

# GLOSSARY OF COMMONLY USED TERMS

- **Adverse Circumstance Report**

An Adverse Circumstances Report (ACR) is the multi-disciplinary Risk Management Team (RMT) Referral which documents an event, incident or change in behaviour which potentially changes the risk that an offender might present. An ACR will relate to (for example), negative reports or failure to comply with the behavioural standards expected whilst participating in a community work placement

- **Breach of Licence**

When one or more conditions of licence is broken.

- **Closed Conditions**

Closed prisons make up the majority of the Scottish prison estate. All offenders begin their sentence in closed conditions, where they have no access to the community and are subject to a high level of security.

- **Community Integration Units (CIUs)**

The purpose of Community Integration Units (CIUs) is to provide an opportunity to access the local community for those STPs (Short Term Prisoners) coming towards the end of their sentence, where it can be evidenced that there is a rationale for it being of benefit to them on release. Potential benefits include, but are not limited to: helping adjust to the community environment; the opportunity to strengthen self-management and other skills; helping to maintain/establish links with community services that may be required post-release or which may contribute to well-being and risk management and help to maintain/build links with important support networks.

- **Community-based Social Worker (CBSW)**

A Criminal Justice Social Worker, employed by a local supervising authority. Also known as the **Supervising Officer**.

- **Cross-border transfer**  
An offender transferred to another authority within the United Kingdom.
  
- **Deportation**  
Where the UK Borders Agency have confirmed that an offender is liable to be deported from Scotland upon their release.
  
- **Return to Closed conditions**
  - ❖ Where a decision has been taken by a Risk Management Team to remove an offender from less secure conditions where it is clear that the offender either:
    - ❖ is a serious threat to security or
    - ❖ good order of the prison;
    - ❖ presents an unacceptable risk to public safety;
    - ❖ has repeatedly abused the freedom offered within less secure conditions; or
    - ❖ requires support, which is not available in their current location
  
- **Determinate Sentences**  
These are sentences that last for a specific amount of time.
  
- **Indeterminate Sentences**  
These are sentences that don't have a set end point (for example, life sentences and Orders for Lifelong Restriction).
  
- **Earliest Date of Liberation (EDL)**  
The EDL for a determinate sentence is the date on which an offender must be conditionally released, if they have not already been granted parole.
  
- **Extended Sentences**  
These combine a period in prison (the custodial part) with a further set time of supervision in the community (the extension part). These sentences are given to some offenders who have committed serious sexual or violent crimes. When released these offenders remain on licence until the end of the extension part of the sentence and can be recalled to prison if they breach the conditions of their licence.

- **First Grant of Temporary Release (FGTR)**  
[Section 15](#) of the SPS Risk Management , Progression and Temporary Release Guidance details the FGTR process. As does prison [Rule 134](#)
- **Mappa Notification Form**  
 The purpose of the Mappa Notification Form is to advise MAPPA coordinators that a relevant offender is about to be considered for progression to less secure conditions and/or unescorted access to the community.
- **Generic Programmes Assessment (GPA)**  
 An assessment that identifies an offender's needs for offence-focused work. The assessment is referred to the Programme Case Management Board (PCMB) for a decision.
- **Home Leave**  
 The unescorted temporary release from prison of an eligible offender for the purpose of enabling them to visit their home or other approved place for a period not exceeding 7 nights excluding travelling time. Whilst on home leave the offender is subject to temporary licence conditions and has contact with their supervising officer. Home leave is one way to test the offender's readiness for release and ability to comply with licence conditions.
- **Independent Living Unit (ILU)**  
 A small unit within the Open Estate, which holds offenders at the point in their sentence where they are considered suitable to be introduced to community activities and employment, as part of their progression towards release. Offenders who are assessed as suitable for the ILU undertake a course that aims to teach them practical skills in preparation for release, such as budgeting, shopping and cooking.
- **Index offence(s)**  
 The offence(s) leading to the offender's current conviction(s) and sentence.
- **Integrated Case Management (ICM)**  
 A process where Scottish Prison Service work together with other agencies to give help and support to offenders throughout their sentence. This support is focused on reducing re-offending by ensuring where possible, risks are identified and a plan is put in place to reduce those risks in a sequenced and co-ordinated manner.
- **Level of Service Case Management Inventory (LS/CMI)**

The LS/CMI is a measure of risk and need factors with a case management component. Risk is categorised into five levels; ‘very low’, ‘low’, ‘moderate’, ‘high’ and ‘very high.’ It is designed to assist professionals in management and treatment planning in justice, forensic, correctional, prevention, and related agencies.

- **Licence conditions**

Rules that the offender must comply with upon their release on licence.

- **Life sentence offender (“Lifer”)**

An offender serving an indeterminate sentence who must complete the "punishment part" or minimum term before being eligible for consideration for release on life licence.

- **Management Plan / Sentence Management**

The plan used by Scottish Prison Service to attempt to address an offender’s needs and risks and support their progression through the prison system.

- **Mandatory Drug Testing (MDT)**

Used for the detection of illegal drug misuse in prisons. This test can be administered at random, on suspicion, or for a risk assessment. Screening tests are used. A confirmation test may be requested. Positive findings may result in punishment.

- **Misconduct reports**

A misconduct report is where an officer informs the Governor in writing immediately where they decide to charge a prisoner with a breach of discipline under Prison Rule 112. Misconduct charges brought against a prisoner are adjudicated in the Orderly Room.

- **Multi-Agency Public Protection Arrangements (MAPPA)**

MAPPA involves liaison between police, Criminal Justice Social Work, housing and other agencies involved in throughcare of high-risk offenders. Link to the latest MAPPA Guidance [here](#).

- **National Top End**

The purpose of National Top End (NTE) is primarily to provide the opportunity for life sentence offenders to prepare for release, have increased self-responsibility and to be gradually tested in the community, in order that they are better prepared for transfer and succeed within open conditions. Additionally, the RMT may deem it appropriate to consider transfer to NTE for low supervision long-term, OLR and IPP offenders, to prepare for release. The ultimate aim of NTE is to allow gradual re-integration into the community and/or to allow the offender to evidence reduction in their risk.

- **No Fixed Abode (NFA)**

Where an offender has no prospect of accommodation upon release, and will be housed in homeless accommodation.

- **Offending behaviour programmes / Offence-focused work**

A range of programmes provided in custody and in the community that are designed to address some of the behaviour that resulted in offending.

- **Open Prison (or Open Conditions or Open Estate)**

The purpose of the Open Estate (OE) is to provide an opportunity for suitable long-term, life sentence, OLRs and IPP offenders to have exposure to additional responsibilities associated with increased freedoms in the community and to allow the offender to further evidence reduction in their risk and demonstrate to the Parole Board that they are suitable for release. For suitable STPs, it also provides the opportunity to serve a proportion of their sentence in conditions with less restrictive security arrangements, giving access to improved development opportunities and the capacity to build and maintain family and community relationships prior to release.

- **Order for Lifelong Restriction (OLR)**

A lifelong sentence imposed on offenders convicted of serious violent or sexual offences, other than murder, at the High Court. The judge must set a “punishment part” of the OLR, which is the minimum time the offender must spend in prison before being considered by the Board for release. Once released, OLR offenders remain subject to licence conditions and a lifelong risk management plan in the community. If the offender breaches a condition of their licence or commits another crime, they can be recalled to prison.

- **Orderly Room**

The term used for the place in prisons where adjudication takes place for a breach of prison discipline and where a punishment may be awarded.

- **Progression**  
 The process by which offenders transfer from closed conditions to less secure conditions. Offenders must meet eligibility criteria before they can be considered for progression and the decision on whether they can progress is taken by the Risk Management Team (RMT). Progression is a voluntary process.
- **Protective Factors**  
 These are circumstances, relationships or characteristics that have a mitigating effect on risk of serious harm. When present, they act to prevent or interrupt the occurrence of an episode of potentially seriously harmful behaviour; as such they have an important role in risk management.
- **Prison-based Social Worker (PBSW)**  
 A Criminal Justice Social Worker employed by a local authority and seconded to an establishment.
- **Prison Rules**  
 The Prisons and Young Offender Institutions (Scotland) Rules 2011. A copy is available at <http://www.legislation.gov.uk/ssi/2011/331/contents/made>.
- **Programme Case Management Board (PCMB)**  
 The decision making body within prisons which decides on an offender's needs for programme / offence-focused work.
- **Punishment Part (PP)**  
 The custodial term of a life or Order for Lifelong Restriction sentence that the Trial Judge (in some cases the Appeal Court) considers the minimum period necessary to satisfy the requirements of punishment and deterrence, before the offender can be considered for release on life licence.
- **Recall / Revocation of Licence**  
 Offenders can have their licence revoked and be recalled to custody at any time during their licence period if they breach a licence condition or are charged with further offending.
- **Restricted transfer**  
 Where an offender is transferred from one jurisdiction to another but remains the responsibility of the authority that transferred them. (E/g a prisoner transfers from a Scottish prison to an English prison, but remains considered under Scotland's authority).

- **Review period**

The amount of time until the next review of the offender's case for release by the Board. For life and OLR prisoners this period can be up to two years. For extended sentences, the standard review period is 12 months but can be shorter if deemed appropriate by the Board.

- **Risk Factors**

Can be dynamic (changeable over time and circumstances) or static (relatively unchangeable). Understanding the distinction between types of risk factors helps to appreciate their role in assessment and in their relative contribution to 'how', 'why' and 'when' offending occurs. **Static factors** such as age, gender and previous behaviour are statistically associated with offending. Whilst they can change slowly and incrementally as people age and offending histories evolve, they should be regarded as long term markers, and do not give a good understanding of current risk or targets for intervention. **Dynamic Risk Factors** are also associated with offending but are changeable; they fluctuate over time and assessment of such factors gives a better understanding of shorter term risk and identifies targets for intervention. They are amenable to change and may be stable factors: entrenched behaviours or attitudes that predispose an individual towards further offending, or acute factors: rapidly changing states or circumstances that can contribute towards triggering an offence.

- **Risk Management Authority (RMA)**

The RMA provides the standards for risk assessment and risk management practices in Scotland to reduce the risk of serious harm posed by violent and sexual offenders. It has also has specific responsibility to administer and oversee the risk assessment and management processes supporting offenders subject to an Order for Lifelong Restriction.

- **Risk Management Plan (RMP)**

Risk Management Plan is a shared and dynamic working document, based on a formulation or understanding of risk, in which preventative and contingency action plans show a clear link between identified risks and necessary action, those responsible for those actions, and the required communications. It is responsive to change and should outline review procedures. It is distinctive from a case management plan.

- **Risk Management Team (RMT)**

The RMT is a multi-disciplinary team of professionals representing a range of agencies involved in the management of offenders. Its primary purpose is to consider:

- the assessment, intervention and management needs of those offenders referred via the ICM process;
- the management of those offenders whose behaviour is concerning;
- the management of those offenders whose behaviour requires immediate intervention; and
- offenders for progression to less secure conditions and/or community access.

In considering whether it is appropriate to grant temporary release to an eligible offender, the RMT must assess the risk that the offender may abscond, pose a danger or cause harm to the public.

- **Risk Matrix 2000 (RM2000)**

A statistical risk assessment tool used for males aged at least 18 who have been convicted of a sexual offence. It uses information about the offender's history to assess their risk of reconviction for sexual or violent offences.

- **Risk of Serious Harm (RoSH)**

This is a risk of harmful behaviour which is life threatening and/or traumatic and from which the victim's recovery, whether physical or psychological, can be expected to be difficult or impossible.

- **Scottish Prison Service (SPS)**

Responsible for the management and supervision of prisons and offenders within Scotland.

- **Segregation / Separation and Reintegration Unit (SRU's)**

This is generally used for offenders who have breached Prison Rules or who cannot be kept safely in normal prison accommodation. SRUs are small accommodation units within prisons that are generally used for locating prisoners who have been removed from [association](#) (ie the mainstream environment or residential area) under Prison Rule 95.

- **Sentence Expiry Date (SED)**

The final day of a determinate or extended sentence.

- **Sexual Offender Prevention Order (SOPO)**

A civil court order where convicted sex offenders are issued with a set of conditions with which they must comply. Breaching these conditions is a criminal offence.

- **Special Escorted Leave (SEL)**

The first step in the offender's progression to increased freedom and responsibility within the community. The SPS uses other forms of escorted leaves, e.g. for compassionate purposes.

- **Spousal Assault Risk Assessment (SARA)**

An assessment used by SPS to determine the risk posed by an offender to their spouse or children.

More information [here](#).

- **Stable and Acute Assessment (SA07)**  
A risk assessment tool used for offenders convicted of sexual offences that estimates the risk of sexual reconviction. More information [here](#).
- **Supervision Level**  
Offenders are assigned to one of three supervision levels - High, Medium and Low - and are entitled to regular reviews of their category.
- **Supervising Officer (SO)**  
The social worker in the community appointed to supervise an offender released on licence.
- **Testing**  
The process that allows monitoring of an offender's response to increased freedom and responsibility.
- **Throughcare**  
The throughcare process supports offenders to prepare for and successfully make the transition from custody into the community. This allows offenders to access support in areas such as housing, benefits, welfare and health in preparation for release.
- **Unescorted Day Release (UDR)**  
One of the steps in an offender's progression through the prison system. Offenders are allowed unescorted day access to the community under temporary licence conditions.
- **Unlawfully at Large (UAL)**  
Applicable to any offender who absents themselves from legal custody after their licence has been revoked. The period UAL is added to the sentence and changes the sentence end date.
- **Unrestricted transfer**  
A case where an offender is transferred from one jurisdiction to another, but becomes the responsibility of the authority that receives them.

- **Temporary Release**

Temporary Release is the generic name for any period of **unescorted** release from prison during an offender's sentence. Unescorted leave means that the offender travels to and from the leave address or approved place within the specified time and transport arrangements detailed on the temporary release licence. The forms of Temporary Release can be found [here](#).