

Recall to Prison

POLICY & PROCEDURE

OFFICIAL

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Policy

Statement

Events have made clear that any delay in recalling an offender released on licence can have horrific consequences. Merseyside Police, along with its partner agencies, is committed to ensuring it has the best possible system in place to ensure that all recalls are dealt with promptly. We intend to protect the public and prevent further crime.

Aims

The overall aim is to reduce the threat to members of our community represented by offenders unlawfully at large. This can be achieved by ensuring the Recall to Prison process is robust. This policy is designed to supplement the Joint National Protocol between National Probation Service, National Police Chiefs Council, HM Prison Service and Home Office by providing clarity of responsibilities at a local level.

The policy is underpinned by procedures designed to provide clear, definitive, and unambiguous direction for all those involved in its deployment.

Objectives

Specific objectives are to:

- a) Minimise the risk to the public and maximise the safety of police officers and police staff
- b) Reduce time taken to apprehend offenders who have been recalled to prison
- c) Reduce numbers of offenders remaining unlawfully at large
- d) Achieve national/local police targets in all Recall to Prison cases

Application and Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Merseyside Police must be aware of and are required to comply with, all relevant policy and associated procedures.

This is a non-statutory policy that sets out the principles to help guide decision making. It provides guidance that, on occasions, officers and staff may depart from based on the particular circumstances they encounter. On such occasions, officers and staff will be supported provided they can demonstrate a clear rationale which can be objectively justified for why they have departed from the policy.

This policy applies particularly to those officers and staff employed within the Force Intelligence Bureau, PNC Bureau, Critical Incident Managers, Force Contact Centre, Operational Tasking Units and Custody environments. The Chief Officer lead for this policy is the Assistant Chief Constable responsible for Local Policing and Criminal Justice

Outcome Evaluation

Outcomes should reflect specific objectives and be measured against those objectives on a routine annual basis. Responsibilities and activities involved in measurement will be included in a separate deployment plan monitored on an ongoing basis by the Head of Force Intelligence Bureau.

Procedure

Version History

Version Number	Date	Detailed rational behind amending/updating policy or procedure.	Policy Owner Details	Policy Author Details
V. 1.1	17/05/2012	Main amendments reflect transfer of Force Co-ordinator role to FIB (as by-product of Strategic Options Project) and subsequent change to governance arrangements		
V. 1.2	09/07/2015	Main amendments reflect the transfer of the Force Co-ordinator role to the PNC Bureau, CCJ and the use of Niche to manage the process		
V. 1.3	01/11/2018	Main amendments reflect the force restructure following the removal of the BCU model		
V. 1.4	01/10/2019	Main amendments reflect the restructure following the implementation of the Local Policing Fugitive Team		
V. 1.5	27/09/2022	No changes required		
V. 1.6	10/08/2023	No changes required		
V. 1.7	10/11/2025	Update to current Force template and formatting – no change to content apart from section 7 changed to 'Appendix'	CS Claire Doyle	Jayne Eaton

1. Framework

- 1.1 The Joint National Protocol between National Probation Service, National Police Chiefs Council, HM Prison Service and Home Office provides a framework for partner agencies to work together to supervise offenders, enforce their licences and effect an efficient recall to custody of those who breach their licence conditions.
- 1.2 The Police Service Role is more fully detailed in the Joint Protocol, but key responsibilities are to:
 - a) Minimise risk to the public and maximise the safety of police officers and police staff
 - b) Expeditiously arrest offenders
 - c) Identify a Recall Liaison Officer (RLO) responsible for the management and operation of the recall process
 - d) Provide intelligence and/or information to the Probation Service on all offenders under supervision on licence where recall is being considered
 - e) Nominate an email single point of contact (SPOC) available and monitored 24 hours a day 7 days a week
- 1.3 Merseyside Police has dedicated staff acting as Recall Liaison Officers (RLOs) in the Local Policing Fugitive Team. The recall process is overseen Force-wide by the PNC & Data Access Manager in the PNC Bureau, (CJ)
- 1.4 Merseyside Police designated SPOC is the PNC Bureau email providing 24/7 cover.

2. Notification of Recall

- 2.1 The Probation Service must initiate the process of recall (though Group 4 Securitas must initiate if the subject has breached a Home Detention Curfew). It should make a formal application to the Post-Release Section of the National Offender Management Service (NOMS) that should, in turn, issue the Recall Order.
- 2.2 The Recall Order should be forwarded from NOMS to the Force SPOC and simultaneously to Metropolitan Police SCD26 Branch (Operational Information Services) who ensure that the subject is circulated on the PNC.

3. Responsibilities

3.1 PNC Bureau - Force Coordinator

- 3.1.1 On receipt of email notification from NOMS the PNC Bureau will create an occurrence in Niche and scan in the Recall Order. A task will be sent to the Force Fugitive Team Task Pot for action to be taken.
- 3.1.2 In addition, the PNC Bureau will forward email to the following email accounts
- “COMMCEN”. (Emergency Recalls Only)
 - Fugitive Team email address; Force.Fugitive.Team@merseyside.police.uk
 - Respective Area Targeted Team (for information and action outside Fugitive Team hours)
- 3.1.3 The PNC Bureau will be responsible for updating Niche on execution.

3.2 Force Contact Centre

- 3.2.1 On receipt of email notification to “COMMCEN” the Force Contact Centre (FCC) will be responsible for creating a STORM for Log Emergency Recalls and forwarding on to the relevant Despatch group for Action.

3.3 Bronze Command

- 3.3.1 On being made aware of a new Prison Recall Order (Emergency Recalls Only), Bronze Command must allocate ownership of that Order to a nominated police officer and task them to effect an early arrest of that subject. All actions and enquiries taken to arrest the subject must be recorded on the STORM Log.
- 3.3.2 The Fugitive Team must put in place a documented ‘handover’ procedure between Bronze Command, to ensure that any ongoing actions to locate and arrest the subject proactively continue.
- 3.3.3 If an early arrest is not made the responsibility will be transferred to the Fugitive Team and the log closed.

3.4 Fugitive Team

- 3.4.1 Immediately on receipt of the Recall Order by way of email and Niche Task, the Fugitive Team should check what actions have been taken on the STORM Log for Emergency

Recalls and also check the PNC to ensure the subject has been circulated and that an officer has been tasked with progressing the arrest.

- 3.4.2 The Fugitive Team are responsible for completing a thorough risk assessment (High, Medium, or Low) of all subjects, to highlight any risks to Arresting Officers or the public in general.
- 3.4.3 The Fugitive Team are also responsible for circulating local bulletins and photographs of subjects in their area and where appropriate, circulate the subject of the Recall Order via the Force Internet website.

3.5 Recall Liaison Officers (RLOs)

- 3.5.1 The dedicated staff acting as Recall Liaison Officers (RLOs) in the Local Policing Fugitive Team are responsible for the management and operation of the recall process.
- 3.5.2 The RLOs must conduct a variety of regular checks to obtain any relevant information that may help expedite an arrest. These regular checks must include the following:
 - a) Force Intelligence System
 - b) NICHE (Force Custody Office and Arrest System)
 - c) Prisoner Intelligence Notification System (PINS)
 - d) Prison Service Database
 - e) PNC
 - f) Other agencies e.g., Department of Works and Pensions
 - g) Experian credit checks.

3.6 Arresting Officers- Custody Officer

- 3.6.1 Following the arrest of a subject, the Arresting Officer is responsible for contacting Metropolitan Police SCD26 Branch (Operational Information Services) to inform them that the subject has now been arrested, and the PNC Circulation should now be cancelled. The telephone number for this Department is shown on the PNC Wanted/Missing Circulation.
- 3.6.2 The Custody Officer is also responsible for forwarding notifying the PNC Bureau of the arrest so a detained report can be added to the PNC and the arrest details be updated on the Niche Recall Occurrence.
- 3.6.3 Staff in relevant Departments have been given access rights to view and where necessary edit NICHE Occurrence Enquiry Logs relating to subjects of Prison Recalls.

4. Targets

- 4.1 Targets are set nationally. The target time for arrest in an Emergency Recall is 48 hours and for a Standard Recall is 96 hours, from receipt of the Recall Order from NOMS.
- 4.2 The following table illustrates the nationally agreed “Whole System” target.

Component	Owner	Emergency	Standard
Decision to notify the Post Release Section	Probation Service	24 hrs	24hrs
Receipt of request to issue of Order	The Post Release Section	2 hrs	24 hrs
Receipt of Order to arrest	Police	48 hrs	96 hrs
Whole system standard	LCJB	74 hrs	144 hrs

5. Governance

5.1 Local Governance / Performance Management

- 5.1.1 Having created a Niche Occurrence, the PNC Bureau will send a Niche task the Fugitive Team task pot for action. The Fugitive Team will be responsible for monitoring the task pot
- 5.1.2 The initial action and enquiries taken to arrest the subject must be recorded on the Occurrence Enquiry Log and this log effectively monitored and managed.
- 5.1.3 Following closure of the STORM Log (Emergency Recalls Only), the dedicated staff acting as RLOs in the Fugitive Team must maintain the NICHE Occurrence Enquiry Log for each subject, where local records of actions taken and the regular checks being made to locate and arrest subjects must be recorded.
- 5.1.3 The status of Recall Orders must be monitored locally via Daily, Weekly and Monthly Performance Meetings.
- 5.1.4 Monthly and Quarterly Audits to be carried out by PNC & Data Access Manger in response to requirements of NOMs.

5.2 Central Governance / Performance Management

- 5.2.1 The data entered into Niche by the PNC Bureau will allow performance figures and management reports from within Delphi

- 5.2.2 The Criminal Justice Performance Meeting must include, as a standing agenda item, performance on Recall Orders.

6. Minimum Standards

- 6.1 The following checklist contains a set of minimum standards that must be met for progressing all Recall Orders.

Minimum Standards Checklist

Immediate Action	Daily Action	Weekly Action	Monthly Action
PNC Circulation	Source Tasking	Enquiries with Merseyside Probation Service	Telephone trace
STORM Log generated (Emergency Recalls Only)	Regular known address / family address checks	Contact with Solicitor	SO15 Application (UKBH Warning Index)
PAS Forms completed	FIS checks	Hospital checks	Inter-Agency checks (including Experian credit checks)
Intel and address checks	Command Team Update/Planning Meeting	Known associates checks	Prison Service Database checks
Ownership – Named Inspector (Fugitive Team)	Update NICHE Occurrence Enquiry Log	PINS checks	Review by Inspector
	Known Associates Checks	Consider Press Release	
	NICHE (Custody and Arrest) checks	Consider publicity via Force Intranet and Internet	
		Social Networking Site checks	

Appendix - Recall Orders Process Map

Recall to Prison Niche Process

