

XXXXXXXXXX XXXXXXXXX

XXXXXXXXXXXX@XXXXXXXXXXXX

2 December 2016

Our reference: FOI201605

Dear XXXXXXXXXXXX,

Request under Freedom of Information (Scotland) Act 2002

Thank you for your freedom of information request received by us on 1 December 2016. This gave a statutory deadline for responding of 2 January 2017 under the terms of the Freedom of Information (Scotland) Act 2002. I am pleased to provide the information you requested. Our reference number for this request is 201605.

Your request was as follows;

In HMP Kilmarnock:

- Under the Incentives and Earned Privileges scheme, please provide the number of prisoners categorised as Basic, Standard or Enhanced.

- For each category, please provide all the benefits and advantages prisoners have made use of as a result.

At 0600hrs on Friday 2 December 2016, the number of prisoners categorised as Basic, Standard or Enhanced in HMP Kilmarnock were;

| | |
|----------|-----|
| Basic | 39 |
| Standard | 247 |
| Enhanced | 206 |

The actual number of prisoners on each regime level changes throughout the day however we take a statistical sample of the regime levels every morning. This information is published on our website under an open data licence. You can download this data in a machine readable file from <http://hmpkilmarnock.co.uk/OpenData.html> and reuse the data for any purpose. We would be grateful if you could provide feedback on whether you find this useful or not.

I have enclosed a copy of our Director's Rule in relation to the Incentives and Earned Privileges scheme, and this details what is available to each prisoner on a particular IEP level. This document is due to be reviewed in the very near future as there have been some changes to practice which are not reflected in the document. Most notably is the access to private cash on page 4, which has been changed to £20 per week for all convicted prisoners.

There is a great deal more information contained within the Director's Rule than you had requested, however it provides good context and may help to answer any additional questions which you may have had in relation to the IEP process.

For some additional background detail to the Incentives and Earned Privileges scheme, you can see our contract on our website at <http://hmpkilmarnock.co.uk/about-contract.html> and sections 12.1 and 12.2 are relevant to IEP.

If you are dissatisfied with this response, you have the right to request an internal review. Your request should be made within 40 working days of the date of receipt of this letter, and we will reply within 20 working days of receiving your request.

Under section 20(3)(c)(ii) of the Act your request should outline your reason for seeking a review. If you remain unsatisfied following an internal review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

If you require an internal review to be carried out, please write to

The Director
HM Prison Kilmarnock
Mauchline Road
Kilmarnock
KA1 5AA

The review will be undertaken by staff who were not involved in the original decision making process.

Yours sincerely,

A handwritten signature in black ink, appearing to be "A Hill".

Andrew Hill
Head of Performance and Compliance

Director's Rule HMP Kilmarnock

FOR PRISONER RELEASE

| | | |
|--|---------------------------------|--|
| VOLUME 3 RULE NO: 3.1 | ISSUE DATE: 10 June 2012 | PAGE: 1 OF 47 |
| REVOCATION OF RULE ISSUED ON: June 2011 | | RELATED STANDARDS: PRISON RULE 49 |
| SUBJECT: INCENTIVES AND EARNED PRIVILEGES | | |

1 INTRODUCTION

1.1 SCOPE

This procedure details the activities and responsibilities for ensuring that the Incentives and Earned Privileges Scheme is applied fairly.

RECORDS & TEMPLATES

Annex A Prisoner Request for Enhanced Status
 Annex B Request to Downgrade a Prisoner
 Annex C Prisoner IEP Contribution Form
 Annex D IEP Review Board
 Annex E Appeal against a Decision of Review Board
 Annex F Decision of Appeal
 Annex G IEP Behaviour Warning
 Annex H Automatic Downgrade
 Annex I Custody Compact Agreement
 Annex J Quality Time off Criteria

2.0 POLICY

HMP Kilmarnock aims to encourage responsible behaviour by prisoners to help create a disciplined, controlled and safe environment for prisoners, staff and any others entering the prison.

The Incentives and Earned Privileges Scheme (IEPS) is fundamental to this aim. It seeks to ensure that, through responsible behaviour and active participation in the full range of regime activities, prisoners can earn privileges.

The Scheme aims to:

- encourage responsible behaviour by prisoners;
- promote a disciplined, controlled and safe environment;
- encourage a positive work and training ethos;
- encourage prisoners' participation in working towards progression including, where appropriate, the Integrated Case Management (ICM) process.

3.0 PROCEDURE

3.1 Decisions regarding appropriate privilege levels are determined by assessment of patterns of behaviour, performance, attitudes and disciplinary outcomes.

TITLE: **DIRECTOR**

SIGNATURE: _____

DATE _____

REGIME LEVELS

| | |
|------------------------|---|
| <p>BASIC</p> | <p>For prisoners who fail to conform to routines and regime of the prison, are involved in serious misconduct within prison or have been recognised as a bully and have been reviewed by an Incentives & Earned Privileges Board.</p> |
| <p>STANDARD</p> | <p>For prisoners who conform fully to the routines and regimes of the prison and participate in work, education and progression including where appropriate the Integrated Case Management (ICM) process.</p> |
| <p>ENHANCED</p> | <p>For prisoners whose behaviour is deemed above average in all aspects of the regime, you will actively attend work / educational placements, and actively participating in identified progression including where appropriate the Integrated Case Management (ICM) process.</p> |

All prisoners will be required to sign a compact agreement (Annex I) during their initial reception into the prison. Where a prisoner refuses to sign the compact, they should still be given a copy and informed that they will not be considered for Enhanced status until they agree to the conditions of the compact.

On transfer from another prison, all Standard and Enhanced prisoners will maintain their previous regime level. All prisoners transferring to HMP Kilmarnock will be assigned to Standard level, with the exception of prisoners transferring directly between Segregation units.

5.0 Regime Level Privileges

| Privilege | Basic | Standard | Enhanced |
|--------------------------------------|--|--|--|
| Visits | 1 per week | 2 per week (with the option to merge the entitlement to 2 hour visits) | 3 per week (with the option to merge the entitlement to 2 hour visits) |
| In cell television | £1 charge per week per single cell, 50p each prisoner per double cell. | £1 charge per week per single cell, 50p each prisoner per double cell. | £1 charge per week per single cell, 50p each prisoner per double cell. |
| Wearing own clothes | Entitled within the Residential Wings | Entitled within the Residential Wings | Entitled within the Residential Wings |
| Weekly access to private cash | £5 (Remand prisoners £60/week) | £10 (Remand prisoners £60/week) | £15 (Remand prisoners to £60/week) |
| Time out of cell | Unlocked for the last one and a half hours of the regime. This is to permit association, shower or phone calls. 20:15 hrs | Unlocked for the last two and a half hours of the regime. This is to permit association, shower or phone calls. 19:15 hrs | Unlocked for the last three and a half hours of the regime. This is to permit association, shower or phone calls. 18:15 hrs |
| Employment | Considered for work parties / education | Considered for all work parties / education / pass men roles | Considered for all work parties and education classes. Eligible for QTO scheme. |
| Possessions | Basic entitlement (as per current list) | Standard entitlement (as per current list) | Enhanced entitlement (as per current list) |
| Gymnasium | As per schedule | As per schedule | Opportunity to increase sessions in addition to scheduled sessions |
| Exercise | 1 hour per day | Minimum of 1 hour per day | Minimum of 1 hour per day |
| Hobby Equipment | No | As per approved list | As per approved list |
| Quality Time Off | No | No | 2 periods of 5 days over a 12 month period |
| Property Proforma | 1 per 28 day period | 1 per 14 day period | 1 per 7 day period |

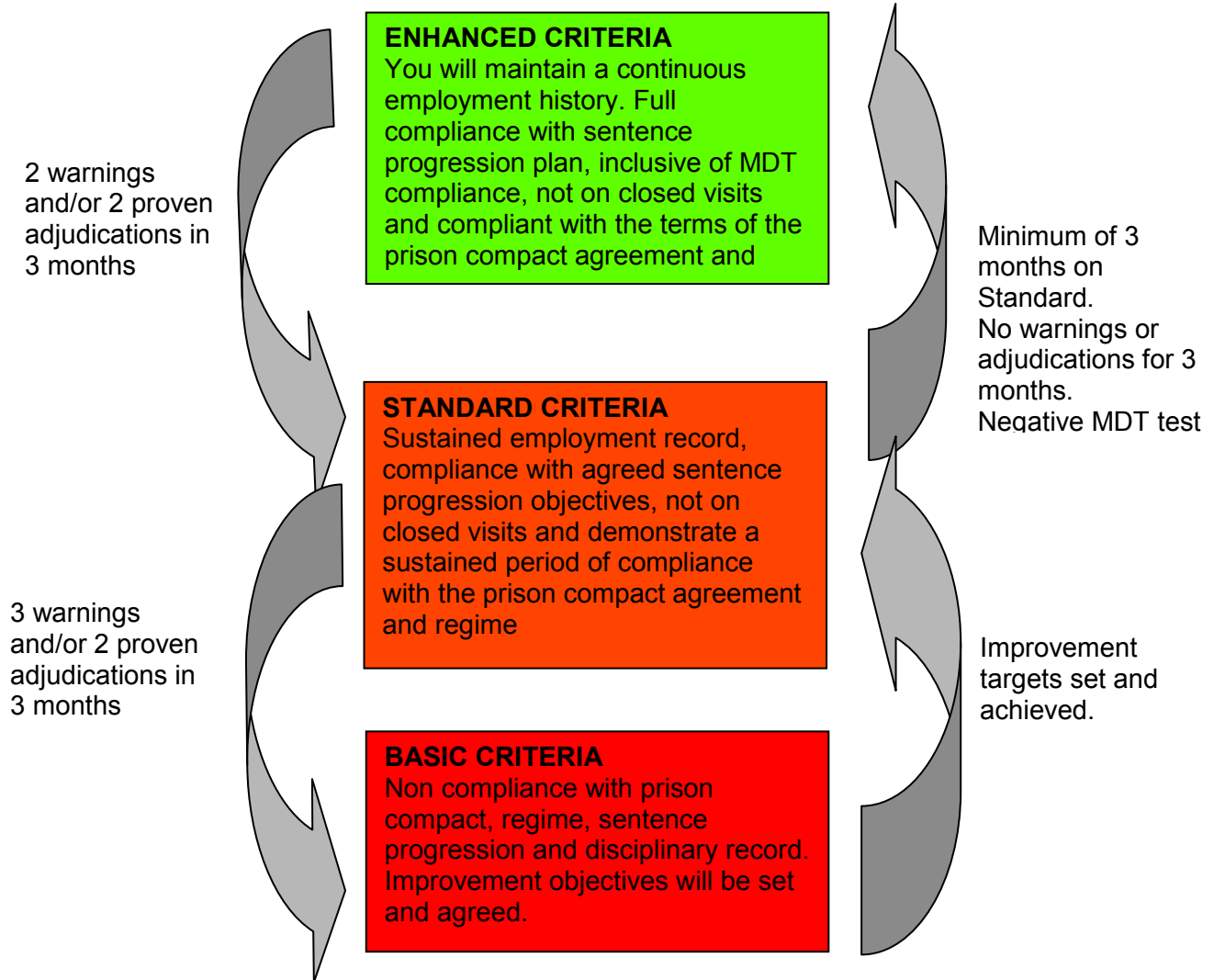
6.0 EXPECTED CONDUCT TO ACHIEVE STANDARD REGIME STATUS

- Comply with prison rules. Any pattern of poor behaviour or a serious single offence (including a positive MDT) will lead to a review and potential removal from the current privilege level.
- Refrain from any involvement in alcohol – (including consumption or production), controlled drugs or other substance abuse.
- Not behave in a violent, threatening, abusive or bullying manner.
- Not interfere with the property of others.
- Attend work when required and work to an acceptable standard.
- Treat staff, other prisoners and all other people with respect, whatever their race, religious beliefs, nationality, age, gender and/or sexuality.
- Co-operate with staff in the performance of their lawful duties and help build constructive relationships with all members of the prison community.
- Express your views and pursue requests or complaints in a reasonable and constructive manner.
- Maintain good personal hygiene, keeping yourself and accommodation clean and tidy at all times.
- Treat the prison and its property with due care, keeping all areas clean and tidy.
- Participate in the prison regime, in particular, constructive activity when it is available to you.
- Co-operate with the Sentence Progression process, help to prepare the plan and seek to achieve the targets set (including liaison with ICM Co-ordinators).
- Engage with your Personal Officer.
- Refrain from displaying material showing nudity or that which may generally cause offence to another party, including sectarian material.
- Only be where you are supposed to be and for the prescribed amount of time.
- Adhere to the prison's smoking policy.

EXPECTED CONDUCT TO ACHIEVE ENHANCED REGIME STATUS:

- Three months since placement on Standard
- No findings of guilt on adjudications in the last 3 months (excluding a caution).
- Demonstrate continual employment at work or education.
- Progress or commitment in addressing offending behaviour.
- Fully participate in and comply with Sentence Progression process (this will include addressing any Offending Behaviour work).
- Displaying a willingness to prevent problems or diffuse difficult situations.
- Being supportive and respectful to other Prisoners.
- Willingness to comply with MDT testing.
- Free from Closed Visits restrictions.

CRITERIA AND PROGRESSION/REGRESSION ROUTES



Portability of Privileges

- On transfer from another prison, all Standard and Enhanced prisoners will maintain their previous IEP level, gained from the sending establishment.
- Those prisoners who transfer to Kilmarnock will be assigned to the Standard regime upon reception. The exception to this rule being Segregation to Segregation agreements
- The IEP scheme is fully explained to new admission prisoners during the structured Induction process.

Residential Wings at HMP Kilmarnock

There are 2 Residential House Blocks in HMP Kilmarnock, each containing 4 wings; HB1 (A, B, C & D) & HB2 (E, F, G & H)

- A, B & C Wings house all IEP levels
- D Wing will normally house enhanced level prisoners or standard prisoners who are progressing towards their enhanced status
- E, F, G & H wings will house a selection of enhanced, standard & basic regimes.

Warning System

- Annex G is the IEP Behaviour Warning form; this can be used by any person working in the prison if they feel a prisoner has behaved below the level expected of him. This form should normally be issued to the prisoner by the person giving the warning. That person must then also make an entry in the prisoner's narrative and inform the area Supervisor.
- If an Enhanced prisoner receives two warnings and/or two proven adjudications in any three month period, or a combination of both, an IEP review will be initiated.
- If a Standard prisoner receives three warnings and/or two adjudications in any three month period, an IEP review will be initiated.
- All warnings and adjudications will remain live for three months from the date of issue/proven finding. Any warnings or adjudications that are more than three months old will **NOT** be included in any IEP review process.

Reviews

- All IEP levels will be reviewed by the personal officer on a monthly basis to ensure that the prisoner remains on the correct level. This should be recorded on the prisoner's narrative indicating that a review has taken place and what further action is required. If it is deemed necessary to undertake an IEP review Annex B should be completed and contributions sought from all relevant areas.
- A Standard prisoner must spend at least 3 months on standard prior to applying for enhanced he must also have a 3 month period that is adjudication and warning free.

- A formal review **must** include at least two members of staff – this will usually be the Personal Officer and Supervisor. Industries staff and other department staff/managers are also encouraged to attend.
- All prisoners on Basic must have a daily entry written into their narratives regarding their behaviour up to the first review (7 days) and then 2 entries per week thereafter.
- All reviews **must** include a contribution from the prisoner’s current activity or employment area and where relevant their ICM Co-ordinator.
- The prisoner **must** be allowed to contribute to all reviews by either attending or submitting a contribution form.
- The review must look at patterns of behaviour – a single incident may only result in a downgrade in IEP level in the circumstances described within this policy.
- All reviews must set individual behavioural targets in order for the prisoner to progress or maintain current level if on Enhanced.
- Any prisoner on Basic will be reviewed within seven days of being placed on Basic and then every 21 days thereafter; this will be completed by a Supervisor. Behaviour permitting you would be eligible to be upgraded to standard status after a period of 4 weeks.
- Breach (including testing positive or refusing to provide a sample) for the purposes of drug testing will result in an IEP review.
- After any review, the prisoner’s narrative must be updated and the prisoner informed.

Serious Offences and Automatic Downgrades

HMP Kilmarnock has a clear anti-bullying strategy linked into IEP. Bullying will not be tolerated. Where there is clear evidence that a prisoner is a perpetrator of bullying or discriminatory behaviour (for example, racism), this is sufficient to initiate an IEP review. Irrespective of the prisoner’s current IEP level, if there is sufficient evidence and the Regime Review Board recommends it, it is HMP Kilmarnock’s policy to regress the prisoner to the basic regime.

If any prisoner commits an offence that endangers staff or other prisoners or prevents them from addressing their offending behaviour in a constructive manner they could be subject to an automatic downgrade of **one** IEP level. These offences will be reviewed in conjunction with the prisoner’s pattern of behaviour from his narrative comments.

These offences are:

- Non-compliance with progression sentence plan (refusing to undertake directed rehabilitation, education or work as outlined through the sentence planning process).
- Proven Adjudication for in possession of a fermenting liquid “Hooch”.
- Placement on Rule 94 (Good Order or Discipline).
- Failure to adhere to the smoking policy.
- Refusing to move accommodation.

Only one type of offence in a seven day period can attract a downgrade of this type; any prisoner subject to an automatic downgrade will be reviewed seven days after this action has been taken.

If a standard/enhanced prisoner is subject to an automatic downgrade, he can regain his previous IEP level by showing a clear, measurable and consolidated improvement in the behaviour that lead to the downgrade at the review stage after 7 days (for example an prisoner that refuses work then subsequently attends all sessions could be eligible for reinstatement). A reinstatement to Enhanced would not be allowed for those refusing to sign compact agreements.

In addition the following offences will attract an **automatic downgrade to the Basic IEP level:**

Serious offences and automatic downgrade to Basic Regime

- A single incident of a serious case of misconduct, such as bullying or assault, possession of an illegal drug, weapon, mobile phone or SIM card, serious damage to prison property and serious acts of indiscipline. This list is not exhaustive, and if in doubt, clarification should be sought from the Residential Manager.
- If an automatic downgrade to Basic regime is thought appropriate, a review should take place by a Supervisor and the final decision to downgrade should be endorsed by Residential Manager. Anyone on this form of basic regime will serve 4 weeks, on basic before becoming eligible to move to standard.

These reviews **must** include a contribution from the prisoner’s current activity or employment area and sentence planning information via the Resettlement Department. An automatic downgrade form should be completed (Annex H) and this form must be countersigned by the Duty Oscar before the downgrade can be activated. The Director has delegated authority to carry out these downgrades to competent managers above the rank of Supervisors.

Appeals

- Prisoners may appeal against IEP Board decisions. This must be done in the relevant section of the Notification form. Any appeal should be submitted within 7 days of receiving the Notification form.
- Prisoners will be issued an Appeal form (Annex E) on request, and this will be recorded on the review form identifying the issuing officer.
- Appeals regarding a prisoner’s IEP level are to be heard as required by the Operational Managers and Residential Manager.
- The Assistant Director Custodial Services will ensure local policy is adhered to.
- Appeal decisions will be entered on the notification form (Annex F) and returned to the prisoner

Annexes

- | | |
|--|--------------------------------------|
| A - Prisoners Request for Enhanced Status | F - Decision of Appeal |
| B - Request to Downgrade a Prisoner | G - IEP Behaviour Warning |
| C - Prisoner IEP Contribution Form | H - Automatic Downgrade |
| D - IEP Review Board | I - Custody Compact Agreement |
| E - Appeal against a Decision of Review Board | J - Quality Time off Criteria |

Prisoner's Request for Enhanced Status

Do not apply unless you have been standard for at least 3 months

| | | | | | |
|--|--|--------|--|------|--|
| Name | | Number | | Cell | |
| <i>I believe I am suitable for Enhanced because :-</i> | | | | | |
| | | | | | |
| Signed | | | | Date | |

Now pass this form to your wing officer

| | | | | | |
|---|--|--|--|--|--|
| | | | | | |
| <p><i>The above mentioned prisoner has applied for Enhanced Status. Please make your comments on his suitability. (Use case notes, adjudications records etc).</i></p> <p>Do You Support The Application? YES / NO</p> <p><i>For The Following Reasons:</i></p> | | | | | |
| | | | | | |
| <i>CUSTODY COMPACT SIGNED?</i> | | | | | |
| | | | | | |

If A Prisoner Does Not Meet the Criteria They Are To Be Informed at This Stage and the Form Will Not Be Progressed Further

Work Party Contribution

*The above mentioned prisoner has applied for Enhanced Status, Please make your comments on his suitability. Do you support the application? **YES/NO***

Document History

| Date | Name | Comment |
|-----------|-------------|--|
| 17 May 11 | Pamela Swan | IEP updated to reflect current working practice. |
| | | |
| | | |
| | | |

Approved by

| Date | Approver |
|------|----------|
| | |

Review Comments

| Reviewer | Comment |
|----------|---------|
| | |

HMP KILMARNOCK

Prisoner's Request for Enhanced Status

Do not apply unless you have been standard for at least 3 months

| | | | | | |
|--|--|--------|--|------|--|
| Name | | Number | | Cell | |
| <i>I believe I am suitable for Enhanced because :-</i> | | | | | |
| | | | | | |
| Signed | | | | Date | |

Now pass this form to your wing officer

| Wing Officer | | | | | |
|---|--|------|--|------|-----------------|
| <i>The above mentioned prisoner has applied for Enhanced Status. Please make your comments on his suitability. (Use case notes, adjudications records etc).</i> | | | | | |
| <i>Do You Support The Application?</i> | | | | | YES / NO |
| <i>For The Following Reasons:</i> | | | | | |
| | | | | | |
| <i>CUSTODY COMPACT SIGNED?</i> | | | | | YES / NO |
| Signed | | Name | | Date | |

If A Prisoner Does Not Meet the Criteria They Are To Be Informed at This Stage and the Form Will Not Be Progressed Further

| Work Party Contribution | | | | | |
|--|--|--|--|--|--|
| <i>The above mentioned prisoner has applied for Enhanced Status, Please make your comments on his suitability. Do you support the application? YES/NO</i> | | | | | |
| | | | | | |

| Sentence Planning Contribution (Can be filled in by personal officer) | | | | | |
|--|--|------|--|------|--|
| <i>The above mentioned prisoner has applied for Enhanced Status. Please make your comments on his suitability.</i> | | | | | |
| | | | | | |
| Signed | | Name | | Date | |

| Boards Decision And Remarks | | | | | |
|-----------------------------|--|------|--|------|--|
| | | | | | |
| Signed | | Name | | Date | |

x----- Tear / Cut Off & Return To the Prisoner-----x

| | | | | | |
|------|--|--------|--|------|--|
| Name | | Number | | Cell | |
|------|--|--------|--|------|--|

| Result of Your Enhanced Application | | | | | |
|-------------------------------------|--|------|--|------|--|
| | <i>You are now enhanced and will receive all privileges associated with this IEP level</i> | | | | |
| | <i>You were not successful on this occasion because:-</i> | | | | |
| | <i>Please re-apply in 4 weeks if the reasons have been addressed.</i> | | | | |
| Signed (chair) | | Name | | Date | |

HMP KILMARNOCK

Request To Downgrade a Prisoner

| | | | | | |
|------|--|--------|--|------|--|
| Name | | Number | | Cell | |
|------|--|--------|--|------|--|

| | |
|--|--|
| The Above Mentioned Prisoner Has been Put Forward For :- | |
| Enhanced to Standard :- <input type="checkbox"/> | Standard to Basic : <input type="checkbox"/> |

The reasons are:-

| | | | | | |
|--------|--|------|--|------|--|
| Signed | | Name | | Date | |
|--------|--|------|--|------|--|

HMP KILMARNOCK

Prisoner IEP Contribution Form

| | | | | | |
|------|--|--------|--|------|--|
| Name | | Number | | Cell | |
|------|--|--------|--|------|--|

This form is to be automatically given to prisoners prior to potential downgrades to Standard and Basic or upgrade to Standard

| | | | | | |
|--|--|------|--|------|--|
| I Wish To Make the Following Contribution to My IEP Board Review | | | | | |
| | | | | | |
| Signed | | Name | | Date | |

HMP KILMARNOCK

IEP Review Board

| | |
|-------------------|--|
| Standard To Basic | |
|-------------------|--|

| | |
|----------------------|--|
| Standard To Enhanced | |
|----------------------|--|

| | |
|-------------------|--|
| Basic To Standard | |
|-------------------|--|

| | |
|----------------------|--|
| Enhanced To Standard | |
|----------------------|--|

| | | | | | |
|------|--|--------|--|------|--|
| Name | | Number | | Cell | |
|------|--|--------|--|------|--|

The above mentioned prisoner is due for an IEP review for the following reasons:

| | |
|---|--|
| DATE OF LAST REVIEW: (if applicable) | |
|---|--|

| Board Members | | |
|---------------|--|--|
| | | |
| | | |

| |
|-------------------|
| Recent Behaviour: |
| |

| |
|------------------|
| Board's Decision |
| |

| | | | | | |
|--------|--|------|--|------|--|
| Signed | | Name | | Date | |
|--------|--|------|--|------|--|

HMP KILMARNOCK

Appeal against Decision of Review Board

| | | | | | |
|------|--|-----|--|------|--|
| Name | | No. | | Cell | |
|------|--|-----|--|------|--|

| | |
|---|-------|
| A recent review board, which was held on: | Date: |
|---|-------|

| | |
|---|--|
| A decision was made to change my IEP status: From | |
| To | |

Prisoner's representations for appealing against the Board's decision

Please justify your reasons for appealing the Board's decision.

| | | | |
|-----------------------|--|-------|--|
| Prisoner's Signature: | | Date: | |
|-----------------------|--|-------|--|

Once complete this form must be addressed to the duty Operational Manager.

For Staff Information Only.

Decision of the Appeal Form (Annex F) must be attached to this sheet.

A copy of both sheets will be filed in the Prisoner's Wing Narrative.

HMP KILMARNOCK

Decision of Appeal

| | | | | | |
|------|--|-----|--|------|--|
| Name | | No. | | Cell | |
|------|--|-----|--|------|--|

| | |
|--|-------|
| A recent review board was held on the: | Date: |
|--|-------|

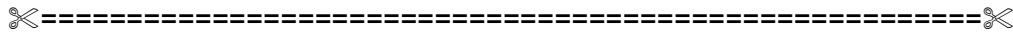
| | | |
|---|------|--|
| The decision was made to change your status | From | |
| | To | |

| Decision of the Operational Manager | | | | | |
|-------------------------------------|--|------|--|------|--|
| | | | | | |
| Signed | | Name | | Date | |

Did the prisoner attend: YES NO

Prisoner Signature: _____

PRISONER INFORMED OF APPEAL - IF NOT PRESENT – USE SLIP BELOW



| | | | | | |
|------|--|-----|--|------|--|
| NAME | | NO. | | CELL | |
|------|--|-----|--|------|--|

| | | | | | |
|--|--|------|--|------|--|
| Your appeal against your status change has been looked at by the duty Operational Manager and the decision is: | | | | | |
| | | | | | |
| Signed | | Name | | Date | |

HMP Kilmarnock IEP Behaviour Warning

Name: No. Location:

You are now subject to an **IEP Behaviour Warning** because.
.....
.....
.....

You have been given this warning because your behaviour has been unacceptable.

This warning will remain in place for three months.

The behaviour warning will be entered into your narratives by the reporting officer and an improvement in your behaviour will be expected.

Unacceptable behaviour includes:

- Verbally abusive
- Violent behaviour or threats of violence
- Disruptive behaviour
- Failure to respond to instructions
- Unacceptable behaviour in education/place of work
- Untidy/unhygienic cell

Any combination of behaviour warnings or adjudications can result in you being considered for and IEP review once the criteria are met.

Entered into narratives by **Signed:** **Date:**.....

Issued to prisoner by **Signed:** **Date**

In all instances of a warning being issued the prisoner must be consulted.

Has the prisoner been notified of the warning? YES / NO

I have considered all information available and agree that this warning should be issued.

Countersigned by duty Supervisor:

Signed: Date.....

Automatic Downgrade – HMP KILMARNOCK

This form is to be raised only when it is appropriate to review a prisoners IEP level following a serious offence (as per local IEP Policy) which needs to be dealt with outside the usual review procedures.

| | | |
|----------------------|-----------------------|-----------------|
| Prisoner No | Name | Location |
| Current Level | Proposed level | Date |

Reasons for Referral (Please circle as appropriate)

| 1 Level Down Grade | Automatic Downgrade to Basic |
|--|--|
| <ul style="list-style-type: none"> • Good Order & Discipline Rule 114 • Refuse to work or move accommodation. • Proven drug adjudication/positive MDT • Proven alcohol adjudication (Hooch) • Failure to adhere to the smoking policy | <ul style="list-style-type: none"> • Proven adjudication for mobile phone, SIM card, drugs or weapon • Damage to prison property • Involvement in violent behaviour • Concerted indiscipline • Other – State: |
| Please give details of offence (time, place, quantities etc) | |

Operations Managers Name.....Signed.....Date.....

Targets Set (if applicable)

| | | |
|--------------|-----------------|-----------------|
| | | |
| BASIC | STANDARD | ENHANCED |

Name.....Signed.....Position.....Date.....

Wing Staff

| | | |
|--|------------|------------|
| Has prisoner been informed of the decision/compact? (Copy to prisoner) | YES | |
| Has prisoner's NARRATIVES been updated with decision? | YES | |
| Has prisoner been advised of appeal/complaints procedure? | YES | N/A |
| Have ICM Co-ordinators been updated of any change? | YES | N/A |

Name.....Signed.....Date.....



**HMP KILMARNOCK
PRISONER COMPACT AGREEMENT**

HMP Kilmarnock treats all prisoners with humanity and respect regardless of condition and circumstances and aims to assist them to lead a useful and abiding life on release

HMP Kilmarnock will not tolerate bullying or intimidation.

Such behaviour is unacceptable and will be firmly dealt with.

Any prisoner who is a victim of bullying or intimidation should inform staff in confidence so that action may be taken.

HMP KILMARNOCK PRISONER COMPACT AGREEMENT

These rules mean that you are expected to:

- Treat staff and prisoners with respect whatever their race, religious beliefs, sexuality or social circumstances.
- Not bully, threaten or intimidate other prisoners.
- Maintain a high level of personal cleanliness.
- Not be in possession of any article belonging to another, or article which has been altered from its original condition; and not to have more of any article than is authorised.
- Take care of your cell, keep it clean and do not damage or tamper with any part of it.
- Keep your cell observation panel clear and do not display any sexually explicit or racially offensive material, or cover your walls with posters or pictures, except for the display area provided.
- Comply with being searched when requested to do so.
- Not use radios or other electrical equipment in a manner likely to be of a nuisance to others.
- Refrain from any behaviour involving illegal drugs and alcohol, and provide a urine sample for analysis if required.
- Refrain from smoking in no smoking areas.
- Present yourself timeously and dress appropriately so that you can be taken to your visit on time.
- Express your views or complaints in a reasonable and constructive way.
- Keep to all prison rules.

HMP KILMARNOCK COMPACT AGREEMENT

This compact agreement has been explained to me regarding the rules within HMP Kilmarnock, and the probable penalties for breach of these standards. I understand that I will only be entitled to receive the incentives and privileges outlined within this agreement if I abide by the Rules of HMP Kilmarnock and Prison Rules.

This is an agreement between the Director of HMP Kilmarnock and

Signed _____ Print Name _____
(Prisoner's Signature)

Date _____ Prison Number _____

The Director agrees to maintain the standard of facilities referred to in this compact agreement.

Signed _____ Print Name _____
(Custody Officer, on behalf of the Director of HMP Kilmarnock)

Date _____

HMP KILMARNOCK

Television Compact Agreement

I agree that I shall abide by the rules and regulations regarding the use of in cell televisions whilst within HMP Kilmarnock.

I understand that the use of a television is a privilege which is linked to the Incentives and Earned Privileges scheme, and as such access to a television system may be revoked in line with my IEP level or any orderly room punishment.

In addition I acknowledge that should I cause any damage to the television or any associated peripheral equipment that I shall be liable for the cost of replacement of the equipment. This cost will be reviewed periodically at the discretion of the management.

Should I fail to pay for any damage caused, I acknowledge that I shall not be permitted access to an in cell television for a minimum period of three months.

This is an agreement between the Director of HMP Kilmarnock and

Signed _____ Print Name _____
(Prisoner's Signature)

Date _____ Prison Number _____

Signed _____ Print Name _____
(Custody Officer, on behalf of the Director of HMP Kilmarnock)

Date _____

QUALITY TIME OFF SCHEME

One of the privileges of the Enhanced Regime is the Quality Time off Scheme which means 10 days off work per year.

Prisoners must meet the following criteria before QTO will be approved:

1. Must be Enhanced
2. Must have served 3 months in this establishment
3. No misconduct reports within the last three months

There seems to be some confusion over how this scheme will operate, therefore the following criteria will apply.

1. Prisoner requests form (see attached)
2. Form issued to prisoner (by work party supervisor)
3. Prisoner requests time off (giving one week's notice MINIMUM)
4. Days must be taken in a 5 day block (Monday to Friday)
5. Work party officer authorises in principle
6. Form sent to allocations coordinator for regime level check and final authorisation
7. Prisoner, work party, house block and prisoner accounts receive confirmation slip
8. If the above criteria are not met at any stage, then the application will be declined.

It is the responsibility of the prisoner's work area supervisor to ensure they have enough prisoners to carry out the duties required of the work party.

QUALITY TIME OFF SCHEME

| | |
|---------------|--|
| Prisoner Name | |
| Prisoner ID | |
| Location | |
| Work Party | |

I wish to apply for Quality Time Off, week beginning _____

Signed (Prisoner) _____ Date _____

Work Party Authorisation (signed) _____ Date _____

(Please Forward to Allocation Co-ordinator)

Regime Level _____

Approved By _____ Date _____

NB: Prisoner must be enhanced

Guide to Completing Reviews

- **Monthly (Recommended)**

These reviews are instigated by the Personal Officer who on a monthly basis checks the prisoner's file. If the Officer believes that the prisoner is not on the appropriate incentive level, a review will be undertaken and contributions sought from other areas. Any other member of staff who has knowledge of the prisoner may recommend a review if they feel that the prisoner is not at the appropriate level (i.e. Workshop Instructor).

- **Warning Triggered**

Any member of staff who updates a prisoner's narratives with information on written warnings or proven adjudications should check back over the previous four months in order to establish whether sufficient warnings have been given to instigate a formal Review.

- **Automatic Downgrade**

When a prisoner commits an offence considered serious as outlined within this Policy an Automatic Review should take place. Contributions should still be requested giving the prisoner targets in order to improve their behaviour and progress.

- **7 day Basic Review**

The seven day basic review (progress review) - Wing staff to talk with the prisoner and discuss progress towards the targets that were set. The following review will take place 21 days after this and will require contributions from all areas commenting on improvement in behaviour. This is recorded on the back page of the review paperwork and is signed by a duty Operations Manager.

- **21 day basic review**

This review takes place 21 days following the Progress Review and requires contributions from all areas. Any prisoner who remains on basic following this review will be reviewed every 21 days until they meet the criteria for an upgrade.

- **All Review Paperwork.**

Once a review has taken place a copy of the Annex C should be given to the prisoner as well as an Annex D (Appeal Form). The original pack should be kept in the wing IEP folder in order to be management checked and available as evidence for audit purposes.

- Each review that takes place should also be recorded on the monthly IEP log stored in the same folder as the reviews.

Director's Rule HMP Kilmarnock

HMP KILMARNOCK LIST OF PERSONAL ARTICLES NORMALLY ALLOWED IN PRISONERS' POSSESSION

(Other Prisons have their own lists which may be different)

GENERAL NOTES

The inclusion of any item in the list does not give a prisoner a right to obtain or retain such an item in possession. It should be noted in particular that:

- a) The Director has the discretion to disallow any item which he considers may pose a threat to the good order or discipline or security of the prison, or which may not be in the interest of a particular prisoner.
 - b) The Director advises against any possessions of any item of extreme value eg, a medallion consisting of coins, or ingots of precious metal. All personal property bought into the prison, particularly that held in possession, is held at the prisoner's own risk and the prison will not accept liability for the loss or damage to that property unless it results from the prisons negligence. Prisoners are reminded that they will not be able to control or supervise such items at all times and that the prison cannot guarantee the security of items left in cells or other accommodation. Prisoners are advised not to keep in possession particularly valuable property.
 - c) When ordering an article which appears on the list, from either a mail order firm or another source, prisoners should first ensure that the item is of an approved type. Failure to do so could result in the item being withheld.
 - d) Spending is linked to the prisoners earned privilege level allowance.
 - e) Articles allowed will be subject to the provision of volumetric control.
 - f) All items are subject to thorough search and x-ray examinations.
- All property has been given a MAXIMUM value which is the limit of compensation which will be considered where loss / damage occurs. Values are for what is considered reasonable for each item and have been arrived at by comparing more than one catalogue price. Should a prisoner decide to have an item of a higher value he must first sign a disclaimer accepting the above restrictions and responsibilities for the excess cost.

HANDING IN OF PROPERTY

The Property List attached to this notice shows property which may be brought through Reception or handed in via a proforma.

Where restrictions have been imposed the reason is indicated by 'I' for incentives and earned privileges and 'S' for security.

Security is paramount importance. Accepting property which is difficult to search and which may be used to conceal illicit items could result in breaches of security. Items which are difficult to search must therefore be prevented from entering this establishment.

Property, newspapers and periodicals may enter the prison in the following ways:-

1. - From an approved supplier via the shop
2. - Through the post - direct from an approved supplier after permission has been gained as a result of making an application
3. - Direct delivery from an approved newsagent or publisher
4. - Handed in on visit

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| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|--|---------------------------------------|--------------|---|--|---|
| 1 | MUSICAL INSTRUMENTS | STANDARD ENHANCED | Y | £30 | I & S | 1 only in possession must be acceptable on security and noise level. Handed in on visits by application. Prisoners in possession of a guitar may also have a guitar tuner. |
| 2 | CALCULATOR | BASIC STANDARD ENHANCED | Y | £10 | S | 1 only in possession programmable or printout type is not permitted memory function allowed |
| 3 | BOARD GAMES/ELECTRONIC GAMES (INCLUDING SPELL CHECK, WORD FINDER AND GAME BOY ELECTRONIC CHESS ETC.) | BASIC STANDARD ENHANCED | Y | £30 | S | 3 Games allowed in possession. Includes electronic games if they are self contained non programmable units, although memory cards are permitted. Maximum subject to overall total of 40 CDs/tapes/games |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|--|---------------------------------------|--------------|--|--|--|
| 4 | PLAYSTATIONS OR NINTENDO OR MEGA DRIVE AND ACCESSORIES | STANDARD ENHANCED | Y | £50 | | 1 only in possession. Maximum number of games subject to overall total of 40 CDs/tapes/games. Permitted accessories are: <ul style="list-style-type: none"> • memory cards • 'cheat' cartridge • one extra 'joy pad'; |
| 5 | COMPACT DISCS & CASSETTE TAPES (to include cassette head cleaning tape - dry variety no fluid) | BASIC STANDARD ENHANCED | Y | £9 each pre recorded 50p each blank tapes | S | Maximum subject to overall total of 40 CDs/tapes/games. Cassettes with transparent cases may be used for personal recording and may be sent in or out. All personal recorded cassettes will be subject to censoring and therefore may be delayed. |
| 6 | STORAGE CONTAINERS FOR DISCS OR CASSETTES | BASIC ENHANCED STANDARD | Y | NIL | I & S | Unpadded only to hold approximately 40 items. |
| 7 | HEADPHONES (with appropriate adaptor as necessary) | BASIC STANDARD ENHANCED | Y | £12 | I & S | Small, earplug type headphones only |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|--|---------------------------------------|--------------|--|--|---|
| 8 | RADIOS (but not in addition to any other radio facility) | BASIC STANDARD ENHANCED | Y | £20 | I & S | Must not be capable of receiving signals outside VHF/FM/88 - 108 MHZ shortwave 1-18 MHZ aerial must not comprise of long strong wires, ear piece permitted. Must not have inbuilt microphone. |
| 9 | COMPACT DISC PLAYER (with appropriate remote control if desired) | BASIC STANDARD ENHANCED | Y | £75 (No separate value for remote control) | I & S | Any harness and/or carrying case must not be padded. Maximum of 15 watts per channel only |
| 10 | COMBINATION RADIO/TAPE/CD PLAYER (with appropriate remote control) (but not in addition to any individual items) | BASIC STANDARD ENHANCED | Y | Radio / Cassette £40 Radio / Cassette / CD £100 (No separate value for remote control) | I & S | Must not have television facility. Must not have inbuilt microphone. Maximum of 15 watts per channel only No recording facility |

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|---------|--|---------------------------------------|--------------|---|--|---|
| 11 | LOUDSPEAKERS (but not in addition to any other facility) | BASIC STANDARD ENHANCED | Y | £24 per pair | I & S | A maximum of two extension loud speakers are permitted. Maximum cable length 3 metres in total. Maximum size 300mm by 200mm. Not allowed if appliance has built in speakers. Maximum of 15 watts per channel. |
| 12 | DIARY/FILOFAX | BASIC STANDARD ENHANCED | Y | £5 | | Contents may have to be displayed |
| 13 | ELECTRONIC ORGANISER | BASIC STANDARD ENHANCED | Y | | | Contents may have to be displayed No pocket PC's |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---------------------------------|---------------------------------------|--------------|---|--|--|
| 14 | TYPEWRITER (ELECTRONIC) | ENHANCED | Y | £75 | I | Brother AX100 Or AX430 models permitted. Prisoners in possession of a typewriter may also have in possession 1 pack (i.e. 500 sheets of A4 paper). Must be for education purposes. |
| 15. | ROLL-ON DEODERANT | BASIC STANDARD ENHANCED | Y | | | One in possession at any time |
| 16 | SHAVER | BASIC STANDARD ENHANCED | Y | £15 | I & S | Mains or battery. |
| 17 | BEARD TRIMMER AND HAIR CLIPPERS | BASIC STANDARD ENHANCED | Y | £10 | I & S | Mains or battery scissors and other attachments not allowed. |
| 18 | MAINS ADAPTOR | BASIC STANDARD ENHANCED | Y | | | For use with radios, game boys etc. |
| 19 | DUVET COVER | BASIC STANDARD ENHANCED | Y | £10 cover | | Single size only. Must conform to fire and other health and safety requirements. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---------------------|---------------------------------------|--------------|---|--|---|
| 20 | PILLOW SLIPS | BASIC STANDARD ENHANCED | Y | £5 slips | | Maximum 2 slips. Must conform with fire and other health and safety requirements. |
| 21 | TEA TOWELS | BASIC STANDARD ENHANCED | Y | £1 | | Maximum 2. Must conform with fire and other health and safety requirements. |
| 22 | TOWELS | BASIC STANDARD ENHANCED | Y | £5 | | Maximum 2. Must conform with fire and other health and safety requirements. |
| 23 | FLOOR MAT | ENHANCED | Y | £15 | I | Maximum 600mm by 900mm (or equivalent for circular or oval mats)fire retardant |
| 24 | TOILET PEDESTAL MAT | STANDARD ENHANCED | Y | £10 | | |
| 25 | CALENDAR | BASIC STANDARD ENHANCED | Y | NIL | I | Must not be offensive or sexually explicit. |
| 26 | POSTERS | BASIC STANDARD ENHANCED | Y | NIL | I | Maximum 3' x 2'., Unglazed only. Reasonable number. No poster tubes. |
| 27 | PHOTOGRAPHS | BASIC STANDARD ENHANCED | Y | NIL | | Maximum 24. Unglazed only. No polaroids. Family type photographs only. No photographs containing indecency. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---------------------------------------|---------------------------------------|--------------|---|--|---|
| 28 | FLIP FLOPS, SANDALS AND SLIPPERS | BASIC STANDARD ENHANCED | Y | Flip Flops £5 Sandals £10 Slippers £5 | | Maximum of 2 pairs allowed in total |
| 29 | TRAINING SHOES / SHOES & BOOTS | BASIC STANDARD ENHANCED | Y | £25 | S | Max of 3 pairs of training shoes, one pair of shoes or boots allowed in possession. Boots to no larger than twelve pair of lace holes. Must not have metal inserts. |
| 30 | FOOTBALL BOOTS | BASIC STANDARD ENHANCED | Y | £25 | I | Must not have metal inserts, football boot studs must be integral, moulded nylon, plastic or rubber only. |
| 31 | PHOTOGRAPH ALBUM & PHOTOGRAPH CORNERS | BASIC STANDARD ENHANCED | Y | £5 | S | Unpadded albums only. Photo cubes not allowed. |
| 32 | SHORTS (FOOTBALL, RUGBY) | BASIC STANDARD ENHANCED | Y | £8 | I | Two pairs in total. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|--|---------------------------------------|--------------|---|--|---|
| 33 | T-SHIRTS/SWEAT SHIRTS/ POLO SHIRTS & BUTTON UP SHIRTS/FOOTBALL TOPS PULLOVERS & CARDIGANS TRACK SUIT TOP / SHELL SUIT TOPS | BASIC STANDARD ENHANCED | Y | T-Shirt £5 Sweatshirt £20 Polo shirt £10 Shirt £10 Football Tops £15 Pullovers/ Cardigans £20 Track suit/shell suit tops£30 | I & S | Maximum 12 per person, any combination, may include one quilted shirt; no hoods allowed and must not be of a type which could be mistaken for staff uniform. The pattern, colour and form of decoration should be such as to cause no offence to others. |
| 34 | NON-UNIFORM TROUSERS/JEANS/TRACK SUIT BOTTOMS | BASIC STANDARD ENHANCED | Y | £30 | I | Maximum of three pairs in total |
| 35 | DRESSING GOWN | ENHANCED | Y | £15 | | For shower use only |
| 36 | SET OF PYJAMAS (i.e. one top and 1 trousers) | BASIC STANDARD ENHANCED | Y | £10 | | |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---|---------------------------------------|--------------|---|--|---|
| 37 | CHAIN | BASIC STANDARD ENHANCED | Y | £40 | S | One only, light weight maximum 24" in length, may be used for medallion or crucifix |
| 38 | JEWELLRY i.e. . CROSS, CRUCIFIX, MEDALLION, ETC | BASIC STANDARD ENHANCED | Y | £10 | | One to hang on chain, maximum size 1 1/2 inches |
| 39 | PRAYER BEADS | BASIC STANDARD ENHANCED | Y | £5 | | |
| 40 | PRAYER MAT / CAP | BASIC STANDARD ENHANCED | Y | £5 | | Must be fire retardant. |
| 41 | EARRINGS AND STUDS | BASIC STANDARD ENHANCED | Y | £6 | I | If worn on arrival otherwise sleeper only at discretion of Reception Supervisor. |
| 42 | FINGER RING | BASIC STANDARD ENHANCED | Y | £30 | | One plain ring. No raised decoration/sovereigns. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---|---------------------------------------|--------------|---|--|--|
| 43 | WATCH including watchstrap. (One spare watch strap may be held) | BASIC STANDARD ENHANCED | Y | £25 Watchstrap Nil | S | A wrist or pocket watch allowed not with data storage or taping facility, alarm and/or stopwatch function allowed. Watches with television remote control or telephone auto dialling facility not allowed. |
| 44 | SMOKING REQUISITES | BASIC STANDARD ENHANCED | Y | NIL | I & S | Pipe, tobacco pouch, disposable lighter, pipe cleaners, cigarette rolling machine allowed. |
| 45 | COMB, NAIL CLIPPERS (NO FILE), FLANNEL, NAIL BRUSH, HAIR BRUSH | BASIC STANDARD ENHANCED | Y | £1 each item | | Approved alligator clipper type only, no plier variety allowed, comb and hair brush plastic only. |
| 46 | TOILET BAG | BASIC STANDARD ENHANCED | Y | £5 | I | Not padded or quilted. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | PRIVATE CASH | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|----------------------------|---------------------------------------|--------------|---|--|---|
| 47 | TOOTHBRUSH | BASIC STANDARD ENHANCED | Y | NIL | | |
| 58 | BOOKS | BASIC STANDARD ENHANCED | Y | £3 | I & S | Via the Prison Library, plus 8 in possession at any one time. Hard back or paper back in good condition. |
| 49 | NEWSPAPERS AND PERIODICALS | BASIC STANDARD ENHANCED | Y | NIL | | Direct from Newsagents only, attachments 'free' gifts may not be allowed. 6 allowed in possession at any time |
| 50 | POSTAGE STAMPS | BASIC STANDARD ENHANCED | Y | Face Value | I & S | Max 12 in possession |
| 51 | ENVELOPES / WRITING PADS | BASIC STANDARD ENHANCED | Y | £2 | I | One pad, one pack of envelopes. |
| 52 | PENCILS, PENS | BASIC STANDARD ENHANCED | Y | Pens £5 | S | Ball point pens x 3 Water-based coloured pencils x 12 Calligraphy pens x 2 Calligraphy nibs x 12 |
| 53 | RING BINDER | BASIC STANDARD ENHANCED | Y | £1 | S | Maximum four only, not padded. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | SOURCE OF ENTRY | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---|---------------------------------------|-----------------|---|--|---|
| 54 | WEIGHT LIFTING KNEE SUPPORTS | BASIC STANDARD ENHANCED | Y | £4 | I | |
| 55 | WEIGHT LIFTING GLOVES | BASIC STANDARD ENHANCED | Y | £4 | I | |
| 56 | WRIST SUPPORT (exercise) | BASIC STANDARD ENHANCED | Y | NIL | | |
| 57 | PLAYING CARDS | BASIC STANDARD ENHANCED | Y | NIL | S | Non offensive pictures |
| 58 | CANVAS & HARDBOARD | BASIC STANDARD ENHANCED | Y | NIL | I | For painting, maximum 3' x 2' advised by education. |
| 59 | MODEL CEMENT | ENHANCED | Y | NIL | I & S | Humbrol polystyrene cement only, canteen purchase. |
| 60 | MODEL KIT | STANDARD ENHANCED | Y | £3 | I | No overall size to exceed 12". |
| 61 | PAINT / PAINT BRUSHES & PICTURE FRAMING MATERIALS | STANDARD ENHANCED | Y | NIL | | Approved type only, maximum size brush not to exceed 1/2". No glass or metal frames, advise by education. |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | SOURCE OF ENTRY | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|--------------------------------|---------------------------------------|-----------------|---|--|--|
| 62 | SEWING KIT | BASIC STANDARD ENHANCED | Y | NIL | I | Suitable for mending purposes. |
| 63 | RAZORS & RAZOR BLADES | BASIC STANDARD ENHANCED | Y | NIL | | No cut throat, or open-ended razors. Only one in possession at any time. Only allowed via transferred-in property or purchase through prison shop. |
| 64 | MUGS, PLATES, BOWLS | BASIC STANDARD ENHANCED | Y | NIL | | One of each in possession at any time. Must be plastic |
| 65 | SAFETY RAZOR & BLADES | BASIC STANDARD ENHANCED | Y | NIL | | Cartridge type only. Max 10 new blades in possession must be received in unopened manufacturers' packing |
| 66 | CLOCK | BASIC STANDARD ENHANCED | Y | £5 | | Travel style only; alarm facility acceptable. Digital or analogue. Battery or clockwork. |
| 67 | MATCHSTICKS (for model making) | STANDARD ENHANCED | Y | NIL | | |

| ITEM NO | ITEM | ELIGIBLE PRISONERS (INCENTIVES LEVEL) | SOURCE OF ENTRY | MAXIMUM VALUE (IN THE EVENT OF A CLAIM) | REASON FOR RESTRICTION WHERE APPROPRIATE S - SECURITY I - INCENTIVE SCHEME | NOTES |
|---------|---|---------------------------------------|-----------------|--|--|--|
| 68 | PERSONAL MUSIC SYSTEM (e.g. 'Walkman' type items) | BASIC STANDARD ENHANCED | Y | £50 | | CD, Mini Disk, or tape permitted, plus headphones. May not be taken outside Houseblock, other than exercise yards. |
| 69 | DVD PLAYER | STANDARD ENHANCED | Y | £50 | | |
| 70 | DVD'S | STANDARD ENHANCED | Y | DVD £7 Maximum value of any claim £40 | 10 DVD's, no copies or pornographic material | All DVD's will be checked by Reception Staff |