackson 020 7217 5785	04/12/2001	05/12/2002	Revised chapter 5 attached Cancelled by DOPT Jan 2019
57/2001	Revised chapter 36, Security Manual 1000	Security Policy Unit	Barney Clifford 020 7217 6306	21/01/2002	20/01/2003	Cancelled by DOPT Feb 2019
58/2001	Revised chapter 15, Security Manual 1000	Security Policy Unit	Barney Clifford 020 7217 6306	21/01/2002	20/01/2003	Cancelled by DOPT Feb 2019
59/2001	Religious Festivals Dates for 2002 4550	Religion in prisons	Jeanne Whittaker 020 7217 6472	19/12/2001	20/12/2002	Replaced by PSI 56/2003
60/2001	Dog Food Contract 7700	Procurement Group Help Desk	01536 2746224	07/01/2002	08/01/2002 (sic)	Replaced by PSI 59/2002 & 17/2003
61/2001	Prison Libraries 6710	PLSU	Anthony Harris 020 7925 6162	07/01/2002 (2001 incorrectly displayed on PSI)	31/12/2002	Cancelled by DOPT Nov 2018- PSI Obsolete
62/2001	Child Protection Protocol 4950	HMPPS Youth Custody Service	YCSFrameworkengagement@justice.gov.uk	08/01/2002	N/A	Replaces PSI 10/2000
01/2002	Personnel System Staff Validation Prints 8000	Human resource planning	Jean East/Will Evans 020 7217 6347/6308	14/01/2002	15/01/2003	Cancelled by DOPT Oct 2018- PSI Obsolete

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
02/2002	Amendment to PSO 7700 procurement & materials management 7700	Procurement Strategy Group	Tom Dorman 01536 274554	21/01/2002	22/01/2003	Cancelled March 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMMPs Intranet.
03/2002	Amendment No. 5 to PSO Finance Version 3.2 7500	FC&A	Chris Wallington 020 7217 5231	21/01/2002	31/12/2002	Financial Governance, FMC requested this is made obsolete. Amended PSO 7500. PSO cancelled by PSI 26/2011 **** Cancelled By DOPT (SO) 16 th July — Replaced By Finance Manual****
04/2002	Amendment 8 to PSO 8100 8100	Recruitment Policy Unit	Sue McGuire 020 7217 2842	24/01/2002	25/01/2002	Replaced by PSO 8100 Recruitment website 05/02/2004
05/2002	Computers in Possession: Prisoner Access to Justice 1000	Security Group	Barney Clifford 020 7217 6306	01/02/2002	31/01/2003	Cancelled by PSI 20/2005, and replaced by National Security Framework
06/2002	Amendment 7 to PSO 8100 — Short Term Appointments 8100	Recruitment Policy Unit	Sue McGuire 020 7217 2842	Immediate 18/02/2002	17/02/2003	Replaced by PSO 8100 Recruitment website 05/02/2004
07/2002	National Service Framework for Diabetes: Standards 3500	Prison Health Policy Unit	Kim Dhadda 020 7972 3932	18/02/2002	19/02/2002	Cancelled march 2018. This has now been replaced by QOF and NICE Guidelines on the care and management of diabetes which will be included in the service specification.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
08/2002	Amendment 9 to PSO 8100 – Recruitment Composition of Interview Boards 8100	Recruitment Policy Unit	Dave Tappin 020 7217 6854 Mike Allingham 020 7217 2776	01/04/2002	02/04/2003	Made Obsolete by DOPT Aug 18 – PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
09/2002	Revised Chapters of Lifer Manual 4700	Lifer Unit	Maggie Wilson 020 7217 5896	26/02/2002	27/02/2003	PSI 29/2010 – on 19/04/2010 withdraws chapter 7 from Lifer Manual, which is covered by chapter 9 of the Public Protection Manual.
10/2002	Amendment to the Procurement Manual 7700	Procurement Group Helpdesk	01536 274624	04/03/2002	05/03/2003	Cancelled March 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMMPS Intranet.
11/2002	Accident Reporting 3800	Health & Safety Policy Group	Mary Guinness 020 7217 6810	01/04/2002	02/04/2003	Replaces IG 35/96 Cancelled and Replaced by PSI 02/2016
12/2002	Introduction of an Additional Check for those Working with children under 18 years of age using the Criminal Records Bureau (CRB) 8100	Recruitment Policy Unit	Sue McGuire 020 7217 2842	01/04/2002	31/03/2003	Replaced by PSO 8100 Recruitment website 05/02/2004
13/2002	Flag Flying Duties – Official Birthday of HM The Queen 0400	Director General's Staff Officer	020 7217 6856	08/04/2002	09/04/2003	Cancelled by DOPT Jan 2019

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
14/2002	Amendment to PSO 8650 — Travel & Subsistence 8650	Expenses Section	Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	25/03/2002	24/03/2003	Expired. Updated tel. no. for Calder confs: 08703 8222 77 Cancelled by DOPT September 2018. Updates PSO 8650 which has been cancelled and replaced by PSI 26/2010.
15/2002	Accounting for Headquarters Recoverable VAT 7500	FC&A	Sandra Smith 020 7217 5774	01/04/2002	31/03/2003	Cancelled By DOPT (SO) 16 th July — Replaced By Finance Manual
16/2002	Recycling of Spent Fluorescent Tubes, Sodium Lamps and Other Lighting Appliances 7700	Contracts & Procurement Unit	Jean Kennet 01536 274705	01/05/2002	30/04/2003	Replaced by PSI 59/2002 & 17/2003
17/2002	Amendment to PSO 8650: Provision of Business Travel Tickets 8650	Expenses Section	Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	04/04/2002	03/04/2003	Cancelled by DOPT September 2018. Updates PSO 8650 which has been cancelled and replaced by PSI 26/2010.
18/2002	Grading of Promotion and Selection Board Members 8100	Filling Vacancies Policy Unit	Dave Tappin 020 7217 6854 Mike Allingham 020 7217 2776	04/04/2002	04/04/2003	Made Obsolete by DOPT Aug 18 — PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
19/2002	Changes to Home Detention Curfew Policy: Presumptive HDC 6700	Community Contract & Sentence Calculation Unit	020 7217 6451 / 020 7217 6370	01/05/2002	02/05/2003	Cancelled. Replaced by PSI 01/2018

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
20/2002	Devolution of Responsibility for Filling Vacancies 8100	Filling Vacancies Policy Unit	Dave Tappin 020 7217 6854 Mike Allingham 020 7217 2776	11/04/2002	12/04/2003	Amends PSO 8110. Cancelled by DOPT September 2018. Obsolete – PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
21/2002	Amendment to PSO's 8650 & 8700 – Changes to Expense Rate 8650	Expenses Section	Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	17/04/2002	18/04/2003	Cancelled by DOPT September 2018. This amends PSO 8650 which has been replaced by 26/2010 and amends PSO 8700 which has also been replaced by 25/2010
22/2002	Amendment to PSO 7700 – Procurement & Materials Management (Chapter 5) 7700	Procurement Strategy Group	Tom Dorman 01536 24554	24/05/2002	25/05/2002	Cancelled march 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMMPs Intranet.
23/2002	Extended Use of Contract Supplementary Hours Scheme for Prison Officer Grades 7100	Pay & ER Group	Matt Pierzchala 020 7217 6561	30/05/2002	29/05/2003	
24/2002	Health Promoting Prisons: a shared approach, a strategy for promoting health in prisons in England and Wales 3500	Health and Care Partnerships Group	health@justice.gov.uk	24/05/2002	N/A	

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
25/2002	The protection and Use of Confidential Health Information in Prisons and Inter-Agency Information Sharing 3500	Health and Care Partnerships Group	health@justice.gov.uk	29/05/2002	N/A	Accompanied by Information & Practice 01/2002 "Guidance on the protection and use of confidential health information in prisons and inter-agency information sharing"
26/2002	Cell Sharing Risk Assessment 0550	Safer Custody Group	Gill Brigden 020 7217 2174	23/06/2002	31/03/2003	Amends PSO 0550. Includes pads of forms XF001 and XF002 Replaced by PSI 32/2005
27/2002	Amendment no. 6 to PSO Finance (version 3.2) 7500	FC&A	Martin Hannan 020 7217 5293	01/07/2002	02/07/2002	Cancelled By DOPT (SO) 16th July Replaced By Finance Manual
28/2002	Performance Standards Review Programme – the Standards Manual 0200	Planning Group	020 7217 5995	02/07/2002	01/07/2003	
29/2002	Gazetteer of Lifer Establishments 4700	Lifer Unit Policy & Planning Team	Nick Newton 020 7217 2084	02/07/2002	03/07/2003	Cancelled – no longer dedicated Lifer establishments in the estate Cancelled by OPSDR. Sept 2019. PSI Obsolete
30/2002	Amendment to PSO 8700, Staff Moves for Security Reasons 8700	Personnel	Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	08/07/2002	09/07/2003	Cancelled by DOPT September 2018. Obsolete – PSO 8700 has been cancelled and replaced by PSI 25/2010.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
31/2002	Woodcock Recommendation 60: Identification of Extant Instructions 0004	DG's Staff officer	Claudia Sturt 020 7217 6856	09/07/2002	10/07/2003	Contains list of all valid Circular Instructions, Instructions to Governors, Advice to Governors and Standing Orders. Cancelled by DOPT Feb 2019
32/2002	Long Service Award 8800	Personnel	Myra Jarvis 020 7217 6552	02/09/2002	03/09/2003	Superseded by PSO 8480 (08/04/2003) Cancelled by PSI 39/2011
33/2002	Prison Officer Recruitment – Revised Eyesight Standard 8100	Filling Vacancies Policy Unit	Mike Allingham 020 7217 2776	09/07/2002	10/07/2003	Replaced by PSO 8100 Recruitment website 05/02/2004
34/2002	Travel and Subsistence: Long Term Detached Duty 8650	Taxation & Expenses Sections	Martin Watson 020 7217 5784 Cindy Barnes, David Martin, Simon Stannard 020 7217 6595/6326/6150	11/07/2002	12/07/2003	
35/2002	Categorisation and Allocation – Allocation of Deportees to Open Conditions 0900 & 1000	Security Group	Lesley Cuthbertson & Karina Hay 020 7217 2726/2727	18/07/2002	19/07/2003	Cancelled by PSI 39/2011, PSI 40/2011, PSI 41/2011
36/2002	Developing and Modernising Primary Care in Prisons 3500	Prison Health Policy Unit	Sinead O'Brien 020 7972 3919	23/07/2002	24/07/2003	Accompanied by booklet "Developing and modernising primary care in prisons"
37/2002	Amendments to PSO 1000 – The Security Manual 4000	Security Group	Lesley Cuthbertson & Karina Hay 020 7217 2726/2727	Immediate 23/07/2002	22/07/2003	Cancelled by DOPT Feb 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
38/2002	Guidance on Consent to Medical Treatment 3500	Health and Care Partnerships Group	health@justice.gov.uk	25/07/2002	N/A	Accompanied by Information & Practice 03/2002 "Guidance on consent to medical treatment"
39/2002	Extension of Presumptive HDC [Home Detention Curfew] – Amendments and Additions to PSI 19/2002 6700	Community Contact & Sentence Calculation Unit	020 7217 6451/6370	05/08/2002	31/07/2003	Amends PSO 6700 and PSI 19/2002 Cancelled. Replaced by PSI 01/2018
40/2002	Handling of Paper OASys Forms 2200	OASys National Implementation Manager	Adrian Scott 020 7217 5141 Martin Kettle 020 7217 5825/0703	Immediate 06/08/2002	31/07/2003	
41/2002	Amendment to PSO 2200 – Update of LIDS Version of the Sentence Planning Risk Predictor 2200	Safety and 10 Prisons Project	omic@hmpr.gsi.gov.uk	22/08/2002	N/A	
42/2002	Earned Community Visits 4000	Prisoner Administration Group	Nina Buckby 020 7217 2858	02/09/2002	03/09/2003	Amends PSO 4000 Cancelled by DOPT Feb 2019
43/2002	Production of Area Business Plans for 2003-2004 and Establishment Service Delivery Agreements for 2003-2004 to 2005-2006 7700	Planning Group	020 7217 5995/5789	02/09/2002	03/09/2003	Cancelled by DOPT May 2018. Time specific PSI- now obsolete
44/2002	Issue of the new Prison Service Staff Handbook 8000	Personnel Secretariat	Doug Allen 020 7217 2896	01/11/2002	02/01/2003	Cancelled by DOPT Oct 2018- PSI Obsolete
45/2002	Race Relations: Racist Incident Reporting form and Standardised Log 2800	Personnel	Steve Bass 020 7217 6587	11/09/2002	01/08/2003	Cancelled by DOPT Jan 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
46/2002	Amendment to the Prison Service Instruction System Performance Standard 0001	Instructions Unit	Cassie Robinson / Allen Casey 020 7217 6590	11/09/2002	12/09/2003	Amends standard 39
47/2002	Prison Rules (2002 amendment) & YOI Rules (2002 amendment) 0100	Resettlement	Geoff Underwood 020 7217 6383	18/09/2002	19/09/2003	Cancelled March 2018. Reported changes to the prison rules, for information no longer required as the latest published prison rules reflect the current statutory position.
48/2002	Internal transfer arrangements for Prison Officers 8100	Filling Vacancies Policy Unit	Mike Allingham 020 7217 2776 Dave Tappin 020 7217 6854	Immediate 25/09/2002	26/09/2003	Replaced by PSI 44/2003
49/2002	Framework agreement for the provision of recruitment services 8100	Filling Vacancies Policy Unit	Mike Allingham 020 7217 2776 Mark Lundy 020 7217 2163	30/09/2002	01/10/2003	Replaced by PSO 8100 Recruitment website 05/02/2004
50/2002	Arrangements for promotion of Industrial / Agricultural grades 8100	Filling Vacancies Policy Unit	John Weston 01536 274607 Dave Tappin 020 7217 6854	Immediate 01/10/2002	02/10/2003	Cancelled by DOPT September 2018. Obsolete.
51/2002	Amendment no. 10 to PSO 8100 — short term appointments 8100	Filling Vacancies Policy Unit	Sue McGuire 020 7217 2842	Immediate 02/10/2002	02/10/2003	Replaced by PSO 8100 Recruitment website 05/02/2004
52/2002	F213SH for Self Harm / Attempted Suicide and Changes to the Recording on IRS system 2700	Safer Custody Group	Brent Greenaway 020 7217 5940	01/12/2002	30/11/2003	Superseded by PSO 2700, 26/10/2007
53/2002	Guidance on the use of Closed Visits when Applied to Prisoners 3610	Drug Strategy Unit	Laura Weight/Andy Bell 020 7217/5914/5834	14/10/2002	14/10/2003	Replaced by PSI 24/2005

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
54/2002	Prison Service Order on Religion 4550	Chaplaincy; Religion Section, Prisoner Admin	020 7217 8960/8808 020 7217 6472/6298	Immediate 05/11/2002	05/11/2003	Includes new chapters 1, 4 & Annex to chapter 3 Cancels SO 7A Superseded by PSI 05/2016 Cancelled by OPSDR Sep 2019
55/2002	Devolution of Responsibility for Filling Vacancies 8100	Filling Vacancies Policy Unit	Mike Allingham 020 7217 2776 Dave Tappin 020 7217 6854	Immediate 28/10/2002	29/10/2003	Cancelled by DOPT September 2018. Obsolete.
56/2002	Religious Festivals Dates for 2003 4550	Religion in prisons	Kishwar Ahmed 020 7217 6298/6472	Immediate 09/12/2002	31/12/2003	Replaces PSI 59/2001 Cancelled by DOPT August 2018. Policy no longer relevant.
57/2002	Approval of applications by life sentence prisoners for category C/second stage escorted absences from closed conditions and release on temporary licence from open conditions 4700	Lifer Unit	Lynda Morley 020 7217 5700	01/01/2003	02/01/2004	Cancelled by OPSDR Sept 2019- Subsumed into ROTL policy PSI 21/2012
58/2002	Not Issued					
59/2002	Mandatory contracts 7700	GPU	Patsy Northern 01536 274637	06/01/2003	31/12/2003	Replaced by PSI 17/2003
01/2003	Arrangements for level transfer and progression 8100 (8110)	Filling Vacancies Policy Unit	Dave Tappin 020 7217 6854 James Woodman 020 7217 2815	01/02/2003	12/01/2004	Introduces Chapters 5 & 6 of PSO 8110. Cancelled by DOPT September 2018. Obsolete - PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
02/2003	Changes to rules and procedures for recruitment promotion and selection boards 8100	Filling Vacancies Policy Unit	Dave Tappin 020 7217 6854 Sue McGuire 020 7217 2842	01/02/2003	14/01/2004	Amends information in PSO 8100 & 8110. Cancelled by DOPT September 2018. Obsolete — PSO 8100 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
03/2003	Increase in maximum home detention curfew period to 90 days 6700	Community Contact & Sentence Calculation Unit	020 7217 6370/ 6675	23/01/2003	23/01/2004	Amends PSO 6700 Cancelled by OPSDR — Sept 2019 Obsolete — HDG period since extended to 135 days
04/2003	IT / telephony change requests 9030	Live Services Manager	Paul Curley 020 7217 2824	12/02/2003	11/02/2004	Amends chapter 1 of PSO 9030
05/2003	Good medical practice for doctors providing primary care services in prison 3500	Prison Health Policy Unit	Chris Harris 0113 2545335	24/01/2003	23/01/2004	Issued with DoH booklet with same title
06/2003	Amendments and 8700 and PSO 8650 — congestion charge 8650 & 8700	Expenses Section	Cindy Barnes, David Martin & Simon Stannard 020 7217 6595/6326/6150	Immediate 27/01/2003	26/01/2004	Amends PSO 8650 chapter 6 & PSO 8700 chapter 11. Cancelled by DOPT September 2018. This amends PSO 8650 which has been replaced by 26/2010 and amends PSO 8700 which has also been replaced by 25/2010

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
07/2003	Internal conversion programme for Prison Service staff wishing to become prison officers 8100	Filling Vacancies Policy Unit	Mike Allingham 020 7217 2776	28/01/2003	27/01/2004	
08/2003	Private Cash 4000	Prisoner Administration Group	020 7217 6354/6334	01/04/2003	30/01/2004	Cancelled by DOPT Nov 2018 - PSI Obsolete
09/2003	Abolition of Mandatory Training 8200			Immediate 04/02/2003	N/A	Cancels PSI 15/2001 & 29/2001. Amends numerous PSOs.
10/2003	Financial year end procedures 2002-3 7500	FC&A	Ted Kirby/Colin Ryall 020 7217 5451/5728	10/02/2003	09/02/2004	Supersedes PSI 55/2001***** Cancelled By DOPT (SO) 16th July - Replaced By Finance Manual*****
11/2003	Stocktaking & Stock Checks: Amendment to Chapter 6.9 7700	ESU	Jeff Moulton 01536 2745578	24/02/2003	23/02/2004	Amends PSO 7700. Cancelled March 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMMPs Intranet.
12/2003	Amendments to PSO 8650 Travel and Subsistence and PSO 8700 Permanent Transfer 8650 & 8700	Expenses	Cindy Barnes, David Martin & Simon Stannard 020 7217 6595/6326/6150	01/04/2003	03/03/2004	Amends PSO 8650 & PSO 8700. Cancelled by DOPT September 2018. This amends PSO 8650 which has been replaced by 26/2010 and amends PSO 8700 which has also been replaced by 25/2010

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
13/2003	Prison Healthcare: New Financial Reporting Arrangements 7500	FC&A	Baz Pankhania 020 7217 5944	01/04/2003	19/03/2004	Cancelled By DOPT (SO) 16 th July— Replaced By Finance Manual
14/2003	Ethnic Monitoring Classification 8010	Diversity & Equality Group	Wayne Dastur 020 7217 2528	01/04/2003	23/03/2004	Replaced by PSI 32/2011 —Cancelled by OPSDR Sept 2019
15/2003	DNA Testing: Prisoner DNA Sampling Programme 4675	Prisoner Administration Group	Carrie Cannings 020 7217 2933	01/04/2003	31/03/2004	Replaced by PSO 4695
17/2003	Mandatory Contracts 7700	Procurement Group Helpdesk	01536 274624	Immediate 06/05/2003	05/05/2004	Cancels PSIs 77/2000, 36/2001, 52/2001, 60/2001, 16/2002 & 59/2002 Cancelled by DOPT 21 March 2018. Out of date and no longer used.
18/2003	Prison Service Order on Religion — Chapter 2— Security Issues 4550	Religion Section Prisoner Admin Group	020 7217 6298/2807	Immediate 13/05/2003	06/05/2004	Superseded by PSI 05/2016 —Cancelled by OPSDR Sept 2019
19/2003	Equal Opportunities — chapters 7 & 8 8010	Diversity & Equality Group	020 7217 6665/6744/6375	Immediate 09/05/2003	08/05/2004	Cancelled by DOPT Oct 2018. PSI Obsolete, PSO 8010 has been cancelled and replaced by PSI 33/2011
20/2003	Flag Flying duties — Official Birthday of HM The Queen 0400	Director General's staff officer	020 7217 6856	16/05/2003	15/05/2004	Cancelled by DOPT Jan 2019
21/2003	Personnel Implications Arising from the Review of Works (ROWD) project 8110	Filling Vacancies Policy Unit	John Weston/Dave Tappin 020 7217 6353/6854	10/06/2003	09/06/2004	Cancelled by DOPT September 2018. Obsolete.
22/2003	Prison Officer Recruitment Procedure 8100	Filling Vacancies Policy Unit & others	020 7217 2776	10/06/2003	09/06/2004	Replaced by PSO 8100 Recruitment website 05/02/2004

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
23/2003	Issue of a Model Protocol for Providing Access to Medication by Non Healthcare Staff 3801 & 3810 & 0200	Prison Health	Emily Nicol 020 7972 4949	23/06/2003	22/06/2004	03/11/2003 PSI placed under moratorium and should not be implemented until further notice.
24/2003	Update of PSO 8100 chapter 7 — Appointment Procedures 8100	Area Personnel Co-ordinators		Immediate 13/06/2003	12/06/2004	Replaces chapter 7 of PSO 8100 Replaced by PSO 8100 Recruitment website 05/02/2004
25/2003	Production of area Business Plans for 2004-2005 and Establishment Service Delivery Agreements for 2004-2005 and 2004-2006 [2005-2006] 7000	Planning Group	020 7217 5995/5789	25/06/2003	24/06/2004	Cancelled by DOPT May 2018. Time specific PSI now obsolete
26/2003	Extended use of Contract Supplementary Hours Scheme for Prison Officer Grades 7100	Pay and Employee Relations Group	John Letley 020 7217 2572	26/06/2003	25/06/2004?	Cancelled by DOPT Oct 2018- PSI Obsolete- Amended by 24/2008
27/2003	Ceasing Parole Board Member interviews for prisoners liable to deportation 6000	Sentence Enforcement Unit	Simon Greenwood/ Peter Charlesworth/ Charles Kapita 020 7217 5861/5313/2082	14/07/2003	13/07/2004	Cancelled by PSO 6000 2005 ed.
28/2003	Pharmacy Services for Prisoners 3500	Health and Care Partnerships Group	health@justice.gov.uk	Immediate 09/07/2003	N/A	
29/2003	Clinical Appraisal for Doctors Employed in Prisons 8450	Prison Health	Jo Leech 020 7972 4464	Immediate 03/07/2003	02/07/2004	Amends PSO 8450 Cancelled by DOPT Feb 2019
30/2003	Equal Opportunities — Chapters 6, 9 & 10 8010	Diversity & Equality Group	Suzanne Jones, Daz McCaighy, Stacey Muncaster, Shirley Horton 020 7217 2563/6665/6744/6375	25/07/2003	24/07/2004	— Cancelled by DOPT Nov 2018- PSI Obsolete

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
31/2003	Changes to the Home Detention Curfew Scheme 6700		HDC helpline 020 7217 6451	16/07/2003	15/07/2004	Replaces paragraph 3.2.1 of PSO 6700. Amended by PSI 08/2008 Replaced by HDC Policy Framework March 2019
32/2003	Promotion to Psychologist and Higher Psychologist 8110	Various		18/08/2003	17/08/2004	Cancelled by DOPT January 2019
33/2003	Amendment to PSO 8650: Visits Overseas on Official Business 8650	Expenses policy unit	Cindy Barnes/ David Martin/ Simon Stannard 020 7217 6595/6326/6150	18/07/2003	17/07/2004	New chapter 13 & annexes 8 & 9. Supersedes HON 42/1984 & PSI 46/1997. This PSI was amended by email 27/08/2003. Cancelled by DOPT September 2018. This amends PSO 8650 which has been replaced by 26/2010.
34/2003	Amendment to PSO 8650: Day Subsistence 8650	Expenses policy unit, Taxation section	Cindy Barnes/ David Martin/ Simon Stannard 020 7217 6595/6326/6150 Martin Watson x5784	22/07/2003	21/07/2004	Amends Chapter 9 & Annex 4. Cancelled by DOPT September 2018. This amends PSO 8650 which has been replaced by 26/2010.
35/2003	Amendments to PSO 6650 – Sentence Calculation: Counting of Unlawfully at Large 6650	Sentence calculation unit	Lynette Hough & Helen Scott 020 7217 6920/6794	06/08/2003	05/08/2004	Amends PSO 6650 Replaced and cancelled by PSI 39/2012 Cancelled by PSI 13/2013.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
36/2003	Faith annexes to chapter 1 of the Religion Manual 4550	PAG/Chaplaincy	Kishwar Ahmed/Michelle Crerar 020 7217 8071/2807	25/08/2003	24/08/2004	Superseded by PSI 05/2016 Cancelled by OPSDR-Sept 2019
37/2003	Eligibility to apply for Prison Service Manager and Senior Manager posts on promotion & level transfer 8110	Filling vacancies policy unit		15/08/2003	14/08/2004	Amends PSO 8110. Cancelled by DOPT September 2018. Obsolete—PSO 8110 has been cancelled and replaced by PSI 62/2010 (which was subsequently replaced by 3/2017)
38/2003	Basic checks on Doctors and Dentists 8100	Prison Health/PMG		15/08/2003	14/08/2004	Supersedes PSI 69/2000. Use in conjunction with PSI 16/2003
39/2003	Personnel System Staff Validation Prints 8000	Human resources planning	Will Evans & Paul Le-Faye 020 7217 6308/6684	21/08/2003	20/08/2004	Cancelled by DOPT Oct 2018—PSI Obsolete—Personnel system replaced by Phoenix
40/2003	Eligibility for Resettlement Leave 5700	Prisoner Admin Group	020 7217 6686	Immediate 29/08/2003	28/08/2004	Cancelled by PSO 6300 in 2006 Cancelled by OPSDR-Sept 2019
41/2003	Sustainable Development—Prison Service Policy and Strategy 5901	Property Services Group	Mike Jarvis 020 7217 5435	11/09/2003	10/09/2004	Replaces PSI 18/2000 Sustainable Development Policy and Strategy replaces the Services Greening Operations Policy Replaced by Sustainable Operations Policy Framework March 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
42/2003	Guidance in the "Insiders" peer support scheme 2700	Safer Custody Group	Kathy Biggar & Jenny Rees 020 7217 2015/5527	10/09/2003	09/09/2004	Accompanied by Insiders Good Practice Guide and briefing pack – catalogued and added to library stock as a pamphlet Superseded by PSO 2700, 26/10/2007
43/2003	Issue of the Healthcare Skills Toolkit 8000 – 8100 & 8450	Prison Health	Emily Nicol 020 7972 4949	10/10/2003	01/04/2006	Introduces healthcare skills toolkit, available on PS intranet & online www.doh.gov.uk/prisonhealth/publications.htm ; revoked by PSI 19/2005
44/2003	Arrangements for Filling Prison Officer Vacancies 8110	Filling vacancies policy unit	Dave Tappin/Frank Colyer 020 7217 6854/6353	Immediate 30/09/2003	29/09/2004	Replaces PSI 48/2002. Cancelled by DOPT September 2018. Obsolete – Replaced by Staff Resourcing.
45/2003	Faith Annexes to Chapter 1 of the Religion Manual 4550	PAG / Chaplaincy	Kishwar Ahmed / Michelle Crerar 020 7217 8071/2807	14/10/2003	14/10/2004	Cancelled by DOPT Nov 2018 – PSI Obsolete
46/2003	Medical Treatment of Prison Staff by Healthcare Workers 3000	Health and Care Partnerships Group	health@justice.gov.uk	16/10/2003	N/A	
47/2003	Rationalisation of Doctors' Duties in Prisons 3500	Health and Care Partnerships Group	health@justice.gov.uk	Immediate Issued 05/01/2004	N/A	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
48/2003	Guidance for the Introduction of Health Care Assistants 3000	Prison Health	Jo Leech 020 7972 4464	16/10/2003	15/10/2004	Cancelled march 2018. Healthcare assistants are an integral part of the NHS healthcare workforce and all areas mentioned in the policy description are covered by standard NHS guidelines, including NHS Employers – Knowledge and Skills Framework, Agenda for Change Pay scales, NHS Careers – training, RCN and Unison.
49/2003	Mandatory use of Calder Conferences Ltd 8650	Finance	Simon Stannard 020 7217 6150 David Martin 020 7217 6326	01/12/2003	26/10/2004	
50/2003	Selecting and Managing External Consultants 7700	Contracts & Procurement Group	020 7217 1969; Procurement Helpdesk 01536 274624	04/11/2003	02/11/2004	Contains revised chapter 7 of PSO 7700 Cancelled by DOPT 21 March 2018. Out of date and no longer used.
51/2003	Suicide / Self Harm Warning Form – For Use by Escort Staff 2700	Safer Custody Group	Laura Dobinson 020 7217 2138 Mike Gibbs 020 7217 2135	12/01/2004 Issued 11/11/2003	11/01/2005	Superseded by PSO 2700, 26/10/2007
52/2003	Not Issued					
53/2003	Re-Introduction of Disinfecting Tablets 3500	Prison Health	Cecilia Riccardi 020 7972 4788	01/12/2003	30/11/2004	Replaced by PSI 5/2005
54/2003	Religious Festivals for 2004 4550	Religion in prisons	Kishwar Ahmed 020 7217 8071	01/01/2004	31/12/2004	Replaced by PSI 46/2004
55/2003	Mandatory Use of Carlson Wagonlit Travel to Book Business Tickets 8650	EPU	Simon Stannard/David Martin 020 7217 6150/6326	19/12/2003	18/12/2004	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
56/2003	Mandating of New Fresh Medium Shell Eggs Contract 7700	Procurement	Astrid Kingscote 01536 274624	06/01/2004	31/12/2005	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
57/2003	Mandating of New Single Portions Contract 7700	Procurement	Astrid Kingscote 01536 274624	06/01/2004	31/12/2007	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
58/2003	Mandatory contracts — Laundry Equipment 7700	Procurement	Wendy Wells 01536 274624	06/01/2004	31/12/2004	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
59/2003	Interchange — Including Arrangements for Secondments, Loan and Other Attachments 8100	Local personnel offices		Immediate Issued 07/01/2004	31/01/2005	Introduces new element of PSO 8110 to be incorporated into the proposed Filling Vacancies website. Cancelled by DOPT September 2018. Obsolete.
01/2004	Mandatory Contracts — Catering Equipment 7700	Procurement	Zoe Brewin/ Procurement helpdesk 01536 274624	14/01/2004	31/12/2005	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
02/2004	Mandatory contracts — Photocopiers 7700	Procurement	Richard Moon 01536 274713 Procurement helpdesk 01536 274624	05/01/2004	30/04/2008	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
03/2004	Mandatory contracts — Radio Communications 7700	Procurement	Richard Moon 01536 274713 Procurement helpdesk 01536 274624	14/01/2004	31/08/2008	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
04/2004	Mandatory contracts — Stationery & Computer Consumables 7700	Procurement	Garry Pyne 01536 274710 Procurement helpdesk 01536 274624	05/01/2004	07/09/2008	Cancelled by DOPT 21 March 2018. Out of date and no longer used.

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
05/2004	The Intensive Development Scheme 8400	PMG / T&DG	Recruitment & selection: Roger Serle 020 7217 2940 Scheme Management: RoseMarie Loft T&DG 01788 834076	01/02/2004	15/01/2005	Cancelled by DOPT September 2018. Obsolete — IDS no longer in place in HMPPS
06/2004	Crime and Disorder Act 1998 : Extended Sentences 6000	Post Release Casework Section & Extended Sentences Team	Kerry Adams 020 7217 5848 Tariq Khan & Kristyn Miller 020 8760 1717/1713	01/02/2004	31/01/2005	Cancelled by DOPT Jan 2019
07/2004	Mandatory contracts — Evidence Products 7700	Procurement	Garry Pyne 01536 274710 Procurement helpdesk 01536 274624	05/02/2004	01/04/2007	Cancelled by DOPT March 2018. Out of date and no longer used.
08/2004	Transfer and Allocation of Life Sentence Prisoners 4700	LRRS	Nick Newton-D'Taillefer 020 7217 2084	03/02/2004	02/02/2005	Amends PSO 4700 chapter 4
09/2004	Revised Contractual Delegation 7700	Procurement	Tom Dorman 01536 274554	Immediate 04/02/2004	01/03/2005	Amends PSO 7700 Chapter 2 Annex 2A. Cancelled March 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMPPS Intranet.

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
10/2004	Issue of a Model Induction Framework for Healthcare Staff 8450	Health and Care Partnerships Group	health@justice.gov.uk	28/02/2004	N/A	Issued with booklet Prison Health Induction Framework, & CD Rom Prison Health Induction Resource PSI 04/2011 replaces and cancels PSI 10/2004, but it states the title as 'Career Break' which is not this document. Cancelled February 2025 — PSI obsolete
11/2004	Amendment to PSO 8700: Relocation Company Scheme — Devolved Billing 8700	EPU	Simon Stannard/David Martin 020 7217 6150/6326	16/02/2004	15/02/2005	Cancelled by DOPT September 2018. Amends PSO 8700 which has also been replaced by 25/2010
12/2004	Financial Year End Procedures 2003-04 7500	FC&A	Colin Ryall/John Sheehy 020 7217 5878/5163	05/03/2004	04/03/2005	Superseded by PSI 12/2005
13/2004	Misuse of Information Technology 9010	Directorate of Corporate Affairs	Jim Hassan 01527 551203	31/03/2004 Issued 05/03/2004	30/03/2005	Amendment issued 10/03/2004
14/2004	Drug Testing Condition and ACR Additional Non-Standard Licence Conditions 6000	HO Early release & recall section	020 8774 0222 020 7217 5412/5511/2063/5389	01/04/2004	31/03/2005	Cancelled by PSI 37/2004
15/2004	Flag Flying Duties 0400	Instructions Unit	Cassie Robinson 020 7217 6590	Immediate Issued 12/03/2004	11/03/2005	Replaced by PSI 40/2005
16/2004	Compilation of Life Sentence Prisoner Confidential Summary Dossiers 4700	Lifer Unit Policy & Planning Team	Nick Newton D'Taillefer 020 7217 2084	01/04/2004	31/03/2005	Amends PSO 4700 Cancelled by DOPT Jan 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
17/2004	Not issued					
18/2004	Not issued					
19/2004	Not issued					
20/2004	Death in Custody Investigations by the Prisons and Probation Ombudsman 1301	Safer Custody Group	Jenny Hall 020 7217 2136 Jo Humeniuk 020 7217 2021	01/04/2004	31/03/2005	Cancels PSO 1301 Replaced by PSO 2710 02/11/2005
21/2004	Cessation of the Use of Cash in Payments to Staff 7500	FC&A	Richard Wilson 020 7217 5650	01/04/2004	31/03/2005	Policy Cancelled July 2018 — Replaced By Finance Manual
22/2004	Training Management Framework 8200	PSC	Stephanie Verdon 01788 834063	16/04/2004	15/04/2005	Policy cancelled December 2017- obsolete.
23/2004	Hard charging project 7700	FC&A & ESS	Colin Ryall 020 7217 5728 Mike Harris 020 8760 1780	01/04/2004	31/03/2005	Replaced by PSI 26/2005
24/2004	Amendments to annexes 4 & 5 PSO 1400 (Restricted)					Governor only No copy of this instruction held by the OPG Secretariat Cancelled by DOPT Feb 2019
25/2004	Mandatory contracts — Haberdashery Products 7700	Procurement	Les Cloughley 01536 274639	Immediate Issued 30/04/2004	30/04/2005	Cancelled by DOPT March 2018. Out of date and no longer used.
26/2004	Mandatory contracts — Footwear Components 7700	Procurement	Les Cloughley 01536 274639	Immediate Issued 30/04/2004	30/04/2005	Cancelled by DOPT March 2018. Out of date and no longer used.
27/2004	Early Removal Scheme for Foreign Nationals 6000	ER & RS	Simon Greenwood 020 7217 5861	07/05/2004	06/	Cancelled by PSO 6000 2005 ed.
28/2004	Gazetteer to PSO 4700 the Lifer Manual 4700	Lifer Unit Policy & Planning Team	Nick Newton D'Taillefer 020 7217 2084	14/05/2004	13/05/2005 5/2005	Cancelled by DOPT Feb 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
29/2004	Parole Board interviews for Discretionary Conditional Release (DCR) Prisoners 6000	ER & RS	Simon Greenwood 020 7217 5861 Peter Charlesworth 020 7217 5313	01/04/2004	31/03/2005	Cancelled by PSO 6000 2005 ed.
30/2004	Revised Expenses Rates—Amendments to PSO 8700 & 8650 8700 & 8650	Expenses Policy Unit	Simon Stannard 020 7217 6150	01/06/2004	31/03/2005	Cancelled by DOPT September 2018. This amends PSO 8650 which has been replaced by 26/2010 and amends PSO 8700 which has also been replaced by 25/2010
31/2004	Amendments to PSO 4360: Correctional Services Accreditation Panel 4360		Mark May 020 7217 5193	25/06/2004	24/06/2005	Cancelled Jan 18. Policy obsolete.
32/2004	Production of Area Business Plans for 2005-2006 and Establishment Service Delivery Agreements for 2005-2006 to 2007-2008 7000	Planning Group	020 7217 5729/ 5789	31/07/2004	30/07/2005	Cancelled by DOPT May 2018. Time specific PSI now obsolete
33/2004	Personnel System Staff Validation Prints and Disability Survey 8000	Human Resources Planning Unit	Paul Le Faye 020 7217 6684	21/08/2004	20/08/2005	Cancelled by DOPT Oct 2018—PSI Obsolete—Personnel system replaced by Phoenix
34/2004	Mandatory Contracts—Banking Stationery 7700	Contracts and Procurement Unit (Corby)	Jill Coe 01536 274686	01/11/2004	31/10/2008	Cancelled by DOPT March 2018. Out of date and no longer used.
35/2004	Mandatory Contracts—In Cell TV 7700	Contracts and Procurement Unit (Corby)	Gary Pyne 01536 274710	01/08/2004	31/03/2008	Cancelled by DOPT March 2018. Out of date and no longer used.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
36/2004	Mandatory contracts — PE Equipment 7700	Contracts and Procurement Unit (Gorby)	Gary Pyne 01536 274710	01/07/2004	31/09/2008	Cancelled march 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMPS Intranet.
37/2004	Drug testing condition and ACR additional non-standard licence conditions 6000	Home Office Early Release and Recall Section	James Hough 020 7217 5511 Simon Holmes 020 7217 5773	21/07/2004	22/07/2005	Replaces PSI 14/2004 and amends PSO 6000 Cancelled by PSO 6000 2005 ed.
38/2004	Process for Closing or Re-Designating Industrial Workshops and Laundries 7700	Enterprise and supply	Bill Davie 020 8760 1825	01/08/2004	01/08/2005	
39/2004	Amendment to PSO 7700 Chapter 7 7700	Contracts and Procurement Unit (London)	Ian Milner 020 7217 1969	18/08/2004	10/08/2005	Amends PSO 7700 chapter 7. Cancelled march 2018. All information is now available on the MoJ intranet: https://intranet.justice.gov.uk/guidance/procurement/
40/2004	Prison Service Functional Directory Database 9000	Open Government and Relocation Unit	Nigel Weeks 020 7217 5490	01/11/2004	31/10/2005	
41/2004	Cessation of the Use of Cash Payments to Staff — Phase 2 Sites 7500	Financial Control and Accountancy	Richard Wilson 020 7217 5650	01/11/2004	31/03/2005	Policy Cancelled July 2018 — Replaced By Finance Manual
42/2004	Cessation of Erroneous Payment of Specialist Allowance to Drug Dog Handlers 7500	Pay and Employee Relations Group	Pay Policy Helpline 020 7217 1066	01/01/2005 Issued 02/12/2004	31/12/2005	Policy Cancelled July 2018 — Replaced By Finance Manual
43/2004	Prison Officer Entry Level Salary 7500	Pay and Employee Relations Group	Pay Policy Helpline 020 7217 1066	01/01/2005 Issued 02/12/2004	31/12/2005	Revoked by PSI 19/2005
44/2004	Not issued					

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
45/2004	NSF — Recategorisation to Cat. D and Other Matters 4000	Security Policy Unit	Lesley Cuthbertson/ Karina Hay 020 7217 2726/2727	06/12/2004 Issued 15/11/2004	05/12/2005	Updated by PSI 03/2009 Cancelled by DOPT Feb 2019
46/2004	Religious Festival Dates 2005 4550	Religion in prisons	Kishwar Ahmed 020 7217 8071	01/01/2005 Issued 19/11/2004	31/12/2005	Replaces PSI 54/2003 Cancelled by DOPT August 2018. Policy no longer relevant.
47/2004	Amendment to PSO 8650 — Changes to Travel and Subsistence Rates 8650 & 8700		Simon Stannard and David Martin 020 7217 6150/6326	01/12/2004 Issued 18/11/2004	30/12/2005	<i>Cancelled by DOPT Oct 2018— PSI Obsolete. PSOs 8650 and 8700 have been cancelled and replaced by 26/2010 and 25/2010 (26/2010 subsequently replaced by 15/2012)</i>
48/2004	Mandatory Contracts — Control & Restraint Equipment 7700	Procurement	Wendy Wells 01536 274704 Procurement Helpdesk 01536 274624	01/12/2004 Issued 19/11/2004	17/06/2006	Cancelled march 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMMPS Intranet.
49/2004	Mandating for the Contract for the Supply of Laundry Detergents 7700	CPU (Corby)	Jean Kennett 01536 274681	10/01/2005 Issued 13/12/2004	09/01/2006	Cancelled march 2018. Out of date and no longer used. Information is now on category specific pages on the MoJ Intranet & Procurement bulletins on the HMMPS Intranet.
50/2004	Mandating of the Contract for the Supply of Mattresses and Pillows 7700	CPU (Corby)	Jean Kennett 01536 274681	10/01/2005 Issued 13/12/2004	09/01/2006	Cancelled by DOPT 21 March 2018. Out of date and no longer used.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
51/2004	Mandating of the Contract for the Supply of Plastic Granules 7700	CPU (Corby)	Sue Evans 01536 274708	10/01/2005 Issued 13/12/2004	09/01/2006	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
52/2004	Mandating of the Framework Agreements for the Supply of Capital Equipment for the Woodwork Industry 7700	CPU (Corby)	Jean Kennett 01536 274684	10/01/2005 Issued 13/12/2004	09/01/2006	Cancelled by DOPT 21 March 2018. Out of date and no longer used.
53/2004	Changes to the Home Detention Curfew Risk Assessment Process 6700		HDC helpline 0207 217 6370/6869	17/01/2005 Issued 20/12/2004	16/01/2006	Cancelled. Replaced by PSI 01/0218
01/2005	Satellite Tracking Pilots – Mandatory Notification to Contractors 6700	Early Release & Recall Section	Laura Gould 020 7217 2063	01/02/2005 Issued 14/01/2005	31/01/2006	<i>PSI Obsolete. Cancelled by OPSDR Dec 19</i>
02/2005	Legal and Confidential Access Correspondence 4400	Prisoner Administration Group	Pat Hunter 020 7217 2942 or Anne Parfitt 020 7217 2941	21/02/2005	20/02/2006	To be read in conjunction with IG 113/1995, SO 5, PSO 4400 Chapter 3 and Chapter 36 of the Security Manual Cancelled by DOPT Jan 2019
03/2005	Discharge Grant 2300	Custody to work unit	Clare Pope/Sijoula Anibaba 020 8760 1706/1803	01/03/2005 Issued 27/01/2005	28/02/2006	Replaces IG 71/95, SO 11, CI7/1980 & CI 19/1988 Replaced by 72/2014
04/2005	Mandatory Contracts – Touchscreen Prisoner Information Systems 7700			21/02/2005	N/A	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
05/2005	Re-Introduction of Disinfecting Tablets 3500	Prison Health	Cecilia Riccardi 020 7972 4788	21/03/2005 Issued 10/03/2005	20/03/2006	Updates and replaces PSI 53/2003. Replaced by PSI 34/2007
06/2005	Amendments to PSO 7700 — Procurement and Materials Management Manual 7700	Contracts & Procurement Unit	Steve McGarvie 01536 274678	Immediate 28/01/2005	As new chapters are released	Interim amendments to PSO 7700 Cancelled by DOPT 21 March 2018. Out of date and no longer used.
07/2005	Guidance for the Introduction of Pharmacy Assistants Recruitment of pharmacy assistants in prison service healthcare centres 8100	Prison Health	Dave Knight 0207 972 4140	06/06/2005 Issued 28/05/2005	05/06/2006	Cancelled March 2018. All now covered by NHS Contract and Service Specification plus also covered by General Pharmacy Council.
08/2005	Amendment to PSO 7035 7035	Applied Psychology Group	020 7217 6890	21/03/2005 Issued 23/02/2005	20/03/2006	Cancelled by DOPT Nov 2018 PSI Obsolete
09/2005	Mandatory Contracts — Fresh Pasteurised Milk 7700	Contracts & Procurement Unit New Contact 11/05/2017 — Catering Services	Astrid Kingscote 01536 274689 New Contact 11/05/2017 — <u>David.oliver@noms.gsi.gov.uk</u>	01/03/2005 Issued 17/02/2005	30/09/2008	Policy cancelled December 2017 — obsolete
10/2005	Amendment to PSO 6650 Sentence Calculation: remand time prior to the imposition of a community punishment and rehabilitation order (formerly known as a combination order) 6650	Sentence Calculation Unit	Lynette Heugh or Helen Scott 020 7217 6920/6794	18/03/2005	17/03/2006	Amends Chapter 4.1.6 and Annex A Part B of PSO 6650 Sentence Calculation Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
11/2005	Criminal Justice Act: New Sentences 6650	Probation Sentence Implementation Programme	Adrian Wight 020 7217 8047	04/04/2005 Issued 29/03/2005	03/04/2006	 <p>Inform of changes to PSO 6650, 6000 & 4700, and PSIs on HDC & PSO on ROTL to be issued.</p> <p>Made obsolete by the Deregulation team in February 2017, produced for information regarding new Act contains no mandatory actions</p>
12/2005	Financial Year End Procedures 2004-05 7500	FC&A	Colin Ryall/Alan Sharp 020 7217 5213	11/04/2005 Issued 06/04/2005	10/04/2006	 <p>Supersedes PSI 12/2004 — Policy Cancelled July 2018 — One off Notice can be applicable to the set period. Cancel</p>
13/2005	Amendments to PSO 6650 Sentence Calculation: chapter 18 — CJA 2003 determinate sentences of 12 months and over 6650	Sentence Calculation Unit	Lynette Hough or Helen Scott 020 7217 6020/6794	04/04/2005 Issued 21/04/2005	03/04/2006	 <p>Contains chapter 18 of PSO 6650</p> <p>Replaced and cancelled by PSI 39/2012.</p> <p>Cancelled by PSI 13/2013.</p>
14/2005	Handling Complaints About Prison Healthcare	Health and Care Partnerships Group	health@justice.gov.uk	01/06/2005 Issued 18/05/2005	N/A	
15/2005	Amendments to Prison and Young Offender Institution Rules		Geoff Underwood 020 7217 6383	18/04/2005 Issued 15/04/2005	17/04/2006	Also updates Discipline Manual

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
16/2005	Change to Prison Rule 51(9) and YOI Rule 55(10) (Mandatory Drug Testing) and amendments to PSO 3601 Mandatory Drug Testing for Prisoners Manual of Policy and Procedures 3601	Drug Strategy Unit	Rupert Woods 020 7217 5049	18/04/2005 Issued 20/04/2005	17/04/2006	Amends PSO 3601 Cancelled by DOPT Jan 2019
17/2005	Communal Newspapers	Prisoner Administration Group	Marion Stubbs/Nina Buckby 020 7217 6676/2858	09/05/2005 Issued 22/04/2005	08/05/2006	Amends SO 4 paragraph 52 <i>Cancelled by OPSDR Dec 19</i>
18/2005	Introducing ACCT (Assessment, Care in Custody & Teamwork)—the replacement for the F2052SH (Risk of Self Harm) 2700	-	Various—see PSI paragraph 37	01/06/2005 Issued 10/05/2005	30/05/2006	Amends PSO 2700 particularly Annex B (F2052SH procedures) Superseded by PSO 2700, 26/10/2007
19/2005	Prison Officer Entry Level Salary 7500	Pay and Employee Relations Group	Pay Policy Helpline 020 7217 1066	16/05/2005	15/05/2006	Revokes PSI 43/2004—Policy Cancelled July 2018—Policy is now obsolete
20/2005	Changes to Access to Justice (A2J) arrangements 4000	Security Policy Group & IT Security	Glyn Jones/ Caroline Jones —020 7217 6294 / 6235	18/07/2005	17/07/2006	Cancels PSI 05/2002—Policy obsolete. Content does not reflect current technology. A new Policy Framework is being drawn up.
21/2005	Annex to Chapter 3 of Religion Manual—Religious Consultative Services (Faith Advisers) 4550	Chaplaincy HQ	020 7217 8071/0951	15/06/2005	14/06/2006	Cancelled by DOPT Nov 2018— PSI Obsolete
22/2005	Change to procedures set out in Instruction to Governors 54/1994 “Release of prisoners convicted of offences against children and young persons under the age of 18” IG 54/1994	NOMS Public Protection & Licensed Release Unit	Paul Wright 020 7217 5136	01/07/2005	30/06/2006	Amends IG 54/1994 Cancelled by PSI 08/2009

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
23/2005	Disposal of Hazardous Waste from Prisons	NOMS Property, Sustainable Development Team	Derek Hannan/ Steven Wheeler 020 7217 5171/ 5284	01/07/2005	30/06/2006	Cancelled. Replaced by PSI 22/2006
24/2005	Guidance on the use of Closed Visits When Applied to Prisoners	Drug Strategy Unit, Directorate of Health Partnerships (NOMS)	Carlo Azzopardi Jacqueline Townley 020 7217 5869 / 5834	01/07/2005	30/06/2006	Updates PSI 53/2002, which is revoked. Replaced by PSI 20/2006
25/2005	Inappropriate Material Reports 9010	Directorate of Operations	EDS Helpdesk 0191 587 8388	25/07/2005	24/07/2006	
26/2005	Hard Charging Project – Phase 2 7700	FC&A & ESS	Colin Ryall 020 7217 5728 Mike Harris 020 8760 1780	Immediate Issued 24/06/2005	30/06/2006	Replaces PSI 23/2004. Replaced by PSI 42/2006
27/2005	CARATS Developments 3630	NOMS Health Partnerships, Drug Strategy Unit	Cath Pollard 020 7217 5431	18/07/2005	17/07/2006	Made obsolete by the Deregulation Team in January 2017
28/2005	Changes to Long Term Detached Duty 8650	Taxation Section & Expenses Policy Unit	Martin Watson 020 7217 5784 Simon Stannard David Martin 020 7217 6150/6326	11/07/2005	10/07/2006	Amends PSO 8650 Chapter 10
29/2005	Update of Contingency Planning for Refusal to Work by Staff 1400	National Operations Unit Security Policy Unit		01/08/2005	31/07/2006	Inserts Restricted amended Chapter 8 PSO 1400. Chapter 8 is therefore not included within this PSI Cancelled by PSI 27/2011
30/2005	Chapter 15. Conferences / Meetings 8650	Expenses Policy Unit	Simon Stannard David Martin 020 7217 6150/6326	08/08/2005	07/08/2006	Cancelled by DOPT Oct 2018- This amends PSO 8650 which has been replaced by 26/2010

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
31/2005	Personnel System Staff Validation Prints 8000	Human Resource Planning	Paul Le Faye 020 7217 6684	21/08/2005	20/08/2006	Cancelled by DOPT Oct 2018- PSI Obsolete—System was replaced by Oracle (SSCL)
32/2005	Cell Sharing Risk Assessment (Replaces PSI 26/2002) 2750	Safer Custody Group	Gill Brigden 020 7217 2174	08/08/2005	07/08/2006	Replaces PSI 26/2002 Replaced by PSO 2750 06/06/2007
33/2005	Practice of Paganism in Prison—Annex H to chapter 1 of PSO 4550 Religion 4550	Chaplaincy	020 7217 8071/0951	26/09/2005	27/09/2006	Cancelled by DOPT 2018- PSI Obsolete
34/2005	Mandatory Contracts—Temporary Admin & Clerical Agency Staff 7700	Corporate Procurement Unit	Charmaine Ashpole 020 7217 1806	22/08/2005	31/05/2007	
35/2005	Process for Closing or Re-Designating Industrial Workshops and Laundries 7700	Enterprise and Supply Services	Bill Davie 020 8760 1825	15/08/2005	14/08/2006	This is a re-issue of PSI 38/2004; there are no changes other than a minor amendment to the proposal form at Annex A—part 1. Replaced by PSI 40/2007
36/2005	Production of Area Business Plans for 2006-2007 and Establishment Delivery Plans for 2006-2007 to 2008-2009 7000	Planning Group	020 7217 5414/5789	01/09/2005	30/08/2006	Cancelled by DOPT May 2018. Time specific PSI now obsolete
37/2005	Management of Race Relations 2800	REAG	Jackie Westlake 020 7217 6249	26/09/2005	25/09/2006	Expands on PSO 2800
38/2005	NSF – Reporting in and Management of Potential Category “A” Prisoners 1000	DHS Operations Unit Security Policy Unit		26/09/2005	25/09/2006	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
39/2005	Monitoring Employment Functions 2800	PMG	Graham Howard 020 7217 2806	28/11/2005	27/11/2006	Made obsolete by the Deregulation team in February 2017
40/2005	Hoisting Flags on Prison Service Buildings 0400	Corporate Security Unit	020 7217 6307	Immediate Issued 26/09/2005	11/03/2006	Cancelled by DOPT Jan 2019 Replaces PSI 15/2004
41/2005	Bill Back 7700	Personnel	Doug Allen/Gary Wilkins 020 7217 6830/6779	01/11/2005	31/10/2006	
42/2005	Prisoners' Personal Financial Affairs Standing Order 1C	Offender Policy & Rights Unit	020 7217 2736	31/10/2005	30/10/2006	Cancelled by DOPT Nov 2018- PSI Obsolete
43/2005	PSO 1000/NSF – management of local security strategies 1000	Security Policy Unit	John Garnett 020 7217 6556	14/11/2005	14/11/2006	Revoked and replaced by PSI 48/2005
44/2005	Prisoner Discharge to Court Requests: Procedure for Provision of Prisoner Data to Escort Contractors (Link to PECS website)	PECS	Nick Burgham 01536 274594	07/11/2005	06/11/2006	Made obsolete by the Deregulation Team in January 2017. This policy is now out of date for the generation 3 contracts currently in operation until 2018.
45/2005	Addition of Self Care Products to Canteen Lists 7700	Security Policy Unit	Glyn Jones 020 7217 6842	Immediate Issued 04/11/2005	03/11/2006	
46/2005	Prison Drug Treatment and Self Harm 3600	Health and Care Partnerships Group	health@justice.gov.uk	21/11/2005	N/A	Contains NOMS/DH joint guidance note on Prison Drug Treatment and Self-Harm.
47/2005	Revised Chapter 7 of PSO 2300 – Resettlement 2300	Rehabilitation and Support Services Group	rcsg.governance@justice.gov.uk	30/01/2006	N/A	Contains new chapter 7 & annexes for PSO 2

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
48/2005	PSO 1000/NSF – Management of Local Security Strategies 1000	Security Policy Unit	John Garnett 020 7217 6556	19/12/2005	31/12/2006	Revokes & replaces PSI 43/2005 Cancelled by DOPT Feb 2019
49/2005	Religious Festival Dates for 2006 4550	Religion in prisons	Kishwar Ahmed 020 7217 8071	Immediate Issued 02/12/2005	31/12/2006	Replaces PSI 46/2004 Cancelled by DOPT August 2018. Policy no longer relevant.
50/2005	Sentence Calculation and Checks 6650	Operational Policy Unit	020 7217 2554/6272	Immediate Issued 02/12/2005	31/12/2006	Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
51/2005	Use of Inter Prison Transfers for Prisoner Production to Courts 6200	IPT Contract Manager	Colin Simpson 01302 329815/369102	Immediate Issued 02/12/2005	31/12/2006	Made obsolete by the Deregulation Team in January 2017. The PSI outlines the process for use of IPT. It is out of date and does not reflect the current process
52/2005	The Management of Prisoners that Present a Risk of Escape or Violence When Attending Criminal Courts 1000	Security Policy Unit	Guy Woolven 020 7217 6713	01/01/2006	31/12/2006	Cancelled by DOPT Feb 2019
53/2005	Publication of the OASys Quality Management Plan (QMP) 2205	NOMS OASys Unit	Dave Whitfield 020 7217 5825	09/01/2006	08/01/2007	The QMP is attached to the PSI. It will also be added to the OASys Guidance Document on Quantum as Annex C and chapter 13 of PSO 2205 will be updated accordingly. Cancelled by DOPT April 2018. This policy contains actions that are no longer mandatory practice

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
01/2006	Hoisting Flags on Prison Service Buildings 2006 0400	Corporate Security Unit	020 7217 2759	20/01/2006	19/01/2007	Replaces PSI 40/2005. Replaced by 3/2007.
02/2006	PSO 1000/NSF – Policy Changes 1000 (Restricted)	Security Policy Unit	John Garnett 020 7217 6556	30/01/2006	29/01/2007	Links to National Security Framework No copy of this Instruction held by the OPG Secretariat
03/2006	Transfer of Prisoners to and from Hospital Under Sections 47 and 48 of the Mental Health Act 1983	Regional PCT Commissioners, Home Office Mental Health Unit	See Section 29 of Procedure Document	30/01/2006	29/01/2007	Revoked and replaced by PSI 50/2007
04/2006	Prioritising OASys 2205	OASys Operational Manager	Andy Munn 020 7217 5825	26/01/2006	25/02/2007	Cancelled by DOPT May 2018. This policy contains actions that are no longer mandatory practice.
05/2006	Promotion and Reversion of Operational Specialists 8110	Resourcing Policy Unit Management Succession Selection Unit	Dave Tappin 020 7217 6854 Ann Spurr 01924 831614	30/01/2006	29/01/2007	Cancelled by DOPT April 2018. Replaced by Staff Resourcing Policy and associated toolkits
06/2006	Financial Year End Procedures 2005-06 7500	FC&A	Colin Ryall/Alan Sharp 020 7217 5213	01/03/2006	28/02/2007	Policy Cancelled July 2018 – One off notice can be applicable to the set period. Please cancel.
07/2006	PSO 8010 Equal Opportunities for Staff – New Chapter 11: Transsexual Staff / Gender Reassignment 8010	REAG Diversity Manager	020 7217 2526	01/03/2006	28/02/2007	Cancelled by DOPT Nov 2018 – PSI Obsolete
08/2006	Extended Inter Prison Transfers Contract – Notifications to Establishments 6200	IPT Contract Manager	Colin Simpson 01302 329815/369102	08/03/2006	06/03/2007	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
09/2006	Rationalisation of Doctor's Duties in Prisons 3500	Health and Care Partnerships Group	health@justice.gov.uk	07/08/2006	N/A	Introduces amended Prison Rules and cancels some Dear Doctor Letters
10/2006	Amendment to PSO 3801 – Health and Safety Policy Statement 3801	Personnel	Mary Guinness 020 7217 2760	01/05/2006	30/04/2007	Contains revised paragraph 1.5.2 of PSO 3801. Cancelled. Replaced by PSI 42/2010
11/2006	Update to PSO 9035 Hard charging of the Quantum IT and Telephony Infrastructure Costs (Hard Charging prices to be used in the 2006/07 Financial Year) 9035	Quantum Finance & Audit Manager	Ian Foot 020 7217 2859	03/04/2006	31/03/2007	Commercial in confidence No copy of this Instruction held by the OPG Secretariat
12/2006	Hard Charging Project – Phase 3 7700	FC&A & ESS	Colin Ryall 020 7217 5728 Mike Harris 020 8760 1780	03/04/2006	31/03/2007	Commercial in confidence. Replaces PSI 23/2004 & PSI 26/2005 No copy of this Instruction held by the OPG Secretariat
13/2006	PSO 8010 Equal Opportunities Manual. New Chapter 12, Religion and Belief (Staff) 8010	Diversity Manager	Abdur Rahmaan Anderson 020 7217 2526	01/05/2006	30/04/2006 (sic)	Cancelled by DOPT- Nov 2018 PSI Obsolete
14/2006	"With cause" breathalyser testing for staff 8610	Conduct & Performance Team	020 7217 6382	01/05/2006	30/04/2007	Cancelled & replaced by PSI 23/2010

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
15/2006	6 revised Chapters of PSO 4700 Lifer Manual 4700	NOMS	Paul Jackson 020 7217 5785	26/06/2006	25/06/2007	PSI 22/2009 Advises of title change, immediate withdrawal of chapters 1, 5, 6 which were originally revised by PSI 15/2006 and their replacement in PSO 4700 – Indeterminate Sentence Manual Cancelled by DOPT Jan 2019
16/2006	Recalled Prisoners 6000	NOMS Offender Policy & Rights Unit NIMS Release & Recall Section HMPS Operational Policy Unit	Geoff Underwood 020 7035 1579 Kerry Adams 020 7035 3700 Tony Watson 020 7217 2554	06/06/2006	05/06/2007	Amends PSOs 0500 & 0550.
17/2006	Segregation, Special Accommodation and Body Belts 1700	Security Policy Unit	John Garnett 020 7217 6556	31/07/2006	30/07/2007	Amends PSO 1700 Cancelled and Replaced by PSI 26/2009
18/2006	Emergency Keyword – Isolation of Telephony and/or Workstations 1400 (Restricted)	ICTG		10/07/2006	09/07/2007	Replaced by PSI 40/2010 Restricted to governors No copy of this instruction held by the OPG Secretariat
19/2006	Attendance Management Capability Hearings 8403	Personnel Management Group	Ralph Hatton 020 7217 6304	10/07/2006	09/07/2007	PSI Cancelled December 2017 – Replaced by PSO 8404
20/2006	Guidance on the use of Closed Visits when Applied to Prisoners 3610	Drug Strategy Unit	Carlo Azzopardi / Jacqueline Townley 020 7217 5869 / 5834	03/07/2006	30/06/2007	Replaces PSI 24/2005 which is revoked Replaced by PSI 40/2008

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
21/2006	Prison Service Orders and Instructions – Race Equality Impact Assessments 0004	Race Equality Action Group	Rob Mitchell 020 7217 6509 David Bearwish 020 7217 1074	07/08/2006	06/08/2007	Amends PSO 0004 Replaced by PSI 25/2009
22/2006	Disposal of Hazardous Waste from Prisons (update of PSI 23/2005)	Sustainable Development Team, NOMS Property	Derek Hannan 020 7217 5174	24/07/2006	23/07/2007	Revoked by PSI 31/2007
23/2006	Immigration Checks: New Mandatory Procedure for Staff 8100	Resourcing Policy Unit PMG	Katie Armstrong 020 7217 6922	Immediate Issued 15/08/2006	01/08/2007	
24/2006	Amendment to PSO 3604 Mandatory Drug Testing for Prisoners Manual of Policy and Procedures: Charge sheets and Release on Temporary Licence. 3604	Drug Strategy Unit	Rupert Woods 0207 035 6138	04/09/2006	03/09/2007	Amends PSO 3604 Cancelled by DOPT Jan 2019
25/2006	LIDS Data Entry 9000		John O'Donnell or John Sutcliffe 0207 217 6229	02/09/2006	01/09/2007	
26/2006	Instructions for the Transfer and Allocation of Life Sentence Prisoners 4700	Operational Policy Unit Population Management Section/Women's Team	Tony Watson 020 7217 2554 Sarah Burnett 020 7217 2237 Elaine Reed 01283 524513 Helen Dickinson 01283 524524	18/09/2006	17/09/2007	Cancelled PSI 08/2004. Includes amendment to PSO 4700 chapter 4. Cancelled by DOPT Jan 2019
27/2006	Prisoner Induction – Healthcare 0550	NOMS Offender Policy and Rights Unit	020 7035 1546/1590	31/08/2006	30/08/2007	
28/2006	Foreign National Prisoners Liable to Deportation 6000	Parole and Public Protection Policy Section IND Criminal Casework Directorate Operational Policy Unit	Simon Greenwood Peter Charlesworth Richard Modelly; Nick Hearn; Tony Watson	01/10/2006	30/09/2007	Replaced and cancelled by PSI 65/2011

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
29/2006	Contingency Planning for Pandemic Influenza 1400	NOU	Alan Pritchard 020 7217 6727	23/10/2006	22/10/2007	
30/2006	Operation Safeguard 0800	Population Management Section	Richard Bateman 020 7217 5961	Immediate Issued 10/10/2006	30/10/2007	Made obsolete by the Deregulation Team in January 2017
31/2006	Impact of the Criminal Justice Act 2003 on Home Detention Curfew (HDC) and consolidation of guidance issued during 2004 6700	HDC & ROTL Policy	Junior Ogueri Suleman Quershí 020 7035 4123/4128	27/11/2006	26/11/2007	Amends PSO 6700 Replaced by HDC Policy Framework March 2019
32/2006	Personal Issue Cut Down Tools 2700	Safer Custody Group & Security Group	Mike Gibbs 020 7035 4285 Paul Mines 020 7035 4295 Guy Woollven 020 7217 6713	20/11/2006	30/04/2007	Superseded by PSO 2700 26/10/2007
33/2006	Use of Drug Treatment Functional Mailbox (Update of PSO 9050) 9050	NOMS Drug Strategy Unit	Caroline Bonds 020 7035 6149	Immediate Issued 08/11/2006	07/11/2007	Cancelled by DOPT June 2018 PSI should be read in conjunction with PSO 9050
34/2006	Use of Mandatory Drug Testing Functional Mailbox (Update of PSO 9050) 9050	NOMS Drug Strategy Unit	Jeffrey Tribe 020 7035 6137	Immediate Issued 08/11/2006	07/11/2007	PSI should be read in conjunction with PSO 9050 Cancelled by DOPT Jan 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
35/2006	Religious Festivals Dates for 2007 4550	Religion in Prisons	Kishwar Ahmed 0207 217 8074	31/12/2006	31/12/2007	Should be used in conjunction with PSI 49/2005 from 31/12/2006. PSI 49/2005 replaced by PSI 47/2007 on 01/01/2007. Cancelled by DOPT August 2018. Policy no longer relevant.
36/2006	Prisoner safety: Implementation of the Inquiry Report into the Death of Zahid Mubarek 2750	Operational Policy Unit	Tony Watson 020 7217 2554	04/12/2006	03/12/2007	Replaced by PSO 2750 06/06/2007
37/2006	Use of Security Functional Mailbox 9050	Central Authorities & Intelligence Bureau	020 7217 2838	22/12/2006	21/12/2007	To be read in conjunction with PSO 1000. Cancelled by DOPT May 2018. Policy is no longer required as much of the functionality has been replaced by an alternate system.
38/2006	Use of Finance Functional Mailbox 9050	Phoenix Users Enquiries Team	0845 010 3506	08/01/2007	07/01/2008	To be read in conjunction with PSO 9050 Made obsolete by the Deregulation Team in November 2016
01/2007	Early Removal Scheme for Foreign Nationals – Changes to Referral Process 6000	CCD Operational Policy and Process Team	Janet Wiseman 020 8760 3576	08/02/2007	07/02/2008	Amends PSO 6000 Chapter 9

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
02/2007	MAPPA levels and OASys / ASSET risk of Serious Harm Assessments 4745	NOMS Public Protection Unit	George Woolsey 020 7217 5267	22/01/2007	21/01/2008	Affects Public Protection Manual, National Security Framework (Categorisation), PSO 4745, PSO 6300 (ROTL), PSO 2205 (OASys) Cancelled by PSI 08/2009
03/2007	Hoisting Flags on Prison Service Buildings 2007 0400	Security Group Secretariat	020 7217 6307	20/01/2007	19/01/2008	Replaces PSI 01/2006. Replaced by PSI 05/2010
04/2007	Use of Social and Legal Visits Functional Mailboxes 9050	Prisoner Communications Section	Grant Dalton 020 7035 1537	15/01/2007	14/01/2008	To be read in conjunction with PSO 9050 and 9010 Made obsolete by the Deregulation team in November 2016; contained in PSI 16/2011
05/2007	Amendments to PSO 8900 8900	Senior Occupational Health Advisor	Anne Norton 020 7217 6422	22/01/2007	21/01/2008	Cancelled. Replaced by PSI 7/2013
06/2007	Withdrawal of Health and Safety PSOs/PSIs and Replacement with Guidance Notes 3801, 8900		mary.guinness@hmps.gsi.gov.uk 020 7217 2760	22/01/2007	21/01/2008	Cancels PSO 3810, PSO 3845, PSI 05/2000, IG 35/1995, and IG 102/1995 Cancelled by DOPT April 2018. Policy no longer used
07/2007	Sentence Calculation – Providing Remand Information to Courts 6650	Sentence Calculation Team	Helen Scott / Lynette Hough 020 7035 4125/6	19/03/2007	18/03/2008	Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
08/2007	Update to PSO 9035 Hard charging of the Quantum IT and telephony infrastructure costs (Hard charging prices to be used in the 2007/08 Financial Year) 9035	Quantum Finance and Audit Manager	Ian Foot 020 7217 2859	01/04/2007	31/03/2008	Amends PSO 9035
09/2007	Smoke Free Legislation: Prison Service Application 3000	Health & Safety and Prison Health	Paul Tidball/Mary Guinness 020 7217 2760 Paul Hayton Paul.Hayton@dh.gsi.gov.uk	02/04/2007	31/03/2008	For use in English prisons only; a separate version PSI 09/2007W has been produced for use in Wales January 2019—cancelled and replaced by Smoke Free Policy Framework
09/2007W	Smoke Free Legislation: Prison Service Application 3000	Health & Safety and Prison Health	Paul Tidball/Mary Guinness 020 7217 2760 Paul Hayton Paul.Hayton@dh.gsi.gov.uk	02/04/2007	31/03/2008	This PSI is for use by Welsh establishments only; a separate version PSI 09/2007 has been produced for all other Prison Service establishments. January 2019—cancelled and replaced by Smoke Free Policy Framework
10/2007	Process for Closing or Re-Designating Industrial Workshops and Laundries 7700	Enterprise & Supply Services	Bill Davie 020 8760 1825	12/03/2007	11/03/2008	Replaces PSI 35/2005 Superseded by PSI 24/2009
11/2007	Amendment to PSO 3601 Mandatory Drug Testing for Prisoners Manual of Policy and Procedures: MDT supplies and services 3601	NOMS Interventions and Substance Abuse Unit	Rupert Woods 0207 035 6138	19/03/2007	18/03/2008	Amends PSO 3601. Cancelled by DOPT July 2018. Obsolete.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
12/2007	Reporting of Packaging Material Usage – Legal Compliance [Producer responsibility obligations (packaging waste) regulations – 2005]	Home Office Custodial Property, Sustainable Development Team	Derek Hannan 020 7217 5171	26/03/2007	25/03/2008	
13/2007	OASys and the Life Sentence Plan 4700	NOMS Public Protection Unit	Tony Robson 020 7217 0935	26/03/2007	25/03/2008	Cancelled by DOPT Jan 2019
14/2007	Freedom of Information Act : Additional Procedures 9020	Director General's Office	Ken Everett 020 7217 6591	02/04/2007	02/04/2008	Cancelled by DOPT Jan 2019
15/2007	Financial Year End Procedures 2006-07 7500	FC&A	Colin Ryall /Alan Sharp 020 7217 5213	30/03/2007	31/03/2008	Superseded by PSI 04/2008
16/2007	Immigration and Foreign Nationals in Prison 4630	NOMS Offender Policy & Rights Unit	020 7035 1543/1544	27/04/2007	26/04/2008	Replaced by PSI 21/2007
17/2007	Maximising Occupancy in the Open Estate 0900	Population Management Section		02/04/2007	01/07/2007	Cancelled by PSI 46/2007
18/2007	NSF Policy Changes (Restricted)					No copy of this Instruction held by the OPG Secretariat
19/2007	Amendment to PSO 3801- Health and Safety Policy Statement 3801		Nisa Carey 020 7217 1086	01/05/2007	30/04/2008	Cancelled by DOPT Oct 2018- Obsolete. PSO 3801 has been cancelled and replaced by PSI 42/2010 (which was subsequently replaced by 6/2015)
20/2007	Introduction of the new Security Information Report (SIR) and amendments to the National Security Framework (NSF) Function 4 (Restricted)	National Intelligence Unit Central Intelligence Bureau	Tel: 0207 217 1056	01/06/2007	31/05/2008	This was added to the NSF Made obsolete by the Deregulation Team November 2016

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
21/2007	Immigration and Foreign Nationals in Prison (Amended Version) 4630	NOMS Offender Policy & Rights Unit	020 7035 1543/1541	Immediate Issued 10/05/2007	09/05/2008	Replaces PSI 16/2007. Amends PSO 4630 & PSO 6300
22/2007	Communication with Embassies 4630	NOMS Offender Policy & Rights Unit	020 7035 1543/1541	04/06/2007	03/06/2008	Cancelled Jan 18. Policy incorporated into PSI 49/2011
23/2007	Maximising Occupancy in the Open Estate 0900	Population Management Section		25/05/2007	01/07/2007	Supplements PSI 17/2007. Cancelled by PSI 46/2007
24/2007	Maximising Occupancy in the Open Estate 0900	Population Management Section		12/06/2007	13/06/2008	Cancelled by PSI 46/2007
25/2007	Travel Restriction Orders 6400	Public Protection Group - Public Protection Casework Section	LicencePolicy.PPOPS@justice.gov.uk	15/06/2007	N/A	
26/2007	Maximising Occupancy in the Open Estate 0900	Population Management Section		01/07/2007	30/06/2008	Cancelled by PSI 39/2011, PSI 40/2011, PSI 41/2011
27/2007	End of Custody Licence 6300	NOMS Sentencing Policy & Penalties Unit	Junior Oguerier or Suleman Qureshi 020 7035 4123/4124	20/06/2007	30/09/2007	Superseded by PSI 42/2007
28/2007	Amendments to PSO 4550 4550	Chaplaincy	Kishwar Ahmed 020 7217 8071/8678	23/07/2007	22/07/2008	Amends PSO 4550
29/2007	Accommodation and Support Services for Bail and Home Detention Curfew 6000		sue.nickson3@justice.gsi.gov.uk chris.marsh6@justice.gsi.gov.uk	13/08/2007	09/08/2008	Amends PSO 6700 and PSO 6104 Replaced by PSI 34/2010
30/2007	Revision of Function 3 – Searching Policy 4000	Security Policy Unit	Guy Woollven 0207 217 6713	20/08/2007	19/08/2008	Cancelled by DOPT Jan 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
31/2007	Disposal of Hazardous Waste from Prisons (update of PSI 22/2006) Hazardous Waste (England and Wales) Regulations 2005	Custodial Property, Sustainable Development Team	Derek Hannan 020 7217 5171	20/08/2007	19/08/2008	Revokes PSI 22/2006. Cancelled by DOPT May 2018. Hazardous Waste PSI is now obsolete.
32/2007	Confiscation Orders 4620	Offender Policy and Rights Unit	020 7035 1545/1544	28/08/2007	27/08/2008	Amends PSO 4620. Cancelled & replaced by PSI 16/2010
33/2007	Tax Credits and Prisoners 4465	Offender Policy and Rights Unit	020 7035 1545/1544	28/08/2007	27/08/2008	
34/2007	Re-introduction of Disinfecting Tablets	Drug Strategy	Rachel.radice1@justice.gov.uk	15/10/2007	N/A	Replaces PSI 05/2005
35/2007	Not used					
36/2007	Amendments to ROTL PSO 6300 6300	NOMS Sentencing Policy and Penalties Unit	Junior Ogueri or Suleman Qureshi 020 7035 4123/4124	15/10/2007	14/10/2008	Amends PSO 6300 Cancelled by DOPT Jan 2019
37/2007	Licences for Showing DVD / Video Films in Prisons 4000	Operational Policy Unit	0207 217 2554	01/10/2007	30/09/2008	Replaced by PSI 01/2010
38/2007	Hoisting Flags on Prison Service Buildings 2007 0400	Security Group Secretariat	020 7217 6307	01/10/2007	19/01/2008	Replaces PSI 03/2007 Cancelled by DOPT Jan 2019
39/2007	Transfer of Health Care Arrangements for the Appointment of Radiation Protection Advisors 3801	HR (H&S)	Health-Safety.national@justice.gov.uk	15/10/2007	N/A	
40/2007	Gender Equality Impact Assessments (Prisoners) 0004		Terry Harvey 020 7217 5048	22/10/2007	21/10/2008	Should be read in conjunction with PSO 0004 Replaced by PSI 25/2009

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
41/2007	Legal Visits Good Practice Guidance 4410	Offender Policy Rights Unit	020 7035 1536/1537	27/10/2007	26/10/2008	Cancelled and replaced by PSI 16/2011
42/2007	End of Custody Licence (ECL) 6300	Sentencing Policy and Penalties Unit	Junior Ogueri Suleman Qureshi 020 7035 4123/4128	26/10/2007	25/10/2008	Supersedes PSI 27/2007 Sections 11 and 14 replaced by PSI 21/2008 Replaced by PSI 15/2010
43/2007	Transcripts of Sentencing Remarks (Court Transcripts) 6000	Sentencing Policy and Penalties Unit	Peter Charlesworth 020 7035 4134	25/10/2007	24/10/2008	Cancelled and replaced by PSI 36/2013 Transcript of Sentencing Remarks (Court Transcripts)
44/2007	Fee Remissions and Prisoners	Offender Policy and Rights Unit	020 7035 1545/1544	13/11/2007	12/11/2008	Policy cancelled December 2017-obsolete.
45/2007	Education Maintenance Allowance (EMA) and Identity (ID) for bank account applications by young people (16-18 years of age) 4465	Learning and Skills Council	02476 825617	02/12/2007	01/12/2008	Replaced by PSI 35/2009
46/2007	Making Best Use of the Open Estate 0900 & 4630	Population Management Section		29/11/2007	28/11/2008	Cancels PSIs 17/2007, 23/2007 and 24/2007 Replaced by PSI 16/2008
47/2007	Religious Festival Dates for 2008 4550	Religion in prisons	Kishwar Ahmed 020 7217 8071	01/01/2008	31/12/2008	Replaces PSI 35/2006 Cancelled by DOPT August 2018. Policy no longer relevant.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
48/2007	Recall and Re-release of Determinate Sentence Prisoners—Changes to Existing Arrangements Following Recent Court Judgments 6000	Parole and Public Protection Policy Section	Simon Greenwood 020 7035 4130	23/11/2007	22/11/2008	Cancelled by DOPT June 2018 Replaced by a newer instruction (PSI 2014/30 is the current instruction on recall)
49/2007	Accommodation and Support Services for Bail and Home Detention Curfew 6101	Various – see PSI		26/11/2007	25/11/2008	This PSI is a supplement to and must be read in conjunction with PSI 29/2007
50/2007	Transfer of Prisoners to and from Hospital under Sections 47 and 48 of the Mental Health Act 1983 <i>Mental Health Act 1983</i>	Public Protection Group— Public Protection Casework Section	prison.transfers@justice.gov.uk	18/12/2007	N/A	Replaces PSI 03/2006 Amended by PSI 62/2011 Cancelled 10/6/24. Replaced by the Security Categorisation PF and NHSE guidance published June 2024
01/2008	IT Hard Charging 9035	Quantum and Audit Manager	Ian Foot 020 7217 2859	01/04/2008	31/03/2009	
02/2008	Reporting of Packaging Material Usage— Legal Compliance <i>Producer responsibility obligations (packaging waste) regulations 2005-</i>	Sustainable Development Team	Derek Hannan 020 7217 5171	14/01/2008	13/01/2009	Replaced by PSI 06/2009
03/2008	LIDS Data Entry 9000		John O'Donnell / John Sutcliffe 0207 217 6229	03/02/2008	02/02/2009	
04/2008	Financial Year End Procedures 2007-08 7500	FC&A	John Sheehy /Alan Sharp 020 7217 5728	Immediate Issued 17/01/2008	31/12/2008	Supersedes PSI 15/2007 —One off notice can be applicable to the set period. Please cancel.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
05/2008	Laptop Security		John Fitzgerald or Michael Creese Tel. 0207 217 2912 or 0207 217 2696	25/01/2008	24/04/2008	
06/2008	Introduction of Brent Equipment to Area Offices, Establishments and Headquarters and Amendments to the National Security Framework (NSF) Function 4 1000	Security, Order and Counter Terrorism National Intelligence Unit	Intelligence.projects@justice.gov.uk	11/02/2008	N/A	
07/2008	Initial Categorisation of Male Indeterminate Sentence Prisoners 0900	Security Policy Unit	Keith Roberts 020 7217 6711	18/02/2008	17/02/2009	Cancels previous versions of ICA 1 form <i>Cancelled by PSI 40/2011</i>
08/2008	Terrorism Related Offences – Amendment to the Categories of Presumed Unsuitable Offences for HDC purposes 6700		Junior Ogueri Suleman Qureshi 020 7035 4123 / 4128	25/02/2008	24/02/2009	Amends PSI 31/2003 Replaced and cancelled by PSI 43/2012
09/2008	Use of Offender Management Functional Mailbox (update of PSO 9050/2006) 9050	Business Change Support Team	Kyle Rickards 020 7217 6220	25/02/2008	24/02/2009	Should be read in conjunction with PSO 9050 & PSO 9010 Replaced and cancelled by PSI 36/2012 Replaced and cancelled by PSI 19/2013
10/2008	Use of Official Vehicles by C & R Staff 5400	Procurement Group	Tony Fletcher 0207 217 5202	17/03/2008	16/03/2009	Amends PSO 5400

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
11/2008	Amendments to the Prison Discipline Manual— Adjudications 2000	Offender Policy & Rights Unit	0207 035 1546 or 1547	07/04/2008	06/04/2009	Amends PSO 2000 Cancelled by PSI 47/2011 NB “Where a prisoner has been charged and/or an adjudication hearing has begun before the effective date of this PSI it must be completed according to the procedures set out in PSO 2000.” See Executive summary page 3. PSI 47/2011.
12/2008	Removable Media—Memory Sticks 9010	IT Security Team	0207 217 6256	31/03/2008	30/03/2009	Cancelled and replaced by PSI 25/2008
13/2008	Use of Workforce Modernisation Establishment Implementation Team (EIT) Functional Mailbox (update of PSO 9050/2006) 9050	Business Change Team	Ron Withers 020 7217 6534	01/04/2008	31/03/2009	Should be read in conjunction with PSO 9050 & PSO 9010. Obsolete. Cancelled June 2018 (Justice Legal and Digital Team)
14/2008	Change of National Security Clearance Provider 8110	Resourcing Team	020 7217 6854 or 6921	01/04/2008	31/03/2009	Cancelled by DOPT Feb 2019
15/2008	Not Issued					
16/2008	Making Best Use of the Open Estate 4000 & 4630	Population Management Section	Regional PMS contact	28/04/2008	27/04/2009	Replaces PSI 46/2007 Cancelled by PSI 39/2011, PSI 40/2011, PSI 41/2011

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
17/2008	Amendments to PSO 6000; PSO 6300 and PSO 6650, in relation to Calculation of Release Dates for DCR prisoners 6000, 6300 & 6650	Parole and Public Protection Policy Section	(4PS) Helpdesk 020 7035 8346	23/05/2008	08/06/2009	Amends PSO 6000, PSO 6300 and PSO 6650 Replaced by HDC Policy Framework March 2019
18/2008	Use of Inventory Stores Functional Mailbox (update of PSO 9050/2006) 9050 & 7700	Procurement Group		16/06/2008	15/06/2009	Updates PSO 9050
19/2008	Early Removal Scheme for Foreign National Prisoners—Doubling of Eligibility Period 6000	Parole and Public Protection Policy Section	Peter Charlesworth 020 7035 4134	09/06/2008	08/06/2009	Amends PSO 6000 Replaced and cancelled by PSI 59/2011, PSI 38/2012
20/2008	Time Spent Unlawfully at Large 6650	Operational Policy Unit Sentence Calculation Unit	Tony Watson 020 7217 2554 Lynette Hough 020 7035 4126	23/06/2008	22/06/2009	Amends PSO 6650 Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
21/2008	End of Custody Licence (ECL) 6300	NOMS Sentencing Policy and Penalties Unit	Junior Ogueri Suleman Qureshi 020 7035 4123/4128	23/06/2008	22/06/2009	Replaces sections 11 and 14 of PSI 42/2007 Replaced by PSI 51/2008
22/2008	Prison Service Maintenance Departments Apprenticeship Scheme (Amended) 8100	Curriculum Development HR Learning & Development	Maggie Bolger 01788 804025	30/06/2008	29/06/2009	Made obsolete by the Deregulation team in November 2016 this policy has been incorporated into subsequent contracts
23/2008	ViSOR Access			18/08/2008	N/A	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
24/2008	*Additional Hours Working – Payment Plus* 7100	Pay and Reward team	PARQ@justice.gov.uk	14/07/2008	N/A	Amends NTS 25/1999, IG 04/1996 and PSI 26/2003
25/2008	Removable Media – Protectively Marked or Personal Data 9010	Information Security	informationmgmtsecurity@justice.gov.uk	01/10/2008	N/A	Cancels and replaces PSI 12/2008
26/2008	Amendments to PSO 6650 Sentence Calculation: chapter 18 – CJA 2003 determinate sentences of 12 months and over – Extended sentences for public protection imposed on or after 14 July 2008 6650	Sentence Calculation Policy	Lynette Heugh or Helen Scott 020 7035 4125/4126	14/07/2008	13/07/2009	Amends PSO 6650 Replaced by PSI 48/2008 Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
27/2008	Criminal Justice & Immigration Act 2008 – Sentencing Policy Changes 4700 & 6650	Sentencing Policy & Penalties Unit Operational Policy Unit		14/07/2008	13/07/2009	<i>Cancelled by OPSDR Dec 19</i>
28/2008	Amendments to PSO 6650 Sentence Calculation: Counting of Unlawfully at Large Time 6650	Sentence Calculation Policy	Lynette Heugh 020 7035 4126/4125	28/07/2008	27/07/2009	To be read in conjunction with PSI 20/2008 Amends PSO 6650 Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
29/2008	Recall and Re-release of Determinate Sentence Prisoners (Amended Version) 6650 & 6000	PPCS	Diana.greene@justice.gsi.gov.uk	14/07/2008	13/07/2009	Amends PSO 6000, PSO 6650, PSO 6300 and PSI 48/2007 Cancelled and replaced by PSI 30/2014.

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
30/2008	Prisoners' Private Cash 4465	Safer Custody & Offender Policy Group	Nina Revell 020 7035 1544 Paul Norman 020 7035 1539	04/08/2008	03/08/2009	Amends PSO 4465 Cancelled by PSI 01/2012
31/2008	Allocation of Prisoners with Disabilities 2855	Population Management Section Offender Policy & Rights Unit Security Policy Unit		01/09/2008	31/08/2009	To be read in conjunction with PSO 2855 and the National Security Framework Cancelled by PSI 32/2011 & PSI 40/2011
32/2008	Restricting Prisoners' Access to Games Consoles/Games 4250 & 4000	Safer Custody & Offender Policy Group	Nina Revell 020 7035 1544 Paul Norman 020 7035 1539	30/09/2008	29/09/2009	Cancelled by PSI 11/2011
33/2008	Management of Financial Support for Prisoners in Higher Education 4465	NOMS Management Board	Helen Cantrell 020 7217 5849	01/09/2008	31/08/2009	Cancelled by PSI 33/2010
34/2008	Revision of PSO 8700 – Permanent Transfer Order	Pay & Employee Relations Group	Brendon Christie 020 7217 6836	05/09/2008	01/09/2009	– Cancelled by DOPT Oct 2018– Obsolete. PSO 8700 has been cancelled and replaced by PSI 25/2010
35/2008	Repatriation 4630	Safer Custody & Offender Policy		Immediate	02/10/2009	Replaced and cancelled by PSI 52/2011
36/2008	Not issued					
37/2008	Amendment to PSO 3806 – Display Screen Equipment, health and safety issues 3806	Health and Safety Officer and SAU	Mary Guinness 020 7217 2760	17/11/2008	16/11/2009	Amends PSO 3806 Cancelled by PSI 35/2010
38/2008	New Full Searching Arrangements for Women Prisoners 4000	Women and Young People's Group	Terry Harvey 020 7217 5048	Before 01/04/2009	30/03/2010	Cancelled by PSI 49/2010

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
39/2008	Not issued					
40/2008	Guidance on the Use of Closed Visits when Applied to Prisoners 3610 & 4410	Interventions and Substance Misuse Group	Matt Bullard 020 7035 6148	Immediate	30/11/2009	Replaces PSI 20/2006 To be read in conjunction with PSO 3610 Cancelled by PSI 15/2011
41/2008	Introduction of Cross Border Arrangements between England and Wales and Scotland for Home Detention Curfew purposes 6700	Public Protection and Casework Section	Chijioke Ogueri 020 7035 4123 Suleman Qureshi 020 7035 4128	20/10/2008	19/10/2008	Amends PSO 6700 Replaced by HDC Policy Framework March 2019
42/2008	Introduction of Credit against Sentence for Periods Spent Remanded on Bail whilst Subject to an Electronically Monitored Curfew Requirement 6650, 2605, 6100 & 6101	Sentence Calculation Bail Information Legal Services Information	Lynette Heugh & Helen Scott 020 7035 4125/4126 Chris Marsh 020 7035 1766 Marion Stubbs 020 7035 1575	03/11/2008	02/11/2009	Amends PSO 6650 Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
43/2008	Not issued					
44/2008	Allocation of Young Adult Male IPP's 4700	Public Protection Unit Population Management Section Business Change Support Team		01/12/2008	30/11/2008	Cancelled by OPSDR Dec 19
45/2008	Early Removal Scheme for Foreign National Prisoners: Removal of Statutory Exclusions 6000	Release Policy Team	Stephen.bailey@justice.gsi.gov.uk 020 7035 4130	03/11/2008	02/11/2009	Amends PSO 6000 Chapter 9 Replaced and cancelled by PSI 59/2011
46/2008	Religious Festivals Dates for 2009 4550	Religion in Prison	Kishwar Ahmed 020 7217 8071	Immediate	31/12/2009	Replaced by PSI 32/2009

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
47/2008	Use of Training Functional Mailbox (Update of PSO 9050/2006) 9050 & 7700	TST Project	Craig Pace 01788 804465	12/12/2008	11/12/2009	Updates PSO 9050 Should be read in conjunction with PSO 9010
48/2008	Amendments to PSO 6650 Sentence Calculation: Chapter 18 — CJA 2003 Determinate Sentences of 12 Months and Over — Extended Sentences for Public Protection imposed on or after 14 July 2008 6650	Sentence Calculation Policy	Lynette Hough Helen Scott 020 7035 4125/4126	17/11/2008	16/11/2008	Amends PSO 6650 Replaces PSI 26/2008 Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
49/2008	Clarification of Violence Reduction PSO 2750 — Cell Sharing Risk Assessment 2750 & 0500	NOMS Safer Custody & Offender Policy	Kate.eves@justice.gsi.gov.uk Lucy.watkins@justice.gsi.gov.uk 020 7035 4297/4284	Immediate	15/01/2010	Cancelled by DOPT April 2018 — This policy is now incorporated into PSI 20/2015
50/2008	Acceptable Activities in Prisons 0050	Operational Policy Unit	020 7217 2554 Tony.watson@noms.gsi.gov.uk	06/01/2009	05/01/2010	Cancelled by PSI 38/2010
51/2008	End of Custody Licence (ECL) 6300	NOMS Sentencing Policy and Penalties Unit	Junior Ogueri Suleman Qureshi 020 7035 4123/4128	15/12/2008	14/12/2009	Replaces PSI 21/2008 Replaced by PSI 15/2010 after 27/04/2010
52/2008	Staff Grievances 8550	Shared Service Centre HR Contact Centre	0845 010 3504	19/01/2009	18/01/2010	Introduces a new version of PSO 8550 Superseded by PSI 15/2009
53/2008	Responding to Data Loss (Restricted)		Tony Watson			Cancelled by AI 03/2009 No copy of this instruction held by the OPG Secretariat

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
01/2009	Management of Attendance 8404	Shared Service Centre HR Contact Centre	0845 010 3504	19/01/2009	18/01/2010	Introduces new version of PSO 8404 Cancelled by PSI 01/2017 AI 01/2017 PI 01/2017 PSI cancelled December 2017 – Replaced by PSO 8404
02/2009	Escorting Arrangements for the Production of Foreign National Prisoners to Asylum and Immigration Hearings 4630	Safer Custody and Offender Policy PECS	020 7035 3111 Ann Phelps 07976 450588	06/04/2009	05/04/2010	Updates PSO 4630 and PSO 6400 Cancelled by DOPT Jan 2019
03/2009	NSF – Recategorisation to Cat D. and Other Matters 4000	Security Policy Unit	Keith Roberts 020 7217 6711	25/05/2009	24/05/2010	Updates guidance contained in PSI 45/2004 Cancelled by PSI 39/2011, PSI 40/2011, PSI 41/2011
04/2009	Licence Conditions – Polygraph Test 6000	NOMS Public Protection Unit	Mark Farmer 020 7217 0672	09/03/2009	08/03/2010	Replaced by PSI 42/2011
05/2009	Use of the Body Orifice Security Scanner (BOSS)	Security Policy Unit	Emma Prince 0207 217 2728	09/03/2009	08/03/2010	Cancelled by PSI 49/2010 Revoked by PSI 68/2011 Cancelled by PSI 03/2013
06/2009	Reporting of Packaging Material Usage – Legal Compliance <i>The Producer Responsibility Obligations (Packaging Waste) Regulations – 2005.</i>	NOMS Custodial Property – Sustainable Development Team	Derek Hannan 0207 217 5171	02/02/2009	01/02/2010	Replaces PSI 02/2008 Cancelled by PSI 07/2010
07/2009	Housing Benefit Continuance Forms 2300	Reducing Re-offending Operational Policy		02/03/2009	01/03/2010	

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
08/2009	Introduction of the Revised Public Protection Manual <i>Public Protection Manual Review</i>	Public Protection Unit	Terry Collins 020 7217 5267	23/03/2009	22/03/2010	Cancels PSO 4745, PSI 02/2007, IG 54/1994, PSI 22/2005, PSO 4400 Chapter 2. Public Protection Manual also replaces PSO 4400 Chapter 1. On 11 January 2017 replaced and cancelled by PSI 18/2016 PI 17/2016
09/2009	Financial Year End Procedures 2008-09 7500	FC & A	Alan Sharp 0207 217 5213	02/03/2009	01/03/2010	Made obsolete by the Deregulation team in September 2016, not current – FM&C Accounts Production Notices issued before each year end
10/2009	Staff resourcing 8100	HR Shared Services	0845 010 3504	29/06/2009	28/06/2010	Introduces PSO 8100 Cancelled by PSI 62/2010
11/2009	Not issued					
12/2009	Not issued					
13/2009	Amendment to PSO 3803 – Fire Safety Policy Statement (CSRE) 3803	Fire Safety Team	020 7217 1803	01/10/2009	30/09/2010	Amends PSO 3803 Cancelled and replaced by PSI 11/2015.
14/2009	Foreign National Prisoners liable to removal from the UK: Parole Board responsibility for release decisions 6000	Release Policy Team	020 3334 5026	22/06/2009	21/06/2010	Replaced and cancelled by PSI 59/2011, PSI 38/2012
15/2009	Staff Grievances 8550	HR Shared Services	0845 010 3504	30/03/2009	29/03/2010	Supersedes PSI 52/2008 PSI cancelled December 2017 – Replaced by PSO 8550

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
16/2009	Amendment to PSO 4550 – Religion 4550	Chaplaincy HQ	Michelle Crerar 020 7217 0951	16/04/2009	15/04/2010	Cancelled by DOPT Nov 2018- PSI Obsolete
17/2009	Sentence Calculation 6650	Sentencing Policy and Penalties Unit	Lynette Hough 020 3334 5045/5034	22/06/2009	21/06/2010	Replaced and cancelled by PSI 39/2012. Cancelled by PSI 13/2013.
18/2009	*Legal Representation at Inquests*	Prison Safety	PrisonSafetyAdmin@justice.gov.uk			No copy of this Instruction held by the OPG Secretariat
19/2009	Restricting Access to HMPS Server/PABX rooms	Information Security	informationmgmtsecurity@justice.gov.uk	04/08/2009	n/A	
20/2009	Preparation of Plans to meet Contingency of Pandemic Flu (Restricted)	Health, Wellbeing Co-Commissioning	health.co-commissioning@noms.gsi.gov.uk		N/A	Replaced by HMPPS Flu Pandemic Policy Framework (Restricted) Cancelled by OPSDR March 2020
21/2009	Amendments to PSO 6400 – Discharge 6400	Operational Policy Unit	Jacqueline Townley 0207 217 6545	09/06/2009	08/06/2010	Amends paragraph 5.1 of PSO 6400 and removes use of form DFB4 Cancelled by DOPT Jan 2019

OFFICIAL

PSI NO.	TITLE and PROCESS NUMBER	DIVISION	CONTACT NAME & TEL NO	IMPLEMENTATION DATE	EXPIRY DATE	NOTES
22/2009	New chapters and title change for PSO 4700 now to be called the Indeterminate Sentence Manual 4700	Indeterminate Sentenced Prisoners Section — Public Protection Unit	Tony Macgregor 0207 7217 6299	10/07/2009	31/08/2009	Advises of title change, immediate withdrawal of chapters 1, 4.7, 5, 6 & 9 and their replacement in PSO 4700 — Indeterminate Sentence Manual — Policy Cancelled July 2018 — Obsolete.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
23/2009	01/2009	The Instructions System — the Approval and Implementation of Policy and Instructions	Operational Policy Unit Allen Casey 020 7217 6272	01/08/2009	31/07/2011	Replaces PSO 0001 Replaced and cancelled by AI 01/2011 PSI 01/2011 PI 01/2011. Replaced and cancelled by PSI 29/2012
24/2009	-	Process for Opening, Closing or Re-designating Industrial Workshops (including Charity Workshops) and Laundries	Offender Employment Skills and Services group Bill Davie 020 7217 1870	17/08/2009	16/08/2011	Replaces PSI 10/2007 Replaced and cancelled by PSI 05/2012
25/2009	04/2009	Equality Impact Assessments	Race & Equalities Action Group Reena Mistry 020 7217 6678	14/09/2009	01/09/2011	Replaces PSI 21/2006, PSI 10/2007, PSO 2800 chapter 5 & annexes 3, 4 and 5, and PSO 2855 chapter 4 Associated document: AI 01/2011; PSI 01/2011; PI 01/2011. Cancelled by PSI 32/2011
26/2009	-	Amendments to PSO 1700 Segregation website	Guy Woollven, Security Policy Unit guy.woollven@hmps.gsi.gov.uk 020 7217 6713	08/09/2009	31/08/2011	Replaces PSI 17/2006. Cancelled by DOPT May 2018. The amendments it sets out have been included in the Segregation website (PSO 1700).

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
27/2009	-	Mandatory Use of ViSOR	NOMS Public Protection Unit Paul Manning 020 7217 6199	05/10/2009	05/10/2012	Cancelled by PSI 03/2013
28/2009	-	Care and Management of Young People	Young People's Team Service Development Group Matthew Armer 020 7217 5048	19/10/2009	08/10/2012	Replaces PSO 4950 Replaced and cancelled by PSI 08/2012
29/2009	-	Close Supervision Centre Referral Manual	Directorate of High Security / Managing Challenging Behaviour Strategy /CSC claire.hodson@hmps.gsi.gov.uk 07968 909253	05/10/2009	05/10/2012	Replaced and cancelled by PSI 42/2012
30/2009	-	Amendments to PSO 2350 Housing Needs and Assessment Document	NOMS Reducing Re-Offending Policy Team Phil Richardson 07545 732846 philip.anthony.richardson@noms.gsi.gov.uk	19/10/2009	12/10/2012	Advises on a number of changes to PSO 2350, updating sections 1.1, 1.2 and 2.3 Cancelled March 2018. This policy is no longer required as it changes the regime in PSO 2350 and has been overtaken by BCST
31/2009 (revision)	-	Compact Based Drug Testing	Drug Strategy Rachel.radice1@justice.gov.uk	27/01/2020 – revision	N/A	Replaces PSO 3620. January 2020 – Minor changes to align with new Incentives PF.
32/2009	-	Religious Festival Dates for 2010	Chaplaincy Headquarters Kishwar Ahmed 020 7217 8071	01/01/2010	31/12/2010	Replaces PSI 46/2008 Replaced by PSI 56/2010
33/2009	-	Pre-Tariff Sift Reviews for Indeterminate Sentenced Prisoners	Public Protection Unit Steve Watson 020 7217 6398 stephen.watson2@noms.gsi.gov.uk	01/01/2010	27/11/2012	Replaced and cancelled by PSI 36/2012

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
34/2009	-	Victim Representation at Parole Board Hearings	Public Protection Advocacy Team Felicity Hawksley 020 7217 6396 Robert Lawman 020 7217 6599	01/01/2010	31/12/2012	Cancelled by DOPT June Replaces Probation Circular 27/2007 This PSI is now covered in both PSI 15/2016 – PI 14/2016 – Handling of Sensitive Information Including Information Provided by Victims for the Purpose of Parole Board Reviews as well as PI 48/2014 – Victim Contact Scheme Manual.
35/2009	-	Identity (ID) for Bank Account Applications for all Prisoners, including Young People (16-18 years of age), for Education Maintenance Allowance (EMA)	Reducing Re-offending Policy Unit Ian Galbraith 07545 732 842	07/12/2009	30/04/2011	Replaces PSI 45/2007. Amended by PSI 44/2011.
01/2010	01/2010	Licences for DVD / Video films, music and television in prisons	Operational Policy Unit Robyn Malan de Merindol robyn.malandemerindol@noms.gsi.gov.uk	25/01/2010	31/12/2011	Replaces PSI 37/2007 Cancelled by PSI 23/2011
02/2010		*Covert Policing in Prisons* (Restricted)	Intelligence.projects@justice.gov.uk		N/A	No copy of this Instruction held by the OPG Secretariat
03/2010	-	Category A and Restricted Status Prisoners: Reviews of Security Category	Directorate of High Security 020 7217 6645	01/03/2010	31/12/2013	Replaces PSO 1010 Cancelled by PSI 05/2013 & PSI 08/2013.
04/2010	03/2010	Overpayments of Salary	Shared Services HR Contact Centre 0845 010 3504	29/01/2010	31/03/2010	Replaces AG 10/1995 Made obsolete by the Deregulation Team September 2016, with the publication of the Pay Manual in 2012, this PSI would now be obsolete
05/2010	04/2010	Flag Flying 2010	Security Group Chris Sharp 0207 217 2759	20/01/2010	31/12/2011	Replaces PSI 03/2007 Cancelled by DOPT May 2018. Policy is now obsolete.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
06/2010	05/2010	Conduct and Discipline	Shared Services 0845 010 3504	22/03/2010	21/03/2014	Conduct and Discipline Policy Paragraphs 20.1 to 20.6 and 16.1 to 26.6 of the Staff Handbook
06/2010 (revision)	05/2010	Conduct and Discipline (revised version for F&S)	Shared Services 0845 010 3504	19/04/2013	10/04/2015	Update April 2013 This PSI/AI is a re-issue of the version issued in 2010 there are no changes to the policy but it has been altered to take account of revisions that have occurred under Fair and Sustainable
06/2010 (revision)	05/2010	Conduct and Discipline (revised version for F&S)	MoJ People Group hrpolicy@Justice.gov.uk	19/04/2013	N/A	Update 22 July 2013 Re issue of the 19 April F&S amended version with following additional change: Re-wording of model letter notifying a member of staff of suspension (F3a-page 62).
06/2010 (revision)	05/2010	*Conduct and Discipline*	MoJ People Group hrpolicy@Justice.gov.uk	13/01/2020	N/A	January 2020 – change to contact email address on page 33. 7 May 2025 – minor changes to Data Protection references
07/2010	-	Reporting of Packaging Material Usage – Legal Compliance	Sustainable Development Team Derek Hannan 020 7217 5171	03/02/2010	31/12/2010	Replaces PSI-06/2009 Replaced by Sustainable Operations Policy Framework March 2019
08/2010	06/2010	Post Incident Care	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	18/03/2010	Replaces PSO 8150 – Post Incident Care. Cancelled by 02/2018
09/2010	07/2010	Reporting Wrongdoing	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2014	Replaces PSO 8605 Cancelled by 21/2013
10/2010	02/2010	Use of Occupational Health Functional Mailbox	Shared Services HR Contact Centre 0845 010 3504	22/03/2010	31/12/2013	To be read in conjunction with PSO 9050 Functional mailboxes

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
11/2010	-	Prison Rules 1999 – Change to rule 43(4); & YOI Rules 2000 – Change to rule 48(3) – Unclaimed Prisoner Property	SCOP Marion Stubbs 020 7217 0670	15/02/2010	14/02/2013	Amends PSO 1250 – Prisoners Property PSI cancelled December 2017 – Now incorporated into PSI 12/2011
12/2010	-	Prolific and other Priority Offenders	Stephen Robertson 020 7217 0700	15/02/2010	31/01/2014	Amends PSO 4615
13/2010	-	Prosecuting absconders – amendment to PSO 2000	Abscond Policy Kirsty Payne 020 7217 6078	22/02/2010	21/04/2010	Replaces paragraphs C13 and C15 of PSO 2000 Annex C Cancelled by PSI 47/2011 – NB “Where a prisoner has been charged and/or an adjudication hearing has begun before the effective date of this PSI it must be completed according to the procedures set out in PSO 2000.” See Executive summary page 3. PSI 47/2011.
14/2010	-	Managing Risk in Prison Industries (Contract Services and Sales to External Organisations)	New Futures Network NewFuturesNetwork@justice.gov.uk	29/03/2010	N/A	Replaces PSO 4101 (issued 25/06/2008)
15/2010	-	Ending of End of Custody Licence Scheme (ECL)	Operational Policy Unit robyn.malandemerindol@noms.gsi.gov.uk	23/02/2010	31/05/2010	Replaces PSI 42/2007 PSI 51/2008 should be followed until 27/04/2010 Cancelled by DOPT April 2018 – Prisons stopped doing ECL in 2010

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
16/2010	-	Confiscation Orders	Safer Custody and Offender Policy Group Nina.revell@noms.gsi.gov.uk 020 7217 8573 Paul.norman2@noms.gsi.gov.uk 020 7217 0753	09/03/2010	25/02/2010	Replaces PSO 4620 and PSI 32/2007 Confiscation Orders Replaced by version issued on 28/07/2010
16/2010 (Revision)	-	Confiscation Orders	ERDGPolicyandRegulation@noms.gsi.gov.uk	09/03/2010	31/12/2017	Revised 28/07/2010 – Replaces original issued on 26/02/2010 No copy of this Instruction held by the OPG Secretariat

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
16/2010 (Revision)	-	Confiscation Orders	Equalities, Interventions & Operational Practice group NLT@justice.gov.uk	09/03/2010	N/A	<p>Revised 28/07/2015 - This PSI was first issued on 26 February 2010. It has been revised to incorporate the changes introduced by the Serious Crime Act (SCA) 2015 and referred to in paragraph 16.2.16 of PSI 03/2015 Sentence Calculations – Determinate Sentenced Prisoners. The SCA 2015 introduces provisions which end early automatic release for offenders serving terms in default of payment of confiscation orders, imposed by the Crown Court on or after 1 June 2015, where the confiscation order is for £10 million or more. The changes are not retrospective.</p> <p>Other changes include an update of the default terms in the table at paragraph 3.5, a few changes to paragraph 2.5 on Home Detention Curfew (HDC) to better reflect current HDC policy, updated contact details and minor template and referencing updates.</p> <p>Revisions to this PSI are outlined in paragraphs 1.1, 1.2, 1.3, 1.8, 1.9, 2.5, 2.6, 2.10 and 2.11 and 3.5. The expiry date has also been extended.</p> <p>30 June 2021 – minor revision to clarify prisoners serving a sentence in default of paying a confiscation order should not be treated as a convicted prisoner.</p> <p>25 March 2025 – updates to para 2.4 and contact details.</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
17/2010	08/2010	Parental Leave Policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2013	Replaces NTS 11/2007 Section 18 Cancelled by PSI 20/2013
18/2010	09/2010	*Absence Management Policy*	MoJ People Group hrpolicy@Justice.gov.uk	22/03/2010	N/A	Replaces PSO 8404 Chapter 1 paragraph 1.1 Replaces Staff Handbook paragraphs 7.32 – 7.39 (Arrangements in the event of public transport disruption); 11.9 (Occupational Health appointments); 11.28 – 11.29 (Contact with infectious diseases & Notifiable infectious diseases) Replaces Home Office Notice 147/2002 (Disability Leave) Sept 2024 – cancelled and replaced by a new pan-MoJ Supporting Attendance policy (intranet only)
19/2010	10/2010	*Special Leave Policy*	MoJ People Group hrpolicy@Justice.gov.uk	22/03/2010	N/A	Replaces Staff Handbook sections 13.1 – 13.10; 13.25 – 13.27; 13.36 – 13.40; 13.58 – 13.61; 14.13 April 2024 – cancelled and replaced by a Pan MoJ <u>Special Leave policy and framework</u> and <u>Carers leave guidance</u> (intranet only)
20/2010	11/2010	*Keeping in Touch Scheme*	MoJ People Group hrpolicy@Justice.gov.uk	22/03/2010	N/A	Replaces PSO 8404 Chapter 7 13/5/2022 Ch 12 cancelled by the Early Release on Compassionate Grounds PF
21/2010	12/2010	*Exit Management*	MoJ People Group hrpolicy@Justice.gov.uk	22/03/2010	N/A	Replaces PSO 8105, NTS 43/2005, NTS 29/2006, NTS 37/2006, Staff Handbook paragraphs 24.1 – 24.14, 24.29, 25.1 – 25.9

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
22/2010	13/2010	*Contracting out work and bringing work in-house: the early planning process: TUPE*	HR MoJTUPETeam@justice.gov.uk	22/03/2010	N/A	Replaces PSO 8510
23/2010	14/2010	Staff Alcohol Policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2014	Replaces PSI 14/2006 & PSO 8620 Staff Alcohol Policy Cancelled by PSI 34/2013
24/2010	15/2010	Performance Management Policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	22/03/2010	21/03/2014	Replaces PSO 8450 and Staff Handbook sections 5, 6, and 16 Made obsolete by the Deregulation Team in January 2017, newer policy PSO 8550
25/2010	16/2010	*Permanent Transfers*	MoJ People Group hrpolicy@Justice.gov.uk	01/04/2010	N/A	Replaces PSO 8700 and all related PSIs
26/2010	17/2010	Travel & Subsistence	HR Shared Services 0845 010 0302	01/04/2010	31/03/2013	Replaces PSO 8650 — Travel & Subsistence and associated PSIs Cancelled by PSI 15/2012
27/2010	18/2010	Outside Activities Policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	07/04/2010	30/03/2014	Replaces NTS 02/1992, 31/2004, and Staff Handbook sections: 13.32 — 13.35, 14.1 — 14.13, 19.9 — 19.48, 19.64 — 19.68, 19.70 — 19.76, 19.96 — 19.101 PSI 29/2013 (revised version) replaces sections on volunteer reservists in the NOMS Outside Activities Policy Cancelled by PSI 28/2013
28/2010	-	Custody Compacts – For Use in Custody	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	01/04/2010	N/A	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
29/2010	-	PSO 4700 The Indeterminate Sentence Manual Chapters 3, 7, 8, 10, 11, 12 and 15	Bail, Sentencing and Release Policy release.policy@justice.gov.uk	19/04/2010	N/A	Introduces to PSO 4700 revised chapters 3, 7, 8, 10, 11, 12 and 15 and cancels chapters 7, 8 and 11 13/5/2022 Cancelled by the Early Release on Compassionate Grounds PF
30/2010	19/2010	Recognising Performance Policy	MoJ People Group hrpolicy@Justice.gov.uk	15/04/2010	N/A	Replaces PSO 8480 and NTS 19/200 April 2022 Replaced by the Recognition and Reward Policy & Toolkit (online only)3
31/2010	20/2010	Occupational Health	Occupational Health and Safety Section 0300 047 5029 Anne.Norton@noms.gsi.gov.uk	02/08/2010	01/08/2013	Replaces PSO 8900 Replaced and cancelled by PSI 07/2013
32/2010	-	Prison Discipline Manual – Authority to Conduct Adjudications	Safer Custody & Offender Policy Group Roy.Donne2@noms.gsi.gov.uk	03/06/2010	02/06/2012	Amends PSO 2000 paragraphs 1.4, 8.6 and 9.1 Cancelled by PSI 47/2011 <i>NB “Where a prisoner has been charged and/or an adjudication hearing has begun before the effective date of this PSI it must be completed according to the procedures set out in PSO 2000.” See Executive summary page 3. PSI 47/2011.</i>
33/2010	-	Open University, Higher Education and Distance Learning	Offender Employment, Skills and Services Group 020 7217 5400	14/06/2010	08/06/2010	Replaces PSO 4201 and PSI 33/2008 Replaced and cancelled by PSI 32/2012
34/2010	-	Accommodation and Support Service for Bail and HDC – Change of Contract	Sentencing Policy and Penalties Unit Chris Marsh 020 3334 5035	18/06/2010	17/06/2013	Cancels PSI 29/2007 & PC 33/2007 Amends PSO 6101 & PSO 6700 Replaced and cancelled by PSI 25/2013

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
35/2010	21/2010	Changes to the Provision of Eye Tests and Glasses	Occupational Health and Safety Section 020 7217 2760 Mary.guinness@noms.gsi.gov.uk	01/08/2010	31/07/2013	Cancels PSI 37/2008 Amends PSO 3806 Cancelled by PSI 02/2017 AI 02 2017
36/2010	-	PSO 4700 New Chapter 4. Serving the indeterminate sentence	NOMS PPMHG Tony.macgregor@noms.gsi.gov.uk	12/07/2010	01/07/2011	Replaces PSO 4700 chapter 4. Cancelled and Replaced by the MALRAP Policy Framework April 2019. Other elements in the PSI have been replaced by guidance.
37/2010	-	Prisoners' Access to the Media	Prison Operational Policy and Delivery Group PrisonFrameworks@justice.gov.uk	12/07/2010	N/A	Replaces and cancels PSO 4470 11 December 2023 clarification added around prisoners requests to speak to the media
38/2010	-	Activities in Prisons (Protect)	Rehabilitation System Team RehabilitationStrategy@justice.gov.uk	20/07/2010	N/A	Replaces and cancels PSI 50/2008 2/11/22 - Section 2 updated to reflect new criteria which are required to be taken into account.
39/2010		Home Detention Curfew: Single Point of Contact for Prisoners Released to Addresses with London Probation Trust	Junior Ogueri and Suleman Quereshi Tel: 0203 334 5043/5044 Email: sppu.early.release@justice.gsi.gov.uk	29/09/2010	28/09/2014	Replaced by PSI 1/2018
40/2010		*Isolation of Telephony and/or Workstations* (Restricted)	IT	30/07/2010	N/A	Cancels PSI 18/2006
41/2010	22/2010	Research Applications	Lucy Jones 01759 475076 Business Change Group	27/09/2010	27/09/2014	Cancels PSO 7030 & PSO 7035 Cancelled by PSI 13/2012 PI 07/2012 AI 02/2012

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
42/2010	23/2010	Health and Safety Policy Statement	Occupational Health & Safety Section 0300 047 5017 mary.guinness@noms.gsi.gov.uk	20/10/2010	20/10/2014	Replaces PSO 3801 Cancelled by PSI 06/2015, PI 03/2015
43/2010	24/2010	Pre-Appointment Security Vetting	HR Directorate 030 0047 5083 david.woolger@noms.gsi.gov.uk	10/09/2010	10/09/2014	Replaced and cancelled by: PSI 07/2014 / PI 03/2014.
44/2010	-	Catering – Meals for Prisoners	Public Sector Prison Industries PSPI@justice.gov.uk	01/10/2010	N/A	Replaces PSO 5000
45/2010	-	Integrated Drug Treatment System	Jan Palmer Clinical Substance Misuse Lead Offender Health Wellington House 133-155 Waterloo Road London SE1 8UG Mob: 07917 210564 e-mail: Jan.Palmer@dh.gsi.gov.uk	27/09/2010	27/09/2014	Made Obsolete by DOPT Aug 18 – Replaced by a new substance misuse specification April 2018
46/2010	25/2010	Not issued				
47/2010	-	Instructions on Handling Mobile Phones and SIM card seizures	Intelligence & Operations Unit 0300 047 6454 mary.jones2@hmps.gsi.gov.uk	20/10/2010	20/10/2014	Cancelled by PSI 30/2011
48/2010	-	Searching of the Person – National Security Framework	Security Policy Unit 030 0047 6202 emma.prince@noms.gsi.gov.uk	12/10/2010	12/10/2014	Amends National Security Framework Function 3 Amended by PSI 19/2011 Amended by PSI 31/2011 Cancelled and replaced by PSI 67/2011 Cancelled and replaced by PSI 68/2011

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
49/2010	-	Cell, Area and Vehicle searching — National Security Framework Ref NSF 3.2	Security Policy Unit 030 0047 6202 emma.prince@noms.gsi.gov.uk	12/10/2010	12/10/2014	Amends National Security Framework Function 3 Cancels PSI 38/2008, PSI 05/2009 Amended by 28/2011 Amended by PSI 31/2011 Made obsolete by the Deregulation Team in January 2017, newer policy PSI 2011/68 which was then replaced by PSI 2016/09
50/2010	-	National Security Framework — Covert Testing	Security, Order and Counter Terrorism, Operational Response and Resilience Unit <u>Security.Procedures@justice.gov.uk</u>	12/10/2010	N/A	Amends National Security Framework Function 3 14/1/25 — cancelled and replaced by the Covert Testing Policy Framework
51/2010	-	Dealing with Evidence — National Security Framework	Security Policy Unit 030 0047 6202 emma.prince@noms.gsi.gov.uk	12/10/2010	12/10/2014	Amends National Security Framework Function 3 Also see PSI 14/2015 Disposal of prisoners unauthorised property. Cancelled by PSI 08/2016
52/2010	-	Early Days in Custody — Reception In, First Night in Custody and Induction to Custody	Offender Safety, Rights and Responsibilities Group 0300 047 5717 roy.donno2@noms.gsi.gov.uk	01/10/2010	01/10/2014	Replaces PSO 0500, Prison Standards 42 & 49. Replaces parts of PSO 0550 Cancelled by PSI 74/2011
53/2010	-	Discharge	Offender Safety, Rights and Responsibilities Group 030 0047 5717 roy.donno2@noms.gsi.gov.uk	06/10/2010	01/10/2010	Replaces PSO 6400, Prison Standard 9 Cancelled by PSI 25/2011
54/2010	-	Developing Prison Service Managers (DPSM) programme	Leadership and Talent Development Team 07973 457242 lisa.j.tillingw2@hmps.gsi.gov.uk	14/10/2010	14/10/2012	Made obsolete by the Deregulation Team in January 2017, programme has now ended.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
55/2010	-	Sentence Calculation and HDC / ERS eligibility dates – multiple sentences comprising mixtures of 1991 Act and 2003 Act release provisions	HDC: Suleman Qureshi 020 3334 5044 Sentence Calculation: Helen Scott 020 3334 5045 Licence enquiries: Brian Chapman 020 7035 1450 Early Removal Scheme: Becca Conway 020 3334 5338	13/08/2010	20/10/2014	13/08/2010 Issued in draft to prisons for immediate implementation, pending formal clearance and publication. 20/10/2010 Final approved version published. Amends PSO 6000, PSO 6650, PSO 6700 Replaced and cancelled by PSI 39/2012 Replaced and cancelled by PSI 43/2012. Cancelled by PSI 13/2013.
56/2010	-	Religious Festival Dates for 2011	Chaplaincy headquarters Kishwar Ahmed 030 0047 5178	01/01/2011	05/01/2012	Replaces PSI 32/2009 Replaced and cancelled by PSI 66/2011
57/2010	-	The replacement of the standard footwear allowance of uniformed grade with non-slip footwear	mary.guinness@noms.gsi.gov.uk 030 0047 5017	15/11/2010	15/11/2014	To be read in conjunction with PSO 8800 Corporate Image/Uniforms Cancelled by PSI 08/2011
58/2010	26/2010	The Prisons and Probation Ombudsman	PPO Terms of Reference Offender Safety, Rights & Responsibilities Group marion.stubbs2@noms.gsi.gov.uk 030 0047 5689 PPO Fatal Incident Investigation (FII) Disclosure Policy Offender Safety, Rights & Responsibilities Group jenny.rees@noms.gsi.gov.uk 030 0047 5681	02/12/2010	01/12/2014	Replaces PSO 2520 To be read in conjunction with PSO 2710 Annex A (Joint Working Protocol between the National Offender Management Service and the Prisons and Probation Ombudsman) – Follow up to Deaths in Custody

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
58/2010 (Revised)	26/2010 (Revised)	The Prisons and Probation Ombudsman	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	02/12/2010	N/A	Revised 3 May 2016 – The PPO's contact details have been updated on Pages 6–7 Jan 2022 – updated to signpost PPO's new ToR and also to reflect Complaints and Intel elements of the PSI have been replaced by new Policy Frameworks Jan 2025 – PSI cancelled. Remaining elements have been transferred to the Death in Custody PF
59/2010	27/2010	Data Gateway Service: Approval of Data Collections	Performance Information Analysis Group 030 0047 6286 Steve.Ellord-Elliott@noms.gsi.gov.uk DataGateway@noms.gsi.gov.uk	13/12/2010	12/12/2014	Replaced and cancelled by PSI 25/2012 Cancelled and replaced by PSI 21/2014.
60/2010		The Management of Protected Witnesses in a Prison Protected Witness Unit (Restricted)				No copy of this Instruction held by the OPG Secretariat
61/2010	-	Handling of Sensitive Information provided by Criminal Justice Agencies	Public Protection Casework Section Brian.Chapman@noms.gsi.gov.uk 020 7035 1450	20/12/2010	20/12/2014	Cancels PC 26/2007 Amends PSO 6000, PC 11/2008, PI 08/2009 Cancelled and replaced by PSI 26/2014. / PI 22/2014
62/2010	28/2010	Staff Resourcing	HR Shared Services Contact Centre 0845 010 3504	20/12/2010	20/12/2014	Replaces PSO 8100 Iss. 314 Cancelled by PSI 03/2017 AI 03/2017

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
01/2011	01/2011	The Instructions System – The Approval and Implementation of Policy and Instructions	Offender Safety, Rights and Responsibilities Group Allen.casey@noms.gsi.gov.uk 0300 047 5704	10/01/2011	31/12/2014	Replaces the following documents which are hereby cancelled: – PSI 23/2009, AI 1/2009, PI 1/2009. Associated documents: PSI 25/2009 AI 04/2009 Equality Impact Assessments. Replaced and cancelled by PSI 29/2012
02/2011	-	National Population Census 2011	Offender Safety, Rights and Responsibilities Group Marion.stubbs2@noms.gsi.gov.uk 0300 047 5689	04/01/2011	10/04/2011	
02/2011 (Revision)	-	National Population Census 2011	Offender Safety, Rights and Responsibilities Group Marion.stubbs2@noms.gsi.gov.uk 0300 047 5689	10/02/2011	09/04/2014	Revised 11 February 2011 – This PSI replaces PSI 02/2011 issued in January which is hereby cancelled. There are no changes to the body of the PSI but the guidance at Annex A has been amended. This revised PSI is issued due to an error at Office for National Statistics (ONS) relating to the guidance at Annex A and the requirements for prisoners to answer some questions in a certain way to ensure that outputs are both consistent and relevant. Copies of the original version issued in January must be replaced with this updated version Cancelled March 2018. Policy no longer required, relates to old Census.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
03/2011	02/2011	*Adoption Leave*	MoJ People Group hrpolicy@Justice.gov.uk	01/03/2011	N/A	<p>Cancels:</p> <p>NTS 36/2008</p> <p>Section 12 (paragraph 12.42) and Section 13 (paragraph 13.11) of the "Extract from the Staff Handbook 2005"</p> <p>April 2024 – cancelled and replaced by a pan MoJ Adoption leave policy (intranet only)</p>
04/2011	03/2011	*Career Break Scheme*	MoJ People Group hrpolicy@Justice.gov.uk	01/03/2011	N/A	<p>Cancels:</p> <p>Incorrectly states 'PSI 10/2004 <i>Career break</i> is cancelled. The title of PSI 10/2004 is <i>Issue of a model induction framework for healthcare staff</i> and this is unaffected.</p> <p>Section 13 (13.3 – 13.24) of the "Extract from the Staff Handbook 2005"</p> <p>NTS 11/2010 Revised filling vacancies process, paragraph 14</p> <p>Associated documents:</p> <p>Annual leave policy and guidance</p> <p>Maternity leave policy and guidance</p> <p>Adoption leave policy and guidance</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
05/2011	04/2011	Annual Leave Policy	Shared Service HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/03/2011	28/02/2013	<p>Cancels:</p> <p>Section 7 (7.19 – 7.23) and Section 10 including Annex A & B of the “Extract from the Staff Handbook 2005”</p> <p>NTS 36/2008</p> <p>Associated documents:</p> <p>Maternity leave policy and guidance</p> <p>Adoption leave policy and guidance</p> <p>Career break policy and guidance</p> <p>Replaced by PSI 16/2013</p>
06/2011	-	Prisoner Communications – Correspondence	Offender Safety, Rights and Responsibilities Group patrick.hunter@noms.gsi.gov.uk 0300 047 5718	01/03/2011	28/02/2014	<p>Cancels PSO 4411</p> <p>Cancelled by PSI 49/2011</p>
07/2011	-	The Care and Management of Transsexual Prisoners	equalities.group@noms.gsi.gov.uk	14/03/2011	14/03/2015	<p>Amends PSO 4455</p> <p>On 1 January 2017 replaced and cancelled by PSI 17/2016 PI 16/2016 AI 13/2016</p>
08/2011	-	*The Replacement of the Standard Footwear Allowance for Uniformed Grades with Non Slip Footwear* (amended)	Strategic Development Group UniformHMPPS@justice.gov.uk	17/02/2011	N/A	<p>Cancels PSI 57/2010</p> <p>Cancelled on 31 January 2024 – replaced by the Staff Appearance, Uniform and Work Clothing Policy Framework</p>
09/2011	-	The Cell Sharing Risk Assessment	Offender Safety Rights and Responsibilities Group Ron.elder@noms.gsi.gov.uk 0300 047 5730	04/04/2011	03/04/2014	<p>Replaces:</p> <p>PSO 2750 Chapter 5</p> <p>PSO 2750 Annex B</p> <p>Cancelled by PSI 20/2015</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
10/2011	-	Residential Services	Offender Safety, Rights & Responsibilities Group tony.watson@noms.gsi.gov.uk 0300 047 5714	01/04/2011	31/03/2014	Replaces: PSO 2510 Chapter 3 & Annex A PSO 4275 Cancelled and replaced by PSI 75/2011
11/2011	-	Incentives and Earned Privilege	Offender Safety, Rights & Responsibilities Group nina.revell@noms.gsi.gov.uk 0300 047 5688	01/04/2011	31/03/2015	Cancels PSO 4000 and PSI 32/2008 Amended by PSI 30/2013 Incentives and Earned Privileges: From 1 November 2013 PSI 11/2011 will apply only to adult prisoners (aged 18 and over) received into prison custody before that date and until they have migrated onto the new IEP Framework (see paragraph 1.2 below for further details). PSI 11/2011 will also continue to apply to young people (under 18s).
11/2011 (1 st Revision) 23 Jan 2019	-	Incentives and Earned Privilege	Operational Policy: System Delivery and Reform operational_policy1@justice.gov.uk	01/04/2011	N/A	Amendments have been made to prison-issue clothing throughout this PSI to reflect an interim change to policy which commenced on 15 November 2018: All unconvicted, civil and foreign national prisoners held under immigration powers (IS91) must be allowed to wear their own clothes. This PSI has been cancelled (on 13 January 2020) and replaced by the Incentives Policy Framework.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2011	-	Prisoners' Property	Offender Safety, Rights & Responsibilities Group Marion.Stubbs2@noms.gsi.gov.uk 0300 047 5689	01/04/2011	31/03/2015	<p>Cancels PSO 1250</p> <p>Amended by PSI 30/2013 Incentives and Earned Privileges: Paragraphs 2.3 & 2.63 and Annex A: To be amended to take into account the standardised facilities list introduced at Paragraph 10.2 and Annex F in this PSI. Paragraph 2.62: To be amended to reflect that there are now four levels of IEP privilege; Basic, Entry, Standard and Enhanced. Paragraphs 2.64 and 2.67 have been amended to take into account new restrictions on what items can be handed in and sent in to prisoners by their families and friends (see paragraphs 10.4 and 10.5 below).</p> <p>Paragraph 2.76 replaced by paragraph 3.3 in PSI 14/2015.</p>
12/2011 (revision)	-	Prisoners' Property	Equality Rights and Decency Group Marion Stubbs— Marion.Stubbs2@noms.gsi.gov.uk Tel: 0300 047 5689	01/04/2011	31/03/2015	<p>Revised 1 November 2013: This Instruction has been revised to incorporate the changes introduced in paragraphs 10.2 – 10.5 of PSI 30/2013 Incentives and Earned Privileges. Changes have been made to the references for mandatory guidance in light of revisions to the IEP policy. Revisions have been made to the following: – Paragraphs 2.3, 2.62, 2.64, 2.69, and Annex A.</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2011 (revision)	-	Prisoners' Property	Equalities, Interventions & Operational Practice group NLT@justice.gov.uk	27/01/2020 — revision	N/A	<p>Revised 07/05/2015: Amendments have been made to reflect changes made to PSI 30/2013 (Incentives and Earned Privileges) on 30 January 2015. Paragraphs 2.3 and 2.62 have been amended to include that books must be selected by Governors/Directors of contracted out prisons for inclusion in local facilities lists. Paragraph 2.64 has been amended to reflect that books are not included within the category of items which under that paragraph cannot be sent or brought into prisons. These amendments are to ensure that PSI 12/2011 is consistent with these changes already made to PSI 30/2013, and do not include any further changes to guidance.</p> <p>Contact details have also been updated.</p> <p>January 2020 — Minor changes to align with new Incentives PF.</p> <p>1 August 2022 — replaced by the Prisoners Property PF</p>
13/2011	-	National Security Framework Ref: NSF 5.2 Control of Internal Movement Function: Management and Security of Communication / Control Rooms and Internal Prisoner Movement	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk	01/04/2011	N/A	<p>This PSI, together with that on the “<i>Management and Security of Gate Services</i>”, forms the “<i>Control of Movement</i>” Function within the National Security Framework replacing guidance within the previous Function 2 (Accounting and Control)</p> <p>— Jan 2025 — cancelled and replaced by the Management of Internal Security Procedures PFs</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
14/2011	-	National Security Framework Ref: NSF 5.1 Control of Internal Movement Function: Management and Security of Gate Services	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/04/2011	N/A	This PSI, together with that on the “ <i>Management and Security of Communication/Control Rooms and Internal Prisoner Movement</i> ”, [forms] the “ <i>Control of Movement</i> ” Function within the National Security Framework replacing guidance within the previous Function 2 (Accounting and Control).
14/2011	-	National Security Framework Ref: NSF 5.1 Control of Internal Movement Function: Management and Security of Gate Services	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk		N/A	October 2020 – PSI has been revised to include the Enhanced Gate Security Policy (EGS) Operational Guidance as an Annex Jan 2025 – cancelled and replaced by the Management of Internal Security Procedures PFs
15/2011	-	National Security Framework 10.1 Visits Function: Management of Security at Visits	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/04/2011	N/A	Replaces elements of the National Security Framework (PSO 1000) within Function 2 (Accounting and Control) and the Category A annex. Cancels PSO 3610 & PSI 40/2008 April 2021 – replaced by Open and Closed Estate Management of Security at Visits PFs
16/2011	-	Providing Visits and Services to Visitors	Visits Booking and Conduct Visits Specifications: Offender Safety Rights and Responsibilities Group Grant Dalton 0300 047 5716 Services for Visitors Specification: Rehabilitation Services Group Chris Holmes 0300 047 5338	01/04/2011	31/03/2015	Cancels PSO 4410 & PSI 41/2007

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
16/2011 (Revision)	-	Providing Visits and Services to Visitors	Visits Booking and Conduct Visits Specifications: Offender Safety Rights and Responsibilities Group Grant Dalton 0300 047 5716 Services for Visitors Specification: Rehabilitation Services Group Chris Holmes 0300 047 5338	01/04/2011	31/03/2015	Update 02 June 2014 – Hyperlinks to KIDS VIP "Children Visiting Prison Good Practice" (2011) have been replaced on in paragraphs 3.20; 4.12 and 8.4
16/2011 (Revision)	-	Providing Visits and Services to Visitors	Rehabilitation and Care Services Group Central.Family.Support@justice.gov.uk	01/04/2011	N/A	<p>Update – 28 April 2016 – Amendments have been made to paragraph 3.9 and to Annex G (section entitled 'What happens during a visit?') to clarify that prisoners should be permitted to stand at the beginning and end of visits to embrace visitors. This is unless the prisoner is on closed visits or subject to other restrictions. The contact details for the Visits Booking and Conduct Visits Specifications and the PSI details relating to Foreign National Prisoners at paragraph 7.11 have been amended. No other parts of the PSI have been updated.</p> <p>Updated Jan 2019 as APVS elements have moved to the Strengthening Prisoner's Family Ties Policy Framework</p> <p>Update Oct 2021 - Amendments have been made to paragraphs 5.13 & 5.15 to clarify when inter-prison visits should be allowed.</p> <p>4/11/2024 – Updated to reference the Prison Public Protection PF</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
17/2011	-	Implementation of the Bail Accommodation and Support Service Specification	Senior Contracts Manager, BASS, National Operations Group peter.connor@justice.gov.uk 07789 921772	01/04/2011	01/04/2015	
17/2011 (Revision)	-	Implementation of the Bail Accommodation and Support Service Specification	Senior Contracts Manager, BASS, National Operations Group peter.connor@justice.gov.uk 07789 921772	01/04/2011	01/04/2015	PSI Obsolete - Replaced by BASS Policy Framework
18/2011	05/2011	*Maternity Leave Policy*	-MoJ People Group hrpolicy@Justice.gov.uk	01/04/2011	N/A	<p>Cancels:</p> <p>NTS 11/2007</p> <p>NTS 36/2008</p> <p>Section 12 (12.1 – 12.11) of the “Extract from the Staff Handbook 2005”</p> <p>Update July 2017— A further amendment has been made to clarify the scope of this policy, removing the reference to casual staff, and to replace references to Additional Paternity Leave with Shared Parental Leave.</p> <p>April 2024— cancelled and replaced by a pan-MoJ <u>Maternity leave policy</u> (intranet only)</p>
19/2011	-	Revision to NSF function 3.1 — Searching of Prisoners' Stored Property	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/04/2011	N/A	<p>Amends PSI 48/2010</p> <p>Cancelled 19/2/24 — was replaced by the Searching Policy Framework</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
20/2011	-	National Security Framework Ref: NSF 6.9 Security Management Function – Prison Dogs (Protect – Security)	Security, Order and Counter Terrorism, Operational Response and Resilience Unit ORRU.enquiries@noms.gsi.gov.uk	04/07/2011	N/A	Replaces the following documents which are hereby cancelled :- PSO 1050 Chapter 1 Prison Dog Standards, PSO 1050 Chapter 2 Prison Dog Training Aids and PSO 1053 Prison Dogs External Patrols July 2021 this PSI has been cancelled by the Prison Dogs Policy Framework.
21/2011	07/2011	Paternity / Maternity Support Leave	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/04/2011	01/04/2014	Cancels NTS 33/2003 Cancelled by 60/2011 Cancelled by 61/2011
22/2011	-	Prisoner Bedding – Fire Retardency ‘Crib’ Ratings for Furniture / Upholstery etc. in Prisons. (Annex C to PSO 3803)	Prisons Directorate (OHSE) NationalFireSafetyTeam@justice.gov.uk	28/03/2011	N/A	Inserts Annex C into PSO 3803. Jan 2022 Now merged with PSI 41/2015
23/2011	06/2011	Licences for DVD / Video Films, Music and Televisions in Prisons	Equalities, Interventions & Operational Practice group NLT@justice.gov.uk	28/03/2011	N/A	Cancels PSI 01/2010
24/2011	-	National Security Framework ref: NSF 8.1 Nights Function: Management and Security of Nights	Security, Order and Counter Terrorism, Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk	02/05/2011	N/A	“Replaces existing policy contained within the National Security Framework at Function 2 (Accounting and Control), and within the Category A annex” Jan 2025 – cancelled and replaced by the Management of Internal Security Procedures PFs
25/2011	-	Discharge	Offender Safety, Rights and Responsibilities Group Roy.Donno2@noms.gsi.gov.uk 0300 047 5717	01/04/2011	30/03/2015	Cancels PSI 53/2010 Cancelled and replaced by PSI 72/2011

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
26/2011	08/2011	NOMS Finance Manual	HMPPS Finance & Analysis Directorate policy.finance@justice.gov.uk	03/05/2011	N/A	Replaces the following documents which are hereby cancelled:- PSO 7500 Finance PSI 37/2013 — AI 15/2013 Introduces amendments to the following documents: Annexes attached to PSI 26/2011 NOMS Finance Manual Cancelled and Replaced by the Finance Manual Policy Framework — September 2019
27/2011		Contingency Planning (Restricted)	Chris Sharp OSIG	28/03/2011	30/09/2011	Cancels PSI 29/2005
28/2011	-	Revision to NSF Function 3.2 — Accommodation Fabric Checks	Security Policy Unit 0300 047 6202 emma.prince@noms.gsi.gov.uk	01/04/2011	01/04/2015	Amends PSI 49/2010 PSI cancelled by DOPT December 2017.
29/2011	09/2011	Exit Management	Shared Services HR Contact Centre Tel. 0845 010 3504 (VPN 7190 3504)	31/03/2011	31/03/2014	
29/2011 (Revision)	09/2011 (Revision)	Exit Management	Shared Services HR Contact Centre Tel. 0845 010 3504 (VPN 7190 3504)	19/04/2013	18/04/2015	F&S Revision 19 April 2013 — This PSI/AI is a re-issue of the version issued in 2011 there are no changes to the policy but it has been altered to take account of revisions that have occurred under Fair and Sustainable. All copies held of the original 2011 version must be destroyed.
29/2011 (Revision)	09/2011 (Revision)	*Exit Management*	MoJ People Group hrpolicy@Justice.gov.uk	19/04/2013	N/A	Revised 20 January 2015 for F&S Due to a report from the Public Administration Select Committee into the Business Appointment Rules, the Government has recently published a revised set of Business Appointment Rules. As a result, amendments have been made to paragraph 6.18.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2011	-	National Security Framework ref: NSF 6.8 Security Management Function: Instructions on Handling Mobile Phones and SIM Card Seizures	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit DMIUForensics@justice.gov.uk	08/04/2011	N/A	Cancels PSI 47/2010 and "All existing instructions and guidance about submitting mobile phones and SIM cards for interrogation" Also see PSI 14/2015 Disposal of prisoners unauthorised property.
31/2011		Revision to NSF Function 3 – Changes to Searching Policy for High Security Prisons	Emma Prince, Security Policy Unit emma.prince@noms.gsi.gov.uk 0300-0476202	09/06/2011	11/04/2015	Introduces amendments to the following documents:– NSF Function 3.1, (PSI 48/2010) – Searching of the Person NSF Function 3.2, (PSI 49/2010), Cell, Area and Vehicle Searching PSI cancelled December 2017. Key elements have been incorporated within the NSF.
32/2011 (revision)	-	Ensuring Equality	Strategic Development Group HMPPSDiversity_Inclusion@justice.gov.uk	27/01/2020 – revision	N/A	Cancels PSO 2800, PSO 2855, PSI 31/2008, PSI 25/2009 December 2016 – PSI 20/2016 PI 19/2016 AI 14/2016 introduces amendments to PSI 32/2011 Section 5 equality impact assessments, Annex B – B1 Bullet point 2, B4 and Annex E are cancelled January 2020 – Minor changes to align with new Incentives PF. 1 Jan 2025 – cancelled and replaced by the Advancing Equality for Offenders and Children in Custody Policy Framework

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
33/2011	11/2011	*Equality of Treatment for Employees*	Strategic Development Group HMPPSDiversity_Inclusion@justice.gov.uk	14/04/2011	N/A	Originally published with incorrect numbering displayed as PSI 33/2010, AI 11/2010 Cancels PSO 8005, PSO 8010 December 2016 – PSI 20/2016 PI 10/2016 AI 14/2016 Introduces amendments to PSI 33/2011 – AI 11/2011 Equality of treatment for employees – Section 5 equality impact assessments is cancelled. 1 Jan 2025 – cancelled and replaced by the Advancing Equality for Staff PF
34/2011	-	Licences and Licence Conditions	Public Protection Casework Section Brian Chapman 020 7035 1450 ppcs.policy@noms.gsi.gov.uk For extremism issues: cppc.@noms.gsi.gov.uk For victims issues: laura.toze@noms.gsi.gov.uk For bespoke condition queries: james.hough@noms.gsi.gov.uk	26/04/2011	20/04/2015	Cancels PSO 6000 chapter 14 Should be read in conjunction with; PSI 65/2014 Replaced & cancelled by PSI 40/2012. All hard copies of this instruction must be destroyed.
35/2011	12/2011	Prisoner Participation in Public Consultation Exercises	Offender Safety, Rights and Responsibilities Group ossr-mu@noms.gsi.gov.uk Allen Casey 0300 047 5704	26/04/2011	20/04/2015	Made obsolete by the Deregulation Team in January 2017, no longer required
36/2011	13/2011	Offender Manager Psychologist Report Form SPRE	Jo Bailey Psychology			No copy of this Instruction held by the OPG Secretariat
36/2011 (Revision)	13/2011 (Revision)	Offender Manager Psychologist's Report Form SPRE	Rehabilitation and Support Services Group psychologyoperationaldelivery@justice.gov.uk	09/12/2011	N/A	Amended version revised December 2011 updating the required format for the submission of SPRE Reports Psychologists' Report

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
37/2011	-	Transfer to the Parole Board of functions under the Criminal Justice Act 1991: release of long-term prisoners	Becca Conway 020 3334 5338 Helen Scott 020 3334 5045 early.release@justice.gsi.gov.uk	20/05/2011	05/05/2015	Amends PSO 6000 Cancelled April 2018. Superseded by PSI 2012/30.
38/2011	-	Public Protection Manual Chapter 12: Terrorist Notification Requirements: Version 5.0 April 2011	Khyati Parmar 0207 035 6958 Khyati.parmar@noms.gsi.gov.uk	21/06/2011	07/06/2012	Introduces an additional chapter to the Public Protection Manual (PPM) On 11 January 2017 replaced and cancelled by PSI 18/2016 PI 17/2016

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
39/2011		National Security Framework Ref NSF 1.2 Categorisation Function: Categorisation And Recategorisation Of Women Prisoners	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk	01/09/2011	N/A	<p>Replaces the following documents which are hereby cancelled: -</p> <p>PSO 0900 Categorisation & Allocation</p> <p>PSI 35/2002 Allocation of Deportees to Open Conditions</p> <p>PSI 26/2007 Maximising Occupancy of the Open Estate</p> <p>PSI 16/2008 Making Best Use of the Open Estate</p> <p>PSI 3/2009 Recategorisation to Category D and Other Matters</p> <p>It also replaces policy and guidance on categorisation and recategorisation contained in Function 1 of the National Security Framework (NSF)</p> <p>This guidance should be read in conjunction with PSI 3/2010 Category A and Restricted Status Prisoners: Reviews of Security Category</p> <p>13 May 2021 – updated to reflect those convicted of terrorist offences will not be suitable for open conditions</p> <p>29 Sept 2021 The update increases the general time period before earliest release date when a female offender serving a determinate prison sentence can generally be considered for assignment to security category "Open", from two years to three years</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
40/2011		National Security Framework Ref: 1.1 Categorisation Function: Categorisation And Recategorisation Of Adult Male Prisoners	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/09/2011	N/A	Replaces the following documents which are hereby cancelled:- PSO 0900 Categorisation & Allocation PSI 35/2002 Allocation of Deportees to Open Conditions PSI 26/2007 Maximising Occupancy of the Open Estate PSI 16/2008 Making Best Use of the Open Estate PSI 3/2009 Recategorisation to Category D and Other Matters It also replaces policy and guidance on categorisation and recategorisation contained in Function 1 of the National Security Framework (NSF) This guidance should be read in conjunction with PSI 3/2010 Category A and Restricted Status Prisoners: Reviews of Security Category PSI 01/2015 replaces page 23 paragraphs 18-28, page 33 paragraphs 12-22, page 39 Annex H
40/2011		National Security Framework Ref: 1.1 Categorisation Function: Categorisation And Recategorisation Of Adult Male Prisoners	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/09/2011	N/A	Update 20/02/2020 — Line added on front page to reflect the publication of the Security Categorisation PF. Feb 21 — PSI cancelled and replaced by the Categorisation PF which has now been rolled out

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
41/2011		National Security Framework Ref: 1.3 Categorisation Function: Categorisation And Recategorisation Of Young Adult Male Prisoners	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/09/2011	N/A	Replaces the following documents which are hereby cancelled:- PSO 0900 Categorisation & Allocation (Chapter 3) PSI 35/2002 Allocation of Deportees to Open Conditions PSI 26/2007 Maximising Occupancy of the Open Estate PSI 16/2008 Making Best Use of the Open Estate PSI 3/2009 Recategorisation to Category D and Other Matters It also replaces policy and guidance on categorisation and recategorisation contained in Function 1 of the National Security Framework (NSF). This guidance should be read in conjunction with PSI 3/2010 Category A and Restricted Status Prisoners: Reviews of Security Category
41/2011		National Security Framework Ref: 1.3 Categorisation Function: Categorisation And Recategorisation Of Young Adult Male Prisoners	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/09/2011	N/A	Update 20/02/2020 — Line added on front page to reflect the publication of the Security Categorisation PF. Feb 21 — PSI cancelled and replaced by the Categorisation PF which has now been rolled out
42/2011	-	End Of Polygraph Pilot	NOMS Public Protection & Mental Health Group Joan Scott: 0207 035 8202 joan.scott@noms.gsi.gov.uk	01/07/2011	31/10/2011	Replaces PSI 04/2009. It cancels the requirement to include a polygraph condition in license and applies to all licenses commencing from 1 st July 2011. Replaced and cancelled by PSI 36/2014, PI 53/2014

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
43/2011		Managing and reporting on extremist behaviour in custody (Protect)	Extremism Unit, Clive House, 70 Petty France, London, SW1H 9EX. Telephone 0300 047 6163/6167 Email securitygroup.extremism@hmps.gsi.gov.uk	11/07/2011	29/06/2015	Cancels PSO 1005 Replaced by PSI 33/2014
44/2011	-	Identity (ID) for Bank Account Applications for all prisoners	Reducing Reoffending, Partnerships and Accommodation Directorate NewFuturesNetwork@justice.gov.uk	01/08/2011	N/A	Amends PSI 35/2009 Replaces the following documents which are hereby cancelled:- PSI 45/2007 Education Maintenance Allowance (EMA) and Identity (ID) for Bank Account Applications by young people (16-18 years of age)
45/2011		The Prison Library Service	Sharon Barrett Head of Prison skills and Employment, Offender Employment Skills and Services Group, Directorate of Commissioning and Commercial, National Offender Management Service Clive House 70 Petty France London SW1H 9HD Tel: 0300 047 5194	28/02/2012	01/01/2016	Replaces the following documents which are hereby cancelled:- PSO 6710 Prison Libraries Introduces amendments to the following documents: Prison Library Specification (Jan 2012) Mandatory Publication List (Jan 2010) Libraries Template SLA (March 2010) Cancelled by PSI 02/2015
46/2011		Tackling Witness Intimidation By Remand Prisoners	Patrick Hunter – Offender Safety, Rights and Responsibilities Group Tele: 0300 047 5718 Email: Patrick.Hunter@noms.gsi.gov.uk	01/10/2011	01/09/2015	
46/2011 (Revision)		Tackling Witness Intimidation by Remand Prisoners	Equalities, Interventions & Operational Practice group NLT@justice.gov.uk	01/10/2011	N/A	Update May 2016: Amendments made to the contact details on the front page and page 6. Cancelled 5/1/2024 – changes made to PPM which make this PSI obsolete

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
47/2011		Prisoner Discipline Procedures	Roy Donno, Offender Safety, Rights and Responsibilities Group Roy.Donno2@noms.gsi.gov.uk 0300 047 5717	01/10/2011	18/09/2015	Replaces the following documents which are hereby cancelled:- PSO 2000 Prison Discipline Manual Adjudications (except in respect of adjudications begun prior to the effective date of this PSI), PSI 11/2008, PSI 13/2010, PSI 32/2010, Standard 2 Adjudications Letter from Michelle Jarman-Howe to Regional Managers 11 th October 2007: instruction to contracted prisons Amended by PSI 31/2013 Recovery of monies for damage to prisons and prison property
47/2011 (Revised)		Prisoner Discipline Procedures	adjudicationsenquiries@noms.gsi.gov.uk	01/10/2011	18/09/2015	F&S Revised 26 June 2013 This is a revision to PSI 47/2011 Contact: Roy Donno's details have now been removed. Any enquiries should be addressed to the Adjudications functional mailbox detailed above. Paragraph 2.4 should be amended to: Adjudications, including opening and adjourning hearings, must be conducted by operational Managers (or equivalent in contracted prisons), at a minimum level of Band 7, who have passed the Adjudications training provided by Training Services, or equivalent training provided for staff of contracted prisons. In establishments where a Minor Reports system operates Minor Report hearings may be conducted by competent Supervising Officers who have passed the Minor Reports course. No copy of this Instruction held by the OPG Secretariat

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
47/2011 (Revised)		Prisoner Discipline Procedures	adjudicationsenquiries@noms.gsi.gov.uk	01/10/2011	18/09/2015	Updated 1 November 2013 – Paragraphs 2.84 and 2.129 in Annex A have been removed having been superseded by PSI 31/2013 – Recovery of Monies for Damage to Prisons and Prison Property. DIS 2, DIS 3, DIS 7, DIS 8, IA 3 and IA 4 forms have also been revised and replaced. These changes reflect the new powers in respect of the non-punitive compensation requirements.
47/2011 (Revised)		Prisoner Discipline Procedures	adjudicationsenquiries@noms.gsi.gov.uk	01/10/2011	18/09/2015	Re-issued 10 August 2016 – Adjudication forms DIS 1 – 9, AI 1 – 4, & MR 1 inserted at Annex B for ease of access due to old intranet hyperlinks which are now obsolete. The forms and this Instruction have not changed to those previously issued.
47/2011 (Revised)		Prisoner Discipline Procedures	Operational_policy1@Justice.gsi.gov.uk	01/10/2011	18/09/2015	Re-issued 29 September 2017 Following the HMPPS and MoJ organisational restructure, a new Operational Policy Enquires functional mailbox has been set up. All operational policy enquiries, including for adjudications which would usually have been sent to the adjudication enquiries mailbox should now be sent to the operational policy enquiries functional mailbox at Operational_policy1@Justice.gsi.gov.uk.
47/2011 (Revised)		Prisoner Discipline Procedures	Operational Policy: System Delivery and Reform Operational_policy1@Justice.gsi.gov.uk	01/10/2011	N/A	April 2019. PSI Replaced by PSI 05/2018 (Dec 18) but still applies to any adjudications which commenced before 1/2/19 31/5/2024 – replaced by the Adjudications PF

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
48/2011	-	Prisoners' Earnings Act 1996	Offender Safety Rights & Responsibilities Group: 0300 047 5688 Nina.Revell@noms.gsi.gov.uk 0300 047 5687 Paul.Norman2@noms.gsi.gov.uk	08/04/2011	03/08/2015	Supersedes any conflicting instructions in PSO 2300 and PSO 4460. Cancelled and replaced by PSI 76/2011
49/2011		Prisoner Communication Services	Patrick Hunter Offender Safety Rights and Responsibilities Group for correspondence related issues Tel: 0300 047 5748 Grant Dalton, Offender Safety Rights and Responsibilities Group for telephone related issues Tel: 0300 047 5746	01/10/2011	18/09/2015	Replaces the following documents which are hereby cancelled:- PSO 4400 Chapter 4 Prisoners' use of telephones PSI 06/2011 Prisoner Communications Correspondence
49/2011 (Re-issued)		Prisoner Communication Services	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	01/10/2011	N/A	Re-issued 7 December 2017: Following the HMPPS and MoJ organisational restructure, a new functional mailbox has been set up within the Deregulation & Operational Policy Team for all operational policy enquiries. This update provides the new contact details and no other amendments have been made to this instruction. Updated 15/11/2018 – Amendments have been made as per the Senior Leaders' Bulletin to Governors/Directors of Contracted Prisons clarifying the policy set out in paragraph 9.1.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
49/2011 (Re-issued)		Prisoner Communication Services	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	06/11/2020	N/A	Updated in November 2020 . Revised to align with a number of policies. Updated Sept 2021 – Amendments have been made to paragraphs 2.24 & 6.20 to clarify when inter-prison contact should be allowed. 20/09/2022 - Updated as a result of publication of the ACCI Policy Framework 05/01/2024 - Amended to align with the ACCI PF, PSI 18/2016 and references to the PPO's complaints investigation's team have changed 04/11/2024 was updated to refer to the Prison Public Protection PF
50/2011		Use of Prison NOMIS Functional Mailboxes	Dean Osborn Dean.osborn@noms.gsi.gov.uk Tel: 07968 553 753 OR Mark Hadlum Tel: 07545 732 679	26/09/2011	25/09/2014	Should be read in conjunction with; PSO 9050 & PSO 9010 Policy cancelled December 2017 – obsolete
51/2011		Faith and Pastoral Care for Prisoners	Chaplaincy HQ chaplaincyhqenquiries@noms.gsi.gov.uk uk	03/11/2011	02/11/2015	Replaces the following documents which are hereby cancelled: – PSI 51/2011 “Faith and Pastoral Care of Prisoners” must replace PSO 4550 “Religion Manual” copies of which must now be destroyed. Cancelled and replaced by PSI 05/2016 Faith and Pastoral Care

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
51/2011 (Revision)		Faith and Pastoral Care for Prisoners	Chaplaincy HQ chaplaincyhqenquiries@noms.gsi.gov.uk	03/11/2011	02/11/2015	Revised November 2013 Quakerism and Rastafari Annexes added Cancelled and replaced by PSI 05/2016 Faith and Pastoral Care
52/2011		Immigration, Repatriation and Removal Services	FNO and Litigation ERDForeignNationals@justice.gov.uk	18/11/2011	N/A	Replaces the following documents which are hereby cancelled: - PSO 4630 PSI 35/2008 Should be read in conjunction with; PSI 59/2011
53/2011		Prisoner Retail	Sarah Haverson, Head of Prisoner Retail Sarah.haverson@noms.gsi.gov.uk Tel: 0300 047 5198	07/10/2011	07/10/2015	Replaces the following documents which are hereby cancelled:- PSO 5200 Cancelled and replaced by -PSI 23/2013
54/2011		Mother & Baby Units	Barbara Treen, Head of NOMS Women's Team	01/10/2011	01/10/2015	Replaces the following documents which are hereby cancelled:- PSO 4801 The Management of Mother and Baby Units Cancelled and replaced by PSI 49/2014, PI 63/2014
55/2011		National Security Framework Ref: 6.2 Security Management Function: Management and Security of Keys and Locks	Security, Order and Counter Terrorism: Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/10/2011	N/A	Introduces amendments to the following documents:- National Security Framework 2 (-) Jan 2025 — cancelled and replaced by the Management of Internal Security Procedures PFs

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
56/2011		National Security Framework Security Management Function Management and Security of Escape (E-list) Prisoners	Guy Woollven, Security Policy Unit guy.woollven@noms.gsi.gov.uk Tel: 0300 047 6207	01/10/2011	01/10/2015	Introduces amendments to the following documents:– National Security Framework 2 (Accounting and Control) <i>Cancelled and replaced by PSI 10/2015</i>
57/2011		National Security Framework Ref: 9.2 Risk Assessment Function: Management and Security of Tools and Equipment	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/10/2011	N/A	Introduces amendments to the following documents:– National Security Framework 2 (Accounting and Control) Jan 2023 – update to Para 5.8 Jan 2025 – cancelled and replaced by the Management of Internal Security Procedures PFs
58/2011		Physical Education (PE) for Prisoners	Public Sector Prison Industries PSPI@justice.gov.uk	01/10/2011	N/A	Replaces and cancels: PSO 4250 (Physical Education) 20/2/25 – paras 4.11 and 4.12 updated in relation to Data Protection
59/2011		The Early Removal Scheme and Release of Foreign National Prisoners	Becca Conway, Sentencing Policy and Penalties Unit, Ministry of Justice Tel: 0203 334 5338 Rebecca.conway@justice.gsi.gov.uk OR SPPU.Early.Release@justice.gsi.gov.uk	14/11/2011	03/11/2015	Replaces the following documents which are hereby cancelled:– Chapter 9 PSO 6000; PSI 19/2008; PSI 45/2008; PSI 14/2009 Should be read in conjunction with; PSI 52/2014 Replaced & cancelled by PSI 38/2012 Cancelled by PSI 04/2013

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
60/2011	14/2011	Additional Paternity Leave	Shared Services HR Contact Centre Tel: 0845 010 3504 (VPN 7190 3504)	06/10/2011	05/10/2014	Replaces the following documents which are hereby cancelled: – AI 07/2011 PSI 21/2011 Made obsolete by the Deregulation Team in January 2017, newer policy shared parental leave PSI 2013/20
61/2011	15/2011	*Paternity/Maternity Support Leave*	MoJ People Group hrpolicy@justice.gov.uk	06/10/2011	N/A	Replaces the following documents which are hereby cancelled: – AI 07/2011 PSI 21/2011 April 2024 – Cancelled and replaced by a pan-MoJ <u>Maternity support (paternity) leave policy</u> (intranet only)
62/2011		Procedure for the Transfer From Custody of Children and Young People to and from Hospital Under the Mental Health Act 1983 in England	HMPPS Youth Custody Service YCSFrameworkengagement@justice.gov.uk	05/12/2011	N/A	Introduces amendments to the following documents: PSI 50/2007 Mental Health Transfer
63/2011		National Security Framework Ref: 6.7 Security Management Function: Management of the Local Security Strategy (LSS)	Security, Order and Counter Terrorism: Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk	21/10/2011	N/A	Introduces amendments to the following documents: National security Framework NSF – Local Security Strategy Management Instructions 31/3/25 – cancelled and replaced by the Management of the Local Security Strategy PF

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
64/2011		Management of Prisoners at Risk of Harm to Self, to Others and From Others (Safer Custody)	riskofharmPSInquiries@noms.gsi.gov.uk	01/04/2012	31/01/2016	Replaces the following documents which are hereby cancelled:- PSO 2700 Suicide and Self Harm PSO 2750 Violence Reduction PSO 2710 Follow up to Deaths in Custody Introduces amendments to the following documents: PSO 1400
64/2011 (Revision)		Management of Prisoners at Risk of Harm to Self, to Others and From Others (Safer Custody)	riskofharmPSInquiries@noms.gsi.gov.uk	01/04/2012	31/01/2016	Updated February 2012

64/2011 (Revision)		Management of Prisoners at Risk of Harm to Self, to Others and From Others (Safer Custody)	Prison Safety PrisonSafetyAdmin@justice.gov.uk	27/01/2020 —revision	N/A	<p>Revised September 2013 Minor updates due to F&S—</p> <p>Page 28 Chapter 5— First case review— reference to the appointment of a case manager should now read: <i>Appoint a Case Manager of minimum grade of NOMS Band 4 or NHS Band 5 Nurse.</i></p> <p>Page 41 Chapter 8— First paragraph—‘This chapter is aimed at those prisoners whose behaviour is so challenging and disruptive that they need additional case management in order that their risk of harm...’ is amended to: ‘This chapter is aimed at those prisoners whose behaviour is so challenging and disruptive that they need additional case management in order that their <i>heightened or exceptional</i> risk of harm...’ An additional sentence is added to the first paragraph: ‘In such cases, the case review team must be led by a minimum of a Band 5, Custodial Manager who will chair the case reviews for as long as the risk dictates that the prisoner is supported by an enhanced case review.’ This replaces the paragraph: ‘The enhanced case review team must include a duty operational manager, or above.’</p> <p>January 2020— Minor changes to align with new Incentives PF.</p> <p>April 2021— Revision to the Assessment, Care in Custody and Teamwork (ACCT) policy guidance to replace version 5 to include female and all ACCT pilot sites</p> <p>5 July 2021— revised to show ACCT v6 now applies to the whole estate</p> <p>1 Jan 2025— cancelled and replaced by the Prison Safety PF</p>
-----------------------	--	--	---	-------------------------	-----	--

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
65/2011		Foreign National Prisoners Liable to Deportation	Brian Chapman Licence Conditions Lead Offender Management and Public Protection Group Tel: 0300 047 4424 Brian.Chapman@noms.gsi.gov.uk Offender Safety Rights & Responsibilities Group Tel: 0300 047 6535	02/11/2011	01/11/2015	Replaces the following documents which are hereby cancelled:- PSI 28/2006 Foreign National Prisoners Liable to Deportation Cancelled and replaced by PSI 29/2014. / PI 26/2014
66/2011		Religious Festival Dates For 2012	Kishwar Ahmed Chaplaincy Headquarters Tel: 0300 047 5178	01/01/2012	01/01/2013	Replaces the following documents which are hereby cancelled:- PSI 56/2010 (not until January 2012) Replaced & cancelled by PSI 35/2012
67/2011		National Security Framework Searching of the Person	Emma Price Security Policy Unit emma.prince@noms.gsi.gov.uk Tel: 0300 047 6202	01/11/2011	30/10/2015	Introduces amendments to the following documents:- NSF Function 3 (Searching) This PSI also cancels and replaces PSI 48/2010 Cancelled by PSI 07/2016

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
68/2011		National Security Framework Cell, Area and Vehicle Searching	Emma Price Security Policy Unit emma.prince@noms.gsi.gov.uk Tel: 0300 047 6202	01/11/2011	30/10/2015	Introduces amendments to the following documents:- NSF Function 3 (Searching) This PSI also cancels and replaces PSI 48/2010 PSI 38/2008 Full Search Arrangements for Women and PSI 05/2009 BOSS are revoked Cancelled by PSI 09/2016
69/2011		Prison Radio Communications	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	10/11/2011	N/A	Cancelled 10/6/24. PSI obsolete and any information regarding this is issued through internal communications
70/2011		Production Requests from non-police WLEAS (Restricted)				Cancelled by PSI 26/2012 No copy of this Instruction held by the OPG Secretariat
71/2011		Parole Hub Pilot	Andrew Sansom Tel: 0300 047 4219	01/01/2012	31/12/2012	Made obsolete by the Deregulation Team in January 2017, pilot programme completed
72/2011		Discharge	Offender Safety Rights & Responsibilities Group Tel: 0300 047 6535	01/01/2011	13/12/2015	Replaces the following documents which are hereby cancelled:- PSI 25/2011

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
72/2011 (Revised)		Discharge	Probation and Reducing Reoffending Directorate Shazia.fletcher@justice.gov.uk	01/01/2011	N/A	Revised 29 December 2015: This instruction introduces changes made to NOMS Service Specifications to capture NOMS responsibilities resulting from the new requirements under the Care Act 2014. Update 16 August 2022: Amendments have been made to the name and amount of Discharge Grant eligible prisoners receive on release from custody. Update 16 August 2023: Amendments have been made to the amount of Discharge Grant. 4/11/2024 – Updated to reference the Prison Public Protection PF
73/2011		Prison NOMIS (Prison National Offender Management Information System)				Introduces amendments to the following documents:– Replaces any instructions in relation to the Local Inmate Database System (LIDS) No copy of this Instruction held by the OPG Secretariat
73/2011 (Revision)		Prison NOMIS (Prison National Offender Management Information System)	Dean Osborn Email: Dean.Osborn@noms.gsi.gov.uk	27/01/2012	16/01/2016	Amendment: Original Para. 2.8 removed from this version Cancelled and replaced by PSI 23/2014.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
74/2011		Early Days in Custody – Reception in, First Night in Custody, and Induction to Custody	Offender Safety Rights & Responsibilities Group Tel: 0300 047 6535 Marion Stubbs – in connection with the amendments (at paragraphs 1.1; 1.2; 1.9; 4.9; and 4.12) Marion.stubbs2@noms.gsi.gov.uk Tel: 0300 047 5689	01/01/2012	20/12/2015	Replaces the following documents which are hereby cancelled:- PSI 52/2010 PSO 2605 Cancelled and replaced by PSI 07/2015, PI 06/2015
75/2011		Residential Services	Offender Safety, Rights and Responsibilities Group Tel: 0300 047 6533	01/01/2012	20/12/2015	Cancels PSI 10/2011 Chapter 10 and annex H of PSO 2510 are cancelled Amended by PSI 30/2013: Paragraph 2.4: To be amended to record the four levels of IEP privilege; Basic, Entry, Standard and Enhanced.
75/2011 (Revision)		Residential Services	Equality Rights and Decency Group Tel: 0300 047 6533	01/01/2012	20/12/2015	Revised 1 November 2013 to reflect that there are now four levels of IEP privilege; Basic, Entry, Standard and Enhanced. This change has been made in light of the revisions to the IEP policy introduced in PSI 30/2013 Incentives and Earned Privileges. Revisions have been made to Paragraphs 2.4 – 2.6.
75/2011 (Revision)		Residential Services	Prison Operational Policy and Delivery Group PrisonFrameworks@justice.gov.uk	01/01/2012	N/A	Revised 8 January 2016 amended to reflect the new requirements introduced by the Care Act 2014. Consideration needs to be given by prisons to what extent the additional requirement identified for the care and support of individual prisoners impacts on the delivery of Residential Services. 21 January 2016 - this revision was withdrawn January 2020 – Minor changes to align with new Incentives PF. April 2025 – Number of amendments

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
76/2011		Prisoners Earnings Act 1996	<p>Paul Norman,</p> <p>Offender Safety Rights & Responsibilities Group,</p> <p>Email: Paul.Norman2@noms.gsi.gov.uk</p> <p>Tel: 0300 047 5687</p>	01/01/2012	31/12/2015	<p>Replaces PSI 48/2011</p> <p>This PSI supersedes any conflicting instructions in PSO 2300 and PSO 4460, particularly the explicit reference in the latter to the Prisoners' Earnings Act not having been implemented</p> <p>PSI 13/2015 Annex G and F (Memoranda of understanding for paid and unpaid work placements) replace those included in PSO 2300 – Resettlement and PSI 76/2011 – Prisoner Earnings Act 1996.</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
76/2011 (Revision)		Prisoners' Earnings Act 1996	Reducing Reoffending – Offender Employment toby.sherwin@justice.gov.uk	20/12/2011	N/A	<p>Revised 11 February 2016 to reflect a NOMS bank account change, in line with all other government departments. The Memorandum of Understanding (Annex C) between the prison and employer has been amended deleting reference to Citi bank. Establishments are also reminded of the expectations on them when submitting the PEA001 form to Shared Services. No other amendments (except minor PSI referencing and template changes) have been made.</p> <p>N.B. This change involves minor amendments to PSI 13/2015 Release on Temporary Licence (ROTL) (updated Memorandum of Understanding between the prison and external employer) and PSI 72/2011 Discharge (reminder to update the PEA001 form on release), which will be amended in due course.</p> <p>20 Feb 2025. Para 1.13 updated in relation to Data Protection</p>
01/2012		Manage Prisoner Finance	Simon Greenwood, Offender Safety, Rights & Responsibilities Group Tel: 0300 047 5686 Simon.Greenwood@noms.gsi.gov.uk Paul Norman, Offender Safety, Rights & Responsibilities Group Tel: 0300 047 5687 Paul.Norman2@noms.gsi.gov.uk	01/01/2012	31/12/2016	<p>Replaces the following documents which are hereby cancelled: PSQ 4465, Prisoners Personal Financial Affairs. PSI 30/2008 Prisoners' Private Cash</p> <p>Amended by PSI 30/2013: Paragraph 2.4: To be amended to record the four levels of IEP weekly spend limits as set out in Paragraph 9.16 of this PSI.</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
01/2012 (Revision)		Manage Prisoner Finance	Equality, Rights and Decency Group Patrick Hunter Telephone 0300 047 5718 Patrick.Hunter@noms.gsi.gov.uk Paul Norman Tel: 0300 047 5687 Paul.Norman2@noms.gsi.gov.uk	01/01/2012	31/12/2016	Updated 1 November 2013 Changes introduced in paragraph 9.16 of PSI 30/2013 Incentives and Earned Privileges, regarding references to mandatory guidance in light of revisions to the IEP policy. Revision has been made in this PSI to the following: Paragraph 2.4. Introduction of PSI 31/2013 Recovery of Monies for Damage to Prisons and Prison Property which require prisoners to pay for destroying any part of a prison or any other property belonging to a prison. Revision has been made in this PSI to the following: Paragraph 2.38.
01/2012 (Re-issued)		Manage Prisoner Finance	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	01/01/2012	N/A	Re-issued December 2017: Following the HMPPS and MoJ organisational restructure, a new functional mailbox has been set up within the Deregulation & Operational Policy Team for all operational policy enquiries. This update provides the new contact details and no other amendments have been made to this instruction.
01/2012 (Revision)		Manage Prisoner Finance	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	27/01/2020 – revision	N/A	Re-issued October 2019 following publication of new HMPPS Finance Manual Policy Framework. January 2020 – Minor changes to align with new Incentives PF. Nov 2020 – Changes made to align with the Financial Investigation Unit PF Sep 2022 - Private cash levels have been increased by 10%. 1 April 2025 - Private cash levels have been increased by 10%.
-	01/2012 AI Only	Implementation of the senior attendance centre service specification	Gillian Hirst, Community Lead ✉ gillian.hirst@noms.gsi.gov.uk ☎ 07894 489878	01/04/2012	31/03/2015	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
02/2012		Prisoner Complaints	Marion Stubbs, Offender Safety, Rights & Responsibilities Group Marion.Stubbs2@noms.gsi.gov.uk Tel: 0300 047 5689	01/04/2012	31/12/2016	Changes to the Prisoner Complaints system are effective from 1.4.2012. PSO 2510 Prisoners' Request and Complaints Procedures (as amended by PSI 75/2011 Residential Services) remains in force until 1.04.2012 at which time it will be cancelled.
02/2012 (Revision)		Prisoner Complaints	Equalities, Interventions & Operational Practice group NLT@noms.gsi.gov.uk	01/04/2012	N/A	Revised 8 January 2016 to reflect changes arising from the Care Act 2014 covering social care provision. The revised PSI will enable staff to deal efficiently with complaints which are about services which are the responsibility of the local authority and the prison jointly. 1/8/2019 — Replaced by the Prisoner Complaints Policy Framework
03/2012		Activity Allocation	Directorate of Safety and Rehabilitation rscg.governance@justice.gov.uk	28/02/2012	N/A	
04/2012		Enablers of Health, Library, Education and Jobcentre Plus Services in Prisons	Health and Care Partnerships Group health@justice.gov.uk	24/02/2012	N/A	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
05/2012		Process for Opening, Closing or Re-Designating Industrial Workshops (including charity workshops) and Laundries	Public Sector Prison Industries PSPi@justice.gov.uk	01/04/2012	N/A	Replaces the following documents which are hereby cancelled:- PSI 24/2009 (Hard copies in libraries must be retained and cross referenced as there will be no hard copies of this PSI printed). Sept 2022 replaced by the Prisons Industries policy framework
06/2012 (revision)		Prisoner Employment, Training and Skills	Education Reform Prison_Education@justice.gov.uk	27/01/2020 – revision	N/A	Replaces the following documents which are hereby cancelled: - PSO 4205 Education in Prisons PSO 4200 Education and Training: The Prison Service Education Curriculum Framework (The Core Curriculum). Amended April 2019 , as a result of the new Education Policy Framework, to reflect some provision is now Wales only January 2020 – Minor changes to align with new Incentives PF.
07/2012		Implementation of the Deliver Accredited Programmes Specification	Rehabilitation and Support Services Group psgbusinesssupportunit@justice.gov.uk	01/04/2012	N/A	
08/2012		Care and Management of Young People	Matthew Armer — Tel: 0300 047 5336 matthew.armer@noms.gsi.gov.uk Matthew Clarke Tel: 0300 047 5327 matthew.clarke@noms.gsi.gov.uk Young People's Team Zone 3.10 Clive House 70 Petty France London SW1H 9EX	01/04/2012	31/03/2016	Replaces the following documents which are hereby cancelled:- PSI 28/2009 'Care and Management of Young People' Chapter 2 paragraph 2.12-214 policy on the searching of young people replaced by PSI 16/2014

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
08/2012 (Revised)		Care and Management of Young People	HMPPS Youth Custody Service YCSFrameworkengagement@justice.gov.uk	27/01/2020 – revision	N/A	Revised January 2019. Certain parts of chapter 2 and chapter 5 now apply to Wales only, following publication of the Building Bridges Policy Framework. January 2020 – Minor changes to align with new Incentives PF. July 2023 - Chapter 2 only has been cancelled and replaced by the new Safeguarding and Child Protection in the Children and Young People Secure Estate Policy Framework Feb 25 Annex D updated in relation to Data Protection
09/2012		Implementation of the Service Specification for bail Service	Roz Evenden Email: roz.evenden@noms.gov.uk Mobile: 07545 732823	01/04/2012	31/03/2016	Revised
09/2012 (Revision)		Implementation of the Service Specification for Bail Service	Assurance and Intelligence Team ProbationPolicy.Enquiries@justice.gov.uk	01/04/2012	N/A	Updated 19 August 2013 - BASS PSI 34/2010 – PI 09/2010 has now been cancelled and replaced by PSI 25/2013 – PI 10/2013. Paragraph 1.7, and the contact details and the associated documents on the front page of this PSI have been amended accordingly referencing the new instruction.
10/2012		Conveyance and Possession of Prohibited Items and Other Related Offences	Security, Order and Counter Terrorism – Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk	26/03/2012	N/A	This PSI replaces PSO 1100, Conveyance of Unauthorised Articles and Other Related Offences. NSF Function 6.3 within this PSI has been updated by PSI 21/2015 29 Nov 21 – addition of Annex 10 concerning the EMS applying tags in establishments, pre release. Jan 2025 – cancelled and replaced by the Managing conveyance of unauthorised and illicit items policy frameworks (open and closed prisons)

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
11/2012		Incident Reporting (Restricted)	Security, Order and Counter Terrorism ORRU.enquiries@noms.gsi.gov.uk			No copy of this Instruction held by the OPG Secretariat Cancelled and replaced by the Incident Management Manual May 2022
12/2012		Rehabilitation Services Specification – Custody	Sarah Ashcroft, Commissioning Strategies Group 0300 047 5614	01/04/2012	31/03/2016	Cancels all but Chapter 7 of PSO 2300 Resettlement. Cancelled & replaced by PSI 04/2015, PI 01/2015
13/2012	02/2012	Research Applications	Robin Moore Planning and Analysis Group 0300 047 5590 robin.moore@noms.gsi.gov.uk National.Research@noms.gsi.gov.uk	01/04/2012	01/04/2016	Cancelled and replaced by PSI 22/2014. / PI 17/2014.
14/2012		Implementation of the Service Specification for “Manage the Sentence: Pre and Post Release from Custody” (transitional version)	Safety Team omicenquiries@justice.gov.uk	01/04/2012	N/A	
15/2012	03/2012	Travel and Subsistence	HR Shared Services 0845 010 0302	06/04/2012	31/03/2016	Cancels AI 17/2010 and PSI 26/2010
15/2012(Revision)	03/2012 (Revision)	*Travel and Subsistence (Revised Version for F&S)*	MoJ People Group hrpolicy@Justice.gov.uk	11/04/2013	N/A	Update April 2013 - This PSI/AI is a re-issue of the version issued in 2012 there are no changes to the policy but it has been altered to take account of revisions that have occurred under Fair and Sustainable. 1 Apr 2025 - minor changes regarding incidental travel linked to overnight subsistence
16/2012	04/2012	Information Risk Management Policy	Clare Lewis, Information, Assurance and Policy Team. Clare.lewis@hmps.gsi.gov.uk 0300 047 6258	15/05/2012	02/2016	Cancelled and replaced by PSI 06/2016 AI 08/2016 Information Risk Management

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
17/2012		Certified Prisoner Accommodation	Estates Transformation cell.certification@noms.gsi.gov.uk	23/04/2012	N/A	Cancels PSO 1900 22/04/2022 – replaced by the Certified Prisoner Accommodation Policy Framework
18/2012	05/2012	Tariff Expired Removal Scheme (TERS)	Nicky Halse, Public Protection Casework Section, NOMS 03000 474468 Nicola.halse@noms.gsi.gov.uk Rebecca Conway, Sentencing Policy and Penalties Unit, MoJ 0203334 5338 Rebecca.conway@justice.gsi.gov.uk	02/05/2012	01/05/2016	Tariff Expired Removal Scheme (TERS)
18/2012 (Revision)	05/2012 (Revision)	Tariff Expired Removal Scheme (TERS)	Public Protection Group – Public Protection Casework Section ppcs.policy@justice.gov.uk	02/05/2012	N/A	Revised October 2013 Paragraph 2.3 has the additional refusal criterion added; annexes have been removed – GC Referral Form, GC Request for Information and LISP 1 and referenced instead; Annex B has been updated in light of the changes set out in the amended paragraph 2.3. Cancelled by OPSDR January 2020 Replaced by Generic Parole Process Policy Framework
19/2012		Not Issued				Records Retention and Archiving was not published. Eventually published as PSI 35/2014
20/2012		Improvised Explosive Devices (Protect – Security)	Security, Order and Counter Terrorism, Operational Response and Resilience Unit ORRU.enquiries@noms.gsi.gov.uk	25/06/2012	N/A	Replaces PSO 1150 Feb 2023 – Cancelled and Replaced by the IED PF

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
21/2012		Release on Temporary License (ROTL) – Amendments to PSO 6300	Effective Sentencing, Ministry of Justice Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 Email: sppu.early.release@justice.gsi.gov.uk	25/06/2012	25/06/2016	Introduces amendments to the following documents: PSO 6300 – Release on Temporary Licence. An amended version of PSO 6300 will be published on the Quantum intranet and MoJ Website with the changes of this PSI incorporated.
22/2012		National Security Framework. REF: NSF 4.6 Intelligence – Regulation of Investigatory Powers Act: Covert surveillance (Unclassified and Restricted versions)	Security, Order and Counter Terrorism National Intelligence Unit Intelligence.projectspolicy@justice.gov.uk	30/07/2012	N/A	This PSI replaces the previous version of PSO 1000 – National Security Framework Function 4 regarding covert surveillance. This has now been cancelled and replaced by the Investigatory Powers Policy Framework 1 st June 2021.
23/2012		National Security Framework Ref: NSF 4.7 Intelligence – Regulation of Investigatory Powers Act Covert Human Intelligence Sources (CHIS) (Unclassified and Restricted versions)	Security, Order and Counter Terrorism National Intelligence Unit Intelligence.projectspolicy@justice.gov.uk	14/09/2012	N/A	Introduces amendments to the following documents: – This PSI, together with others on intelligence and powers under the Regulation of Investigatory Powers Act (RIPA) will replace guidance in the previous NSF Function 4 (Communications and Surveillance). This has now been cancelled and replaced by the Investigatory Powers Policy Framework 1 st June 2021.
24/2012		National Security Framework Ref: NSF 4.4 a The introduction of mandatory call enabling on the PIN phone system in all prison establishments.	Offender Safety, Rights and Responsibilities Group Tel: 0300 047 5718 Security Group E mail: barney.clifford@noms.gsi.gov.uk Tel: 0300 047 6171 Operational advice: • Tel: 0300 047 6354	21/11/2012	21/11/2016	This PSI, together with others on intelligence and powers under the Regulation of Investigatory Powers Act (RIPA) will replace guidance in the previous NSF Function 4 (Communications and Surveillance). Cancelled and replaced by PSI 04/2016 The Interception of Communication in Prison and Security Measures (Official and Official Sensitive versions)

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
25/2012	06/2012	Data Gateway Service approval of data collections		03/09/2012		Replaces the following documents which are hereby cancelled: PSI 59/2010
26/2012		*Production of Prisoners at the Request of Warranted Law Enforcement Agencies* (Restricted)	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit Security.Procedures@justice.gov.uk		N/A	Replaces PSO 1801 and PSI 70/2011 which are now cancelled 13 Feb 2025 – Annex F updated
27/2012		Not Issued				
28/2012	07/2012	*NOMS Pay Policy Manual*	HR PARQ@justice.gov.uk	01/04/2012	N/A	June 2024 – cancelled and replaced by the Prison Pay Policy Manual (online)
29/2012	08/2012	The Instructions System – The approval and Implementation of Policy and Instructions	Equality, Rights and Decency Group OPG@noms.gsi.gov.uk Telephone: 0300 047 6228	06/08/2012	06/08/2016	Replaces the following documents which are hereby cancelled: PSI 01/2011, PSI 23/2009, AI 1/2009, PI 1/2009
29/2012 (Revision)	08/2012 (Revision)	The Instructions System – The Approval and Implementation of Policy and Instructions	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	06/08/2012	N/A	Updated 25 October 2013 update – Contact details, names and addresses have been updated as a result of the NOMS HQ re-organisation, changes to OPG membership and the consultation list for new and revised policies.
30/2012		The Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012 – General summary of release and recall provisions	Steve Bailey Head of Release Policy Effective Sentencing, Ministry of Justice Email: Stephen.bailey@justice.gsi.gov.uk Tel: 020 3334 5026	03/12/2012	02/12/2016	Made obsolete by the Deregulation Team in January 2017 this was produced for information but it does not contain any mandatory actions
31/2012		National Security Framework Vetting Function – Security Vetting: Additional Risk Assessment Criteria Following Disclosed Criminal Convictions (Ex-Offenders)	Guy Woollven, Security Policy Unit guy.woollven@noms.gsi.gov.uk 0300 047 6207	05/11/2012	21/10/2016	This guidance should be read in conjunction with PSI 43/2010 Pre-Appointment Security Vetting Policy. Cancelled and replaced by PSI 27/2014. / PI 23/2014

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
32/2012 Wales Only		Open University, Higher Education and Distance Learning	Strategic Support, Administration and Assurance (HMPPS Wales) Ingrid.Zammit1@justice.gov.uk	14/11/2012	N/A	Replaces the following documents which are hereby cancelled: PSI 33/2010 April 2019 – Amended as a result of the new Education Policy Framework to reflect provisions apply in Wales only
33/2012		Not Issued				
34/2012		Not Issued				
35/2012		Religious Festival Dates for 2013	Kishwar Ahmed Kishwar.ahmed@noms.gsi.gov.uk Chaplaincy Headquarters 0300 047 5178	01/01/2013	01/01/2014	Replaces the following documents which are hereby cancelled: PSI 66/2011 (not until January 2013) Cancelled by DOPT May 2018. Policy is now obsolete.
36/2012		Generic Parole Process (GPP) amended to incorporate Electronic Working	For Policy issues: ppes.policy@noms.gsi.gov.uk	03/12/2012	26/11/2016	Replaces the following documents which are hereby cancelled: PSO 6010 “Generic Parole Process”, PSI 33/2009 “Pre-Tariff Sift Reviews for Indeterminate Sentence Prisoners”, PSI 09/2008 ‘Offender Management Functional Mailboxes’, and PI 02/2012 “Parole Processes” PSI 12/2016 replaces and cancels the previous version of the SPR F template (Annex O)

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
36/2012 (revision)		Generic Parole Process (GPP) amended to incorporate Electronic Working	For Policy issues: ppcs.policy@noms.gsi.gov.uk	03/12/2012	26/11/2016	Updated 31 May 2013: Annex K replaced—This update provides clarity regarding the development of the central process for transfer to date, including prioritisation criteria to be used in the event of delays, since implementation in October 2011. Cancelled and replaced by PSI 22/2015.
37/2012		Supervision of Young Offenders	Steve Bailey—Head of Release Policy, Effective Sentencing, Ministry of Justice.—Email: Stephen.bailey@justice.gsi.gov.uk Tel: 020 3334 5026	03/12/2012	02/12/2016	Replaces the following documents which are hereby cancelled: PSO 6000—‘Parole, Release and Recall, Chapter 10—Young Offenders’. Cancelled April 2018. Policy now obsolete. Has been overtaken by the Rehabilitation Act 2014, where offenders over the age of 18 are subject to upto 12 months supervision.
38/2012		The Early Removal Scheme and Release of Foreign National Prisoners	Becca Conway—Sentencing Policy and Penalties Unit, Ministry of Justice Email: rebecca.conway@justice.gsi.gov.uk or SPPU.Early.Release@justice.gsi.gov.uk	03/12/2012	02/12/2016	Replaces the following documents which are hereby cancelled: Chapter 9 PSO 6000; PSI 19/2008; PSI 45/2008; PSI 14/2009; PSI 59/2011. Cancelled by PSI 04/2013
39/2012		Sentence Calculation—Determinate Sentenced Prisoners	Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ —Victoria Amat—0203 334 4682 —Helen Scott—0203 334 5045 Fax: 0870 739 5888 or 0870 739 4062	05/12/2012	04/12/2016	Replaces the following documents which are hereby cancelled: PSO 6650, PSI 35/2003, PSI 10/2005, PSI 13/2005, PSI 50/2005, PSI 07/2007, PSI 20/2008, PSI 26/2008, PSI 28/2008, PSI 42/2008, PSI 48/2008, PSI 17/2009, PSI 55/2010. PSI 13/2013 updates paragraphs 1.8, 1.9, 4.2.6, 7.9.1, 7.9.2 & 13.1.6 Cancelled and replaced by PSI 13/2013

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
40/2012		Licences and Licence Conditions	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email– Brian.Chapman@noms.gsi.gov.uk Tel: 020 7035 1450 For victim related issues: Laura Toze– Head of Victims and Safeguarding Team. Email– Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4428 For bespoke conditions and licence variations (pre release): James Hough Email– James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475	06/12/2012	30/11/2016	Replaces the following documents which are hereby cancelled:– PSI 34/2011 (& 27/2012) Licences and Licence Conditions. All hard copies of these Instructions must be destroyed. Cancelled and replaced by PSI 18/2014.
41/2012	10/2012	Sentence Planning	Miranda Wilkinson – Offender Assessment and Management Section, Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk Tel 0300 047 5580	17/12/2012	16/12/2016	Cancelled by DOPT April 2018. Replaced by PSI 19/2014
42/2012		Close Supervision Centre Referral Manual	LTHSE CloseSupervisionCent@justice.gov.uk	03/01/2013	N/A	Replaces the following documents which are hereby cancelled: PSI 29/2009
43/2012		The Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012 – Home detention curfew (HDC)	Effective Sentencing, Ministry of Justice Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 Email– sppu.early.release@justice.gsi.gov.uk	03/12/2012	02/12/2016	Replaces the following documents which are hereby cancelled: PSI 8/2008 – Terrorism Related Offences – amendment to the Categories of Presumed Unsuitable Offences for HDC purposes PSI 55/2010 – Sentence Calculation and HDC / ERS Eligibility Dates– Multiple Sentences Comprising Mixtures of 1991 Act and 2003 Act Release Provisions Replaced by HDC Policy Framework March 2019

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
-	11/2012 AI Only	Financial Approval of Change Initiatives	Investment Appraisal manager, Business and Financial Planning Team, Planning and Analysis Group. Functional mailbox ISAT@noms.gsi.gov.uk	21/12/2012	20/12/2016	
44/2012	12/2012	Prison Service Security Passes	Security, Order and Counter Terrorism nimu@justice.gov.uk	01/01/2013	N/A	This replaces PSO-1205.
01/2013		Resettlement outside England and Wales on licence	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424	25/01/2013	10/01/2017	Cancels PC 52/1997
01/2013 (Revised)		Resettlement outside England and Wales on licence	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424	25/01/2013	10/01/2017	Update 30 April 2013 – Third Bullet Point in para. 1.10 removed. Please delete all 11 January 2013 versions and replace with this one. Cancelled and replaced by PSI 20/2014 / PI 14/2014.
02/2013	03/2013	Managing private law claims	Operation Litigation Unit Toby.head@noms.gsi.gov.uk Telephone: 0300 047 6032	28/02/2013	30/04/2016	Updates and supersedes chapters one, two and three of the Guidance on the Management of Civil Litigation — issued 1 February 2010. Incorrect Agency Number used this is AI 03/2013 not AI 01/2013 Cancelled and replaced by PSI 31/2015 / PI 22/2015
03/2013		Medical Emergency Response Codes	Prison Safety PrisonSafetyAdmin@justice.gov.uk	28/02/2013	N/A	September 2021: updated to reflect a number of changes.
04/2013		The Early Removal Scheme and Release of Foreign National Prisoners	Victoria Amat – Sentencing Policy and Penalties Unit, Ministry of Justice – Email: victoria.amat@justice.gsi.gov.uk or SPPU.Early.Release@justice.gsi.gov.uk	11/02/2013	10/02/2017	Chapter 9 PSO 6000; PSI 19/2008; PSI 45/2008; PSI 14/2009; PSI 59/2011. Updates paragraphs 2.26 & 4.18 and contact details in PSI 38/2012 which is also cancelled.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
04/2013 (Revision)		The Early Removal Scheme and Release of Foreign National Prisoners	Victoria Amat – Sentencing Policy Unit, Ministry of Justice – Telephone 0203 334 4682; Email: victoria.amat@justice.gsi.gov.uk or SPPU.Early.Release@justice.gsi.gov.uk	11/02/2013	10/02/2017	Revised 20 December 2013 This version has amended phone numbers in Annex F. No copy of this Instruction held by the OPG Secretariat
04/2013 (Revision)		The Early Removal Scheme and Release of Foreign National Prisoners	Victoria Amat – Sentencing Policy Unit, Ministry of Justice – Telephone 0203 334 4682; Email: victoria.amat@justice.gsi.gov.uk or SPPU.Early.Release@justice.gsi.gov.uk	11/02/2013	10/02/2017	Update 15 October 2015 – This revision makes it a requirement to populate the Early Removal Scheme Eligibility Date (ERSED) field on NOMIS by 9 November 2015 – Paragraphs 1.17, 1.18, 1.22, 3.5, 3.20 and 3.29 refer. Amendments also reflect the current electronic referral process to refer sentenced FNPs within 10 working days to Criminal Casework only.
04/2013 (Revision)		The Early Removal Scheme and Release of Foreign National Prisoners	Bail, Sentencing and Release Policy Releasepolicyteam@justice.gov.uk	11/02/2013	N/A	Update 30 June 2016 - This has been re-issued to reflect the change of the out of hours telephone number in Annex E. No other amendments have been made May 2021 – updated to reflect terrorist offenders are now ineligible for early removal under the ERS June 2022 – revise to incorporate changes made by the Nationality and Borders Act 2022 Feb 2024 _ This revision is made to incorporate the changes to the ERS that will be made by The Criminal Justice Act 2003
05/2013		National Security Framework: Category A function: The identification, initial categorisation and management of potential and provisional category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team – 0300 047 6109 Stuart.freed@hmps.gsi.gov.uk Dawn Thompson, HSPG Category A Team – 0300 047 6106 Dawn.thompson@noms.gsi.gov.uk	27/03/2013	26/03/2017	Cancels PSI 03/2010. <i>Cancelled and replaced by PSI 09/2015.</i>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
06/2013		Mandatory Use of ViSOR	Susan Fiddler— Susan.fiddler@noms.gsi.gov.uk— Telephone: 0300 047 4494	11/02/2013	10/02/2013	Cancels PI 05/2009 and PSI 27/2009 Cancelled by PSI 40/2014, PI 56/2014
07/2013		Occupational Health	People Group / Service Improvement and Assurance HRSuppliers@justice.gov.uk	10/03/2013	N/A	Replaces the following documents which are hereby cancelled: AI 20/2010 - PSI 31/2010 Replace by the Occupational Health Policy Framework - November 2019
08/2013		National Security Framework: Category A function: The Review of Security Category—Category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team—0300 047 6109 Stuart.freed@hmps.gsi.gov.uk Steve Easton, HSPG Category A Team—0300 047 6098 Steve.easton@noms.gsi.gov.uk	27/03/2013	26/03/2017	Cancels PSI 03/2010 This PSI replaces existing policy contained within the National Framework Category A annex.
08/2013 (Revision)		National Security Framework: Category A function: The review of security category—category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team—0300 047 6109 Stuart.freed@hmps.gsi.gov.uk Steve Easton, HSPG Category A Team—0300 047 6098 Steve.easton@noms.gsi.gov.uk	27/03/2013	26/03/2017	Revised 09 October 2013—This instruction has been revised at Paragraph 3.11—3.28 modify the process of escape risk classification reviews.
08/2013 (Revision)		National Security Framework: Category A function: The review of security category—category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team—0300 047 6109 Stuart.freed@hmps.gsi.gov.uk Steve Easton, HSPG Category A Team—0300 047 6098 Steve.easton@noms.gsi.gov.uk	27/03/2013	26/03/2017	Revised 23 July 2014—This instruction has been revised at paragraphs 4.6 and 4.7 to reflect changes in policy on oral hearings for security category reviews, following a recent Supreme Court judgment relating to Parole Board oral hearings.
08/2013 (Revision)		National Security Framework: Category A function: The review of security category—category A / Restricted status prisoners	Stuart Freed, HSPG Category A Team—0300 047 6109 Stuart.freed@hmps.gsi.gov.uk Steve Easton, HSPG Category A Team—0300 047 6098 Steve.easton@noms.gsi.gov.uk	27/03/2013	26/03/2017	Revised 29 January 2016—This instruction has been revised at paragraphs 4.20 and 4.21 to reflect changes in policy on report disclosure.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
08/2013 (Revision)		National Security Framework: Category A Function: The Review of Security Category – Category A / Restricted Status Prisoners	LTHSE categorya.hse@noms.gsi.gov.uk	27/03/2013	N/A	Update 10 June 2016 – This instruction is revised again at paragraph 4.21 to clarify policy change on report disclosure. Update March 2025: para 4.21 in relation to Data Protection
09/2013		Management and Security of Cat A Prisoners – External Movement (Protect – Security)	Garry Wilson, High Security Prisons Group garry.wilson@noms.gsi.gov.uk 01924 205748	27/03/2013	26/03/2017	This PSI replaces existing policy contained within the National Security Framework the Category A annex.
09/2013 (Revision)		Management and Security of Cat A Prisoners – External Movement (Protect – Security)	LTHSE categorya.hse@noms.gsi.gov.uk	27/03/2013	N/A	Updated 10 July 2013 – 6.5 – Change to reflect wearing of high visibility suits. 7.1 Changed to reflect Cat A vehicle operating instructions. 7.4 change to reflect correct usage of Category A vehicle.
09/2013 (Revised)		*Management and Security of Cat A Prisoners – External Movement* (Protect – Security)	LTHSE categorya.hse@noms.gsi.gov.uk	27/03/2013	n/a	Updated March 2021 - updated due to a change in operating practices, specifically in relation to an amended MOU with Police
10/2013		Management and Security of Cat A Prisoners – Internal movement (Protect – Security)	Garry Wilson, High Security Prisons Group garry.wilson@noms.gsi.gov.uk 01924 205748	27/03/2013	26/03/2017	This PSI replaces existing policy contained within the National Security Framework the Category A annex.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
10/2013 (Revision)		Management and Security of Cat A Prisoners – Internal movement (Protect – Security)	High Security Prisons Group Anthony Plane – 0161 817 5988 – Anthony.Plane@hmps.gsi.gov.uk	27/03/2013	26/03/2017	<p>Updated 15 October 2013: Paragraph 3.4 – requires that Category A prisoners are individually risk assessed before commencing work</p> <p>Paragraph 3.10 – requires all Category A prisoners, not just those that are high risk, to take exercise in an enclosed yard protected by anti-helicopter measures.</p> <p>Paragraph 4.1 – clarifies approved visitors will be added to the prisoners approved telephone list on completion of appropriate telephone number checks.</p> <p>Paragraph 4.18 – clarifies who will review an approved visits list before accumulated visits and the location prisoners are able to take accumulative visits.</p> <p>Paragraph 5.2/5.3/5.4/5.5 – makes revisions to when routine reading/monitoring will occur.</p> <p>Paragraph 5.6 – provides clarity of the number of approved telephone numbers allowed.</p> <p>Paragraph 5.11 – no longer makes it a requirement for legally privileged or confidential access calls to be listened to due to the call enabling system under PSI 24/2012.</p> <p>Cancelled and replaced by PSI 43/2014</p>
11/2013	01/2013	NOMS Performance Management Policy	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/04/2013	31/03/2016	Replaced by both PSI 11/2014 (for induction and probationary periods) and PSI 02/2014


OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2013	02/2013	*NOMS Policy on Managing Poor Performance*	MoJ People Group hrpolicy@Justice.gov.uk	01/04/2013	N/A	Replaces chapter 6 in the NOMS Performance Management Policy.
13/2013		Sentence Calculation – Determinate Sentenced Prisoners	Victoria Amat – Tel: 0203 334 4682 or Helen Scott – 0203 334 5045 Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ. Fax: 0870 739 5888 or 0870 739 4062.	22/04/2013	21/04/2017	Cancels PSO 6650, PSI 35/2003, PSI 10/2005, PSI 13/2005, PSI 50/2005, PSI 07/2007, PSI 20/2008, PSI 26/2008, PSI 28/2008, PSI 42/2008, PSI 48/2008, PSI 17/2009, PSI 55/2010. Updates paragraphs 1.8, 1.9, 4.2.6, 7.9.1, 7.9.2 & 13.1.6 in PSI 39/2012 which is also cancelled. Cancelled and replaced by PSI 03/2015
13/2013 (Revision)		Sentence Calculation – Determinate Sentenced Prisoners	Victoria Amat – Tel: 0203 334 4682 or Helen Scott – 0203 334 5045 Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ. Fax: 0870 739 5888 or 0870 739 4062	19/04/2013	18/04/2017	Updated 31 July 2013 This latest version of the PSI contains an amendment at the third bullet point of Paragraph 4.3.3 following clarification from the Court of Appeal as to how the Prison Service must apply remand time that had previously been directed by a court as NOT to count. Cancelled and Replaced by PSI 3/2015
14/2013		Pathfinder Process (Restricted)	Central Policy Lead – Extremism Unit – securitygroup.extremism@hmps.gsi.gov.uk Regional Operational Leads – Regional CT Coordinators & HSCTIU	April 2013	April 2013	Replaced by PSI 13/2016 – AI 11/2016
15/2013		Waste Management Data Reporting	Derek Hannan; tel 02035458526; email: derek.hannan@justice.gsi.gov.uk	31/05/2013	30/05/2017	
15/2013 (Revision)		Waste Management Data Reporting	Derek Hannan; tel 02035458526; email: derek.hannan@justice.gsi.gov.uk	31/05/2013	30/05/2017	Update 7 May 2014 – Contact details in this instruction have been updated. Replaced by Sustainable Operations Policy Framework March 2019

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
16/2013	06/2013	Annual Leave Policy	Shared Services HR Contact Centre			Replaces and cancels PSI 05/2011 AI04/2011 Cancelled and replaced by PSI 35/2015 AI 24/2015 Annual Leave Policy No copy of this Instruction held by the OPG Secretariat
17/2013	09/2013	Recall, Review and Re-release of Recall Offenders				Replaced and cancelled by PSI 30/2014
18/2013		Determinate Sentenced Prisoners Transferred Under the Mental Health Act 1983	Public Protection Casework Section: Pre-releaseteamA@noms.gsi.gov.uk James Hough Tel: 03000 474475 Email: James.hough@noms.gsi.gov.uk Jenny Stokes Tel: 03000 474365 Email: Jennifer.stokes2@noms.gsi.gov.uk Parole Help Desk Email: parolehelpdesk@noms.gsi.gov.uk	08/07/2013	08/2017	Replaces and cancels PSO 6000 – Chapter 11
18/2013 (revision)		Determinate Sentenced Prisoners Transferred Under the Mental Health Act 1983	Public Protection Casework Section: Pre-releaseteamA@noms.gsi.gov.uk James Hough – 03000 474475, James.hough@noms.gsi.gov.uk Jenny Stokes – 03000 474365, Jennifer.stokes2@noms.gsi.gov.uk Parole Help Desk – parolehelpdesk@noms.gsi.gov.uk	08/07/2013	08/2017	Updated 17 September 2013: Paragraph 2.1 Amended – This update provides clarity of how a transfer should be recorded on Prison Nomis. Cancelled and replaced by PSI 22/2015.
19/2013		Generic Parole Process for Determinate Sentence Prisoners (GPP-D)	ppcs.policy@noms.gsi.gov.uk parolehelpdesk@noms.gsi.gov.uk	01/08/2013	08/07/2017	Cancels PSO 6000 – Parole Release and Recall Chapter 5; PSI 09/2008 and PI 02/2012
19/2013 (revision)		Generic Parole Process for Determinate Sentence Prisoners (GPP-D)	ppcs.policy@noms.gsi.gov.uk parolehelpdesk@noms.gsi.gov.uk	01/08/2013	08/07/2017	Updated 29 July 2013: Paragraph 2.9 amended – This update provides clarity to prisons about the timescale of the GPP-D review process.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
19/2013 (revision)		Generic Parole Process for Determinate Sentence Prisoners (GPP-D)	ppcs.policy@noms.gsi.gov.uk parolehelpdesk@noms.gsi.gov.uk	01/08/2013	08/07/2017	Updated 17 September 2013: Paragraph 2.4; 2.10; & 2.11 amended — This update provides clarity of when the second and subsequent review processes should begin. Cancelled and replaced by PSI 22/2015.
20/2013	07/2013	Parental Leave Policy (revised)	Shared Services HR Contact Centre 0845 010 3504	18/06/2013	16/06/2017	Cancels PSI 17/2010 & AI 08/2010
20/2013 (Revision)	07/2013 (Revision)	*Parental Leave Policy* (revised)	MoJ People Group hrpolicy@justice.gov.uk	18/06/2013	N/A	Revised 19 August 2015 Paragraph 2.5. Entitlement of 18 weeks for all children up to their 18 th birthday is the only change. December 2024 — cancelled and replaced by a pan-MOJ Unpaid Parental Leave policy
21/2013	08/2013	Reporting Wrongdoing				Cancels PSI 09/2010 Introduces amendments to the following documents: PSI 09/2010 — AI 07/2010 have been updated to reflect new F&S terminology and to replace the out of date, names, addresses and phone numbers. There are no changes to the actual policy. No copy of this Instruction held by the OPG Secretariat
21/2013 (Revision)	08/2013 (Revision)	Reporting Wrongdoing				Revised 18 February 2014 Table on page 5, name and phone number change. No copy of this Instruction held by the OPG Secretariat
21/2013 (Revision)	08/2013 (Revision)	Reporting Wrongdoing	Shared Services HR Contact Centre  0845 010 3504 (VPN 7190 3504)	28 June 2013	28 June 2017	Revised 16 December 2014 — Paragraph 2.7 & 3.8 amended to update contact details.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
21/2013 (Revision)	08/2013 (Revision)	Reporting Wrongdoing	Shared Services HR Contact Centre ☎ -0845 010 3504 (VPN 7190 3504)	28 June 2013	28 June 2017	Revised 12 September 2016— Nominated Officers and Staff Network contact details have been updated at paragraphs 2.7, 2.8, 2.14, 3.8, and 3.10.
21/2013 (Revision)	08/2013 (Revision)	Reporting Wrongdoing	Shared Services HR Contact Centre ☎ -0845 010 3504 (VPN 7190 3504)	28 June 2013	28 June 2017	Revised 05 October 2016—Instruction front page amended to clarify the policy is also mandatory to NOMS Immigration Removal Centres (IRCs). Replaced by the Counter Corruption and Reporting Wrongdoing Policy Framework—April 2019
22/2013		*The Management of Protected Witnesses in a Prison Protected Witness Unit * (Restricted)	Security, Order and Counter Terrorism. National Security Delivery Unit PoliceAdvisersSection@justice.gov.uk	20/06/2013	N/A	This PSI replaces and updates the guidance on PWs in PSI 60/2010 which has now been withdrawn
23/2013 (revision)		Prisoner Retail	Public Sector Prison Industries PSPI@justice.gov.uk	27/01/2020 – revision	N/A	Replaces and cancels PSO 5200, PSI 53/2011. January 2020 – Minor changes to align with new Incentives PF.
24/2013		National Security Framework Vetting Function—Exclusion of Personnel on Grounds of Misconduct	Guy Woollven, Security Policy Unit guy.woollven@noms.gsi.gov.uk 0300 047 6207	18 July 2013	04 July 2017	Cancelled by PSI 42/2014
25/2013		Accommodation and Support Service for Bail and HDC	Peter Connor, Probation and Contracted Services Directorate Email: peter.connor1@noms.gsi.gov.uk Mobile: 07789 921772	26/08/2013	17/06/2015	Replaces and cancels PSI 34/2010 & PI 09/2010 Introduces amendments to PSO 6101 chpt.8 & PSO 6700 para. 5.17.8 and annex 1. The changes previously inserted into these by POS's by PSI 34/2010 and PI 09/2010 are to be removed and replaced.
25/2013 (Revision)		Accommodation and support service for bail and HDC	Peter Connor, Probation and Contracted Services Directorate, Email: peter.connor1@noms.gsi.gov.uk Mobile: 07789 921772	26/08/2013	17/06/2015	Update 1 May 2014 This instruction has been updated to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
25/2013 (Revision)		Accommodation and Support Service for Bail and HDC	Peter Connor, Directorate of Commissioning and Contract Management, Email: peter.connor1@noms.gsi.gov.uk – Mobile: 07789 921772	26/08/2013	17/06/2015	Revised 7 January 2015 This instruction has been further updated to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme and the new NOMS Directorate structures.
25/2013 (Revision)		Accommodation and Support Service for Bail and HDC	Sue Nickson, Directorate of Commissioning and Contract Management, Email: Sue.Nickson@noms.gsi.gov.uk – Tel. 0300 047 6238	26/08/2013	17/12/2015	PSI Obsolete – Replaced by BASS Policy Framework
26/2013	10/2013	*Required Hours Addition* (RHA)	HR PARQ@justice.gov.uk	01/09/2013	N/A	
27/2013	11/2013	Data Sharing Policy	Info, Assurance and Policy Team	10/09/2013	09/09/2017	Replaced and cancelled by PSI 16/2016 PI 15/2016 AI 12/2016
28/2013	12/2013	Outside Activities Policy	Shared Services HR Contact Centre ☎ 0845 010 3504 (VPN 7190 3504)	01/10/2013	30/09/2017	Cancels PSI 27/2010 – AI 18/2010 Outside Activities Policy No copy of this Instruction held by the OPG Secretariat
28/2013 (Revision)	12/2013 (Revision)	*Outside Activities Policy*	MoJ People Group hrpolicy@Justice.gov.uk	01/10/2013	N/A	Revised 20 January 2015 Due to a report from the Public Administration Select Committee into the Business Appointment Rules, the Government has recently published a revised set of Business Appointment Rules. As a result amendments have been made to paragraph 2.86. The Civil Service Appeal Board (CSAB) no longer exists and therefore the policy has been amended at paragraph 2.81 and paragraph 2.82 has been deleted to reflect this. 20 Feb 2025 – links to associated documents updated

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
29/2013	13/2013	NOMS Volunteer Reservist Policy	Queries to Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/10/2013	30/09/2017	<p>Replaces sections on volunteer reservists in the NOMS Outside Activities Policy PSI 27/2010 — AI 18/2010. The Outside Activities policy is now being republished as PSI 28/2013 — AI 12/2013</p> <p>Introduces amendments to the following documents: NOMS Volunteer Reservist Policy — PSI 29/2013 — AI 13/2013 issued on 02/09/2013 has been amended; copies of the previous version must be destroyed and replaced by this revised version.</p> <p>No copy of this Instruction held by the OPG Secretariat</p>
29/2013 (Revision)	13/2013 (Revision)	*NOMS Volunteer Reservist Policy*	MoJ People Group hrpolicy@Justice.gov.uk	01/10/2013	N/A	<p>Revised 27 June 2014 - A Memorandum of Understanding (MOU) between the MOD and NOMS means operational NOMS staff are entitled to request approval to join the Volunteer Reserve Forces. Annex C has been updated to reflect this.</p>

30/2013		Incentives and Earned Privileges	<p>Equality Rights and Decency Group</p> <p>Nigel Mulcaster – nigel.mulcaster@noms.gsi.gov.uk Tel: 0300 047 6619</p> <p>Paul Norman – paul.norman2@noms.gsi.gov.uk Tel: 0300 047 5687</p>	04/11/2013	04/09/2017	<p>Introduces following amendments:</p> <p>PSI 11/2011: Incentives and Earned Privileges Scheme. From 1 November 2013 PSI 11/2011 will apply only to adult prisoners (aged 18 and over) received into prison custody before that date and until they have migrated onto the new IEP Framework (see paragraph 1.2 below for further details). PSI 11/2011 will also continue to apply to young people (under 18s).</p> <p>PSI 12/2011: Prisoners' Property: Paragraphs 2.3 & 2.63 and Annex A: To be amended to take into account the standardised facilities list introduced at Paragraph 10.2 and Annex F in this PSI. Paragraph 2.62: To be amended to reflect that there are now four levels of IEP privilege; Basic, Entry, Standard and Enhanced. Paragraphs 2.64 and 2.67 have been amended to take into account new restrictions on what items can be handed in and sent in to prisoners by their families and friends (see paragraphs 10.4 and 10.5 below).</p> <p>PSI 26/2011: NOMS Finance Manual: Paragraph 15.3.9: To be amended to record the four levels of IEP privilege; Basic, Entry, Standard and Enhanced. Paragraph 15.3.11: To be amended to record that further information on private cash is given in PSI 01/2012 and that the private cash IEP levels are now given in Paragraph 9.16 of this PSI.</p> <p>PSI 75/2011: Residential Services: Paragraph 2.4: To be amended to record the four levels of IEP privilege; Basic, Entry, Standard and Enhanced.</p> <p>PSI 01/2012: Manage Prisoner Finance: Paragraph 2.4: To be amended to record the four levels of IEP weekly spend limits as set out in Paragraph 9.16 of this PSI.</p>
---------	--	----------------------------------	--	------------	------------	--

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2013 (Revision)		Incentives and Earned Privileges	Equality Rights and Decency Group Nigel Mulcaster— nigel.mulcaster@noms.gsi.gov.uk Tel: 0300 047 6619 Paul Norman— paul.norman2@noms.gsi.gov.uk Tel: 0300 047 5687	01/11/2013	04/09/2017	24 October 2013— Amendments have been made as per the Notice to Governors on 24 October 2013 from Simon Greenwood, Joint Head of Policy team, NOMS Equality, Rights and Decency Group. This includes updates made to paragraph 10.4 clarifying the examples of exceptional circumstances of when the Governor can use discretion to allow items to be handed in and paragraph 10.5 provides clarity to those items that can be handed in to unconvicted prisoners. Annex F (which incorporates the generic facilities list) has also been updated following further consultation with prisons.
30/2013 (2 nd Revision)		Incentives and Earned Privileges	Equality Rights and Decency Group ERDGPolyTeam@noms.gsi.gov.uk	01/11/2013	04/09/2017	17 July 2014— Amendments have been made to the generic facilities list as per the note to Governors/Directors on 15 July 2014 from Digby Griffith, Director of National Operational Services. Contact details have also been updated.
30/2013 (3 rd Revision)		Incentives and Earned Privileges	Equality Rights and Decency Group ERDGPolyTeam@noms.gsi.gov.uk	01/11/2013	04/09/2017	10 November 2014— An amendment has been made to Appendix D of Annex F to reflect that Governors may also exercise a discretion to allow a prisoner to exceed the maximum of 12 books, where the prisoner will not exceed his or her volumetric control limit.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2013 (4th revision)		Incentives and Earned Privileges	Equality Rights and Decency Group ERDGPolicyTeam@noms.gsi.gov.uk	01/11/2013	04/09/2017	<p>30 January 2015— Amendments have been made further to the Notice to Governors of 29 January from Mandy Jones, Head of Equality, Rights and Decency Group. Paragraph 10.4 has been amended to reflect that books are not included within the category of items which under that paragraph cannot be sent or brought into prisons; this amendment is also reflected at Annex F.</p> <p>A further amendment has been made to Annex F to reflect that books must be selected by Governors/Directors of contracted out prisons for inclusion in local facilities lists.</p> <p>A new Annex (Annex I) has been added which sets out the policy on the sending and handing in of books from 31 January 2015.</p>
30/2013 (5th Revision)		Incentives and Earned Privileges	Equality Rights and Decency Group ERDGPolicyTeam@noms.gsi.gov.uk	01/11/2013	04/09/2017	<p>Update 24 August 2015— Amendments have been made further to the note of 13 July 2015 from Digby Griffith, Director of National Operational Services, to Governors/Directors of contracted out prisons on the sending and handing in of books to prisoners.</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2013 (6th Revision) 23 Jan 2019		Incentives and Earned Privileges	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	01/11/2013	N/A	Amendments made to reflect the implementation of smoke-free prisons and the removal of tobacco products from smoke-free prisons. Amendments have also been made to prison issue clothing throughout the PSI to reflect an interim change to policy which commenced on 15 November 2018. This PSI will be amended on 16 August 2019 to reflect that Entry Level no longer applies. This PSI will be cancelled on 13 January 2020 as it will be replaced by the Incentives Policy Framework.
30/2013 (7th Revision) 16 Aug 2019		Incentives and Earned Privileges	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	01/11/2013	N/A	Amendments to: reflect that Entry Level ceases on 16 Aug, changes to the Generic Facilities List; and a reminder of changes coming into effect in September 2019 (Incentives Forums). This PSI will be cancelled on 13 January 2020 as it will be replaced by the Incentives Policy Framework
30/2013 (8th Revision) 04 Nov 2019		Incentives and Earned Privileges	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	01/11/2013	N/A	Amendments to Annex I – the addition of three book retailers to the approved book retailer scheme This PSI has been cancelled (on 13 January 2020) and replaced by the Incentives Policy Framework

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
31/2013		Recovery of Monies for Damage to Prisons and Prison Property	Equality, Rights & Decency Group Nigel Mulcaster— Nigel.Mulcaster@noms.gsi.gov.uk Tel: 0300 047 6619 Paul Norman— Paul.Norman2@noms.gsi.gov.uk Tel 0300 047 5687	01/11/2013	29/09/2017	Introduces amendments to the following documents: — PSI 47/2011: Prisoner Discipline Manual
31/2013		Recovery of Monies for Damage to Prisons and Prison Property	Equality, Rights & Decency Group Nigel Mulcaster— Nigel.Mulcaster@noms.gsi.gov.uk Tel: 0300 047 6619 Paul Norman— Paul.Norman2@noms.gsi.gov.uk Tel 0300 047 5687	01/11/2013	29/09/2017	PSI Obsolete — Cancelled by DOPT Dec 18 Replaced by PSI 05/2018
32/2013		NOT USED	NOT USED			
33/2013		Religious Festival Dates 2014	Kishwar Ahmed Kishwar.ahmed@noms.gsi.gov.uk Chaplaincy Headquarters 0300 047 5178	1 January 2014	1 January 2015	Cancelled PSI 66/2011 (not until January 2013) Cancelled and replaced by PSI 45/2014
34/2013	14/2013	Staff Alcohol Policy	Shared Services HR Contact Centre ☎ — 0845 010 3504 (VPN 7190 3504)	04/10/2013	03/10/2017	Cancelled PSI 23/2010 — AI 14/2010 No copy of this Instruction held by the OPG Secretariat
34/2013 (Revision)	14/2013 (Revision)	*Staff Alcohol Policy*	MoJ People Group hrpolicy@Justice.gov.uk	04/10/2013	N/A	Updated 18 October 2013 This updated version has an alteration to Para 2.22
35/2013		Parole Board & Prison Service Oral Hearing Standards	Public Protection Group — Public Protection Casework Section ppcs.policy@justice.gov.uk	02/12/2013	N/A	Cancelled and replaced by the Parole Board Oral Hearings Policy Framework — November 2019
36/2013		Transcript of Sentencing Remarks (Court Transcripts)	Public Protection Group — Public Protection Casework Section ppcs.policy@justice.gov.uk	02/12/2013	N/A	Transcripts of Sentencing Remarks (Court Transcripts). Replaced by Generic Parole Process Policy Framework January 2020

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
37/2013	15/2013	NOMS Finance Manual	Financial Governance Team, Finance & Analysis Directorate Julie Dunn-Beeching — julie.dunn-beeching@noms.gsi.gov.uk Tel: 0300 047 6145	03/12/2013	01/12/2017	Introduces amendments to the following documents: Annexes attached to PSI 26/2011 NOMS Finance Manual
37/2013 (Revision)	15/2013 (Revision)	NOMS Finance Manual	Financial Governance Team, Finance & Analysis Directorate Policy.finance@noms.gsi.gov.uk	03/12/2013	01/12/2017	Revised 30 June 2016 — New contact details have been added and the Manual re-issued as a PDF version. The location references to the Manual have also been updated. No other parts of the PSI have been amended.
37/2013 (Revision)	15/2013 (Revision)	NOMS Finance Manual	HMPPS Finance & Analysis Directorate policy.finance@justice.gov.uk	03/12/2013	N/A	Revised 23 January 2019 — Update to email contact. No other parts of the PSI have been amended. Cancelled and Replaced by the Finance Manual Policy Framework — September 2019
38/2013		Reconsideration of Central Vetting Decisions by Exception	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@hmps.gsi.gov.uk		N/A	No copy of this Instruction held by the OPG Secretariat
01/2014 (Withdrawn)	01/2014 (Withdrawn)	First Aid	For further information about this PSI contact Policy Lead: Anne Norton — Senior Occupational Health Advisor, Expert Centre, NOMS HQ Email — Anne.norton@noms.gsi.gov.uk Tel: 0300 047 5029 Or Mark Poole — Regional Health & Safety Advisor — East of England Email — mark.poole2@hmps.gsi.gov.uk Tel: 01953 804020 (HMP Wayland) 0144 0743194 (EoE Regional Office) 07889 540450 (mobile)	13/01/2014	12/01/2018	Replaces the following documents which are hereby cancelled: 03/2010 — First Aid Guidance Withdrawn. Later replaced by PSI 29/2015

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
02/2014	08/2014	NOMS Policy on Managing Performance	Queries to Shared Services HR Contact Centre 0845 010 3504	01/04/2014	27/03/2018	This policy replaces PSI 11/2013 — AI 01/2013 NOMS Performance Management Policy chapter 5 for the 2014/15 reporting cycle and thereafter. PSI 11/2013 — AI 01/2013 will apply to the closure of 2013/14 reports only.
02/2014 (Revision)	08/2014 (Revision)	NOMS Policy on Managing Performance	-MoJ People Group hrpolicy@justice.gov.uk	01/04/2014	N/A	Revised March 2016 A decision was made by the NOMS National Management Executive Committee to introduce a simplified SPDR form to particularly support managers with large management spans. Small policy changes have been added to reflect the new form. April 2022 — Replaced by the Performance Management Policy & Toolkit (online only)
03/2014		Not issued				
04/2014		National Security Framework Ref: NSF 4.5 Intelligence — Regulation of Investigatory Powers Act Acquisition of Communications Data (Unclassified and Restricted versions)	Security, Order and Counter Terrorism National Intelligence Unit Intelligence.projects@justice.gov.uk	31/01/2014	N/A	This PSI, together with others on intelligence and powers under the Regulation of Investigatory Powers Act (RIPA) replaced guidance in the previous NSF Function 4 (Communications and Surveillance). This has now been cancelled and replaced by the Investigatory Powers Policy Framework 1 st June 2021.
05/2014		Safeguarding of Children and Vulnerable Adults: — Changes to Disqualification Order Regime — Access to Information on Barred Status of Offenders	Angela Colyer Safeguarding Policy Lead Offender Management & Public Protection Group Email: angela.colyer@noms.gsi.gov.uk Tel: 0300 0474434	03/02/2014	30/01/2018	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
05/2014 (Revised)		Safeguarding of Children and Vulnerable Adults: - Changes to Disqualification Order Regime - Access to Information on Barred Status of Offenders	Public Protection Group - Public Protection Casework Section ppps@justice.gov.uk	03/02/2014	N/A	Revised October 2015 - Amendment made to the contact details on the front page. 4/11/2024 – Updated to reference the Prison Public Protection PF
06/2014	04/2014	National Security Framework – Ref: NSF 2.1 Control and Order Function: Use of Force – Implementation of Minimising and Managing Physical Restraint	Security, Order and Counter Terrorism. Operational Response and Resilience Unit ORRU.enquiries@noms.gsi.gov.uk	07/03/2014	N/A	Introduces amendments to the following documents: PSO 1600 – Use of Force 05/02/2024 – replaced by the Use of Force, Restraint and Restrictive Practices in the Children and Young People Secure Estate PF.
07/2014	05/2014	National Security Framework Ref: 15.1 Vetting Function – Security Vetting	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/06/2014	N/A	Replaces the following documents which are hereby cancelled: - PSI 43/2010 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 20 Feb 2025 – updated contacts and links to associated documents
08/2014		North West 'Through the Gate Substance Misuse Services' Drug Testing Project	Caroline Bonds Health, Wellbeing and Substance Misuse Team Commissioning Group Tel: 0300 047 5603 Email: caroline.bonds@noms.gsi.gov.uk	10/03/2014	09/03/2015	Introduces amendments to the following documents: PSO 3604 Mandatory Drug Testing
08/2014 (Revision)		North West 'Through the Gate Substance Misuse Services' Drug Testing Project	Caroline Bonds Health, Wellbeing and Substance Misuse Team Commissioning Group Tel: 0300 047 5603 Email: caroline.bonds@noms.gsi.gov.uk	10/03/2014	31/03/2015	Revised December 2014 Made obsolete by the Deregulation Team in November 2016 because it relates to a project that was time bound and is no longer running
09/2014	06/2014	Incident Management Manual (Protect)	Security, Order and Counter Terrorism. Operational Response and Resilience Unit ORRU.enquiries@noms.gsi.gov.uk	11/03/2014	N/A	This PSI replaces PSO 1400 (RESTRICTED) issues date 20/04/2008 Cancelled and replaced by the Incident Management Manual May 2022

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
10/2014	07/2014	*Changes to NOMS III Health Retirement Referrals*	MoJ People Group hrpolicy@Justice.gov.uk	01/03/2014	N/A	Introduces amendments to the following documents: PSO 8404 Management of Attendance This is a policy revision and an alteration to Para 2.38 and 2.43
11/2014	09/2014	*NOMS Policy on Employee Induction and Probationary Periods*	MoJ People Group hrpolicy@Justice.gov.uk	01/04/2014	N/A	PSI 11/2013 is replaced by both this policy) for induction and probationary periods) and PSI 02/2014, AI 08/2014 – NOMS Performance Management Policy, for SPDRs opened from 1 April 2014.
12/2014	10/2014	*Government Secure Classification Policy*	MOJ Information Security Team dataprotection@justice.gov.uk	02/04/2014	N/A	This document replaces the guidance on the Government Protective Marking Scheme in PSO 9015 and PI 09/2009 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts
13/2014	11/2014	NOMS Business Continuity Management Manual	Security, Order and Counter Terrorism BC&R@noms.gsi.gov.uk	17/04/2014	N/A	Replaces PSO 1401 Revised March 2018 – expiry date extended to 30/10/18. Cancelled in July 2019 by the Business Continuity Policy Framework.
14/2014		Case Allocation	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823	01/06/2014	31/03/2018	
14/2014 (Revised)		Case Allocation	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk Tel: 020 3334 0464 Jackie Ashby Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk	01/06/2014	01/04/2016	Revised 24 October 2014

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
14/2014 (Revised)		Case Allocation	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 Jackie Ashby: Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk	01/06/2014	01/04/2016	11 August 2015 This instruction has been updated at paragraphs 1.1, 1.2, 1.9, 2.5, 3.2, 3.6, 3.22 to reflect the change in working practice for case allocation from one working day to two working days. The instruction was previously updated on 24 October 2014 to account for changes in the early phases of the Transforming Rehabilitation Programme.
14/2014 (Revised)		Case Allocation	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823 Jackie Ashby: Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk	01/06/2014	N/A	22 December 2015 Paragraph 2.17 clarifies the case allocation responsibilities with regard to a Community Order or Suspended Sentence Order with a singleton prohibited activity or exclusion, residence, non-electronically monitored curfew requirement. The paragraph numbering has also been reformatted.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
14/2014 (Revised)		Case Allocation	Gordon.callum2@justice.gov.uk Assurance and Intelligence Team	01/06/2014	N/A	<p>Revised 27 March 2017 – This instruction has been updated at paragraphs;</p> <ul style="list-style-type: none"> 1.12, Annex A and the addition of Annex F to reflect the automatic allocation to the National Probation Service of individuals who are subject to either a Sexual Risk Order or a Sexual Harm Prevention Order. These are civil orders available under Part 2 of the Sexual Offences Act 2003 that can be applied to relevant sex offenders and those who pose a risk of sexual harm. 1.16 and 2.30 to reflect the automatic allocation of individuals to Community Rehabilitation Companies (CRC) who are subject to an Enforcement Order (except for those currently supervised by the National Probation Service (NPS) as under the Children Act 1989 (as amended by The Children and Adoption Act 2006). 2.26 & 3.6 Serious Crime Prevention Orders (SCPO). 3.11 No Fixed Abode. Annex C Verifying Foreign Nationals proforma. The paragraph numbering has been reordered throughout this instruction.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
14/2014 (Revised)		Case Allocation	Gordon.callum2@justice.gov.uk Assurance and Intelligence Team	01/06/2014	N/A	14 November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts. Also, information originally contained at Annex E of this document has been replaced with newly drafted interim operational guidance September 2021 – The revision to this guidance introduces further instructions on the processes to be followed where an individual receives a sentence of immediate custody, as well as clarifying how to answer the OMIC-eligibility question on the CAS form and what assessment should be considered by Court Teams where cases meet the automatic 'legacy NPS' allocation criteria.
15/2014		Investigations and learning following incidents of serious self harm or serious assaults	Nicola Waterman, nicola.waterman@noms.gsi.gov.uk Tel: 03000475683 Jacqueline Townley, jacqueline.townley@noms.gsi.gov.uk Tel: 0300 047 5678, or Chris Barnett Page: christopher.barnett-page@noms.gsi.gov.uk Tel: 0300 047 5263 Equality, Rights and Decency (ERD) Group	14/04/2014	02/04/2018	
15/2014 (Revision)		Investigations and learning following incidents of serious self harm or serious assaults	Nicola Waterman, nicola.waterman@noms.gsi.gov.uk , 0300 047 5683 or Chris Barnett Page, christopher.barnett-page@noms.gsi.gov.uk , 0300 047 5263 Equality, Rights and Decency (ERD) Group	14/04/2014	02/04/2018	Revised July 2014 – Annexes A, B & C of this Prison Service Instruction (PSI) were reviewed and amended on the 11 July 2014. No changes were made to the policy within this document. Copies held of versions issued before the 11 July must be destroyed.

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
15/2014 (Revision)		Investigations and learning following incidents of serious self-harm or serious assaults	Nicola Waterman, nicola.waterman@noms.gsi.gov.uk, 0300 047 5683 or Chris Barnett Page, christopher.barnett- page@noms.gsi.gov.uk, 0300 047 5263 Equality, Rights and Decency (ERD) Group	14/04/2014	02/04/2018	Revised 26 April 2016 – Annex C of this Prison Service Instruction (PSI) was reviewed and amended on the 8 April 2016. No changes were made to the policy within this document. Copies held of versions issued before the 8 April must be destroyed.
15/2014 (Revision)		Investigations and Learning Following Incidents of Serious Self-Harm or Serious Assaults	Prison Safety PrisonSafetyAdmin@justice.gov.uk	14/04/2014	N/A	Revised 13 July 2016 – Instruction has been updated to rectify typographical errors of acronyms. No change has been made to the policy content. 22 May 2023 – Annex C updated
16/2014		Revised Searching Policy for Young People: National Security Framework Function 3	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	05/05/2014	N/A	Replaces policy on the searching of young people contained within Chapter 2 of PSI 08/2012, “Care and Management of Young People”. Cancelled and replaced by PSI 07/2016
17/2014	12/2014	*Trade Union Facility Time*	Prisons (ER) EmployeeRelations@justice.gov.uk	11/04/2014	N/A	March 2018 – ER confirmed this still in force

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
18/2014		Licences, licence conditions and polygraph examinations	<p>For general enquiries: Brian Chapman — Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 7035 1450</p> <p>For polygraph examination related issues: Heather Sutton — Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze — Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre release): James Hough. Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (post release): Sajida Zafar. Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Max Beatson — Head of Extremism. Email: max.beatson@noms.gsi.gov.uk Tel: 0300 047 4367</p>	01/05/2014	01/05/2018	<p>Replaces the following document which is hereby cancelled:- PSI 40/2012 — Licences and Licence Conditions.</p> <p>Cancelled and replaced by PSI 12/2015.</p>
19/2014	14/2014	Sentence Planning	<p>Miranda Wilkinson — Offender Assessment and Management Section, Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk</p>	02/06/2014	01/05/2018	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
19/2014 (Revised)	14/2014	Sentence Planning	Miranda Wilkinson – Offender Assessment and Management Section, Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk Tel 020 3334 0466	24/10/2014	23/10/2018	Update 24 October 2014 – This version replaced the original instruction which was temporarily withdrawn. This instruction was updated to accurately reflect the expectations regarding assessment and planning for CRCs and NPS in line with contractual requirements and National Standards, and to clarify the position with regard to responsibilities for sentence planning in custody. In a change to the instruction from 2012, responsibility for assessment and planning for the custodial phase of the sentence for Prolific and Priority Offenders who are not assessed as posing a high risk of serious harm will fall to prison staff. Previously, these were the responsibility of Probation Trusts.
19/2014 (Revised)	14/2014	Sentence Planning	Miranda Wilkinson – Offender Assessment and Management Section, Offender Management and Public Protection Group Miranda.wilkinson@noms.gsi.gov.uk Tel 020 3334 0466	24/10/2014	23/10/2018	Update 1 February 2015 – Following a final round of consultation some minor amendments were made to clarify roles and the distinction between different types of plan.
19/2014 (Revised)	14/2014	Sentence Planning	Safety Team omicenquiries@justice.gov.uk	24/10/2014	N/A	October 2015 Updated contact details
20/2014		Permanent resettlement outside England and Wales of offenders on licence	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel:0300 047 4424	01/06/2014	For review by 30/04/2015	Replaces the following documents which are hereby cancelled: PSI 01/2013 – PI 02/2013 Resettlement outside England and Wales on Licence. Cancelled and replaced by PSI 08/2015
21/2014	16/2014	Data Gateway Service Approval of Data Collections	Prison & Probation Analytical Services datagateway@noms.gsi.gov.uk	01/05/2014	N/A	Replaces the following document which is hereby cancelled: PSI 59/2010 – Data gateway service approval of data collections.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
22/2014	17/2014	Research Applications	Prison & Probation Analytical Services national.research@justice.gov.uk	01/06/2014	N/A	Replaces the following documents which are hereby cancelled: AI 02/2012 – PSI 13/2012 – PI 07/2012 – Research Applications. 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 12 August 2021 - Updates made throughout to reflect the reunification of probation services
23/2014 (revision)		Prison-NOMIS (Prison National Offender Management Information System)	IT Julie.Brett@justice.gov.uk	27/01/2020 – revision	N/A	Replaces the following document which is hereby cancelled: PSI 73/2011 Prison Nomis. January 2020 – Minor changes to align with new Incentives PF.
24/2014	18/2014	Information Assurance Policy	Clare Lewis, Information Policy and Assurance Team, NOMS. Clare.lewis@hmps.gsi.gov.uk 0300 047 6590	01/06/2014	30/04/2018	Replaces the following documents which are hereby cancelled: PSO 9015/ PI 03/2009
24/2014 (Revised)	18/2014	Information Assurance Policy	Information Security informationmgmtsecurity@noms.gsi.gov.uk	01/06/2014	N/A	Revised 14 July 2016 This update corrects some inaccuracies in the incident management process and amends contact and team names for clarity. Replaces the following documents which are hereby cancelled: AI 03/2009 Cancelled by the Information Security PF – 29 January 2020

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
25/2014	19/2014	IT Security Policy	Information Security dataprotection@justice.gov.uk	01/06/2014	N/A	Replaces the following document which is hereby cancelled: PSO 9010 IT Security. 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 18 Feb 2025 – contact details updated along with links to associated documents
26/2014		Handling of sensitive information provided by criminal justice agencies	PPCS.policy@noms.gsi.gov.uk	01/06/2014	For review by 31 December 2014	Replaces the following documents which are hereby cancelled: PI 60/2010 – PSI 61/2010; PC 26/2007; and PSO 6000 Chapter 5 section 5.16. Replaced and cancelled by PSI 15/2016 PI 14/2016
27/2014	20/2014	National Security Framework Vetting function Security vetting – additional risk criteria for ex-offenders working in prison and community settings	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7 th Floor, Clive House, 70 Petty France, London. SW1H 9EX Email: guy.woollven@noms.gsi.gov.uk Office : 0300 047 6207	01/06/2014	30/11/2018	Replaces the following document which is hereby cancelled : PSI 31/2012 – Security Vetting : Additional risk assessment criteria following disclosed criminal convictions (ex-offenders).
27/2014 (Revision)	20/2014 (Revision)	National Security Framework Ref: 15.3 Vetting Function: Security Vetting – Additional Risk Criteria for Ex-Offenders Working in Prison and Community Settings	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/06/2014 (revised 24/10/2014)	N/A	Revised 24 October 2014 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts
28/2014	21/2014	NOMS Performance Hub Data Quality Policy	Prison & Probation Analytical Services HubUsers@noms.gsi.gov.uk	01/05/2014	N/A	Cancelled 10/6/2024. Replaced with online guidance via the HMPPS Performance Hub

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
29/2014		Release on licence for foreign national prisoners pending deportation	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424	01/06/2014	30/04/2016 (This is an interim instruction and is subject to review)	Replaces the following documents which are hereby cancelled: PI 15/2011 / PSI 65/2011 – Foreign National Prisoners Liable for Deportation.
29/2014 (Revised)		Release on licence for foreign national prisoners pending deportation	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454	01/06/2014	30/04/2016 (This is an interim instruction and is subject to review)	Revised 26 August 2014 – Annex C in this instruction has been revised to provide clarity and up to date OM Guidance and new information provided to NOMS by the Home Office Immigration Enforcement (HOIE) Criminal Casework concerning the different types of HOIE provided Section 4 accommodation for FNPs.
29/2014 (Revised)		Release on licence for foreign national prisoners pending deportation	Public Protection Group – Public Protection Casework Section licence.policy@noms.gsi.gov.uk	01/06/2014	N/A	October 2015 updated contact details April 2014 – cancelled and replaced by the Foreign National Offenders on Licence, PSS and IS91 PF
30/2014	22/2014	Recall Review & Re-release of Recall Offenders	Email: ppcs.policy@noms.gsi.gov.uk Ian York Tel: 0300 047 4330 Emma McMaster Tel: 0300 047 4276 Saj Zafar Tel: 0300 047 4559	01/06/2014	-	Replaces the following documents which are hereby cancelled: AI 09/2013 – PSI 17/2013 – PI 07/2013; PSI 29/2008 ; PC 12/2008 ; PC 29/2007 ; PC 14/2008 ; PI 04/2009.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2014 (Revised)	22/2014	Recall Review & Re-release of Recall Offenders	Email: ppcs.policy@noms.gsi.gov.uk Ian York Tel: 0300 047 4330 Emma McMaster Tel: 0300 047 4276 Saj Zafar Tel: 0300 047 4550	01/06/2014 (Revised 24/10/2014)	31/05/2018	Update 24 October 2014 & 1 February 2015—This instruction has been updated in preparation of the Commencement of the provisions of the Offender Rehabilitation Act 2014 (ORA 2014). The executive summary at the beginning of the instruction sets out the process for recall/determinate sentence prisoners serving a sentence of less than 12 months and whose index offence was committed on or after the Commencement of the ORA 2014 provisions. All other guidance on recall, review and re-release of determinate sentence prisoners remains unchanged. Further information can be found in the Executive Summary.
30/2014 (Revised)	22/2014	Recall Review & Re-release of Recall Offenders	Email: ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0651 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Saj Zafar 020 3334 0667	31/06/2014	31/01/2017	Update October 2015—Amendment made to the contact details on the front page.
30/2014 (Revised)	22/2014	Recall Review & Re-release of Recall Offenders	Email: ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0651 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Saj Zafar 020 3334 0667	01/06/2014	31/01/2017	Update February 2016—References to Annex B pro-forma on page 65 Section 19; Page 68 section 29; and Page 76 section 41 have been amended to refer to Annex A pro-forma.
30/2014	22/2014	Recall Review & Re-release of Recall Offenders	Email: ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0651 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Patricia O'Neill 020 3334 0698	01/06/2017	31/01/2017	Update January 2017—Amendment made to the contact details on the front page and Annex F Pro-Forma 'Notice of Return to Custody' has been updated. Replaced by Recall, Review and re-release Policy Framework April 2019

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
31/2014		Post-Sentence Supervision Requirements	For general enquiries: Brian Chapman —Licence Conditions Senior Policy Manager. Email: brian.chapman@noms-gsi.gov.uk Tel: 0300 047 4424 For breach-related enquiries: Neil Stone —Offender Management Court Work Lead. Email: neil.stone@noms-gsi.gov.uk Tel: 0300 047 4598/ 07545 732 823	01/11/2014	31/03/2016	
31/2014 (Revised)		Post-Sentence Supervision Requirements	Safer Custody and Public Protection Group—Public Protection Casework Section licence.policy@noms.gsi.gov.uk	01/11/2014	N/A	Revised October 2015 Updated contact details Replaced by The Post Sentence Supervision Requirements Policy Framework. Cancelled by OPSDR March 2020
32/2014		Drug Appointment and Drug Testing for Licence Conditions and Post-Sentence Supervision Requirements	Health and Care Partnerships Group health@justice.gov.uk	01/11/2014	N/A	
33/2014	23/2014	Managing and Reporting on Extremist Behaviour in custody (Official Sensitive)	Central Policy Lead—Extremism Unit, Clive House, 70 Petty France, London, SW1H 9EX. Telephone—0300 047 6160/6165 Email— securitygroup.extremism@hmps.gsi.gov.uk Regional CT Coordinators & HSCTIU	June 2014	June 2016	Replaces PSI 43/2011 Replaced by PSI 13/2016—AI 11/2016
34/2014		Provision of offender risk information to Home Office immigration enforcement regarding foreign national offenders who are being considered for deportation	Brian Chapman Offender Management and Public Protection Group, NOMS Tel: 020 3334 0454 Email: NOMSOffenderManagement@NOMS-gsi.gov.uk	01/08/2014	31/07/2017	Replaces the following documents which are hereby cancelled: PC 11/2007—Deportation of EEA National Prisoners; and PC 32/2007—Management of FNPs, Licences, Bail Hearings, Releases from Immigration Detention and Deportation.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
34/2014 (Revised)		Provision Of Offender Risk Information To Home Office Immigration Enforcement Regarding Foreign National Offenders Who Are Being Considered For Deportation	Safer Custody and Public Protection Group – Public Protection Casework Section licence.policy@noms.gsi.gov.uk	01/08/2014	N/A	Revised October 2015 Updated contact details April 2014 – cancelled and replaced by the Foreign National Offenders on Licence, PSS and IS91 PF
35/2014		Records, Archiving, Retention and Disposal	NOMS Information Policy and Assurance Clive House Potty France London SW1H 9EX Email: NOMSIMteam@noms.gsi.gov.uk Tel: 0300 047 4058	04/08/2014	28/07/2015	Cancels PSO 9025, PSO 1251 and PSI 19/2012 N.B. PSI 19/2012 was not cancelled it was never issued Cancelled and replaced by PSI 04/2018
36/2014		Polygraph Examinations: instructions for imposing licence conditions for the polygraph on sexual offenders	Heather Sutton, Head of the Sex Offender Team, OMPPG E mail: Heather.Sutton@noms.gsi.gov.uk Tel: 0300 0474743	08/08/2014	31/07/2015	Replaces and cancels: PSI 42/2011 – End of Polygraph Pilot. “Interim Guidance to Trusts in relation to securing additional licence conditions for polygraph testing of sexual offenders due for release from 6 January 2014”, issued August 2013.
36/2014 (Revised)		Polygraph Examinations: Instructions for Imposing Licence Conditions for the Polygraph on Sexual Offenders	Safer Custody and Public Protection Group – Public Protection Casework Section NOMSPolygraphTeam@noms.gsi.gov.uk	08/08/2014	N/A	Revised October 2015 Updated contact details Cancelled by the new Polygraph PF June 2021
-	24/2014 AI Only	NOMS Policy for Junior Attendance Centres	Richard Pearce, Offender Management and Public Protection Group Email: richard.pearce3@noms.gsi.gov.uk - Tel: 07920 083880	01/08/2014	31/03/2015	Replaces and cancels: AI 09/2012 - PI 15/2012 NOMS Attendance Centre Policy and Practice Instructions
37/2014	25/2014	Eligibility for Open Conditions and for ROTL of Prisoners Subject to Deportation Proceedings	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	14/08/2014	N/A	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
38/2014		Not issued				This was never issued. See PSI 05/2015 for Security Vetting – Reconsideration of Central Vetting Decisions by Exception
39/2014	26/2014	National Security Framework Ref:15.5 Vetting Function: Security Vetting – Using Offenders as Mentors in the Community and in Custody	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	23/09/2014	N/A	26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts
40/2014		Mandatory Use of ViSOR	Gareth Hale— gareth.hale@hmps.gsi.gov.uk — Telephone: 020 3344 0532	22/10/2014	20/11/2018	Replaces the following documents which are hereby cancelled: PSI 06/2013 and PI 03/2013 which replaced PI 05/2009 and PSI 27/2009. Update October 2014 – This instruction has been revised to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme. References to Probation Trusts have been removed and replaced with NPS. Changes also relate to updating the Police Vetting Unit contact details, removing an annex (D) which provided details of the ViSOR pilot and reinforcing the benefits of quality assurance, (see 2.11) log on audits and ensuring ViSOR is addressed in supervision and the appraisal process. N.B. Although the Instruction is marked as an update this is the original. The revisions referenced refer to the amendments made since PSI 06/2013 PI 03/2013 was issued.
40/2014 (revised)		Mandatory Use of ViSOR	Public Protection Group – Public Protection Partnership Section MAPPA@Justice.gov.uk	22/10/2014	N/A	Revised October 2015 Updated contact details Cancelled by the Use of ViSOR PE January 2023.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
41/2014		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	Assurance and Intelligence Team gordon.callum2@justice.gov.uk	24/10/2014	N/A	Replaces and cancels PI 08/2014 Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.
41/2014 (Revision)		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	Assurance and Intelligence Team gordon.callum2@justice.gov.uk	24/10/2014	N/A	November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019
41/2014 (Revision)		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	Assurance and Intelligence Team gordon.callum2@justice.gov.uk	24/10/2014	n/a	January 2021 – An interim process (valid until 26 June 2021) has been added for risk escalation for long-term custodial cases from CRCs to the NPS. Cancelled and replaced by the Case Transfer PF – June 2021
42/2014		National Security Framework Ref: 15.2 Vetting Function – Exclusion of Personnel on Grounds of Misconduct	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	28/10/2014	N/A	Cancels PSI 24/2013 1 Jan 2025 – cancelled and replaced by the Exclusion for Working for HMPPS PF
43/2014		National Security Framework Ref: 12.3 Category A Function – Management and Security of Cat A Prisoners – Internal (Official Sensitive)	LTHSE categorya.hse@noms.gsi.gov.uk	16/11/2014	N/A	Replaces PSI 10/2013
43/2014 (Revised)		National Security Framework Ref: 12.3 *Category A Function – Management and Security of Cat A Prisoners – Internal* (Official Sensitive)	LTHSE categorya.hse@noms.gsi.gov.uk	16/11/2014	n/a	Updated March 2021 - A number of alterations have been made to the policy due to changes in operating practices 20/09/2022 - Updated as a result of publication of the ACCI Policy Framework 5/01/2024 - Amended to align with the ACCI PF, concerning interception and monitoring of communications.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
44/2014	28/2014	The Data Protection Act 1998 The Freedom of Information Act 2000 Environmental Information Regulations 2004	Kate Burns Communication and Information Directorate Ministry of Justice Post point 10.34 102 Petty France London, SW1H 9AJ Tel: 020 3334 3248 Email: kate.burns@justice.gsi.gov.uk	12/12/2014	11/12/2018	Associated documents: PSI 35/2014— Records, Archiving, Retention and Disposal PSI 24/2014 AI 18/2014 PI 18/2014— Information Assurance Policy PSI 27/2013 AI 11/2013— Data Sharing PI 28/2014— Archiving, Retention and Disposal Policy. Replaces and cancels: PSO 0020 (issue number 313): The Data Protection Act 1998, The Freedom of Information Act 2000, Environmental Information Regulations 2004. All hard copies of this instructions must be destroyed. This has been cancelled and replaced by PSI 03/2018.
45/2014		Religious festival dates for 2015	Kishwar Ahmed kishwar.ahmed@noms.gsi.gov.uk Chaplaincy Headquarters Tel: 0300 047 5178	01/01/2015	01/01/2016	Associated documents: PSI 51/2011— Faith and Pastoral Care for Prisoners PSI 44/2010— Annex B— Catering Operating Manual Service Specification for Faith and Pastoral Care for Prisoners See the NOMS directory of service specifications. Replaces and cancels: PSI 33/2013— Religious Festival Dates for 2014 (as at 1 January 2015) Replaced and cancelled by: PSI 34/2015

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
46/2014	29/2014	Crown copyright and licenses	Francesca Emmett, Francesca.emmett@noms.gsi.gov.uk International Relations and Commercial Manager Tel: 01925 423400 (extension 445) and Mobile: 07530264231	22/12/2014	21/12/2018	
46/2014 (Revision)	29/2014	Crown Copyright and Licences	International / Crown Copyright and Licensing Hub crowncopyright@justice.gov.uk	22/12/2014	N/A	Revised December 2016 - This policy revises previously introduced mandatory processes to enable NOMS: to meet responsibilities under its accreditation to The National Archives' Information Fair Trader Scheme (IFTS), implementing the Re- use of Public Sector Information Regulations (2015); to protect Crown copyright, which represents valuable intellectual property rights, by actively managing such rights; to ensure that interventions and programmes - and any other materials covered by Crown Copyright - are delivered in accordance to their purpose and design and confidently challenge their unapproved delivery.
47/2014		Not issued				
48/2014		Not issued				

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
49/2014		Mother & Baby Units	Female Offender Policy Team ejwst@justice.gov.uk	23/12/2014	N/A	<p>Associated documents</p> <p>PSI 51/2011 Faith and Pastoral Care for Prisoners</p> <p>PSI 32/2011 Ensuring Equality</p> <p>PSI 02/2012 Prisoner Complaints</p> <p>PSO 3601 Mandatory Drug Testing</p> <p>PSO 4800 Women Prisoners</p> <p>Ofsted Standards</p> <p>Working Together to Safeguard Children, DfE</p> <p>Cancels and replaces PSI 54/2011 Mother & Baby Units</p> <p>September 2021 – this has now been replaced by the Pregnancy, Mother and Baby Units (MBUs), and Maternal Separation from Children up to the Age of Two in Women's Prisons Policy Framework.</p>
01/2015	01/2015	The Allocation of prisoners liable to deportation or removal from the United Kingdom	FNO and Litigation ERDForeignNationals@justice.gov.uk	15/01/2015	N/A	<p>Introduces amendments to the following documents:</p> <p>PSI 40/2011 Categorisation and Re categorisation of Adult Male Prisoners: Replaces page 23 paragraphs 18-28, page 33 paragraphs 12-22, page 39 Annex H: "List of FNP Priority Allocation Prisons to which Adult Male sentenced Category C be allocated".</p> <p>These sections will be removed from the PSI published on the intranet.</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
02/2015 Wales only	02/2015	Prison Library Service	Gemma.mcdowell1@justice.gov.uk	06/02/2015	N/A	Replaces the following documents which are hereby cancelled: - PSI 45/2011 Amended April 2019 as a result of the new Education Policy Framework. The PSI's provisions now apply to Wales only 01/04/2025 – policy on handing and sending in of books transferred to this policy from the Incentives PF
03/2015		Sentence calculation – determinate sentenced prisoners	Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ – Victoria Amat – 0203 334 4682 – Helen Scott – 07799 478603 or 0203 334 5045 Fax: 0870 739 5888 or 0870 739 4062	01/02/2015	31/01/2019	Cancels PSI 13/2013 – Sentence Calculation Determinate Sentenced Prisoners – issued on 1 February 2015 and its attached operational guidance
03/2015 (Revised)		Sentence calculation – determinate sentenced prisoners	Sentencing Policy and Penalties Unit, 102 Petty France, London, SW1H 9AJ – Victoria Amat – 0203 334 4682 – Helen Scott – 07799 478603 or 0203 334 5045 Fax: 0870 739 5888 or 0870 739 4062	01/02/2015	31/01/2019	Update 16 July 2015 – This re issue of the PSI is to reflect two further pieces of legislation that affect the calculation of release dates: 1). The Criminal Justice and Courts Act 2015 (CJ&CA 2015) which was implemented on 13 April 2015 and which made changes to the release points of certain Extended Determinate Sentences (EDS) in addition to introducing a new type of sentence for “offenders of particular concern”. The EDS change is NOT retrospective. 2). The Serious Crime Act 2015 (SCA 2015) which will be implemented on 1 June 2015 and which makes changes to the release points of those terms of imprisonment imposed in default of payment of confiscation orders of £10 million or more.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
03/2015 (Revised)		Sentence Calculation – Determinate Sentenced Prisoners	Bail, Sentencing and Release Policy release.policy@justice.gov.uk	01/02/2016	N/A	Update December 2015 This was re-issued due to format issues, the content remains unchanged. May 2022 – Cancelled by Sentence Calculation PF
04/2015		Rehabilitation Services Specification – Custody	Fiona Radford Commissioning Strategies Group Tel:0300 049 7224 – Email: fiona.radford@noms.gsi.gov.uk	01/02/2015	31/07/2015	Cancels PSI 12/2012 Rehabilitation Services Specification Custody
04/2015 (Revised)		Rehabilitation Services Specification – Custody	Rehabilitation and Support Services Group Simon.Marshall1@justice.gov.uk	01/02/2015	N/A	Update 11 February 2015 – Policy lead contact details and link to directory of services specifications changed.
04/2015 (Revised)		Rehabilitation Services Specification - Custody	Rehabilitation and Support Services Group Rcsg.governance@justice.gov.uk	01/02/2015	N/A	November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019
05/2015	03/2015	National Security Framework NSF 15.4 Security Vetting: Reconsideration of NOMS Central Vetting Decisions by Exception	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/02/2015	N/A	Cancels and replaces PSI 38/2014 Security Vetting – Reconsideration of Central Vetting Decisions by Exception N.B. PSI 38/2014 was never issued 26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 7 April 2025 – policy cancelled – now obsolete
06/2015	04/2015	Policy, organisation and summary arrangements for the management of health and safety	Kathryn Ball, Head of Occupational Health, Safety and Employee Assistance kathryn.ball@noms.gsi.gov.uk 07545 732805 or 0300 047 5003	01/02/2015	31/12/2016	Cancels and replaces PSI 42/2010.
06/2015 (revised)	04/2015	Policy, Organisation and Summary Arrangements for the Management of Health and Safety	HR (H&S) Health-Safety.national@justice.gov.uk	07/02/2018	N/A	Updated Feb 2018 – a number of changes (senior manager roles etc) Updated March 2021 - – a number of changes (senior manager roles etc)

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
07/2015 (revision)		Early Days in Custody – Reception in, First night in Custody, and Induction to Custody	Safety Group PSPolicy.Framework@justice.gov.uk	27/01/2020 – revision	N/A	Cancels and replaces PSI 74/2011 Early Days in Custody – Reception In, First Night in Custody, and Induction to Custody January 2020 – Minor changes to align with new Incentives PF. 4/11/2024 – Updated to reference the Prison Public Protection PF
08/2015		Permanent resettlement outside England and Wales of offender's subject to post release supervision	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424	01/02/2015	01/02/2017	Cancels and replaces PSI 20/2014 – PI 14/2014 Permanent Resettlement outside England and Wales of Offenders on Licence
08/2015 (revised)		Permanent Resettlement Outside England and Wales of Offenders Subject to Post Release Supervision	Public Protection Group – Public Protection Casework Section licence.policy@noms.gsi.gov.uk	01/02/2015	N/A	Update October 2015 – Amendments made to the contact details on the front page. July 2021 This PSI has now been cancelled by the Travel and Transfer On Licence outside of England and Wales Policy Framework.
09/2015		National Security Framework Ref: 12.1 Category A Function: The Identification, Initial Categorisation and Management of Potential and Provisional Category A / Restricted Status Prisoners	LTHSE categorya.hse@noms.gsi.gov.uk	04/03/2015	N/A	Cancels and replaces PSI 05/2013 – The Identification, initial categorisation and management of potential and provisional Category A / restricted status prisoners 20/09/2022 - Updated as a result of publication of the ACCI Policy Framework
10/2015	07/2015	National Security Framework Ref: 6.6 Security Management Function: Management and Security of Escape List (E-list) Prisoners	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	02/03/2015	N/A	Cancels and replaces PSI 56/2011 – Management and security of escape list (E-list) prisoners Jan 2025 – cancelled and replaced by the Management of Escape List Prisoners Policy Framework

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
11/2015	08/2015	Fire Safety in Prison Establishments	Prisons Directorate (OHSF) NationalFireSafetyTeam@justice.gov.uk	31/03/2015	N/A	Cancels and replaces PSO 3803 – Fire Safety in prison establishments PSI 13/2009 – The use and maintenance of respiratory protective equipment (RPE) across the public-sector prison estate. 31 March 2022 – updated and now incorporates PSI 22/2011

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2015		Licence conditions, licences and licence and supervision notices	<p>For general enquiries: Brian Chapman — Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424</p> <p>For polygraph examination related issues: Heather Sutton — Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743</p> <p>For victim related issues: Laura Toze — Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4428</p> <p>For bespoke conditions and licence variations (pre-release): James Hough. Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475</p> <p>For bespoke conditions and licence variations (pre-release) : Sajida Zafar. Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559</p> <p>For TACT/extremism issues: Claire Fuller — Head of Extremism. Email: claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894</p>	23/03/2015	22/03/2019	Cancels and replaces PSI 18/2014 — Licences, Licence conditions and polygraph examinations.
12/2015 (Revised)		Licence Conditions, Licences and Licence and Supervision Notices	<p>Public Protection Group — Public Protection Casework Section</p> <p>licence.policy@noms.gsi.gov.uk</p>	23/03/2015	N/A	Update 7 April 2015 — this instruction has been amended to include revised telephone numbers and changes to licence conditions criteria at Annex A.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2015 (Revised)		Licence Conditions, Licences and Licence and Supervision Notices	Public Protection Group – Public Protection Casework Section licence.policy@noms.gsi.gov.uk	23/03/2015	n/a	Jan 2021 – Guidance updated to reflect the introduction of GPS location monitoring. July 2021 – this PSI has now been cancelled by the Licence Conditions Policy Framework.
13/2015		Release on temporary licence	If there are any queries about the contents of this instruction please direct them to the ROTL helpline: Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 Sppu.early.release@justice.gsi.gov.uk	24/03/2015	23/03/2019	This instruction wholly replaces PSO 6300 – Release on Temporary Licence – for all offenders aged 18 and over. Copies of PSO 6300 should be retained solely in relation to temporary release applications by young people (i.e. under 18s); pending revision of the operational instructions applicable to them. Paragraphs 4.10 and 4.11 amend paragraphs 2.7.3 to 2.7.5 of PSO 4460 – Prisoners’ Pay. Annex G and F (Memoranda of Understanding for paid and unpaid work placements) replace those included in PSO 2300 – Resettlement and PSI 76/2011 – Prisoner Earnings Act 1996
13/2015 (Revision)		Release on temporary licence	If there are any queries about the contents of this instruction please direct them to the ROTL helpline: Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk	24/03/2015	23/03/2019	Revised March 2015 Typographical errors and corrupt annex D forms identified

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
13/2015 (Revision)		Release on temporary licence	If there are any queries about the contents of this instruction please direct them to the ROTL helpline: Junior Ogueri 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk	24/03/2015	23/03/2019	Revised August 2015 New Forms at Annex-D. SLB also issued May 2019. Replaced by the Release on Temporary Licence Policy Framework
14/2015 (revision)	09/2015	Disposal of Prisoners Unauthorised Property	Equalities, Interventions & Operational practice group NLT@justice.gov.uk	27/01/2020	N/A	Paragraph 3.3 in this instruction replaces paragraph 2.76 in PSI 12/2011— Prisoners' Property. This instruction should also be read in conjunction with PSI 51/2010— Dealing with evidence and PSI 30/2011— Instructions on Handling mobile phones and SIM card seizures. January 2020— Minor changes to align with new Incentives PF Aug 2022— replaced by the Prisoners Property PF.
15/2015	10/2015	Adult social care	For matters concerning England or Wales: Health, Wellbeing, & Substance Misuse Co-commissioning Health.co-commissioning@noms.gsi.gov.uk	01/04/2015	31/03/2016	See section 17 for amendments. Cancelled and replaced by PSI 03/2016 AI 06/2016 Adult Social Care
16/2015		Adult safeguarding in prison	Equality Rights and Decency Group PSIs16and17_2015questions@noms.gsi.gov.uk	01/04/2015	31/03/2019	
16/2015		Adult Safeguarding in Prison	Equalities, Interventions & Operational practice group NLT@justice.gov.uk	01/04/2015	N/A	Update 16 December 2016 – The only change to this document is the amendment made to the contact details on the front page.
17/2015		Prisoners assisting other prisoners	Equality Rights and Decency Group PSIs16and17_2015questions@noms.gsi.gov.uk	01/04/2015	31/03/2019	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
17/2015 (Revision)		Prisoners assisting other prisoners	Equality, Rights and Decency Group ERDGP@noms.gsi.gov.uk	01/04/2015	31/03/2019	Update 16 December 2016 – The only change to this document is the amendment made to the contact details on the front page.
17/2015 (revision)		Prisoners Assisting Other Prisoners	Equalities, Interventions & Operational practice group NLT@justice.gov.uk	27/01/2020 – revision	N/A	Update 1 November 2018- Minor amendment on paragraph 1.2 with the addition of a new link. January 2020 – Minor changes to align with new Incentives PF.
18/2015	13/2015	NOMS Health and Safety Arrangements for Radiation Safety of X Ray Security Equipment	HR (H&S) Health-Safety.national@justice.gov.uk	07/07/2015	N/A	Replaces the following documents which are hereby cancelled: PSO 3843 - All hard copies of these Instructions must be destroyed
19/2015	14/2015	NOMS Health and Safety Arrangements – Assessment and Control of Radon Exposure in NOMS’ Custodial Premises	HR (H&S) Health-Safety.national@justice.gov.uk	07/07/2015	N/A	Replaces the following documents which are hereby cancelled: OHS Guidance Note 03/2011. replaced by the Assessment and Control of Radon in HMPPS Prisons, Probation Sites and Contracted Prisons April 2023 – replaced by the Radon PE
20/2015		The Cell Sharing Risk Assessment	Prison safety PrisonSafetyAdmin@justice.gov.uk	11/05/2015	N/A	Replaces the following documents which are hereby cancelled: PSI 09/2011.
21/2015		Revisions to NSF Function 6.3 New Legislation – Unauthorised Possession Within Prisons of Knives and Other Offensive Weapons	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	01/06/2015	N/A	Updates NSF Function 6.3, (PSI 10/2012 – Conveyance and Possession of Prohibited Items and Other Related Offences) which will be amended to reflect this instruction in due course. Jan 2025 – cancelled and replaced by the Managing conveyance of unauthorised and illicit items policy frameworks (open and closed prisons)

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
22/2015	11/2015	Generic parole process for indeterminate and determinate sentenced prisoners (GPP)	For Policy issues: ppcs.policy@noms.gsi.gov.uk For PPUD performance issues: performanceteam@noms.gsi.gov.uk	01 July 2015	For Review by 01 January 2016	Replaces the following documents which are hereby cancelled: PSI 36/2012 – PI 18/2012 Generic Parole Process (GPP) amended to incorporate Electronic Working; PSI 18/2013 – PI 08/2013 – Determinate Sentenced Prisoners Transferred under the Mental Health Act 1983; PSI 19/2013 – PI 09/2013 Generic Parole Process for Determinate sentence prisoners (GPP D).
22/2015 (revised)	11/2015 (revised)	Generic Parole Process for Indeterminate and Determinate Sentenced Prisoners (GPP)	Public Protection Group – Public Protection Casework Section ppcs.policy@justice.gov.uk	01/07/2015	N/A	This instruction was re-issued in January 2016 to extend its expiry date only. The content remains unchanged. Cancelled by GPP PF in Jan 2020.
23/2015		Centralised Case Supervision System for Restricted Status Women and Women with Complex Needs	Female Offender Policy Team ejwst@justice.gov.uk	01/07/2015	N/A	Cancelled by WECASP PF May 2021
24/2015		Enhanced Behaviour Monitoring (EBM)	Offender Management and Public Protection Group (OMPPG) Email: NOMSOfferManagement@noms.gsi.gov.uk	01/07/2015	30/06/2019	May 2019. Replaced by the Enhanced Behaviour Monitoring Policy Framework
25/2015	15/2015	*NOMS Performance Related Pay Policy*	HR PARQ@justice.gov.uk	13/07/2015	N/A	
26/2015	12/2015	National Security Framework: External Escorts Function: Security of Prisoners at Court	Geri Mortimer geri.elaine.mortimer@hmpr.gsi.gov.uk 0300 047 6203	23/07/2015	22/07/2019	
26/2015 (Revision)	12/2015	National Security Framework Ref: 7.1 External Escorts Function: Security of Prisoners at Court	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	23/07/2015	N/A	Revised 11 August 2015 Front page amended to include specific service specification rather than generic references September 2022: Cancelled by Prevention of Escape – External Escorts PF

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
27/2015	17/2015	National Security Framework Ref: NSF 4.5a Intelligence – Regulation of Investigatory Powers Act Open Source Research on the Internet and social networking sites (Official and Official Sensitive versions)	Security, Order and Counter Terrorism National Intelligence Unit dmuspoc@justice.gov.uk	05/08/2015	N/A	
28/2015	18/2015	Unlawfully at large after recall offence protocols	Russell A'Court Russell.a'court@noms.gsi.gov.uk Ian York ian.york@noms.gsi.gov.uk Kelly Lennon Kelly.lennon@noms.gsi.gov.uk	05/10/2015	04/10/2019	Replaced by Recall, Review and re-release Policy Framework April 2019
29/2015	19/2015	First aid	Occupational Health and Safety Section NOMS HQ Email: Anne.norton@noms.gsi.gov.uk Tel: 0300 047 5029	16/05/2016	29/10/2019	Replaces the following documents which are hereby cancelled: 03/2010 First Aid guidance
29/2015 (Revision)	19/2015 (Revision)	First Aid	HR (H&S) Health.Safety.national@justice.gov.uk	16/05/2016	N/A	Revised 16 November 2015 – Amended to include a six month implementation period. August 2023 – cancelled by HMPPS National Health and Safety Arrangements for First and Emergency Aid Policy Framework
30/2015		National security Framework: Control and Order Function: Amendments to use of force policy (Ref: NSF 2.1)	Please contact the following with any questions/queries concerning the policy on MMPPR: Use of Force Policy in general: Kirsty Payne, Security Policy Unit Kirsty.payne@noms.gsi.gov.uk 0300 047 6211 Young People's Estate: Doug Weir, Young People's Group Douglas.weir@noms.gsi.gov.uk 07772 560 521	04/11/2015	03/11/2019	Introduces amendments to the following documents: PSO 1600 – Use of Force. Section 2 and Annex A of this instruction replace the relevant paragraphs mentioned. Annex H in the PSO has also been removed.

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
30/2015 (Revision)		National security Framework Ref: 2.1 Control and Order Function: Amendments to use of force policy	Security, Order and Counter Terrorism. Operational Response and Resilience Unit ORRU.enquiries@noms.gsi.gov.uk	04/11/2015	N/A	Revised November 2015 Para 2.15 amendment to mandatory action. Approved exceptionally by Ian Blakeman 31/12/23 — revised to show policy no longer applies to the adult estate, where it has been replaced by the UoF PF 05/02/2024 — preplaced by the <i>Use of Force, Restraint and Restrictive Practices in the Children and Young People Secure Estate PF.</i>
31/2015	20/2015	Managing litigation claims	NOMS Litigation Team nlt@noms.gsi.gov.uk	12/11/2015	10/11/2019	Replaces the following documents which are hereby cancelled: PSI 02/2013 — AI 01/2013 Claims Handling
31/2015 (Revision)	20/2015	Managing Litigation Claims	Equalities, Interventions & Operational Practice group NLT@justice.gov.uk	12/11/2015	N/A	Revision December 2015 Removal of example in annex C and change of address annex K FEB 2023 — cancelled and replaced by the Managing Litigation Claims PF
32/2015	21/2015	*NOMS Health and Safety Arrangements for the Management of Stress in Staff*	HR (H&S) Health-Safety.national@justice.gov.uk	12/02/2016	N/A	

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
33/2015	23/2015	National Security Framework Ref: NSF 7.1: External Escorts — NSF: External Prisoner Movement	Security, Order and Counter Terrorism, Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	09/12/2015	N/A	Replaces the following documents which are hereby cancelled: Policy and guidance on the external movement of prisoners contained in the 'Accounting and Control' section of the National Security Framework (NSF). The NSF is being updated in terms both of its content and overall structure, with policy being re-formatted into standard PSI format and grouped under new Function headings. This PSI consolidates in one document the escort policy contained in the NSF and in various associated notes to governors. October 2021 — section 8 has been updated in relation to weddings and civil partnerships (and should be read in conjunction with PSI 14/2016 "Marriage of Prisoners and Civil Partnership Registration"). September 2022: Cancelled by Prevention of Escape — External Escorts PF
34/2015	22/2015	Religious Festival Dates for 2016	Kishwar Ahmed Kishwar.ahmed@noms.gsi.gov.uk Chaplaincy Headquarters 0300 047 5178	01/01/2016	01/01/2017	Replaces the following documents which are hereby cancelled: PSI 45/2014 — Religious Festival Dates for 2015 (as at 1 January 2016) On 1 January 2017 replaced and cancelled by PSI 19/2016
35/2015	24/2015	*Annual leave policy*	MoJ People Group hrpolicy@Justice.gov.uk	17/12/2015	N/A	Replaces the following documents which are hereby cancelled: PSI 16/2013, AI 06/2013
36/2015	25/2015	Health and Safety Arrangements for Workplace Inspection	HR (H&S) Health-Safety.national@justice.gov.uk	21/03/2016	N/A	

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
37/2015	26/2015	NOMS Health and Safety Arrangements for Risk Assessment	HR (H&S) Health-Safety.national@justice.gov.uk	21/03/2016	N/A	
38/2015	27/2015	Health and Safety Arrangements for the Monitoring and Measurement of Health and Safety Performance	HR (H&S) Health-Safety.national@justice.gov.uk	21/03/2016	N/A	Replaces NOMS Guidance Note 02/2009 Health and Safety Performance Reporting
01/2016	04/2016	Corruption Prevention – How to Identify, Report and Manage Staff Corruption (Official and Official Sensitive Versions)	Security Group: Policy related matters – concerning this PSI, contact the Key Threat Manager – Corruption Prevention, sharanjit.nagra@noms.gsi.gov.uk 0300 047 6196. Operational related matters, contact the Corruption Prevention Unit, corruptionpreventionunit@noms.gsi.gov.uk 01527 551229.	29/02/2016	N/A	Replaces PSO 1215 Professional Standards: Prevention and Handling Staff Wrongdoing
01/2016 (Revised)	04/2016 (Revised)	Corruption Prevention – How to Identify, Report and Manage Staff Corruption (Official Version Only)	Security Group: Policy related matters – concerning this PSI, contact the Key Threat Manager – Corruption Prevention, sharanjit.nagra@noms.gsi.gov.uk 0300 047 6196. Operational related matters, contact the Corruption Prevention Unit, corruptionpreventionunit@noms.gsi.gov.uk 01527 551229.	29/02/2016	N/A	Update 4 March 2016: IRC staff are directly employed by NOMS and this PSI applies equally to them. To enable them to manage CP and any subsequent disciplinary processes effectively and within NOMS policy, this PSI needs to state that it applies to them also. Replaced by Counter Corruption Policy Framework – April 2019
02/2016	05/2016	Health and Safety Arrangements for the Management of Accident Reporting, Recording and Investigation	HR (H&S) Health-Safety.national@justice.gov.uk	16/06/2016	N/A	Replaces PSI 11/2002 Accident Reporting
03/2016	06/2016	Adult Social Care	Health and Care Partnerships Group health@justice.gov.uk	06/04/2016	N/A	Replaces PSI 15/2015 PI 11/2015 AI 10/2015 Adult Social Care

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
04/2016		The Interception of Communication in Prisons and Security Measures (Official and Official Sensitive Versions)	Security, Order and Counter Terrorism National Intelligence Unit Intelligence.projects@justice.gov.uk	04/07/2016	N/A	Replaces PSI 24/2012 Call Enabling
04/2016		The Interception of Communication in Prisons and Security Measures	Security, Order and Counter Terrorism National Intelligence Unit Intelligence.projects@justice.gov.uk	06/11/2020	N/A	Updated in November 2020 to align with the update of 49/2011.
04/2016 (Revised)		The Interception of Communication in Prisons and Security Measures	Security, Order and Counter Terrorism National Intelligence Unit Intelligence.projects@justice.gov.uk	6/11/2020	N/A	Updated 1 April 2021 Arrangements for the recording, monitoring, and retention of authorised prisoner communications by way of the PIN phone system or written communications. September 2022: cancelled by the Authorised Comms Control PF
05/2016		Faith and Pastoral Care for Prisoners	Michelle Crerar, Kishwar Ahmed Chaplaincy HQ— chaplaincyenquiries@noms.gsi.gov.uk	01/06/2016	N/A	Replaces PSI 51/2011 Faith and Pastoral Care for Prisoners

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
05/2016 (Revision)		Faith and Pastoral Care for Prisoners	HMPPS Chaplaincy Chaplaincyhqenquiries@justice.gov.uk	01/06/2016	N/A	Revised September 2016 – Annex K contact details changed for the Jehovah Witness Faith Adviser September 2022 – changes around religious registration and proof of adherence to a particular faith/belief Nov 2022 – minor amendment to para L5 Update April 2023 – To update contact details for Chaplaincy and Faith Services and for Faith and Belief Advisors, paras 8.5, 4.25, and Annex E. Updated Nov 2023 – minor amendment on page 71 Updated 12 Feb 2024 – Deletion of advisers personal contact details
06/2016	08/2016	Information Risk Management Policy	Security and Information Group Dataprotection@justice.gov.uk	11/05/2016	N/A	Replaces PSI 16/2012 AI 04/2012 Information Risk Management Policy
07/2016		National Security Framework 3.1 Searching of the Person	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	26/10/2016	N/A	Replaces PSI 67/2011 – Searching of the Person & PSI 16/2014 – Searching Young People Jan 2023 Canceled by Searching PF
08/2016		National Security Framework Ref. NSF 3.3 Dealing with Evidence	Security, Order and Counter Terrorism. Operational Response and Resilience Unit SOCT.Procedures@justice.gov.uk Replaced by the Management and Handling of Evidence PF	26/10/2016	N/A	Replaces PSI 51/2010 – Dealing with Evidence OCT 2022 – Replaced by the Evidence Policy Framework

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
09/2016		National Security Framework 3.2 Cell, Area and Vehicle Searching	Security, Order and Counter Terrorism. Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	26/10/2016	N/A	Replaces PSI 68/2011 – Cell, Area and Vehicle Searching Replaced by the Searching PF October 2022. Implementation January 2023
10/2016	09/2016	NOMS Health & Safety Arrangements for Consultation on Matters of Occupational Health, Safety and Fire (OHSF)	HR (H&S) Health-Safety.national@justice.gov.uk	04/02/2017	N/A	Replaces and cancels Guidance Note 03/2006, Consultation with Staff August 2006 is withdrawn
11/2016	10/2016	Health and Safety Management Arrangements for Manual Handling Operations	HR (H&S) Health-Safety.national@justice.gov.uk	04/02/2017	N/A	
12/2016		Writing Healthcare Reports for the Parole and Recall Processes	Public Protection Group – Public Protection Casework Section ppcs.policy@justice.gov.uk	08/08/2016	N/A	Replaces and cancels the previous version of the SPR F template (Annex O of PSI 36/2012) must no longer be used for reports and any locally held versions must be destroyed. Writing Healthcare Reports for The Parole and Recall Process. Replaced by Generic Parole Process Policy Framework January 2020
13/2016	11/2016	Managing and Reporting on Extremist Behaviour in Custody (Official Sensitive)	Central Policy Lead – Extremism Unit, Clive House, 70 Petty France, London, SW1H 9EX. Email – securitygroup.extremism@hmps.gsi.gov.uk Regional Counter Terrorism Teams & High Security Estate Counter Terrorism Units	22/02/2017	N/A	Replaces and cancels PSI 14/2013 and PSI 33/2014 Replaced by Managing Extremism Policy Framework – March 2019

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
14/2016		Marriage of Prisoners and Civil Partnership Registration	Equalities, Interventions & Operational practice group NLT@justice.gov.uk	14/10/2016	N/A	<p>Replaces and cancels: - PSO 4450 Marriage of Prisoners and PSO 4445 Civil Partnership Registration</p> <p>August 2020 - Minor amendment to para 1.4 to reflect change in law</p> <p>Apr 2021 – updated to reflect Cat C now the same as Cat B in relation to ceremonies</p> <p>October 2021 - This Instruction has been revised to cover photography/filming of ceremonies/registrations which take place under escort outside the prison.</p> <p>June 2022 - Amended to reflect that the Operational Frameworks Team must be notified of any applications to marry.</p> <p>February 2023 - Updated to reflect the Marriage and Civil Partnership (Minimum Age) Act 2022</p> <p>Updated 15 February 2024: Paragraph 4.3 has been updated to reflect circumstances in which a Governor might raise concerns over a possible sham marriage. Contact details have also been updated.</p> <p>Updated 2 August 2024: Updated in line with the Victims and Prisoners Act 2024.</p> <p>Updated 28 May 2025 Update to Annexes A and B to come in line with the Victims and Prisoners Act 2024</p>

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
15/2016		Handling of Sensitive Information, Including Information Provided by Victims, for the Purpose of Parole Board Reviews	Public Protection Group – Public Protection Casework Section ppcs.policy@justice.gov.uk	26/10/2016	N/A	Replaces and cancels: – PSI 26/2014 PI 22/2014 – Handling of Sensitive Information Provided by Criminal Justice Agencies Cancelled November 2021 – this has now been replaced by the Handling Sensitive Information, Including Information by Victims, for the Purpose of Parole Board Reviews Policy Framework
16/2016	12/2016	Information Sharing Policy	Information Security informationmgmtsecurity@noms-gsi.gov.uk	07/11/2016	N/A	Replaces and cancels – AI 11/2013 – PSI 27/2013 – Data Sharing Policy, and PI 21/2010 Information Sharing Agreement. 28/05/2021 This has been replaced by the Information Sharing Policy Framework.
17/2016	13/2016	The Care and Management of Transgender Offenders	NOMS_equalities@noms-gsi.gov.uk	01/01/2017	N/A	Replaces and cancels – PSI 07/2011 The Care and Management of Transsexual Prisoners
17/2016 (1 st Revision) 23 Jan 2019	13/2016	The Care and Management of Transgender Offenders	Equalities, Interventions & Operational Practice group NOMS_Equalities@noms-gsi.gov.uk	01/01/2017	N/A	Amendments have been made to references to prison issue clothing to align the policy with PSI 30/2013 Incentives and Earned Privileges (IEP) and PSI 11/2011 IEP to reflect the temporary change to the policy on prison clothing which commenced on 15 November 2018.
17/2016 (2 nd Revision) 1 Aug 2019	13/2016	The Care and Management of Transgender Offenders	Equalities, Interventions & Operational Practice group NOMS_Equalities@justice.gov.uk	01/01/2017	N/A	22/7/19 – Care and management of individuals who are Transgender PE issued, to come into effect from 31/10/19. However, 4 elements will come in early (Aug/Sept), as identified on the PSI/PI Cancelled and Replaced by the Transgender Policy Framework

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
18/2016	17/2016	Public Protection Manual	Public Protection Group – prisonpublicprotectionpolicy@noms.gsi.gov.uk	22/11/2016		
18/2016 (revision)	17/2016	Public Protection Manual	Public Protection Group – prisonpublicprotectionpolicy@justice.gov.uk	05/02/2020	N/A	Revised to align with Incentives PF February 2020. 20/09/2022 – Updated as a result of publication of the ACCI Policy Framework 5/1/2024 – Number of updates including: on sentenced prisoners' contact with victims; guidance on identifying public protection contact restrictions; and enabling prisons to approve social video calling as a separate child contact arrangement. May 2025 replaced by the Public Protection PF
19/2016		Religious Festival Dates 2017	Kishwar Ahmed, kishwar.ahmed@noms.gsi.gov.uk Chaplaincy Headquarters, 0203 193 5672	01/01/2017	01/01/2018	PSI 34/2015 – AI 22/2015 – Religious Festival Dates for 2016. Cancelled by DOPT August 2018. Policy no longer relevant.
20/2016	14/2016	Implementation of Equality Analysis	Equalities, Interventions & Operational Practice group HMPPS-DI@justice.gov.uk	22/12/2016	N/A	Replaces and cancels: AI 10/2011 Ensuring Equality; Equality Impact Assessment templates (HQ and operational) Introduces amendments to PSI 33/2011 – AI 11/2011 Equality of treatment for employees – Section 5 equality impact assessments is cancelled PSI 32/2011 Section 5 equality impact assessments, Annex B – B1 Bullet point 2, B4 and Annex E are cancelled 10 April 2023 replaced by the Equality Analysis PF

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
01/2017	01/2017	*Attendance Management Policy*	MoJ People Group hrpolicy@justice.gov.uk	05/01/2017	N/A	Replaces PSO 8404 Management of Attendance, PSI 01/2009 Management of Attendance, PI 37/2014 Management of Attendance. Sept 2024 — cancelled and replaced by a new pan MoJ Supporting Attendance policy (intranet only)
02/2017	02/2017	*Working with Display Screen Equipment (DSE) and the associated Provision of Eye Tests and Glasses*	HR (H&S) Health-Safety.national@justice.gov.uk	27/01/2017	N/A	Replaces and cancels PSO 3806 - Display Screen Equipment – Health and Safety Issues AI 21/2010 – PSI 35/2010 Provision of Eye Tests and Glasses
03/2017	03/2017	Staff Resourcing	Shared Services HR Contact Centre ☎ 0845 010 3504 (VPN 7190 3504) New contact 11/5/17 – HR Lizzie.Harrison@noms.gsi.gov.uk	27/01/2017	N/A	Replaces and cancels PSI 62/2010 AI 28/2010 Staff Resourcing Policy
03/2017 (Revision)	03/2017	Staff Resourcing	Shared Services HR Contact Centre ☎ 0845 010 3504 (VPN 7190 3504) New contact 11/5/17 – HR Lizzie.Harrison@noms.gsi.gov.uk	27/01/2017	N/A	Revised June 2017 to ensure that HMPPS is compliant with the Civil Service wide resourcing policy changes to vacancy filling and redeployment.
03/2017 (Re-issued)	03/2017	*Staff Resourcing*	Strategic Development Group James.heavens@justice.gov.uk	27/01/2017	N/A	Re-issued July 2017: to note that paragraphs 9.4, 9.8, 9.9, 10.1 have also been revised as above.
04/2017		National Security Framework Security Management – Body Worn Cameras	Security, Order and Counter Terrorism, Operational Security Projects and Procedures Unit SOCT.Procedures@justice.gov.uk	20/03/2017	N/A	September 2022: cancelled by Body Worn Video Cameras PF
05/2017		Separation Centre Referral Manual	LTHSE SeparationCentre@justice.gov.uk	12/05/2017	N/A	July 2022 – replaced by the Separation Centres PF (Implementation date 1 November 2022)
06/2017	05/2017	*Shared Parental Leave Policy*	MoJ People Group hrpolicy@justice.gov.uk	01/09/2017	N/A	Replaces the following documents which are hereby cancelled: PSI 60/2011 Additional Paternity Leave April 2024 — cancelled and replaced by a pan MoJ Shared parental leave policy (intranet only)

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
07/2017		Regime Management Planning	Policy Lead: Paul Addicott paul.addicott@hmps.gsi.gov.uk	15/09/2017	N/A	
07/2017 (Re-Issued)		Regime Management Planning	Business Development Group BDG@noms.gsi.gov.uk	15/09/2017	N/A	Update November 2017: Please note the change in contact details are the only amendment that has been made to this instruction.
01/2018		Home Detention Curfew Assessment Process	HDC Policy Team Tel: 0203 334 5044/4689 Email: sppu.early.release@justice.gov.uk	03/01/2018	N/A	Replaces and cancels PSIs – 19/2002, 39/2002 and 53/2004. PSO 6700 – Replaces chapter 5 in full and forms HDC 1, 1a, 2, 3, 3a, 3b, 4, 6 and 9
01/2018 (revised)		Home Detention Curfew Assessment Process	HDC Policy Team Tel: 0203 334 5044/4689 Email: sppu.early.release@justice.gov.uk	03/01/2018	N/A	Update 22 March 2018 – Paragraph 1.7 – amended to update the review requirement to cover individuals refused HDC between 3 January 2018 and 22 March 2018 Section 6 – amended to clarify the offences committed during current sentence that constitute exceptional reasons to refuse HDC; Annex B – amended to update Best Practice Guidance and FAQ Annex E – minor changes to Annex E (Forms) in light of user feedback since implementation. Replaced by HDC Policy Framework March 2019
02/2018	01/2018	Post Incident Care	People Group / Service Improvement and Assurance HRServices@justice.gov.uk	01/03/2018	N/A	Replaces and cancels 08/2010 Revised July 2018 – Minor updates including: references to GDPR; referral to OH now via portal; and updates to a FMB. Cancelled by the Post Incident Care Policy Framework Jan 2022

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
03/2018	02/2018	The Data Protection Act 2018 and General Data Protection Regulation The Freedom of Information Act 2000 Environmental Information Regulations 2004	Communication and Information Directorate OffenderSARteam@hmps.gsi.gov.uk	25/05/2018	N/A	Replaces and cancels PSI 44/2014 This has now been replaced by the Information Requests Policy Framework — August 2021.
04/2018	03/2018	Records, Information Management and Retention Policy	Robert Evans	25/05/18	N/A	Replaces and cancels PSI 35/2014
05/2018		Prison Discipline Procedures (Adjudications)	Khy Parmar Operational_policy1@justice.gov.uk	24/12/2018	21/12/2018	Replaces and cancels 47/2011 and 31/2013

OFFICIAL

PSI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
05/2018 (Revised)		Prison Discipline Procedures (Adjudications)	Operational Policy: System Delivery and Reform Operational_policy1@justice.gov.uk	27/01/2020 – revision	N/A	<p>Replaces and cancels 47/2011 and 31/2013</p> <p>Revised May 2019 - References to the Appropriate Handling of Crimes Protocol now replaced by the Crime in Prison Referral Agreement and two PSI references replaced with updated Policy Frameworks.</p> <p>January 2020 – Minor changes to align with new Incentives PF.</p> <p>Revised Jan 2020. Minor update has been made to Paragraph 1.111.</p> <p>Revised March 2021: Minor update to correct DIS forms to remove references to the previous Adjudications PSI (47/2011)</p> <p>Revised April 2021: Easyread version of DIS2 now included, updates to DIS 9 and Annex H updated</p> <p>Revised 2022 08 11 Guidance is provided on virtual Independent Adjudications including arranging virtual Independent Adjudication hearings and mandatory requirements on laptop security.</p> <p>Revised 13/5/2024 – to show that new Adj PF has been published so this PSI only applies to adj that begun before 31/5/2024</p>

