

NOTES FOR THE GUIDANCE OF CONVICTED PRISONERS (MALE)

(Including Special Category Prisoners)

1. If you require information on any of the following subjects Information sheets will be provided by your Class Officer who will explain any points you do not understand. These sheets must not be defaced or damaged in any way and will be returned to your Class Officer when you have finished with them:-

National Insurance and Income Tax.

Appeals from the decision of Magistrates' Courts.

Appeals to the Court of Criminal Appeal.

Appeals from Courts Martial.

Appeals to the House of Lords.

Diet.

2. (a) Outstanding fines etc. If you think that there is an outstanding fine or other court order against you, which you wish to have dealt with during your current sentence, you may apply to the Governor for a special letter to write to the Court about it.

(b) Payment of fines etc. If you have been committed to prison in default of payment of a sum adjudged be paid on conviction, you can obtain a reduction of your sentence by paying the whole or part of the sum for which you are liable, the reduction being proportionate to the amount paid. For the purpose of providing such payment you will be allowed to write to your friends or to have an interview with them on a week-day at any reasonable hour. Payment of the whole sum due may be made on any day between the hours of 9 am and 9 pm, but part payment can only be made on week-days between the hours of 9 am and 5 pm.

(c) Outstanding offences. If you know of any further criminal charge which may be outstanding against you, you may apply to the Governor for a special letter to write to the Police about it.

3. Photographs and Fingerprints. The prison authorities are empowered by law to take photographs, fingerprints and palm prints of prisoners. These may be taken on reception or at any time subsequently.

Discipline

4. The following are the Statutory Rules about discipline with which you should be acquainted:-

(a) The Governor may deprive a prisoner of any unauthorised article found in his cell or in his possession.

(b) A person shall not without authority, convey into or throw into or deposit in a prison, or convey to a prisoner, or deposit in any place with intent that it shall come into the possession of a prisoner, any money, clothing, food, drink, tobacco, letter, paper,

book or tool, or other article whatever. Anything so conveyed, thrown or deposited may be confiscated by the Governor.

Rule 30

5. (a) A prisoner who is guilty of any act or omission contrary to the security or good order of the prison shall be guilty of an offence and on his offence being reported to the Governor shall be dealt with as hereinafter provided.

(b) Without prejudice to the generality of the provisions of the foregoing sub-paragraphs, the term "offence against discipline" shall, for the purposes of Prison Rules, include the following offences:-

- (1) Idleness, carelessness, or negligence at work.
- (2) Abuse of any privilege.
- (3) Failure to conform strictly to any condition of any parole given to him inside or outside the prison.
- (4) Irreverent behaviour at Divine Service or Prayers.
- (5) Disrespect towards any officer or any person authorised to visit the prison.
- (6) Making repeated or groundless complaints.
- (7) Making false or malicious allegations against an officer.
- (8) Indecency in language, act or gesture.

(c) An attempt to commit any offence shall be treated as though the attempted offence had been committed.

Rule 31

6. (a) Save as provided in paragraphs 7 and 8 below, the Governor shall forthwith investigate every offence against discipline, and may determine thereupon and make one or more of the following awards:-

- (1) Caution.
- (2) Forfeiture of remission of sentence for a period not exceeding twenty-eight days.
- (3) Forfeiture or postponement of privileges for a period not exceeding twenty-eight days or three months in the case of evening association exercise.
- (4) Exclusion from associated work for a period not exceeding fourteen days.
- (5) Cellular confinement for a period not exceeding three days.

- (6) Stoppage of earnings for a period not exceeding fourteen days.

Rule 32

7. (a) Where a prisoner is reported for any of the following offences:-

- (1) An offence under the Act.
- (2) Gross personal violence against an officer.
- (3) Gross personal violence to another prisoner and
- (4) Any serious or repeated offence against discipline for which such award as the Governor is authorised to make is deemed insufficient and the Governor considers after investigation that such an offence has been committed, he may, and in the case of an offence under (1) shall report the matter to the Northern Ireland Office.

(b) The Northern Ireland Office shall thereupon inquire into the report (such inquiry if it thinks desirable being on oath) and may make one of the following awards:-

- (1) Forfeiture of remission of sentence for a period not exceeding six months.
- (2) Forfeiture or postponement of privileges.
- (3) Exclusion from associated work for a period not exceeding twenty-eight days.
- (4) Cellular confinement for a period not exceeding fifteen days or where a prisoner is found guilty of mutiny or incitement to mutiny, or of gross personal violence to an officer, for a period not exceeding thirty days, and
- (5) Stoppage of earnings for a period not exceeding twenty-eight days.

The Northern Ireland Office may delegate its powers under Rule 32 to the Board of Visitors in any particular case.

8. If you think you have grounds for making a complaint of a serious nature against a member of staff, that is, one that may affect his reputation or position in the prison, you should bear in mind that whilst it is important to prevent any abuse of authority, it is equally important to protect the staff against malicious and ill-founded attacks. A prisoner who makes such attacks lays himself open to punishment. Be careful, therefore, and always consult the Governor before you commit yourself; he will advise you on how to proceed.

9. You should not lend or borrow anything or take part in any passing in or out of the prison, or about the prison of any unauthorised article, whether for yourself or anyone else. If you do, not only may you be charged with an offence against prison discipline, but you may find yourself under pressure to commit other offences.

Letters and Visits

10. (1) You are entitled to write and receive a letter on reception and thereafter once in four weeks and to receive a reception visit of 20 minutes duration within seven days of reception and thereafter once in four weeks but Headquarters may allow such additional visits and letters as it may determine, as a privilege for any class of prisoner. Your Class Officer will inform you of the number of letters you may write and receive, and the frequency of visits.
- (2) You may apply to write and receive a letter in lieu of a visit.
- (3) If you are able to speak English you will be required to write your letter in English. Letters in a language other than English may require to be translated before posting.
- (4) If you have good reason for wishing to write on plain paper which does not show you are in custody you should apply to the Governor.
- (5) You will not normally be allowed to correspond with, or be visited by, any person who is or has been in prison on conviction unless that person is closely related to you.
- (6) You may apply to the Governor for a special letter or visit if you have urgent reasons for such a request.
- (7) When you are due a letter or visit you should apply to your Class Officer.
- (8) You will not normally be allowed to accumulate more than two letters or two visits.

Bedding, Clothing, Personal Cleanliness, etc

11. (a) You will wear the clothing provided and no other unless otherwise directed by the Secretary of State.
 - (b) Clean underclothing is normally issued once per week. If you do not receive any article of underclothing or if you specially need to change any article of underclothing earlier, ask your Class Officer.
 - (c) You will be provided with a separate bed and bedding consisting of mattress, pillow and case, two sheets and the appropriate number of blankets for the season of the year. If you require an extra blanket at any other time apply to the Medical Officer.
 - (d) You will be provided with clean sheets and pillow-case on reception and you will normally get one clean sheet and a clean pillow-case every week on an exchange basis.
12. You must keep yourself clean and tidy, and obey such directions about washing, bathing, shaving and hair-cutting as may be given you. You must shave every morning before going to work, unless you are excused by the Governor or Medical Officer. You will have a hot bath or shower at least once a week.
13. (a) You will be supplied with the following toilet articles:- hair-brush, comb, tooth-brush, tooth-paste, or powder, nail-brush, soap, towel, safety razor holder and shaving brush. Ask your Class Officer for any that you have not been given, or that need replacing.

- (b) Your Class Officer will issue and collect razor-blades; you are not allowed to have these in your cell except while in use.
14. (a) The chamber pot in your cell is normally intended for urinating in during the night. During the day you should use the WCs provided in the workshops, exercise yards and in the wards. If you wish to use the WC on the landing after you have been locked you may ring your bell to be unlocked so long as the Evening Guard Officers are on duty; after that you must, if necessary, use your chamber pot.
- (b) Your Class Officer will tell you when you can dispose of any dirty water and empty your chamber pot.
15. The following are the Statutory Rules about exercise:-
- (a) A prisoner not engaged in outdoor work, or detained in an open prison, shall be given exercise in the open air for not less than one hour in all, each day, if weather permits, provided that exercise consisting of physical training may be given indoors instead of the open air. Means shall be provided, if possible, for exercise to take place, in wet weather, under cover.
- (b) The Medical Officer shall decide upon the fitness of every prisoner for exercise and physical training and may on medical grounds, modify exercise or physical training, or exempt a prisoner from either or both.

Cells and Equipment

16. (a) You must keep your cell clean and tidy and arrange the furniture and equipment as you are directed by your Class Officer.
- (b) You must not have any unauthorised article in your cell.
17. The Rules and Regulations require for you to work as follows:-
- (a) Every convicted prisoner shall be required to engage in useful work and so far as practicable at least eight hours per day shall be spent in associated or other work outside the cells. The maximum period of work in any one day shall not exceed ten hours.
- (b) The Governor may on a report of the Medical Officer excuse a prisoner from work, and no prisoner shall be set to work unless he has been certified as fit for that type of work by the Medical Officer.
- (c) Except with the authority of the Northern Ireland Office, no prisoner shall work in the service of another prisoner or of a Prison Officer, or for the private benefit of any person.
- (d) A prisoner shall not be employed, save at work necessary for the maintenance and conduct of the prison, on Sundays, Christmas Day, Good Friday, St Patrick's Day, and days appointed for general fast or thanksgiving. This will not apply to a prisoner who is a Jew, who will not be compelled to work on his Sabbath or on such days of Festival as may be recognised.

(e) Any prisoner, in addition to work which is allotted in association may be required to work in cell.

18. You will be paid according to the class of work on which you are employed and you may be advanced from a lower to a higher rate of pay according to your skills and industry.

Privileges

19. (a) All convicted prisoners are eligible for the following privileges. Where the conditions under which these privileges apply to you are not explained in the following paragraphs, they will be explained to you as the need arises.

(1) Use of the Prison Library.

(2) Educational note-books.

(3) Books, periodicals and newspapers.

(4) Attendance at educational classes and taking of correspondence courses.

(5) Purchase from earnings, and in certain specified circumstances as approved by Headquarters, from private cash, of tobacco and other articles from the Prison canteen.

(6) Participation in certain public competitions.

(7) Possession and smoking of tobacco.

(8) All or any of the privileges listed above, with the exception of (1) may be withdrawn for a stated period following upon an award of forfeiture of privileges by the Governor, Board of Visitors or by an officer designated by Headquarters.

(9) Privileges listed under (1) (2) (3) (4) and (6) may be withdrawn for a period up to one month by the Governor if they are abused. If you are detained in hospital through your own deliberate act or omission you will be disqualified from any privileges during the time you are in hospital.

20. The following privileges depend upon the accommodation and facilities available at the prison, and are at the Governor's discretion:-

(a) Association, including association at meal times, recreational association and attendance at concerts and lectures.

(b) You may be allowed to retain in your cell equipment for approved indoor recreation drawing, painting, puzzles, games etc.

(c) Subject to security and any general instructions and at the Governor's discretion you may be allowed to engage in a hobby.

21. (a) Any item of private property you are allowed to retain in your possession will be retained at your own risk and claims for loss or damage will not be entertained. You will be required to sign an undertaking that you understand these conditions and are willing to abide by them.

(b) Subject to the Governor's discretion you may be allowed to retain in your cell, photographs and mounted pictures provided they are not glazed, Christmas cards, Birthday cards and calendars provided that:-

(1) You may not retain in your possession a photograph or picture of yourself on your own or in a group or of another prisoner or ex-prisoner on his own or in a group.

(2) Block calendars, ie those with a tear-off strip for each day of the year will not be allowed.

(3) You may not retain more than ten altogether of photographs, pictures, cards and calendars at any one time.

(4) You may retain in your possession a fountain pen brought in on reception or purchased from earnings or private cash.

(c) You will be required to mark the property you are allowed to retain in your cell and you will also write your name on the back of photographs, cards, etc.

Transistor Radios

22. If you are accommodated in a cell and you are serving a sentence of two years and over you may with the Governor's permission purchase or have sent in by relatives a battery transistor radio for your own use only. You will sign a certificate that you are entirely responsible for the radio and that loss or damage will be your own responsibility.

23. The following instructions will be strictly observed:-

(a) The radio must remain in cell except during outdoor association periods when it may accompany the owner. It will not be taken on formal exercise periods or to workshops.

(b) The peace of the prison will not be disturbed nor will it be operated to the annoyance of other prisoners.

(c) The set will be for your own personal use only.

(d) The ownership of sets will not change without the permission of the Governor.

(e) You will be allowed one transistor radio only.

(f) Only radios with LW and MW bands will be allowed.

24. The privileges of having a radio may be withdrawn for any breach of prison discipline. Any radio which has been found to be modified to receive transmissions for other than Long and Medium waves or to have been used as a hiding place for forbidden articles will be withdrawn from use for the remainder of your sentence.

Books, Newspapers and Periodicals

25. There is a library in the prison which you are encouraged to use. You will be told of the arrangements for choosing and changing books.

26. You may receive a reasonable number of approved books sent or brought in by relatives or friends. Approved periodicals suitably bound will be counted as books.

27. (a) The number of books you retain in your cell will be a matter for the Governor's discretion.

(b) Books will be accepted only if they are in good and clean condition. No second-hand paper backs will be accepted.

(c) A book which is considered suitable for general circulation will be placed in the prison Library after you have kept it for a reasonable time, unless you apply to retain it, in which case it will be placed in your property.

28. (a) You may make arrangements to receive personal copies of daily newspapers, including Sunday newspapers and periodicals of your own choice, at the discretion of the Governor, providing you receive them direct from a registered newsagent. Your relatives or friends may order them on your behalf or you may pay for them from your private cash or earnings. If you pay for them yourself you must cover a subscription period of at least two weeks.

(b) The newspapers and periodicals are ordered at your own risk, the prison authorities cannot be held responsible for non-delivery. This privilege is liable to forfeiture or postponement as a punishment for an offence against discipline.

(c) Relatives or friends may bring you newspapers and periodicals but if it is found they contain any prohibited article or written communication they will not be accepted and the matter may be referred to the Police.

(d) You will only be permitted to retain in your cell newspapers, etc to the extent, that in the Governor's opinion, cell searches are not impeded.

Smoking

29. The conditions under which you may possess or smoke tobacco are as follows:-

(a) Only tobacco purchased out of earnings through the canteen or permitted to be sent in at specific festivals or authorised by the Secretary of State will be allowed. Plug tobacco which requires cutting will not be permitted.

(b) You may not have in your possession more than 2 oz of tobacco, whether in the form of loose tobacco or cigarettes.

(c) Chewing tobacco is forbidden.

(d) Pipe, tobacco pouch, lighter and other smokers' requisites may be allowed at your own risk from your property or may be sent in by friends or relatives or purchased from private cash.

(e) You may smoke in your own cell or during association and in such other circumstances as the Governor may direct.

(f) Smoking in hospital or whilst under medical observation will only be allowed at such times as the Medical Officer may approve in each particular case.

(g) Flints and liquid fuel for lighters may be purchased from earnings or sent in by friends or relatives, but will be held and distributed on an "as required" basis by prison staff.

Education

30. Where evening education classes are held in a prison you can ask for permission to attend and you can also apply to take a correspondence course for which you would study in your cell. You will be supplied with the necessary notebooks and text books. The Prison Education Officer will advise you about evening classes and correspondence courses.

Welfare and After Care

31. If you are in any difficulty about your family or private affairs ask to see the Governor, your Chaplain or the Prison Welfare Officer who will do their best to help you. You will be informed by the Governor, Chaplain or the Prison Welfare Officer of any important or urgent private news received for you. If you are concerned about your future after discharge apply to see the Prison Welfare Officer.

Discharge Grants

32. A grant of money can be made available to certain prisoners to help them with their immediate needs on discharge from prison. You will be eligible for consideration of such a grant, if you are serving more than 14 days, unless you are a fine defaulter, civil prisoner or awaiting deportation. If you are eligible application forms will be issued to you as soon as possible after reception if you are serving up to three months imprisonment and about six weeks before your expected date of release if you are serving a longer sentence. If you have any difficulty understanding the application form ask your Class Officer to help you.

Religion

33. You will receive every encouragement to practise your religion while you are in prison. Do not hesitate to see the Chaplain of your religion if you feel he can help you.

34. Copies of the scriptures, books of religious instruction and books on religion can be obtained by application to your Chaplain.

35. (a) Services of worship are held and you are free to attend those of your denomination.

(b) See your Chaplain if you are interested in classes of religious education and discussion groups.

36. If you belong to a religious body for which no Prison Chaplain has been appointed to the prison, inform the Governor and he will, if possible, arrange for you to be visited by a Minister of your denomination.

Assisted Visits

37. Wives or other close relatives who are receiving supplementary benefit payments, or who are in part-time work with an income not much above supplementary benefit standard, may be eligible for a grant towards the cost of visits. If this applies in your case inform your wife or other close relative that application should be made to the local office of the Supplementary Benefits Commission. If in any doubt consult the Prison Welfare Officer.

Calculation of dates of release

38. (a) A sentence of imprisonment begins on the day it is pronounced in Court unless the Court gives some other direction as to the day from which the sentence will run. The sentence consists therefore of the number of days in the calendar period for which the Court has stipulated it shall run.
- (b) Time spent in custody on remand by order of a Court while awaiting trial or sentence, provided you were in prison for no other reason at the time, counts towards your sentence and will therefore be deducted from the number of days in the calendar period for which the Court has stipulated it shall run.
- (c) You may by good conduct become eligible for release before you have served the full period of your sentence. This reduction of sentence is called remission. No sentence may be reduced by remission to less than 31 days. The maximum number of days remission which may be granted is one-half of the number of days in the sentence imposed by the Court provided that the period of imprisonment to be served is not reduced by remission to less than 31 days.
- (d) (1) If you are committed to prison in default of payment of a sum adjudged to be paid on conviction the term to be served will count for remission, but if at the same time you are awaiting trial or sentence on another charge, the term cannot count towards any sentence or for remission of any sentence you may receive on the other charge, unless you make a payment in part or in whole in satisfaction of the sum due. The time for which you pay will count as explained in (b) and (c) above when your release date is calculated. The principle is that time in prison on remand and/or awaiting trial may be counted towards a sentence, if the only reason you are in prison is that you have been on remand or awaiting trial.
- (2) If you are serving a term for not paying a sum due otherwise than on conviction, for example for not paying maintenance, no remission may be granted on this term, but if at the same time you are on remand or awaiting trial on another charge and make a payment in respect of the sum due, the time for which you will pay will count as explained in (b) and (c) above if you receive a sentence on this other charge.
- (3) You should note that you will not be allowed to make a back payment after you have been sentenced on another charge, in respect of any term in default of a sum due, in order to get the advantage of counting such time towards sentence.
- (4) No time while you were unlawfully at large, or spent on bail after sentence, can count towards sentence. When therefore your release date is calculated such time is added on. The same applies to any time which the Court of Appeal orders not to count towards your sentence.

Temporary Release

39. (a) You may apply for temporary release to visit a relative who is very seriously ill or to attend a funeral of a near relative. The relative must be a husband, wife, parent, child or your brother or sister. A person whether or not a relative

An explanatory note giving more detailed information is also available.

who has been responsible for bringing you up, may be regarded as a relative. You may be granted escorted or unescorted Home Leave for a period to be decided by the Northern Ireland Office. An explanatory note giving more detailed information is also available.

(b) Terminal Home Leave and Short Home Leave may be granted if you apply and qualify by length of time served provided your behaviour whilst in custody is satisfactory. Star Class Prisoners serving sentences of six months and over, Star Class Special Category Prisoners serving nine months and over and Ordinary Class Prisoners and Special Category Prisoners (Ordinary Class) serving sentences of three years and over may be granted this concession.

(c) If you are a Star Class Prisoner or a Star Class Special Category Prisoner serving a sentence of two years and over and have served two-thirds of your effective sentence you will be eligible for consideration under the Summer Home Leave Scheme for one week's Home Leave during the period 1 June to 31 August. Your behaviour during sentence in an important factor in the granting of Home Leave.

(d) If you are a Star Class Prisoner or a Star Class Special Category Prisoner and have been committed on or before 30 September provided you have served two-thirds of your effective sentence at the time of commencement of Christmas Home Leave you will be eligible for consideration under the Christmas Home Leave Scheme, the period of which is up to five days during Christmas week. Behaviour during sentence is an important factor in the granting of Home Leave.

(e) If you are a Special Category Prisoner otherwise eligible for Christmas, Summer, Terminal and Short Home Leave, the additional conditions which follow apply to you:-

(i) To qualify for Christmas Home Leave you must be within the last six months of your sentence.

(ii) To qualify for Summer Home Leave you must be within the last twelve months of your sentence.

(iii) To qualify for Terminal and Short Home Leave you must be within the last month of your sentence.

40. If you consider you qualify for any of these concessions see your Class Officer, Principal Officer or the Assistant Governor in charge of your class and he will provide all other details.