



Proposed Recommendation from the Inspector of Prisons investigation report on Death in Custody of prisoner “X” 30/01/18

The Recommendations submitted by the IOP have been review and considered. The table below is a summary of proposed actions based on the investigation of the IOP in respect of the Irish Prison Service. The table also suggest timelines and action owners for completing the necessary actions.

No	IOP Recommendations	Irish Prison Service Response	Action Required	Action Owner	Timeline
1.	The IPS should take immediate action to ensure that an Escort departs a prison in sufficient time to arrive at a Court Sitting at least 15 minutes before that Court is due to commence thereby guaranteeing compliance with a Judicial Order of the Court.	Accepted	<p>The Prison Service Escort Corps already has in place a list of start times for each courthouse from each prison that take travel time and 15 mins prior to court as estimated time of arrival.</p> <p>It is critical that it is accepted that while every effort is made to be on time there are elements out of IPS’ control which impact on our planning and scheduling such as: traffic accidents or delays, extreme weather conditions, prisoner presenting as being</p>	Operations Directorate	Complete

			unwell and requiring consultation with healthcare prior to departure, vehicle breakdowns etc.		
2.	The IPS should satisfy itself that the number of staff detailed for duty is adequate to convey prisoners from their landings to Reception and process them in a timely manner so that the departure of a Court escort is not delayed. If sufficient resources are detailed and they fail to carry out the duties to which they are assigned the officer(s) should be held to account.	Accepted	<p>PSEC have undertaken a Service Level Agreement with Castlerea Prison to ensure the timely collection and adequate resources in the processing of Prisoners before departure. It is intended that this model SLA be rolled out to all other relevant institutions.</p> <p>PSEC to review the workload of “ACOs outside Dublin” including piloting a new detailing process to assist them.</p>	Operations Directorate.	<p>Q 3 2020</p> <p>Complete</p>

3.	<p>The IPS should consider the appropriateness of an Assistant Chief Officer who has oversight of a number of escorts also performing the role of Court Officer.</p>	Accepted	<p>This matter will be considered in the context of the review of the workload of the ACOs outside Dublin. The Inspector will be informed of the outcome of this process</p>	Operations Directorate/ Human Resources	Q3 2020
4.	<p>The IPS should consider entering discussions with the Courts Service regarding the provision of appropriate facilities in Courthouses, to include a holding cell(s) and a secure toilet, for use by prisoners while attending court.</p>	Accepted	<p>There is ongoing engagement with the Court Service in this regard. This recommendation will be brought to the attention of the Courts Service.</p> <p>Since the start of the COVID-19 pandemic, the use of video link has increased significantly within the Prison Service. The total Video link cases completed year to date 5370, compared to 3798 for the 12 months of 2019.</p> <p>Overall in 2020, 39% of escorts this year to date have been carried out by way of Videolink.</p>	Director General	Complete 09/07/20

5.	<p>The Officer in charge of the Court should ensure that all Court Return Forms are accurately completed to allow for the recording of the result of the Court on PIMS and the placement of the signed copy on the prisoner's file.</p>	Accepted	<p>These procedures are covered in the Escort Guidelines SOP, published in 2016.</p> <p>For administration reasons it is not practicable to hold a signed copy of all court return forms on a prisoners file. However, each prison is required to ensure that all records are accurately completed and filed in such a manner as they can be accessed at any time in the future for reference.</p> <p>Governor 1 Operations has written to All Governors to advise them of the responsibility to retain all court documentation on file for future reference.</p>	Operations Directorate	Complete
6	<p>An Officer in charge of a Court Escort must ensure that the individual before the Court is only released when s/he has properly checked all documentation and is satisfied that there are no grounds to detain the prisoner. Consideration should be given to a 'double check' system whereby the Officer-in-charge of the escort requests another officer on the escort to check all relevant documentation and both officers sign the Court Result Form to state</p>	Accepted	<p>A new SOP is currently being drafted which will take account of this recommendation</p>	Operations Directorate.	End July 2020

	<p>that they both checked the documentation (date and time) prior to the release of the prisoner concerned.</p>				
7.	<p>The IPS should ensure that the Officer-in-charge of an escort has adequate time to check the documentation in relation to each prisoner on that escort prior to its departure from the prison in compliance with section 3.2 of the IPS SOP Escorting of Prisoners. Where sufficient time is allocated and s/he fails to comply with the IPS policy in relation to Escort Duties the officer(s) should be held to account.</p>	Accepted	<p>Already in place - The Officer in charge is responsible for fulfilling their pre-departure checks, including checking and preparing the required paperwork for their escort.</p> <p>The assisting Officers are charged with collecting the prisoner(s) allowing the Officer in charge to liaise with the General Office, Chief Officer or ACO as required.</p> <p>It is a matter for individual Governors to address issues relating to breaches of discipline or non-performance of agreed duties.</p>	Operations Directorate	Complete



IOP Proposed Recommendations Action Plan

8.	The IPS should ensure that all Officers in charge of a Court Escort and those who assist in Court Escorts are fully aware of their responsibilities as outlined in the 'Irish Prison Service Standard Operating Procedure Escorting of Prisoners'.	Accepted	The IPS SOP Escorting of Prisoner forms part of the ongoing CPD training delivered to all staff on a regular basis. Staff that have not completed this training cannot participate in escort duties	Operations Directorate	Complete
9.	The IPS should enhance governance structures to ensure that their Policies, SOP's, Governors and Chief's Orders are (a) known to all staff and (b) implemented at all times.	Accepted	A review and upgrade of Policy Framework is currently underway, and the implementation is currently being aligned to PRISM. It is the responsibility of the owners of the policies and SOP's to ensure implementation	Corporate Services Directorate	End 2020
10.	The IPS should satisfy itself that staff detailed for Court Escort duties are appropriately trained to meet the demands of the various escort role(s) and responsibilities.	Accepted	The IPS is satisfied that appropriate training is in place. PSEC staff participate in all required training including CPD (Escort Guidelines, Control & Restraint, use of Mechanical Restraints Manual Handling etc.), Occupational First Aid, and various elements of driver training.	Operations Directorate	Complete