

KEY
Extant operational policy
policy Denotes extant operational policy but 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 PROBATION INSTRUCTIONS

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
01/2009	01/2009	The Instructions System – The Approval & Implementation of Policy & Instructions	Allen Casey, Operational Policy Unit Allen.casey@hmpr.gsi.gov.uk 020 7217 6272	01/08/2009	31/07/2011	Replaces and cancels:– PSO 0001 The Instructions System Cancelled by PI 01/2011 – AI 01/2011 & PI 14/2012 – AI 08/2012
02/2009		NOT USED	NOT USED	NOT USED	NOT USED	NOT USED
03/2009		Information Assurance PROTECT – SECURITY	Information Assurance Operations Team 0300 047 6590 Informationassurance@noms.gsi.gov.uk	05/10/2009	05/10/2012	Replaces and cancels: PC 2/2009 Cancelled by PI 18/2014
04/2009		Recall of Prisoners on Licence – Sharing Information and Performance Monitoring	Paul.walsh2@noms.gsi.gov.uk Diana.greene@noms.gsi.gov.uk	01/10/2009	30/09/2012	Cancelled by PI 07/2013 Cancelled by PI 27/2014 – AI 22/2014
05/2009		Mandatory use of ViSOR	NOMS Public Protection Unit: Paul Manning ViSOR Team, 8 th Floor, Cleland House. 0207 217 6199 email: Paul.Manning@noms.gsi.gov.uk	05/10/2009	05/10/2012	Cancelled by PI 03/2013
06/2009		Implementation of the Armed Forces Act 2006	Sarah Winwin Sein Offender Management Team SarahWinwin.Sein@justice.gov.uk	31/10/2009	31/10/2013	Cancelled by PI 20/2014

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07/2009		Pre-Tariff Sift Reviews for Indeterminate Sentenced Prisoners	Steve Watson, Pre-Release Policy Manager, PPU Stephen.Watson2@noms.gsi.gov.uk 0207 217 6398	01/01/2010	27/11/2012	Replaced and cancelled by PSI 36/2012 (PI 18/2012)
08/2009		Victim Representation at Parole Board Hearings	Felicity Hawksley — Head of Victims Team, NOMS PPMHG Felicity.hawksley@noms.gsi.gov.uk / 020 7217 6396 Robert Lawman — Senior Policy Advisor, NOMS PPMHG Robert.lawman@noms.gsi.gov.uk / 020 7217 6599	01/01/2010	31/12/2012	Replaces and cancels: PC 27/2007 (Victim representation at Parole Board Hearings) Paragraph 2.17 amended by PI 20/2010 Cancelled by PI 11/2013
09/2009		Medication in Approved Premises	sean.langley@noms.gsi.gov.uk or 020 7217 2714 paul.douglas2@noms.gsi.gov.uk or 020 7217 6718 See also section 7 in the Instruction	21/12/2009	31/03/2012	Replaces and cancels: PC 33/2004 Cancelled by PI 03/2011
01/2010		Licenses for Music in Probation Areas and Trusts	Robyn Malan de Merindol, Operational Policy Manager, Operational Policy Unit, Room 541, Cleland House, London, SW1P 4LP Robyn.MalandeMerindol@noms.gsi.gov.uk	18/01/2010	31/12/2011	
02/2010		Unpaid Work/Community Payback Service Specification & Operation Manual for Community Payback: delivering the sentence of Unpaid Work	Jill Shaw, Community Skills and Employment Unit Jill.shaw@noms.gsi.gov.uk 02072175135 Neill Martin, Community Skills and Employment Unit Neill.martin@noms.gsi.gov.uk 02072171333 David Mead, Community Skills and Employment Unit David.mead@noms.gsi.gov.uk	01/04/2010	30/03/2014	Replaces and cancels: PC 20/2006 PC 39/2006 Cancelled by PI 17/2012 & PI 03/2016 — AI 03/2016
03/2010		Implementation of the Victim Liaison Service Specification	Felicity Hawksley — Head of Victims Team, NOMS PPMHG Felicity.Hawksley@noms.gsi.gov.uk 020 7217 6396	05/04/2010	29/03/2014	Introduces amendments outlined in Annex A to the following documents: PC 11/2008. 14/12/2023 replaced by the Victim Support Scheme PF
04/2010		Community Compacts - For use in the Community	Robin Dickens, Offender Assessment and Management Group, 0207 217 8646 Nina Revell, Safer Custody and Offender Policy Group, 0207 035 1544	01/05/2010	30/04/2014	

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05/2010		Statutory Changes To Community Safety Partnerships (CSPs)	Philip Rees, Service Development Group 0207 217 1946	08/04/2010	07/04/2014	
06/2010		PSO 4700 The Indeterminate Sentence Manual Chapters 3, 7, 8, 10, 11, 12 and 15	Tony Macgregor, ISP policy lead, NOMS PPMHG 8 th Floor Cleland House tony.macgregor@noms.gsi.gov.uk	19/04/2010	18/04/2014	This PSI advises of replacements to Prison Service Order 4700 Chapters 3, 10, 12 and 15 and the immediate withdrawal of Chapters 7, 8 and 11. Introduces revised chapters to PSO 4700. All hard copies of PSO 4700 must be amended by the replacement of the old chapters. Chapter 12 replaced by ERGG Policy Framework
07/2010		Probation Qualifications Framework	Paula Cairney 0207 217 6573 Mandy Pointon 0207 217 1079	15/04/2010	14/04/2015	
08/2010		Offender Management Feedback Questionnaire	Ruth Walters Ruth.walters@justice.gov.uk	01/06/2010	31/03/2013	
09/2010		Accommodation and Support Service for Bail and HDC – Change of Contract	Chris Marsh, Sentencing Policy and Penalties Unit in the Justice Policy Group of the Ministry of Justice chris.marsh@justice.gsi.gov.uk 020 3334 5035	18/06/2010	17/06/2013	Replaces and cancels: PSI 29/2007 Accommodation and Support Services for Bail and HDC; PC 33/2007 New Accommodation and Support Service for Bail and HDC Introduces amendments to: PSO 6101 PSO 6700 The changes inserted into these PSOs by PSI 29/2007 are to be removed and replaced. Cancelled by PI 10/2013
10/2010		Skills Screening Tool – First Move – Initial Skills Checker	For further information contact 0300 047 6550	01/07/2010	31/05/2011	Replaces and cancels: PC 13/2007 Cancelled by PI 09/2011 & PI 01/2013

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11/2010		PSO 4700 New Chapter 4 – Serving the Indeterminate Sentence	Tony Macgregor, ISP policy lead, NOMS PPMHG (until 16 th July) 8 th Floor Cleland House (as of 19 th July) 2 nd Floor Fry Building, 2 Marsham Street tony.macgregor@noms.gsi.gov.uk	12/07/2010	01/07/2011	This PSI advises of the replacement to Prison Service Order 4700 Chapters 4, including update to 4.7 (Escorted Absence). Introduces replacement to Chapter 4, including a revised 4.7, to PSO 4700. All hard copies of PSO 4700 must be amended by the replacement of the old chapter 4 and 4.7 The new chapter 4 is attached to the end of this PSI Cancelled and Replaced by the MALRAP Policy Framework – April 2019. Other elements in the PSI have been replaced by guidance.
12/2010	22/2010	Research Applications	Lucy Jones Business Change Group 01759 475076	27/09/2010	27/09/2014	Replaces and cancels: PSO 7030 PSO 7035 Cancelled by PI 07/2012 – AI 02/2012 – PSI 13/2012
13/2010		Licence Conditions	For general enquiries: Brian.Chapman@noms.gsi.gov.uk Christopher.Kemp@noms.gsi.gov.uk Trevor.Ferros@noms.gsi.gov.uk For Extremism issues: CPPC@noms.gsi.gov.uk For victims issues: Laura.Toze@noms.gsi.gov.uk	27/09/2010	27/09/2014	Replaces and cancels: PC 29/2007; PC 115/2000 Cancelled by PI 07/2011
14/2010		Implementation of the Deliver Supervision Requirement Specification	Karen MacLeod, Rehabilitation Services Group Karen.macleod@justice.gov.uk	01/10/2010	01/10/2014	
15/2010		Implementation of the Manage the Sentence for a Community Order and Suspended Sentence Order Specification	Karen MacLeod, Rehabilitation Services Group Karen.macleod@justice.gov.uk	01/10/2010	01/10/2014	

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16/2010		Sentence Calculation and HDC eligibility	HDC queries: Suleman Qureshi — 0203 334 5044 Junior Ogueri — 0203 334 5043 Sentence Calculation queries: Helen Scott — 0203 334 5045 Lynette Heugh — 0203 334 5031 Licence enquiries: Brian Chapman — 0207 035 1450 Early Removal Scheme enquiries: Becca Conway — 0203 334 5338	13/08/2010*	20/10/2014	*(Issued in draft to prisons on that date for immediate implementation, pending formal clearance and publication.) Final Approved Version 20 October 2010 Introduces amendments to: PSO6650, PSI 13/2005, PSI 17/2009, PSO 6700, PSI 31/2006, PSO6000. Cancelled and Replaced by PSI 13/2013
17/2010		Case Transfers	Rez Evenden Email: rez.evenden@justice.gov.uk Mobile: 07545 732823	08/11/2010	29/10/2014	Replaces and cancels: PC 25/2007 Cancelled by PI 07/2014
18/2010		The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders	Al Reid Head of Dangerous Offenders Section Public Protection and Mental Health Group – NOMS email: al.reid@noms.gsi.gov.uk tel: 02070353512	10/12/2010	09/12/2014	Replaces and cancels: PC 06/2007 – Critical Public Protection Cases (CPPCs) Cancelled by PI 05/2013 No copy of this Instruction held by the OPG Secretariat
18/2010 (Revision 1)		The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders	Al Reid Head of Dangerous Offenders Section Public Protection and Mental Health Group – NOMS email: al.reid@noms.gsi.gov.uk tel: 02070353512	10/12/2010	09/12/2014	Re Issued 04 October 2011 with new address for PPMHG Cancelled by PI 05/2013
19/2010	27/2010	Data Gateway Service Approval of Data Collections	Steve Ellerd-Elliott, Performance Information Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286 DataGateway@noms.gsi.gov.uk	13/12/2010	12/12/2014	Cancelled and replaced by PI 16/2014

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20/2010		Handling of Sensitive Information by Criminal Justice Agencies	Brian Chapman Deputy Head of Policy, Public Protection Casework Section Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 7035 1450 Trevor Ferres Policy Officer, Public Protection Casework Section Email: Trevor.Ferres@noms.gsi.gov.uk Tel: 020 7035 1500	20/12/2010	20/12/2014	Replaces and cancels: PSO 6000 Chapter 5 section 5.16; PC 26/2007 Introduces amendments to: PC 11/2008 Victim Policy Guidance Manual Section 5.3 PI 8/2009 Victim Representation at Parole Board Hearings – Paragraph 2.17 Cancelled by PI 22/2014
21/2010		Information Sharing Agreement	mailto:Bernadette.mccarthy@justice.gov.uk Offender Assessment & Management Team, Rehabilitation Services Group	14/01/2011	30/12/2014	Replaced and cancelled by PI 15/2016 PSI 16/2016 AI 12/2016
01/2011	01/2011	Instruction System Update	Allen Casey, Offender Safety, Rights and Responsibilities Group. Allen.casey@noms.gsi.gov.uk 0300 047 5704	10/01/2011	31/12/2014	Replaces and cancels: PSI 23/2009, AI 1/2009, PI 1/2009 Cancelled and Replaced by PI 14/2012
02/2011		Approved Premises National Rules & Guidance for Residents 2011	Seán Langley, Public Protection & Mental Health Group, 020 7035 8176 Paul Douglas, Public Protection & Mental Health Group, 020 7035 0070	01/03/2011	31/03/2014	Replaces and cancels: PC 19/2007 Introduces amendments to: The Rules which residents must sign on arrival and/or induction at an Approved Premises, and which apply while they are residing there. Cancelled by PI 32/2014
03/2011		Implementation of the Bail Accommodation and Support Service Specification	Peter Connor – Senior Contracts Manager, BASS, National Operations Group, NOMS Peter.connor@justice.gov.uk 07789 921772	01/04/2011	01/04/2015	

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03/2011 (Revision)		Implementation of the Bail Accommodation and Support Service Specification	Peter Connor – Senior Contracts Manager, BASS, National Operations Group, NOMS Peter.connor@justice.gov.uk 07789 921772	01/04/2011	01/04/2015	Revised August 2013. BASS PSI 34/2010 – PI 09/2010 has now been cancelled and replaced by PSI 25/2013 – PI 10/2013. Paragraph 2.1 and the associated documents on the front page of this PSI have been amended accordingly referencing the new instruction December 2018 Cancelled and replaced by the BASS Policy Framework

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04/2011		Implementation of the Approved Premises Specification	Seán Langley, Head of Approved Premises Team, NOMS PPMHG ✉ sean.langley@noms.gsi.gov.uk ☎ 020 7035 8176	01/04/2011	31/03/2015	Replaces and cancels: PC 02/2004 – Deaths of AP residents PC 18/2004 – Deaths of AP residents – investigations by the Prisons & Probation Ombudsman PC 35/2004 – Security in APs PC 40/2004 – Strategy for Preventing Sudden Deaths in APs PC 37/2005 – Role & purpose of APs (except Part 4 – see paragraph 3.2.1 below) PC 13/2006 – Introduction of new H1 monthly statistical form for APs PC 26/2006 – Changes to admissions policy for APs PC 35/2006 – Preventing Deaths of AP residents PC 07/2007 – Langley House Trust SLA PC 19/2007 – National Rules for AP residents PC 40/2007 – Deaths of AP residents – investigations by the Prisons & Probation Ombudsman PC 13/2008 – AP performance improvement standards PC 16/2008 – Expanded use of female APs PC 07/2009 – Procedures in APs PI 09/2009 – Medication in Aps The substance of these PCs and PIs has been incorporated into the new Approved Premises Manual. Cancelled by PI 32/2014
05/2011		Determining Presentence Reports	Lisa McDowell Email : Lisa.Mcdowell@justice.gov.uk Mobile : 07545 732 820 Or Roz Evenden Email: roz.evenden@justice.gov.uk Mobile: 07545 732823	01/04/2011	31/12/2014	Replaces and cancels: PC 12/2007; PC 06/2009 Cancelled by PI 04/2016

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06/2011		Archiving Retention and Disposal	NOMS Information Policy and Assurance Team, 5th Floor, Clive House, Petty France, London, SW1H 9EX Tel 0300 047 6285 Email: NOMSIMteam@noms.gsi.gov.uk	01/08/2011	2/07/2015	Cancelled by PI 28/2014
07/2011		Licence Conditions	Brian Chapman Deputy Head of Casework Development, Public Protection Casework Section Email: ppcs.policy@noms.gsi.gov.uk Tel: 020 7035 1450 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	26/04/2015	Replaces and cancels: PI 13/2010 "Licence Conditions"; Cancelled by PI 20/2012
07/2011 (Revision)		Licence Conditions	Brian Chapman Deputy Head of Casework Development, Public Protection Casework Section Email: ppcs.policy@noms.gsi.gov.uk Tel: 020 7035 1450 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	22/08/2011	26/04/2015	Revised August 2011 – Amendments made on pages: 3 & 10 Paragraph 1.5 last bullet point removed Paragraph 2.38 This section has been revoked. Paragraph 2.39 This section has been revoked. Replaces and cancels: PI 07/2011 "Licence Conditions" – 26 April 2011 version Cancelled by PI 20/2012
08/2011		Public Protection Manual chapter 12 – Terrorist Notification Requirements	<i>Khyati Parmar</i> Khyati.parmar@noms.gsi.gov.uk 0207 035 6958	21/06/2011	07/06/2012	Introduces amendments to: Public Protection Manual – an additional chapter on Terrorist Notification Requirements has been added Replaced and cancelled by PI 17/2016 PSI 18/2016

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09/2011		First move skills screening tool	Roger Stevens, OESS Roger.stevens@noms.gsi.gov.uk , tel 030 0047 5240	09/06/2011	31/05/2012	Replaces and cancels: PI 10/2010 Cancelled by PI 01/2013
10/2011		Notification and Review Procedures for Serious Further Offences	Matthew Ryder, Head of Serious Further Offences Team, Dangerous Offenders Section Public Protection and Mental Health Group National Offender Management Service Matthew.ryder@noms.gsi.gov.uk Telephone 020 7035 1320	01/08/2011	06/07/2014	Replaces and cancels: PC 22/2008 Cancelled by PI 04/2013
11/2011		Implementation of the Court Work other than Assessments and Reports Specification	Roz Evenden Email: roz.evenden@noms.gsi.gov.uk Mobile: 07545 732823	01/10/2011	30/09/2015	
12/2011		Implementation of the Deliver Curfew Requirement Specification	Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/10/2011	31/03/2013	
13/2011		Implementation of the Support Delivery of Alcohol Treatment Requirement Specification	Rose Scott, Rehabilitation Services Group Rose.scott@noms.gsi.gov.uk	01/10/2011	30/09/2011	Cancelled by PI 05/2015
14/2011		Implementation of the Support Delivery of the Drug Rehabilitation Requirement Specification	Rose Scott Rose.scott@noms.gsi.gov.uk	01/10/2011	30/09/2015	Cancelled by PI 04/2015
15/2011		Foreign National Prisoners liable for Deportation	Brian Chapman Licence Conditions Lead Offender Management and Public Protection Group 0300 047 4424 Brian.Chapman@noms.gsi.gov.uk Offender Safety Rights & Responsibilities Group 0300 047 6535	02/11/2011	01/11/2015	Replaces and cancels: PSI 28/2006 "Foreign National Prisoners Liable to Deportation" Cancelled by PI 26/2014
16/2011		Giving evidence through video links to probation board oral hearings	Andrew Sansom — 0300 047 4219 Offender Management and Public Protection Group	01/01/2012	15/12/2015	Cancelled by PI 21/2014

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01/2012		Implementation of the Deliver Accredited Programmes Specification	Jo Bailey Jo.bailey@noms.gsi.gov.uk	01/04/2012	28/02/2016	
-	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	
02/2012		Parole Processes	Parole Process—Gareth Mercer gareth.mercer@noms.gsi.gov.uk Victim issues—Laura Toze laura.toze@noms.gsi.gov.uk	10/02/2012	31/01/2016	This PI updates & replaces PC 7/2008 (Original PC was issued on 12 May 2008) copies of which should be destroyed Transfers original Probation Circular (7/2008) into new Probation Instruction format, and introduces minor amendments where outlined. Cancelled by PI 18/2012 & PI 09/2013
03/2012		Deliver residence requirement specification Deliver prohibited activity requirement specification Deliver exclusion requirement specification	Bernadette McCarthy, Directorate of Commissioning and Commercial Bernadette.Mccarthy@noms.gsi.gov.uk	01/04/2012	31/03/2016	
04/2012		Implementation of the Service Specification for Bail Services	Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/04/2012	31/03/2016	
05/2012		Probation finance manual	Alex Anderson—0300 047 6760 NOMS Financial Governance, Financial Management & Control, Finance & Analysis Directorate	30/08/2012	30/08/2016	This policy was merged with the PSP Finance Manual to become the HMPPS Finance Manual.
06/2012		Rehabilitation Services - in the Community & Rehabilitation Services - Deliver Activity Requirement Specifications	Sarah Ashcroft, Commissioning Strategies Group 0300 047 5614	01/04/2012	01/04/2016	
07/2012	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	Replaces and cancels: AI 22/2010 PSI 41/2010 PI 12/2010 Cancelled by PI 17/2014

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08/2012		Implementation of the Service Specification for "Manage the Sentence: Pre and Post Release from Custody"	Cassandra Robinson Cassandra.robinson@justice.gov.uk	01/04/2012	01/04/2013	
09/2012		Implementation of the Deliver Supervision on licence specification	Miranda Wilkinson miranda.wilkinson@noms.gsi.gov.uk	01/04/2012	01/04/2016	
10/2012		Senior Information Risk Owners in Probation Trusts	Clare Lewis, Information Assurance and Policy Team. Clare.lewis@hmps.gsi.gov.uk 0300 047 6258	11/04/2012	31/05/2016	Feb 2022 – Cancelled. This policy should no longer exist. Probation trusts are no longer in existence and were replaced by NPS, which forms part of HMPPS
11/2012	05/2012	Tariff Expired Removal Scheme (TERS)	Nicky Halse, Public Protection Casework Section, NOMS 030 0047 4468 nicola.halse@noms.gsi.gov.uk Ajay Mungur, Public Protection Casework Section, NOMS 030 0047 4505 ajay.mungur@noms.gsi.gov.uk emppg.fnp@noms.gsi.gov.uk Rebecca 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	02/05/2012	01/05/2016	Tariff Expired Removal Scheme (TERS)

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11/2012 (Revision)	05/2012 (Revision)	Tariff Expired Removal Scheme (TERS)	Nicky Halse, Public Protection Casework Section, NOMS 030 0047 4468 nicola.halse@noms.gsi.gov.uk Ajay Mungur, Public Protection Casework Section, NOMS 030 0047 4505 ajay.mungur@noms.gsi.gov.uk omppg.fnp@noms.gsi.gov.uk Victoria Amat, Sentencing Policy and Penalties Unit, Ministry of Justice Tel: 0203 334 4682 Victoria.amat@justice.gsi.gov.uk Or SPPU.Early.Release@justice.gsi.gov.uk	02/05/2012	01/05/2016	Revised 10 October 2013 Paragraph 2.3 has the additional refusal criterion added; annexes have been removed – CC Referral Form, CC 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. Replaced by the Generic Parole Process Policy Framework 27 January 2020
12/2012	06/2012	Data Gateway Service Approval of data collections	Steve Ellerd-Elliott, Planning and Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286 DataGateway@noms.gsi.gov.uk	03/09/2012	02/09/2016	Replaces and cancels: PSI 59/2010
13/2012		NOT USED	NOT USED	NOT USED	NOT USED	NOT USED
14/2012	08/2012	The Instruction System	Offender Safety, Rights and Responsibilities Group OPG@noms.gsi.gov.uk Telephone: 0300 047 6228	06/08/2012	06/08/2016	Replaces and cancels: PSI 01/2011; PSI 23/2009 – AI 1/2009 – PI 1/2009
14/2012 (Revision)	08/2012 (Revision)	The Instruction System	Gerry Franks Gerry.franks@justice.gov.uk	06/08/2012	06/08/2016	Revised 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.
15/2012	09/2012	Attendance Centres AL1	Richard Pearce Offender Management Implementation Manager, OMPPG Richard.pearce3@noms.gsi.gov.uk 07920 083880	01/12/2012	31/12/2016	Replaces and cancels: AI 16/2011 NOMS Attendance Centre Policy and Practice Instructions Replaced by AI 24/2014 NOMS Policy for Junior Attendance Centres

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16/2012		LASPO Act 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
17/2012		Service Specification for Unpaid Work	Caroline Morrison Caroline.morrison@justice.gov.uk	01/04/2013	31/03/2017	Replaces the Service Specification for Unpaid Work / Community Payback and The Operating Manual for Community Payback: delivering the sentence of Unpaid Work issued as PI 02/2010 Introduces amendments to: The Service Specification for Unpaid Work / Community Payback and Operating Manual for Community Payback: Delivering the Sentence of Unpaid Work.
18/2012		Generic Parole Process	For Policy issues: ppes.policy@noms.gsi.gov.uk	03/12/2012	26/11/2016	Replaces and cancels: PSO 6010 "Generic Parole Process"; PSI 33/2009 "Pre-Tariff Sift Reviews for Indeterminate Sentence Prisoners"; PSI 09/2008 "Offender Management Functional Mailboxes"; PI 02/2012 "Parole Processes" Cancelled by PI 14/2015 – AI 11/2015

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18/2012 (Revision)		Generic Parole Process	For Policy issues: ppcs.policy@noms.gsi.gov.uk	03/12/2012	26/11/2016	Revised 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. Introduces amendments to the following documents: There are no amendments to existing documents other than annex positioning, instead two new document templates have been added. Cancelled by PI 14/2015—AI 11/2015
19/2012		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 and cancels: 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.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
20/2012		Licence Conditions and Temporary Travel Abroad	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 For bespoke conditions and licence variations (post-release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4550 For TACT/extremism issues: Max Beatson – Head of Extremism. Email – max.beatson@noms.gsi.gov.uk Tel: 0300 047 4367	06/12/2012	30/11/2016	Replaces and cancels: PC 04/2006; PI 07/2011; PI 13/2012; PSO 4700 Chapter 13 section 13.14.1 (the rest of the Chapter remains in place). N.B. Reference to PI 13/2012 incorrect as the PI was never issued. Cancelled by PI 11/2014
21/2012	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 (PI 13/2014)
-	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	
01/2013		First Move Skills Screening Tool	Roger Stevens, OSCG Roger.stevens@noms.gsi.gov.uk , tel 030 0047 5210	07/01/2013	06/01/2015	Replaces and cancels: PI 10/2010; And PI 09/2011 This PI is issued to extend the expiry date of PI 09/2011. The policy and content remain unchanged.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
02/2013		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	Replaces and cancels: PG 52/1997 "Offenders Undergoing or about to Undergo Post-Release Supervision Who Wish to Resettle or Travel Outside England and Wales" Cancelled by PI 14/2014
03/2013		Mandatory Use of ViSOR	Susan Fiddler – Susan.fiddler@noms.gsi.gov.uk – Telephone: 0300 047 4494	11/02/2013	10/02/2017	Replaces and cancels: PI 05/2009 and PSI 27/2009. Cancelled by PI 56/2014
04/2013		Serious Further Offences	Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 0300 047 4550	04/04/2013	31/03/2017	Replaces and cancels: PI 10/2011 Cancelled by PI 15/2014 – AI 15/2014
05/2013	05/2013	Managing Terrorist and Extremist Offenders in the Community (PROTECT – Security)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 03000474524	14/06/2013	31/05/2017	Replaces and cancels: PI 18/2010 – The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders. Cancelled by PI 10/2014 – AI 13/2014
06/2013	04/2013	The Registration and Management of Critical Public Protection Cases	Al Reid Head of Dangerous Offenders Section NOMS Offender Management and Public Protection Group Email: al.reid@noms.gsi.gov.uk – Tel: 03000474524	14/06/2013	31/05/2017	Replaces the CPPC element of the following document which are hereby cancelled:- PI 18/2010 – The Management of Critical Public Protection Cases and Terrorist or Terrorist Related Offenders.
06/2013 (Revision)	04/2013 (Revision)	The Registration and Management of Critical Public Protection Cases	Al Reid Head of Dangerous Offenders Section NOMS Offender Management and Public Protection Group Email: al.reid@noms.gsi.gov.uk – Tel: 03000474524	14/06/2013	31/05/2017	Revised 01 June 2014 – This instruction has been updated to reflect the new community structures (NPS/CRCs). It also introduces an updated CPPC referral form and its' availability, electronically on National Delius.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
06/2013 (Revision)	04/2013 (Revision)	The Registration and Management of Critical Public Protection Cases	Al Reid Head of Dangerous Offenders Section NOMS Offender Management and Public Protection Group Email: al.reid@noms.gsi.gov.uk – Tel: 020 3334 0548	14/06/2013	31/05/2017	Revised 05 October 2015 updated contacts Cancelled and replaced by PI 04/2018
07/2013	09/2013	Recall review & re-release of recall offenders	Email: ppcs.policy@noms.gsi.gov.uk Ian York 0300 047 4330 Nuzhat Razvi 0300 047 4331	01/08/2013	July 2017	Replaces and cancels: PSI 29/2008; PC 12/2008; PC 29/2007; PC 14/2008; PI 04/2009 Cancelled by PI 27/2014 – AI 22/2014
08/2013		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	08/07/2017	Replaces and cancels: PSO 6000 – Chapter 11 Cancelled by PI 14/2015 – AI 11/2015
08/2013 (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	08/07/2017	Revised 17 September 2013: Paragraph 2.1 Amended – This update provides clarity of how a transfer should be recorded on Prison Nomis. Cancelled by PI 14/2015 – AI 11/2015
09/2013		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	Replaces and cancels: PSO 6000 – Parole Release and Recall Chapter 5; PSI 09/2008 – Offender Management Functional Mailboxes; PI 02/2012 – Parole Processes. Cancelled by PI 14/2015 – AI 11/2015

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
09/2013 (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. Cancelled by PI 14/2015 — AI 11/2015
09/2013 (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 by PI 14/2015 — AI 11/2015
10/2013		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 — Accommodation and Support Service For Bail AND HDC— Change of Contract Introduces amendments to PSO 6101 Chapter 8 is replaced by Annex C in this instruction. PSO 6700 Paragraph 5.17.8 and Annex I are replaced by paragraph 3.3 and Annex B respectively in this instruction. The changes previously inserted into these PSO's by PSI 34/2010 and PI 09/2010 are to be removed and replaced.
10/2013 (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 01 May 2014 This instruction has been updated to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme.
10/2013 (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	Updated on 7 January 2015 to reflect the new community/probation structures (NPS/CRCs) delivered by the TR programme and the new NOMS Directorate structures.

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10/2013 (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	Update 26 June 2015 – The BASS contract was formally extended on 2 June 2015 and will now continue until 17 December 2015. Updated Stonham's contacts in Annex A; Service Definition have been included in this version. No other changes have been made to the policy. December 2018 – cancelled and replaced by the BASS Policy Framework
11/2013		Probation Victims Contact Scheme Guidance Manual	Victims Policy Team, NOMS Offender Management and Public Protection Group Email: vcspolicy@noms.gsi.gov.uk Or contact: Laura Toze (0300 047 4228) Rebecca Conway (0300 047 4584) Julie Dennis (0300 047 4438)	30/10/2013	31/10/2017	Replaces and cancels: PI 08/2009 Victim Representation at Parole Board Hearings PC 23/2008 Mental Health Act 2007 – Extension of Victims' Right to Information Under the Domestic Violence Crime and Victims Act 2004 PC 11/2008 New Victim Liaison Guidance Manual PC 42/2005 Extension of Victim Contact Scheme to Victims of Mentally Disordered Offenders PC 29/2003 Victim Contact Work: Revised Sections 6 (Stage 2) and 9 of the Guidance to Areas PC 28/2003 Victim Contact Work: Guidance on Recent Court Judgements PC 62/2001 Further Guidance on the National Probation Service's Work With Victims of Serious Crimes Cancelled by PI 48/2014
01/2014	02/2014	Reviewing and Reporting Deaths of Offenders under Probation Supervision in the Community (Protect – Security)	dus@noms.gsi.gov.uk	01/04/2014	31/03/2018	Replaces and cancels: PC 60/2005 – New Procedures for Monitoring Deaths Under Supervision; PC 37/2007 – Revised Procedures for Monitoring Deaths Under Supervision

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01/2014 (Revision)	02/2014 (Revision)	Reviewing and Reporting Deaths of Offenders under Probation Supervision in the Community (Protect – Security)	dus@noms.gsi.gov.uk Adeniji, Tunde [NOMS] (Tunde.Adeniji@noms.gsi.gov.uk)	01/04/2014	31 March 2024	Revised April 2019. Case recording instruction has been updated. providers to record all deaths of offenders in the community, under their management—on nDelius in reasonable time.
01/2014 (Revision)	02/2014 (Revision)	Reviewing and Reporting Deaths of Offenders under Probation Supervision in the Community (Protect – Security)	dus@noms.gsi.gov.uk Adeniji, Tunde [NOMS] (Tunde.Adeniji@noms.gsi.gov.uk)	01/04/2014		26 June 2021 – This policy has been up dated to reflect the termination of CRC contract May 2022 cancelled by the Reporting and reviewing deaths under probation supervision in the community PF
02/2014		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 0474431	03/02/2014	30/01/2018	Replaces and cancels: PC 17/2005–Disqualification Orders
02/2014 (Revision)		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: 020 3334 0524	03/02/2014	30/01/2018	Revised 5 October 2015 - Amendment made to the contact details on the front page.
03/2014	05/2014	National Security Framework Vetting Function – Security Vetting	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	12/02/2014	11/02/2018	Replaces and cancels: PSI 43/2010
03/2014 (Revision)	05/2014 (Revision)	National Security Framework Vetting Function – Security Vetting	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	01/06/2014	11/02/2018	Revised 20 February 2014—This instructions has been revised to extend the implementation period.

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03/2014 (Revision)	05/2014 (Revision)	National Security Framework Vetting Function – Security Vetting	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	01/06/2014	01/06/2018	Reissued 1 May 2014
03/2014 (Revision)	05/2014 (Revision)	National Security Framework Vetting Function – Security Vetting	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	01/06/2014	01/06/2018	Revised 2 June 2014 – This instruction has been revised with minor typographical changes in addition to the following, paragraph 4.12 and 4.14 – changes to “examples include” rather than “for example change of name, address etc”; paragraph 5.1 – NPS added to first table NPS staff in HQ and Divisions; paragraph 11.3 – Updated Government classification system and PSI reference; paragraph 11.4 and 11.5 – combined into 11.4; and Paragraph 12.1 – Amended to refer to NOMS rather than particular parts of it.
03/2014 (Revision)	05/2014 (Revision)	National Security Framework Vetting Function - Security Vetting	Sharanjit Nagra Sharanjit.nagra1@justice.gov.uk	01/06/2014		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
04/2014	10/2014	Government Secure Classification Policy	NOMS Information, Assurance and Policy Team Tel: 0300 047 6590 – Email: informationassurance@noms.gsi.gov.uk	02/04/2014	01/04/2018	Replaces and cancels: The guidance on the Government Protective Marking Scheme in PSO 9015 Information Assurance and PI 09/2009 Information Assurance N.B. Reference PI 09/2009 is incorrect. Information Assurance is PI 03/2009
04/2014	10/2014	Government Secure Classification Policy	NOMS Information, Assurance and Policy Team Tel: 0300 047 6590 - Email: informationassurance@noms.gsi.gov.uk	02/04/2014	N/A	26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts
05/2014		Case Allocation	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823	01/06/2014	31/03/2018	

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05/2014 (Revision)		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 (Revised 24/10/2016)	01/04/2015	Revised 24 October 2014
05/2014 (Revision)		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	Revised 11 August 2015 – This instruction has been updated at paragraphs 1.1, 1.2, 1.9, 1.15, 2.2, 2.6, 2.22 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.
05/2014 (Revision)		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	Revised 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.

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05/2014 (Revision)		Case Allocation	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/06/2014	N/A	Revised 27 March 2017 – This instruction has been updated at paragraphs; 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.
05/2014		Case Allocation	Gordon.callum2@justice.gov.uk Assurance and Intelligence Team	01/06/2014	N/A	November 2019. Updated to reflect that NPS takes over from GRC's (in Wales only) from 30 November 2019

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05/2014		Case Allocation	Sarah Chamberlain Sarah.chamberlain@justice.gov.uk	01/06/2014	N/A	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. Jan 2023 – Update to Para 5.8 Feb 2026 – Updates to Annex E and Appendix A
06/2014		Enforcement of Community Orders and Suspended Sentence Orders	Neil Stone: Head of Community Offender Management Policy. Email: Neil.stone@noms.gsi.gov.uk Tel: 07545732823	01/06/2014	31/04/2018	
06/2014 (Revision)		Enforcement of Community Orders and Suspended Sentence Orders	Neil Stone: Head of Community Offender Management Policy. Email: Neil.stone@noms.gsi.gov.uk Tel: 07545732823	01/06/2014	Review by 31/12/2014	Revised 4 August 2014 – This instruction has been revised due to further guidance required with the enforcement process for attendees at Attendance Centres.
06/2014 (Revision)		Enforcement of Community Orders and Suspended Sentence Orders	Neil Stone: Head of Community Offender Management Policy. Email: Neil.stone@noms.gsi.gov.uk Tel: 07545732823	01/06/2014	Review by 30/06/2015	Revised 01 February 2015 – This instruction has been further revised to incorporate the enforcement of the electronic monitoring requirement as part of a community order.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
06/2014 (Revision)		Enforcement of Community Orders and Suspended Sentence Orders (includes standalone Electronic Monitoring Requirements and Attendance Centre Orders)	Claire Davies: Policy Manager Offender Assessment and Management Section. Email: NOMSOfferManagement@Noms.gsi.gov.uk	01/06/2014	N/A	Revised 10 February 2016 – This instruction has been further revised to incorporate the mandated template to be used in all breaches of Community Orders and Suspended Sentence Orders. And the enforcement of the electronic monitoring requirement as a part of these community orders. In addition additional guidance is provided on the reasons why breaches would not proceed to court for prosecution.
06/2014 (Revision)		Enforcement of Community Orders and Suspended Sentence Orders (includes standalone Electronic Monitoring Requirements and Attendance Centre Orders)	Claire Davies: Policy Manager Offender Assessment and Management Section. Email: NOMSOfferManagement@Noms.gsi.gov.uk	01/06/2014	N/A	Revised December 2016 – This instruction has been further revised at paragraphs 1.9 and 1.10 to reflect the process of the accumulated time violations (ATV's) for both standalone and multi requirement Electronically Monitored (EM) orders. The breach template at Annex A has also been revised following live testing. Finally the addition of Annex B is the guidance to Responsible Officers for the Accumulated Time Violations (ATV's) for Multi Requirement Orders and Suspended Sentence Orders.
06/2014 (Revision)		Enforcement of Community Orders and Suspended Sentence Orders (includes standalone Electronic Monitoring Requirements and Attendance Centre Orders)	Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/06/2014	N/A	Revised January 2018. – This instruction has been further revised at paragraph 2.11 to incorporate the consideration of an application to the court for a Warrant Not Backed By Bail (WNBBB) in the first instance when initiating a breach. The removal of Annex A breach template from the instruction which will now be located in Delius is replaced by Annex A Guidance on application to the court for a warrant in the first instance. Annex C guidance for the enforcement of multiple orders, including case recording instructions. Cancelled by new Enforcement PF June 2021.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
07/2014		Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence	For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk	01/06/2014	31 March 2018, for review by 31 October 2014	Replaces and cancels: PI 17/2010
07/2014 (Revision)		Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence	For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk	01/06/2014	01/02/2017	Revised 1 February 2015
07/2014 (Revision)		Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence	For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk Claire Davies Offender Management Policy Manager Claire.davies2@noms.gsi.gov.uk	01/06/2014	N/A	Revised 28 April 2016 – This update is to reflect the arrangements for the transfer from the Community Rehabilitation Companies to the National Probation Service of individuals who become 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 2003 Act which can be applied to relevant sex offenders and those who pose a risk of harm. The following paragraphs have been amended 1.6 sub section I, 2.30 & Annex B. This instruction was previously update in February 2015.
07/2014 (Revision)		Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence	For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@justice.gsi.gov.uk Claire Davies Offender Management Policy Manager Claire.Davies1@justice.gsi.gov.uk	01/06/2014	N/A	Revised 27 March 2017 – this instruction has been further updated at paragraphs 1.6 J, H & 2.31.
07/2014 (Revision)		Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence	Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	14/03/2018	N/A	Revised March 2018 – This instruction has been updated to include Guidance on the transfer of Community Orders and Suspended Sentence Orders between England & Wales, Scotland and Northern Ireland which can be found at Annex C.
07/2014 (Revision)		Case Transfers for Offenders Subject to Statutory Supervision Either Pre Release From Custody or Whilst Completing an Order Or Licence	Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	14/03/2018	N/A	Revise November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 Cancelled by new Case Transfer PF June 2021.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
08/2014		Process for Community Rehabilitation Companies to refer cases in the community to National Probation Service for Review Risk/Escalation Review	NOMSOffenderManagement@NOMS.gsi.gov.uk	01/06/2014	31/03/2016 for review by 31/12/2014	Replaced and cancelled by PI 57/2014
09/2014	12/2014	*Trade Union Facility Time*	Francis Stuart Francis.stuart@justice.gov.uk	11/04/2014	06/04/2018	
10/2014	13/2014	Managing terrorist and extremist offenders In the Community (Version for MOJ Website for Reference only)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group — NOMS al.reid@noms.gsi.gov.uk tel: 03000474524	01/06/2014	For review by October 2014	Replaces and cancels: PI 05/2013
10/2014 (Revision)	13/2014 (Revision)	Managing terrorist and extremist offenders In the Community (Version for MOJ Website for Reference only)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group — NOMS al.reid@noms.gsi.gov.uk tel: 03000474524	01/06/2014	31/05/2018	Revised 27 January 2015 — Instruction reference numbers have been updated throughout this document.
10/2014 (Revision)	13/2014 (Revision)	Managing terrorist and extremist offenders In the Community (Version for MOJ Website for Reference only)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group — NOMS al.reid@noms.gsi.gov.uk tel: 020 3334 0548	01/06/2014	31/05/2018	Revised 5 October 2015 — Amendment made to the contact details on the front page.
10/2014	13/2014	Managing terrorist and extremist offenders In the Community (EPIC/Quantum only) (Official Sensitive)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group — NOMS al.reid@noms.gsi.gov.uk tel: 03000474524	01/06/2014	For review by October 2014	Replaces and cancels: PI 05/2013 Managing Terrorist and Extremist Offenders in the Community
10/2014 (Revision)	13/2014 (Revision)	Managing terrorist and extremist offenders In the Community (EPIC/Quantum only) (Official Sensitive)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group — NOMS al.reid@noms.gsi.gov.uk tel: 03000474524	01/06/2014	31/05/2018	Revised 27 January 2015 — The Offender Rehabilitation Act 2014 introduces post sentence supervision periods alongside licence conditions; in addition minor referencing changes to reflect updates that have arisen since June 2014.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
10/2014 (Revision)	13/2014 (Revision)	Managing terrorist and extremist offenders in the Community (EPIC/Quantum only) (Official Sensitive)	Al Reid Head of Dangerous Offenders Section Offender Management and Public Protection Group – NOMS al.reid@noms.gsi.gov.uk tel: 020 3334 0548	01/06/2014	31/05/2018	Revised October 2015 – Amendment made to the contact details on the front page. Replaced by Managing Extremism Policy Framework March 2019
11/2014		Licence Conditions, Polygraph Examinations & Temporary Travel Abroad	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743 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 For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559 For TACT/extremism issues: Max Beatson – Head of Extremism. Email: max.beatson@noms.gsi.gov.uk Tel: 0300 047 4367	01/06/2014	01/05/2018	Replaces PI 20/2012 Cancelled by PI 09/2015
12/2014		Community Payback, High Visibility Tabards	David Mead MoJ Rehabilitation Programme- 102 Petty France London SW1H 9AJ Tel: 020 3334 3098 Email: David.Mead@justice.gsi.gov.uk	02/06/2014	01/05/2018	Replaces and cancels: PC 19/2008 – Distinctive Clothing for Offenders Undertaking Community Payback (Revised) June 2021 – cancelled as a result of the update to PI 4/2019
13/2014	14/2014	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	02/06/2014	01/05/2018	

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
13/2014 (Revision)	14/2014 (Revision)	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	24/10/2014	23/10/2018	Revised 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.
13/2014 (Revision)	14/2014 (Revision)	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	24/10/2014	23/10/2018	Revised 01 February 2015 – Following a final round of consultation some minor amendments were made to clarify roles and the distinction between different types of plan.
13/2014 (Revision)	14/2014 (Revision)	Sentence Planning	Cassandra Robinson Cassandra.robinson@justice.gov.uk	24/10/2014	23/10/2018	Revised 5 October 2015 - Amendments made to the contact details on the front page.
14/2014		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 and cancels: PSI 01/2013 – PI 02/2013 Resettlement outside England and Wales on Licence Cancelled by PI 07/2015
15/2014	15/2014	Notification and review procedures for serious further offences	Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 0300 047 4550	01/06/2014	01/10/2015	Replaces and cancels: PI 04/2013

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
15/2014 (Revision)	15/2014 (Revision)	Notification and review procedures for serious further offences	Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 0300 047 4550	01/06/2014	01/08/2015	Revised 01 February 2015 – PI 15/2014 was prepared in readiness for the implementation of the Government's Transforming Rehabilitation Programme (TRP). This revised PI takes account of the impact of TRP and recognises that the current procedures continue to provide a framework for the review of practice in incidents of Serious Further Offences. The revisions to the PI take the opportunity to provide updates in terms of the impact of the Offender Rehabilitation Act 2014 and highlights the use, by prisons, of these procedures for incidents of SFOs on Release on Temporary Licence, as set out in PSI xx/2015 Release on Temporary Licence (yet to be published). Additional annexes relevant to the prison procedures are now also included in this PI.
15/2014 (Revision)	15/2014 (Revision)	Notification and review procedures for serious further offences	Deanna Francis, Head of Serious Further Offences Team, Dangerous Offenders Section Offender Management and Public Protection Group National Offender Management Service Deanna.Francis2@noms.gsi.gov.uk Telephone 020 3334 0545	01/06/2014	01/08/2015	Revised 5 October 2015 – Amendments made to the contact details on the front page. Nov 2020 – cancelled and replaced by PI 06/2018
16/2014	16/2014	Data Gateway Service Approval of Data Collections	Thomas Head Thomas.head1@justice.gov.uk	01/05/2014	01/06/2018	Replaces and cancels: PSI 59/2010 – Data Gateway Service Approval of Data Collections
17/2014	17/2014	Research Applications	Planning and Analysis Group Robin Moore Tel: 0300 047 5590 robin.moore@noms.gsi.gov.uk National.Research@noms.gsi.gov.uk	01/06/2014	01/05/2018	Replaces and cancels: AI 02/2012 – PSI 13/2012 PI 07/2012 – Research Applications
17/2014	17/2014	Research Applications	Alana Diamond Alana.diamond1@justice.gov.uk	01/06/2014		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
18/2014	18/2014	Information Assurance Policy	Clare Lewis, Information Policy & Assurance Team, NOMS: clare.lewis@hmps.gsi.gov.uk 0300 047 6590	01/06/2014	30/04/2018	Replaces and cancels: PSO 9015; PI 03/2009
18/2014 (Revision)	18/2014 (Revision)	Information Assurance Policy	NOMS Information Management and Security Team Tel: 0300 047 6590 Email: InformationmgmtSecurity@noms.gsi.gov.uk	01/06/2014	N/A	Revision 14 July 2016 – This update corrects some inaccuracies in the incident management process and amends contact and team names for clarity. Replaces and cancels: AI 03/2009 Information Assurance Cancelled by the Information Security PF – 29 January 2020
19/2014	19/2014	IT Security Policy	Clare Lewis Head of Information Policy and Assurance Team 0300 047 6258	01/06/2014	For review by 01/05/2015	Replaces and cancels: PSO 9010 IT Security
19/2014	19/2014	IT Security Policy	Clare Lewis Head of Information Policy and Assurance Team 0300 047 6258	01/06/2014	N/A	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
20/2014		Implementation of the Armed Forces Act 2006	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk	01/06/2014	For review by 31/12/2014	Replaces and cancels: PI 06/2009
20/2014 (Revision)		Implementation of the Armed Forces Act 2006	Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/06/2014	For review by 31/12/2014	Revised 5 October 2015 – Amendments made to the contact details on the front page.
20/2014 (Revision)		Implementation of the Armed Forces Act 2006	Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/06/2014		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
21/2014		Giving Evidence via Video-link to a parole or Recall oral hearing	Ppcs.policy@noms.gsi.gov.uk Offender Management and Public Protection Group Rebecca Conway—0300-047-4584	01/06/2014	For review by 31/12/2014	Replaces and cancels: PI 16/2011 – Giving Evidence through Video-link to the Parole Board Cancelled and replaced by the Parole Board Oral Hearings Policy Framework – November 2019
22/2014		Handling of Sensitive Information provided by Criminal Justice Agencies	PPCS.policy@noms.gsi.gov.uk	01/06/2014	For review by 31/12/2014	Replaces and cancels: PI 60/2010 – PSI 61/2010; PC 26/2007; PSQ 6000 Chapter 5 section 5.16 N.B. – The reference PI 60/2010 is incorrect there is no such Instruction. PSI 61/2010 was also PI 20/2010 Handling of Sensitive Information provided by Criminal Justice Agencies. Replaced and cancelled by PI 14/2016 PSI 15/2016
23/2014	20/2014	Security vetting – Additional Risk Criteria for Ex-offenders working in Prison and Community Settings	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207	01/06/2014	30/11/2018	Replaces and cancels: PSI 31/2012 – Security Vetting: Additional Risk Assessment Criteria Following Disclosed Criminal Convictions (Ex Offenders)
23/2014 (Revision)	20/2014 (Revision)	Security vetting – Additional Risk Criteria for Ex-offenders working in Prison and Community Settings	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300-047-6207	1 June 2014 (Revised 24 October 2014)	30/11/2018	Revised 24 October 2014
23/2014 (Revision)	20/2014 (Revision)	Security vetting – Additional Risk Criteria for Ex-offenders working in Prison and Community Settings	Sharanjit Nagra Sharanjit.nagra1@justice.gov.uk	1 June 2014 (Revised 24 October 2014)		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 31 March 2026 – cancelled and replaced by the Personnel with Lived Experience PF
24/2014		Enforcement of the Post Sentence Supervision requirements	Neil Stone; Head of Community Offender Management Policy Neil.stone@noms.gsi.gov.uk	01/11/2014	31/03/2016	

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
24/2014 (Revision)		Enforcement of the Post Sentence Supervision requirements	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/11/2014	31/03/2016	Revised 5 October 2015 Amendments made to the contact details on the front page. Cancelled by revised PI 24/2014 December 2019.
24/2014 (revision December 2019)		Enforcement of the Post Sentence Supervision requirements	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	30/12/2019	N/A	A number of clarifications and minor amendments. The revision to this policy ensures alignment to the instructions highlighted by PI 06/2014 <u>Cancelled by new Enforcement PF June 2021</u>
25/2014	21/2014	NOMS Performance Hub Data Quality Policy	Steve Ellerd-Elliott, Planning and Analysis Group Steve.Ellerd-Elliott@noms.gsi.gov.uk 0300 047 6286	01/05/2014	For review by 01/11/2014	Cancelled 10/6/2024. Replaced with online guidance via the HMPPS Performance Hub
26/2014		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 and cancels: PI 15/2011 – PSI 65/2011 – Foreign National Prisoners Liable for Deportation
26/2014 (Revision)		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)	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.
26/2014 (Revision)		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 5 October 2015 – Amendments made to the contact details on the front page. April 2014 – cancelled and replaced by the Foreign National Offenders on Licence, PSS and IS91 PF

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
27/2014	22/2014	Recall Review and Re-Release of Recall Offenders	Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 0300 0474280 Operational Specific Queries: Ian York 0300 0474330 Emma McMaster 0300 0474276	01/06/2014		Replaces and cancels: AI 09/2013 – PSI 17/2013 – PI 07/2013; PSI 29/2008; PC 12/2008; PC 29/2007; PC 14/2008; PI 04/2009
27/2014 (Revision)	22/2014 (Revision)	Recall Review and Re-Release of Recall Offenders	Email : ppcs.policy@noms.gsi.gov.uk Ian York 0300 047 4330 Emma McMaster 0300 047 4276 Saj Zafar 0300 047 4559	01/06/2014 (Revised 24/10/2014)	31/05/2018	Revised 24 October 2014 – 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.
27/2014 (Revision)	22/2014 (Revision)	Recall Review and Re-Release of Recall Offenders	Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: EmmaThompson 0300 0474280 Operational Specific Queries: Ian York 0300 0474330 Emma McMaster 0300 0474276 Saj Zafar 0300 0474559	01/06/2014	31/01/2017	Revised 01/02/2015 – 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.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
27/2014 (Revision)	22/2014 (Revision)	Recall Review and Re-Release of Recall Offenders	Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0654 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Saj Zafar 020 3334 0667	01/06/2014	31/01/2017	Revised 5 October 2015 – Amendment made to the contact details on the front page.
27/2014 (Revision)	22/2014 (Revision)	Recall Review and Re-Release of Recall Offenders	Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0654 Operational Specific Queries: Ian York 020 3334 0666 Emma McMaster 020 3334 0668 Saj Zafar 020 3334 0667	01/06/2014	31/01/2017	Revised 10 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.
27/2014 (Revised)	22/2014	Recall Review & Re-release of Recall Offenders	Email : ppcs.policy@noms.gsi.gov.uk Policy Queries: Emma Thompson 020 3334 0654 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
-	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
28/2014		Archiving, Retention and Disposal Policy	NOMS Information Policy and Assurance Team, 1st Floor, Clive House, Petty France, London, SW1H 9EX Tel 0300 047 6285 Email: NOMSIMteam@noms.gsi.gov.uk	01/06/2014	31/04/2015	This policy is a revision of PI 06-2011 to comply with the changes required by the Transforming Rehabilitation Programme. Cancelled and replaced by PI 02/2018

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
29/2014		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	
29/2014 (Revision +)		Post-Sentence Supervision Requirements	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454 For breach related enquiries: Neil Stone – Offender Management Court Work Lead. Email: Neil.Stone@noms.gsi.gov.uk Tel: 020 3334 0464 / 07545 732 823	01/11/2014	31/03/2016	Revised 5 October 2015 – Amendments made to the contact details on the front page Replaced by The Post Sentence Supervision Policy Framework. March 2020
30/2014		HMPPS Health and Social Care Team	For general enquiries: Ken Elliot ken.elliott@noms.gsi.gov.uk 0300 047 5064	01/11/2014	31/03/2016	
31/2014	27/2014	Authorisation as “Officer Of A Provider Of Probation Services”	Karen Serdet, Directorate of Probation karen.serdet@noms.gsi.gov.uk Tel: 0300 047 6416 Mobile: 07964 208096	04/12/2014	30/09/2015	
31/2014	27/2014	Authorisation as “Officer Of A Provider Of Probation Services”	Karen Serdet, Directorate of Probation karen.serdet@noms.gsi.gov.uk Tel: 0300 047 6416 Mobile: 07964 208096	04/12/2014		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts April 23 Replaced by the Probation professional Register PF

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32/2014		Approved Premises	Seán Langley, Head of Approved Premises Team, NOMS OMPPG sean.langley@noms.gsi.gov.uk 030 0047 4486	01/06/2014	30/04/2015	Replaces and cancels: PC05/2005 – Approved Premises: steps to be followed when considering temporary or permanent closure PC37/2005 – Role & purpose of APs (Part 4 only – the rest was cancelled in 2011) PI 02/2011 Approved Premises Rules & Guidance PI 04/2011 Implementation of the Approved Premises Specification Introduces amendments to the following documents: The Approved Premises Manual (Annex A)
32/2014 (Revision)		Approved Premises	Claire Martin Claire.martin1@justice.gov.uk	01/06/2014	30/04/2015	Revised 5 October 2015 – Amendments made to the contact details on the front page. 25/09/2025 replaced by the CAS1 Approved Premises PF
33/2014		*Absence Management Policy*	MOJ HR Policy Team	01/06/2014	31/05/2015	Sept 2024 – cancelled and replaced by a new pan-MoJ Supporting Attendance policy (intranet only)
34/2014		Conduct and Discipline	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	
34/2014 (Revision)		Conduct and Discipline	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	15/10/2019	Revised 16 October 2015 This NPS policy has been revised to correct some minor errors. The main change is in respect of delegating the lead responsibility of a disciplinary hearing to Pay Bands 5 or 6, whichever is appropriate. The policy also required an extension to the expiry date.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
34/2014 (Revision)		*Conduct and Discipline*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2014	15/10/2019	Reissued 14 November 2015 - This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version. February 2025 – associated document links updated
35/2014		Employee Induction Periods	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	
35/2014 (Revision)		Employee Induction Periods	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	15/10/2019	Revised 16 October 2015 – The NPS policy has been revised to make some error corrections. The policy also required an extension in line with OPG requirements.
35/2014 (Revision)		Employee Induction Periods	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	15/10/2019	Reissue November 2015 – This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version. Cancelled and replaced by PI 14/2017 Employee Induction and Probation Periods
36/2014		*Keeping in Touch Scheme*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2014	31/05/2015	
37/2014		Management of Attendance	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	
37/2014 (Revision)		Management of Attendance	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2018	Revised 2 December 2015 – This is a revision of PI 37/2014 following further trade union consultation on pay-affecting aspects of the policy Cancelled by PI 01/2017 AI 01/2017 PSI 01/2017
38/2014		Outside Activities	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	

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38/2014 (Revision)		*Outside Activities*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2014	31/05/2015	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 2.84.
39/2014		Managing Performance	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/06/2014	31/05/2015	
39/2014 (Revision)		Managing Performance	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/06/2014	15/10/2019	Revised 16 October 2015: The policy contains error corrections and an extension to the expiry date.
39/2014 (Revision)		Managing Performance	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/06/2014	15/10/2019	Re Issue 14 November 2015 - This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version.
39/2014 (Revision)		Managing Performance	Shared Services HR Contact Centre 0845 010 3504 (VPN 7190 3504)	01/06/2014	N/A	Revised 30 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)
40/2014		Recognising Performance	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	April 2022 - Replaced by the Recognition and Reward Policy & Toolkit (online only)
41/2014		Reporting Wrongdoing	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	
41/2014 (Revision)		Reporting Wrongdoing	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	Revised 16 September 2014 - Paragraph 2.7 & Annex A paragraph 1.8 amended to update contact details.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
41/2014 (Revision)		Reporting Wrongdoing	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	N/A	Revised 12 September 2016 – Nominated Officers and Staff Network contact details have been updated at paragraphs 2.7, 2.8, and Annex A – 1.8 and 1.10. The expiry date has also been removed. Replaced by the Counter Corruption and Reporting Wrongdoing PF – April 2019
42/2014		Staff Grievance	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	
42/2014 (Revision)		Staff Grievance	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	September 2019	Revised 16 October 2015 – This NPS policy is being revised to correct some minor errors. The policy expiry date has also been extended in line with OPG requirements.
42/2014 (Revision)		*Staff Grievance*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2014	15/10/2019	Revised 14 November 2015 This NPS policy was reissued as part of a wider communication strategy. The contents of the policy remain unchanged to the October 2015 version.
43/2014		The Provision of Eye Tests and Glasses	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	Cancelled and replaced by 02/2017
44/2014		Exit Management (NPS Directorate)	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	
44/2014 (Revision)		Exit Management (NPS Directorate)	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	Revised 28 October 2014 – There is an additional sentence been added to the end of para. 4.7.
44/2014 (Revision)		*Exit Management (NPS Directorate)*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2014	31/05/2015	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 6.18.
45/2014		*Work Life Balance/Flexible Working (NPS Staff)*	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	April 2024 – Cancelled and replaced by a Pan MoJ Flexible working policy and Homeworking statement (published on the intranet)

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
46/2014		*Occupational Health*	Shared Services HR Contact Centre 0845 010 3504	01/06/2014	31/05/2015	Replaced by the Occupational Health and Employee Assistance Programme Policy Framework
47/2014		*Staff Alcohol Misuse Policy*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2014	31/05/2015	
48/2014		Victim Contact Scheme Guidance Manual	Victims Policy Team, NOMS Offender Management and Public Protection Group Email: vcspolicy@noms.gsi.gov.uk Tel: Laura Toze (0300 047 4228) or Julie Dennis (0300 047 4438)	01/06/2014	31/05/2018	Replaces and cancels: PI 11/2013 Victim Contact Scheme Guidance Manual.
48/2014 (Revision 1)		Victim Contact Scheme Guidance Manual	Victims Policy Team, NOMS Offender Management and Public Protection Group Email: vcspolicy@noms.gsi.gov.uk Tel: Laura Toze (020 3334 0539); Julie Dennis (020 3334 0526) or Nigel Battson (020 3334 0525)	01/06/2014	31/05/2018	Revised 5 October 2015— Amendments made to the contact details on the front page and Annex A. Cancelled March 2021—out of date support Scheme PF 14/12/2023 — Replaced by the Victim Contact Scheme PF
49/2014		Liaison Arrangements Between Sentencers and Providers of Probation Services	Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk	01/06/2014	31/05/2016	Replaces and cancels: PC 73/2005 Replaced and cancelled by PI 18/2016
50/2014		NPS and CRC Secondment Framework Agreement	Policy lead: Chris Hughes, NOMS HR. chris.hughes@noms.gsi.gov.uk	20/06/2014	19/06/2018	Replaces and cancels: Secondment Framework and Secondment Agreement model documentation issued by NOMS HR and the Probation Association 22 November 2010

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
50/2014 (Revision)		NPS and CRC Secondment Framework Agreement	Chris Hughes, NOMS HR. chris.hughes@noms.gsi.gov.uk	20/06/2014	19/06/2018	Revised 26 June 2015 – As part of the Review of Probation Instructions this has been revised and includes main changes to the following: Pages 1, 2 & 5 – References to this being ‘a replacement for previous secondment agreements’ removed. Pages 2 & 3 – References to ‘other secondments’ removed. Pages 2 & 3 – additions made to include potential ‘other providers of Probation Services’ Page 3 – ‘Share Sale’ changed to ‘Share Transfer’. Page 3 – Clarification of NOMS versus NPS roles within the document. Feb 2022 – This policy is now obsolete, with the Unified Model (from 25/6/21).
51/2014		National Offender Management Service Probation Standard Complaints Procedure	Directorate of Probation, NOMS Roger Davis – Tel: 0300 047 6292 Email: Roger.Davis2@noms.gsi.gov.uk	27/06/2014	26/06/2018	Replaces and cancels: PC 128/2001; and NOMS Information Leaflet titled ‘Making a Complaint’ reference number NPD/001/2006
51/2014 (Revision)		National Offender Management Service Probation Standard Complaints Procedure	Directorate of Probation, NOMS Roger Davis – Tel: 0300 047 6292 Email: Roger.Davis2@noms.gsi.gov.uk	27/06/2014	N/A	Update 29 November 2016 – This updated PI contains minor additions (at paragraphs 1.2, 2.5, 2.8 2.10 and Annex A) to reflect a new statutory requirement. It does not substantively alter the standard complaints procedure.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
51/2014 (Revision)		National Offender Management Service Probation Standard Complaints Procedure	Valerie Watkin Valerie.watkin@justice.gov.uk	20/05/2019	N/A	Update 20 May 2019- Minor amendments to paragraphs 2.28, the PPO's address and all references to NOMS replaced by HMPPS. The length of time to write to the PPO has increased from 1 month to 3 months on page 9 (Panel 4). Update 12.08.21 – Amendments to complaints processes and procedures requested at a national workshop; references to the CRCs in preparation for the unification model in July 2021; and amendments requested by the PPO to provide additional information and clarification regarding vexatious and persistent complaints.
52/2014		Provision of Offender Risk Information to Home Office Immigration Enforcement regarding Foreign National Offenders who are being considered for Deportation	Richard Pearce Offender Management and Public Protection Group, NOMS Email: NOMSOfferManagement@NOMS.gsi.gov.uk	01/08/2014	31/07/2017	Replaces and cancels: PC 11/2007 Deportation of EEA National Prisoners; PC 32/2007 Management of FNPs, Licences, Bail Hearings, Releases from Immigration Detention and Deportation
52/2014 (Revision)		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: NOMSOfferManagement@NOMS.gsi.gov.uk	01/08/2014	31/07/2017	Revised 5 October 2015 – Amendments made to the contact details on the front page. April 2014 – cancelled and replaced by the Foreign National Offenders on Licence, PSS and IS91 PF
53/2014		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	For Review by 31/07/2015	Replaces and cancels: PSI 42/2011 – End of Polygraph Pilot and “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.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
53/2014 (Revision)		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: 020 3334 0537	08/08/2014	For Review by 31/07/2015	Revised 5 October 2015 – Amendments to the contact details on the front page and page 5 foot notes. Cancelled by new Polygraph PF June 2021.
54/2014		NOT USED	NOT USED	NOT USED	NOT USED	NOT USED
55/2014	26/2014	National Security Framework – NSF 15.5 Vetting Function Security Vetting – Using Offenders as Mentors in the Community and in Custody	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	23/09/2014	22/09/2018	
55/2014	26/2014	National Security Framework – NSF 15.5 Vetting Function Security Vetting – Using Offenders as Mentors in the Community and in Custody	Sharanjit Nagra Sharanjit.nagra1@justice.gov.uk	23/09/2014		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 31 March 2026 – cancelled and replaced by the Personnel with Lived Experience PE

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
56/2014		Mandatory Use of ViSOR	Gareth Hale — gareth.HALE@hmps.gsi.gov.uk — Telephone: 0300 047 4888	22/10/2014	20/11/2018	Replaces and cancels: 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. Although the instruction is marked as an update this is the original. The revisions referenced refer to the amendments made since PI 03/2013 PSI 06/2013 was issued.
56/2014 (Revised)		Mandatory Use of ViSOR	Gareth Hale — gareth.hale@hmps.gsi.gov.uk — Telephone: 020 3344 0532	22/10/2014	20/11/2018	Update 5 October 2015 — Amendments made to the contact details on the front page. Cancelled by the Use of ViSOR PF January 2023.
57/2014		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	24/10/2014	31/10/2016	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.
57/2014 (Revision)		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	24/10/2014	31/10/2016	November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
57/2014 (Revision)		Process for Community Rehabilitation Companies to refer cases in custody or the community to National Probation Service for Risk Review, including escalation.	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	24/10/2014	31/10/2016	Jan 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 by new Case transfer PF June 2021.
58/2014		Rehabilitation Activity Requirement	Neil Stone: Head of Community Offender Management Policy. Neil.stone@noms.gsi.gov.uk 07545732823	23/10/2014	23/10/2015	
58/2014 (Revised)		Rehabilitation Activity Requirement	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	23/10/2014	23/10/2015	Update September 2017: This has been amended to correct a typographical error at Para 2.5 has been amended. When a RAR is attached to a Suspended Sentence Order (SSO) it must be completed by the expiry of the supervision period of the SSO. Contact details have also been updated.
58/2014 (Revised)		Rehabilitation Activity Requirement	Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	23/10/2014		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts
59/2014		Management of Offender Records	Dr Debra Baldwin Female Offenders Transforming Rehabilitation Programme Tel: 0203 334 6028 Email: debra.baldwin@justice.gsi.gov.uk	24/10/2014	23/10/2015	
59/2014 (Revision)		Management of Offender Records	Information Management & Security Digital & Change Directorate, NOMS 0300 047 6590 / informationmgmtsecurity@noms.gsi.gov.uk	24/10/2014	N/A	Revised 14 July 2016 Introduced two exceptions where information should not be held on nDellus. It also pulls together relevant processes that were originally released as stand-alone documents into Annexes of the instruction. Lastly, it provides clarity within the wording of the main body, particularly removing words or sentences that were either not necessary or not appropriate. Replaced by PSI 4/2018 PI 2/2018

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60/2014		National Security Framework – NSF 15.2 Vetting Function – Exclusion of Personnel on Grounds of Misconduct	Guy Woollven, Security Policy Unit guy.woollven@noms.gsi.gov.uk 0300 047 6207	28/10/2014	04/07/2017	Replaces PSI 24/2013 – Exclusion of Personnel on Grounds of Misconduct
60/2014		National Security Framework – NSF 15.2 Vetting Function – Exclusion of Personnel on Grounds of Misconduct	Sharanjit Nagra Sharanjit.nagra1@justice.gov.uk	28/10/2014		26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 1 Jan 2025 – cancelled and replaced by the Exclusion for Working for HMPPS PF
61/2014	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	Replaces and cancels: PSO 9020 (issue number 313): The Data Protection Act 1998, The Freedom of Information Act 2000, Environmental Information Regulations 2004 REPLACED AND CANCELLED BY PI 03/2018 – SO
62/2014	29/2014	Crown Copyright and Licences	Francesca Emmett, Francesca.emmett@noms.gsi.gov.uk International Relations and Commercial Manager Tel: 01925 423400 (extension 445) and Mobile: 07530264234	22/12/2014	21/12/2018	

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62/2014 (Revision)	29/2014 (Revision)	Crown Copyright and Licences	Francesca Emmett, Francesca.emmett@noms.gsi.gov.uk , International Relations and Commercial Manager Tel: 01925 423400 (extension 445) and Mobile: 07530264231.	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.
63/2014		Mother & Baby Units	Cassie Robinson, Policy Manager, Women's Team, NOMS Cassie.robinson@noms.gsi.gov.uk Tel: 0300 047 5709 Laura Newson, Policy Support, Women's Team, NOMS Laura.newson@noms.gsi.gov.uk Tel: 0300 049 7015	23/12/2014	22/12/2018	Replaces and cancels: PSI 54/2014 Mother & Baby Units September 2021 – this has now been cancelled 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.
01/2015		Rehabilitation Services Specification – Custody	Bruce Davison Commissioning Strategies Group Tel: 0300 047 5617 Email: bruce.davison@hmps.gsi.gov.uk	01/02/2015	31/07/2015	Replaces and cancels: PSI 12/2012
01/2015 (Revision)		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	Revision 11 February 2015 – Policy lead contact details and link to directory of services specifications changed.
01/2015 (Revision)		Rehabilitation Services Specification - Custody	Simon Marshall Simon.marshall1@justice.gov.uk	01/02/2015	31/07/2015	November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
02/2015	03/2015	National Security Framework – NSF 15.4 Security Vetting: Reconsideration of NOMS Central Vetting Decisions by Exception	Guy Woollven Vetting Policy, Security Policy Unit, NOS Directorate, 7th Floor, Clive House, 70 Petty France, London, SW1H 9EX guy.woollven@noms.gsi.gov.uk Office: 0300 047 6207	01/02/2015	31/01/2019	Replaces and cancels: PSI 38/2014 Security Vetting – Reconsideration of Central Vetting Decisions by Exception
02/2015	03/2015	National Security Framework – NSF 15.4 Security Vetting: Reconsideration of NOMS Central Vetting Decisions by Exception	Sharanjit Nagra Sharanjit.Nagra1@justice.gov.uk	01/02/2015		26 June 2021 – This policy has been up dated to reflect the termination of CRC contracts 7 April 2025 – policy cancelled, now obsolete
03/2015	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	Replaces and cancels: PSI 42/2010 – AI 23/2010 Health & Safety Policy Statement; NTS 30/2014 – Health, Safety and Fire Policy Statement and Organisational Chart
03/2015 (revised)	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	Revised Feb 2018 – (updates to senior manager roles etc) March 2021 - Revised (updates to senior manager roles etc) 31/7/2025 – updates to roles/terminology and updated policy statement
04/2015	05/2015	Implementation of the Support Delivery of the Drug Rehabilitation Requirement specification	Ken Elliot, Senior Co-commissioning Manager - Community, Health Wellbeing and Substance Misuse Co-Commissioning Team, Commissioning Group Ken.elliott@noms.gsi.gov.uk	01/02/2015	31/01/2017	Replaces and cancels: PI 14/2011 Implementation of the Support Delivery of the Drug Rehabilitation Requirement Specification
05/2015	06/2015	Implementation of the Support Delivery of Alcohol Treatment Requirement Specification	Ken Elliot, Senior Co-commissioning Manager - Community, Health Wellbeing and Substance Misuse Co-Commissioning Team, Commissioning Group Ken.elliott@noms.gsi.gov.uk	01/02/2015	31/01/2017	Replaces and cancels: PI 13/2011 Implementation of the Support Delivery of Alcohol Treatment Requirement Specification

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06/2015		Early Days in Custody – Reception In, First Night in Custody, and Induction to Custody	Maria Madsen Maria.madsen@justice.gov.uk	01/02/2015	28/02/2016	Replaces and cancels: PSI 74/2011 Early Days in Custody – Reception In, First Night in Custody, and Induction to Custody. 4/11/2024 – Updated to reference the Prison Public Protection PF
07/2015		Permanent Resettlement Outside England and Wales of Offenders 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	Replaces and cancels: PSI 20/2014 – PI 14/2014 Permanent Resettlement outside England and Wales of Offenders on Licence
07/2015 (Revision)		Permanent Resettlement Outside England and Wales of Offenders Subject to Post-Release Supervision	Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454	01/02/2015	01/02/2017	Revised 5 October 2015 – Amendments made to the contact details on the front page. July 2021 – this has now been cancelled by the Travel and Transfer on Licence Outside of England and Wales Policy Framework.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
08/2015		Managing Indeterminate Sentenced Offenders on Licence	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: brian.chapman@noms.gsi.gov.uk Tel: 0300 047 4424 For ISP related issues: Polly Churcher – ISP Policy Lead. Email polly.churcher@noms.gsi.gov.uk Tel: 0300 047 4426 For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: laura.toze@noms.gsi.gov.uk Tel: 0300 047 4428 For licence variations (pre-release): James Hough Email: james.hough@noms.gsi.gov.uk or pre-releaseteama@noms.gsi.gov.uk Tel: 0300 047 4475 For licence variations (post-release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559 For Suspension of Supervision Element of ISP Licences/Re-imposition of ISP licence conditions and Termination of IPP licences Email: pre-releaseteamb@noms.gsi.gov.uk	04/03/2015	03/03/2018	Replaces and cancels: Chapter 13 PSO 4700 – Indeterminate Sentence Manual; PC 05/2009 – Reporting Arrangements for Offenders Released on Life Licence.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
08/2015 (Revision)		Managing Indeterminate Sentenced Offenders on Licence	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: brian.chapman@noms.gsi.gov.uk Tel: 020 3334 0454 For ISP related issues: Polly Churcher – ISP Policy Lead. Email polly.churcher@noms.gsi.gov.uk Tel: 020 3334 0455 For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: laura.toze@noms.gsi.gov.uk Tel: 020 3334 0539 For licence variations (pre-release): James Hough Email: james.hough@noms.gsi.gov.uk or pre-releaseteama@noms.gsi.gov.uk Tel: 0203 334 0598 For licence variations (post-release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 020 3334 0667 For Suspension of Supervision Element of ISP Licences/Re-imposition of ISP licence conditions and Termination of IPP licences Email: pre-releaseteamb@noms.gsi.gov.uk	04/03/2015	03/03/2018	Revised 5 October 2015 – Amendments made to the contact details on the front page. Cancelled by Managing Parole-Eligible Offenders on Licence Policy Framework – 11 November 2020

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
09/2015		Licence Conditions and Temporary Travel Abroad	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743 For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4228 For bespoke conditions and licence variations (pre release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475 For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559 For TACT/extremism issues: Claire Fuller – Head of Extremism. Email – claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894	23/03/2015	22/03/2018	Replaces and cancels: PI 11/2014 – Licence Conditions, Polygraph Examinations and Temporary Travel Abroad.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
09/2015 (Revision)		Licence Conditions and Temporary Travel Abroad	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 0300 047 4424 For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 0300 047 4743 For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 0300 047 4228 For bespoke conditions and licence variations (pre release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0300 047 4475 For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 0300 047 4559 For TACT/extremism issues: Claire Fuller – Head of Extremism. Email: claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894	23/03/2015	22/03/2018	Revision 7 April 2015 this instruction has been amended to include revised telephone numbers and changes to Licence Conditions criteria at Annex A.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
09/2015 (Revision)		Licence Conditions and Temporary Travel Abroad	For general enquiries: Brian Chapman – Licence Conditions Senior Policy Manager. Email: Brian.Chapman@noms.gsi.gov.uk Tel: 020 3334 0454 For polygraph examination related issues: Heather Sutton – Head of Sex Offender Team. Email: heather.sutton@noms.gsi.gov.uk Tel: 020 3334 0537 For victim related issues: Laura Toze – Head of Victims and Safeguarding Team. Email: Laura.Toze@noms.gsi.gov.uk Tel: 020 3334 0539 For bespoke conditions and licence variations (pre release): James Hough Email: James.Hough@noms.gsi.gov.uk Tel: 0203 334 0598 For bespoke conditions and licence variations (post release): Sajida Zafar Email: sajida.zafar@noms.gsi.gov.uk Tel: 020 3334 0667 For TACT/extremism issues: Claire Fuller – Head of Extremism. Email – claire.fuller@noms.gsi.gov.uk Tel: 0300 047 4894	23/03/2015	22/03/2018	Revised 5 October 2015 – Amendments made to the contact details on the front page. July 2021 – This PI has now been cancelled by the Travel and Transfer on Licence Outside of England and Wales Policy Framework and the Licence Conditions Policy Framework.

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
10/2015		Release on Temporary Licence	Junior Ogueri — 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk	23/03/2015	22/03/2019	Introduces amendments to the following documents: 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 (ie 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
10/2015 (Revision)		Release on Temporary Licence	Junior Ogueri — 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk	23/03/2015	22/03/2019	Revision 24 March 2015 Instruction and attached forms updated to rectify typographical and formatting issues.
10/2015 (Revision)		Release on Temporary Licence	Junior Ogueri — 0203 334 5043 Suleman Qureshi 0203 334 5044 Verginia Georgieva 0203 334 4689 sppu.early.release@justice.gsi.gov.uk	23/03/2015	22/03/2019	Revised 28 August 2015 — Forms at Annex D updated having undergone practitioner review so that they better complement the processes set out in the Instructions, and are more user-friendly. The new forms are issued in Word and Excel format for ease of use, and will be placed on NOMIS in due course. Replaced by the ROTL Policy Framework — May 2019
11/2015	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	Section 17 makes amendments to NOMS Service Specifications. Cancelled by PI 06/2016/AI 06/2016

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
12/2015		Health and safety arrangement for the management of violence and aggression in the workplace	Colan Ash, NOMS Senior Health and Safety Lead (NPS) 07773 237747; colan.ash@noms.gsi.gov.uk	07/07/2015	06/07/2018	
12/2015 (Revision)		Health and safety arrangement for the management of violence and aggression in the workplace	Andrea Manson Andrea.manson@justice.gov.uk	01/04/2019	01/04/2021	Revised March 2019; Minor update- Contact details changed along with references to NOMS.
13/2015		Health and safety arrangement for the management of accident reporting, recording and investigation	Colan Ash, NOMS Senior Health and Safety Lead (NPS) 07773 237747; colan.ash@noms.gsi.gov.uk	07/07/2015	06/07/2018	
13/2015 (Revision)		Health and safety arrangement for the management of accident reporting, recording and investigation	Andrea Manson Andrea.manson@justice.gov.uk	07/07/2015	06/07/2018	Updated 1 March 2017 - Amendments to document are Annex B NPS Accident/Incident recording form and Policy Lead contact details. Employers are required to record, report and investigate accidents and injuries arising from their work to staff and others to whom they have a duty of care. This is a new procedure specifically for the NPS which sets out processes staff and managers should follow for reporting, recording and investigation of work place accident, injury and ill-health. Updated 1st July 2021- introduction of a new Sphera Cloud Portal Form
14/2015	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	01/07/2015	For review by 01/01/2015	Replaces and cancels: 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)

PI NO.	AI NO.	TITLE	DIVISION, CONTACT & TEL	EFFECTIVE DATE	EXPIRY DATE	NOTES
14/2015 (Revision)	11/2015 (Revision)	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	01/07/2015	01/01/2017	Re-Issued 7 January 2016 to extend its expiry date only. The content remains unchanged. Cancelled by the GPP Policy Framework 27 Jan 2020
15/2015	16/2015	Implementation of the Active Risk Management System (ARMS)	Heather Sutton. Head of the Sex Offender Team. OMPPG. NOMS. Heather Sutton. Head of the Sex Offender Team. OMPPG. NOMS. Heather.Sutton@noms.gsi.gov.uk Telephone. 0300 33340537	30/07/2015	29/07/2018	Cancelled because of a significant change to the way in which ARMS factors for men convicted of sex offences are assessed. The assessment will now take place in OASys. 14/08/2020
16/2015		Enhanced Behaviour Monitoring (EBM)	Offender Management and Public Protection Group (OMPPG) Email: NOMSOffenderManagement@noms.gsi.gov.uk	01/07/2015	30/06/2019	Cancelled May 2019. Replaced by the Enhanced Behaviour Monitoring Policy Framework
17/2015		*Travel and subsistence*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/08/2015	31/07/2019	1 Apr 2025 - minor changes regarding incidental travel linked to overnight subsistence
18/2015		*Health and Safety arrangements for Risk Assessment*	Andrea Manson Andrea.manson@justice.gov.uk	03/09/2015	02/09/2018	
19/2015		Health and Safety Arrangement for the Risk Management of Home/Community Visits	Colan Ash, NOMS Senior Health and Safety Lead (NPS) Tel: 07773 237747 Email: colan.ash@noms.gsi.gov.uk	03/09/2015	02/09/2018	
19/2015 (Revision)		Health and Safety Arrangement for the Risk Management of Home/Community Visits	Colan Ash, NOMS Senior Health and Safety Lead (NPS) Tel: 07773 237747 Email: colan.ash@noms.gsi.gov.uk	01/04/2019	01/04/2021	Revised March 2019; Minor update- Contact details changed along with references to NOMS. November 2021 — this has now been cancelled by the Home Visit Policy Framework.
20/2015	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
21/2015	19/2015	First Aid	Occupational Health and Safety Section NOMS HQ Email - Anne.norton@noms.gsi.gov.uk Tel: 0300 047 5029	30/10/2015	29/10/2019	Replaces and cancels: First Aid guidance 03/2010

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21/2015 (Revision)	19/2015 (Revision)	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	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 PF
22/2015	20/2015	Managing Litigation Claims	NOMS Litigation Team nlt@noms.gsi.gov.uk	12/11/2015	10/11/2019	Replaces and cancels: PSI 02/2013 – AI 01/2013 Claims Handling
22/2015 (Revision)	20/2015 (Revision)	Managing Litigation Claims	NOMS Litigation Team nlt@noms.gsi.gov.uk	12/11/2015	10/11/2019	Revision 7 December 2015 – The removal of “bunk beds” as an example of those claims which bring greater financial risk to NOMS in Annex C. An amendment to the postal address of Claims Handler, Gallagher Bassett, in Annex K. FEB 2023 – cancelled and replaced by the Managing Litigation Claims PF
23/2015	21/2015	*NOMS Health and Safety Arrangements for the Management of Stress in Staff*	Peter Fitzsimmons Peter.fitzsimmons@justice.gov.uk	12/02/2016	11/11/2018	September 2025 – cancelled and replaced by the MoJ Work-Related Stress Code of Practice
24/2015		*Permanent Transfers*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/12/2015	30/11/2019	
25/2015	27/2015	Health and Safety Arrangements for Risk Assessment	Peter Fitzsimmons Peter.fitzsimmons@justice.gov.uk	21/03/2016	N/A	Replaces and cancels: NOMS Guidance Note 02/2009 - Health and Safety Performance Reporting
01/2016	01/2016	Business Continuity Management Manual	Business Continuity and Resilience Team Email: BC&R@noms.gsi.gov.uk Phone: 0300 047 4082 / 0300 047 6905 Governance and Strategy Group Email: DoP_Correspondence@noms.gsi.gov.uk	07/01/2016	N/A	Cancelled in July 2019 and replaced by the Business Continuity Policy Framework.

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02/2016	02/2016	National Probation Service (NPS) – Offender Travel	Becky Hart – ACO Senior Manager – Systems Integration – Development and Business Change: Becky.Hart@probation.gsi.gov.uk – 0300 047 4377 Liz Smith – Partnership and Stakeholder Lead – Development and Business Change: Liz.Smith@probation.gsi.gov.uk – 07767417859	14/03/2016	14/03/2016	Replaces and cancels: Previous Legacy Trust Offender Travel policies in relation to the NPS Introduces amendments to the following documents: Replaces all previous legacy Trust Offender Travel policies – these will no longer be used by NPS
02/2016	02/2016	National Probation Service (NPS) – Offender Travel	Valerie Watkin Valerie.watkin@justice.gov.uk	14/03/2016		26 June 2021 This policy has been revised to reflect the termination of CRC contracts from June 2021 and provide up-dated references to structures and roles. 8 Sept 2022 – POP mileage rate increase from 15p to 45p per mile
03/2016	03/2016	Unpaid Work	Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 Lisa McDowell, National Service Integration Lead Lisa.mcdowell@justice.gsi.gov.uk 07580 907 377	20/01/2016	N/A	Replaces and cancels: PI 02/2010
03/2016 (Revision)	03/2016 (Revision)	Unpaid Work	Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315 Lisa McDowell, National Service Integration Lead Lisa.mcdowell@justice.gsi.gov.uk 07580 907 377	20/01/2016	N/A	Revision 22 February 2016 Paragraph 2.4 has been updated to clarify the point at which unpaid work should commence. Replaced and cancelled by PI 20/2016
04/2016		Determining Pre Sentence Reports – Sentencing Within the Framework	Jackie Ashby Offender Management Policy Manager Jacqueline.ashby@noms.gsi.gov.uk : 07811 827215	22/01/2016	N/A	Replaces and cancels: PI 05/2011 – Determining Pre Sentence Reports

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04/2016 (Revision)		Determining Pre Sentence Reports – Sentencing Within the Framework	Neil Stone Head of Community Offender Management Policy OAMS OMPPG Tel: 02033340464 Mob: 07545732823 Email: neil.stone@noms.gsi.gov.uk	22/01/2016	N/A	Revision December 2016: This instruction has been updated at paragraphs 1.17, 5.3 and an additional paragraph at 5.6 to provide clarification on the position regarding Pre Sentence reports where domestic abuse and safeguarding checks are not available on the day request.
04/2016 (Revision)		Determining Pre Sentence Reports – Sentencing Within the Framework	Gordon Callum — Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	22/01/2016	N/A	Updated 1 March 2017 – This instruction has been amended by the removal of the Equality Information (consent) Form, referred to as annex B. This template will be kept and stored in the nDolius system, The contact details on the front page have also been updated.
04/2016 (Revision)		Determining Pre Sentence Reports – Sentencing Within the Framework	Gordon Callum — Assurance & Intelligence Manager ProbationPolicy.Enquiries@justice.gov.uk	22/01/2016	N/A	26 June 2021 To renew the previous PI 04/2016 Determining Pre Sentence reports, to update the PI in preparation for the Unified Model of Probation, and to reflect developments in practice since the previous PI. To provide guidance on assessments to be completed at Court. July 2023 Following publication of the PSR Recording Guidance, it has been agreed that a PSR must be informed by an interview with the defendant. Recently completed reports on previous matters (less than a year old) may be used to inform further assessment and analysis for a new report, but they are no longer to be submitted to the court as a report in its own right. January 2024 Revision made to Section 6.2 Jan 2025 cancelled and replaced by the Probation Court Services Policy Framework

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05/2016		Corruption Prevention – How to Identify, Report and Manage Staff Corruption	Security Group: Policy related matters – concerning this PI, 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	Replaced by Counter Corruption Policy Framework April 2019
06/2016	06/2016	Adult Social Care	HMPPS Health and Social Care Team	06/04/2016	N/A	Replaces and cancels: PSI 15/2015 - AI 10/2015 - PI 11/2015 Adult Social Care which expired on 31/3/2016.
07/2016	07/2016	Enforcement Orders	Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315	11/05/2016	N/A	Replaces and cancels: PC 18/2008 – Children and Adoption Act 2006
07/2016 Revision	07/2016	Enforcement Orders	Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315	11/05/2016	N/A	November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019
07/2016 Revision	07/2016	Enforcement Orders	Caroline Morrison, Senior Area Contract Manager, caroline.morrison@justice.gsi.gov.uk 07585 985315	11/05/2016	N/A	26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 20/02/2024 - updates Includes links to Probation Instructions and provides contact points for each probation region
08/2016	08/2016	Information Risk Management	Ndakuna Amidou	11/05/2016	N/A	Replaces and cancels: AI 04/2012 PSI 16/2012
09/2016		*Staff Resourcing*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/06/2016	N/A	
10/2016		Offender Childcare	Becky Hart – ACO Senior Manager – Systems Integration – NPS Development and Business Change – 0300 047 4377 Joseph Sugden – Partnership and Stakeholder Lead – NPS Development and Business Change – 07860 948 902	01/07/2016	N/A	Replaces and cancels: All legacy Probation Trust policy or guidance in relation to the payment of offender childcare costs.

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10/2016		Offender Childcare	Gordon Callum Gordon.callum2@justice.gov.uk	01/07/2016	N/A	26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts
11/2016		Health & Safety Arrangements for the Management of Fire Safety in Probation Premises	Andrea Manson Andrea.manson@justice.gov.uk	15/06/2016	N/A	
12/2016	09/2016	Health & Safety Arrangements for Consultation on Matters of Occupational Health, Safety and Fire (OHSF)	Peter Fitzsimmons Peter.Fitzsimmons@justice.gov.uk	04/02/2017	N/A	Replaces and cancels Guidance Note 03/2006, Consultation with Staff August 2006 is withdrawn
13/2016	10/2016	Health and Safety Management Arrangements for Manual Handling Operations	Peter Fitzsimmons Peter.Fitzsimmons@justice.gov.uk	04/02/2017	N/A	
14/2016		Handling of Sensitive Information Including Information Provided by Victims for the Purpose of Parole Board Reviews	ppcs.policy@noms.gsi.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 Provided by Victims, for the purpose of Parole Board Reviews Policy Framework
15/2016	12/2016	Information Sharing Policy	Information Management and Security Team Tel: 0300 047 6590 Email: 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.
16/2016	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

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16/2016	13/2016	The Care and Management of Transgender Offenders	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 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
17/2016		Public Protection Manual	Helen Belfield	11/01/2017	N/A	Replaces and cancels PSI 08/2009 Public Protection Manual, PSI 38/2011 Terrorist Notification Requirements, PI 08/2011 Terrorist Notification Requirements, PSI 08/1997 Custodians of Child Protection Registers Revised to align with Incentives PE- Feb 2020 20/09/2022 Updated as a result of publication of the ACCI Policy Framework 5/4/2024 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 PE
18/2016		Liaison Arrangements between Sentencers and Providers of Probation Services	For general enquiries: Neil Stone Head of Community Offender Management Policy. Email: Neil.Stone@noms.gsi.gov.uk	30/11/2016	N/A	Replaces and cancels PI 49/2014 Liaison Arrangements between Sentencers and Providers of Probation Services. Cancelled and Replaced by PI 05/2018

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19/2016	14/2016	Implementation of Equality Analysis	NOMS Equalities Functional Mailbox Email: noms_equalities@noms.gsi.gov.uk	22/12/2016	21/03/2020	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 19/04 2023 cancelled by the Equality Analysis PE
20/2016		Unpaid Work	Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	19/12/2016	N/A	Replaces and cancels: PI 03/2016 – AI 03/2016 Unpaid Work and Community Payback Manual Edition 3.5 January 2016 Revised – March 2018. Paragraph 2.4 changed to clarify the point at which unpaid work should commence Cancelled and replaced by PI 04/2019
01/2017	01/2017	*Attendance Management Policy*	MOJ HR Policy Team 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*	Peter Fitzsimmons Peter.Fitzsimmons@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

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03/2017	04/2017	Probation Victim Contact Service – Non Statutory Cases	VCSpolicy@noms.gsi.gov.uk	10/04/2017	N/A	It amends part of Chapter 3 (which deals with discretionary victims) P1 48/2014 Victim Contact Scheme Manual 14/12/2023 – cancelled and replaced by the Victim Contact Scheme PF
04/2017		*Adoption Leave Policy*	SSCL HR Contact Centre ☎ 0845 241 5351	01/09/2017	N/A	Replaces the following documents which are hereby cancelled: The following sections of the NNC Handbook – Section A13 (paragraphs 3 & 4), Section A17, references in Section B9-B13 to 'linked work-life balance' documents, Sections C5 and C6, and any other related national, local or trust provisions. April 2024 – cancelled and replaced by a pan MoJ Adoption leave policy (intranet only)
05/2017		*Annual Leave Policy*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		Replaces the following documents which are hereby cancelled: Section A6, paragraphs 1, 3-6, 9-10 and 20-21 of the NNC Handbook; Section A7, paragraphs 1, 3-6, 9 and 16 of the SCCOG Handbook; and any other related national, local or trust provisions.
06/2017		* Career Break Scheme *	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		Replaces the following documents which are hereby cancelled: NNC Handbook Section B10 and any other national, local and legacy trust career break schemes or policies. July 2025 – cancelled and replaced by the pan MoJ Career Break policy

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07/2017		*Paternity/Maternity Support*	SSCL HR Contact Centre ☎ 0845 241 5351	01/09/2017		Replaces the following documents which are hereby cancelled: NNC Handbook Section A6 (paragraph 11), Section A13 (paragraph 5), Section C6 and any other related national, local or trust provisions. April 2024 Cancelled and replaced by a pan MoJ Maternity support (paternity) leave policy (intranet only)
08/2017		*Maternity Leave Policy*	SSCL HR Contact Centre ☎ 0845 241 5351	01/09/2017		Replaces the following documents which are hereby cancelled: NNC Handbook section A9 and references in section B9 B13 to linked work life balance. SCCOG Handbook section A9 and any other related national, local or trust provisions. April 2024 cancelled and replaced by a pan MoJ Maternity leave policy (intranet only)
09/2017		*Parental Leave Policy*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		Replaces the following documents which are hereby cancelled: NNC Handbook section A13, references in sections B9 B13 to 'linked work life balance' documents, section C10 and any other related national, local or trust provisions. December 2024 cancelled and replaced by a pan MOJ Unpaid Parental Leave policy
10/2017		*Special Leave Policy*	SSCL HR Contact Centre ☎ 0845 241 5351	01/09/2017		Replaces the following documents which are hereby cancelled: Section A6, paragraphs 12-19 of the NNC Handbook, Section A7 and Section B13 of the NNC Handbook. References to special leave within Section A7 of the SCCOG Handbook and any other national, local or legacy trust special leave provisions. April 2024 cancelled and replaced by a Pan-MoJ Special Leave policy and framework and Carers leave guidance (intranet only)

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11/2017	05/2017	*Shared Parental Leave*	SSCL HR Contact Centre ☎ 0845 241 5351	01/09/2017		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)
12/2017		*Volunteer Reservist Policy*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		Replaces the following documents which are hereby cancelled : Former Trust policies and NNC/SCCOG provisions
13/2017		*Managing Poor Performance*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		Replaces the following documents which are hereby cancelled : Former Trust policies and NNC/SCCOG provisions 18 Feb 25: links to associated docs updated
14/2017		*Employee Induction and Probation Periods*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		Replaces the following documents which are hereby cancelled: Former Trust policies and relevant NNC and SCCOG provisions. PI 35/2014 Employee Induction
15/2017		*NPS Flexible Working Hours*	MOJ HR Policy Team hrpolicy@justice.gov.uk	01/09/2017		
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		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

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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		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. Contact Replaced by HDC policy Framework March 2019
03/2018	02/2018	Data Protection Act 2018	Kate Burns Kate.Burns@justice.gov.uk	25/03/2018	N/A	Replaces and cancels 61/2014 Replaced by Information Requests Policy Framework August 2021.
02/2018		Records Information Management and Retention Policy	Angelina Pastore angelina.pastore@noms.gsi.gov.uk	25/05/2018	N/A	Replaces and cancels PSI 35/2014 April 2026 replaced by the Information Management PF
04/2018	04/2018	Critical Public Protection Case MP Notification Scheme	Andrew Bourne Andrew.bourne1@justice.gov.uk	18/07/2018	N/A	Replaces and cancels PI 06/2013 November 2024 – Cancelled and replaced by the Critical Public Protection Case MP Notification Scheme Policy Framework
05/2018	N/A	PI 05/2018 <i>Liaison Arrangements between Sentencers and Providers of Probation Services</i>	Gordon Callum – Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	23/07/2018	N/A	Replaces and cancels PI 18/2016 Jan 2025 – cancelled and replaced by the Probation Court Services PF
06/2018	06/2018	NOTIFICATION AND REVIEW PROCEDURES FOR SERIOUS FURTHER OFFENCES	Liz Chapman Liz.Chapman@noms.gsi.gov.uk SFO team sfo@noms.gsi.gov.uk		N/A	Updated June 2019 Revised Annex B to reflect changes to the updated guidance to help reviewers complete the SFO reviews.

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06/2018 Revision	06/2018	NOTIFICATION AND REVIEW PROCEDURES FOR SERIOUS FURTHER OFFENCES	Liz Chapman Liz.Chapman@noms.gsi.gov.uk SFO team sfo@noms.gsi.gov.uk		N/A	November 2019. Updated to reflect that NPS takes over from CRC's (in Wales only) from 30 November 2019 Revised November 2020 – to provide further guidance about victim engagement. 29 Nov 2021 – cancelled and replaced by the Notification and Review Procedures for Serious Further Offences Policy Framework
07/2018	05/2018	Through the Gate (TTG) – Instructions and Guidance note on the TTG enhanced minimum specification contained within Probation Services Agreement, Schedule 7	Fiona Radford Fiona.Radford@justice.gov.uk CommunityBDU@justice.gov.uk	01/01/2019	31/12/2020	
07/2018	05/2018	Through the Gate (TTG) – Instructions and Guidance note on the TTG enhanced minimum specification contained within Probation Services Agreement, Schedule 7	Fiona Radford Fiona.Radford@justice.gov.uk CommunityBDU@justice.gov.uk	11/09/2019	31/12/2020	Update 11 September 2019: This revision includes a section on HMPPS Co-Financing with the addition of an embedded FAQ document. Replaced by the Pre-Release and Resettlement PF 11/10/2022
01/2019	N/A	Information sharing and effective management of the electronic monitoring requirements	Gordon Callum Gordon.Callum2@justice.gov.uk	04/04/2019	N/A	Replaces PI 12/2011 Deliver Curfew Requirement Specification
01/2019	N/A	Information sharing and effective management of the electronic monitoring requirements	Gordon Callum Gordon.Callum2@justice.gov.uk	04/04/2019	N/A	26 June 2021 – This policy has been up-dated to reflect the termination of CRC contracts 30 April 2024 – new EMS email 11 Sept 2024 – amendments to Annex A
02/2019	N/A	Health and Safety Arrangements for Workplace Inspections.	Andrea Manson Andrea.Manson@justice.gov.uk	20/06/2019	N/A	New Policy
03/2019		NPS National Disputes Resolution Procedure (not published yet) PI not published until 2020 – see 01/2020	Kate Stock Kate.Stock@justice.gov.uk			Await contact from policy lead

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04/2019	N/A	Unpaid Work	Gordon Callum Assurance & Intelligence Manager Email: Gordon.callum2@justice.gov.uk Mobile: 07540 262812	01/10/2019	N/A	Replaces and cancels PI 20/2016 (Unpaid Work)
04/2019	N/A	Unpaid Work	Caroline Morrison Caroline.Morrison@justice.gov.uk	01/10/2019	N/A	26 June 2021 - Unpaid Work will cease to be contracted out to Community Rehabilitation Companies and will instead be delivered by the Probation Service directly. The Community Payback Practice Guidance has been updated. Guidance on extending and terminating Unpaid Work Requirements has been updated. 22 April 2024 - Various changes in language and guidance.
01/2020	02/2020	*NPS NATIONAL DISPUTES RESOLUTION PROCEDURE*	Francis Stuart Francis.Stuart@justice.gov.uk	15/05/2020	N/A	