

**Irish Prison Service Action Plan on the Recommendations contained in the
Inspector of Prisons' report into the circumstances surrounding the death of Mr Shane Rogers
at Cloverhill Courthouse on the 20th December 2011.**

The Irish Prison Service and PSEC				
Issue	Action recommended by Inspector	Action Being taken by IPS	Date for completion	Person Responsible
Implementation of Policies and Procedures	All existing relevant Standard Operating Procedures, Governors' and Chiefs' Orders must be implemented	The review, updating, collation and mapping of all operational circulars, policies and procedures to ensure standardisation while identifying strengths, weaknesses and areas where improvements need to be made is being undertaken by the Professional Standards and Legal Unit.	31 st April 2013	Principal Officer, Professional Standards and Legal Unit Governor 1, Operations Directorate
Review and update of procedures	The Irish Prison Service must ensure that Standard Operating Procedures, Governors' and Chiefs' Orders are continuously reviewed, updated (if necessary) and then implemented in order to address deficiencies such as those outlined in this Report.	<p>Once this exercise has been completed, a register of IPS policies will be introduced.</p> <p>This will be available electronically and all staff will be reminded of their obligations and duties in this regard.</p> <p>Enhanced governance and audit arrangements will be introduced by the Professional Standards and Legal Unit to ensure adherence</p>	<p>30th June 2013</p> <p>30th June 2013</p> <p>2nd Sept 2013</p>	Governor 1, Operations Directorate

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Service level agreements between the prisons and the Prison Service Escort Corp	The Service Level Agreement referred to in Appendix B should be reviewed, updated in line with national and international best practice and implemented.	Governor of PSEC to develop new service level agreements with prisons in relation to prisoner escorts.	1 st May, 2013.	Governor, PSEC Governor 1, Operations Directorate
Governance Structures and Audit	<p>Within PSEC Governance Structures should be developed to ensure that:</p> <ol style="list-style-type: none"> 1) Appropriate Standard Operating Procedures, Governors' Orders, Chiefs' Orders and a revised Service Level Agreement are put in place. 2) Staff should be made aware of the existence of such procedures, orders etc, and their obligations under same. 3) Systems should be developed to audit on an ongoing basis the implementation of such procedures, orders etc. 	<p>A handbook regarding prisoner escorts is currently being finalised. This handbook will cover all procedures in place and a copy of all SOPs/Orders will be included as an appendix.</p> <p>All PSEC staff will be provided with a copy of the handbook which will also be made available electronically.</p> <p>Enhanced audit role for Governor of PSEC will be introduced to ensure that all policies and procedures are being adhered to</p>	<p>1st May, 2013</p> <p>1st March, 2013 (to commence with Cloverhill Courthouse and rolled out nationally in due course)</p>	Governor, PSEC Governor 1, Operations Directorate

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		Governor 1, Operations Directorate to assume oversight and governance role of PSEC operations	1 st March 2013	
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Monitoring of Vulnerable Prisoners	Prison officers should continuously monitor those prisoners who have been assessed as presenting a significant risk of suicide or serious self harm when such prisoners are removed from prison for any purpose including attendance at Court.	Enhanced arrangements and new standard operating procedures are to be introduced in relation to the notification of the vulnerable status of a prisoner to PSEC by individual prisons.	1 st April 2013	Governor 1, Operations Directorate Director of Care & Rehabilitation Governor PSEC
	Appropriate Standard Operating Procedures must be put in place to deal with such eventualities.	System to record 15 minute checks by staff at all courthouse locations to be introduced	1 st April 2013	
	Appropriate and detailed records must be maintained.	A system to ensure that procedures are being adhered to will be introduced as part of the enhanced audit function to be carried out by Governor of PSEC.	1 st March 2013	
		Mental Health awareness training to be provided to all PSEC staff (as part of enhanced training being provided to all prison staff).	1 st April 2013	

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Confidentiality	The Irish Prison Service should advise all staff of the need for confidentiality around serious incidents affecting prisoners and staff should be advised that breaching this confidentiality would amount to a serious breach of discipline.	All staff will be reminded in writing of their obligations not to disclose any personal or private information relating to prisoners (Rule 51, Prison Rules, 2007)	1 st March	Director General

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The Courts Service				
Issue	Action recommended by Inspector	Action Being taken by the Courts Service	Date for completion	Person Responsible
Cloverhill Courthouse Complex	The Irish Court Service must take immediate steps to ensure that sufficient, adequate and appropriate cell accommodation is provided for all prisoners in custody in the Cloverhill Courthouse Complex. Ancillary appropriate accommodation for staff must also be provided.	<p>The Courts Service is in discussion with the Office of Public Works on the potential improvement of facilities in the custody area of the courthouse and will undertake necessary remedial works.</p> <p>Working with the Irish Prison Service to facilitate and extend the use of video conferencing between court and prison locations at Cloverhill Courthouse to reduce the requirements for prisoners to be physically present in the courthouse for remand hearings. This presents a viable solution to overcrowding and will be progressed as quickly as possible.</p>	As soon as possible	Director, Infrastructure Services, Courts Service

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Protocols	The Irish Court Service must develop a protocol to provide that, in cases where the Presiding Judge directs that a prisoner is to receive psychiatric and/or medical treatment, a summary, in writing, of the reasons advanced for the making of such an order should be attached to the relevant warrant.	The details of the direction of the judge is recorded on the committal warrant which issues to the prison with the prisoner. The Courts Service will consider in consultation with the Presidents of the Courts how the current process can be enhanced.	As soon as possible.	Director, Circuit and District Operations, Courts Service.

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General Recommendation – Department of Justice and Equality				
Issue	Action recommended by Inspector	Action Being taken by the Department of Justice and Equality	Date for completion	Person Responsible
State Pathologist should inform Inspector of preliminary findings.	The Office of the Inspector of Prisons should be informed by the State Pathologist's Office of the preliminary findings relating to the cause of all deaths which fall to be investigated by the Inspector of Prisons as soon as possible after a post-mortem has been carried out on the same basis as such information is made available to An Garda Síochána. The rationale for this recommendation is that where the suspected cause of death is not clear time and effort could be wasted by my office in investigating avenues that are not relevant.	The Department will put a protocol in place with Coroners to ensure that the preliminary findings relating to the cause of all deaths which fall to be investigated by the Inspector will be made available to the Inspector as soon as possible after a post mortem has been carried out.	1 st May, 2013	Coroner Service Implementation Team, Department of Justice and Equality.