

HMPPS Directorate of Contracted Operational Delivery

Management of Inter Prison Transfers



**Introduction**

This guidance has been developed to support the effective management of inter-prison transfers (IPT) facilitated by the PECS Suppliers GeoAmey and Serco. The aim is to increase the number of successfully completed transfers, ensure consistency and reduce cancellations.

Clear escalation pathways are included within the guidance for additional support with contact details as required. HMPPS should utilise these in conjunction with the Gold Rota which provides all on-call information.

The guidance has been circulated to all HMPPS establishments, PMU and both PECS Suppliers to enable a consistent approach.

**ADULT & YOUNG ADULT IPT PROCESS**

IPT services Notified by PMU may be IPT Allocations (multiple prisoners), Singleton Transfers or Short Notice Extra Transfers (SNETS).

Discharging establishment updates BASM with prisoner details and completes DPER

PECS Supplier provides discharging establishment with ETA for vehicle and communicates 30 minute prior to arrival to facilitate swift handover

In the event of any Prisoner not being ready for collection within 45 minutes, the PECS Supplier shall inform either the CDM (for operational issues) or PMU (for logistical issues), who shall instruct the Supplier as appropriate. The Supplier shall comply with and carry out such instructions.

In the event of a serious incident occurring whilst in transit the PECS Supplier will operate in adherence to their agreed Contingency plans. Actions may include diverting to the nearest place of safety which may be the discharging establishment.

Any other significant event occurring during the Escort shall be noted by the Supplier and the Supplier shall inform the receiving Prison

Upon arrival at the receiving establishment, any concerns in relation to the prisoner are a matter for HMPPS to resolve. Prisoners must alight the vehicle at the earliest opportunity and the PECS Supplier permitted to leave without delay.

 Should the prisoner require a further transfer, with the exemption of overnight lodges, this must be booked as a separate move.

**Prisoner Refusal – ON THE DAY**

A prisoner refusing transfer will be subject to a dynamic risk assessment by the discharging establishment to determine suitability for transfer and the Duty Governor/Director is the authority for the transfer to take place.

 **TRUCULENT SELF HARM**

Prison identify force is necessary, PECS Supplier informed, HMPPS staff responsible for utilising force to reception/vehicle adhering to searching requirements.

Should a Prisoner self-harm prior to transfer and/or be subject to ACCT, the discharging establishment manages in line with HMPPS guidance

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The requirement for use of force must be annotated on the DPER.

Any injuries sustained during use of force must be annotated on the DPER with confirmation from Healthcare that the prisoner remains fit for transfer.

Following handover, should the risk of harm increases, due to an action by the prisoner whilst the vehicle remains within the establishment, the prisoner must be removed from the vehicle and handed over to prison staff to instigate appropriate actions which would include searching, seeking medical attention and/or opening of an ACCT where required.

Duty Governor/Director determines through risk assessment that restraints are required to complete the transfer, the D-PER must evidence the name of the person authorising.

The prisoner must be reassessed to determine suitability for the transfer based on risk, by the Duty Governor/Director

PECS Supplier informs LC / OCC that force is required

The prisoner must be reassessed to determine suitability for the transfer based on risk, the decision again to be determined by the Duty Governor.

Discharging prison informs receiving prison that force was required

Discharging prison completes handover of risk with receiving establishment

 with receiving establishment

If there are concerns about the suitability of the transfer and the prisoner is removed, the discharging establishment should rebook the transfer as a Truculent move and liaise with the PECS Supplier to effectively manage the transfer.

**Adult IPT Process**

**Planned Truculent / Self Harm / Security IPT**

Prison book the IPT on BASM as a Truculent move

Prison engage with GEOAmey LC or Serco OCC to communicate identified risk(s) and likelihood of UOF

PECS Supplier completes risk assessment to determine suitable resource and vehicle to safely complete transfer

Complete as singleton move

Complete on IPT draft

Transfer completed with consideration of escalation in risk

(refusal on the day process)

Prisoner Escort & Custody Services -

Prisoner Property

PECS Suppliers transport Prisoners property in adherence to the HMPPS Prisoners’ Property Policy Framework

The limits set out below apply to prisoners once processed through reception and are not applicable for those received from the police or off bail.

**3 bags of property (none to exceed 15kg) & a small bag of valuables**





**1 bag of consumable property weighing no more than 7.5 kg**

![Radox Feel Refreshed Shower Gel 225 ml | Unilever [Radox]]()
**Additional permitted items outside of volumetric control (to weigh less than 5kg in total)**





The limits above are **per prisoner** and cannot be exceeded in any circumstances. Once the limit of items allowed in possession has been reached then responsibility for the transfer of any remaining items remains with the discharging establishment.

\*\* Some PECS 3-cell vehicles have a weight limit which may, exceptionally, require the establishment to send on property if all 3 prisoners have the maximum allowance, this is equal to one 15kg bag, and the on-call PECS CDM must be informed should this occur.

**ESCALATION PATHWAY**

All Inter Prison Transfers and movements involving Young People are managed directly by the GEOAmey Logistics Centre. If you have any enquiries relating to these movements, please use the below phone numbers and the managers at our Logistics Centre will be happy to help with your enquiry. Any issues that cannot be resolved through these lines will be escalated to the Duty Manager.

|  |
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| **Logistics Centre** |
| **Inter Prison Transfers -** 01454 288109 |
| **Young People (under 18 years old) -** 01454 288144 |

For most general enquiries, please contact your local depot, where our friendly teams have the operational knowledge and ‘live’ status to be able to answer any queries, for example:

* Vehicle estimated time of arrival (ETA)
* Late notification court movements and prison recalls • Cancellation of movements
* Property queries.

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| **Nottinghamshire and Derbyshire** |  | **Leicestershire and Northampton** |
| **Hucknall Depot-** 01454 288611  | **Leicester Depot-** 01454 288609  |
| **Lancashire and South Cumbria** |  | **Lincolnshire** |
| **Preston Depot -** 01454 288612 | **Lincoln Depot -** 01454 288627  |
| **North Wales** |  | **South / Mid Wales** |
| **Berwyn Depot -** 01454 288603 | **Bridgend Depot -** 01454 288600  |
| **West Midlands** |  | **Merseyside and Cheshire** |
| **Birmingham Depot-** 01454 288622 / 605 | **Liverpool Depot -** 01454 288620 / 420 |
| **Northumbria, County Durham, Cleveland and North Cumbria** |  | **Greater Manchester** |
| **Manchester Depot -** 01454 288791 / 796/ 799 |
| **Spennymoor Depot-** 01454 288606 |
| **York** | **shire** |
| **Hull Depot -** 01454 288608 | **Pontefract Depot -** 01454 288616 / 170 |

**ESCALATION PATHWAY**

The Operational Control Centre is the central hub of the operation and handles all enquiries relating to the PECS contract. Our friendly team will assist you with any queries you may have relating to the scheduled movements, arrival times, late notification’s, court movements, inter prison transfers and prison recalls.

Please use the numbers below and one of our friendly team will be happy to support you with the live information and data they have access to.

|  |  |
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| Deputy OCC Manager | 01452 687 589 |
| Deputy OCC Manager | 01452 687 583 |
| IPT Desk | 01452 687 591 |
| Children and Young People Desk | 01452 937 366 |
| Croydon Desk (HMP Wandsworth, HMP Highdown) | 01452 687 582 |
| New Southgate / Colchester Desk (HMP Chelmsford and HMP Pentonville) | 01452 687 587 / 01452 687 585  |
| Greenford / Buckingham Desk (HMP Wormwood Scrubs, HMP Bullingdon) | 01452 687 586 / 01452 937 191 |
| Belvedere / Sittingbourne Desk | 01452 937 193 |
| Woking / Burgess Hill / Eastleigh Desk | 01452 937 192 |
| Bristol / Exeter Desk | 01452 937 197 |
| Bedford / Peterborough / Watton | 01452 687 585 |

**HMPPS PECS NORTH TEAM**

**All enquires, issues or concerns are to be directed to GEOAmey in the first instance. Where a matter cannot be resolved escalation can be made to the HMPPS PECS team.**

 **Please raise any operational concerns that GEOamey are unable to resolve through the local CDM for your location.**

**For urgent matters PECS CDMs operate 24 hour on-call support as communicated weekly through the Gold Rota.**

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| **East Midlands****Eletia Simms** ✆07583 038027 **🖳** EletiaB.Simms@justice.gov.uk

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| **Crown Court** | **Magistrates Court** | **Prison** | **Police** |
| Derby | Boston | Five Wells | Derbyshire |
| Leicester | Chesterfield | Fosse Way | Leicestershire |
| Lincoln | Derby | Gartree | Lincolnshire |
| Northampton | Doncaster | Lincoln | Northamptonshire |
| Nottingham | Leicester | Lowdham Grange | Nottinghamshire |
|   | Lincoln | North Sea Camp |   |
|   | Loughborough | Nottingham  |   |
|   | Mansfield | Onley |   |
|   | Northampton | Ranby |   |
|   | Nottingham | Rye Hill |   |
|   | Wellingborough | Stocken |   |
|   |   | Sudbury |   |
|   |   | Whatton |   |
|   |   | Leicester |   |
|  |  | Morton Hall |  |

 | **Wales****Jason Whitcombe -** ✆ - 07220 158302 🖳 Jason.Whitcombe@justice.gov.uk

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| **Crown Court** | **Magistrates Court** | **Prison** | **Police** |
| Cardiff | Aberystwyth | Berwyn | Dyfed Powys |
| Caernarvon Combined | Cardiff | Cardiff | Gwent |
| Mold | Cwmbran | Parc | South Wales |
| Merthyr Tydfil Combined | Haverfordwest | Swansea | North Wales |
| Newport | Llandrindodd Wells | Prescoed |   |
| Swansea | Llanelli | Usk |   |
|   | Llandudno |  |   |
|   | Mold |   |   |
|   | Swansea |  |   |
|   | Newport |   |   |
|   | Wrexham |   |   |

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| **West Midlands & West Mercia Bob Smith-** ✆ - 07773 043750 🖳 bob.smith01@justice.gov.uk

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| **Crown Court** | **Magistrates**  | **Prison** | **Police** |
| **Court** |
| Birmingham | Birmingham | Brinsford | West Mids |
| Birmingham Annexe | Coventry | Birmingham | Staffordshire |
| Coventry | Cannock | Hewell | West Mercia |
| Hereford Combined | Dudley | Dovegate | Warwickshire |
| Redditch Combined | Kidderminster | Featherstone |   |
| Shrewsbury JC | Nuneaton | Oakwood |   |
| Stafford | North Staffs CJC | Stafford |   |
| Stoke Combined | Telford | Stoke Heath |   |
| Warwick JC | Walsall | Swinfen Hall |   |
| Wolverhampton | Wolverhampton | Long Lartin |   |
|  Worcester | Worcester |   |   |
|   |  |   |   |

 | **CYP & Women – North** **Alison Bevan -** ✆ 07964118695🖳 Alison.bevan@justice.gov.uk

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| **Crown Court** | **Magistrates** | **Prison** | **Police** |
|  **Court** |
| All Crown Courts in North | All Magistrates Courts | Adel Beck SCH | All police forces in North |
|   |  | Aldine House SCH |   |
|   |   | Aycliffe SCH |   |
|   |  | Barton Moss SCH |   |
|   |   | Clayfield SCH |   |
|   |  | Hillside SCH |   |
|   |   | Lincolnshire SCH |   |
|   |  | HMYOI Wetherby |   |
|   |   | HMYOI Werrington |   |
|   |  | HMYOI Parc |   |
|   |   | Askham Grange |   |
|   |  | Drake Hall |   |
|   |   | Foston Hall |   |
|   |  | Low Newton |   |
|   |   | New Hall  |   |
|  |  | Styal |  |

 |
| **Neil Lancaster -** ✆ 07811818223 🖳neil.lancaster@justice.gov.uk **(Northwest)**

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| **Crown Court** | **Magistrates Court** | **Prison** | **Police** |
| Bolton | Ashton (Tameside) | Altcourse  | Merseyside |
| Burnley | Barrow in Furness | Buckley Hall  | Lancashire |
| Carlisle Combined | Birkenhead (Wirral) | Forest Bank | Greater Manchester |
| Chester | Bootle | Garth | Cumbria |
| Liverpool SJC | Blackburn | Haverigg |   |
| Preston Combined | Blackpool | Hindley |   |
| Preston Sessions | Burnley | Kirkham |   |
| Manchester CS | Carlisle | Lancaster Farms |   |
| Manchester MS | Chester | Liverpool |   |
| Warrington | Crewe | Manchester |   |
|  | Lancaster | Preston |   |
|  | Manchester | Risley |   |
|   | Preston | Thorn Cross  |   |
|   | Stockport | Wymott |   |
|   | Wigan |   |   |
|   | Workington |  |   |
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 | **Baz Bailey-** ✆ - 07968 909743 🖳 Barry.Bailey@justice.gov.uk**(Northeast, Humberside & Yorkshire)**

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| **Crown Court** | **Magistrates** | **Prison** | **Police** |
| **Court** |
| Bradford | Barnsley | Deerbolt | Cleveland |
| Doncaster | Bradford | Doncaster | Durham |
| Durham | Bedlington | Durham | Northumbria |
| Grimsby | Beverley | Frankland | Humberside |
| Hull | Doncaster | Full Sutton | North Yorkshire |
| Leeds | Grimsby | Frankland | South Yorkshire |
| Newcastle Combined | Harrogate | Hatfield | West Yorkshire |
| Newcastle Moot Hall | Huddersfield | Hull |   |
| Sheffield | Hull | Humber |   |
| Teesside  | Leeds | Kirklevington |   |
| York | Middlesborough | Leeds |   |
|   | Newcastle | Lindholme |   |
|   | Newton Aycliffe | Millsike |   |
|   | Peterlee | Moorland |   |
|   | Scarborough |  Northumberland |   |
|   | Sheffield  | Wakefield |   |
|   | North & South Shields | Wealstun |   |
|   | Teeside  |   |   |

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**HMPPS PECS South Team**

**All enquires, issues or concerns are to be directed to Serco in the first instance. Where a matter cannot be resolved escalation can be made to the HMPPS PECS team.**

 **Please raise any operational concerns that Serco are unable to resolve through the local CDM for your location.**

**For urgent matters PECS CDMs operate 24 hour on-call support as communicated weekly through the Gold Rota.**

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| **(London & Herts)** **Bob Morley** ✆ **07971 077330** 🖳 robert.morley02@justice.gov.uk

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| **Crown Court** | **Magistrates Court** | **Prison** | **Police** |
| Amersham | Slough | **Wandsworth (L)** | British Transport (BTP) |
| Aylesbury | Ealing | **Wormwood scrubs (L)**  | Metropolitan |
| Oxford | Guildford | **Bullingdon (L)** | Surrey |
| Guildford | High Wycombe | Brixton | Thames Valley |
| Harrow | Hendon | The Mount |  |
| Isleworth | Milton Keynes | Feltham  |  |
| Kingston | Oxford | High Down  |  |
| Swindon | Staines | Springhill/ Grendon |  |
| Reading | Reading | Aylesbury |  |
|  | Uxbridge | Huntercombe |   |
|   | Westminster |  |   |
|   | Willesden (Brent) |  |   |
|   | Wimbledon |  |   |
|   | Swindon |  |   |

 | **(London & Kent)****Chris Willard** ✆ **07890 306498** 🖳 chris.willard@justice.gov.uk

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| **Crown Court** | **Magistrates Court** | **Prison** | **Police** |
| Central Criminal | Barkingside (Redbridge) | **Belmarsh (L)** | City of London |
| COACD – RCJ | Bexleyheath | Isis | Metropolitan  |
| Inner London | Bromley | **Pentonville (L)** |  |
| Snaresbrook | City of London | **Thameside (L)** |  |
| Woolwich | Croydon |  |  |
| Wood Green | Highbury Corner |  |  |
| Croydon  | Stratford (Newham) |   |   |
| Southwark  | Thames |  |   |
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 |
| **(East Anglia & Bedfordshire)** **Lucy Evans ✆ 07866 054254** 🖳 lucy.evans@justice.gov.uk

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| **Crown Court** | **Magistrates**  | **Prison** | **Police** |
| **Court** |
| Basildon | Basildon | **Bedford (L)** | Bedfordshire |
| Cambridge | Cambridge | Bure | Cambridgeshire |
| Chelmsford | Chelmsford | **Chelmsford (L)** | Essex |
| Huntingdon | Colchester | Highpoint | Suffolk |
| Ipswich | Great Yarmouth | Littlehey | Norfolk |
| Luton | Huntingdon | Hollesey Bay | Hertfordshire |
| Norwich | Ipswich | **Peterborough (L)** |   |
| Peterborough | Norwich | Warren Hill |  |
| Southend | Peterborough | **Norwich (L)** |   |
| St Albans | Southend | Whitemoor |  |
| Kings Lynn (Combined) | Luton | Wayland |   |
|   | St Albans |  |   |
|  | Stevenage |  |  |
|  | Hatfield |  |  |

 | **CYP & Women – South****Cecilia Brindley ✆ 07890 398296** 🖳 Cecilia.Brindley@justice.gov.uk

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| **Crown Court** | **Magistrates** | **Prison** | **Police** |
|  **Court** |
| All Crown Courts in South | All Magistrates Courts South | **HMP Womens** | All police forces in South |
|   |  | Eastwood Park |   |
|   |   | Bronzefield |   |
|   |  | East Sutton Park |   |
|   |   | Peterborough |   |
|   |  | Send |   |
|   |   | Downview |   |
|  |  | **SCH** |  |
|  |  | Vinney Green |  |
|  |  | **STC** |  |
|  |  | Oakhill  |  |
|  |  | Oasis Restore School |  |
|  |  | **HMYOI** |  |
|  |  | Feltham |  |

 |
| **(Thames Valley & South East)****Amanda Hill ✆ 07922 579106** 🖳 amanda.hill2@justice.gov.uk

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| **Crown Court** | **Magistrates Court** | **Prison** | **Police** |
| Brighton (combined) | Romford | **Winchester (L)** | Hampshire |
| Canterbury | Portsmouth | **IOW (L)** | Sussex |
| Hove | Sevenoaks | **Lewes (L)** | Surrey |
| Portsmouth | Southampton | **Elmley (L)** | Kent |
| Maidstone | Folkstone | Swaleside |  |
| Southampton | Margate/Thanet | Rochester |  |
| Lewes | Worthing | Maidstone |  |
| Newport (IOW) | Horsham | Ford |   |
| Chichester | Crawley | Coldingley |   |
| Winchester | Basingstoke | Standford hill |   |
|   | Hastings | Woodhill |   |
|  | Worthing |  |   |

 | **(South West)****Ash Shaw** ✆ **07922 578964**  🖳 ashleigh.shaw@justice.gov.uk

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| --- | --- | --- | --- |
| **Crown Court** | **Magistrates** | **Prison** | **Police** |
| **Court** |
| Bournemouth | Bath | Ashfield (P) | Avon & Somerset |
| Bristol | Barnstable | **Bristol (L)** | Devon & Cornwall |
| Exeter | Bodmin **(P)** | Channing’s Wood | Dorset |
| Gloucester | Bristol | Guys Marsh | Gloucestershire |
| Plymouth | Cheltenham | **Exeter (L)** | Wiltshire |
| Salisbury | Exeter (CC) | Portland |  |
| Swindon | Newton Abbot | Leyhill |  |
| Taunton | Plymouth | Dartmoor |  |
| Truro | Poole | The Verne |  |
|   | Taunton | Erlestoke |   |
|  | Truro | Portland |   |
|   | Yeovil |  |   |
|   | Worle |  |   |
|   | Weymouth |  |   |

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