



Escorting of prisoners

Policy Document

Policy Index No.	Policy Sponsor	Page/s	Approved by	Date
PIN023	Operations Directorate	5	The Director of Operations	26/8/13

Related policies/standards	Date
Protocol for T.B. Escorts LP/11/023 P1 (Operations Reference: OPS/10/2012)	07/10/12
Prison Service Escort Corps (P.S.E.C.) Regulations Manual	June 2013
Protocol for Medication on Escort Ref LP/11/023 P2	31/03/14
See section 5 of this policy for other related documents.	

Legacy reference of policy	Date for review of policy	Date of issue/amendment
	10/03/2015	31/03/2014

IPS Policy for the Escorting of prisoners

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1. Aim of this policy

- 1.1 It is an aim of the Irish Prison Service to provide safe, humane and efficient arrangements across its operations for the escorting of prisoners and to contribute to the efficient operation of the criminal justice system.
- 1.2 The Operations Directorate and Governors are committed to the implementation of the Escorting of Prisoners Policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.

2. Purpose of this policy

- 2.1 The purpose of the policy is to describe in general what the organisation sets out to accomplish in relation to the escorting of prisoners.
- 2.2 To ensure that prison escorts are carried out in a secure, safe, efficient and consistent manner.

3. Scope of this policy.

- 3.1 This policy applies to staff escorting prisoners:
 - 3.1.1 within prisons and places of detention;
 - 3.1.2 to and/or from prisons and places of detention;
 - 3.1.3 to and /or from places other than prisons and places of detention;
 - 3.1.4 with specialist support.
- 3.2 This policy applies to operational units of the Irish Prison Service acting as agents of the Governor to whom legal custody of the prisoner under escort is vested.

4. Procedures for implementation.

4.1 Generally

In accordance with protocols, orders and SOP's:

- 4.1.1 Ensure each prisoner is identified, searched, and there is awareness of profile, risks presented, numbers, appropriate route and destination in advance of escorts.
- 4.1.2 Ensure escort has possession of relevant and appropriate documentation, medication, personal property, etc. in advance of departure.
- 4.1.3 Ensure adequate measures with regard to prisoners with special needs / healthcare / vulnerability/ other requirements.
- 4.1.4 Take the most efficient route with regard to security and time considerations.
- 4.1.5 Follow contingency plans in the event of an incident or accident.
- 4.1.6 Ensure on prisoner handover that relevant information is sought/passed on.
- 4.1.7 Ensure special observation checks are conducted within timelines and are recorded on the special observation checks sheet.
- 4.1.8 Ensure, where practicable, a prisoner to whom an allegation relates shall not be escorted to or from an inquiry by any prison officer involved.
- 4.1.9 Ensure vigilance at all times.
- 4.1.10 Ensure appropriate attire is worn at all times.

4.2 Prisoners in transit

In addition to 4.1 and in accordance with protocols, orders and SOP's, warrants and contingency plans ensure:

- 4.2.1 An PPF for each prisoner
- 4.2.2 Directions on the use of restraints are appropriately applied.
- 4.2.3 As far as reasonably practicable that prisoners in transit are facilitated with toilet facilities at intervals not exceeding two and a half hours and at secure locations (Prisons or Garda stations).
- 4.2.4 Toilet facilities and/or locations that a prisoner is to be placed in are inspected in advance.

- 4.2.5 Prisoners in transit are facilitated on reasonable request and at intervals not exceeding two and a half hours with drinking water.
 - 4.2.6 Prisoners in transit are facilitated with meals of an adequate standard and at appropriate intervals.
 - 4.2.7 Information, details of events, requests and situations are communicated and records completed.
 - 4.2.8 Documentation, relevant information, medication etc. is passed on to a designated officer on prisoner handover.
 - 4.2.9 Where practicable for prisoners to be accompanied in the event of urgent hospitalisation or an emergency by ambulance or otherwise whilst under escort.
 - 4.2.10 Where practicable that prisoner are not photographed or paraded unnecessarily in the public domain.
 - 4.2.11 Prisoners under escort are accommodated/transported separately taking into account Gender (Male/Female), Age (Adults/Children) and Security Status.
 - 4.2.12 A minimum of 1 female staff member must accompany female prisoners under escort.
 - 4.2.13 Female prisoners will not be escorted in cellular vehicles when pregnant.
 - 4.2.14 Female prisoners in transit will not be handcuffed, other than in exceptional cases which must be authorised in advance by a Governor or Chief Officer grade.
- 4.3 Healthcare / Medication
- 4.3.1 Medication for prisoners under escort to be managed in accordance with protocol ref 026 P/A, Medication on Escort, Dec 2012.
 - 4.3.2 Apply the standard operating procedure for prisoners showing symptoms of an illness prior to a court appearance.
- 4.4 Manning the Dock
- In addition to 4.1 and in accordance with protocols, orders, SOP's, court rules and warrants ensure:
- 4.4.1 Arrangements are made in advance where there is a foreseeable requirement for accommodation in a local prison for the duration in the event of an ongoing trial.
 - 4.4.2 Care is exercised and prisoners are only released from custody upon verification of the validity of the release order/ relevant and fully completed documentation.

4.4.3 Prisoners are issued with their own property on release.

4.4.4 Release documents (Prisoners Profile, notes, warrants, receipts) are 'Checked correct' and passed on to the prison.

4.5 With specialist support

In addition to 4.1 and in accordance with protocols, orders and S.O.P.'s ensure:

4.5.1 The application of measures for Healthcare, C&R, and Armed Garda / Military Escorts.

4.6 S.O.P.'s.

It will be the responsibility of local prison management to ensure:

4.6.1 S.O.P.'s are developed to ensure adherence to the principles outlined in this policy.

4.6.2 S.O.P.'s are developed before 01 January 2014.

4.6.3 S.O.P.'s are approved by the Director of Operations in advance of taking effect.

5. Related documents

This policy should be read in conjunction with:

Prison Service Escort Corps (P.S.E.C.) Regulations Manual

Protocol for T.B. Escorts Ref OPS/10/2012

Protocol for Medication on Escort Ref 026 P/A Dec 2012

Prison Rules 2007

SOP for prisoners showing symptoms of an illness prior to a court appearance.

SOP re. Swine Flu for court attendance arrangements for prisoners OPS/10/2009 16/9/2009

6. Definitions

Escorting - Prison officers tasked with a responsibility for prisoner movement.

Note: Operations Directorate set minimum requirements for application with regard to the movement of prisoners *outside* of closed prisons in relation to staff numbers and the use of restraints.

S.O.P.'s – Standard Operating Procedures

PPF - Prisoner Profile Form

C&R - Control and Restraint

Manning the Dock - IPS obligations where required at the Circuit and Higher Criminal Courts.

END OF DOCUMENT